



Global Radiance Group
of Maritime Companies

Guidelines & Forms
Pakistan Marine Academy



Nautical & Marine Cadets
Needs Based Scholarships

An Initiative Under
Global Radiance Education
Endowment Program (GREEP)

**GLOBAL RADIANCE EDUCATIONAL ENDOWMENT PROGRAM (GREEP)
NEED BASED SCHOLARSHIPS FOR PAKISTAN MARINE ACADEMY CADETS**

PROCEDURE AND GUIDELINES

INTRODUCTION

Global Radiance Group of Maritime Companies (GRG) offers a wide array of marine services around the globe. GRG's gamut of services includes Ship Management, Project Management, Marine & Offshore Turnkey Projects, Maritime Manpower Management, Livestock Transportation Management, Ship & Port Agency Services and more. The Group was founded in 2015 with its principal companies Global Radiance Ship Management (GRSM) at Singapore and Global Radiance Pakistan at Karachi. The core purpose of establishing Pakistan Chapter of GRG was to absorb Pakistani seafarers, especially apprentices, which face acute problems for dearth of Pakistani ships. Consequently, since inception GRG is a major job provider to Pakistani seafarers, especially cadets. GRG is committed to revive Pakistan shipping industry's glorious past by developing a large dependable pool of seafarers besides taking other substantial initiatives.

Global Radiance Educational Endowment Program (GREEP) is an initiative in the same vein. The program offers need based 100% residential need-based scholarships for deserving cadets of Pakistan Marine Academy. GREEP covers Nautical / Marine Engineering Cadets enrolled in Two Year Program for acquiring Associate Degree in Ship Management / Marine Engineering Disciplines. Beyond complete financial sponsorship for selected deserving cadets, GRG will also facilitate their post qualification employment in maritime industry.

OBJECTIVE

To empower financially underprivileged talented cadets of Pakistan Marine Academy with financial assistance and job opportunities in order to provide them equal opportunities for professional growth in maritime career.

SCOPE

The need-based scholarship program covers complete financial assistance for nautical / marine engineering cadets hailing from under-privileged backgrounds enrolled in two-year Associate Ship Management / Marine Engineering Degree Programs of Pakistan Marine Academy. The financial assistance under GREEP would include all expenses covered under Admission and Semester Fee as stated on PMA website. Four (4) such scholarships will be awarded for selected cadets including Two (2) each for Nautical and Marine Engineering Cadets in every batch/entry starting from 58th Batch of Pakistan Marine Academy.

ELIGIBILITY CRITERIA

The eligibility of a candidate for GREEP is linked to his financial background and applicant's overall merit in selection for Pakistan Marine Academy. Information and application forms will be available from PMA Chief Education Officer (CEO) office and may also be downloaded from Pakistan Marine Academy website. 'Scholarship Award Committee' (SAC) having officials from PMA and GRG will verify, evaluate and select most deserving candidates strictly based on defined selection criteria. Broad parameters for qualifying GREEP scholarship are as under.

- Cadets from each new intake with less than Rs 600,000/- annual family income will be eligible to apply on prescribed application forms.
- The 'Scholarship Award Committee' (SAC) will verify the data provided by potential candidates, through available information. Ground verification of applicants' credentials will also be undertaken. Fraudulent statement of facts will render the applicant disqualified for GREEP besides other specified penalties.
- Two Applicants in each category (Nautical and Engineering) with lowest financial standing will be selected for the scholarship.
- In case of more candidates with similar financial standing than the available scholarship slots, candidates with higher PMA selection merit (SSC & HSC % + NTS Score) will be selected.
- The selection will be strictly and purely based on merit / defined criteria.
- In case any candidate's drop out, he will be replaced by next candidate on the waiting list.
- The decision of 'Scholarship Award Committee' (SAC) will be final.

SCHOLARSHIP AWARD PROCESS

The process for application, evaluation and selection for PMA GREEP scholarships has been dilated below.

