



Admission Notice
P.G. DIPLOMA IN
BOOK PUBLISHING STUDIES
(PGDBPS)
Session: 2018-19

Centre for Studies in Book Publishing
UNIVERSITY OF CALCUTTA
[<http://www.caluniv.ac.in/academic/csbp.html>]
In collaboration with
PUBLISHERS & BOOKSELLERS GUILD, KOLKATA
(A Premier Forum of Leading Publishers)

FEEL FREE TO CALL: 9051864564
[Monday-Friday/1.30 p.m. – 6.30 p.m.]

Are you a **GRADUATE** in any stream?

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.

Internship is compulsory.

Study Tours and Workshops are arranged regularly.

Pro-active placement support.

Collect your 'Application Form' for admission to the one-year Postgraduate Diploma Course in Book Publishing Studies (PGDBPS) immediately.

Application Forms are available at the C U SALES COUNTER, Asutosh Building (Ground Floor), College Street Campus (Asutosh Sikhsha Prangan), Kolkata-700073 on payment of Rs.200 in cash from **26 July to 4 September 2018**. (Monday-Friday/Time: 10-30am – 3pm).

Application Forms are also downloadable.

Please visit the University website (www.caluniv.ac.in) and click on the 'Admission Notification' section.

You can also download 'Application Form' and 'Admission Notice' from the website of the Guild (www.kolkatabookfair.net).

ELIGIBILITY:

Graduation in any stream (Hons/ Pass/ General/ Vocational, etc) from a recognized University.

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. No upper age limit.

INTAKE:

THIRTY (30) seats in total.

Five (5) seats are reserved for candidates sponsored by publishing/printing organizations and one (1) seat is reserved for NRI/ Foreign candidates.

Reservation for the Scheduled Caste (22 percent/ 7 seats)/ Scheduled Tribe (6 percent/2 seats)/OBC-A (1 seat)/ OBC-B (1 seat) / Physically Handicapped (3 percent/1 seat) candidates as per rules.

Candidates having 40% and above disability should submit a certificate issued by the relevant Government Hospital.

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

In case suitable Sponsored candidate(s)/ NRI candidate(s) is/are not found, vacancies will be filled-in from among the general candidates duly selected.

ADMISSION SCHEDULE

AT A GLANCE

Sale of Application Forms: 26 July – 4 September 2018
Last date for submission of applications: 4 September 2018
Uploading of the List of applicants whose applications are received By-Post: 5 September 2018
Distribution of Admit Cards for those who submitted applications In-Person: Till 7 September 2018
Distribution of Admit Cards for those who submitted applications By-Post: Till 10.30 a.m. to 11.15 a.m. on 8 September 2018.

WRITTEN ADMISSION TEST: Saturday, 8 September 2018 at 11-30 am
INTERVIEW: Saturday, 8 September 2018 from 1 p.m. onwards

Publication of the list of candidates selected: Tuesday, 18 September 2018 at 3.30 pm
Admission: 19-27 September 2018 [Time: 12.30 p.m. – 5.00 p.m.]
Commencement of classes: Friday, 28 September 2018 at 4 p.m.

SALE OF APPLICATION FORMS: 26 July – 4 September 2018

Application Forms are available at the C U SALES COUNTER, Asutosh Building (Ground Floor), College Street Campus, Kolkata-700073, West Bengal on payment of Rs.200 in cash. (Monday-Friday/Time: 10.30 am – 3pm). You have to collect the Application form from the C U Sales Counter in-person.

YOU CAN ALSO DOWNLOAD YOUR FORM: Application Forms are also downloadable. Please visit the homepage of the Calcutta University website (www.caluniv.ac.in) and click on the 'Admission Notification' section.

If your Application Form is downloaded, you are requested to enclose with it a crossed bank draft/ banker's cheque of Rs. 200/- (Rs. Two Hundred) drawn in favour of '**CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING**' payable at Kolkata.

LAST DATE FOR SUBMISSION [IN-PERSON or BY POST]: 4 September 2018

Application Forms, duly filled-in, shall have to be submitted to the office of the Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus (Asutosh Siksha Prangan), Kolkata-700073, West Bengal between 2-00 p.m. and 6-30 p.m. [Working Days: Monday-Friday] on or before **4 September 2018**.

