



**Competitive Examinations Centre**  
**Savitribai Phule Pune University**  
**Pune – 411007**

**Advertisement**

**Three Years Integrated Course for Administrative Careers (ICAC)**  
**(2019-2022)**

Administrative careers have started emerging as one of the most coveted career choice. Youth in Maharashtra have begun to see this as a challenging but secure, desirable and viable career option to professional courses like medical or engineering.

In view of the growing demand for competent coaching to aspirants for the UPSC Civil Services Examinations, the CEC has designed a three year “**Integrated Course for Administrative Careers**”, focused on UPSC Civil Services preparation, students’ capacity building through training in different skills with optimum use of university resource pool, available local talent and expertise as well as experts and academics available at the national level. Identification and optimization of use of quality textual material, digitization and modern E-learning resources will be the hallmark of the course. The course would nurture and serve the civil service aspirations of the youth and potential candidates without deviating them from their academic pursuit at the level of college, university or other institutes. **The course combines an existing Part-time one-year post-graduate evening course of the CEC with a new two- years undergraduate course.**

As a consequence of late career choice, the age gap between a student from Maharashtra and other leading centers (particularly in the north) is pronounced. By the time our students graduate and begin preparations for competitive examinations, they are in their mid-twenties which limits their future service career, besides facing the mounting pressure of employment/ job and career. (The average age at the entry-point is 25+). A close look at and analysis of the time taken by successful CEC students at the UPSC Civil Service examinations reveal that the average time taken is three- four years after joining the Centre for preparation. If these students’ aspirations are nurtured soon after the 12<sup>th</sup> standard examination and guided properly, they would be ready as well as eligible for the competitive exam by the time they graduate.

Applications are invited for the admissions to **Three Years Integrated Course for Administrative Careers (ICAC)**

**Duration of the Course:** Three Years [Second Year + Third Year (Final Year) of the graduation + One year after Graduation

(**Note:** Classes will continue during the University vacation as well)

**Entry Point:** Second Year (SY) of graduation

**Eligibility:** Students who are in the Second Year (SY) of graduation under the SPPU and its affiliated colleges and institutions and on-campus departments: they will continue their normal academic careers.

**Intake capacity:** 40 (single batch)

**Fee:** Rs. 40, 000 (Forty Thousand Only) Per Year

**(Note:** Top Four candidates may be given 12.5 % fee concession/scholarship every year on the basis of the merit/overall performance during the year)

**Reservation:** As per the Govt. of Maharashtra and the SPPU rules for admission. There will be no fee exemption and concession on the basis of reservation.

**Admission procedure:** Admission for 2019-20 batch would be on the basis of marks obtained at the 12<sup>th</sup> Board examination.

**Facilities:** All facilities given to other students of the Center **except hostel accommodation.**

**Class Timing:** Evening (5:00 to 7:00 pm) All SPPU working days

**Timeline of the admission process:**

- ✓ **Admissions Open**
- ✓ **Last date to apply: 07<sup>th</sup> October, 2019**
- ✓ **Declaration of the merit list: 11<sup>th</sup> October, 2019**
- ✓ **Commencement of the batch: 17<sup>th</sup> October, 2019**

Candidates are requested to download the offline application form attached with the advertisement. They are required to send the duly filled application form along with self attested photocopy of 12<sup>th</sup> mark sheet by hand or by post addressed to **The Director, Competitive Examinations Centre, Savitribai Phule Pune University, Ganeshkhind, Pune- 411007.** Candidates can also send their scanned form through e-mail at [cec@unipune.ac.in](mailto:cec@unipune.ac.in). They should clearly mention "Application for Three Year Integrated Course for Administrative Careers (ICAC) as the subject of the e-mail or at the top of the envelope.



**Director,  
CEC, SPPU**



**Registrar,  
SPPU, Pune**

For any query contact Ms. Pradnya Bankar/Ms. Pournima Sawadi from the **Admission Desk ICAC, CEC** or call 020-25601346, 25690342 or drop an e-mail at [cec@unipune.ac.in](mailto:cec@unipune.ac.in) from 10:30 am to 6:00 Pm (All working days)

**Savitribai Phule Pune University**  
**Competitive Examination Centre**  
**3 Year Integrated Course for Administrative Careers**  
**(2019-2022)**

Paste self attested  
 Photograph

**1. Candidate's Personal Information:**

Name of Candidate :		
Father's/Mother's Name		
Local Guardian's Name		
Category :		Gender:
Date of Birth :		
(College Identity Card for Second Year S.Y.)	Name of the College & Course	
	Date of Issue: (Kindly attach self attested copy of the ID Card)	
ID Number:		
Physical Disability:	Yes                  No	Disability Type :

