

# IAS GUIDANCE CENTRE



## **PROSPECTUS 2017**

**St. Xavier's College (Autonomous)**

**30, Mother Teresa Sarani (Park Street),**

**Kolkata - 700016**

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## Message

I am immensely delighted to note that the IAS Guidance Centre of St. Xavier's College (Autonomous), Kolkata is going to start the fourth batch of the guidance class for the IAS aspirants for the year 2018 from 1st August 2017. The thrust of this guidance course is not merely to create toppers in the IAS Examinations, but to form men and women for others who are deeply rooted in the true cultural values of India and upload our heritage of unity in diversity, making him or her patriot and a world citizen.

The first batch of this course started in the month of August, 2013 and continued till the month of April, 2014 and the fourth batch is continuing, the students are getting ample guidance from our competent and committed group of faculty members with adequate study materials and personal care.

I want to wish all the candidates who will take admission in the course offered by the IAS Guidance Centre of our college an effective utilisation of this opportunity and expect that this good academic exercise will help them to shine in their coming examination.

May God bless all of you!

NIHIL ULTRA!

Rev. Dr. John Felix Raj, S.J.  
Principal  
St. Xavier's College (Autonomous)  
Kolkata

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The Society of Jesus, a Christian Religious Order founded by Saint Ignatius of Loyola in 1540, runs St. Xavier's College. It is one of the 24 University Colleges run by the Jesuits in India. The Jesuit College aims at forming young men and women of competence, commitment, compassion and conscience. St. Xavier's College thus aims at making its own contribution towards a transformation of the present-day social condition so that principals of social justice, equality of opportunity, genuine freedom and respect for religious and moral values, enshrined in the Constitution of India, may prevail, and the possibility of living a fully human existence may be open before all.

The IAS guidance Centre has been offering a unique opportunity to the young men and women to build them competent to become a member of the Indian Administrative Services, so that they can ensure social justice, equality of opportunity, genuine freedom and respect for religious and moral values through their services to the nation. With this initiative of building men and women for the society, the college can take participation in the nation building process.

## ABOUT THE COLLEGE

St. Francis Xavier is the Patron of St. Xavier's. There is not an educated Indian who has not heard the name of Francis Xavier. It is to India that Ignatius of Loyola, the Founder of the Society of Jesus, sent his greatest son, Francis Xavier in 1542. Xavier was a zealous "missionary on the move". He sailed to Malacca and Japan in 1549 where he spent two and a half years. In April 1552 he set sail to China via Malacca from Goa, never to return alive. He died at Sancian, a small island facing China, on 2nd December 1552. Wherever he went, he plunged himself into charitable and pastoral work preaching the message of God's love to people. He worked in India for 10 years from 1542 to 1552, called the Xaverian decade.

The list of the old students of St. Xavier's includes many scientists, actors, filmmakers, poets and industrialists in Bengal. It can boast of some of its pupils who became international figures of repute: Rabindranath Tagore and Jagadish Chandra Bose. While Tagore was impressed by the relationship between teachers and students at St. Xavier's, Bose found encouragement for his introduction to science in the person of Fr. Lafont, who was called "the father of science" in India. Three chief ministers of Bengal H. S. Suhrawardy, Siddhartha Shankar Ray and Jyoti Basu passed through the portals of St. Xavier's. You will invariably come across, in any important office in Kolkata, a Xaverian who has excelled in his field. St. Xavier's has always been known for its cosmopolitan and national in character. Much before the expression "national integration" gained currency, St. Xavier's has tried to foster among its students the spirit and practice of it. Coming as they do from all over India and from various communities, they live in complete harmony, understanding and mutual respect. Thus they are encouraged to develop beyond local and group affinities, loyalties to the country and to society at large.

The National Assessment and Accreditation Council (NAAC) recognized St. Xavier's College as an "A" grade institution in 2003. In May 2006, it was declared a Centre with Potential for Excellence by the UGC. From July 2006, it became an autonomous college (the first in West Bengal). In November 2011, the college was assessed by NAAC as an Autonomous College and was awarded an A grade with CGPA 3.53 on 4.00 point scale. St. Xavier's has over these 154

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years remained steadfast and persevered in the midst of troubles and anxieties. Now with all the richness of the past, it embraces the future with the same spirit- ‘‘Nihil Ultra’’ (Nothing beyond).

## GENERAL RULES FOLLOWED IN THE COLLEGE

As a student newly entering St. Xavier’s College you should be aware that unlimited opportunities open up before you. The college has an eventful history that is one hundred and fifty four years long. The traditions and values which have been developed and nourished over this period will now be protected and promoted by you. The preservation and enhancement of the recognition and reputation of the college is now your responsibility. You are expected to accept and carry out this responsibility.

