



PROCEDURE FOR ADMISSION

Postgraduate Diploma in Book Publishing Studies

A Complete One-Year Evening Programme

University of Calcutta

CENTRE FOR STUDIES IN BOOK PUBLISHING

In collaboration with

National Book Trust, India

(Ministry of HRD, Government of India)

Publishers & Booksellers Guild

(A Premier Forum of Leading Publishers)

Book publishing is a respectable and financially rewarding career option with a huge demand for skilled and well-trained professionals.

The course provides the best quality training the industry is looking for.

Intake

Twenty Five (25) in total.

Five (5) seats are reserved for candidates sponsored by publishing/printing organisations.

One (1) seat for NRI/ Foreign candidates.

In case suitable Sponsored Candidate(s)/ NRI/ Foreign candidate(s) is/are not found, the vacant seats will be filled from among other candidates duly selected.

Eligibility

Any candidate with Bachelor's Degree in Arts / Science/ Commerce (Honours/ General/ Vocational / Engineering and Technology/ Medical Sciences/ or its equivalent) is eligible to apply. A candidate appeared at the final examination for graduation is also eligible to apply. However, if selected, such a candidate has to submit the proof (pass certificate, mark sheet etc) of his/her graduation before admission to this course.

NRI/ Foreign candidates shall have to comply with the relevant rules of the University.

SC/ST Etc

Reservation for the Scheduled Caste/ Scheduled Tribe / Physically Handicapped candidates,etc., as per rule.

Age Limit

No upper age limit.

Session

June--May

Admission Schedule Notification

Admission Schedule is notified in June-July every year.

Please visit the homepage of the University website (www.caluniv.ac.in) and click on the 'Admission Notification' section and please see the detailed ADMISSION NOTICE. Admission Notice is uploaded also on the website of the NBT, India (www.nbtindia.gov.in) and the website of the Guild (www.kolkatabookfair.net).

Application Form

Application Forms are available at the C U SALES COUNTER, Asutosh Building (Ground Floor), College Street Campus (Asutosh Siksha Prangan), 87/1 College Street, Kolkata-700 073, West Bengal, as per the schedule duly notified, on payment of Rs.200 in cash. [Time: 11am – 3pm/Working days: Monday –Friday]

Also Downloadable

Application Form can also be downloaded. Please visit the homepage of the University website (www.caluniv.ac.in) and click on the 'Admission Notification' section.

Application Form can also be downloaded from the website of the NBT, India (www.nbtindia.gov.in) and the website of the Guild (www.kolkatabookfair.net).

However, in such cases, please enclose with the application a crossed bank draft/ bankers cheque of Rs. 200/- drawn in favour of '**CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING**' payable at Kolkata.

Documents & Testimonials To Be Enclosed With The Application Form

Please enclose along with your Application Form the **SELF- ATTESTED** photocopies of the following documents/ testimonials:

- (i) Marksheet/ Certificate of the school final, higher secondary and graduation level examinations
- (ii) Age proof certificate
- (iii) Appropriate Certificate for SC/ ST/ Physically Handicapped candidates, etc.
- (iv) Certificate of Computer knowledge, if any

Two passport size photographs are required to paste on the Application Form.

If your Application Form is downloaded, please enclose with the application a crossed bank draft/ bankers cheque of Rs. 200/- drawn in favour of '**CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING**' payable at Kolkata.

Attention Sponsored Candidates

A Candidate sponsored by publishing/printing organisations, is required to enclose SELF-ATTESTED photocopies of the PAN Card and the Trade License of the sponsoring organization concerned with the Application Form along with other documents/ testimonials stated above.

Validity of the sponsorship will be verified duly. Giving false or incomplete information will invalidate the application.

In case suitable sponsored candidate(s) is/are not found, the vacant seats will be filled from among other candidates duly selected.

Submission of Applications

Candidates may submit their Application Forms duly filled-in to the **Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus (Asutosh Siksha Prangan), Kolkata-700073** *IN-PERSON* or *BY POST* as per the schedule duly notified.

[Working Days: Monday-Friday/ 2 p.m.—6.30 p.m.]

If submitted **BY POST**, please write on the top of the envelope: ‘APPLICATION FOR ADMISSION TO THE P.G. DIPLOMA IN BOOK PUBLISHING STUDIES, SESSION 20____-20____.’

