

PROSPECTUS AND APPLICATION FORM

**Admission to Coaching
For Civil Services Examination-2018(Preliminary)**



**CIVIL SERVICE COACHING CENTRE
BERHAMPUR UNIVERSITY
BERHAMPUR-760 007, GANJAM, ODISHA**

Introduction:

The Civil Service Coaching Centre (CSCC), Berhampur University came into existence on 1st March, 2017. This is a scheme of the State Government of Odisha to improve the success rate of Odisha students in the civil service examination conducted by the Union Public Service Commission every year. At present the success rate is only half of the due share of the state on the basis of the population. The state government initiated the scheme in 6 Universities and Berhampur University is one of the Universities getting financial assistance for this purpose from the session 2016-17.

Students In take and Reservation Policy:

The scheme provides for two batches of 60 students each to be selected through an admission test. In this university depending on the number of qualified students in the entrance test with a minimum level of competence (to be decided by the university authorities), there may one or two batch of students to be admitted. There shall be reservation of seats as prescribed in the PG admission prospectus of the University. The second phase of coaching is for Civil Service Preliminary Examination will be held on 26.11.2017(Sunday). After that there shall be coaching for Civil Service main examination depending on the number of students qualified in the prelim and the interest of the students in the different subjects.

Schedule of the Classes:

For each batch of students there shall be 2 classes of 1 hour duration on the two papers of the Preliminary Examination. Classes will be held in the DEC Building from 4.30 P.M. to 6.30 P.M.

Eligibility:

Any graduate/final year degree student admitted in a recognized college affiliated to an University is eligible to apply for the coaching. Applicants are required to apply for Civil Service Preliminary and the last date of which is 17.11.2017. However this requirement is not compulsory.

Fee Structure:

An amount of Rs.2000/- per candidate as coaching course fee from the General and OBC category candidates and Rs. 1000/- per candidate belonging to the SC and ST category appearing for Preliminary Examination.

An amount of Rs. 5000/- per candidate as course fee from the General and OBC category candidates and Rs. 2000/- per candidate belonging to the SC and ST category appearing for Main Examination.

The students availing hostel facilities will pay hostel fees as per the rules of the University.

In the event of transport arrangement by the university for Berhampur town students, extra transport fees will also be collected.

Hostel Facilities:

Students taking admission belonging to the places beyond 25 Km distance from Berhampur city will be provided accommodation in the University hostels. They have to abide by the hostel rules of the University as applicable to other PG students.

Faculties:

The faculties to be engaged by the centre consists of University/College teachers, retired and working bureaucrats, management professionals and other experienced persons working in this line. There shall be distribution of classes in the two papers to be taught in the centre for Civil Service Prelim Examination.

Attendance:

Minimum 75 percent attendance is mandatory for a student to continue in coaching. Attendance will be calculated every month and parents will be informed about it. There shall be practice tests every weekend on the papers alternatively. After completion of the courses, there is a proposal to conduct one final mock test to know the level of preparation of the students. Students getting qualified in the Civil Service Preliminary Examination will get suitable incentive from the university authorities.

Application Procedure

Students interested to undergo coaching have to submit their application (prescribed below) by **Speed Post or by hand on or before 17.11.2017** in the Office located at Distance Education Centre of the University. An amount of Rs.100/- required to be paid in the **SBI account** in favour of **Assistant Coordinator, (CSCC), BU** towards Entrance Test Fee for the students. The **Entrance Test will be held on 26.11.2017 (Sunday)** in the **University Campus at 11 A.M.** The test will be of 2 hrs duration and the students have to answer 100 multiple choice questions to be covered from the syllabus prescribed for Civil Service (Preliminary) Examination. The result of the test will be declared on **28.11.2017** and the candidates are required to take **admission on or before 07.12.2017** by depositing the required fees in the **SBI account in favour of Assistant Coordinator, Civil Service Coaching Centre, Berhampur University. Classes will start from 11.12.2017.**

On all matters the decision of the Civil Service Coaching Centre is final. The centre reserves the right to change the rules framed as and when required. No refund of admission is allowed after taking admission in the coaching.

**ASSISTANT CO-ORDINATOR
Civil Service Coaching Centre
Berhampur University**



**APPLICATION FORM FOR ADMISSION INTO
CIVIL SERVICE COACHING CENTRE (Preliminary)
BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007, GANJAM, ODISHA**

Application No.	:	
Date	:	

Attach two
copies of
passport size
photograph

1. Name of the Applicant : _____
2. Male / Female : _____
3. Present Address : _____

4. Mobile No. and E-mail Id : _____
5. Department : _____
6. Qualification :

Examination	Board/ University	Class	Percentage	Subjects	Remarks

7. Whether applied for Civil Service (Preliminary) or not : _____
8. Previous attempt made in the Examination : _____
9. Hostel required or not : _____
10. BD No./Date/Amount : _____

Signature of the applicant