

CTAG
Centre for Training and Academic Guidance
Programme : WBCS Residential Coaching
Gopalpur House, Airport, Kolkata - 700136

Memo No. CTAG/WB/WBCS/B03/24

Date: 30/04/24

All the selected candidates for the admission in CTAG (Residential Coaching for WBCS) at Gopalpur House, Airport, Kolkata-700136 are hereby informed to comply the below mentioned stipulations :

- i) Bring compulsory deposit amount of Rs. 3000/- (Rs.3000/- as refundable security amount), which shall be deposited in the specific given bank account within 1st May, 2024.

Bank Details

Human Welfare Foundation
Central Bank of India
Sukhdev Vihar Branch
A/C: 3044180445
IFSC: CBIN0282953

- ii) An undertaking of CTAG (Residential Coaching for WBCS) Guidelines /Rules & Regulation duly notarized on Rs. 10/- non judicial stamp paper as per given proforma.
- iii) Sign all pages of agreement-cum-guidelines of CTAG (Residential Coaching for WBCS), as a token of acceptance.
- iv) Bring their parent/guardian for the agreement paper in the presence of the competent authority.
- v) Bring the all original testimonials and one set self attested photo copy.

The above requisitions are mandatory for a candidate of Residential Coaching for WBCS at CTAG- Centre for Training and Academic Guidance, Gopalpur House. **The candidate must occupy his/her seat within 3rd May, 2024.**

- i. List of Selected Candidates
- ii. Rules & Regulations of CTAG (Residential Coaching for WBCS)

SL. NO.	Name of the Selected Candidates
1	GOLAM MAMUR
2	SADDAM HOSSAIN MIRZA
3	SAIN ISLAM
4	SANJIT KHAN
5	WASIM AKRAM MONDAL
6	TANBEER AHAMED
7	CH MONIRUL ISLAM
8	KUTUBUDDIN AIBAK
9	ABDUL AJIJ AL AMIN
10	SAGAR BISWAS
11	SADDAM GAZI
12	MD SARIF AHAMAD
13	SAYAN RANI MAHALDAR
14	SOHEL SHAHIN BISWAS
15	MD WASHIM AKRAM
16	MUNNA SHAIKH
17	PARVEJ ALAM
Waiting List	
1	GAZI MOMINUL BASAR
2	SAIFUDDIN MONDAL



A. Faruk
 Co-ordinator
 CTAG
 West Bengal

CTAG
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Dear Candidates,

We are glad to inform you that you have provisionally selected for Residential Coaching for WBCS at CTAG. You are informed to report to the Office, CTAG (Residential Coaching for WBCS) at Gopalpur House, Kolkata-700136 on 2nd May, 2024.

Each candidate has to deposit Rs. 3000/- (Three Thousand Rupee Only) in favour of Human welfare Foundation by demand draft or online payment as security deposit (refundable) at the time of admission. Admission will not be granted without payment of security deposit.

You must bring the following original documents to be submitted in the office of CTAG (Residential Coaching for WBCS) with one attested copy each thereof:

- i) Mark Sheets /Certificates from Standard X onwards.
- ii) Birth Certificate.
- iii) OBC Certificate (if any).
- iv) Two Passport size photographs.
- v) Notary Affidavit of Undertaking

Please note carefully that all the original mark sheets and other testimonials will be returned to you only on the completion of the entire coaching programme. However, if such testimonials are required by you before the end of the programme for appearing in any examinations or interviews etc., then you can make a written request for the same but acceptance of such a request shall be considered on a case to case basis and shall be solely at the discretion of the CTAG (Residential Coaching for WBCS) authorities.

Normally, once you join the CTAG (Residential Coaching for WBCS) by 03/05/2024, you will not be allowed to leave it till the completion of the course. If you leave the centre before the time the security money will not be given to you. You are instructed to join the Coaching within 3rd May, 2024, otherwise admission will be cancelled and you shall be replaced by students in the waiting list.

