



**Admission Notice**  
**P.G. DIPLOMA IN**  
**BOOK PUBLISHING STUDIES**  
**(PGDBPS)**  
Session: 2016-17

**Centre for Studies in Book Publishing**  
**UNIVERSITY OF CALCUTTA**  
[<http://www.caluniv.ac.in/academic/csbp.html>]

*In collaboration with*

**NATIONAL BOOK TRUST, INDIA**  
(Ministry of HRD, Government of India)  
AND

**PUBLISHERS & BOOKSELLERS GUILD, KOLKATA**  
(A Premier Forum of Leading Publishers)

**FEEL FREE TO CALL: 09674821149**  
[Monday-Friday/12.30 p.m. – 6.00 pm]

Are you a **GRADUATE** in any stream?

Book publishing is a respectable and financially rewarding career option with a huge demand for skilled and well-trained professionals.

The course provides the best quality training the industry is looking for.

Internship is compulsory.

Study Tours and Workshops are arranged regularly.

Pro-active placement support.

Collect your 'Application Form' for admission to the one-year Postgraduate Diploma Course in Book Publishing Studies (PGDBPS) immediately.

Application Forms are available at the C U SALES COUNTER, Asutosh Building (Ground Floor), College Street Campus (AsutoshSikhshaPrangan), Kolkata-700073 on payment of Rs.200 in cash from 19 July to 7 September 2016. (Monday-Friday/Time: 10-30am – 3pm).

Application Forms are also downloadable.

Please visit the University website ([www.caluniv.ac.in](http://www.caluniv.ac.in)) and click on the 'Admission Notification' section.

You can also download 'Application Form' and 'Admission Notice' from the website of the NBT, India ([www.nbtindia.gov.in](http://www.nbtindia.gov.in)) and the website of the Guild ([www.kolkatabookfair.net](http://www.kolkatabookfair.net)).

**ELIGIBILITY:**

Graduation in any stream (Hons/ Pass/ General/ Vocational, etc) from a recognized University.

A candidate appeared at the final examination for graduation is also eligible to apply. However, if selected, such a candidate has to submit the proof (pass certificate, mark sheet, etc) of his/her graduation before admission to this course. No upper age limit.

**INTAKE:**

THIRTY (30) seats in total.

Five (5) seats are reserved for candidates sponsored by publishing/printing organizations and one (1) seat is reserved for NRI/ Foreign candidates.

Reservation for the Scheduled Caste (22 percent/ 7 seats)/ Scheduled Tribe (6 percent/2 seats)/OBC-A (1 seat)/ OBC-B (1 seat) / Physically Handicapped (3 percent/1 seat) candidates as per rules.

Persons with disability candidates having degree of 40% and above should submit a certificate issued by the relevant Government Hospital.

NRI/ Foreign candidates shall have to comply with the relevant rules of the University.

In case suitable Sponsored candidate(s)/ NRI candidate(s)is/are not found, vacancies will be filled-in from among the general candidates duly selected.

**ADMISSION SCHEDULE****AT A GLANCE**

**Sale of Application Forms:** 19 July – 7 September 2016 [10-30am – 3.00pm]

**Last date for submission of applications:** 7 September 2016

**Uploading of the List of applicants whose applications are received By-Post:** 8 September 2016

**Distribution of Admit Cards for those who submitted applications In-Person:** 8-9 September 2016 [12.30pm-6.00pm]

**Distribution of Admit Cards for those who submitted applications By-Post:** 8-9 September 2016 and from 10.30 a.m.-to- 11.15 a.m. on 10 September 2016.

**WRITTEN ADMISSION TEST:** Saturday, 10 September 2016 at 11-30 am -1.30pm

**INTERVIEW:** Saturday, 10 September 2016 at 1.45 pm onwards

**Publication of the list of candidates selected:** Tuesday, 20 September 2016 at 3.30 pm

**Admission:** 21-27 September 2016 [Time: 12 noon –5.00 p.m.]

**Commencement of classes:** Tuesday, 4 October 2016 at 4 p.m.

**SALE OF APPLICATION FORMS:** 19 July – 7 September 2016

Application Forms are available at the C U SALES COUNTER, Asutosh Building (Ground Floor), College Street Campus, Kolkata-700073, West Bengal on payment of Rs.200 in cash. (Monday-Friday/Time: 10.30 am – 3pm).