- Due information about GREEP Scholarships will be placed on PMA website and PMA in-house notice boards.
- Interested candidates may receive 'Scholarship Application Form' from the Office of Chief Education Officer (CEO) Pakistan Marine Academy or may download directly from PMA website: <https://marineacademy.edu.pk>
- Duly completed scholarship forms along with supporting documents will be submitted with the office of CEO PMA before prescribed date.
- The candidates will also deposit a copy of the complete set of their application forms with the office of Global Radiance Group either in person or through courier service at the following address:
Global Radiance Pvt Ltd, Suites 712-714,
Caesar Tower (Opposite Aisha Bawani School), Main Shahrah e Faisal, Karachi.
Phone: 021-213 278 2660

- 'Scholarship Award Committee' (SAC) will verify the credentials stated in application form through ground checks and record due comments on the application forms to be considered for selection process.
- Notification of the scholarship awards will be placed on PMA website and in-house notice boards upon finalization.
- As Admission Fee / First Semester Fee would already be paid by the applicant before applying for scholarship, the dues will be deposited in selected candidates' desired accounts. For subsequent semesters, fee funding will be deposited directly in Pakistan Marine Academy's Fee Collection Account at the start of each semester/as per schedule.
- Total financial assistance will include admission charges, tuition fee, boarding & lodging and academic cost covered under admission and semester fee by PMA as stated in Joining Instructions / PMA website at the start of each semester.
- PMA will intimate funding requirements One Month in advance to Global Radiance Group (Karachi Office) for timely financial processing.

CANCELLATION OF SCHOLARSHIP

GREEP Scholarship will be immediately suspended in case an approved candidate is found guilty of moral turpitude or severe disciplinary violations. The decision for suspension will be taken by the Scholarship Award Committee (SAC) and will be considered final. In case of suspension of a candidate's scholarship, the same will be transferred to the next candidate on the waiting list from the same branch. Depending on the violation, cancellation of scholarship may be followed by termination from PMA. In case of cancellation of scholarship, already paid scholarship amount will be refunded by the individual or his parents / guardians. Following acts will particularly render a scholarship candidate ineligible.

- Any act, omission or offence, which is contrary to Pakistan Penal Code.
- Violation of State's laws/rules or committing any cognizable offence.
- Involvement in any anti-State activity.
- Providing false information.
- Being part or direct involvement of any criminal activity.
- Possession/use of narcotics or any involvement in related activity, directly or indirectly.
- Use of unfair means or found cheating during test/quizzes/examinations or assignments.
- Maintaining less than 2.5 cumulative GPA.
- Any other activity which is an unbecoming of a civilized citizen.

CONCLUSION

Global Radiance Group of Maritime Companies (GRG) is committed to revive Pakistan's Maritime Industry. Since inception, GRG has made every possible endeavor to facilitate and support Pakistani seafarers in all perspectives. However, revival of the industry is a gigantic task warranting efforts by all stakeholders in tandem. GRG therefore expects and solicits support from all, especially the seafarers, to become national brand ambassadors resurrecting the glory enjoyed by our predecessors in the past. GRG scholarship beneficiaries are obliged to become flag bearers of this change.

**GLOBAL RADIANCE EDUCATIONAL ENDOWMENT PROGRAM (GREEP)
NEED BASED SCHOLARSHIPS FOR PAKISTAN MARINE ACADEMY CADETS**

APPLICATION FORM INSTRUCTIONS

General Instructions

1. GREEP Scholarship is based on assessment of need and merit. Selection will be decided on the basis of information provided in this form after thorough scrutiny & investigations by Scholarship Award Committee. Candidate may also be required to appear for interview before SAC.
2. Providing false or incomplete information and intentionally withholding desired information may result in one or all of the following:
 - a. Cancellation of admission / termination from PMA.
 - b. Initiation of criminal proceedings.
 - c. Disqualification for award of any future loan / scholarship.
 - d. Refund of all the payment received.

Instructions for Filling Scholarship Application Form

3. Before filling Application Form read and understand the instructions carefully.
4. No information required in this form is to be left unanswered and no information is to be intentionally withheld; failing which may lead to disciplinary actions as stated above.
5. In case of any query or doubt about filling-out the form, please contact CEO office or respective Divisional Officer (DO).
6. Following are few basic guidelines for filling-up the form:
 - a. Make a photocopy of the application form. Complete the photocopied form first ensuring that every entry is correct and final. Once checked from all perspectives, copy all information from photocopied form to the original form.
 - b. Fill in the form using Black Ball Point Pen and write in CAPITAL letters.
 - c. Answer all questions. Those not applicable should be marked 'NA'.
 - d. Furnish factual, comprehensive and authentic information in the form.
 - e. Extra sheets may be attached with the form for additional information or where columns are not sufficient, giving respective reference on the attached sheet.
 - f. For family financial reporting parents / guardian may be consulted for guidance.
 - g. Whenever in doubt, seek help from the respective Divisional Officer or CEO office.
 - h. Confirm each required document is attached and mark tick on attached Checklist.
 - i. Submit duly completed application form at CEO office or with respective DO.
 - j. Deposit a readable photocopy of the complete set of Application Form with attachments at Global Radiance Group Karachi Office in person or through courier.
 - k. Affidavit only needs to be submitted after final selection of the candidate and therefore all applicants do not need to provide it at the time of applying.

