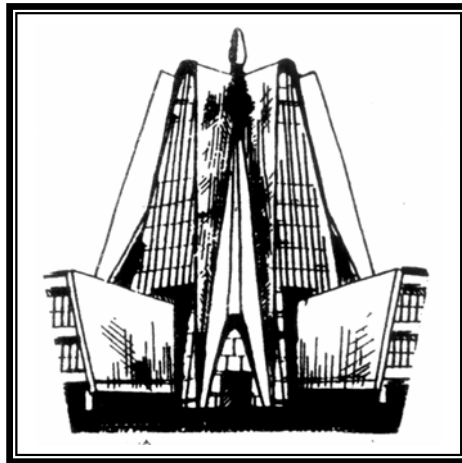


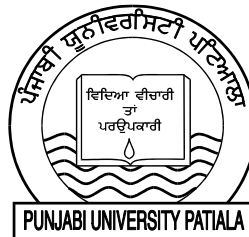
**IAS & ALLIED SERVICES TRAINING CENTRE  
PUNJABI UNIVERSITY, PATIALA.**

(SPONSORED BY MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT,  
GOVERNMENT OF INDIA)

**IN-FOCUS**



**"WHERE THE BEST IS ONLY GOOD ENOUGH"**



**DIRECTORATE,**

**IAS & ALLIED SERVICES TRAINING CENTRE  
PUNJABI UNIVERSITY, PATIALA**

**PHONE :- 0175 - 2286245, 3046351, 3046352**

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## **A. THE INSTITUTE -AN INTRODUCTION**

### **1. Brief History**

The I.A.S. & Allied Services Training Centre, Punjabi University, Patiala, is one of the leading Institutions of Northern India. It imparts coaching to the candidates of General Category for the Central Civil Services (I.A.S.), P.C.S. (Judicial), P.C.S. (Executive), B.D.P.O., D.S.P., C.D.S., P.O. (Banking Services), N.E.T.( U.G.C.), M.B.A./M.C.A., P.M.T., C.E.T., B.Ed., LL.B. (3 years Course), LL.B. (5 years Course) Examinations & Entrance Tests. It was established in 1988 and was attached to the Pre-Examination Training Centre for Competitive Examinations (Ministry of Social Justice and Empowerment, Government of India) for Weaker Sections (Including Scheduled Castes, Other Backward Classes and Minorities i.e. Sikhs, Muslims, Christians, Bodhis and Zoroastrians) which has been conducting the above stated (except state level) courses and functioning successfully since 1970. Both the Centres complement each other in their operational functioning. Over the entire span of its existence, the Institute has acquired not only the basic infrastructure, expertise and innovative techniques but also a fair reputation for its pioneering good work and singular achievements.

### **2. Location**

The Institute is located at the Punjabi University Campus, Patiala. It consists of Director's Office, Class Rooms, A.C. Library and Computer Room, Optional Papers Class Rooms, Teachers' Rooms, Staff Room, Teaching Material Room and A.C. Seminar Hall. The University Campus is situated on the Patiala-Chandigarh Road, at a distance of 7 KM from the main city. It presents a splendid sight of beautiful buildings away from noise and din of city markets and roads.

### **3. Administrative Control**

The Institute functions under the administrative control of the University. There is a Director-cum-Professor of the Centre who looks after the day-to-day administration of the Institute. Admission programming and scheduling of the various courses, arrangement of teaching personnel and conduct of tests, seminars etc. are operationally managed by him.

### **4. Sister Institution**

As mentioned above, it's Sister Institution- the Pre-Examination Training Centre for Weaker Sections runs parallel to it and caters exclusively to the training needs of the students of the weaker sections. It was established in 1970 and admits trainees belonging to Scheduled Castes, other Backward Classes and Minorities i.e. Sikhs, Muslims, Christians, Bodhis and Zoroastrians. They are provided free coaching and monthly stipend as per rules provided their annual family income is below one lac..

