JAMIA HAMDARD
(Hamdard University)

PROSPECTUS OF JAMIA HAMDARD RESIDENTIAL COACHING ACADEMY
(Supported by Ministry of Human Resource Development, Government of India through University Grant Commission)

Academic Year: 2015
1. Jamia Hamdard

Jamia Hamdard came into existence in 1989 when the Ministry of Human Resource Development, Government of India, declared it a “Deemed to be University” on the recommendations of the University Grants Commission (UGC) under Section 3 of UGC Act 1956. The University comprised the erstwhile Hamdard college of Pharmacy, Hamdard Tibbi College and other Hamdard institutions viz. Rufaida College of Nursing, Institute of History of Medicine and Medical Research and Indian Institute of Islamic Studies. Each of these institutes is having its own mark in the academics and research fields. It was realisation of dream of its Founder Hakeem Abdul Hameed, a great philanthropist and educationist of his time, who invested the profits from his fledgling industrial house “Hamdard Dawakhana” in the education mission. The University was inaugurated by the then young Prime Minister of India, Shri Rajiv Gandhi. Since its inauguration, Jamia Hamdard has strived to maintain high standard of education to meet the challenges at local and international levels.

In recognition of the University’s contribution to high quality teaching and research, the National Assessment and Accreditation Council (NAAC), a constituent body of the University Grants Commission, conferred on it ‘A’ Grade. Jamia Hamdard tried to maintain these standards and has been able to attract talented students and faculty from all over the country. Currently, students from over 30 nationalities are enrolled in the University in different courses. This speaks volumes of the reach and quality of the University’s academic profile.

During this period, Jamia Hamdard has been able to transform itself into one of the leading Universities in India and its esteemed alumni are spread across the globe.

At present Jamia Hamdard comprises of eight Faculties each with distinct teaching and research programme. Recently the University, by establishing a Medical College, has added one more feather in its cap. The University strives to provide the best learning facilities to its students on campus and those enrolled in Jamia Hamdard Residential Coaching Academy.

2. Jamia Hamdard Residential Coaching Academy

Jamia Hamdard Residential Coaching Academy (JHRCA) was established in September, 2009 under the aegis of Ministry of Human Resource Development, Government of India and funded by the University Grants Commission.

The main thrust of the Coaching Programme is to prepare candidates from the Minority community along with SC/ST and Women candidates to compete and secure jobs in Government and Public Sector Units. Academic support and guidance along with personality development interventions are emphasised at the Academy for holistic development of candidates to face the stiff competition for entry into various services.
3. Infrastructure and Facilities

The Coaching Academy is located in the main campus of Jamia Hamdard at Hamdard Nagar, New Delhi. Necessary infrastructures such as class rooms, library, offices, computer lab etc. are properly available to cater to the requirements.

Academic Activities

The contextual and required lectures and interactive sessions are conducted by qualified and competent resource persons, drawn from respective fields and expertise. The coaching program, spread over a period of 10 months, is rigorous and intensive. Regular written Tests are conducted to evaluate the performances of the Candidates.

In addition, personality development of the candidates is emphasised by personal support and guidance. Regular interactive sessions with successful Civil Servants are also being conducted for the candidates. Group discussions and debates among candidates are encouraged to develop communication skills.

Library

There is a dedicated Library for the candidates of the Academy. Newspapers, periodicals, books and notes for civil services are available in the library. The library is kept open for 20 hours a day on all days of the week. Candidates can also avail the facilities at the Central Library of the University.

Hostel

Hostel facility is provided to all admitted candidates on sharing basis. Hostel rooms are equipped with all the basic amenities. Mess facility is open to all the residents of hostel on payment. The hostel facilities would be provided for a period of ten months only.

Stipend

Under the Project, 20% of the selected candidates would be awarded with stipend of Rs. 2,000 per month. The criteria for selection are based on merit cum means of the candidate. For securing the stipend the Applicants have to produce the income certificates of their parents, duly issued either by the Tahsildar (revenue officer) of their Block or Mandal or by their employer, only. The stipend will be given for a period of ten months which will commensurate with the stay in the hostel. However, a candidate will be eligible for stipend only for one term of his/ her stay in the Academy.

4. Admission Process

The Academy will screen and scrutinise the applications on specific parameters, as mentioned in paragraph 5 below, and only short listed candidates would be called for written test. Those who qualify in the written test would be called for Group Discussions and
Personal Interviews and final selection for admission. The written test and interviews will be held at Jamia Hamdard, New Delhi.

5. Eligibility

The Applicant must be a Graduate from any recognised University of the Country.

Preference in admission will be given to those applicants who have, in last two years (2013 and 2014), qualified either in Civil Services preliminary and /or main examinations conducted by the UPSC; qualified in Main Examination conducted by the State Public Service Commissions or qualified for any Class I Services Examination, conducted by the UPSC.

Candidates who are doing full/part time course from any institute/organisation or are employed anywhere will not be considered for admission in the Academy.

The selected candidates shall have to attend all the classes. The candidates will have to mark their daily attendance in the Office of the Academy. Monthly attendance of 60% is mandatory and it will be counted quarterly and the admission of those having less than 60% attendance will be cancelled.