Applications can be submitted IN-PERSON or BY- POST.

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 2018-19."

It MUST be addressed to: Joint Coordinator, 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, West Bengal

N.B. A LIST OF APPLICANTS WHOSE APPLICATIONS ARE RECEIVED BY POST WILL BE UPLOADED ON THE WEBSITE OF THE UNIVERSITY OF CALCUTTA ON 5 SEPTEMBER 2018

Please visit the University's website (www.caluniv.ac.in) and click on 'Admission Notification' section.

COLLECTION OF ADMIT CARDS: 7-8 SEPTEMBER 2018

For those who submitted applications IN-PERSON: Candidates who submitted their Application Forms IN-PERSON have to collect their Admit Cards (for the Written Test/ Interview) from the CSBP office IN-PERSON within 7 SEPTEMBER 2018 (2-00 p.m. - 6-30 p.m.) on submission of the 'Acknowledgement' issued. Candidates concerned shall have to show the Admit Card at the time of Written Test and Interview.

For those who submitted applications BY-POST: Candidates who submitted their Application Forms BY-POST have to collect their Admit Cards (for the Written Test/ Interview) from the CSBP office IN-PERSON within 8 September 2018 (10.30

a.m. - 11.15 a.m.) on submission of a photo identity card (such as, Passport/ Voter Identity Card/ PAN/ Driving License, etc.). Candidates concerned shall have to show the Admit Cards at the time of Written Test and Interview.

WRITTEN ADMISSION TEST: Saturday, 8 September 2018 at 11.30 pm

Venue of the Written Test: Asutosh Building, College Street Campus

INTERVIEW: Saturday, 8 September 2018 from 1pm onwards

Venue: Office of the CSBP (Asutosh Building, First Floor, College Street Campus)

If the Interview for the deserving candidates is NOT completed on 8 September 2018, the Interview will continue for another extra day for the remaining such candidates. The decision on such continuation of the Interview, if necessary, will be duly notified. Please visit the University's website (www.caluniv.ac.in) and click on the 'Admission Notification' section.

PUBLICATION OF THE LIST OF CANDIDATES SELECTED FOR ADMISSION: Tuesday, 18 September 2018 at 3-30 pm on the Notice Board of the CSBP and subsequently be uploaded on the website of the University of Calcutta.

ADMISSION: 19-27 September 2018 [Time: 12-30pm –5.00 p.m.], Venue: Office of the CSBP.

COMMENCEMENT OF CLASS: Friday, 28 September 2018 at 4 p.m.

GENERAL INFORMATION

DOCUMENTS/ TESTIMONIALS TO BE ATTACHED

Please enclose along with your Application Form the SELF-ATTESTED photocopies of the following :

- (i) Marksheet/ Certificate of the Madhyamik/ secondary/ICSE/ISC/H.S. and graduation level examinations
 - (ii) Age proof certificate
 - (iii) Appropriate Certificate for Scheduled Caste/ Scheduled Tribe/ OBC-A/ OBC-B/ Physically Handicapped candidates
 - (iv) Certificate of Computer knowledge, if any
 - (v) Photo Identity Card, such as, Voter Identity Card/ Passport/ Driving Licence / PAN Card/ Adhaar Card etc.
- Two passport size photographs are to be pasted on the Application Form.

SPONSORED CANDIDATES

A Candidate sponsored by publishing/printing organisations, is required to enclose SELF-ATTESTED photocopies of the PAN Card and the Trade Licence 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.

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: 75/ Duration: 75 minutes]

[Objective Type Multiple Choice Questions/ True and False/Topic: General Knowledge, Reasoning Ability, Comprehension Skill, Book Publishing & Production, language ability, etc/ Each question is of 1 mark]

INTERVIEW [Marks: 25]

Candidates seeking admission to the course shall have to qualify in the Written Admission Test by securing at least 20% of the marks and final selection will be made on the basis of cumulative score of the written test and interview.

FEES

Course Fee: Rs. 10,000/- (Rs.11, 000/- for sponsored candidates and Rs.25,000/- for NRI/ Foreign candidate). 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. Payment in any other form will not be accepted. Fees are non-refundable. Library Fee and Examination Fee separate.

