I am very happy to be invited to join the new venture of the ERD Foundation for training of young students of India’s North East Region for competitive examinations. I am sure that under the guidance of a great entrepreneur like Mr. M. Hoque this Centre will be able to assist our boys and girls to achieve great heights.

H.N. Das
Director
It gives me immense pleasure to find a long cherished dream, articulated through a series of discussions on the suggestions, coupled with the noble advice of a number of well-wishers and well-meaning citizens of North East India, has been now realized by the ERD Foundation by setting up Fakhruddin Ali Ahmed Centre for Coaching and Guidance at Guwahati. It is the latest step of the Foundation towards capacity building of our young graduates, aspiring to be successful in competitive examinations conducted by the UPSC, State Public Service Commissions, Banks and other prestigious establishments in the region. The centre has been established with a deep sense of commitment to service to the socially and economically disadvantaged communities in particular and the people of the region in general. It is a non-profit centre, primarily dedicated to quality coaching imparted by highly competent faculty under the direction of Shri H.N. Das IAS (Retd.) who needs no introduction as a renowned administrator and a great educator. I am confident that the Centre will not only cater to the coaching needs of the aspirants desirous of becoming good administrators but also will establish its credentials as a powerhouse of information and data, and a training ground for nation builders.

M. Hoque
Chairman, ERDF
Message from Mr. Mukesh Pandey
(IAS 14th rank holder-2012 from Assam)

This is a very good and timely initiative undertaken by the ERD Foundation. The lack of quality coaching centres in the North-East for Civil Services Exam aspirants from our region was acutely felt. This should go a long way in helping those preparing for such exams from our region. It will act as a boost for those students who for various reasons are unable to enrol for coaching in Delhi. It is a very positive sign for Civil Services preparation in the North-East. I hope that like its previous educational ventures, the ERD Foundation also tastes success in this noble initiative and provides a quality framework, infrastructure and faculty for this endeavour! My best wishes for your success!

Warm Regards
Mukesh Pandey
FAKHRUDDIN ALI AHMED CENTRE FOR COACHING & GUIDANCE (FACC), GUWAHATI

1. PREAMBLE:

There is no dearth of intelligent students with potentials in Assam and in the North East. But the success rate of IAS and other Civil Service aspirants from the Region has been very low. In the case of candidates belonging to minority communities and poor families the success rate has been negligible.

A few aspirants, who make it to IAS occasionally, normally take coaching in Delhi and the other metros of the country at considerable cost.

The share of the representation of Assam and the North East Region in the governance of the nation is very low. The ERD Foundation, therefore, decided to start a coaching centre named, the FAKHRUDDIN ALI AHMED CENTRE FOR COACHING AND GUIDANCE (FACC), in Guwahati, from the current year (2012-2013).

2. RATIONALE:

The combined civil services examination for recruitment to IAS, IFS, IPS and other civil services is probably the toughest competitive examination in India. For achieving success in this examination, intensive preparation is necessary. There is also a need for specialised coaching and guidance. ERDF has been working in the field of professional and technical education in the NE Region for over ten years. It has now decided to open a coaching and guidance centre in Guwahati for equipping the students for the civil services examinations as well as for the other entrance tests. The centre has been named after late Fakhruddin Ali Ahmed, former President of India, to signify that if a man from this region could become the head of the Indian state, others can make it to the elite civil services of the country as well.

3. OBJECTIVES:

- To identify students with the right attitude and potentials, guide and motivate them to release the forces of initiative and enterprise in them and to unleash their latent talent through planning, training and coaching for successfully competing in the civil services examinations conducted by the Union and the State Public Service Commissions.
- To offer career counselling to 10 plus 2 students for choosing the right career path based on their aptitude, interest and capabilities, and not driven by emotions, peer or family pressures.
- To create awareness among youths about aims, objectives, procedures and relative advantages of various competitive examinations particularly civil services examinations.
- To inculcate in them the competitive spirit.
- To enter into collaboration with reputed academic, training and research institutions and muster support for conduct of coaching.
- To draw guest faculties from among administrators, academicians and professionals.
- To train students from the weaker sections of society including the minority community for higher education and entrance examinations like CAT/GRE/JEE/MAT/AIEEE/CEE/Medical Entrance Tests etc.
- To identify, through talent search, the students with potentials in the very first year of their undergraduate courses, guide and prepare them all throughout their academic career for the combined civil services examination.