## B. SUMMARY OF INFORMATION REGARDING DIFFERENT COURSE

### General (GC) & Weaker Sections Categories

(Including S.C., O.B.C. & Minorities-Sikhs, Muslims, Christians, Bodhis & Zoroastrians)

Sr. No.	Name of Course	Time of Adm.	Duration (Months)	No. of seats				Fee for Entire Course
				GC	SC	OBC	Minorities	
1.	I.A.S. (Prelim.)	Dec/Jan	5 months	40	20	12	8	Rs. 15,000-00
2.	CDS	Feb./Mar.	5 months	50	20	12	8	Rs. 08,000-00
3.	N.E.T. (U.G.C.)	Feb./Mar.	3 months	35	20	12	8	Rs. 12,000-00
4.	P.M.E.T.	Mar./April	3 months	50	20	12	8	Rs. 18,000-00
5.	C.E.T.	Mar./April	3 months	40	20	12	8	Rs. 16, 000-00
6.	M.B.A./M.C.A	April/May	2 months	20	10	6	4	Rs. 10,000-00
7.	P.C.S.(Exe)/ B.D.P.O./D.S.P.	April/May	3 months	40	-	-	-	Rs. 12,000-00
8.	LL.B (5 Yrs.) (Entr. Test)	April-May	2	35	20	12	8	Rs. 06,000=00
9.	P.C.S. (Judicial)	May/June	2 months	40	-	-	-	Rs. 12,000-00
10.	LL.B (3 Yrs.) (Entr. Test)	May-June	1.5	35	20	12	8	Rs. 06,000=00
11.	B.Ed (Entr. Test)	May-June	1.5	35	20	12	8	Rs. 06,000=00
12.	I.A.S. (Main)	July/Aug.	4 months	14	5	3	2	Rs. 15,000-00
13.	CDS	July/Aug.	5 months	50	20	12	8	Rs. 08,000-00
14.	P.C.S.(Main)/ B.D.P.O./D.S.P.	Aug./Sept.	3 months	40	-	-	-	Rs. 12,000-00
15.	N.E.T.(2 <sup>nd</sup> time)	Aug./Sept.	3 months	35	20	12	8	Rs. 12,000-00
16.	Banking Service (P.O.)	Aug./Sept.	3 months	25	10	6	4	Rs. 08,000-00
17.	Personality Development & Interview Preparation Course	4 Times	About Two Weeks	30	-	-	-	Rs. 01,400-00

#### Note :-

1. Fee is accepted by Bank Draft payable to the Registrar, Punjabi University, Patiala only after the selection of a candidate for a Course.
2. Trainees belonging to Weaker Sections (including S.C., OBC & Minorities) are provided free coaching and stipend as per rules provided their annual family income is below one lac.
3. Hostel charges are to be borne by the trainees.
4. Under exceptional circumstances the Director can increase or decrease the number of seats and time schedule of courses.

5. *In addition to the above schedule a special Crash Course may be conducted by the Centre if P.P.S.C., Banking Board/other Recruitment Agencies advertise posts at any other time of the year.*

### **C. THE HERITAGE OF THE INSTITUTE : INFRASTRUCTURAL INPUTS :-**

Because of its successful operational functioning, the Institute has, over the years, acquired an adequate mix of requisite inputs and infrastructures, apart from the expertise and experience in conducting and servicing such coaching courses.

- 1.** Multi-dimensional teaching faculty for the variety of competitive courses, comprising highly mature, experienced and skilful personnels is drawn from various disciplines and subjects taught in the University. It ranges from Mathematics/Economics/Statistics/Physics/Chemistry/Botany/Zoology/Pub.Admn./Geography/Sociology/Law/History/Psychology/Pol.Sc./Commerce to different literatures. The Institute has the competence to service not only the subjects of General Studies but also the Optional Subjects as prescribed in the syllabi. Permanent teaching staff too, is, employed by the Institute.
- 2.** To conduct the Rehearsal (MOCK) Interviews and to provide requisite degree of guidance and consultancy to the candidates to face the interviews, a Panel comprising (i) I.A.S./I.P.S. Officers (ii) Scientists & Engineers (iii) Retd. P.P.S.C. Members. (iv) Faculty Members of the Universities, is constituted. Availability of such experienced and talented interviewers is an asset of the Institute.
- 3.** Well stocked, air conditioned library is an outstanding feature of the Institute. It has in stock about 30,000 books on the subjects related to Competitive Examinations and Entrance Tests. About 15 dailies and 20 magazines are subscribed to, by the Library. It functions from 9.00 A.M. to 5.00 P.M. on all the working days.
- 4.** Hostel facilities are also provided to the candidates admitted to the Institute.
- 5.** The Institute has built up a kit of hardware e.g. Photo-copier, Electronic Typewriter, Over-head Projector, Multi-media Projector, Television, Tape Recorder and Video etc. to meet the needs of the trainees in preparing/getting the study material.
- 6.** By its setting up of AC Computer room with Internet facility, the Institute is in the process of computerising (a) the Sources of study material (b) question data bank (c) subject-wise study references (d) consultancy-cum-guidance information-kit etc. This facility is available to the student to update their knowledge. The Institute believes in application of the state of the art technology (computerisation) to its instructional work and guidance. Efficient and prompt service-delivery system is the ultimate goal which the Institute is striving for.

