

# **PROSPECTUS AND APPLICATION FORM**

## **Admission to Coaching for Civil Services**



**CIVIL SERVICES COACHING CENTRE**

**Fakir Mohan University**

Vyasa Vihar, Nuapadhi, Balasore-756020

## **Application Procedure**

Candidates interested to undergo coaching for Civil Services have to submit their applications in prescribed format along with the requisite Demand Draft towards the Entrance Fee (See fee structure for details), by **Speed Post or by hand on or before 20-02-2018 (4 P.M.)** to the Office of the Registrar, Fakir Mohan University, Balasore-756020. The candidates are required to super-scribe on the envelope **“APPLICATION FOR ADMISSION INTO CIVIL SERVICES COACHING PROGRAMME”**.

### **a- Eligibility Criteria of the Applicant:**

**Educational qualification:** Any Graduate/ +3 Final year students of the affiliated colleges of F.M. University/ P. G. students of F.M University (Both continuing and pass out) are eligible to apply. However, any graduate/ final year Degree students from other State Universities/ Colleges may also apply on a condition that if selected, he/she has to produce proper recommendation from the present/ last institution attended by him/her.

**Age:** The applicants should be within 30 years of age (5 years relaxation will be given for SC/ ST/ Woman category students)

### **b- Intake Capacity & Reservation Policy:**

A maximum of 60 students will be enrolled in one batch. For admission, Reservation Policy of Government of Odisha will be followed.

### **c- Schedule of the Coaching Programme – 2018 (1<sup>st</sup> batch):**

Date of release of Advertisement for admission:	20-01-2018, 01-02-2018 & 14-02-2018
Closing Date of receiving applications:	20-02-2018
Date of uploading the list of eligible candidates in the University website for appearing entrance test:	23-02-2018
Date of Entrance:	25-02-2018 (11.30 AM- 1PM)
Venue of Entrance:	F. M. University, Old Campus, Near Remuna Golej, Balasore
Date of Publication of result (in FMU Website):	28-02-2018 (5 P.M.)
Date of Admission:	07-03-2018
Commencement of classes:	12-03-2018

### **d- Fee Structure:**

**Examination Fees:** All applicants have to submit a Demand Draft of an amount of Rs.100/- drawn in favour of **Coordinator, Civil Services Coaching Centre, F. M. University, Balasore**.

**Course Fees:** An amount of Rs.2,000/- per candidate as course fee from the selected General and OBC/SEBC category candidates and Rs.1000/- per candidate belonging to SC/ST will be collected in shape of Demand Draft in favour of **Coordinator, Civil Services Coaching Centre, F.M University, Balasore** at the time of admission.

### **e- METHOD OF SELECTION:**

A merit list will be prepared on the basis of performance in the entrance examination. The cut off mark will be 50% for General/ SEBC/ OBC candidates and 35% for a SC/ ST candidates.

**f- SYLLABUS FOR THE ENTRANCE TEST:**

The questions will be of objective types based on General Knowledge (including Current Affairs), Reasoning Ability and General English. There will be 100 questions in the entrance test carrying one mark each. There shall be no negative marking in the entrance test.

**g- Hostel Facilities:**

Students taking admission may be provided accommodation in the University hostels during the coaching period only. If admitted, they have to abide by the hostel rules of the University as applicable to other P. G. students.

**h- Attendance:**

A minimum of 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.

**i- Documents to be submitted along with application while applying for the entrance test:**

- (1) Self-attested copies of all certificates and mark sheets from H.S.C. onwards.
- (2) Two recent passport size photographs
- (3) Demand Draft of an amount of Rs.100/- drawn in favour of Coordinator, Civil Services Coaching Centre, F. M. University, Balasore.
- (4) Self-attested copy of caste certificate (SC/ ST/ OBC/ SEBC), as the case may be
- (5) Self-attested copy of PWD certificate, if applicable.
- (6) Self-attested copies of other relevant certificates, if any

**Contact Details:**

1. **Prof. Anil Kumar Mohapatra**  
Coordinator  
Mob. No. 8249336568
2. **Dr. Nihar Ranjan Rout**  
Asst. Coordinator  
Mob. No.: 9437271296

**Coordinator**  
**Civil Services Coaching Centre**  
**Fakir Mohan University, Balasore**



**APPLICATION FORM FOR ADMISSION INTO CIVIL SERVICES COACHING CENTRE  
FAKIR MOHAN UNIVERSITY, VYASA VIHAR, NUAPADHI, BALASORE-756020, ODISHA**

<b>Application No. :</b>	
<b>Date:</b>	

(For Office use)

Paste self-attested  
(front) recent  
passport size  
photograph

**[TO BE FILLED IN BLOCK LETTERS BY THE CANDIDATE]**

1. Name of the Applicant: \_\_\_\_\_
2. Gender (Male / Female): \_\_\_\_\_
3. Category (Gen/SC/ST/OBC/SEBC/PH): \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Present Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Mobile No. and E-mail Id: \_\_\_\_\_
7. Highest Educational Qualification: \_\_\_\_\_
8. Details of Educational Degrees: \_\_\_\_\_

<b>Examination</b>	<b>Board/ University</b>	<b>Class/ Division</b>	<b>Percentage</b>	<b>Subjects</b>	<b>Remarks</b>

9. Whether currently admitted to any course (If yes, provide details): \_\_\_\_\_  
\_\_\_\_\_

10. Whether currently employed (If yes, provide details): \_\_\_\_\_  
\_\_\_\_\_

11. Number of attempts made earlier in Civil Service: \_\_\_\_\_

12. If Hostel facility is required (Yes/ No): \_\_\_\_\_

13. Details of Demand Draft: \_\_\_\_\_

Signature of the Candidate in Full with Date