

INSTRUCTIONS REGARDING ADMISSION

1. All candidates who have been declared selected by the Selection Committee for the Guidance Programme Civil Services-Preliminary Examination -2018 are requested to take admission on the **3th & 4th January 2018** during **10am to 4.00pm** at class room DAC-07, YASHADA, Pune.

However, If any candidate is unable to take admission as per the above schedule for unavoidable reason, he / she should write with all evidences to Director, ACEC on email (acec@yashada.org) & obtain prior permission. The Director, ACEC may give permission to take the admission on or before **10th January 2018 up to 4.00pm**

After **10th January 2018**, no claim for admission from selected candidates in the original merit list will be entertained. The seats remaining vacant will be offered to waitlisted candidates as per the merit list & candidate not taking admission will not have any right whatsoever on the seat. **No separate communication regarding the admission will be done with any of the candidates.**

2. In case any selected candidate is not interested to take admission to the Centre, he/ she must convey this in writing to the Director, ACEC-YASHADA latest by **5th January 2018**, on email (acec@yashada.org) so that the next eligible candidate as per the wait list can be given the admission.

3. Every selected candidate has to fill-in the prescribed 'Admission Form' attached herewith & submits it at the time of the admission. Recent passport color photograph must be affixed on the "Admission Form" at the space provided for the same and got self –attested. Two passport photos should be submitted separately at the time of the admission.

4. Selected Candidates will have to submit self-attested copies of the documents (list attached herewith) at the time of admission. Original documents should be shown at the time of admission for verification. Originals will be returned back after due verification.

5. At the time of admission every candidate has to deposit **Rs. 2000/- (Rs. Two Thousand only)** as a security deposit which is refundable, in the form of **Demand Draft** drawn in favor of “**The Director General, YASHADA**”, (मराठी: “ मा. महासंचालक, यशदा ”) payable at Pune. (Nationalized Bank)

6 At the time of admission the Candidate is required to submit undertaking in the prescribed proforma. (Proforma is attached herewith) The said undertaking should be on a Non-judicial stamp paper worth Rs.100/-. Candidates are advised to take printout of the proforma on stamp paper and bring it at the time of admission so that it can be signed before Director of the Centre. (**No need to notarize / attest the document.**)

7) Selected candidates will be provided with accommodation on the same day. Hence, candidates are advised to come with their bag and baggage.

8) **The batch will be formally inaugurated by the Hon. Director General of YASHADA, in DAC-New Auditorium Hall, YASHADA, Pune at 11.00am on 8th January 2018**

Address :

YASHWANTRAO CHAVN ACADEMY OF DEVELOPMENT ADMINISTRATION (YASHADA)

Raj Bhavan Complex, Baner Road, Pune -411007

Contact:

Off. 020-25608403/020-25608203 (During 10am to 4pm)

ADMISSION FORM

Dr. Ambedkar Competitive Examination Centre (ACEC)

ADMISSION FORM FOR PRELIMINARY EXAMINATION – 2018

ADMISSION NO:

FOR OFFICE USE ONLY:

Category	Category From which selected in ACEC	Gender	Rank & Post in the previous exam if any	Number of previous attempts in UPSC Exam	Remarks

To Be Filled In By Candidate

1. Full Name of the Candidate: (In Block letters starting with surname)

Shri/Smt. -----

Name in Devnagari Script: -----

2. Address for Communication with :
Pin code

3. Aadhaar Card Number :

3. Telephone / Cell No of candidate

4. Permanent Address:

5. Cell No of parent:

6. Email ID: _____

7. Name of Local Guardian with Full address: _____
(With Mobile number of the Guardian) _____

8. Are you domicile of Maharashtra? : YES / NO

9. Whether physically disabled/ Differently abled? YES / NO

If yes, mention the type of Disability: _____

10. Tick mark “√” for the category applicable:

General	SC	ST	VJ(A)	NT(B)
NT (C)	NT(D)	SBC	OBC	MINORITY- Muslim
Christian	Buddhist	Jain	Parsi	Sikh

11. Annual Income of Family : Rs.

12. (a) Date of Birth in figures : / / 19
In words :

(b) Age as on 1st Aug. 2018: Years Months Days

13. Educational Qualification:

Give particulars of all examination passed, commencing with S.S.C. Examination

Examination Passed	Name of school / college with address	Board /University	Year of passing	Subjects of study	Class/ Division /Grade	Percentage of marks
1	2	3	4	5	6	7

14. Optional Subject for CS-Main Examination-2018:

15. Have you enrolled for any other regular course? YES/NO

If yes: Details:

16. Whether you were you a student of SIAC, Mumbai or any of its regional Centre's or any govt. Sponsored institute that is engaged in providing training for Civil Service Exams?

Details of Programme with Year:

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17. Whether employed /self employed/ unemployed
If employed details of employment:

Designation

Employer

18. Whether you were a student of ACEC, YASHADA, Pune earlier: YES / NO
If yes mention year in the appropriate column

Course	Prelims	Mains
Year		

19. Have you been selected by UPSC previously?

If yes: Details:- Post

Batch

20. Give details of your previous Civil Services Examination attempts (if any)

Sr. No.	Year	Prelims	Mains	Interview

Note: Attested copies of following must be attached with the application forms.
Candidate should tick mark against all document enclosed in Table below.