Students are also expected to develop certain traits:

- A disciplined and focused approach
- Application to and interest in studies and departmental activities
- Decency in dress and decorum in behaviour
- Punctuality
- Respect to teachers and elders
- Awareness of social conditions in order to develop a compassionate and proactive response to them
- Adherence to secular values and ideals
- A scientific outlook
- Interest in cultural activities, sports and games.

In addition, please note the following Rules / Norms which are to be scrupulously observed:

- Punctuality is to be maintained in all matters, especially in class attendance and examination attendance.
- Do not loiter around in the college campus / corridors.
- Ragging in any form is strictly prohibited in the college.
- Any kind of misbehaviour / violent conduct in the college is strictly prohibited.
- Health and safety rules are to be strictly obeyed.
- Damage must not be caused to any college property in any form.
- Misappropriation of funds will be treated as a criminal offence.
- Improper sexual conduct will also be treated as a criminal offence
- The college computer system must not be tampered with in any way.
- Use of drugs / alcohol is strictly prohibited in the college.
- Bringing outside guests / friends to the college is strictly prohibited.
- When you leave the class room switch off all the fans, lights and ACs.

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## OTHER RULES

### Identity Card

- Each student is provided with an Identity Card.
- Always keep it on your person when in college.
- Exchange or lending of Identity Card is a serious offence.
- If the Identity Card is passed on for use to anyone else, the owner of the card will be held responsible for any damage or loss caused by the user.
- Show your Identity Card at the gate when entering college.
- The Identity Card is to be presented when borrowing books from the library, playing games in the Common Room, attending college functions, etc.
- If the Identity Card is lost, the Coordinator must be immediately informed. A new Identity Card may be issued on payment of Rs. 100/-
- In case of transfer or withdrawal from the college, the Identity Card must be returned to the college office.

### Dress Code

Decorum in dress must always be maintained. Students must come to college in simple and unostentatious dress suitable for an academic environment.

The dress code:

- Shirts / T-shirts / Tops etc. with any kind of writing or captions are not allowed
- Only full-length trousers are allowed
- Only skirts well below knee length and without slits are allowed
- For boys, round-neck T-Shirts, earrings, ear / chin / nose studs are not allowed

Failure to comply with the dress code will invite strict disciplinary action.

### Notice Board

The Notice Board must be read every day on coming to and on leaving college. No excuse will be considered if notices on the Board are ignored.

### Absence

Students who are absent from class for more than 5 consecutive periods are to obtain an excuse slip from the Coordinator. For long and repeated absences which could affect the required attendance percentage, **the student's responsibility** is to keep a duplicate of the excuse letter with the Coordinator's signature. Medical certificates and other relevant documents of illness may be submitted to the Coordinator.

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## Mobile Phone

- Use of mobile phones within the college building, including the canteen is strictly prohibited.
- Mobile phones may be used only outside the building, i.e. on the grounds, gymnasium, quadrangle, etc.
- Violation of this code will invite a fine of Rs. 500.00 for the first offence. After that the phone will be confiscated.

## Posters

No poster is to be pasted or fixed with cello tape anywhere on the college walls. For any writing on walls, strict punishment will be imposed.

## Smoking

The entire college is a ‘‘No Smoking Zone’’. Smoking anywhere on the college premises is strictly prohibited.

## Library

Books of the college library are lent under the following conditions:

- Any student, who takes books from the library without permission or cuts pages out of library books, exposes himself / herself to the gravest penalties.
- Once a student has accepted a book, he / she is responsible for it in the state in which it will be returned. Students should therefore carefully check each book at the time of issue to see whether it is in a satisfactory condition.
- No marks or inscriptions of any kind may be made in any book borrowed from the library. Offenders will be fined in proportion to the damage done.
- Books lost must be replaced.
- All books may be recalled at the librarian’s discretion.

## Change of Address

The Departmental office should be informed of any change of address and phone number after admission is completed.

## Correspondence with the college

All correspondence should be addressed to the Principal / Coordinator, IAS Guidance Centre, St. Xavier’s College (Autonomous), 30 Mother Teresa Sarani, Kolkata 700016.

In all correspondence with the college, it is necessary to state the student’s name, roll number.