**GLOBAL RADIANCE EDUCATIONAL ENDOWMENT PROGRAM (GREEP)
NEED BASED SCHOLARSHIPS FOR PAKISTAN MARINE ACADEMY CADETS**

APPLICATION FORM

REMINDER:

- Before start filling this form, carefully read the instructions.
- Information, as required by this form, should not be intentionally withheld; failing which may lead to a disciplinary action.
- In case of any query or any doubt, contact CEO office or respective Divisional officer at PMA.
- You may attach extra sheets, referring relevant para number.

Paste 2 x 2 Inches
Photograph
with Blue Background
(Enclose 02 additional
photos also in separate
envelop)

PART – 1

PERSONAL INFORMATION

Degree Title / Program (Nautical or Engineering): _____

1.	Cadet Name	
2.	Academy No.	

3.	CNIC No																	
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4.	Date of Birth	
5.	Domicile (with date)	
6.	Religion	

7.	Permanent Address:		
	House No. (If any)		Road/ Street
	Mohalla/Sector/Phase		Village
	Identifying Landmark(s) near home location		Police Station

Tehsil		District	
Province		Post Code	

8. Present Address:			
House No. (If any)		Road/ Street	
Mohalla/Sector/Phase		Village	
Identifying landmark(s) near home location:		Police Station	
Tehsil		District	
Province		Post Code	

9. Contact Information:			
Residential Landline Nos (with area code)			
Office / Workplace of Parents/Guardians			
Parents/Guardians Cell No (s)			
Parents/Guardians E-mail			

10. Details of Educational Qualifications:						
Ser	Level	Class(s)	From (Year)	To (Year)	Educational Institution (Give full particulars)	Grade / Percentage
	Primary					
	Secondary					
	Middle					
	SSC/Equivalent					
	HSSC/Equivalent					

PART – 2
FAMILY PARTICULARS

1. Details of Parents:

Father's Name			
CNIC No.			
Occupation Type			
Professional Status (Employed/Retired/Business Owner)			
Name of Employer/Company/ Business			
Designation & Grade, if any (BPS/SPS/PTC etc.)			
National Tax Number (NTN)			
Telephone Nos:	Office		Residence
	Mobile		
Email			

Mother's Name			
CNIC No			
Occupation Type			
Professional Status (Housewife/Employed)			
Name of Employer/Company/ Business (If applicable)			
Designation & Grade (BPS/SPS/PTC etc.)			
National Tax Number (NTN)			

Telephone No:	Office		Residence	
	Mobile			
Email Address				

2. Detail of Guardian's / Person Taking Care of Financial Needs of the Applicant:

Name				
Relationship with Cadet				
CNIC No				
Occupation Type				
Professional Status (Employed/Retired/Business Owner):				
Name of Employer/Company/ Business				
National Tax Number (NTN)				
Designation & Grade (BPS/SPS/PTC etc.)				
Telephone No:	Office		Residence	
	Mobile			
Email Address				

3. Detail of Family Members currently Living at Cadet's Home with Parents / Guardian:

Ser	Name of Family Member	Relation	Marital Status	Occupation	Monthly Income (if any)
a.					
b.					
c.					
d.					

e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					
m.					

4. Details of Studying Brothers / Sisters:

Ser	Name	Relationship with applicant	Name & Address of Institute	Monthly Fee
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				

PART – 3
FINANCIAL DETAILS

INCOME

1. Details of Earning Family Members: (Take extra sheet if required)

Ser	Family Member Name	Relationship with Cadet	occupation (Specify)	Designation	Organization Name	Monthly Gross Pay/Earning
a.						
b.						
c.						
d.						
e.						
f.						
Total Monthly Family Income (add Self Income, if applicable)						

2. Family’s Monthly Income from Assets:

Ser	Income Source	Father	Mother	Self	Other	Total
a.	Property Rent					
b.	Land Lease					
c.	Bank Deposits					
d.	Shares / Securities					
e.	Other (Specify)					
	Total					

3. Total Monthly Family Income:

Ser	Family Member Name	Relationship with Cadet	Monthly Income from Assets	Monthly Gross Pay / Earning	Monthly Net (Take home) Pay/Earning
a.					
b.					
c.					

d.				
	Total Monthly Income in Pak Rupees >			
	Total Annual Income in Pak Rupees >			

EXPENDITURES

4. Accommodation Expenditures:

a. Type of accommodation (Bungalow/apartment/Town house/Village house):

b. House Status (Self or Family owned/Government owned/Rented/other):

c. Rent paid by (Self/Employer/Government/others: _____

d. House / Plot Size: _____ Square feet Covered area: _____ Square feet

Ser	Accommodation Address	No. of Rooms	Approximate Value of Accommodation	Accommodation Monthly Rent