You have to collect the Application form from the C U Sales Counter in-person.

**YOU CAN ALSO DOWNLOAD YOUR FORM:** Application Forms are also downloadable. Please visit the homepage of the Calcutta University website ([www.caluniv.ac.in](http://www.caluniv.ac.in)) and click on the 'Admission Notification' section.

You can also download the detailed 'Admission Notice' and the 'Application Form' from the websites of the National Book Trust, India ([www.nbtindia.gov.in](http://www.nbtindia.gov.in)) and the Publishers & Booksellers Guild ([www.kolkatabookfair.net](http://www.kolkatabookfair.net)).

If your Application Form is downloaded, you are requested to enclose with it a crossed bank draft/ banker's cheque of Rs. 200/- (Rs. Two Hundred) drawn in favour of '**CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING**' payable at Kolkata.

**LAST DATE FOR SUBMISSION [IN-PERSON or BY POST]:** 7 September 2016

Application Forms, duly filled-in, shall have to be submitted to the office of the Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus ( Asutosh Siksha Prangan), Kolkata-700073, West Bengal between 12.30pm- and- 6-00 p.m. [Working Days: Monday-Friday] on or before 7 September 2016.

Applications can be submitted IN-PERSON or BY POST.

If submitted BY POST, please write on the top of the envelope: "APPLICATION FOR ADMISSION TO THE P.G. DIPLOMA IN BOOK PUBLISHING STUDIES, SESSION 2016-17."

It MUST be addressed to: Joint Coordinators, P.G. Diploma in Book Publishing Studies, Centre for Studies in Book Publishing (CSBP), Asutosh Building (First Floor), College Street Campus (AsutoshSikshaPrangan), Kolkata-700073, West Bengal

N.B. A LIST OF APPLICANTS WHOSE APPLICATIONS ARE RECEIVED BY POST WILL BE UPLOADED ON THE WEBSITE OF THE UNIVERSITY OF CALCUTTA ON **8 SEPTEMBER 2016**

Please visit the University's website ([www.caluniv.ac.in](http://www.caluniv.ac.in)) and click on 'Admission Notification' section.

**COLLECTION OF ADMIT CARDS:8-9 SEPTEMBER 2016**

**For those who submitted applications IN-PERSON:** Candidates who submitted their Application Forms INPERSON have to collect their Admit Cards (for the Written Test/ Interview) from the CSBP office IN-PERSON on 8-9 SEPTEMBER 2016 (12.30pm - 6-00 p.m.) on submission of the 'Acknowledgement' issued. Candidates concerned shall have to show the Admit Card at the time of Written Test and Interview.

**For those who submitted applications BY POST:** Candidates who submitted their Application Forms BY POST have to collect their Admit Cards (for the Written Test/ Interview) from the CSBP office IN-PERSON from 8-9 September 2016 (12.30pm -- 6-00 p.m.) and on 10 September 2016 (10.30 a.m. - 11.15 a.m.) on submission of a photo identity card (such as, Passport/ Voter Identity Card/ PAN/ Driving License, etc.). Candidates concerned shall have to show the Admit Cards at the time of Written Test and Interview.

**WRITTEN ADMISSION TEST: Saturday, 10 September 2016 at 11.30 pm – 1.30pm.**

Venue of the Written Test: Asutosh Building, College Street Campus

**INTERVIEW: Saturday, 10 September 2016 at 1.45pm onwards**

Venue: Office of the CSBP (Asutosh Building, First Floor, College Street Campus)

Please visit the University's website ([www.caluniv.ac.in](http://www.caluniv.ac.in)) and click on the 'Admission Notification' section.

**PUBLICATION OF THE LIST OF CANDIDATES SELECTED FOR ADMISSION:**

Tuesday, 20 September 2016 at 3-30 pm on the Notice Board of the CSBP and subsequently be uploaded on the website of the University of Calcutta.

