

PROSPECTUS AND APPLICATION FORM

Admission
into
Civil Services Coaching Programme



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 17-01-2019 (4.00 PM)** 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: 2018-19 (2nd batch):

Date of release of Advertisement for admission:	03-01-2019
Closing Date of receiving applications:	17-01-2019
Date of uploading the list of eligible candidates in the University website for appearing entrance test:	18-01-2019
Date of Entrance:	20-01-2019
Venue of Entrance:	F.M. University, Old Campus, Near Remuna Golei, Balasore 11.30 AM – 12.30 PM
Date of Publication of result (in FMU Website):	24-01-2019
Date of Admission:	01-02-2019 & 02-02-2019
Commencement of classes:	Intimated to the students later

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** payable at 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.1,000/- 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** payable at Balasore at the time of admission.

* Fees once paid for Entrance Test/ Course Fee will not be refunded.

E. METHOD OF SELECTION:

A merit list will be prepared on the basis of performance in the entrance examination. The complete list of eligible applicants with entrance roll No. will be notified on **18-01-2019** (University Notice Board & Website). All applicants are required to produce proof of identity at the time of entry into the examination hall.

*** Admit card will not be issued to the applicants.**

F. SYLLABUS FOR THE ENTRANCE TEST:

There will be 50 multiple choice questions in the entrance test carrying 1 mark each for a duration of one hour. The questions will be based on English, Reasoning, General Knowledge and Numerical Ability. 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 (Original) of an amount of Rs.100/- drawn in favour of Coordinator, Civil Services Coaching Centre, F. M. University payable at Balasore. Candidates are required to specify the name on the backside of the Demand Draft submitted.
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**

Application No.	
Date:	
Batch/ Year	2nd/ 2018-19

(For Office use only)

Paste self-attested (front) recent passport size photograph
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[TO BE FILLED IN BLOCK LETTERS BY THE CANDIDATE]

1.	Full name of the Applicant	
2.	Father's Name	
3.	Mother's Name	
4.	Date of Birth	
5.	Category (UR/SC/ST/OBC/SEBC/PH)	
	Misc. No. and Date	
6.	Religion	
7.	Nationality	
8.	Permanent Address	
9.	Present/ Correspondence Address	
10.	Mobile No.	
11.	Email id	
12.	Highest Educational Qualification	

13. Details of Educational Degrees:							
Examination Passed	Name of the Board/ Council/ University	Subjects	Class/ Division	% of marks secured	Total marks secured	Maximum marks	Year of passing

14.	Examination Fees (Bank Name, DD No., Date & Amount)	
15.	Whether currently admitted to any course (If yes, provide details):	
16.	Whether currently employed (If yes, provide details):	
17.	Number of attempts made earlier in Civil Services:	
18.	If Hostel facility is required (Yes/ No):	

Declaration

I solemnly declare that all the information submitted in this form are true to the best of my knowledge and belief. I will abide by the rule and regulation of the institution.

(Candidate's full signature

Date:

Place:

N.B: Date of Entrance Test: **20-01-2019 (11.30 AM to 12.30 PM)**

No admit card will be issued. Appear the Entrance Test with identity proof. For details visit the University website (www.fmuniversity.nic.in).