



Terms and Conditions for the Award of Scholarship

The following are the terms & conditions of the award of scholarship and the acceptance of the award is an acknowledgement of these obligations:

- i. An awardee will not change the course of study specified in the letter of award without obtaining prior written approval of the Rector, COMSATS Institute of Information Technology, (CIIT).
- ii. An awardee is not to hold any other scholarship/stipend during this scholarship period of his/her study, without the prior written approval of Rector, CIIT.
- iii. A change of university/institute during the study will only be admissible with the prior written approval of the Rector, CIIT.
- iv. An awardee is required to execute a bond with the university/institution of his employment to serve his parent department for 3 years subsequent to the award of the degree.
- v. An awardee shall sign an agreement with the CIIT on non-judicial (stamp) paper to the effect that in case the awardee fails to complete his/her study, he/she will refund to the CIIT the total amount spent on his/her studies by the CIIT. The format of the agreement is enclosed as a specimen.
- vi. In addition, a personal guarantee of a person of means, not currently in the employment of CIIT, on non-judicial (stamp) paper to the effect of ensuring the recovery in case of default would need to be furnished. Specimen is attached.
- vii. All documents i.e. Deed of Agreement, Guarantee to CIIT, Declaration of Assets, Certification of Financial Soundness of Surety/Guarantor and Surety Bond must be properly notarized. This means the documents must be registered by the Notary Public maintained by him as Notary register and the signatures of the executant must be obtained on the register and the number of the registration must be mentioned along with the notary's stamp.

SPECIMEN (5 pages)
(To be executed on Rs. 50 non-judicial stamp paper)

**DEED OF AGREEMENT
FOR UNDERTAKING A COURSE OF STUDIES SCHOLARSHIP
AVAILABLE UNDER THE PROJECT TITLED “ENGINEERING FACULTY
DEVELOPMENT AT COMSATS INSTITUTE OF INFORMATION
TECHNOLOGY, ISLAMABAD”**

This agreement is made, on theday of2006, between

(1) Mr. / Ms.son / daughter

ofhereinafter called the Scholar,
and

(2) COMSATS Institute of Information Technology through the authorized officer in
the CIIT, hereinafter called the CIIT.

WHEREAS Mr. / Ms.has been selected by

the COMSATS Institute of Information Technology for the award of Scholarship for
MS Studies under the scheme “Engineering Faculty Development at COMSATS
Institute of Information Technology, Islamabad”.....

in [Subject].....

and the Scholar has agreed to accept the same on the terms and conditions governing
this scholarship award.

“AND WHEREAS the Scholar acknowledges that CIIT has provided him/her
this scholarship with a view to being able to subsequently benefit from the
Scholar’s knowledge, education and exposure gained during this scholarship
program on a full-time basis for at least 3 years;

AND WHEREAS the Scholar recognizes and acknowledges that as a result of
his/her pursuit and completion of the scholarship program abroad, he/she shall
gain useful knowledge, education and exposure besides various other tangible
and intangible benefits accruing there from both in the short- and long-term;

AND WHEREAS the Scholar further admits and acknowledges that the CIIT
shall stand to suffer immensely if it is not able to benefit from his/her services
on a full-time basis for at least three (3) years upon his/her return after the
completion of the period of the scholarship program.”

Now this deed witnesses as under:

- i) This scholarship award shall be initially valid for one year and may be renewed up to a maximum total duration of [12 or] 24 months, (duration of MS Scholarship for UK is 12 months only), unless otherwise expressly allowed by CIIT, towards MS degree subject to satisfactory academic performance of the Scholar.
- ii) 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 field of study.
- iii) The Scholar shall not change the specified field of study nor register himself/herself for any other field or program without prior approval of the CIIT.
- iv) The Scholar shall not extend the specified period of studies without prior approval of the CIIT.
- v) The Scholar shall not undertake employment whether paid or otherwise without approval of the CIIT during his/her course of studies abroad.
- vi) The Scholar shall refrain from engaging himself/herself in any political, commercial or any other activity incompatible with his/her program of studies abroad.
- vii) In case the Scholar fails to qualify the course for which he/she was awarded scholarship, the CIIT reserves the right to recover entire expenditure inclusive of travel cost from the Scholar/Guarantor.
- viii) The Scholar shall return to Pakistan and physically report to CIIT without any loss of time immediately after completion of the duration of the scholarship program, in any case not later than sixty (60) days of the said completion of the scholarship program.
- ix) The Scholar shall resume the employment/service of CIIT on full-time basis and, upon his/her return to Pakistan as aforesaid, he/she shall, at the discretion of CIIT, serve CIIT full-time for at least three (3) years commencing from the date of his/her joining/resumption of duties with CIIT after his/her reporting to CIIT as aforesaid – the said period is hereby acknowledged by the Scholar as reasonable and fair in the circumstances.
- x) Till the expiry of the aforementioned period of three (3) years:
 - a. The Scholar shall serve CIIT with dedication and shall utilize his/her best skills, knowledge and judgment in so serving CIIT;

