

UCCE - 494-544
dated - 13/10/2025

MAHARSHI DAYANAND UNIVERSITY ROHTAK
University Centre for Competitive Examinations

NOTICE

A career as a civil servant is not only one of the most challenging and, thus, most satisfying but also offers immense opportunities of serving the society and the nation. UCCE announces admission to the 'Guidance, Counselling and Coaching Programme' for CSE 2026. The programme has been designed to help the aspirants prepare well to successfully negotiate all the stages of the CSE, i.e., Preliminary, Mains and Interview. Classes will begin from the first week of November 2025. The classes will begin with ice-breaking and warming-up sessions. These sessions will be conducted by experts and young civil servants. Hostel facility for a limited number of candidates will be provided in the Boys and Girls hostels for men and women candidates respectively. The charges for hostel will be in addition to the programme fees. For inquiry and interaction, all aspirants may visit the office of the UCCE in Swaraj Sadan during office hours on all working days. They may also contact Mr. Ashok Kumar (mob. 8307920670). Very soon, the brochure with all the details will be uploaded on MDU website and its information will be shared by PRO, MDU on official accounts of MDU on digital media platforms.

With best wishes to all civil services aspirants

Yours sincerely

Director

(Professor Ja bir Singh Hooda)

Annexure I

1. Identify the CSE aspirants:

- (a) A general notice may be circulated in the university hostels, departments, library, canteens and a few other visible places at the University Campus.
- (b) This notice may also be circulated in Affiliated Institutions, particularly running PG and Professional Programmes
- (c) Circulation by posting it on the University website and other digital platforms
- (d) Dissemination of the information through Newspapers with all Haryana circulation as a news item or an Interview of the Vice-Chancellor.

2. Encourage and motivate:

- (a) By interacting with various groups like research scholars and interested PG students.
- (b) By inviting Young IAS and Allied Services officers 2019 batch onwards to interact with CSE aspirants—preferably in a series of talks in quick succession.
- (c) By inviting alumni (serving and retired civil servants) for extended interactions, guidance and counselling.

3. Enrolment of the Aspirants in the Batch:

All interested aspirants may be registered for an initial period of 14-21 days as day scholars at a nominal fee of Rs. 5000 or as considered appropriate. During this period classes should be held and continuous evaluation should also be done to ascertain the readiness of the candidates to take CSE seriously. At the end of this period a comprehension screening test be held to form a batch of 40-50 candidates or batches, if required, .

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4. To begin with, the library support may be garnered around the following:

- (a) Prepare a list of relevant reading material and give location of each source in the library in case of the source being in print form and the digital location in case of digital sources. [different sources/persons may be consulted for preparing the list of the reading material]
- (b) A specific hall or halls with 40-50 carrels each with monitored entree can be designated for these candidates where the location of the reading material mentioned above may be made available in a free access computer system.
- (c) 4-6 Books for a week or so may be issued only for the carrels, and during this period the library staff will take these books only with intimation to the candidate.

5. Resident Advisors/Counsellors:

- (a) There are 7 major areas covered in Paper I, 3 main areas in Paper II of the Preliminary Examination and about 15 areas (common with Prelims.) in GS I to IV of the Main Examination. Paper II of the Prelims. is of qualifying nature with the required score of 33%. In all, we need a panel of minimum 15 Advisors cum counsellors cum coaching resource persons though the actual number of coaching resource persons is likely to be much higher as topic/area specific specialists need to be invited for talks and workshops.
- (b) Advisors taking care of specific areas need to be available in the designated places in the library for consultation, preferably in two sessions from 11:00 to 13:00 hrs. and from 14:30 to 16:30 hrs. – Schedule to be displayed in the library and on the website.
- (c) Resource persons (in-house and from the outside) may be roped in to prepare specific talks to contextualise major areas covered in the Prelims. We should put in place a system of preparing a question bank of Paper I and II for conducting

weekly/fortnightly tests on specific topics in accordance with Prelims. Examination pattern. Colleagues may be requested to recommend the Resource persons.

6. In-house Faculty (serving and superannuated) for Prelims. (Paper I and II) and Mains (GS I to IV):

CSE Paper I and GS I to IV

(a) Economy and Govt Schemes:

Prof. Surendra Kumar (Economics)
Prof. Santosh Nandal (Economics)
Prof. S. S. Chahar (Pub. Ad.)
Prof. Sewa Singh Dahiya (Pub. Ad.)
Dr Rajesh Kundu (Pub. Ad.)

