MAHATMA GANDHI UNIVERSITY
CIVIL SERVICE INSTITUTE

No.03 /CSI/Prelims/Admission/2020   **Dated: 15/10/2020**

<u>NOTIFICATION</u>

CIVIL SERVICES COACHING PROGRAMME 2020

Applications are invited from candidates desirous to undergo coaching for UPSC Civil Services Preliminary Examination. Coaching classes will be conducted at Civil Service Institute, Mahatma Gandhi University Campus.

PROGRAMS OFFERED

Foundation Programme - This programme is initiated for the undergraduate students (+1, +2, Degree ongoing) on Saturdays, Sundays and Public holidays covering NCERT, Current Affairs and all General Studies Subjects along with CSAT.

Regular Programme - This programme is a five day per week initiative covering Syllabus of Prelims, Mains (Optional Subject excluded) and Personality Training for UPSC Interview.

Evening Programme - This programme is a 5 day per week evening initiative covering Syllabus of Prelims, Mains (Optional Subject excluded) and Personality Training for UPSC Interview.

1. ELIGIBILITY:

a)Minimum Educational Qualification:

Regular /Evening Programme: The candidate must hold a degree from any recognized university.

Foundation Programme: Those who are undergoing their under graduate course and higher secondary course can also apply

b) Age Limit: 15-30 (as on 15/10/2020)

The upper age limit prescribed above will be relaxable as follows

I)   Up to a maximum of Five years if candidates belong to SC/ST

II)   Up to a maximum of Three years in the case of candidates belonging to OBC

III)   Up to a maximum of Ten years in the case of Differently-Abled candidates (blind, deaf-mute and orthopedically handicapped)

2. IMPORTANT DATES

a) Filled in Online Application forms with the supporting documents and fee receipts should reach the Civil Service Institute on or before 27/10/2020

b) Date and Time of Online Interview will be intimated later.

3. FEES

Programme Fee (Tuition Fee)

For General candidates   Rs: 30000/-
For SC/ST candidates   Rs: 15000/-

4. Programme Schedule

❖ Regular Programme
   o Duration   : 1 Year (12 Months)
   o Time   : 10 am to 3.30 pm

❖ Foundation Programme:
   o Duration   :2 Years (24 Months)
   o Time   : 10am to 4.30 pm

❖ Evening Programme
   o Duration   : 2 Years (24 Months)
   o Time   : 5 pm to 9 pm

Any change in class schedule will be announced in due course

Procedure to apply: There is only a single application form for applying for admission. If a candidate submits more than one application his/her candidature is liable to be cancelled.

Application fee:

For General candidates	**Rs: 250/-**
For SC/ST candidates	**Rs: 150/-**

Application fee once remitted will not be refunded under any circumstance.

Steps for On-line Registration:

1. For online registration, the candidates must visit the web site, www.civilserviceinstitute.mgu.ac.in
2. **click on the link "Register Online"**
3. Follow the online instructions
4. Please note that only one application can be generated using one mobile number
5. Create a 'Password'. (The password is mandatory for all future online operations). The password created by the candidate should not be disclosed to others who may misuse it. This may result in tampering with the options and the University will not be responsible for any such eventuality.
6. **Fill in the Application Form with personal details, academic eligibility and the options correctly.**
7. Pay the application fee by clicking on the "PAY NOW" button which will redirect you to the Online Payment Gateway. **You can use Debit Card/ Credit Card or Internet banking facility for making online payment**.
8. After remitting the fee, you will be redirected back to the application page.
9. **Upload the digital images of the documents in proof of academic eligibility/caste/community claimed etc**.
10. Verify with the relevant documents and confirm the details entered online
11. The applicants shall press the Final Submission Button
12. **Take the print out the confirmation page for your future reference.**

Special Attention

After pressing final submission button, further modification of data (except options) is not possible. Hence, make double sure that all entries are made correctly before pressing final submission button.

---

6. **Procedure of Selection**

Selection/Allotment of a candidate to the Institute will be based on the rank of the candidate and the availability of seats. Options of only those candidates who figure in the rank list will be processed for allotment. Qualified candidates based on their marks of last qualifying examination and Online Interview will be admitted to the programme as per the existing reservation rules.

SL. NO	ITEM	DATES
1	Commencement of Registration	15-10-2020
2	Last Date of Online Application	27-10-2020
3	Interview	28-10-2020,30-10-2020
4	Publication of Provisional rank List	31-10-2020
5	Verification of Applicants Credentials by Institute & Orientation Programme to all aspirants	01-11-2020
6	Publication of Final Rank List in the University Website	02-11-2020
7	Admission of Candidates	02-11-2020 – 07-11-2020
8	Commencement of Classes	08-11-2020
9	Admission Closing	30-11-2020

It is mandatory that all students who get allotment should report for admission at the Institute after remitting the requisite fee due to University through the Online Payment Gateway. Candidates can download the allotment memo only after remitting the fee due to University through the Online Payment Gateway available in the website. Those who fail to do this will be treated as Not Joined and further claim for admission by these applicants will not be entertained. However, considering the current scenario of Covid - 19 Pandemic, candidates are exempted from reporting to the Institutes physically. The Institute authorities after verifying the digital copies of the documents provided online in the Institute panel may admit/reject the candidate as the case may be.

The Institute authorities, after verifying the above documents, shall confirm the online admission granted earlier on the basis of digital documents and make necessary updates in the admission portal. The students who get admission should remit the fee applicable to the course in the institution at the time of online admission through any of the online mode specified by the Institute. The original certificates of only permanently admitted students shall be kept in the institute.

The candidates should produce the original documents before the Director in Charge of the institute on the date prescribed for the same after considering the situation prevailing due to Covid -19 contagion.

For more details Contact

Director in-charge,
Civil Service Institute, Mahatma Gandhi University
Kottayam

E-mail ID   mgucivilserviceinstitute@mgu.ac.in

                   mgucivilservice@gmail.com

Contact Info   9188374553

Website   *www.civilserviceinstitute.ac.in*

<div align="right">

(Sd/-)
Manjusha.K.A
Director-in-charge, Civil Service Institute

</div>

Copy to:

1.Executive Committee Members
2.PS to VC/PVC
3. PA to Registrar, CE,FO
4. PRO for issuing press release
5. Enquiry/FRIENDS
6.P&D III/AC AI/AC AVII/AC B VI/AC AV/SYSTEM ADMINISTRATION WING
7. AR/DR/JR-Academic
8. Content Management Cell
9. Stock file/file copy