### **D. PERFORMANCE PROFILE-ACHIEVEMENTS OF THE INSTITUTE SINCE THE ESTABLISHMENT OF THE CENTRE :-**

During its short and yet a promising span of three decades, the Institute has imparted coaching and guidance to thousands of students appearing in the various Civil and Defence Services Competitive Examinations and Entrance Tests. With a dedicated missionary zeal and spirit the Institute has sheltered under its wings candidates belonging to all categories and States for training and guidance. All students invariably experience and benefit from the knowledge-deepening-and- widening process which the Institute generates through its high-quality instructional coaching. The Centre has grown into a premier Institute of its own kind in this part of the country. It attracts young career-conscious candidates from Punjab, Chandigarh, Haryana, Delhi, Rajasthan, J & K and far-flung areas of H.P. who come to avail its instructional coaching and consultancy

services. Achievements given below unfold volumes for the standing of the Institute in its chosen field of activity.

**1. Central Civil Services :-**

About 159 trainees of the Centre were selected in Central Civil Services to date. In the penultimate selection, outstanding achievement of the Centre was that five of its trainees were selected in Central Civil Services securing 1<sup>st</sup>, (Mr. Ankur Garg, attended Interview Course), 13<sup>th</sup> (Mr. Amit Singla), 28<sup>th</sup> (Mr. Sanjay Goel, attended Interview Course), 33<sup>rd</sup> (Mr. Aman Puri) and 107<sup>th</sup> (Ms. Monika Sharma, attended Interview Course) positions.

**2. P.C.S. (Judicial) (Course started in 1995) :-**

About 99 trainees of this Centre have so far been selected in PCS (Judicial).

Sweeping the selection lists of PCS(Judicial) in the last five consecutive competitive examinations (48/54; 15/19; 12/15; 7/8; 17/21) the trainees of the Centre have created history. To cap it all, the toppers in these selections (Priya Sood, Arun K. Gupta, Arun Aggarwal, Amol Gill and Ram Saran Modi) were also trainees of this Centre.

In fact, it is the only Institute in Northern India which imparts training to practising lawyers for Judicial Services Examination.

**3. H.C.S. (Judicial) (Course started in 1995)**

Around a dozen trainees of the Centre have made their mark in H.C.S. (Judicial) to-date.

In last selection, 5 of its trainees appeared in HCS (Judicial) and all of them were selected. The crowing achievement was that the topper Mr. Jasbir Singh was also a trainee of this Centre.

**4. P.C.S. (Executive) :-**

So far, about 60 candidates have been selected in P.C.S. (Executive). In the last selections, out of 91 selected candidates, 41 including the second position holder Mr. Sandeep Rishi have received training from this Institute.

**5. M.B.A./M.C.A./M.F.C./M.B.E. (Course started in 1997) :-**

So far about 47 trainees of this Centre have been admitted to these course.

**6. P.M.T. (Course started in 1998) :-**

So far about 178 trainees of this Centre have been admitted in Medical and Dental Colleges of the State.

32 out of 98 of its trainees got admission in different Medical and Dental Colleges of the State this year.

**7. C.E.T. (Course started in 1998) :**

In this course the Centre's performance has been exceptionally good since 90 out of 92 of its trainees got admission in different Engineering Colleges of the State this year. About 345 trainees have been admitted in Engineering Colleges to date.

**8. N.E.T. (U.G.C.) (Course started in 1998) :-**

So far 51 Candidates have passed this Examination in different disciplines.

**9. C.D.S. ( Course Started in 2001) :-**

15 out of 25 trainees passed this examination.

**10. B.Ed. Entrance Test :-**

12 out of 21 trainees got admission in B.Ed. Colleges.

**11. LL.B. (5 Years Course) Entrance Test :-**

All 35 candidates got admission in Universities and Law Colleges this year.

**12. LL.B. (3 Years Course) Entrance Test :-**

All 38 candidates got admission in Universities and Law Colleges this year.

