

MAHATMA GANDHI UNIVERSITY
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
CIVIL SERVICE INSTITUTE

Counselling For Admission to Civil Service Preliminary Examination 2019 Coaching Programme

INSTRUCTIONS TO CANDIDATES

- All the candidates included in the Select list (published in the website) are instructed to appear for the Admission counselling at the Department of Lifelong Learning and Extension of the University. No separate call letters will be sent to the selected candidates. The counseling is scheduled on 28th and 29th June, 2018 from 10:00 am to 03.30 pm.
- If a candidate fails to appear for counselling on the scheduled days, a waitlisted candidate will be given admission in his/her place and the former will not have any further claim.
- The candidates will have to produce all the original certificates and the mark lists of qualifying degree (if results are announced) in proof of their eligibility. If the candidate is pursuing graduation he/she has to produce the identity card issued by the institution.
- Only those SEBC candidates (Ezhava(EZ), Muslim(MU), LC, HOBC, XOBC who do not belong to the Creamy Layer are eligible for reservation. Such candidates should furnish Non Creamy Layer Certificate at the time of Counselling. However SC/ST candidates need to furnish only Caste Certificate.
- Those who are selected under EBFC category should produce BPL certificate from the local body authorities.
- The candidates should produce the following documents in original at the time of counseling
 1. Certificate to prove date of birth.
 2. Conduct Certificate issued by a Gazetted Officer or from the head of the Institution where the candidate studying/ last studied
 3. Mark lists of Qualifying Degree examination and Provisional /Degree Certificate (If results are announced).
 4. Caste Certificate, Non Creamy Layer Certificate and BPL Certificate if applicable.
- The fee to be paid by the selected candidates at the time of Counselling is Rs 20,000/- (Twenty thousand only). The fee for the SC/ST candidates is Rs.10, 000/- (Ten Thousand Only).
- The candidate has to remit the fee through the university e-pay facility only after the verification of the documents.

Sd/-
Head of the Department
DLLE