- b. The Scholar shall neither solicit or pursue, nor shall accept any other employment, work or assignment, whether part-time or otherwise, paid or unpaid / honorary, with / from any other person or entity; nor shall engage in any business activity or beneficial relationship directly or indirectly with such person or entity during the said period except as may be allowed by CIIT in writing in its sole absolute discretion;
 - c. The Scholar will not directly or indirectly, on his/her own behalf or on behalf of another, solicit for employment, employ, or induce to leave the service of CIIT any employee of the CIIT;
 - d. The Scholar shall make himself/herself available to proceed for training as and when required and/or directed by CIIT.
- xi) The Scholar agrees to be bound and fully abide by his/her terms of employment, CIIT Ordinance 2000, statutes, regulations, guidelines, policies and rules of conduct, as amended from time to time.
 - xii) The Scholars shall contact CIIT immediately after his/her return to Pakistan.
 - xiii) The Scholar shall not incur any debts during his/her stay abroad and will clear all outstanding bills before leaving the country of study/training/research.
 - xiv) The Scholar shall provide complete, fair and accurate reports and other information to CIIT, once in each six month period and as and when required by it regarding his/her progress and compliance with the terms and conditions contained herein and/or the scholarship program.
 - xv) The Scholar shall regularly submit the quarterly progress reports on his/her assigned program abroad to the CIIT and a final comprehensive report immediately upon completion of the study/training/research.
 - xvi) The Scholar will be liable to disciplinary action as follows:
 - a) The Scholar shall leave the scholarship program, return to Pakistan and report back to CIIT prior to completion of the scholarship program if so required by CIIT or the university/educational institution, if in its/their sole discretion and determination, the Scholar has violated any of the terms and conditions contained herein and/or the scholarship program.
 - b) If he/she fails to avail of the award without any cogent reason acceptable to CIIT, he/she will be debarred from further study/training/research abroad under any scholarship program offered by CIIT. If any financial loss is sustained as a result of his/her failing thus to avail the award, he/she will be held responsible and liable to make good the same, apart from being liable to any penalty to be imposed by the CIIT in this behalf.

- c) If he/she fails to comply with the instructions/orders of CIIT for proceeding abroad without any cogent reason acceptable to CIIT, he/she will be liable to reimburse the CIIT, on demand, the amount of passage money spent either by the country to be visited or CIIT or both, in connection with his/her scheduled visit abroad.
 - d) If he/she fails to obey or act in accordance with CIIT's order directing him/her to return to Pakistan, he/she will be liable to action under the acts/rules in force in CIIT.
 - e) If he/she violates any condition laid down in the Bond for studies/training abroad under the scholarships program, he/she will be liable to pay the penalty as prescribed therein.
- xvii) The Scholar is liable to disqualification from foreign training or such other disciplinary action as CIIT may consider appropriate, if:
- a) he/she violates any of the foregoing conditions, or
 - b) he/she is found to have made any misstatement therein before.

AND THE SCHOLAR 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 / her failure to return to and serve in Pakistan as directed by the CIIT for the specified period, the Scholar shall be bound to pay the CIIT a penalty as prescribed by the CIIT besides compensating the CIIT by making a refund of the total amount of expenditure including travel cost incurred on him / her in Pakistan Rupees and in foreign currency or its equivalent in Pakistan Rupees at the official rate of exchange prevalent on the date of making the payment. The amount of penalty and the compensation as prescribed and assessed by the CIIT shall be final and conclusive.

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

Dealing Officer of CIIT
(Authorized Officer)

Scholar / Awardee

Signature:.....

.....
Signature of Candidate

STAMP:

Full Name:

Designation:

N. I. Card No:

Present Phone No:

Address:

Dated:

Witness No.1

Signature_____

a) Name_____

b) Designation_____

(Official Seal)

c) Address_____

Witness No.2

Signature:_____

a) Name: _____

b) Designation_____

(Official Seal)

c) Address_____

SPECIMEN (1 page)
(To be executed on Rs. 15 non-judicial stamp paper)

**GUARANTEE TO THE COMSATS INSTITUTE OF INFORMATION
TECHNOLOGY**
(Part of the Undertaking)

I,.....son/daughter
(Surety/Guarantor)

of..... do hereby guarantee the payment of any such sum as penalty and compensation as prescribed and assessed by the COMSATS Institute of Information Technology (CIIT) which the above Scholar may be called upon to pay to CIIT for the breach of any of the terms and conditions of the above agreement as well as those governing award under the Project entitled, "Engineering Faculty Development at COMSATS Institute of Information Technology, Islamabad" and I hereby undertake to pay the total sum on demand in the event of the Scholar making a default in the payment of the sum.