**ADMISSION:** 21-27 September 2016 [Time: 12noon –5.00 p.m.], Venue: Office of the CSBP.

**COMMENCEMENT OF CLASS:** Tuesday, 4 October 2016 at 4 p.m.

**GENERAL INFORMATION**

**DOCUMENTS/ TESTIMONIALS TO BE ATTACHED**

Please enclose along with your Application Form the SELF-ATTESTED photocopies of the following :

- (i) Marksheet/ Certificate of the madhyamik/ secondary/ICSE, higher secondary and graduation level examinations
- (ii) Age proof certificate
- (iii) Appropriate Certificate for Scheduled Caste/ Scheduled Tribe/ OBC-A/ OBC-B/ Physically Handicapped candidates
- (iv) Certificate of Computer knowledge, if any
- (v) Photo Identity Card, such as, Voter Identity Card/ Passport/ Driving Licence / PAN Card/ Adhaar Card etc.

Two passport size photographs are to be pasted on the Application Form.

**SPONSORED CANDIDATES**

A Candidate sponsored by publishing/printing organisations, is required to enclose SELF-ATTESTED photocopies of the PAN Card and the Trade Licence of the sponsoring organization concerned with the Application Form, along with other documents/ testimonials stated above. Validity of the sponsorship will be verified duly. Giving false or incomplete information will invalidate the application.

**SELECTION**

Selection is strictly on merit. Candidates seeking admission to the course shall have to appear for a Written Admission Test followed by an Interview–

**WRITTEN ADMISSION TEST [Total Marks: 100/ Duration: 120 minutes]**

**Part A: Objective Type Multiple Choice Questions (Marks: 30)**

[General Knowledge, Reasoning Ability, Comprehension Skill, Book Publishing & Production etc]

**Part B: Descriptive Type Questions (Marks 70)**

In both Part A and Part B of the written test, questions are set in English. For Part B, the candidates can answer either in English or in Bengali.

## **INTERVIEW [Marks: 30]**

Candidates seeking admission to the course shall have to qualify in the Written Admission Test by securing at least 20% of the marks and final selection will be made on the basis of cumulative score of the written test and interview.

## **FEES**

Course Fee: Rs. 10,000/- (Rs.11, 000/- for sponsored candidates and Rs.25,000/- for NRI/ Foreign candidate). Course Fee is received in full at the time of admission in the form of a single crossed bank draft/banker's cheque drawn in favour of "**CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING**" payable at Kolkata. Payment in any other form will not be accepted. Fees are non-refundable. Library Fee and Examination Fee separate.

## **ADMISSION**

All notices regarding selection (admission test/interview/admission, etc.) are put up on the Notice Board of the CSBP (Asutosh Building, First Floor) and the University is not under any obligation to send such information to any individual candidate.

All relevant documents/ testimonials have to be submitted in ORIGINAL at the time of admission for necessary verification as per rules.

Subject to fulfillment of all other conditions, Enrolment Forms will be supplied on production of a single crossed Bank Draft/Bankers Cheque of Rs 10,000/--(for non-sponsored General/ SC/ST/PH/OBC-A/OBC-B candidates) and Rs. 11,000/--(for Sponsored Candidates) drawn in favour of 'CU A/C P G DIPLOMA COURSE IN BOOK PUBLISHING' payable at Kolkata. Payment in any other form will not be accepted.

Only the Course Fee is received in full at the time of admission. Library Fee and Examination Fee are separate.

Candidates must submit/ bring following documents/ testimonials at the time of admission:

- (a) Mark sheets/ certificates/ SC/ST/ Physically Handicapped (PH)/OBC-A/OBC-B certificates issued by competent authorities/ Photo Identity Card( such as, Voter Identity Card/ Passport/ Driving Licence/PAN Card/ Adhaar Card etc) in original,
- (b) Photo copies of the mark sheets/ certificates of the school final, higher secondary and graduation level examinations; age proof certificate; appropriate certificate for Scheduled Caste/ Scheduled Tribe/ OBC-A/OBC-B/ Physically Handicapped candidates duly attested by Principal of an affiliated or constituent college or a member of University Senate/ Syndicate or University Teacher or a Gazetted Officer.
- (c) THREE passport size photographs
- (d) Photocopy of the Bank Draft/Bankers Cheque ( signed in full by the candidate),
- (e) Photocopy of the Photo Identity Card, such as, Voter Identity Card/ Passport/ Driving Licence/ PAN Card/ Adhaar Card etc. ( signed in full by the candidate).

Candidates MUST submit the Admit Card (issued for the Written Test and Interview) at the time of admission.

## **BEST CAREER OPTION**

Book publishing is a respectable and financially rewarding career option with a huge demand for skilled and well-trained professionals. The job opportunities in the book publishing industry are increasing in leaps and bounds.

