



THE UNIVERSITY OF BURDWAN
Office of the Secretary, Faculty Council (Arts etc.)

No. FC/PG(A)/Advt./P.G.D.G.C./2018/392

Date: 15.01.2018

Admission Notification for one year P. G. Diploma in Guidance and Counselling
(Session: 2018)

Downloaded application form on and from **15.01.2018 to 30.01.2018** (between 11 a.m. to 3 p.m.) on all working days, except Saturdays, Sundays and University Holidays, are invited for admission to **one year P. G. Diploma in Guidance and Counselling** course of studies for the session 2018. Forms are available at University's website: <http://www.buruniv.ac.in>. Downloaded forms are to be submitted within due date along with a demand draft of Rs. 150/- in favour of "Finance Officer, The University of Burdwan" payable at Burdwan or by cash in the **university cash counter**. Self attested Photo copies of mark sheets of all public examinations and age proof certificate are to be submitted along with the application form. Submission of form through post/courier is not acceptable.

Eligibility: Graduate in any discipline and also preference will be given to the candidates having Master Degree both from regular and distance mode/open University.

Reservation: As per Govt. rules.

Last date of submission of forms to the Office of the Secretary, Faculty Council (Arts etc.) by
30.01.2018 (11.00 am to 3.00 p.m.)

Secretary
Faculty Council (Arts etc.)



THE UNIVERSITY OF BURDWAN

Office of the Secretary, Faculty Council (Arts etc.)

ADMISSION TO POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING (2018)

By THE DEPARTMENT OF LIFELONG LEARNING

In collaboration with THE DEPARTMENT OF SOCIOLOGY

INFORMATION SHEET

Candidates are advised to follow the information and instructions given below:

- a) Candidates must enclose self attested photo copies of mark sheets of all the public examinations passed and attested Xerox copy of admit card of Madhyamik Pariksha or equivalent examination with the application form. Candidates, who claim reservation against the SC*/ST*/OBC-A & B*, Differently Abled**, Sports*** quota, must also enclose self attested photo copy of the relevant certificate to authenticate their claims. **Reservation: As per Govt. rules.**
- b) **Duly filled in form is to be submitted to the Office of the Secretary, Faculty Council (Arts etc.), 3rd Floor, Composite Arts Building, Golapbag, B.U.** by the due date specified in the advertisement.
Application form should preferably be submitted personally or through messenger between 11 a.m. and 3 p.m. on all working days (Monday to Friday) and should not be folded.
- c) No postal communication regarding selection and admission will be made to any candidate.
- d) **LAST DATE OF ISSUE AND SUBMISSION OF FORMS 30.01.2018.**
- e) Selection will be made on the basis of percentage of marks obtained in the U.G. Honours examination. However, candidates having P.G. Degree in the concerned subject will get preference.
- f) Seats to be filled-up 60% from Arts including Sociology, Psychology, Social Work etc. and rests from Science, Commerce and other disciplines. This may be interchanged in case of non-availability of sufficient number of students from any particular discipline.

* Relevant Certificate must conform to West Bengal Govt. Memo No. 1813-BCW/MR-94/11 dated 20th June, 2011. Candidates claiming reservation against SC/ST/OBC-A & B quota of seats must submit relevant caste certificates issued in their favour by one of the authorities listed below:

(i) Deputy Collector of Land Revenue, Kolkata Collector of Stamp Revenue, Kolkata Metropolitan Magistrate, Kolkata, Addl. Chief Metropolitan Magistrate, Kolkata, Chief Metropolitan Magistrate, Kolkata, 1st Class Stipendiary Magistrate, Executive Magistrate, Sub-Divisional Magistrate, Sub-Divisional Officer, Deputy Collector, Addl. District Magistrate, Collector and District Magistrate within their respective jurisdictions in case of candidates claiming to be Schedule Caste or Schedule Tribe and ordinarily residing within such jurisdictions.