ADMISSION

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.

All relevant documents/ testimonials have to be submitted in ORIGINAL at the time of admission for necessary verification as per rules.

Subject to fulfillment of all other conditions, Enrolment Forms will be supplied on production of a single crossed Bank Draft/Bankers Cheque of Rs 10,000/--(for non-sponsored General/ SC/ST/PH/OBC-A/OBC-B candidates) and Rs. 11,000/-(for

Sponsored Candidates) drawn in favour of 'CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING' payable at Kolkata. Payment in any other form will not be accepted.

Only the Course Fee is received in full at the time of admission. Library Fee and Examination Fee are separate.

Candidates must submit/ bring following documents/ testimonials at the time of admission:

- (a) Mark sheets/ certificates/ SC/ST/ Physically Handicapped (PH)/OBC-A/OBC-B certificates issued by competent authorities/ Photo Identity Card(such as, Voter Identity Card/ Passport/ Driving Licence/PAN Card/ Adhaar Card etc) in original.
- (b) Self attested photo copies of the mark sheets/ certificates of the school final, higher secondary and graduation level examinations; age proof certificate; appropriate certificate for Scheduled Caste/ Scheduled Tribe/ OBC-A/OBC-B/ Physically Handicapped candidates.
- (c) THREE passport size photographs
- (d) Photocopy of the Bank Draft/Bankers Cheque (signed in full by the candidate),
- (e) Photocopy of the Photo Identity Card, such as, Voter Identity Card/ Passport/ Driving Licence/ PAN Card/ Adhaar Card etc. (signed in full by the candidate).
- (f) Admit Card (issued for the Written Test and Interview) in original.

BEST CAREER OPTION

Book publishing is a respectable and financially rewarding career option with a huge demand for skilled and well-trained professionals. The job opportunities in the book publishing industry are increasing in leaps and bounds.

This trend-setting industry-institute partnership enables us to make sure that our curriculum is appropriate to the current and future needs of the industry. The course provides the best quality training the industry is looking for. It gives each student the unquestionable edge in the job market.

JOB OPPORTUNITIES: Wide recognition of the course as a reputed professional programme helps the students grab the most lucrative jobs in this field.

Publishing companies have been the first destinations for our students. They are recruited for working in areas like editing, marketing, designing etc.

Graduates of our publishing course also find jobs in other corporate houses and NGOs. Such organisations often look for publishing professionals to manage their content (both web and print), translation, design, B2B magazines and similar other divisions.

Big advertising agencies and even Public Relations firms also need expert content writers and editors, which again become a source of employment for the CSBP graduates.

PLACEMENT SUPPORT: The CSBP is pro-active in providing placement support to its students in leading publishing concerns.

FOR ANY FURTHER ENQUIRY ABOUT ADMISSIONS, PLEASE CONTACT:

Centre for Studies in Book Publishing (CSBP)

University of Calcutta

Asutosh Building (First Floor), College Street Campus (Asutosh Siksha Prangan)

87/1 College Street, Kolkata-700 073, West Bengal

Visiting Hours: 2 pm – 6:30 pm [Working days: Monday –Friday]

Phone: +91(033) 2241 0071-4 /Extn: 338

Email: csbpcu@caluniv.ac.in

MOBILE: 9051864564 [Monday-Friday/1.30 p.m. – 6.30 pm].

LAND LINE: +91(033) 2241 0071-4 /Extn: 338 [Monday-Friday/1.30 p.m. – 6.30 pm].

Prof. Biplab Chakrabarti , Joint Coordinator, PGDBPS

Prof. Dhruva Ranjan Dandapat, Joint Coordinator, PGDBPS

Prof. Saumendranath Bera / M-09830469974

Email: csbpcu@gmail.com, csbpcu@caluniv.ac.in, snbmc@caluniv.ac.in

TO KNOW MORE ABOUT THE COURSE:

Please visit the following websites to know more details about the PGDBPS Course--

CSBP, Calcutta University: <http://www.caluniv.ac.in/academic/csbp.html>

Secretary, Faculty Council for PG Studies in Education, Journalism and Library Science/ Date: 20 July 2018