

PROSPECTUS AND APPLICATION FORM

**Admission to Coaching
For Civil Services Examination-2019 (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 six 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 two batches of 60 students each to be selected through an admission test. Depending on the number of qualified students in the entrance test with a minimum level of competence (to be decided by the university authorities), one or two batch of students may be admitted. There shall be reservation of seats as prescribed in the P.G. admission prospectus of the Berhampur University. The 3rd phase of coaching for Civil Service Preliminary Examination will commence from dt.12.02.2019. After that there shall be coaching for **Civil Service main examination** depending on the number of students qualified in the preliminary exam. and the interest of the students in different subjects.

Schedule of the Classes:

For each batch of students there shall be two classes each of one-hour duration for the two papers of the Preliminary Examination. Classes will be held in the Civil Service Coaching Centre of Berhampur University from 4.30 P.M. to 6.30 P.M.

Eligibility:

Any graduate/final year degree student admitted in a recognized college affiliated to a University, is eligible to apply for the coaching. Applicants are required to apply for Civil Service Preliminary Examination. However, this requirement is not compulsory.

Course Fee Structure:**A. For Preliminary Examination:**

Rs.2000/- (for General and OBC category candidates)

Rs.1000 /- (for SC and ST category candidates)

B. For Main Examination:

Rs.5000/- (for General and OBC category candidates)

Rs.2000 /- (for SC and ST category candidates)

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

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 both 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 can download the application form (prescribed below) and submit their application by **Speed Post (in the address mentioned below)** or **by hand (in the Office of the Civil Service Coaching Centre) on or before 25.01.2019**. An amount of Rs.100/- required to be paid in shape of Bank Draft in favour of **Assistant Coordinator, (CSCC), BU** payable at S.B.I. Bhanja Bihar branch (IFSC Code:SBIN0002107) towards Entrance Test Fee for the students. The **Entrance Test will be held on 03.02.2019 (Sunday)** in the **University Campus at 11 A.M.** The test will be of one hour duration and the students have to answer 50 multiple choice questions to be covered from the syllabus prescribed for Civil Service (Preliminary) Examination. The result of the test will be declared on **06.02.2019** in the University website and the candidates are required to take **admission on or before 10.02.2019** by depositing the required fees in the **SBI account in favour of Assistant Coordinator, Civil Service Coaching Centre, Berhampur University. Classes will start from 12.02.2019.**

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.

CONTACT DETAILS

1. Dr. Snigdha Mishra, Coordinator - 9861517064
2. Dr. Sadananda Nayak, Asst. Coordinator – 9437991927
3. Sri Arabinda Nayak, Office Asst. - 9937502010

Sd/-

CO-ORDINATOR
Civil Service Coaching Centre
Berhampur University
Berhampur, Odisha-760007



**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 |
|-------------|------------------|-------|------------|----------|---------|
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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



**CIVIL SERVICE COACHING CENTRE
BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007, GANJAM, ODISHA**

ADMIT CARD FOR ENTRANCE EXAMINATION

| | |
|-----------------------|--|
| Name | |
| Index/Roll No. | |

Attach passport
size photograph

Signature of the applicant

**Coordinator
Civil Service Coaching Centre
Berhampur University**