



MINISTRY OF MARITIME AFFAIRS

PROCEDURES & GUIDELINES

FOR

MINISTRY OF MARITIME AFFAIRS

NEEDS BASED SCHOLARSHIP

(MoMA-NBSP)

For The Cadets Of

PAKISTAN MARINE ACADEMY

MINISTRY OF MARITIME AFFAIRS (MOMA)
NEEDS BASED SCHOLARSHIP PROGRAM
FOR THE CADETS OF PAKISTAN MARINE ACADEMY

INTRODUCTION

1. In lines with the Government strategy to create opportunities for the youth belonging to financially disadvantaged households for bringing them under the net of higher education and create equal education opportunities for all; Secretary Maritime Affairs, has launched '**Ministry of Maritime Affairs Needs Based Scholarship Program**' (MoMA-NBSP) for the Cadets of Pakistan Marine Academy (PMA). In this regard, 33 fully paid scholarships, for 2 years Associated Degree in Nautical/Engineering program, being conducted at PMA, would be sponsored by following organizations of MoMA:
 - a. Pakistan National Shipping Corporation (PNSC);
 - b. Karachi Port Trust (KPT);
 - c. Port Qasim Authority (PQA).
2. The scholarships would be provided to deserving Nautical and Engineering Cadets, on needs based, through approved merit/criteria. Offered scholarship aims to provide equal opportunities to financially disadvantaged youth of the country, who wishes to pursue their career in Maritime field. This step of MoMA would not only help in elevating socio-economic status of deserving youth, but would also provide them chances of a brighter future.

OBJECTIVES

3. To provide equal opportunities of contemporary maritime related education-cum-training to talented but financially disadvantaged youth of the country, who wishes to pursue their career in Maritime fields.

ELIGIBILITY CRITERIA

4. The eligibility for grant of scholarship is essentially linked to financial background and applicant's overall merit in selection for Pakistan Marine Academy (PMA). Award of scholarship would be approved by the Secretary MoMA on recommendations of 'Scholarship Award Committee' (SAC). Each year PNSC, KPT and PQA would sponsor 11 Cadets, each. The distribution of scholarships, domicile-wise, is as follows:
 - a. Baluchistan: 15 Cadets (08 Nautical & 07 Engineering).
 - b. KPK 06 Cadets (03 Nautical & 03 Engineering).
 - c. Punjab: 06 Cadets (03 Nautical & 03 Engineering).
 - d. Sindh: 06 Cadets (03 Nautical & 03 Engineering).

SCHOLARSHIP AWARD PROCESS

5. Duly filled/completed application forms of all potential candidates would be reviewed by the 'Scholarship Award Committee' formed by Secretary MoMA. The committee is headed by the Director General Ports & Shipping Wing, Karachi, along with representatives of PNSC, KPT, PQA and PMA. The SAC would put-up recommendations of deserving candidates to the Secretary MoMA, who is final approving authority. After seeking final approval of deserving candidates from Secretary MoMA, PMA would

request the sponsoring organizations for deposit of requisite funds in PMA's Scholarship bank account.

6. Broad parameters for qualifying MoMA scholarship would be as under:
 - a. Cadets from each new entry having less than Rs. 900,000/- annual family may apply.
 - b. The 'Scholarship Award Committee' (SAC) will verify the data provided by potential candidates, through available information, as filled in scholarship application form.
 - c. Applications with **lowest financial standing** and **top in merit** (HSC% + NTS), in each category of nautical and Engineering, would be selected for the scholarship.
 - d. The selection will be strictly on merit / defined criteria.
 - e. In case any candidate's drop-out, he will be replaced by next candidates on the waiting list.
 - f. The decision of Secretary MoMA, based on Scholarship Award Committee's recommendation will be final.
 - g. Cadets who have applied under the Self Finance Scheme will not be eligible for the Scholarship.

HOW TO APPLY; PROCESS & PROCEDURE

7. The process of selection entails following:
 - a. Interested candidates may receive 'Scholarship Application Form' from office of Chief Education Officer (CEO) of Pakistan Marine Academy or may be downloaded directly from PMA website: <https://marineacademy.edu.pk>.
 - b. Submit duly completed scholarship form along with supporting documents to CEO office at PMA with in due date as prescribed.
 - c. Scholarship Award Committee will verify the credentials stated in application form.
 - d. Notification of the scholarship awards will be placed on PMA website and in-house notice boards.
 - e. In case of Admission Fee / First Semester Fee already paid by the applicant while selection for award of scholarships is in process, the dues will be deposited in selected candidates' accounts. For subsequent semesters, fee funding will be deposited directly in Pakistan Marine Academy's Fee Account by the Sponsors at the start of each semester/as per schedule.
 - f. Please note that under this scholarships scheme, the funds are not transferred directly to Cadets; rather payment is to be transferred to PMA's Scholarship bank account for respective Cadets.