**2. Current Address of Communication:**

Name :	
House No.	Area :
Grampanchayat:	Taluka:
District:	State:
Pin:	Land line Number:
Mobile Number*:	Alternative Mobile No*.
Email ID*:	

**3. Educational Qualification**

S. No.	Type of Exam	Subject/Stream	Board/University	Marks obtained/Total Marks	Passing Year & Month	Grade/ Percentage
1.	12 <sup>th</sup>					
2.	10 <sup>th</sup>					

**Declaration:**

I assure you that all the rules and regulations of the Centre and the Savitribai Phule Pune University will be binding on me. I hereby declare that all entries made in the application form are true and any false information may cause cancellation of my candidature and admission to the 3 Year Integrated Course for Administrative Careers. Read, Understood and hence signing.

**Applicant's Signature:**

**Date:**  
**Place:**

**Local Guardian's Signature**

### III<sup>RD</sup> YEAR – PREPARATION FOR UPSC (ADVANCE)

(UPSC Exam Schedule: Application: Feb, Prelims: June, Mains: Sept., Interview: Jan)

#### Part I (Semester V):

- a) Revision Sessions
- b) Intensive Test Series & Discussion (Preliminary Exam)

#### Part II (Semester VI):

- a) Revision Sessions
- b) Intensive & Extensive Test Series & Discussion (MAINS Exam)

#### Part III (Semester VII):

- a) Guidance for Interview

The course will initially offer the following subjects as optional subjects for UPSC Examination

- 1) Political Science
- 2) Geography
- 3) History
- 4) Sociology
- 5) Anthropology

The students will choose any one of the above subjects. The course will also include other essential subjects GS1, 2, 3, 4, Essay and CSAT apart from language, communication and other related skills. However, if there is a sizable group (minimum 5 students) for a subject other than the above, that subject will also be considered.



**Dr. N. S. Umarani**  
Pro-Vice-Chancellor,  
SPPU



**Dr. Nitin Karmalkar**  
Vice Chancellor,  
SPPU



**Dr. Prafulla Pawar**  
Registrar,  
SPPU



**Prof. Jayant Umranikar (IPS)**  
Director & Alumni,  
CEC, SPPU



**Dr. C. R. Das**  
Faculty



**Dr. S.F.D. Firdausi**  
Faculty

### SOME DISTINGUISH ALUMNI OF THE CENTRE

- Shri. Prabhakar Karandikar** (IAS)
- Shri. J.P. Dange** (IAS, Former Chief Sec'y, Maharashtra)
- Shri. Ranjan Mathai** (IFS, Former Foreign Sec'y, India)
- Shri. Talmiz Ahmad** (IFS, Former Ambassador)
- Shri. Arun Pawar** (IRS)



**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(FORMERLY UNIVERSITY OF PUNE)

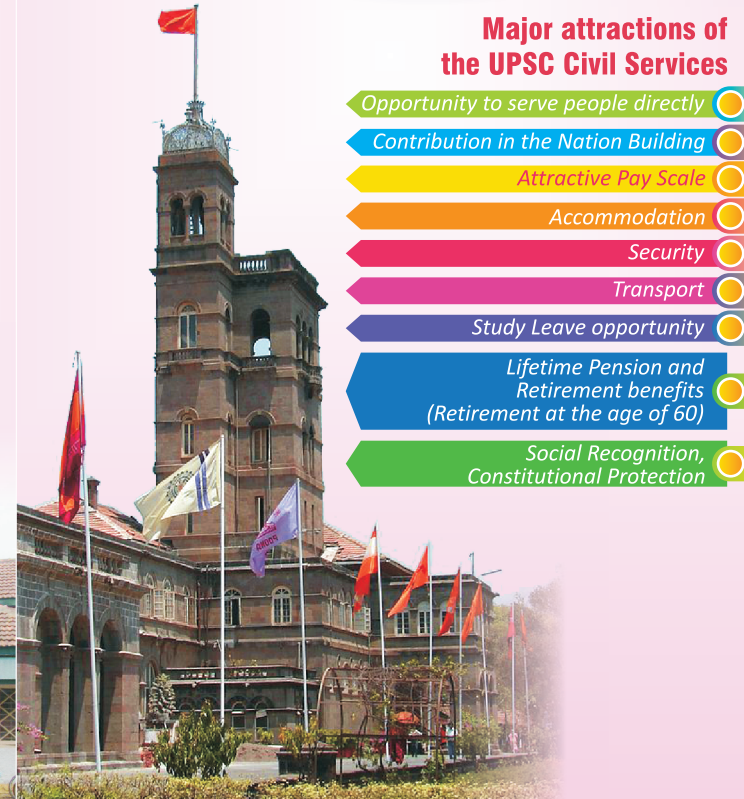
## COMPETITIVE EXAMINATIONS CENTRE

Savitribai Phule Pune University  
Ganeshkhind Road, Pune - 411007

**THREE YEARS INTEGRATED COURSE FOR  
ADMINISTRATIVE CAREERS (ICAC)**

### Major attractions of the UPSC Civil Services

- Opportunity to serve people directly
- Contribution in the Nation Building
- Attractive Pay Scale
- Accommodation
- Security
- Transport
- Study Leave opportunity
- Lifetime Pension and Retirement benefits (Retirement at the age of 60)
- Social Recognition, Constitutional Protection



