



# INFORMATION BROCHURE



## CIVIL SERVICE COACHING CENTRE

**Directorate of Distance & Continuing Education**

Utkal University, Bhubaneswar-751007

Email: [csc@ddceutkal.ac.in](mailto:csc@ddceutkal.ac.in)

Website: [www.ddceutkal.ac.in](http://www.ddceutkal.ac.in)

## THE OBJECTIVES

- ◆ To train the students to appear at Civil Service recruitment Examination conducted by Union Public Service Commission and Odisha Public Service Commission at a minimum fees.
- ◆ To train and equip this students to appear at other recruitment test like banking service commission and other public sectors.
- ◆ The train and equip this students to appear at UGC-CSIR National Eligibility Test and other State Eligibility Tests.

## THE PEDAGOGY

The Pedagogy for preparing students for civil service recruitment test is different from normal class room teachings.

The following are the highlights

- ◆ Understanding of Concepts with clarity.
- ◆ A trainee has to know what one knows and one doesn't know (without this- one can't handle negative marking).
- ◆ Development of Test Series and its administration is the key to success.
- ◆ Time management, both on the part of the Institute, Teacher-Trainees and students is crucial to success.
- ◆ Domain knowledge is crucial to success in the main examination.
- ◆ Confidence Building is crucial to success. The top leadership of the Centre would build confidence amongst aspirants. Inspiring leadership would make students work hard and convert potentially into success.
- ◆ The Group Discussion, Personal Interview would cover articulation, communication skills and personality traits.
- ◆ The Training shall be graded.

## **THE ADVISORY COMMITTEE OF THE CENTRE**

Chairman

Vice Chancellor, Utkal University

Members

Chairman P.G Council, Utkal University

Registrar, Utkal University

Director, UGC HRD Centre, Utkal University

Director, DDCE, Utkal University

Representative of Dept. of Higher Education Govt. of Odisha

Coordinator of the Centre

Asst. Coordinator of the Centre

## **FACILITIES**

The Reading Room Facilities of the DDCE shall be extended.

## **THE FACULTY MEMBERS**

Teachers from the University and Colleges shall equip the students on various domains. Trainers from professional coaching centre shall be drawn for training the students in reasoning and numerical ability. Teacher of Psychology and other professional councilors shall be also roped in. Successful young and experienced IAS and OAS Officers shall be invited to inspire and share the experience with aspiring students. Dedicated and inspiring teaching will be the key.

## **CLASS TIME**

Classes will be scheduled from 04:00 PM to 8:00 PM every day. A test shall be conducted every Sunday. In case there is an over helming response Morning Batch, 8:00 A.M to 12:00 Noon, shall be launched.

## **THE TEAM CIVIL SERVICE COACHING CENTRE**

Coordinator: Director, DDCE, Utkal University

Asst. Coordinator: Dr. Atal Bihari Das, Asst. Prof, PG Dept. of Analytical and Applied Economics, Utkal University.

Library and Reading Room: Dr. Madhab Chandra Sethi, Academic Consultant, History.

Asst: Sri Deepak Kumar Mohapatra, DDCE, Utkal University

<b>VENUE:</b>	Classes at DDCE, Utkal University
<b>SYLLABI:</b>	U.P.S.C Preliminary Syllabi
<b>DURATION:</b>	3 Months 240 Hrs. Classes from 20 <sup>th</sup> March 2017
<b>ENTRANCE TEST FEES</b>	Rs. 100/- for SC/ST & Rs. 200/- for others
<b>BATCH SIZE</b>	60
<b>COURSE FEES:</b>	Rs. 1000/- for SC & ST Rs. 2000/- for all others

## **ELIGIBILITY**

Any Graduate of Utkal University or any other University funded by Govt. of Odisha. Those in the Final Year of their Graduation Course are also eligible. Those who are born after 31<sup>st</sup> July 1985 are eligible. 5 yrs relaxation for the SC & ST applicants.

## **SELECTION**

On the basis of Entrance Test. Multiple Choice Single Answer Question with Negative Marking of 0.33 deductions for each wrong answer is applicable. U.P.S.C Civil Service Preliminary Examination syllabi shall be applicable. There shall 150 Question. Duration shall be 150 minutes.

## **RESERVATION**

**ST** 22.5% - 14 Seats (Certificate from competent authority),

**SC** 16.25 % -10 Seats (Certificate from competent authority),

**PH** 3% - 2 Seats (Certificate from State Social Welfare Board) and

**Children of Ex-service man** etc - 1 Seat (Certificate from Sainik Board) needs to be produced at the time of admission.

## **SPORTS CATEGORY**

Those who have represented India in games and sports - 1 Seat

Additional weight on the score of entrance test for other sports persons - 10% for those who have represented Odisha and 5% for those who have represented University (Odisha Govt. funded Universities only). Any candidate claiming sports quota or additional weight has to produce a recommendation from the Director Sports Council, Utkal University on selection only.

Any vacant seat from the reserved category shall be transferred to the general merit list based on the score in the entrance test.