5. Any Other House/Flat Owned by the Parents/Guardian: (if yes please specify with location and size)

6. Utilities Expenditures:

(Total Amount of Utilities Paid during last 12 months)			
Electricity	Gas	Telephone	Water

7. 2019 Medical Expenditures: (Total amount spent on family members treatment)

8. Total Family Expenditure:

Education Expenditure	Accommodation Expenditure	Utilities Expenditure	Medical Expenditure	Misc. Expenditure	Total Monthly Expenditure

9. Summary of Income & Expenditure:

Description	Amounts in Pak Rupees
Total Annual Income	
Total Annual Expenditure	
Net Annual Disposable Income*	

* If the Annual Disposable Income is negative, kindly explain the reasons for the gap, and the arrangements through which the differential gap is met by the family

ASSETS

10. Transport Owned by Family Members: (own use/commercial/agricultural)

Ser	Transport Type (Car/ Motorcycle/ Others*)	Make/ Model	Engine Capacity (cc)	Registration No.	Owned Since (year)	Current Market Value (in Rs)
a.						
b.						
c.						
d.						
e.						

* Others include Tractor, Rickshaw, Bi-Cycle, Motorcycle Rickshaw, Carriage Pick, Truck etc.

11. Livestock (s): Specify Type, Quantity and Approximate Value in Pak Rupees

12. Land (s) / Plot (s) Owned: Specify Area, Location and Approximate Value in Pak Rupees

Land Assets Title	Type (Residential, Commercial, Agricultural etc)	Size	Location (Address)	Current Use (On Rent, Lease etc)	Monthly Income from Asset

13. Other Owned Assets (Bank balance, Shares, Prize Bonds etc with Current Market Value in Pak Rupees)

Ser	Assets Title	Father	Mother	Self	Guardian	Total
a.						
b.						
c.						
d.						
	Total Value in Rupees					

14. Loan taken by or for Applicant Education (including Family/ Friend Loan with Details of Amount and Lender)

15. Any Source of Financing other than Loan (Give Details) _____

16. How were admission / 1st semester fees paid, specify source?

17. Have you ever got Any Other Scholarships? (Yes/No) _____

(If yes, fill the details of scholarships below and attach documentary proof of the scholarships)

Ser	Name of Institute	Scholarship Name	Total Scholarship Amount	Total Scholarship Period	Class / Level at which Scholarship was Granted
a.					
b.					
c.					

18. **Statement of Purpose** (Explain your suitability for this scholarship, why should you be a choice) - attach separate sheet if required

19. **Monthly Financial Support Available to Applicant from Any Other Sources** (Specify Source & Amount)

PART – 4
UNDERTAKING

I _____ son of _____
solemnly affirm that the information given in this Application form is true and correct to the best of my knowledge and belief. Moreover, I certify that I have completed the **GREEP Needs Based Scholarship Application Form for Undertaking Education-Cum-Training as a Cadet at Pakistan Marine Academy**, correctly and that no information asked therein has been withheld. I do acknowledge the consequences of the intentional concealing of information, provision of inaccurate, irrelevant or outdated data or inclusion of misleading particulars, under the law. I fully understand that my false statement or material omission/suppression of any fact shall render me liable to disciplinary action(s). If any information given in this application is found incorrect or false after grant of financial assistance, GRG/PMA will stop further assistance and the Cadet will have to refund all payment received.

2. Global Radiance Group / Pakistan Marine Academy reserves the right to use information given in this application form for verification and other purposes.

Applicant’s Signatures: _____
 Applicant’s Name: _____
 Applicant’s CNIC No: _____
 Father/Guardian Signatures: _____
 Father/Guardian Name: _____
 Father/Guardian CNIC No: _____
 Date: _____

Right Thumb Impression of the Applicant	Left Thumb Impression of the Applicant

PART – 5
COUNTERSIGNATURES BY FATHER/MOTHER/GUARDIAN

I _____ son of _____ CNIC No. _____ certify that the particulars/information provided by (Applicant's Name) _____ having CNIC No. _____ is correct, current and as per the requirement of the application form.

I also certify that no information has been intentionally withheld by the form filler. I acknowledge that if any information given in this application is found incorrect or false after grant of financial assistance, further assistance will be stopped, and I will refund all payment received.