6. Important Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Date of issue of application form On Website</td>
<td>Wednesday, 1st. October, 2014</td>
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<tr>
<td><a href="http://www.jamiahamdard.edu">www.jamiahamdard.edu</a></td>
<td></td>
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<tr>
<td>Last date for receipt of completed Application Forms</td>
<td>Monday, 10th. November, 2014</td>
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<tr>
<td>Upload of admit cards on website</td>
<td>Monday, 8th. December, 2014</td>
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<tr>
<td>Date of Entrance Test</td>
<td>Saturday, 27th. December, 2014.</td>
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<tr>
<td>Date of Result</td>
<td>Friday, 2nd. January, 2015</td>
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<tr>
<td>Group Discussion/ Personal Interviews</td>
<td>Wednesday, 7th. - 8th. Friday, 9th. January, 2015</td>
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<tr>
<td>Commencement of Session</td>
<td>Tuesday, 27th., January, 2015.</td>
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The application form can be downloaded from the University website (www.jamiahamdard.edu). Two passport size photographs should be attached with the application form. Duly completed form can be sent to the ‘Director, Jamia Hamdard Residential Coaching Academy, Archives Building, Jamia Hamdard, Hamdard Nagar, New Delhi -110062.
Admit Cards of the candidates will uploaded on the website of Jamia Hamdard by 8th December, 2014. Candidates are required to download, take the print of the admit card and paste a recent passport size photograph on it. **The applicants must attach the copy of the proof of examination qualified, along with the filled in application forms.** Applications without proof will not be considered, under the category. The candidates of the current batch (2014) who wish to apply for admission must attach a copy of the admit cards as proof of their having appeared/ qualified in UPSC or other competitive examinations **Academy will not send the admit card by Post.**

**7. Deposits and other Charges**

The deposits and other charges are same for all categories of applicants.

Application charge: Rs. 100/- (in the form of Demand Draft in favour of ‘Jamia Hamdard’, New Delhi, non refundable)

Admission charges : Rs. 500/- (in the form of Demand Draft in favour of ‘Jamia Hamdard’, New Delhi).

Security/caution money: Rs. 5000/- (refundable).

Monthly Maintenances Charges for Hostel Facilities: Rs. 1,000. (To be paid quarterly. Once paid it will not be refunded)

Charges for wifi connection: Rs. 4,000 ( onetime payment)

Total charges to be paid at the time of admission would be Rs. 12,500.

Note: The caution money will be forfeited, if any candidate leaves Academy without permission or takes admission with fraudulent mean or conceals relevant information or violates the rules and regulations of the University or damages books/material belonging to the University, Academy and the Hostel. The University rules regarding the hostel and the mess will be applicable to the admitted candidates.

**Contact Jamia Hamdard Residential Coaching Academy**

Address: Jamia Hamdard, Hamdard Nagar,

New Delhi-110062

Phone Number: 011- 26059686 (Extn: 5749)

Website: www.jamiahamdard.edu

E. mail: jhrca@rediffmail.com and jhrca@jamiahamdard.ac.in
Location- map
1. Name of the Applicant : _____________      ______________      _________ _____  
   (First Name)     (Middle Name) (Surname)  

2. Date of Birth :  Day _______     Month ______ Year _____________ _  

3. Gender (✓) :  Female    / Male  

4. Category (✓ one) :  General  SC  ST  OBC  PH  

5. Community (✓ one) :  Muslim  Hindu  Christian  Sikh  
   Other (please mention) ____________ __________  

6. Whether, presently enrolled in any course. :  Yes    No  
   If yes which course and institute? _____________________________________________  

7. Whether presently employed? :  Yes    No  
   If yes, mention designation and Name and place of the employer  
   ____________________________________________________________  

8. Father’s Name :  ______________________________________________  

9. Father’s Occupation :  _____________________________________________  

10. Mother’s Name :  _________________________________________________  

11. Mother’s Occupation : ______________________________________________
12. Total Annual Income of parents: ________________________________

13. Correspondence Address: _______________________________________

14. Permanent Address: _____________________________________________

15. E-mail ID: ___________________________________________________

16. Contact No: ___________________________________________________

17. Educational Qualification:

<table>
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<tr>
<th>Examination Passed</th>
<th>Year</th>
<th>Board/University</th>
<th>Division</th>
<th>Subjects</th>
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<tbody>
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<td>High School</td>
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<td>Higher Secondary</td>
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<td>Graduation</td>
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<td>Post-Graduation</td>
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<td>Any Other</td>
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18. Have you appeared in UPSC Civil Services or other Competitive Examination earlier? If yes, give detail below in ascending chronological order.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Year</th>
<th>Roll No.</th>
<th>Result</th>
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19. Have you received coaching from JHRCA? If yes, please mention the detail.

Year: _______________________________________

20. Optional Subjects chosen for UPSC Civil Services/ State Services
I _______________________________   S/O or D/O

__________________________________

I declare that all information given above are true to the best in my knowledge and belief. I further declare that if I am admitted in Jamia Hamdard for coaching and guidance and any of the information is found incorrect, and if my performance and/ or conduct are not found satisfactory, my admission would be cancelled. If admitted, I will abide by the rules and regulations of the University and the Jamia Hamdard Residential Coaching Academy, as applicable from time to time.

Date: _______/______/__________

Place: _______________________

Signature of the Applicant

ATTACHMENT

(        ) Demand Draft:Rs.100/ (payable to Jamia Hamdard, New Delhi)

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<thead>
<tr>
<th>Date of DD</th>
<th>DD Number</th>
<th>Name of Bank and Branch</th>
<th>Amount</th>
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(        ) 2 passport size photographs