## **APPLY ON LINE**

Last Date of Online Application: 14.03.2017 Date of Entrance Test: 18.03.2017

After applying Online the applicant is required to download a print out and submit the same at Civil Service Coaching Centre, DDCE, Utkal University during working hrs. latest by 16.03.2017 along with the bank draft or bankers cheque for Rs. 100/- (Rupees One hundred only) for SC/ST and Rs. 200/- (Rupees Two hundred only) for all others drawn in favor of Civil Service Coaching Centre, Utkal University payable at Bhubaneswar drawn on any Nationalised Bank. Applicant have to download admit card from [ddceutkal.ac.in](http://ddceutkal.ac.in) on 17.03.2017. Copies of any Certificate are not required to be submitted along with the printout. Only selected candidates shall be required to submit self attested copies of all certificates and mark sheets, certificates in support of reservation & additional weight etc at the time of admission. The originals are also to be produced for verification. Either CLC or Continuing Certificates are to be produced along with photo copies. Identity proof (such as Aadhar Card, Driving License, College Identity Card, Voter I Card, etc) is to be produced. Candidates making any false statement or producing any fake document will be liable for prosecution under law.

## **OTHER IMPORTANT INFORMATION**

1. Those who enroll in the Civil Service Coaching Centre are not to be treated as students of Utkal University for any purpose.
2. No accommodation facilities whatsoever can be extended.
3. Discipline is to be maintained strictly. The Coordinator of the Centre may debar any trainee for indiscipline.
4. Any payment made to the centre can never be refunded or readjusted under any circumstance.
5. The Coaching Centre doesn't guarantee any success.
6. The relation between the trainee and the centre is not that of a consumer and service provider.
7. Any dispute shall be subject to the jurisdiction of Sub-divisional Judicial Court of Bhubaneswar.

Visit: [www.ddceutkal.ac.in](http://www.ddceutkal.ac.in)

## **CIVIL SERVICE COACHING CENTRE, UTKAL UNIVERSITY**

The Govt. of Odisha has established Civil Service Coaching Centres in the leading Universities under the State Government in February 2017. The Centres are partly financed by the Govt. of Odisha. The Civil Service Coaching Centre, Utkal University operates at DDCE, Utkal University under the leadership of the Director.

**THE UTKAL UNIVERSITY**, established in 1943, the Mother University of Odisha, is known for its outstanding contribution to research, learning and knowledge. Well placed distinguished alumni, past and present, have made her proud. It has been accredited in 2016 by NAAC with A+ Grade, a rare national distinction. It offers Under Graduate and Post Graduate Education under the faculties of Humanities & Social Sciences, Science & Engineering, Pedagogical Science, Law, Medical Science, Business Studies & Management through, its 27 constituent PG Departments, Law Colleges, Directorate of Distance and Continuing Education and nearly 300 affiliated Colleges. Spread over a 400 acres campus, it has a number of Teaching Blocks, Multi Sports Complex, Gymnasiums, Hostels for Boys and Girls, Guest House, Hospital, University Computer Centre, UGC HRD Centre, University High School, Play School and numerous Centres of Research & Extension etc

Visit Utkal University **Website: [www.utkaluniversity.ac.in](http://www.utkaluniversity.ac.in) for details**

**DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION**, a constituent Directorate of Utkal University, established in 1962 has carved a niche for it-self. It offers Management Programme (Distance MBA, P.G. DBIM, Integrated MBA, PG Diploma in HRM, MM, FM, DNM, TTM and POM), PG Courses (MA Odia, English, Sanskrit, Hindi, History, Political Science, Public Administration, Sociology, Education, Economics, Master in Social Work & Master in Commerce), UG Courses BA & B.Com under Distance mode. As a part of Continuing Education Programme it offers MCA, PGDBIM and Executive MBA Programme under Regular Mode.

The Directorate located within Utkal University Campus on the National Highway is easily accessible. It has spacious buildings with state of the art ICT facilities. It has well equipped Library, Internet connectivity, class rooms, conference-seminar facilities and video recording facility etc.

(Details about Directorate of Distance and Continuing Education are available in the website [www.ddceutkal.ac.in](http://www.ddceutkal.ac.in) Go through the Information Brochure 2016.

**UTKAL UNIVERSITY  
VANIVIHAR, BHUBANESWAR**

**VISION**

- ◆ To be a centre of excellence in higher education with a focus on innovative teaching, learning, research, consultancy and extension activities for building a creative, enlightened and productive civil society.

**MISSION**

- ◆ To provide the students with knowledge, skills, values and sensitivity necessary for successful citizenship.
- ◆ To create and disseminate knowledge through interdisciplinary research and creative inquiry in developing a meaningful and sustainable society.
- ◆ To equip the students with problem solving, leadership and teamwork skills and inculcating a sense of commitment to quality, ethical behavior and respect for others.
- ◆ To provide a platform for free flow of ideas where discovery and creativity will foster professional growth and will usher in a better world.
- ◆ To ensure academic excellence in this dynamic knowledge economy by exposing the students to new ideas, new ways of understanding, new ways of knowing in their journey of intellectual transformation