Guarantor's Signatures: _____
 Guarantor's Name: _____
 Guarantor's CNIC No: _____
 Guarantor's Relation: _____
 Date: _____

Right Thumb Impression of the Guarantor	Left Thumb Impression of the Guarantor

AFFIDAVIT (SPECIMEN)

(Instructions for preparing Affidavit: Each Page must be printed on stamp paper; other papers are not acceptable. Type on one side of the paper only. This Affidavit needs to be submitted after final selection)

DEED OF AGREEMENT

For Undertaking a Course of Studies in Associate Degree Program (Nautical/Engineering) at Pakistan Marine Academy Under Global Radiance Education Endowment Program (GREEP).

Cadet's Name:		Academy No:	
CNIC No:		Batch No:	
Branch:		Domicile:	
Father's Name:		Father's CNIC No:	

Here by called the Approved Student/Cadet has been selected by PMA for the award of scholarship under Global Radiance Education Endowment Program (GREEP) Needs Based Scholarship in the field of study Nautical/Engineering for completion of Two (2) Years academic program. I agree to accept the award of the scholarship on the terms and conditions governing the scholarship award.

Now this deed witnesses as under:

- a. The payment of scholarship admissible under the program shall be made subject to the complete adherence to all rules and regulations governing the scholarship program as well as satisfactory performance in the authorized studies / discipline/degree program.
- b. I shall not change the specified discipline/course of studies nor register myself for any other course or program/University/Institute without prior approval of PMA.
- c. In case of selection at any other scholarship scheme, I will immediately report the same to the Academy.
- d. In case I fail to qualify the course / degree for which I was awarded scholarship, the Academy reserves the right to recover all the payment received.
- e. My Parents/ Guardian are unable to financially support his education.
- f. I acknowledge that the Scholarship will be terminable in the following cases:
 - 1) If the Cadet fails to maintain 2.5 cumulative GPA in every semester.
 - 2) If the Cadet fails to maintain class attendance of 90%.
 - 3) If the Cadet is involved in malicious/undesirable activities.
 - 4) If the Cadet fails to obey or act in accordance with PMA's order directing him, he will be liable to action under Cadets Discipline and General Order.
 - 5) If punished because of his involvement in violation of the Academy rules, damage to institute property, misbehavior with instructor or staff or colleagues or any other disciplinary action.
 - 6) If the information provided in the forms is found incorrect at any time during training period.

AND I FURTHER COVENANT THAT in case of breach of any of the above terms and conditions as well as the rules / terms and conditions those governing scholarship award, I shall be bound to obey the orders as prescribed and assessed by PMA which shall be final and conclusive.

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of acceptance thereof.

Applicant's Signatures: _____

Guarantor's Signatures: _____

Applicant's Name: _____

Guarantor's Name: _____

Applicant's CNIC No: _____

Guarantor's CNIC No: _____

Date & Place of Signing: _____

Date & Place of Signing: _____

Witness 1 Signatures: _____

Witness 2 Signatures: _____

Witness 1 Name: _____

Witness 2 Name: _____

Witness 1 CNIC No: _____

Witness 2 CNIC No: _____

Date & Place of Signing: _____

Date & Place of Signing: _____

APPLICATION FORM CHECKLIST

Ser	Description	Tick When Completed / Attached
1.	Copies of CNIC	
	▪ Self	
	▪ Father	
	▪ Mother	
	▪ Guardian	
2.	Copy of Domicile	
3.	Copy of Family Registration Certificate (FRC) from NADRA	
4.	Copies of NTN Certificates (only if applicable)	
	▪ Father	
	▪ Mother	
	▪ Brothers	
	▪ Sisters (unmarried)	
	▪ Guardian	
5.	Salary Certificates of (only if applicable)	
	▪ Father	
	▪ Mother	
	▪ Brothers	
	▪ Sisters (unmarried)	
	▪ Guardian	
6.	Copies of last 3 months utility bills	
	▪ Electricity	
	▪ Gas	
	▪ Telephone	
	▪ Water	
	▪ Landline / Cell phone (s)	
7.	Copies of all Property documents held in the name of:	
	▪ Self	
	▪ Father	
	▪ Mother	
	▪ Brothers	
	▪ Sisters (unmarried)	
	▪ Guardian	
8.	Copies of rent agreement (if applicable)	
9.	Details of moveable & immovable properties including jewelry, shares, saving certificates/bonds, vehicles etc.	
10.	Copies of last / latest fee receipts of self and siblings	
11.	Copies of Medical bills/ expenditure related documents (where applicable)	

إِنَّ اللَّهَ لَهوَ خَيْرُ الرَّازِقِينَ

**And Most Surely Allah
Is The Best Giver Of
Sustenance.**

Al-Hajj, 22:58