The PGDBPS course is a joint initiative by the Centre for Studies in Book Publishing, University of Calcutta, the National Book Trust, India (Ministry of Human Resource Development, Government of India) and the Publishers & Booksellers Guild (Kolkata), one of the premier forums of the country's leading and well-known publishers.

This trend-setting industry-institute partnership enables us to make sure that our curriculum is appropriate to the current and future needs of the industry. The course provides the best quality training the industry is looking for. It gives each student the unquestionable edge in the job market.

**JOB OPPORTUNITIES:** Wide recognition of the course as a reputed professional programme helps the students grab the most lucrative jobs in this field.

Publishing companies have been the first destinations for our students. They are recruited for working in areas like editing, marketing, designing etc.

Graduates of our publishing course also find jobs in other corporate houses and NGOs. Such organisations often look for publishing professionals to manage their content (both web and print), translation, design, B2B magazines and similar other divisions.

Big advertising agencies and even Public Relations firms also need expert content writers and editors, which again become a source of employment for the CSBP graduates.

**PLACEMENT SUPPORT:** The CSBP is pro-active in providing placement support to its students in leading publishing concerns.

**FOR ANY FURTHER ENQUIRY ABOUT ADMISSIONS, PLEASE CONTACT:**

Centre for Studies in Book Publishing (CSBP)  
University of Calcutta  
Asutosh Building (First Floor), College Street Campus ( AsutoshSikshaPrangan)  
87/1 College Street, Kolkata-700 073, West Bengal

Visiting Hours: 12.30 p.m. – 6.00 pm/ Monday-Friday  
Phone: +91(033) 2241 0071-4 /Extn: 338  
Email: [csbpcu@caluniv.ac.in](mailto:csbpcu@caluniv.ac.in)  
MOBILE: 09674821149 [Monday-Friday/1.30 p.m. – 7.00 pm].  
LAND LINE: +91(033) 2241 0071-4 /Extn: 338 [Monday-Friday/1.30 p.m. – 7.00 pm].

Prof. BiplabChakrabarti , Joint Coordinator, PGDBPS  
Prof. DhrubaRanjanDandapat, Joint Coordinator, PGDBPS  
Prof. SaumendranathBera / M-09830469974  
Email: [csbpcu@gmail.com](mailto:csbpcu@gmail.com), [csbpcu@caluniv.ac.in](mailto:csbpcu@caluniv.ac.in), [snbmc@caluniv.ac.in](mailto:snbmc@caluniv.ac.in)

**TO KNOW MORE ABOUT THE COURSE:**

Please visit the following websites to know more details about the PGDBPS Course--  
CSBP, Calcutta University: <http://www.caluniv.ac.in/academic/csbp.html>  
National Book Trust, India: [www.nbtindia.org.in](http://www.nbtindia.org.in)  
Publishers & Booksellers Guild: [www.kolkatabookfair.net](http://www.kolkatabookfair.net)

**YOU MAY ALSO CONTACT:**

**National Book Trust, India**

H.Q.: C-5, Nehru Bhawan, Institutional Area, Vasant Kunj, Phase-II, New Delhi -110070, India  
Phone No: +91-011-26707738/ +91-011-26707700  
Email: [nbtindia@nbtindia.org.in](mailto:nbtindia@nbtindia.org.in)  
Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

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**Eastern Regional Office, NBT, India**

JalanSeva Trust Building, Second Floor, 61, Mahatma Gandhi Road, Kolkata 700 009, West Bengal, India  
Phone: +91-033-22413899/Fax: +91-033-22413899  
Email: [ero@nbtindia.org.in](mailto:ero@nbtindia.org.in)

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**Publishers & Booksellers Guild**

Guild House, 2B Jhamapukur Lane, Kolkata 700 009, West Bengal, India  
Phone: +91 (033) 2354 4417, 2360 4588/ Fax: +91 (033) 2360 4566  
Office Hours: 12 pm-5 pm on all working days (Monday- Saturday)  
E-mail: [guildpb@gmail.com](mailto:guildpb@gmail.com)  
Website: [www.kolkatabookfair.net](http://www.kolkatabookfair.net)

*Secretary, Faculty Council for PG Studies in Education, Journalism and Library Science/ Date: 28 June 2016*