4. SPONSORS:

The Education, Research and Development Foundation (ERDF), a trust registered under the provisions of Indian Trust Act 1882, is the fastest growing educational establishment in the North East, committed to provide top quality technical and professional education in the field of engineering, management science, information technology, computer sciences and applied sciences in the region. Established in 2005, the ERDF has already set up two central public schools and two professional colleges in Assam. The Regional Institute of Science and Technology (RIST), an engineering college and the University of Science and Technology-Meghalaya (USTM), located at 9th Mile are the other two institutions established in Meghalaya by ERDF.
5. DIRECTOR: Shri H.N. Das IAS(Retd) former Chief Secretary to the Government of Assam, has taken over as Director of the coaching centre on 02/04/2012. He had passed the IAS examination in 1960 and served in various capacities in the Governments of Assam and India since 1961. Shri H.N. Das had headed the Assam Administrative Staff College as its Director General and Adviser during 1986-96 and developed it into an institute of excellence as recognised by the British Council and the United Nations Development Programme. Under his stewardship, a good number of students, trained in the Assam Administrative Staff College came out successful in the IAS, the other civil services and also in the examinations held by Banks, Insurance Companies, Railways, ONGC and similar examinations.

6. ADMISSION: FOR GRADUATES (Category-I)

A. PRELIMINARY EXAMINATION: Selection of candidates for coaching in Preliminary Examination of Civil Services of UPSC for the year 2013 will be made through a Regional Entrance Test. The test shall comprise of:

i. General Studies-50 marks,
ii. Aptitude Test-50 marks
iii. English -30 marks
iv. Indian Language -20 marks

Duration of test: 2 hours 30 minutes

Application form: Can be downloaded from www.erd.edu.in.

Test date: 3rd week August, 2012
Declarations of results: 3rd week August, 2012
Date of admission: Last week of August, ‘12
Date of commencement of course for Preliminary Examination: Tentatively in the 1st week of September 2012.

B. MAIN EXAMINATION: The successful candidates of the FACC in the Preliminary Examination will be automatically admitted to the coaching class of the Centre for the Main Examination. The vacancies out of the thirty seats will be filled up from the candidates who have cleared the Preliminary Examination, 2013 on the basis of marks in the Preliminary Examination.

7. ELIGIBILITY: Age: Between 21 years and 30 years as on 1st August of the year of examination, relaxable as per the UPSC norms. Qualification: Graduate in any stream with uniformly good academic career.

8. INTAKE: A selection test will be conducted followed by personal interview to choose the best 40 candidates.

9. ADMISSION: FOR UNDERGRADUATE STUDENTS (Category-II)

One of the objectives of the FACC is to identify, through talent search, the students with potentials in the very first year of their undergraduate courses, guide and prepare them all throughout their academic career for the combined civil services examination.

In pursuance of this objective the FACC will launch the talent search throughout the North Eastern States through District level tests to identify about 60 prospective Civil Service aspiring students. Such students will be trained and guided through personal and online counselling during their academic sessions. During various breaks such as summer, winter or after examination breaks such students will attend class room instructions till their graduation. By the time they graduate, they will be prepared to do well in the examination.

10. ELIGIBILITY: Students undergoing graduation in any stream (preferably from 1st year having excellent academic background).

11. INTAKE: A selection test will be conducted followed by personal interview to choose the best 60 candidates.

12. ADMISSION: FOR "HOQUE 20"

The FACC will implement a scheme for Civil Services Examination Coaching titled "HOQUE 20". The scheme is conceptualised by Mr. Mohbubul Hoque, Chairman, ERD Foundation, and Chancellor of the University of Science and Technology, Meghalaya. Under the scheme 20 brilliant undergraduate students in their first year, mainly from disadvantaged rural families from North East will be nurtured, motivated, inspired and guided by Mr. Hoque all through their undergraduate studies so that at the end of their undergraduate course, they can compete successfully in All India Civil Services Examination and realise their dreams. Mr. Mohbubul Hoque, himself coming from a remote village in Karimganj district in southern part of Assam, against all adversity, went to Aligarh Muslim University, where he took his first class MCA degree. Then he came back to Assam in 2002 to set up his first
educational venture—the Central IT College, Dispur with only four students. He went on to break all barriers to set up eight educational Institutions including an engineering college and a technology university in course of ten years, thus revolutionising the professional educational scenario in the North East. Now Mr. Hoque wants to help the brilliant but disadvantaged students from the region to break the vicious circle of adversity and realise their dreams. Under the able guidance of Mr. Hoque, already a large no. of students belonging to disadvantaged families is undergoing different courses at different Institutions of ERDF Group free of cost. Now he wants that brilliant students from disadvantaged families also taste the success in their career and break the barrier. Hence this scheme—“HOQUE 20”. Mr Hoque has the vision of convulsing the North Eastern Region of India with successful IAS aspirants.

