

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

Netaji Subhas Administrative Training Institute
Government of West Bengal

FC-Block, Sector-III, Salt Lake City, Kolkata-700106, West Bengal, Email: ias.study.ati@gmail.com, Ph: 2341-0123

Memo No. 15/CEPM/15/13-14

Dated: 07.04.2022

Applications are invited from suitable candidates for the post of **FACULTY OF ECONOMICS (one post)** of the Satyendranath Tagore Civil Services Study Centre (SNTCSSC).

A. Nature of Job

SNTCSSC provides guidance and subject-wise coaching to the candidates appearing in the Civil Services Examination (CSE) conducted by the UPSC. The classes are held on weekdays and weekends also. The existing guest faculty members of this centre are either college/university lecturers or young civil servants. Apart from taking classes and performing evaluation work, an incumbent is expected to coordinate with the existing guest faculty, set the routine and perform other administrative work.

B. Qualification

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale) at the Honours and Master's Degree level in the relevant subject from an Indian University.
2. Exposure to the UPSC syllabus and exam needs will be an added advantage.
3. Basic computer skill is essential.

C. Terms and conditions:

1. The engagement to the post is for a period of one year at a consolidated remuneration of Rs.40,000/- per month.
2. The contract may be renewed with an increment as may be decided upon satisfactory performance.

D. Procedure of Application:

The application has to be sent by post to **the "Course Director, Satyendranath Tagore Civil Services Study Centre, Netaji Subhas Administrative Training Institute, Government of West Bengal, FC Block, Sector – III, Salt Lake, Kolkata – 700106"** along with self-attested copies of Certificates & Mark Sheets and other supportive testimonials. The application should reach this office by 4.00 pm on 23rd April 2022. However, a scan copy of application only should also be mailed to ias.study.ati@gmail.com by 23rd April 2022. Scan copies of certificate, mark sheet etc. are not required to be sent by mail.

Application has to be submitted in the format given below. Shortlisted candidates on the basis of academic qualification and experience will be called for interview.

Course Director
SNTCSSC

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Format of application for the post of Faculty at the SNTCSSC

1.(a) Name of the Applicant:

(b) Name of Father:

(c) Name of Mother:

Passport size
photo

2. (a) Present Postal Address:

(b) Contact No.

(c) E-mail ID:

(d) Permanent Postal Address:

3. Gender :

4. Marital Status:

5. Date of Birth:

6. Educational Qualification:

Examination Passed	Year of Passing	Class/ Division/ Grade	Marks %	Subjects taken	Name of Institution	Board/ University

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7. List of publication (s), if any:

8. Experience: Details of Employment

Name of the Employer	Designation/ Position	Permanent/ Temporary/ Ad hoc	Total Salary Received	Period	
				From	To

9. Proficiency in MS Word, MS Excel, MS Powerpoint. (Please **tick** as per your own assessment)

	Fair	Good	Very Good
MS Word			
MS Excel			
MS Powerpoint			

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10. Co-curricular activities/Accomplishments, if any:

11. List of copies of certificate/mark sheet/testimonial attached:

12. Have you appeared in the UPSC before or taught for UPSC exam preparation? If yes, please elaborate.

13. Declaration:

I, hereby declare that all statements and entries made above in this application are true, complete and correct to the best of my knowledge and belief.

Place

Date

Signature of the Applicant