**E. TEACHING-CUM-ADMINISTRATIVE STAFF :-**

**1. Administration :-**

- |                                 |   |                         |
|---------------------------------|---|-------------------------|
| (i). Dr. G.S.Bajwa              | : | Director-cum-Professor  |
| LL.M., Ph.D.                    |   |                         |
| (ii). Dr. B.S.Mann              | : | Reader-Co-ordinator     |
| M.A., Ph.D.                     |   | (On Leave)              |
| (iii). Dr. Paramjit Kaur Sandhu | : | Lecturer                |
| M.Sc., Ph.D.                    |   |                         |
| (iv). Ms. Rupinder Kaur         | : | Lecturer                |
| M.Com. (NET)                    |   | (Against Leave Vacancy) |

**2. Teaching Faculty :-**

About 160 Senior Members of different faculties of the University are engaged to service subjects of their specializations.

**3. Office Staff :-**

- |                            |   |                  |
|----------------------------|---|------------------|
| (i). Sh. Charan Singh Rang | : | Senior Assistant |
| (ii). Sh. Dev Raj Sachdeva | : | Senior Assistant |
| (iii). Vacant              | : | Clerk            |
| (iv). Sh. Ranjit Singh     | : | Steno-Typist     |
| (v). Sh. Gaimda Ram        | : | Daftari          |
| (vi). S. Tajinder Singh    | : | Peon             |
| (vii). Sh. Arun Kumar      | : | Peon             |

**4. Library Staff :-**

- |                        |   |                        |
|------------------------|---|------------------------|
| (i). Mrs. Satwant Kaur | : | Assistant Professional |
| (ii). Mr. Harjot Singh | : | Restorer               |







# IAS & ALLIED SERVICES TRAINING CENTRE

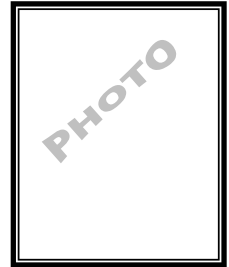
## PUNJABI UNIVERSITY, PATIALA

(SPONSORED BY MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT, GOVERNMENT OF INDIA)

PHONE :- 0175 - 2286245, 3046351, 3046352, FAX-0175-2285118

*Application form for admission to the IAS/PCS (Executive & Judicial)/DSP/BDPO, Banking Services (P.O.), PMT, CET, MBA/MCA, NET (UGC), CDS, B.Ed. (Entrance Test), LL.B. (3 & 5 Years) Entrance Test and Personality Development & Interview Preparation Courses.*

Bank Draft No. \_\_\_\_\_ Roll No. \_\_\_\_\_  
 Dated : \_\_\_\_\_ (For Office Use Only)  
 Amount Rs. \_\_\_\_\_  
 Session \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_



### DIRECTIONS FOR THE APPLICANTS :

- I. The applicant must fill the application form in his/her own handwriting legible and complete in all respects.
- II. The admission form will not be entertained unless it is accompanied by the attested copies of the certificates and 3 copies of the latest passport size photographs.

Name of the Course to which seeking Admission \_\_\_\_\_

Category to which the candidate belongs  
(General/SC/OBC/Minority Community) \_\_\_\_\_

1. Full Name (in block letters) Sh./Smt./Kumari. \_\_\_\_\_
2. Father's Name (in block letters) Sh. \_\_\_\_\_
3. Mother's Name (in block letters) Smt. \_\_\_\_\_
4. Occupation of the Father/Guardian \_\_\_\_\_
5. Date of Birth  
(As in the Matric Certificate in the Christian era) \_\_\_\_\_
6. Married or Unmarried \_\_\_\_\_
7. Have you attended any course at this Centre? If Yes :

Name of the Course : 1. \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_

2. \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_

8. Educational Qualifications :-

Exam.	Uni/Board	Year	Roll No.	Max. Marks	Marks. Obt.	Division	%age
<b>Matric</b>							
<b>+ 2</b>							
<b>B.A./B.Sc./B.Com./BBA/ BCA/B.I.T./</b>							
<b>M.A./M.Sc./M.Com.</b>							
<b>LL.B./B.E./M.B.B.S.</b>							
<b>Others</b>							

9. Address for Correspondence :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone\_\_\_\_\_ Mobile \_\_\_\_\_

10. Permanent Home Address :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone\_\_\_\_\_ Mobile \_\_\_\_\_

11. Optional Subjects to be offered :  
(For IAS/PCS/DSP/BDPO/B.Ed. Course)

1. \_\_\_\_\_, 2. \_\_\_\_\_

12. Roll No. of IAS/PCS/DSP/BDPO

(Preliminary) Exam. Passed/Appeared :-

\_\_\_\_\_

Date : \_\_\_\_\_

**Signature of the Applicant**

**ADMITTED**

**DIRECTOR**