

**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

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Memo No: 95/CEPM/34/21-22

Date: 27.06.2022

**Subject: Inviting Expression of Interest (Eoi) from reputed coaching Institute/ Academy and thereafter MoU with the selected Institute/ Academy**

**Background**

Centre for Excellence in Public Management (CEPM) is an autonomous body registered under the Societies Registration Act, 1961 headed by the Chief Secretary to the Govt. of West Bengal. The Satyendranath Tagore Civil Services Study Centre (SNTCSSC) is a unit under the CEPM focussed on providing quality coaching to UPSC Civil Services Examination (CSE) aspirants from West Bengal. The centre is located at the Netaji Subhas Administrative Training Institute (NSATI), Govt. of West Bengal. under P&AR Deptt.

It is now decided to extend the centre in different Districts across West Bengal. 25 such SNT District Civil Services Study Centres will be started for conducting on-line training starting from August, 2022 and for such, a common Expression of Interest (Eoi) to be called for 25 centres throughout West Bengal for conducting training of UPSC Civil Services Examination (CSE) aspirants.

**Salient Features**

In order to provide quality coaching to the UPSC CSE aspirants of 25 Satyendranath Tagore District Civil Services Study Centre, the SNTCSSC intends to float the Expression of Interest (Eoi)

**Objectives**

To provide quality coaching for the UPSC CSE aspirants, the State of West Bengal intends to tie-up with experienced reputed bonafide coaching Institutes/Academy with excellent credentials. The following tasks has to be performed by the selected coaching institute:

- An online interactive portal for all district study centres entailing UPSC CSE content videos and materials along with mock test and written tests uploading facility
- All aspirants selected for district study centres will get individual username password to access content and material. Each study centre would have around 50 students
- Regular visits to district study centres by teams of coaching institute to interact with aspirants
- Each aspirant to be assigned a mentor by coaching institute who will assist in preparation
- Regular online classes and doubt clearing sessions.
- Course work will cover Prelims, Mains and Interview preparation.

**Selection Criteria**

The factors to be considered as selection criteria for the coaching Institute/Academy are as follows:

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1. Number of classroom candidates selected in the UPSC CSE from the Institute/Academy in UPSC CSE during the last five (5) years.
2. Number of Test Series candidates selected in the UPSC CSE from the Institute/Academy in UPSC CSE during the last five (5) years.
3. Number of Mock Interview candidates selected in the UPSC CSE from the Institute/Academy in UPSC CSE during the last five (5) years.
4. Number of teaching Faculty in the Institute/Academy, along with their credentials.
5. Average experience of Faculty members who will provide coaching for SNTCSCS.
6. If there be any MoU in the past or ongoing with any State or Central Government, the same documents may also be attached.
7. Cost implications for conducting Courses for General Studies in Prelims & Mains, Essay and conduct of Mock Tests for UPSC CSE aspirants on-line mode. Rate should be per district study centre wise, where each study centre will cater to around 50 students.

**Terms and Conditions**

1. Training institute has to impart pre examination training as per the syllabus for Civil Service Examination conducted by UPSC.
2. Online Training will be conducted at various SNT District Civil Services Study Centres under the control of District Administration
3. The training institute shall submit monthly attendance by first week every month.
4. The training institute shall conduct periodic test and inform the result of the same through e-mail/portal.
5. Well qualified expert faculty of the training institute will impart the training to the candidates and their bio –data to be provided to the SNTCSCS.
6. Training institute shall supply the study materials to the candidates at no extra cost.
7. Training institute shall give the mid-term report every two months for review purpose to the SNTCSCS during training period.
8. Training institute after completion of training shall submit report to the SNTCSCS regarding the following:
  - a. Completion report of training programme (syllabus covered, tests conducted, performance of the candidates, evaluation, activities organized)

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- b. A group Photo of the candidates with the representative of institute and study centre,
  - c. Progress report
  - d. Feedback from the candidates.
9. Training institute shall conduct training in on-line mode.
10. Institutes/Academy having past experience of conducting training at West Bengal will be given preference.

**Contact Address:**

All submissions in both hard copy and soft copy are to be sent to the following contact address:

**CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT**  
**SATYENDRANATH TAGORE CIVIL SERVICES STUDY CENTRE,**  
**GOVERNMENT OF WEST BENGAL**  
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Sd/ Course Director, SNTCSSC