

**CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT**  
**SATYENDRANATH TAGORE CIVIL SERVICES STUDY CENTRE**

Netaji Subhas Administrative Training Institute  
Government of West Bengal

## Admission Procedure and Guidelines

Please read the full guidelines carefully before filling up the form.

### Admission Timeline

Sl.	Activity	Dates
1	Notification	11 <sup>th</sup> September, 2021, Saturday
2	Admission Test Registration Opens	11 <sup>th</sup> September, 2021, Saturday
3	Admission Test Registration Closes	27 <sup>th</sup> September, 2021, Monday, 4.00 PM
4	Admission Test User ID & Password generation	28 <sup>th</sup> September, 2021, Tuesday to 1 <sup>st</sup> October, 2021, Friday
5	Admission Test (Online)	3 <sup>rd</sup> October, 2021, Sunday
6	Admission Test Result Publication	8 <sup>th</sup> October, 2021, Friday
7	Online Admission Process	9 <sup>th</sup> October, 2021, Saturday to 9 <sup>th</sup> November, 2021, Tuesday
8	Inauguration & Orientation of the New Batch (Followed by regular classes)	12 <sup>th</sup> November, 2021, Friday

### Admission Test Criteria

- Eligibility criteria:** Graduate. Those who will graduate by 1<sup>st</sup> August, 2022 are also eligible to apply.
- Age limit:** Maximum age limit as per UPSC guidelines.
- Syllabus:** UPSC CSE Prelims
- Medium of Examination:** English
- Mode of Examination:** Online
- Result of the admission test will be available at the website : [www.csscwb.in](http://www.csscwb.in)
- Those applicants who have qualified in Preliminary of Civil Services Examination conducted by UPSC in any year, will be admitted directly without Admission Test on payment of the course fee. They will have to produce the UPSC examination certificate whenever they have cleared.
- The decision of the SNTCSSC in the process of selection of candidates will be final.**

### Course Highlights

- Course fee:** Rs.1000/-per month (Rs.500/-per month for SC/ST/OBC candidates )
- The Authority reserves the right to cancel any or all application without assigning any reason thereof.
- The admitted students will have to qualify in periodic tests for continuation of their coaching. Non-satisfactory performance in the periodic evaluation tests may lead to discontinuation

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**Guidelines for filling up Online Form**

1. The form can be filled up and submitted by clicking on the link provided at the end of this document. Do not attempt to fill up the form before reading the guidelines. The form can be submitted only once from an email id. Any error in the form cannot be corrected after it is submitted.
2. **Before filling up the form** you are required to pay the **Admission Test Fee** of Rs.100 (Rs. 50 for SC/ST/OBC candidates).
3. The fees are required to be deposited to any Bank Branch having CBS or through Internet Banking/Phone App/NEFT for credit to our Bank Branch having the following details:

**Account Name: CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT**  
**Bank: INDIAN BANK (formerly ALLAHABAD BANK)**  
**Branch: SALLAKE, GD MARKET BRANCH**  
**Account NO: 50189702376**  
**IFSC: IDIB0005549**

4. A copy/screen shot of the **DEPOSIT SLIP/TRANSACTION RECEIPT** has to be saved.
5. Given below is a link to the Admission Test Form. All required fields have to be filled up.
6. Please recheck the phone number and e-mail id that you are entering. We will communicate with you primarily through your email id. **Any error in entering email id and phone number will result in non-receipt of any communication from us.**
7. Please attach the copy/screen shot of the **DEPOSIT SLIP/TRANSACTION RECEIPT** in the appropriate part of the form.
8. Please note the timeline provided at the beginning of this document. Please contact us if you do not receive user id & password for admission test by the time mentioned in the timeline.
9. The time of the Online Admission Test will be informed to you well ahead of the test.
10. The results will be published on our website.
11. Successful candidates will receive further instructions for admission procedure.

**Form Link:**

<https://docs.google.com/forms/d/e/1FAIpQLSdtPIqh5DaolbGKoQrxEPmX090ztHjzeIMcZGg1XJHOg5peiA/viewform>

**Last date for submitting form is 27<sup>th</sup> September 2021, Monday, 4.00 pm.**

**FOR ANY FURTHER QUERY CONTACT**

**iascoaching.sntcssc@gmail.com, 9051829290/ (033) 23410119/123/109 (during office hours)**