Sr. No	Particulars	Students	Verifying Officer
1.	Certificates of Educational Qualification (1st Degree/ PG Certificate)		
2.	Caste Certificate		
3.	Caste Validity (For ST students only)		
4.	Family Income certificate (For ST students only)		
5.	Proof of belonging to "Minority" community		
6.	Domicile Certificate of Maharashtra		
7.	Birth Certificate/ SSC Certificate / School Leaving Certificate for the purpose of verifying the Date of Birth		
8.	Latest Non-Creamy Layer Certificate (candidates for whom it is applicable)		
9.	Photo Identity Proof (Election Card/ Pan card/ Driving License, Aadhar Card etc.)		
10.	Aadhar Card		
11.	Valid proof of residence (Ration Card/ Electricity Bill/ Election Card/ Voter ID/Tel. Bill)		
12.	Certificate related Disability from issued by competent Authority if applicable		
13.	Demand Draft drawn in favor of "The Director General, YASHADA" payable at Pune		

Submit Two recent PASSPORT Size Photographs.

*** Candidates are advised to read carefully the document of Undertaking, take print on Non-judicial stamp paper of Rs. 100, bring it to the Centre while taking admission.**

The candidate has to sign it before the Director, ACEC.

I hereby declare that the information furnished above is 'True and Correct' to the best of my knowledge and belief, In case of any kind of discrepancy found, I will be fully liable for disciplinary action, as per rules and regulations of ACEC, YASHADA

I will fully study dedicatedly only for the UPSC-Civil Services Examinations and utilize the resources wisely made available for the same by ACEC, YASHADA.

In case, I will get selected from UPSC in future, I will inform about it without fail to ACEC, YASHADA.

Date :-

Signature of candidate

Place :-

Name:

Verified and Found Correct
Signature of Verifying Officer

List of the Original Documents required during admission:

Sr. No	Particulars
1.	Certificates of Educational Qualification (1st Degree/ PG Certificate)
2.	Caste Certificate
3.	Caste Validity (For ST students only)
4.	Family Income certificate
5.	Proof of belonging to "Minority" community
6.	Domicile Certificate
7.	Birth Certificate/ SSC Certificate / School Leaving Certificate for the purpose of verifying the Date of Birth
8.	Latest Non-Creamy Layer Certificate (candidates for whom it is applicable)
9.	Photo Identity Proof (Election Card/ Pan card/ Driving License, Aadhar Card etc.)
10.	Aadhar Card
11.	Valid proof of residence (Ration Card/ Electricity Bill/ Election Card/ Voter ID/Tel. Bill)
12.	Certificate related Disability from issued by competent Authority if applicable

- Self -Attested copies of the above documents must be attached with prescribed application form & original be produced for verification.

Form of Undertaking

Page No. (1)

UNDERTAKING

I. Mr./ Miss/ Mrs. -----, residing at -----
------(full address), having admitted to the fully residential guidance programme at Dr. Ambedkar Competitive Examination Centre (ACEC), Yashwantrao Chavan Academy Of Development Administration, Pune, do hereby undertake to abide by the terms and conditions mentioned below;

1. I am not employee of the State or Central Government or any of the government Institute and I have not taken any benefit of the ACEC, YASHADA Centre prior to 2018. If I do so, I will be liable to refund the amount of expenditure incurred on me and that the amount of deposit paid by me will be liable to be forfeited
2. I will not engage myself in any type of full time Course or any part/full time employment outside YASHADA during the duration of the guidance programme at YASHADA.

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3. I will always carry the IDENTITY CARD issued by the Centre while being on the Campus of YASHADA.
4. I will always be in appropriate clothes while on the Campus of Yashada.
5. I will mark my daily attendance twice by using any of the Bio-metric machines placed on the ground floor of the Administrative Building and near TORAN reception at Yashada.
6. I will be regular and punctual in attending the class room lectures and also all the tests organised by the Centre.
7. I will ensure that my behaviour in the classroom and elsewhere on the Campus is always polite.
8. I will ensure that none of my relatives, friends or visitors stays in the YASHADA hostel.
9. I will restrict the use of mobile phone in class room/ study room or library.
10. I will read the notices displayed on the NOTICE BOARDS outside the Office of the Centre, Study Room and Hostel daily and note the schedule of classes, tests and any changes therein and also instructions/messages, if any.
11. I will submit the duly filled in "Examination Form" for appearing in the UPSC- Civil Services (Preliminary & Main) Examination - 2018 and submit a copy of the same to the Centre. If I fail to do so, I will be liable to refund the amount of expenditure incurred on me and that the amount of deposit paid by me will be liable to be forfeited.
12. I will accept the amount of stipend (which is dependent on the attendance marked on biometric & as per the policy circular of YASHADA) without any complaint.
13. I know that if I remain absent from the Campus without the permission of the Director, ACEC for a period of ten days at a stretch, my candidature will be cancelled & facilities provided will be withdrawn.
14. I will not involve myself in political activism and / or sectarian and divisive activities.
15. I will not indulge in any kind of RAGGING.

ACKNOWLEDGEMENT

I have carefully gone through the terms and conditions of the above undertaking and understand that in case of infringement of any one or more terms/conditions by me, I shall be liable for disciplinary action including withholding/ reducing / refusing the payment of stipend or recovery thereof, the cancellation of admission, withholding the amount of hostel / library deposit and the recovery of the amount of expenditure incurred on me as arrears of land revenue.

Date:

Name:

Place:

Signature:

Before me

Director, ACEC, YASHADA, Pune