FINANCIAL SUPPORT

8. Total Financial Assistance 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.

CANCELLATION OF SCHOLARSHIP

9. Scholarship may be cancelled/ceased followed by termination from PMA, for anyone or all of following violations; in case of termination all paid scholarship and other expenditure are to be refunded by the individual or his Parents/guardians:
 - a. Any act, omission or offence, which is contrary to Pakistan Penal Code.
 - b. Violation of State's laws/rules or committing any cognizable offence.
 - c. Involvement in any anti-State activity.
 - d. Providing false information.
 - e. Being part or direct involvement of any criminal activity.
 - f. Possession/use of narcotics or any involvement in related activity, directly or indirectly.
 - g. Use of unfair means or found cheating during test/quizzes/examinations or assignments.
 - h. Maintaining less than cumulative GPA of 2.
 - i. Any other activity which is an unbecoming of a civilized citizen.

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APPLICATION FORM

1. Scholarship is based on assessment of need and merit as well as availability of funds. Selection will be decided on the basis of information provided in this form after through scrutiny & investigations by the SAC. Candidate may be required to appear for interview(s), as well.

Providing False Information.

2. Providing false or incomplete information or if any desired information is withheld intentionally, may result in one or all of the following:
 - a. Cancellation of admission.
 - b. Termination from PMA.
 - c. Initiation of criminal proceedings.
 - d. Disqualification for award of any future loan/scholarship.
 - e. Refund of all the payment received and or a penalty equal to total scholarship amount.

Instructions for Filling-out Scholarship Application Form.

3. Before you start filling ‘Scholarship 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. Read the application form carefully.
 - b. Make a photocopy of the application form.
 - c. Fill in the form using black ball point pen and write in CAPITAL letters.
 - d. Answer all questions. Those not applicable should be marked “NA (Not Applicable)”.
 - e. Complete the photo copy form and make sure that every entry is correct and final
 - f. Copy all information from photocopied form to the original form
 - g. Furnish factual, comprehensive and authentic information in the form.
 - h. Extra sheets may be attached with the form for additional information or where columns are not sufficient, referring the respective Para No.
 - i. For family financial reporting parents/guardian may be consulted for guidance.
 - j. Whenever in doubt or lost, seek help from the respective Divisional Officer or CEO office.
 - k. Ensure that you have attached all the required documents by putting a tick mark in attached checklist.
 - l. Affidavit needs to be submitted after final selection of the candidate.
 - m. Submit duly completed application form to CEO office or respective Divisional Officer.

Application Form Check off List

S. No	Description	Tick the relevant
1.	Copies of Computerized NIC	
	• Self	
	• Father	
	• Mother	
	• Guardian	
2.	Copy of Domicile	
3.	Copy of Family Registration Certificate(FRC) from NADRA	
4.	Copies of NTN Certificate (if applicable) of:	
	• Father	
	• Mother	
	• Brothers	
	• Sisters	
	• Guardian	
5.	Salary Certificate of:	
	• Father	
	• Mother	
	• Brothers	
	• Sisters	
	• Guardian	
6.	Copies of last 12 months utility bills	
	• Electricity	
	• Gas	
	• Telephone	
	• Water	
	• Cell phone(s)	
7.	Attested copies of all Property document held in the name of:	
	• Self	
	• Father	
	• Mother	
	• Brothers	
	• Sisters(unmarried)	
	• Guardian	
8.	Attested copy of rent agreement(if applicable)	
9.	Details of moveable & immoveable properties including jewelry, shares, saving certificates/bonds, vehicles(2 and 4 wheelers) etc.	
10.	Copies of last & latest fee receipts of self and siblings	
11.	Copies of Medical bills/ expenditure related documents (if applicable)	
12.		

SPECIMEN

Each Page must be executed on stamp paper; other papers not acceptable.

