



VAJIRAM & RAVI

INSTITUTE FOR CIVIL SERVICE EXAMINATION

(A Unit of Vajiram & Ravi IAS Study Centre LLP)

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CIVIL SERVICES EXAMINATION COURSE DETAILS FOR 2020-21 (PRELIM-CUM-MAIN)

Subject	Date of Commencement	Duration	Timings	Total Fee ` Incl. GST @ 18%
General Studies Prelim-cum-Main	10.06.2020	38 weeks	11:00 A.M. to 01:30 P.M.	Rs.1,48,000/-
			05:00 P.M. to 07:30 P.M.	
CSAT (3-4 days a week)	18.06.2020	13 Weeks	02:00 P.M. to 04:00 P.M.	Rs.18,000/-
OPTIONAL SUBJECTS	August-2020	16 Weeks	To be announced later	Rs.42,000/-

- The General Studies & CSAT courses include classroom teaching, study materials, classroom Preliminary Test Series and Answer Writing Practice sessions for Main Examination. All the courses are available only in English medium.
- **Online registration date for the above courses will be available on 01st & 02nd June 2020 between 09:00 AM & 05:00 PM**
- **Registration fee of 700/- is to be paid at the time of online registration on www.vajiramandravi.com by credit card, debit card or net banking.**
- The institute won't bear any responsibility if a candidate, is not able to access the network, while seeking registration online.
- The process of online registration is mere registration for admission and does not ensure admission. Admission shall be confirmed by Vajiram & Ravi, on payment of fee, on the date specified at the time of online registration. Students are to pay the fee on the date and time specified at the time of online registration. **Fee is to be paid by one of the two modes mentioned below:**

1. Demand Draft in favour of "VAJIRAM & RAVI" payable at CHENNAI.
2. Net banking facility is also available at Vajiram & Ravi's office for fee payment at the time of admission (Bank charges applicable).

- Classes will be held six days a week and class timings may be extended if needed. Extra classes apart from regular schedule, may be held to cover the syllabus on time. Sunday may not be a holiday.

P.T.O

GENERAL INFORMATION

- ❖ Since the number of applications for admission into our General Studies and other Optional Subject courses is far in excess of the available seats, we have introduced a system of admission to regulate the same. We have chosen the principle of “first-come-first-served” as the basis of admission in our institute. Under this system students are required to register themselves online, while seeking admission in one or more subjects. This will lead to generation of a **Token Number**.
- ❖ **Generation of Token Number:-**Online registration will be available on **01stJune & 02ndJune 2020** between **09:00 AM & 05:00 PM** on www.vajiramandravi.com Students need to fill an online form which will generate a **reference number**. After the generation of reference number students need to make payment of a non-refundable/non-adjustable registration fee of **700/-** through **Credit Card, Debit Card or Net Banking**. Once the payment of registration fee is successful, our system generates a “**Token Number**” which the students is to print at their end as a proof of registration with us. During online registration uploading of a proper and clear passport size photograph (Size of the photo should be between 15KB and 20KB) is a must, failing which the token number (even if generated) will stand cancelled. The “**Token Number**”, given subject-wise, indicates the order of serial number at which they will be admitted subsequently. Admission will be offered to students strictly according to the “**Token Number**” generated by them by registration. This registration fee will not be refunded if the student fails to appear for admission or is not offered admission by the Institute.
- ❖ **Payment of Course Fee:-** Along with the printed token number candidates will be intimated at the time of online registration, the date and the approximate time at which their turn for admission at Vajiram& Ravi’s office will take place. The candidates or their representatives are required to be present at Vajiram & Ravi’s office at **No:43, 2nd Floor, Haddows Road, Nungambakkam, Chennai- 600006, Tamil Nadu with the duly filled-up application form (Application form would be provided at the institute on the day of admission) with two passport size photographs, photo copy of valid photo ID & Address Proof** of the candidate, along with photocopy of PAN CARD.
 1. **If payment is by demand draft:** a single demand draft or multiple demand drafts equivalent to the full course fee for the subject/s for which they seek admission. Payment of fee by installment is not allowed. Candidates are required to write their **names and mobile/telephone numbers** on the back of the DD/ DDs they submit at the time of admission.
 2. **Course fee payments through Net Banking have to be paid at the office on the date and time of admission mentioned in the token number.**
- ❖ Dates for Admission would be between **07th June & 09th June 2020**
- ❖ Students or their representatives are to be present for admission at the prescribed time & day for admission as indicated at the time of registration in their **Token Number**. In their absence the following documents shall be submitted through their representative:-
 - Completely filled up Application form with two passport size photos.
 - Photo ID/photo copy of Photo ID of the candidate seeking admission.
 - Photocopy of PAN CARD or FORM 60 is to be attached with the application form.
 - **Payment mode: Fee is to be paid by only one mode, for example: partial payment by DD & rest by credit card is not allowed, only credit card payment is not allowed to pay the fees.**
 1. **Single Demand Draft/multiple Demand Drafts favouring “Vajiram & Ravi” payable at CHENNAI.**
 2. **Fee by Net Banking have to be paid at the office on the date and time of admission (Bank Charges applicable).**
 - **Request for refund of fee paid, will be entertained for not more than 2 weeks after the commencement of the course, after appropriate deductions. No refund will be entertained later, under any circumstances.**
- ❖ **The discretion to provide admission rests solely with the management.**
- ❖ **After admission to any of the course, if there is any indiscipline or misbehavior on the part of the students, they may be expelled, without any explanation. The right to rusticate rests solely with the management.**
- ❖ **Allotment of batch is the discretion of the institute. Preference of batch may be offered to the students during admission, provided it is available.**
- ❖ **A student hereby submits himself/herself for admission accepting the above terms and conditions.**



R.Elangovan
Administrative Officer