## THREE YEARS INTEGRATED COURSE FOR ADMINISTRATIVE CAREERS (ICAC)

Administrative career has started emerging as one of the most coveted career choices. Youth in Maharashtra have begun to see this as a challenging but secure, desirable and viable career option to professional courses like medical or engineering.

In view of the growing demand for competent coaching to aspirants for the UPSC Civil Services Examinations, the CEC has designed a three year “**Integrated Course for Administrative Careers**”, focused on UPSC Civil Services preparation, students' capacity building, through training in different skills, with optimum use of university resource pool, available local talent and expertise as well as experts and academics available at the national level. Identification and optimization of use of quality textual material, digitization and modern E-learning resources will be the hallmark of the course. The course would nurture and serve the civil service aspirations of the youth and potential candidates without deviating them from their academic pursuit at the level of college, university or other institutes. **The course combines an existing Part-time one-year post-graduate evening course of the CEC with a new two- years undergraduate course.**

As a consequence of late career choice, the age gap between a student from Maharashtra and other leading centers (particularly in the north) is pronounced. By the time our students graduate and begin preparations for competitive examinations, they are in their mid-twenties which limits their future service career, besides facing the mounting pressure of employment/ job and career. (The average age at the entry-point is 25+). A close look at and analysis of the time taken by successful CEC students at the UPSC Civil Service examinations reveal that the average time taken is three- four years after joining the Centre for preparation. If these students' aspirations are nurtured soon after the 12<sup>th</sup> standard examination and guided properly, they would be ready as well as eligible for the competitive exam by the time they graduate. The focussed guidance from undergraduate stage will ensure that they are never under pressure as UPSC standards get covered in their curricula, they get exposed to recommended text books, reference material, develop ability of organizing thoughts and articulation through various skill-based activities and participation. The integrated course will prepare them for

civil services while keeping other career options open, without disturbing their core academic pursuits/ activities at their colleges and institutes. In fact, such additional exposure and preparation would strengthen their core academics in several ways.

A period of three years is necessary in order to prepare the aspirants at three different levels leading to holistic preparation, including development of personality and reasoning.

### FOCUS OF THE COURSE

- Preparation for UPSC Civil Services Examinations at all the three levels (Preliminary, Mains examination and Interview)
- Capacity building: through writing practice / organization, personality development and articulative practices such as debate, group discussion, seminars, field visits, etc.

**INTAKE CAPACITY : 40 (SINGLE BATCH)**

### DURATION OF THE COURSE

Three Years [Second Year + Third Year (Final Year) of the graduation + One year after Graduation]

### ENTRY POINT

Second Year (SY) of graduation

**Facilities:** All facilities given to other students of the Center **except hostel accommodation.**

### ADMISSION PROCEDURE

\* Admission for 2019-20 batch would be on the basis of marks obtained at the 12<sup>th</sup> Board examination.

### ELIGIBILITY

Students who are in the Second Year (SY) of graduation under the SPPU and its affiliated colleges and institutions and on-campus departments: they will continue their normal academic careers.



## RESERVATION

As per the Govt. of Maharashtra and the SPPU rules for admission.

There will be no fee exemption or concession on the basis of reservation.

## STRUCTURE OF THE COURSE

The three years course will consist of six internally divided course durations (of six month each), akin to semester system. The proposed course structure is as follows:

### I<sup>ST</sup> YEAR – BASIC

**Part I (Semester I):** NCERT Modules + CSAT+ Personality Development & English

**Part II (Semester II):** Optional Paper 1 (concepts theories) as per UPSC Syllabus + Revision of NCERT/CSAT + Personality Development & English language

### II<sup>ND</sup> YEAR – INTERMEDIATE

**Part I (Semester III):**

- Text Books Recommended for UPSC Preparation
- Optional Paper 2 (Application) as per USPC Syllabus
- English Language & Personality Development

**Part II (Semester IV)**

- Text Books Recommended for UPSC Preparation (cont.)
- Revision of Optional Paper 1 & 2
- English Language & Personality Development