It MUST be addressed to: Joint Coordinators, P.G. Diploma in Book Publishing Studies, Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus (Asutosh Siksha Prangan), Kolkata- 700073.

The University of Calcutta, the National Book Trust, India and the Publishers & Booksellers Guild will not be responsible for any postal delay.

N.B. A list of Applicants whose Application Forms are received by post will be uploaded on the website of the University of Calcutta (www.caluniv.ac.in/ ‘Admission Notification ‘ section) after the last date for submission of Applications is over.

Distribution of Admit Cards (For those who submitted Forms *IN-PERSON*)

Candidates who submitted their Application Forms *IN-PERSON* have to collect their Admit Cards (for the Written Test/ Interview) ***IN-PERSON*** on submission of the Acknowledgement issued from the Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus (Asutosh Siksha Prangan), Kolkata-700073 as per the schedule duly notified. Candidates concerned shall have to show the Admit Cards at the time of written test and interview.

Distribution of Admit Cards (For those who submitted Forms *BY POST*)

Candidates who submitted their Application Forms **by post** MUST collect their Admit Cards (for the Written Test/ Interview) from the office of the **Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus (Asutosh Siksha Prangan), Kolkata-700073** *IN-PERSON* on submission of a photo identity card (such as, Passport/ Voter Identity Card/ PAN/ Driving License etc) within date and time duly notified.

Candidates concerned shall have to show the Admit Cards at the time of Written Test and Interview.

Selection

Selection is strictly on merit.

Candidates seeking admission to the course shall have to appear for a Written Admission Test followed by an Interview–

WRITTEN ADMISSION TEST [Total Marks: 100/ Duration: 120 minutes]

Part A: Objective Type Multiple Choice Questions (Marks: 30)

[General Knowledge, Reasoning Ability, Comprehension Skill, Book Publishing & Production etc]

Part B: Descriptive Type Questions (Marks 70)

In both Part A and Part B of the written test, questions are set in English. For Part B, the candidates can answer either in English or in Bengali.

INTERVIEW [Marks: 30]

Candidates seeking admission to the course shall have to qualify in the Written Admission Test by securing at least 20% of the marks.

Final selection will be made on the basis of cumulative score of the written test and interview.

Candidates concerned shall have to show their Admit Cards (for the Written Test/ Interview) at the time of Written Test and Interview.

Admission

The list of candidates selected duly for admission is put up on the Notice Board of the CSBP (Asutosh Building, First Floor) as per the notified admission schedule.

Contact: Office of the CSBP [Working days: Monday–Friday/ Time: 2pm—6-30pm]

Course Fee: **Rs.10,000** (Rupees Ten thousand) for non-sponsored candidates/ **Rs.11, 000** (Rupees Eleven thousand) for sponsored candidates/ **Rs.25, 000** (Rupees Twenty thousand) for NRI/ Foreign candidates.

Course Fee is received in full at the time of admission in the form of a single crossed bank draft/banker's cheque drawn in favour of '**CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING**' payable at Kolkata. Fees are non-refundable. Payment in any other form will not be accepted.

Library Fee and Examination Fee are separate.

Candidates must produce the Admit Card (issued for the Written Test and Interview) at the time of admission.

Subject to fulfillment of all other conditions, the ENROLMENT FORM will be supplied to the candidate concerned. Candidates have to fill-in the Enrolment Form appropriately and submit it to the office of the CSBP.

The PHOTOCOPIES of the following documents/ testimonials duly ATTESTED by the Principal of an affiliated or constituent college or a member of the University Senate/ Syndicate or a University Teacher or a Gazetted Officer have to be submitted at the time of admission—

- (i) Marksheets/ Certificates of the secondary, higher secondary and graduation level examinations
- (ii) Age proof certificate
- (iii) Appropriate Certificate for SC/ ST/ Physically Handicapped candidates, etc.
- (iv) Certificate of Computer knowledge, if any
- (v) Photocopy of the Bank Draft/Banker's Cheque (signed in full by the candidate)
- (vi) THREE passport size photographs

All the above mentioned documents/ testimonials have to be submitted in original also at the time of admission for necessary verification.

All notices regarding selection (admission test/interview/admission, etc.) are put up on the Notice Board of the CSBP (Asutosh Building, First Floor) and the University is not under any obligation to send such information to any individual candidate.