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## IAS GUIDANCE CENTRE'S SUPPORT PROGRAMME FOR CIVIL SERVICE EXAMINATION, 2018

The Civil Service Examination (CSE) is conducted every year by the Union Public Service Commission (UPSC) as a common examination for recruitment to various services like the Indian Administrative Service, Indian Foreign Service and Indian Police Service, as well as Group A and Group B Central Services. The notification of the examination, (giving rules and the syllabus for all subjects included in the exam) is published in the month of November / December every year in Employment News/Rozgar Samachar and Gazette of India as well as in some Newspapers. All students are advised to get a copy of this notification from the Employment News or other publications.

The Civil Service Examination, 2018 will consist of

- a. The Civil Services Preliminary Examination (Objective Type) for the selection of candidates for the Main Examination.
- b. Civil Service Main Examination (Written) and
- c. A Final Interview for those who pass the Main

### **SCHEME OF EXAMINATION**

#### ***A. Prelim Examination***

The Preliminary Examination will be held by the UPSC normally on a Sunday in the latter half of May/ August every year. The exact date will be published in the Notification.

The Preliminary Exam will have two papers (Paper I & II) of the Objective (Multiple Choices) type questions and carries a maximum of 200 marks each. Each paper will be of two hour duration.

#### ***B. Main Examination***

Only those who are declared by the commission to have qualified in the Preliminary Examination in a year are eligible for admission to the Main Examination. The number of candidates admitted to the Main Examination is generally about 12 to 13 times the total approximate number of vacancies to be filled in the year in the various services and posts. The Main Examination is usually conducted in November/December every year spread over a period of 3 weeks and consists of 7 papers, of the conventional essay-type questions, in the subjects prescribed by the Commission.

The Main Examination is intended to assess the overall intellectual traits and the depth of understanding of the candidates, rather than merely the range of their information and memory.

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Sufficient choice of questions will be allowed in the question papers. The Question Paper (II to VII) will be set both in Hindi and English.

## The Level of Optional Subject Papers

One subject is to be selected from the prescribed list of optional subjects. The papers are broadly of the Honours degree level, i.e. a level higher than the Bachelor's degree and lower than the Master's degree. In Engineering, Law and Medical Sciences, the level corresponds to the Bachelor's degree.

## Pattern of the Main Examination

The written examination will consist of the following papers:

### QUALLIFYING PAPERS

#### Paper – A

(One of the Indian Language to be selected by the candidate from the Language in the Eighth Schedule to the Constitution) **300 Marks**

#### Paper – B

English **300 Marks**

### PAPERS TO BE COUNTED FOR MERIT

#### Paper - I

Essay **250 Marks**

#### Paper – II

**General Studies – I** **250 Marks**

(Indian Heritage and Culture, History and Geography of the World and Society)

#### Paper – III

**General Studies – II** **250 Marks**

(Governance, Constitution, Polity, Social Justice and International relations)

#### Paper – IV

**General Studies – III** **250 Marks**

(Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management)

#### Paper – V

**General Studies – IV** **250 Marks**

(Ethics, Integrity and Aptitude)

**Paper – VI Optional Subject – Paper 1** **250 Marks**

**Paper – VII Optional Subject – Paper 2** **250 Marks**

**Sub Total (Written Test)** **1750 Marks**

**Personality Test** **275 Marks**

**Grand Total** **2025 Marks**

## Final Ranking

The total marks obtained in the Main Examination – both written and interview – will determine the candidate's rank in the final selection.

## Eligibility

### i) Nationality

(1) For the Indian Administrative Service and the Indian Police Service, the candidate must be a citizen of India.

(2) For other services a candidate, subject to certain conditions, must be either

(a) a citizen of India or

(b) a subject of Nepal or

(c) a subject of Bhutan or

(d) a Tibetan refugee satisfying certain conditions or

(e) a person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, or some specified East African countries and Vietnam with the intention of permanently settling in India.

### ii) Age

A candidate for CSE 2018 must have attained the age of 21 years and must not have attained the age of 32 years on 1st August, 2018. He/she must have been born not earlier than 2nd August, 1986 and not later than 1st August, 1997. The upper age limit will be relaxable by 5 Years for Scheduled Caste/Scheduled Tribe candidates, by 3 years for candidates of OBC and by various periods for certain other categories.

### iii) Qualification

A candidate must hold a degree from any Indian University or other educational institution deemed as a University or possess an equivalent qualification (there is no restriction on the basis of marks, class or duration of the course).

A candidate who is in the final year of his/her degree course can apply for and appear for and appear in the Preliminary Test. However, he/she should submit proof of his/her qualification while applying for the month of May/August 2018 for the Main Examination, if selected.

