

CENTRE FOR EXCELLENCE IN PUBLIC MANAGEMENT
SATYENDRA NATH 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. 142/CEPM/15/ Part-I/13-14

Dated: 29.08.2023

Applications are invited at the Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC) for filling up the following posts (on contractual basis):

1. Faculty of Economics [1 post]
2. Faculty of Geography [1 post]
3. Faculty of History (Ancient India) [1 post]

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. Apart from teaching classes and evaluating scripts, 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 a recognized 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. Initially the appointment will be for a period of one year with a consolidated remuneration of Rs.60,000/- per month.
2. The contract maybe 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, Satyendra Nath Tagore Civil Services Study Centre (SNTCSSC), Netaji Subhas Administrative Training Institute, Government of West Bengal, FC Block, Sector – III, Salt Lake, Kolkata – 700106**” along with self-attested copies of Certificates and Mark Sheets and other supportive testimonials. The application should reach this office by 4.00 pm on September 21, 2023, Thursday. However, a scan copy of application only should also be mailed to ias.study.ati@gmail.com by September 21, 2023, Thursday. 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.

The decision of the SNTCSSC in the process of selection of candidates will be final.

Course Director
SNTCSSC

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Application for the post of Faculty of at the SNTCSSC

1. (a) Name of the Applicant:

(b) Name of Father:

(c) Name of Mother:

2. (a) Present Postal Address:

Passport size
photo

(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 / Adhoc	Total Salary Received	Period	
				From	To

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

	Fair	Good	VeryGood
MSWord			
MSExcel			
MSPowerpoint			

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

11. List of copies of certificate/ marksheet/ 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