



Knowledge Consortium of Gujarat (KCG)

Pragna Puram Campus, Opp. PRL, beside L.D. College, Navrangpura, Ahmedabad

Instructions for Interview Committee

For Selection of Centre Coordinator and Course Coordinator at IAS Study Centres

➤ Introduction and Objective:

- 1) To provide quality education and guidance for competitive examinations such as UPSC/GPSC to economically weaker students after completing their undergraduate studies in various higher education institutions of Gujarat State, and to enable students from rural and underdeveloped areas to prepare for the IAS examination without financial barriers, the Government of Gujarat has established IAS Study Centres in 10 Government Universities/Colleges of the state.
- 2) These centres aim to equip students with the necessary resources, study material, and expert mentoring to compete at the national level and prepare them for entry into prestigious services like the IAS, thereby nurturing competent leadership for the nation's administrative system.
- 3) At each of the 10 study centres, **100 students will be admitted every year**, thereby ensuring that **a total of 1,000 students across the state will receive coaching annually**. For this purpose, **each study centre will be provided with one classroom having a capacity of 100 students and an adjoining reading room** for independent study.
- 4) The **student intake process will follow the model adopted by SPIPA (Sardar Patel Institute of Public Administration)**. As is the practice at SPIPA, admission will be conducted through an entrance examination, followed by other established procedures of scrutiny and merit-based allocation.
- 5) To support students' preparation, **a comprehensive list of essential books for UPSC, GPSC, and other competitive examinations has been prepared**. The study material shall include:
 - a) **NCERT books** (Mathematics, Science, English, Economics, Political Science, History, Geography, Art & Culture – both English and Hindi versions).
 - b) Books in **Gujarati, Hindi, and English** by reputed authors and publishers.
- 6) Through this structured approach, the IAS Study Centres will not only create equal opportunities for economically weaker students but will also ensure that the brightest minds from every corner of Gujarat are prepared to serve the nation in the highest administrative capacities.

➤ Details of IAS Study Centres:

Recruitment of Centre Coordinators and Course Coordinators on a contractual basis for a period of one year is to be carried out at the following 05 IAS Study Centres (each having an intake capacity of 100 students):

SN	Name & Address of Centre
1.	Krantiguru Shyamji Krishna Verma Kachchh University Mundra Road, Bhuj, Kachchh – 370001
2.	Maharaja Krishnakumarsinhji Bhavnagar University Gaurishankar Lake Road, Bhavnagar – 364002
3.	Saurashtra University Saurashtra University Campus, Rajkot – 360005

4.	Bhakta Kavi Narsinh Mehta University Government Polytechnic Campus, BKNM University Road, Khadia, Junagadh – 362263
5.	Gujarat Arts and Science College Ellisbridge, Ahmedabad – 380006

➤ **Eligibility Criteria:**

At each study centre one centre coordinator and one course coordinator shall be recruited on contractual basis. The eligibility criteria for centre coordinator and course coordinator are as follows:

SN	Post Name	Eligibility	Pay Scale
1.	Center Coordinator	Retired Professor, or Retired Class-I Officer from Central/State Government services, Retired Civil Services Officer	Rs.60,000/- per month (for 1 year)

Preference will be given to candidates with higher qualifications and/or greater experience.

➤ **Selection Procedure:**

For the selection of candidates, Committee will conduct personal interviews. The evaluation of candidates will be based on the following criteria, after which a final merit list will be prepared. Allocation of centres will be done according to the results of this merit list.

➤ **General Guidelines:**

- 1) Recruitment is for 05 IAS Study Centres on a contractual basis (1 year).
- 2) Candidates may indicate centre preference; however, final allocation depends on merit list.
- 3) Selection is based on document verification + interview assessment.
- 4) The Screening/Interview Committee shall ensure:
 - Fairness and transparency in marking.
 - Confidentiality of scores and deliberations.
 - Objectivity – marks must strictly follow criteria.

➤ **Conduct of the Interview:**

- 1) Each candidate to be interviewed individually (10–15 min).
- 2) The Interview (75 marks) is split into sub-criteria for fairness (as shown in Table).
- 3) Each panel member awards marks independently.
- 4) Marks are entered criterion-wise; final Interview Score = average of all members.
- 5) Total Score = Academic Marks + Experience Marks + Interview Marks.

➤ **Evaluation & Marking System:**

1) Centre Coordinator (Leadership & Administration Role)

SN	Evaluation Criteria	Maximum Marks	Guidelines for Committee
1.	Percentage at Graduation Level (1 mark for every 2% above 50%)	25	Verify original mark-sheets. Example: 65% = 7.5 marks.
2.	Percentage at Post-Graduation Level (1 mark for every 2% above 50%)	25	Verify PG certificate. Example: 70% = 10 marks.
3.	Experience in a Class–1 position of Government/University (1 mark for each year of experience)	25	Consider only documented, relevant, and certified experience.

4.	Personal Interview	75	Assess Communication & Presentation Skills, Leadership & Coordination Ability, Administrative & Managerial Skills, Knowledge of Civil Services Ecosystem, Problem-Solving & Vision.
Total Marks		150	

2) Personal Interview Marking

SN	Centre Coordinator	
	Criteria for Personal Interview	Max Marks
1.	Communication & Presentation Skills	15
2.	Leadership & Coordination Ability	15
3.	Administrative & Managerial Skills	15
4.	Knowledge of Civil Services Ecosystem	15
5.	Problem-Solving & Vision	15
TOTAL		75

The decision of the KCG Office regarding the selection of candidates for the positions of Center Coordinator at IAS Study Centres shall be final and binding on all.

➤ Duties and Responsibilities of Centre Coordinator:

1. Provide overall leadership and direction for the IAS Study Centre.
2. Act as the principal authority for implementing guidelines issued by KCG / Education Department.
3. Ensure smooth functioning of the Centre by coordinating with college/university administration and wherever needed with KCG.
4. Supervise the work of Course Coordinators, faculty members, mentors, and administrative staff.
5. Maintain discipline, transparency, and accountability in all activities.
6. Approve, teaching plans, and training modules for UPSC/GPSC aspirants.
7. Oversee mock tests, practice sessions, guest lectures, and workshops, and ensure their regular occurrence.
8. Ensure timely completion of syllabus and proper evaluation of students' performance.
9. Facilitate collaboration with subject experts, retired officers, and training institutions.
10. Maintain records of admissions, attendance, test results, and mentoring activities.
11. Submit monthly/quarterly progress reports to KCG and the Education Department.
12. Objectively Evaluate the performance of Course Coordinators and faculty resource persons.
13. Conduct periodic review meetings with stakeholders (students, faculty, experts) and maintain the record of outcomes.
14. Act as the liaison between Government authorities, KCG, and the host institution.
15. Ensure effective communication with students, parents, and guest faculties.
16. Represent the Study Centre at official reviews, inspections, and audits.
17. Ensure utilization of funds, honorariums, and resource allocations is as per prevailing rules and guidelines.
18. Ensure proper maintenance of library resources, digital materials, and infrastructure.
19. Monitor procurement and use of study material, equipment, and ICT facilities.

20. Proactively ensure safety of infrastructural facilities/ resources of the IAS Study centre.
21. Any other directions related to IAS Study Centre issued from appropriate authorities from time to time.