### iv) Number of Attempts

A candidate is allowed to six (subject to changes) attempts only, subject to the age limits. Appearance in any one of the two papers of the Preliminary Test will be considered as an

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attempt. Submission of Preliminary Application to UPSC and receipt of the Hall Ticket will not be treated as an attempt if the candidate does not appear at all in either paper. An OBC candidate is allowed a maximum of seven attempts subject to the age limit with relaxation. There is no ceiling on the number of attempts for a candidate belonging to Scheduled Caste/Scheduled Tribe, subject to the age limit with relaxation.

## **How to Apply**

Candidates are required to apply online using the website <http://www.upsconline.nic.in>. Detailed instructions for filling up the online applications are available on the above mentioned website.

The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she endure that application with the higher RID (Registration ID) is complete in all respects like applicants details, examination centre, photograph signature, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID shall be entertained by the commission and fee paid against one RID shall not be adjusted against any other RID.

## **Examination Fee**

Candidates (expecting Females/SC/St/PH Candidates who are exempted from payment of fees) are required to pay fee of Rs. 100/- (Rupees Hundred only) either by remitting the money in any branch of SBI by cash or by using the net banking facility of State Bank of India / State Bank of Bikaner & Jaipur / State Bank of Hyderabad / State Bank of Mysore /State Bank of Patiala / State Bank of Travancore by using Visa / Master Credit Card / Debit Card.

For the applicants in whose case payments details have not been received from the bank they will be treated as fictitious payment cases and a list of all such applicants shall be made available on the Commission website within two weeks after the last day of submission of online application. These applicants shall also be intimated through email to submit copy of proof of their payment to the Commission at the address mentioned in the e-mail. The applicant shall be required to submit the proof within 10 days from the date of such communication. In case, no response is received from the applicants their applications shall be summarily rejected and no further correspondence shall be entertained in this regard.

✱ Subject to changes as notified by the UPSC from time to time.

All female candidates belonging to Scheduled Caste / Scheduled Tribe / Physically Handicapped categories are exempted from payment of fee. No fee exemption is however available to OBC candidates and they are required to pay the prescribed pay in full.

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Physically disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/ Posts to be filled on the results on this examination on the basis of the standards of medical fitness for these Services / Posts (including any concessions specifically extended to the physically disabled). A physically disabled candidate claiming fee concession will be required by the Commission to submit along with their detailed Application Form, a certified copy of the certificate from a Government Hospital / Medical Board in support of his/her claim for being physically disabled.

## **Application for the Main Examination**

Candidates who appeared in the Preliminary Examination and who are declared by the UPSC to have qualified for admission to the Main Examination, must apply again for the Main Exam, in detail application form which will be sent to them by the UPSC, along with the prescribed fee (currently Rs. 200/-) in the form of Central Recruitment Fee Stamp.



**[ The Principal of the College is addressing the students of the centre at the Inaugural ceremony of the 1st Batch on 1st 2013]**

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## **Procedures for Enrolment in the IAS Guidance Centre, St. Xavier's College (Autonomous), Kolkata**

Candidates eligible for appearing in the IAS Examination and interested in getting admission for Guidance Classes for IAS Examination are required to collect the application form from the office of the IAS Guidance Centre, St. Xavier's College (Autonomous), Kolkata at a cost of Rs. 500 and submit the duly filled in form to the office of the IAS Guidance Centre, St. Xavier's College (Autonomous), Kolkata within 30th May, 2017 (Between 1.00 PM to 6.00 PM).

As the number of seats is limited, a personal interview will be conducted for the short listing of the candidates for admission. Dates of the interview and the final list of selected candidates will be displayed on the web site. Interview and admission process will be completed by the end of June, 2017.

Alternatively, the interested may download the form from the college website and sent the filled in hardcopy along with a demand draft of Rs. 500 drawn in favour of 'St. Xavier's College' payable at Kolkata and it must reach the college by 30th May, 2017.

## **Medium of Instruction**

Classes will be held taking English as the mode of instruction.

## **Course Materials**

Necessary course materials for the preparation of the candidates for the examination will be adequately provided.

## **Course Duration**

The duration of the course is nine months. [August 2017 to April 2018]

## **Fees for the Course**

Course fee for this Guidance Class is Rs. 60,000 and to be paid in two installments. 75% of the fees is to be paid at the time of admission and the remaining 25% is to be paid at the end of third month (October' 2017). A Security deposit of Rs. 5000 is also required to be paid (refundable at the end of the course) at the time of admission.

## **Admission Criteria**

Interview Performance.