(b) Environment & Agriculture:

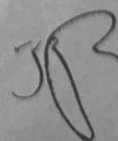
Prof Vinita Shukla
Prof Vinita Hooda (Botany)
Dr S. S. Gill (CBT)
Dr Surender Yadav (Botany)
Dr Sunil Kumar (Env. Sc.)
Dr Meenakshi Nandal (Env. Sc.)
Dr Sunder Singh Arya (Botany)

(c) Geography:

Prof Neena Singh
Prof Parmod Bhardwaj
Prof Mehtab Singh
Prof Sachinder Singh

(d) Sc. & Tech.:

Prof Gulshan Taneja (Mathematics)
Prof Anup Maan
Prof K. K. Sharma (Microbiology)
Dr Hari Mohan (CMB)
Dr S. K. Tiwari (Genetics)



Dr Mehak Dangi (CBINF)

(e) History & Culture:

Prof. Manmohan Sharma (Arch. & Num.)

Prof Amar Singh (Arch.)

Prof J. S. Dhankhar (Hist.)

Prof Balveer Acharya (Sanskrit)

Prof Surendra Kumar (Sanskrit)

(f) International Relations:

Maj. Gen. (Retd) Yash Mor

Sh. Kuldip Sheoran I. G. (Retd.)

Dr Pardeep Kumar (Pol. Sc.)

(g) Polity & Governance:

Prof CP Sheoran (Law)

Prof KPS Mahalwar (Law)

Prof Sewa Singh (Pub Ad.)

Prof S. C. Arora (Pol. Sc.)

(h) Social Institutions &:

Social Issues and Ethics

Prof B K Nagla (Sociology)

Prof Khazan Singh (Sociology)

Prof Radhey Shyam (Psy.)

Prof Ajmer Singh Malik (Pub. Ad.)

CSE Paper II (CSAT):

Mental Ability, Analytical & Logical Reasoning, Arithmetic, General and English
Comprehension, Data interpretation, Communication:

Prof Rajbir Singh (Psy.)

Prof Jaibir S. Hooda (English)

Sh R. S. Beniwal (Psy.)

Dr Surender Singh (UIET)

Dr Naveen Nandal (Statistics)



7. Essay and Qualifying Papers of English and Hindi:

Short term remedial classes for the qualifying Language Papers for the candidates who may require are to be organised in the initial phase of the coaching programme so that they may not interfere with the concerted effort of the candidates in the run up to the main examinations.

Most candidates may need a sprucing up of their writing skills as they are required not only to write two long essays (100-1200 words each) in the Essay Paper but they also need to write many answers (may be loosely termed short essays) ranging from 100 words to 300 words in the GS Papers. The skills of composing essays will add to their abilities to communicate ideas more convincingly in a coherent manner in GS Papers. The candidates will also be benefitted in a similar manner when it comes to write their answers in their Optional Papers.

8. The above mentioned resource persons may form the core faculty and other experts from the outside may be invited to meet the requirements of the coaching programme. The core faculty will also act as resident advisors/consultants. The list of the core faculty is tentative and may change from time to time with the approval of the Vice-Chancellor.
9. Since the temporal window between the Preliminary and the Main Examinations is quite narrow and does not allow a significant intervention in the final stage of preparation (barely 8-10 weeks) for the Mains, the coaching programme has to be designed to take care of all the three stages – Prelims, Mains and the Interview.
10. Director, UCCE as Coordinator of the Programme will bring together the resource persons to

- (1) plan a 10-12 month long schedule of classes;
- (2) draw a workable list of major areas to be dealt with by the resource persons and arrange suitable resource persons for each specific area;
- (3) devise pedagogical strategies suitable for different study areas;
- (4) arrange reading material – digital, print, online;
- (5) arrange follow up sessions to address the problems of the learners and;
- (6) put in place a system to help the candidates hone their writing/expressing/communicative skills required for all the three stages.

11. Infrastructure and Logistics Support:

(a) Physical Resources:

- (1) one latest model cost effective photocopier
- (2) one scanner cum printer
- (3) potent wi-fi in UCCE to take care of about 50-60 devices with high speed internet
- (4) one smart classroom projector.

(b) Human Resources:

- (1) one proficient typist cum data entry operator in addition to the existing staff

- (2) one full time peon

In addition to ~~(b)~~ 11 (b) JPR a group of research scholars of various departments may be motivated and roped in to act as academic associates of the resource persons to browse internet and prepare unit-wise bundles/capsules of authentic documents required by the candidates. These research scholars being masters of their discipline would be able to evaluate the documents and shortlist only the most relevant ones and the service should be paid for @ decided by the Vice-Chancellor.