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(Rules & Regulations)

- i) **Students have to attend all classes strictly and appear in all the tests strictly.**
- ii) Use of smart and all kind of mobile phone is strictly prohibited in hostel and classroom premises.
- iii) **Candidates must submit an application to the authority at least two days prior to the required date in order to withdraw their submitted original documents. The respective documents will only be given for a limited time period after verifying the genuine cause.**
- iv) If students leave the centre before the completion of the course they will not be refunded the security money. **On 31st March, 2025 the admission will be automatically cancelled, students have to leave the centre before 31st March, 2025. No excuses will be entertained.**
- v) The monthly payment is to be deposited within the 3rd week of every month.
- vi) **In case a Hosteller is required to remain out of the Hostel on account of any exigencies, he/she shall personally submit the requisite LEAVE APPLICATION to the Office, stating the proper reason and obtain prior written permission before leaving the Hostel. Otherwise appropriate disciplinary action will be taken against him/her all leave application must be submitted at last three day before leave date.**
 - a. Every Hosteller shall maintain and observe : Strict discipline, peaceful atmosphere and decent behaviour in the Hostel. Shouting misbehaving talking loudly and/ or causing disturbance in any manner whatsoever to other Hosteller shall not be tolerated.
 - b. The Hostel rooms and lobby should be kept neat and clean. The Hosteller should report to the Office if it is not clean.
 - c. There should be a sense of friendliness and co-operative spirit among all.
- vii) Instances of indiscipline and/ or indecent behaviour with any of the staff or faculty shall be severely dealt with and appropriate disciplinary action will be taken against the guilty student.

- viii) No visitor, guest, relative or any other outsider shall be allowed to enter into the premises of the Hostel without prior permission. If any Hosteller is found to have taken his/her guest or visitor in any part of the Hostel premises and/ or in any of the rooms of the Hostel, immediate disciplinary action will be taken against him.
- ix) Electricity in the Hostel shall be used in the most economical and careful manner. The lights, fans, geysers, coolers and others electrical installations and appliances shall be switched off every time when not in use. No Hosteller can keep and/or bring from outside into the Hostel any electrical or electronic appliances, gadgets or devices of any type. Electric stove (Sigri), water heater, tape recorder, radio/transistor, portable TV and / or electronic gadgets or articles are strictly prohibited.
- x) Water taps shall always be kept closed when not in use and water shall be used economically and wastage should be strictly avoided.
- xi) Complete silence must be maintained and proper and decent behaviour observed while using and/ or passing through the Hostel premises.
- xii) The Hostel Administration, has right to remove and expel any Hosteller at any time without assigning any reason. On such expulsion the said Hosteller shall forthwith leave and quite the Hostel.**
- xiii) If a Hosteller for any reason whatsoever, discontinues his/her coaching or joins any other course or job he/she shall forthwith leave and quite the Hostel. Actual charges for staying and fooding charges to be deposited to Human Welfare Foundation by the Hosteller for this particular case.
- xiv) In the event of it being discovered that a Hosteller has obtained admission in the Hostel on false representation and/ or by resorting to forging and/ or producing a false document, he/she shall be immediately expelled from the Hostel and his/her security deposit shall stand forfeited.
- xv) All Hostellers are required to attend all the lectures, meetings, group discussions, Hostel competitions, etc., whenever arranged in the Hostel compulsorily. All Hostellers are expected to attend Namaz congregation (Jamaat).
- xvi) In case of any grievance the aggrieved hosteller should approach the administrator.
- xvii) No ragging or mischief of any kind will be tolerated. There is severe punishment on such an offence.

UNDERTAKING

(to be notarized on Rs. 10/- non judicial stamp paper)

I have read and fully understood all the Rules & Regulations of the CTAG Residential Coaching Centre for WBCS Rules and Regulations vide Memo. No. : CTAG/WB/WBCS/B03/24, Dated : 30/04/2024 and I undertake to fully observe and abide by all of them.

I have received a copy of Rules & Regulations for my reference.

Full Name :

Place :

Date :

Permanent Address :

Mobile Number :

Guardian's Mobile Number :

.....
Candidate's Signature

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Signature & Name of Parent/ Guardian