Type on one side of 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 the Scheme “Ministry of Maritime Affairs (MoMA) Needs Based Scholarship Program”

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

Here by called the Approved Student/Cadet has been selected by Ministry of Maritime Affairs for the award of scholarship under MoMA Needs Based Scholarship Program in the field of study **Nautical/Engineering** for completion of **Two (2) Years** academic program. The approved student/cadet has agreed 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 allowances admissible under the scholarship 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 programme.
- b. The Cadet shall not change the specified discipline/course of studies nor register himself for any other course or program/University/Institute without prior approval of PMA.
- c. In case of selection at any other scholarship scheme, the Cadet will immediately report the same to the Academy.
- d. In case the scholar fails to qualify the course / degree for which he was awarded scholarship, the Academy reserves the right to recover all the payment received and or a penalty equal to total scholarship amount from the Scholars/Guarantor.
- e. The Parents/ Guardian of the Cadet are unable to financially support his education.
- f. 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 the Cadet is 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 by the Cadet is found incorrect at any time during his study/training period.**

AND THE SELECTED CADET FURTHER COVENANTS, 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 and /or his failure as directed by PMA for the specified period, the Cadet shall be bound to obey the orders as prescribed and assessed by PMA shall be final and conclusive.

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

DATE: _____	DATE: _____
Signature of Cadet _____	Signature of Parent /Guarantor _____
Name: _____	Name: _____
CNIC No. _____	CNIC No. _____
Signature of Witness No. 1 _____	Signature of Witness No. 2 _____
Name: _____	Name: _____
CNIC No. _____	CNIC No. _____



Ministry of Maritime Affairs Needs Based Scholarship Application Form
For the Cadets of Pakistan Marine Academy



IMPORTANT:

- *BEFORE you 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, refereeing relevant para number.*

**Paste 2 x 2 inch
 Photograph
 With Blue background
 (Enclose 02 additional
 photos also)**

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 / Work Place of Parents/Guardians:			
Cell No(s):			
E-mails:			

10. Details of Educational Qualifications:				
<u>S#</u>	<u>Educational Institution</u> <i>(give full particulars)</i>	<u>From</u>	<u>To</u>	<u>Grade/ Percentage</u>

PART – 2

FAMILY PARTICULARS

11. Give full details of following family members:

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

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

	Business:	
Telephone No:	Office:	Residence:
	Mobile Nos:	
Email Addresses:		

12. Guardian or any other sponsoring person:

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

13. Total Family Members currently living at your home with your Parents or Guardian:

S #	<u>Name of Family Member (s)</u>	<u>Relationship</u>	<u>Marital Status</u>	<u>Profession</u>
a.				
b.				
c.				
d.				
e.				
f.				

14. Details of on-going education of Brothers/Sisters:

<u>S #</u>	<u>Name</u>	<u>Relationship with applicant</u>	<u>Name & Address of Institute</u>	<u>Fee per month</u>
a.				
b.				
c.				
d.				
e.				
f.				

PART – 3

FINANCIAL DETAILS

INCOME

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

<u>S#</u>	<u>Family Member Name</u>	<u>Relationship</u>	<u>Family Member occupation (Specify)</u>	<u>Organization Name</u>	<u>Designation</u>	<u>Monthly Gross Pay/Earning</u>
a.						
b.						
c.						
d.						
e.						
f.						
Total Monthly Family Income (add Self Income, if applicable)						

16. Asset Income (on monthly basis):

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

17. Total Family Monthly Income:

<u>S #</u>	<u>Family Member Name</u>	<u>Relationship</u>	<u>Monthly Income from Assets</u>	<u>Monthly Gross Pay/Earning</u>	<u>Monthly Net(Take home) Pay/Earning</u>
a.					
b.					

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

EXPENDITURES

18. 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 payment (Self/Employer/Government/others: _____
- d. House / Plot Size: _____ Sq feet; Covered area: _____ Sq feet

<u>S#</u>	<u>Accommodation Address</u>	<u>No. of Rooms</u>	<u>No. of Air-conditioners installed</u>	<u>Accommodation Monthly Rent</u>

19. Any other house/flat owned by the Parents/Guardian (if yes please specify with location and size):

20. Utilities Expenditures

<u>Total Amount of Utilities Paid during last 12 months (in Rupees)</u>			
Telephone	Electricity	Gas	Water

21. Medical Expenditures: Average of last six months (Per Month Expenditure): _____

22. Total Family Expenditure:

<u>Education Expenditure</u>	<u>Accommodation Expenditure</u>	<u>Utilities Expenditure</u>	<u>Medical Expenditure</u>	<u>Misc. Expenditure</u>	<u>Total Monthly Expenditure</u>