12. Initial Estimated Expenditure:

(1) Infrastructure in the Library and UCCE:

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(a) 40 carrels x Rs. 15000 = Rs. 6,00,000

(b) Advisor/Consultant Rooms 2 x Rs. 30000 = Rs. 60,000

(c) Reading Material Rs. 3,00,000

(d) Smart Classroom requirements Rs. 5,00,000

(e) Photocopier Rs. 2,50,000

(2) Lectures/Talks/Consultancy: In accordance with the existing University norms.

The initial approximate expenditure of this head will be

1000 Hrs x 3000 = Rs. 30,00,000

(3) Travelling Allowance and Hospitality Rs. 2,00,000

(4) Stationary and Miscellaneous Expenses Rs. 2,50,000

Total Rs. 51,60,000

One time Expenditure: Rs. 12,10,000

Recurring Expenditure: Rs. 39,50,000

13. Fee (for a batch of 50 candidates) $3950000/50 = \text{Rs. } 79,000$

[The actual fee will be affected by the actual number of candidates]

14. Hostel Charges: as applicable for different hostel facilities.

It is suggested that a rounded off fee of Rs. 80,000/- for the complete coaching programme be charged from the candidates. It is also suggested that rather than lowering the fee to make it affordable to the deserving/needy candidates, a system of scholarships of a suitable amount be devised.

The above proposal of the guidance, counselling and coaching programme for CSE was submitted to the Vice-Chancellor for consideration with the request to allow starting of the

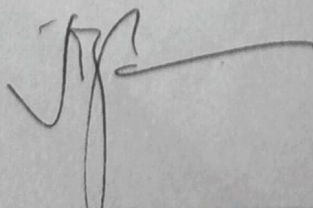
programme w.e.f. session 2025-26 for CSE 2026. This programme may be rolled out with the enrolment of the aspirants and formation of batch soon after the approval of the competent authority. In the subsequent years the process will start in the month of July of the year preceding the CSE Preliminary Examination year, e.g. July 2026 for CSE (Prelims.) 2027 with a suitable temporal window for the advertisement of the guidance, counselling and coaching programme.

Reference advice of the Vice-Chancellor during the discussion on 13 June 2025, it is proposed that a working group comprising the following be composed to provide logistics support and advise UCCE on matters relating to CSE Coaching Programme. The Vice-Chancellor was also requested to make additions or changes in it.

1. Librarian, Vivekananda Library
2. Director, FDC
3. Director, CRSIS&EC
4. Director, UIET
5. Dean Students Welfare
6. Chief Warden (Girls)
7. Chief Warden (Boys)
8. Director, Youth Welfare
9. Professor Renu Arya
10. Finance Officer
11. Director, UCCE
12. Deputy Director, UCCE

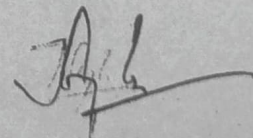
In addition to the above, a working group is also proposed to be formed to support and advise UCCE on academic matters. The list of the members given below is only suggestive and members will be added as and when required.

1. Prof. Surendra Kumar (Economics and Public Policy)



2. Prof. KPS Mahalwar (Law)
3. Prof. Rajbir Singh (Psychology and Ethics)
4. Prof. Surendra Kumar, Sanskrit (Indian Culture)
5. Prof. Radheshyam (Disability Studies)
6. Prof. Jaiveer Dhankhar (History)
7. Prof. AS Maan. Physics (Physical Sciences and Tech.)
8. Prof. Rajeev Kumar (Maths. And Reasoning)
9. Prof. Parmod Bhardwaj (Geography)
10. Prof. Ashish Dahiya (Life skills. Soft Skills and Management)
11. Prof. KK Sharma (Microbiology and Sc. & Tech.)
12. Dr Rashmi. CMB (Life Sciences and Sc. & Tech)
13. Dr Ritu, Biochemistry (Physical Sciences and Tech.)

Since the result of the CSE (Prelims.) 2025 has already been announced, it is also proposed that UCCE may start providing advice/consultation/coaching for the CSE (Mains) 2025 for the Essay Paper in particular and help the candidates hone their writing skills in general and provide whatever help can be provided for the GS I to IV and Optional Paper. This honorarium and Travelling Allowance for this programme may be made in accordance with the existing rules applicable to UCCE. The University was requested to accord financial and administrative sanction for the same. The payments will be made from the **Budget Head "Honorarium" 97/402001** and **"Short Term Courses" 97/402009**. The Director, UCCE may also be allowed to invite resource persons for the present programme.



(Jaibir Singh Hooda)
Director