The vast potentials of North East Region of India remains unexplored till date leading to underdevelopment of the region mainly because of absence of talents from this region in the decision making process at the various levels of Central and State Governments of North East. With the success of “HOQUE 20” NE Region will overcome this deficiency and necessary developmental activities will take place with right spirit.

13. INFRASTRUCTURE: The coaching centre is housed in the ERDF Bhawan, Hatigaon, Guwahati. It has well equipped class rooms, study rooms, conference room and a well stocked library.

14. SUBJECTS:
A. Preliminary: General Studies and Aptitude Test
B. Mains: General Studies, Essay, English, Political Science and International Relations/Public Administration, Geography, History, Sociology/Anthropology, Assamese, Bengali.

15. FACULTY: One of the objectives of the FACC is to draw eminent guest faculties from amongst administrators, academics and professionals. The best of the faculties of the relevant subjects from Gauhati University, Dibrugarh University, Tezpur University, Cotton College, reputed coaching centres of Delhi, IAS officers and experts from industry will be enlisted as guest faculties. Besides the empanelled guest faculties, the regular faculties, Research Scholars and Research Fellows of ERDF Group of Institutions in the relevant subject will act as Academic Associate, deliver lectures, guide students in sourcing the materials and in preparing for the examination besides conducting periodical tests.

16. (A) FEES STRUCTURE : CATEGORY-I

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Duration</th>
<th>Commencement</th>
<th>Admission Fee</th>
<th>1st Installment</th>
<th>2nd Installment</th>
</tr>
</thead>
</table>
| 1      | A. Prelims: Paper I-General studies & Paper II-CSAT  
B. Main Exam: General Studies, English & Essay | 7-8 Months | 1st week of Sept 2012 | Rs. 15,000.00 | Rs. 12,500.00 | Rs. 12,500.00 |
| 2      | A. Optional Subject for Main Exam / Any one subject  
B. Main Exam: General Studies, English & Essay | 4 Months | 1st week of June 2013 | Rs. 10,000.00 | Rs. 10,000.00 | – |

| 16. (B) FEES STRUCTURE : CATEGORY-II

A lump sum course fees of Rs. 30,000 (Thirty thousand only) shall be payable for guidance for one year. The guidance in the distance mode will include supply of printed course materials, online guidance and counselling, classroom coaching during college breaks/holidays. Details will be available soon.

How to Apply: The Prospectus & Application Form can be obtained on payment of Rs. 500.00. Form also can be downloaded from the website & submitted along with a DD of Rs. 500.00 in favor of “ERD Foundation” payable at “Guwahati”.

The filled up forms can be sent to any of the below mentioned addresses:

Campus Office: ERDF Bhawan, Dargah Road, Hatigaon, Dispur, Guwahati-38
City Office: ERDF Foundation, Dr. R.P. Road, Dispur, Guwahati-781006
17. HOSTELS & ACCOMMODATION
Homely accommodation are provided for both Boys and girls with all the modern amenities.

HOSTEL FEES

<table>
<thead>
<tr>
<th>Admission Fee (Rs)</th>
<th>Room</th>
<th>Rent per month (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000.00</td>
<td>Two Seater (Economy)</td>
<td>4500.00</td>
</tr>
</tbody>
</table>

N.B. Fees are subjected to change from time to time
* Final seat allotment will be at the discretion of the Management

18. COACHING MODULE: Coaching will include the following: (i) Class room lectures, (ii) Group discussion, (iii) Extempore speech, (iv) Interim/periodic tests, (v) Continuous assessment and evaluation, (vi) Mock interview, (vi) Article writing and (vii) Essay writing practices.


20. (A) TIME TABLE FOR GRADUATES

<table>
<thead>
<tr>
<th>Morning Session</th>
<th>Mid Session</th>
<th>Evening Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00 - 8.30 am</td>
<td>8.30 - 10.00 am</td>
<td>5.00 - 6.30 pm</td>
</tr>
<tr>
<td>Class - A</td>
<td>Class - B</td>
<td>Class - C</td>
</tr>
<tr>
<td>10 - 11 am</td>
<td>Break</td>
<td>6.30 - 8.00 pm</td>
</tr>
<tr>
<td>Library</td>
<td>Assignment</td>
<td>Class - D</td>
</tr>
</tbody>
</table>

* Detail subject wise time table along with other daily activities will be supplied before the commencement of Classes

20. (B) TIME TABLE FOR UNDERGRADUATES IN DISTANCE MODE: The details of class room coaching schedule and time table under the distance mode will be worked out taking into consideration the holiday lists of colleges under different Universities and will be published in www.erd.f.edu.in

21. CODE OF CONDUCT: Boarders of the Coaching Centre are the future administrators. They are expected to be role models. They would be called upon to adhere to the strict code of conduct as follows:
♦ Lead a disciplined life in and out of campus,
♦ Attend the scheduled coaching programmes punctually and regularly,
♦ Do all the assignments and tasks given by the faculties and the management.

