



**Government of West Bengal**  
**Office of the Sub Divisional Magistrate, Durgapur**  
City Centre, Durgapur – 16, District – Paschim Bardhaman  
Phone: (0343) 254 6680 / 254 6105, 254 5141; Fax: (0343) 254 8135

No. 1312 / Con / Dgp

Dated, 14<sup>th</sup> June, 2017

**IMPORTANT NOTICE**

Applications are invited from the eligible candidates for admission in the “**Career Guidance Academy**” to be run under guidance and supervision of the office of the Sub Divisional Magistrate, Durgapur, totally free of cost.

What is Career Guidance Academy?	<p>Career Guidance Academy is an academy constituted for facilitating meritorious students for preparing them for various competitive examinations conducted by the Public Service Commission, West Bengal and other equivalent recruiting agencies.</p> <p>It is an initiative of the Sub Divisional Administration of Durgapur Sub Division under patronage of the District Administration of Paschim Bardhaman District.</p> <p>Guidance for cracking the Preliminary, Mains and Personality Test will be given by successful candidates serving in various capacities in Government of West Bengal.</p>
	<p>Chief Patron : Sri Sashank Sethi, IAS District Magistrate, Paschim Bardhaman</p> <p>Chairman : Sri Sankha Santra, WBCS (Exe) Sub Divisional Magistrate, Durgapur</p> <p>Executive Committee:</p> <p>Sri Abhijit Samanta, WBCS (Exe) – Secretary Smt Madhumita Mukherjee, WBCS (Exe) - Secretary Sri Manas Kumar Panda, WBCS (Exe) – Joint Secretary Sri Subho Sinharoy, WBCS (Exe) – Joint Secretary Sri Abhyuday Dwivedi, WBA&amp;AS - Course Co-ordinator Sri Aniruddha Banerjee, WBCS (Exe) – Course Co-ordinator Sri Indrajit Chattopadhyay, Employment Exchange Officer, Durgapur – Course Co-ordinator</p>
Objective of the Academy	The main objective of the academy is to facilitate meritorious students coming from economically weaker section to get the knowhow from the successful candidates through direct interaction.
Course Duration	One Year (August 2017 to July 2018)
Number of Seats	50 (Fifty)



Location of Classroom	Durgapur Central Library, City Centre, Durgapur.
Number of Classes	Two Classes per week : Tuesday :11 am to 2 pm Thursday :11 am to 2 pm
Mode of Study	Self learning through Group Study, Group Discussions and Mock Personality Tests.
Guest Faculty / Observers	IAS, IPS, WBCS (Executive), other Government Officers and eminent Teachers.
Application / Course fees	NIL (Totally free of cost)
Facilities available	Books / Magazines may be consulted from the library totally free of cost.
Period of Application	14 <sup>th</sup> June, 2017 to 18 <sup>th</sup> August, 2017.
Process of Application	Applications are to be made in prescribed form (enclosed). Duly filled in application forms with recent passport size colour photograph and self attested photocopies of the following testimonials are to be submitted for consideration:  1. Mark sheet of Higher Secondary / equivalent 2. Mark sheet of Graduation level / equivalent.
Submission of Application Forms	Duly filled in application forms along with required testimonials are to be sealed inside an envelope and the sealed envelope is to be dropped inside a Drop box, specially earmarked for receiving these forms, kept at the office of the Sub Divisional Officer, Durgapur (2 <sup>nd</sup> Floor), City Centre, Durgapur.
Process of Selection	Applications will be shortlisted on the basis of percentage of marks obtained in Higher Secondary or equivalent / Graduation level, whichever is higher.  An admission test may be conducted depending on the number of applications.  Preferences will be given for meritorious but economically backward students.  The decision of the selection committee constituted for the purpose will be final and not challengeable anywhere.
Tentative Commencement of the Course	Last week of August, 2017



**Sub Divisional Magistrate  
Durgapur**



**APPLICATION FORM FOR ADMISSION IN CAREER GUIDANCE ACADEMY, DURGAPUR**

Name (in BLOCK Letters)																										
Date of Birth																										
Gender																										
Name of Father / Mother / Husband																										
Occupation of Father / Mother / Husband																										
Annual income of Father / Mother / Husband																										
Contact Number																										
e-mail id																										
Educational Qualification (Latest qualification)																										
Detailed Qualifications (Commencing from Madhyamik or equivalent to latest qualification)	<table border="1"><thead><tr><th>Examination</th><th>Year of Passing</th><th>Full Marks</th><th>Total Marks obtained</th><th>Percentage of Marks obtained</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Examination	Year of Passing	Full Marks	Total Marks obtained	Percentage of Marks obtained																				
	Examination	Year of Passing	Full Marks	Total Marks obtained	Percentage of Marks obtained																					
List of Examinations for which career guidance is required (in order of preference)	<table border="1"><thead><tr><th>Sl. No.</th><th>Name of the Examination</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	Sl. No.	Name of the Examination																							
	Sl. No.	Name of the Examination																								
My Strength (s)																										
My Weakness (es)																										
My expectations from this course																										

Date: \_\_\_\_ / \_\_\_\_ / 2017

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Signature of the Applicant