** The Certificate must be live and issued by an appropriate authority not below the rank of Superintendent of Sub Divisional Hospital. In the certificate, the extent of Physical Disability must not be below 40%. Candidates who claim reservation against such quota must also personally appear before the Medical Board **on 1st February, 2018** at 12.00 noon. the Office Chamber of the Secretary, Faculty Council (Arts etc.), **3rd Floor, Composite Arts Building, Golapbag, B.U.** for determining their eligibility of admission in this quota:

*** A candidate seeking admission against reservation under Sports (SP) category, must have to submit the self attested photo-copy of the certificate of his/her participation in any National Level Tournament (not earlier than Madhyamik level) or in any Inter-University Sports and Athletic Competitions affiliated by the A.I.U. Candidates who claim reservation against such quota must also personally appear with all the supporting documents in original before the Committee on **1st February, 2018 at 2-00 p.m. at the Office Chamber of the Secretary, Faculty Council (Arts etc.), 3rd Floor, Composite Arts Building, Golapbag, B.U.** for determining his/her eligibility of admission in this quota.

Instruction: If any candidate fails to turn up before the Board (Medical or Sports) on the stipulated date and time he/she will not be able to claim reservation under such category and he/she will be treated as a candidate belongs to unreserved category. If no candidate is found suitable under this category, the seat will be converted automatically to unreserved Category.

Admission Calendar for the above Subjects

1. Dates of publication of merit list, including waiting list, (inclusive of all categories) : 05.02.2018 (at the Department of Lifelong Learning, Rajabti Campus, B.U. and also University website)
- Dates and time of admission of merit listed candidates : 06.02.2018 & 07.02.2018 (from 11 a.m. to 3 p.m. at the office of the undersigned)

General Information:

1. *Candidates are required to produce the following documents in original at the time of admission:*
 - (i) *Original mark-sheets of all the public examinations passed and Original Admit Card of Madhyamik Pariksha or equivalent examination.*
 - (ii) *Schedule Cast/Schedule Tribes/OBC-A & B/Differently Abled/Sports Certificate in original issued in favour of the candidate.*
 - (iii) *An approximate amount of Rs.7, 000/- (including examination fees) [Rupees seven thousand only].*
2. **Regarding admission no postal communication will be made with the candidates. Please, also note that no candidate will be entertained for admission in any case, if he/she fails to turn up by the stipulated date of admission.** However, if any candidate fails to turn up personally on the date of admission, any person on behalf of the candidate may turn up by the stipulated date of admission with a letter of authorization.
3. *As stipulated in the B.U. Ordinance, no student shall be deemed to have prosecuted a regular course of study for purposes of P.G. examination unless he/she has attended 65% of the lecture delivered and tutorial classes held.*
4. *The University also reserves all right to drop or include any name if any suppression of facts on the part of the students or any mistake in calculation in grade points is detected at any stage before or after the admission.*



**Secretary
Faculty Council (Arts etc.)**

ACKNOWLEDGEMENT

THE UNIVERSITY OF BURDWAN

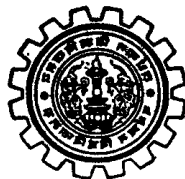
(Applicant is advised to write his/her name in the blank space)

Received from an application for admission to the Post Graduate Diploma in Guidance and Counselling for the session: 2018.

Date:

Signature of the Receiving Assistant

The university of Burdwan
Department of Lifelong Learning



Application Form for Admission under Continuing Education

Name of course ----- Session -----

1. Name of the Applicant (in block letters) : -----
2. Father's name/Husband's name : -----
3. Name of the Guardian and Relationship with the Applicant : -----
4. Address (Permanent) : -----
(Present) : -----
5. Telephone/Mobile Phone No. : -----
6. Date of birth (to be supported by documentary evidence) : -----
7. Gender (Tick in the appropriate box)

Male	Female	Transgender
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8. Marital Status

Married	Unmarried
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 (Tick in the appropriate box) :
9. Religion : -----
10. Nationality : -----
11. Name of the academic institution Last attended : -----
12. Details of academic qualifications (M.P. onwards)

Examination passed	Year of passing	Name of Board/ University	Subjects offered	Division /Class	Percentage of marks obtained	Distinction, if any

13. Other qualifications, if any : -----

14. Whether employed at present : -----
(If yes, give details. Also state whether the organization would depute and sponsor the candidate)

15. Other relevant information, if any : -----

16. Whether belongs to SC/ST/OBC /D.A. : -----
(If yes, attach attested copy of the certificate)

17. Declaration

I do hereby solemnly declare and affirm that the entries made above are true and that if any of the information furnished, proves to be materially false or incorrect either wholly or partly, the University may cancel my admission or take such other action as may be deemed fit.

Date: -----

Full signature of the candidate