22. ORIENTATION: There will be two days induction and orientation programme at the commencement of coaching session.

23. AGREEMENT: Every member of the coaching centre shall have to execute an agreement with the coaching centre in the prescribed form.

24. TRANSPORTATION: To be arranged by coaching centre for members who reside outside hostel in Guwahati. Fees will be charged @ Rs. 2000 per month.

25. PHYSICAL FITNESS: The coaching module shall also focus on physical and mental fitness of the members. Under this programme meditation and physical exercise programme will be held every day before commencement of the coaching programme. This is intended to keep the members physically and mentally strong and fit.

26. COLLABORATION: Talks are on with reputed IAS coaching centres in Delhi for collaboration with FAACCG. Under such collaboration it is proposed to send the students from the Centre to such coaching institutes for duration of one month so that students can exchange notes with their counterparts and compare their preparedness.

27. OUR PATRONS: Dr. Shah Faesal : A Doctor by education from J&K, secured 1st position in 2009 Civil Services Examination.

Mr. Mukesh Pandey : A graduate with English Major from Cotton College, Guwahati, Assam, occupied the 14th position in 2012 Civil Services Examination.
28. COACHING FOR ASSAM CIVIL SERVICES (ACS) AND OTHER CIVIL SERVICES OF NORTH EASTERN STATES:

The FACC will impart coaching for state civil services examinations of North Eastern States. As the state civil services are conducted very much in the line of Civil Services Examination conducted by UPSC, the FACC will dovetail the courses for coaching of state civil services with coaching module of the UPSC conducted Civil Services examination for the batch of FACC students. In case a student cannot clear the All India Civil Services Examination, he/she may easily clear the state civil services examinations.

29. COACHING FOR BANK PROBATIONARY OFFICERS:

The Bank Probationary Officers examination syllabus is largely similar to compulsory subjects of Indian Civil Services Examination. The FACC will suitably adjust the Bank PO examination syllabus with the Indian Civil Services Examination courses in compulsory subjects so that with same preparation for Civil Services Examination, the batch of students of FACC will also compete in the Bank PO examination comfortably.

30. COACHING FOR ENTRANCE EXAMINATION FOR PROFESSIONAL AND TECHNICAL EDUCATION:

The FACC will also impart coaching to students from the weaker sections of society including the minority community for entrance examination for admission to technical and professional institutions. This will include CAT/GRE/JEE/ MAT/AIEEE/CEE/Medical Entrance Tests etc. The details of the courses will be notified soon.

31. FACILITIES FOR THE CANDIDATES BELONGING TO MINORITY COMMUNITIES:

Under the existing scheme of the Ministry of Minority Affairs candidates belonging to Minority Communities having family income below Rs. 2.5 lakh are entitled to get free coaching for Civil Services Examination through the respective coaching centres. The FACC is taking up with the Minority Welfare Ministry for giving benefit under this schemes to students belonging to minority communities.

32. FACILITIES FOR BPL STUDENTS:

As a part of the corporate responsibility, the ERDF implements the scheme of free studenthip to BPL students enrolled in various institutions of the ERDF group. This scheme will also be available to meritorious BPL students, irrespective of community, enrolled in FACC.

33. SPONSORED STUDENTS:

The meritorious students who are not covered by any of the schemes under 28, 29 and 31 above may be sponsored by any philanthropists or any corporate entity. Such students may explore the possibility and secure sponsorship. The sponsor in such case shall bear the expenses of coaching. The ERDF will also supplement the effort of the students in finding out sponsors.

34. FACILITIES FOR STUDENTS BELONGING TO SC/ST/OBC:

The Ministry of Social Justice & Empowerment, Ministry of Tribal Affairs GOI are implementing schemes under which students belonging to SC/ST/OBC are eligible for free coaching for Civil Services Examinations. The FACC is taking up with the concern Ministry for extending this facility to this group of students enrolled in the centre.