23. Summary of Income & Expenditure:

<u>Description</u>	<u>Amounts in Pak Rupees</u>
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 (with current market value):

24. Does the family own any Transport (own use/commercial/agricultural):

<u>S #</u>	<u>Transport Type</u> (<u>Car/ Motor cycle/ Others*</u>)	<u>Make/ Model</u>	<u>Engine Capacity (cc)</u>	<u>Registration No.</u>	<u>Owned Since (year)</u>	<u>Current Market Value(in Rs)</u>
a.						
b.						
c.						
d.						
e.						

* *Others: include tractor, rickshaw, bi-cycle, motorcycle rickshaw, carriage pick, truck etc.*

25. Number and value of Livestock(s) (with kind) in Rupees _____

26. Area and location of Land(s) / Plot(s) owned _____

<u>Assets Title</u>	<u>Qty</u>	<u>Size</u>	<u>Location (Address)</u>	<u>Cultivable Area</u>	<u>Agricultural Yield Per Acre</u>
Residential					
Commercial					

Agricultural					
Employer/Govt Scheme					

27. Assets worth (Current Market Value in Rupees.)

<u>S #</u>	<u>Assets Title</u>	<u>Father</u>	<u>Mother</u>	<u>Self</u>	<u>Guardian</u>	<u>Total</u>
a.	House					
b.	Business					
c.	Land & Building					
d.	Bank Balance					
e.	Stocks/Prize bond					
f.	Livestock					
g.	Others					
	Total Value in Rupees					

28. **Loan taken by or for Applicant Education**

** Family/ Friend Loan (Specify details of loan taken and relationship with the relative / friend)*

29. Any source of financing other than loan (give details): _____

30. How were the admission /fees paid for following education? (If paid)

	<u>Name and Location of Institute</u>	<u>Per Month Fee</u>	<u>To- From month/ yr</u>	<u>Division/ GPA/</u>	<u>%age / CGPA</u>
Intermediate					
Secondary					

31. Per month fee/ tuition charges paid to institution last attended in Rupees: _____

32. Have you ever got any other Scholarships (Yes/No): _____

(If yes fill the details of scholarships & attach documentary proof of the scholarships)

<u>S #</u>	<u>Name of Institute</u>	<u>Scholarship Name</u>	<u>Total Scholarship Amount</u>	<u>Total Scholarship Period</u>	<u>Class / Level at which Scholarship was Granted</u>
a.					
b.					

33. **Statement of Purpose** (Explain your suitability for this scholarship) - attach separate sheet if required

34. **Monthly Financial Support Available to Applicant from all sources in Rupees.** _____

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 **Ministry of Maritime Affairs Needs Based Scholarship Application Form for under taking 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, MoMA will stop further assistance and the Cadet will have to refund all payment received and or penalty equal to total scholarship amount.

2. Ministry of Maritime Affairs / Director General Ports & Shipping office / Pakistan Marine Academy reserves the right to use information given in this application form for verification and other purposes.

Signatures: _____

Name: _____

CNIC No: _____

Father/Guardian Name: _____

Father/Guardian CNIC No: _____

Date: _____

Right Thumb Impression of the applicant	Left Thumb Impression of the applicant

PART - 5

COUNTERSIGNED BY FATHER/MOTHER/GUARDIAN

I _____ son of _____ CNIC
No. _____ certify that the particulars/information
provided by:

Name: _____, **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. If any information given in this application is found incorrect or false after grant of financial assistance, MoMA may stop further assistance and I will refund all payment received and or penalty equal to total scholarship amount.

Signatures: _____

Name: _____

CNIC No: _____

**Relationship with
the applicant** _____

Right Thumb Impression	Left Thumb Impression

PART - 6

REMARKS BY 'SCHOLARSHIP AWARD COMMITTEE' (SAC)

<u>S#</u>	<u>Member's Name & Designation</u>	<u>Remarks</u>	<u>Signature</u>
1.			
2.			
3.			
4.			
5.			

PART - 7

REMARKS / RECOMMENDATIONS BY PRESIDENT
'SCHOLARSHIP AWARD COMMITTEE' (SAC)

Signatures: _____
Name: _____
Designation _____
Date: _____

PART - 8

REMARKS / APPROVAL BY
SECRETARY MINISTRY OF MARITIME AFFAIRS