Signature:.....
(Surety/Guarantor)

Name:.....

N.I. Card No.....

Present Address:.....

.....

Permanent Address:.....

.....

WITNESS 1

WITNESS 2

Signature:.....

Signature:.....

Name:.....

Name:.....

N.I.Card No.....

N.I. Card No.....

Address:.....

Address:.....

.....

.....

(Attested by Judicial Magistrate)

STAMP

Signature:.....

Name:.....

Address:.....

SPECIMEN (1 page)
(To be executed on Rs. 30.00 non-judicial stamp paper)

**CERTIFICATION TO THE FINANCIAL SOUNDNESS
OF
SURETY/GUARANTOR BY A GOVERNMENT OFFICER**

Certified that I, Mr./Ms.....

N.I. Card No.....

Resident of and working

in As.....know

Mr./Ms.....

(Surety/Guarantor)

Son/daughter of.....

who has stood surety/guarantee to.....

Mr./Ms.....as Scholar in the field of

(Please fill name of Subject for which MS scholarship is being given)

.....and that Mr./Ms.

.....

(Surety/Guarantor)

possesses financially sound position and is capable of paying a sum equal to the expenditure

incurred by the COMSATS Institute of Information Technology on the studies of

Mr./Ms.....

(Name of Scholar)

under the “Engineering Faculty Development at COMSATS Institute of Information Technology, Islamabad” MS Scholarship program in case of default by him/her.

Name:.....

Official Stamp Designation:.....

Present Address:.....

.....

Permanent Address:.....

SPECIMEN (1 page)

(To be executed on Rs. 30.00 non-judicial stamp paper)

(Please include attested photocopies of Immovable Property)

DECLARATION OF ASSETS IN RESPECT OF
(.....)
(Guarantor/Surety/Scholar)

S.No.	Name of Property	Location/Address	Approx. Value
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Signature:.....
Name:.....
Address:.....
.....

Verified by
Officer Stamp

Signature:.....
Name:.....
(Class-I Gazetted Officer)

Counter Signed by
Official Stamp

Signature:.....
Name:.....
(Judicial Magistrate)

The value of the property is authenticated and it is without any encumbrance.

Signature:.....
Name:.....
(Tehsildar)

SPECIMEN (2 pages)
(To be executed on Rs. 60 non-judicial stamp paper)

SURETY BOND FOR UNDERTAKING STUDIES/TRAINING ABROAD

Know all men by these presents that we (1) Mr. _____ S/o _____ of the permanent address _____ (herein after called the trainee) and (2) Mr. _____ S/o _____ of the permanent address _____, (herein after called the surety) are held and firmly bound up to the President of Pakistan, (herein after called the President) through COMSATS Institute of Information Technology, for all moneys, charges, costs and expenses as may be determined by the President as having been incurred on or in respect of the trainee’s studies/training which amount will not question to be paid to the President, his successors in office or assigns for which payment well and truly to be made, we hereby bind ourselves, each of us, our and each of our heirs, executors administrators jointly and severally.

Signed and delivered this on _____.

Signature _____
(Trainee)

Full Name _____

Address _____

Signature _____
(Surety)

Full Name _____

Address _____

WHEREAS on his/her request the President has selected the trainee for studies/training in _____(SUBJECT)_____ under the project titled, “Engineering Faculty Development at COMSATS Institute of Information Technology, Islamabad” now the condition of above-written bond is that if the trainee shall successfully complete his studies/training, and shall return to Pakistan immediately after wards and serve within Pakistan for a minimum period of five years as may be directed by the COMSATS Institute of Information Technology and not seek employment outside Pakistan without the prior approval of the COMSATS Institute of Information Technology when the above written bond shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed jointly by each of us this on _____ day of _____, _____ in the presence of the following witnesses:

Witnesses

1. Signature _____
Name _____ S/o _____
Address _____

2. Signature _____
Name _____ S/o _____
Address _____

Presented for registration this Surety Bond by _____ S/o
_____ permanent resident of
_____ before me, at the office of Joint/Sub Registrar
_____, on this _____ day of _____, between the hours _____ to

Executant _____

Name: _____

Name:

NIC: _____

NIC:

Notary / Magistrate

Execution and completion of this deed has been admitted by the said Executant, who hereby undertake to abide by and subscribe to all the terms and conditions set forth in the body of this Surety Bond. The Executant is identified by M/S:

Witnesses

1. _____
_____ S/o
_____ R/o _____

NIC: _____

1. _____
_____ S/o
_____ R/o _____

NIC: _____

The witnesses are relied upon.

Executant _____

Notary / Magistrate

CERTIFICATE

Registered at No: _____ on this _____ day of _____ 2006 and its duplicate copy pasted in the additional Book No: _____ Volume No: _____ on Pages _____ to _____.

The Executant and the witnesses have set their hands in my presence.

Notary / Magistrate