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Appendix 1: Civil Services and posts to be filled up through Civil Services Examination:
Appendix II:
Civil Services examination Schedule for 2013 (Tentative):
- Advertisement: 1st week of February, 2013
- Prelim Examination: 3rd week of May 2013
- Main Examination: 1st week of October, 2013
- Interview: In early part of 2014

Appendix III:
Civil Services examination plan: (nature of examination)

A. Preliminary Exam:
- Paper I - General Studies: 200
- Paper II - Aptitude: 200

B. Main Examination: Nine Papers
(a). Compulsory papers:
- Paper I - Indian Language: 300* Qualifying
- Paper II - English: 300* Qualifying
- Essay - III: 200
- General Studies - IV: 300
- General Studies - V: 300
(b). Optional Papers:
- Optional Paper VI: 300
- Optional Paper VII: 300
- Optional Paper VIII: 300
- Optional Paper IX: 300

C. Total of Paper - III-IX: 2000
D. Interview: 300
E. Grand total: 2300

Appendix IV: OPTIONAL SUBJECTS FOR MAIN EXAMINATION
- Agriculture
- Animal Husbandry and Veterinary Science
- Anthropology
- Botany
- Chemistry
- Civil Engineering
- Commerce and Accountancy
- Economics
- Electrical Engineering
- Geography
- Geology
- History
- Law
- Management
- Mathematics
- Mechanical Engineering
- Psychology
- Medical Science
- Philosophy
- Physics
- Political Science & International Relations
- Public Administration
- Sociology
- Statistics
- Zoology

LANGUAGES: Arabic, Assamese, Bengali, Bodo, Chinese, Dogri, English, French, German, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Pall, Persian, Punjabi, Russian, Sanskrit, Santali, Sindhi, Tamil, Telugu, Urdu.

Appendix V: Eligibility conditions:
1. Nationality:
   (1) For IAS and IPS a candidate must be a citizen of India.
   (2) For other services a candidate must be: (a) citizen of India or (b) subject of Nepal or (c) subject of Bhutan or (d) Tibetan Refugee or (e) person of Indian origin from countries as specified by the UPSC.

2. Age limit: Minimum 21 years and maximum 30 years as on 01st August of year of advertisement, relaxable for certain categories of candidates.

3. Minimum educational qualifications: A degree of any of the Universities incorporated by an Act of the Central or State legislature in India or the other educational institutions established by Act of Parliament or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956 or possess equivalent qualification.

4. Number of attempts: A candidate shall be permitted four attempts at the examination which is relaxable for certain categories of candidates.
Institutional Network of ERD FOUNDATION

- CENTRAL IT COLLEGE - DISPUR
- REGIONAL COLLEGE OF HIGHER EDUCATION - GUWAHATI
  (Affiliated to NEHU-Shillong)
- REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY - 9TH MILE
  (Affiliated to NEHU-Shillong & Approved by AICTE, New Delhi)
- CENTRAL PUBLIC SCHOOL - PATHARKANDI
  (Affiliated to CBSE, New Delhi)
- CENTRAL PUBLIC SCHOOL - BADARPUR
  (Affiliated to CBSE, New Delhi)
- UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

IMPORTANT CONTACTS

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<tr>
<th>Position</th>
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<th>Phone 2</th>
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<tbody>
<tr>
<td>Chairman, ERDF</td>
<td>0361-2235768</td>
<td>097060-91836</td>
</tr>
<tr>
<td>Director, FACC</td>
<td>0361-2235769</td>
<td>098640-32522</td>
</tr>
<tr>
<td>Director, HR</td>
<td>094353-42476</td>
<td>098541-20366</td>
</tr>
<tr>
<td>Vice-Chancellor, USTM</td>
<td>0361-2895072</td>
<td>098640-26097</td>
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<tr>
<td>Registrar, USTM</td>
<td>0361-2895030</td>
<td>098640-20227</td>
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<tr>
<td>Dy. Registrar, USTM</td>
<td>098540-23060</td>
<td>098590-35755</td>
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<td>Director, RIST</td>
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Emergency Helpline Number: 0361-2235768/098640-63793
Eminent Personalities at different occasions....... ERDF conveys heartfelt thanks to everyone

They are the spirit behind in fulfilling the dream project of ERDF..... The USTM.

Corporate Office:
ERD FOUNDATION, DR. R. P. ROAD, DISPUR, GUWAHATI-06
E-mail: erdf@rediffmail.com, website: www.erd.edu.in, Ph: 0361-2236768, 98640-63793