



Government of West Bengal
West Bengal State Haj Committee
(under Minority Affairs & Madrasah Education Department)



Jogyashree Civil Services Coaching for Minorities

Assalam-o-Alaikum,

I am pleased to inform you that you have been **provisionally selected** for admission to the **Jogyashree Civil Services Coaching for Minorities**, a residential coaching programme conducted by the West Bengal State Haj Committee (WBSHC) for preparation of the Civil Services Examination conducted by the Union Public Service Commission (UPSC), New Delhi.

You are requested to report to the undersigned at the **Madinat-ul Hujjaj, New Town, Kolkata- 700 160**, within **10 (ten) days** from the date of issuance of this letter for completion of admission formalities.

Security Deposit

Each selected candidate shall deposit a sum of **Rs. 5,000/- (Rupees Five Thousand only)** as a **refundable security deposit** in favour of **Haj House Welfare Fund** through Demand Draft or approved online mode of payment at the time of admission.

Admission shall not be confirmed without payment of the prescribed security deposit.

Documents Required

You are required to produce the following original documents along with **one self-attested photocopy** of each document at the time of admission:

1. Mark Sheets and Certificates from Class X onwards.
2. Birth Certificate or any valid proof of age.
3. OBC/EWS Certificate, (wherever applicable), if any.
4. Four recent Passport-size photographs (3.5 cm × 3.5 cm) with white background.
5. Notarized Affidavit of Undertaking in the prescribed format.

Hostel Admission

A copy of the Hostel Rules and Regulations and the Hostel Admission Form are enclosed herewith. Admission to the hostel shall be governed by the prescribed rules and regulations of WBSHC.

Retention of Original Documents

Candidates should note that the original documents submitted at the time of admission shall be retained by WBSHC during the period of coaching for administrative purposes.

In exceptional circumstances, if any original document is required for appearing in examinations, interviews, or other official purposes before completion of the programme, the candidate may submit a written request. Such requests shall be considered on a case-to-case basis and subject to approval by the competent authority of WBSHC.

Items to be Brought

Candidates are advised to bring the following items:

- Pens, pencils, eraser, sharpener and scale.
- Twelve long notebooks (approximately 200 pages each).
- Two medium-sized locks for personal lockers.
- A standard English dictionary and a dictionary relevant to the chosen optional subject.
- Books relating to the optional subject intended to be chosen for the UPSC Examination.
- Personal clothing and essential daily-use items.
- Other essential items.

Residential Requirement

The programme is residential in nature. Selected candidates are expected to reside at Haj Tower and participate in all academic and hostel activities throughout the duration of the programme, which is approximately **11 (eleven) months**.

Movement outside the hostel shall be regulated in accordance with the Hostel Rules and Regulations and only with prior permission of the competent authority.

Personal Belongings

Candidates may keep personal belongings such as mobile phones, laptops, cameras and other permitted items at their own risk. WBSHC shall not be responsible for any loss, theft or damage to such items.

Candidates are advised not to bring expensive jewellery, valuables or unnecessary costly items to the hostel.

Joining Deadline

You are instructed to complete your admission and join the programme within **10 (ten) days** of receipt of this communication. Failure to do so may result in cancellation of your provisional selection, and the vacancy may be offered to a candidate from the waiting list.

Contact Details

For any clarification or assistance, please contact:

Office: 7044180115

Mobile: 9332346657 / 9831099886 / 9333380662 / 9748513466

WhatsApp: 8334991111

Email: wbshc2011@gmail.com

We congratulate you on your selection and wish you every success in your preparation for the Civil Services Examination.

With best wishes,

Executive Officer
West Bengal State Haj Committee
&
Joint Secretary
to the Government of West Bengal

GUIDELINES, RULES & REGULATIONS

Jogyashree Civil Services Coaching for Minorities

(Including Hostel Accommodation at Haj Tower)

MemoNo.: WBSHC- 1071/26

Dated:29/06/2026

1. Attendance and Academic Performance

1.1 All students must attend classes regularly and participate in all examinations, tests, assignments, group discussions, and other academic activities conducted by the Centre.

1.2 Absence from classes/tests without valid reasons or consistently unsatisfactory academic performance may lead to disciplinary action, including cancellation of admission and removal from the programme.

1.3 Admission to the Coaching Programme shall remain provisional for the first two months and shall be confirmed only upon satisfactory performance during this period.

2. Hostel Eligibility

2.1 Hostel accommodation at Haj Tower is provided exclusively to students enrolled in the Jogyashree Civil Services Coaching for Minorities for preparation of Civil Services Examinations.

2.2 Hostel accommodation is a privilege and not a matter of right.

3. Discipline and Conduct

3.1 Every hosteller shall maintain strict discipline, decorum, and a peaceful academic atmosphere within the hostel premises.

3.2 Loud conversations, shouting, disorderly conduct, harassment, nuisance, or any activity causing inconvenience to other residents shall be strictly prohibited.

3.3 All hostellers shall treat fellow residents, faculty members, staff members, security personnel, and visitors with courtesy and respect.

3.4 Any act of indiscipline, misconduct, insubordination, violence, intimidation, or inappropriate behaviour shall attract disciplinary action.

4. Maintenance of Hostel Premises

4.1 Hostel rooms, common areas, corridors, bathrooms, and other facilities shall be kept neat, clean, and hygienic at all times.

4.2 Any damage to hostel property shall be recovered from the responsible student(s), in addition to disciplinary action.

4.3 Hostellers shall immediately report any maintenance issue to the Hostel Administration.

5. Leave and Absence

5.1 A hosteller requiring leave from the hostel for any reason shall submit a written leave application to the Executive Officer, WBSHC, clearly stating the reason and duration of absence.

5.2 Leave applications must be submitted at least three days in advance.

5.3 No student shall leave the hostel without obtaining prior written permission.

5.4 Continuous absence from the hostel for three (3) days or more without prior approval shall render the student liable for cancellation of hostel accommodation and coaching admission.

5.5 Leave for attending / visiting Medical Officer in the home town is not allowed. Only Medically fit candidates are allowed admission in the hostel. Therefore, for occasional medical treatment no leave for hometown will be allowed.

6. Visitors and Guests

6.1 Visitors, relatives, guests, or any outsider shall not be permitted to enter the hostel premises without prior approval from the Hostel Administration.

6.2 Hostellers shall not accommodate any guest or visitor in hostel rooms under any circumstances.

7. Identity Card

7.1 Every student shall carry his/her Identity Card at all times and shall produce it whenever demanded by any authorized officer, staff member, security personnel, or representative of WBSHC.

8. Personal Belongings

8.1 Students shall be solely responsible for the safety and security of their personal belongings.

8.2 The Hostel administration / WBSHC shall not be liable for any loss, theft, damage, or misplacement of personal property.

9. Use of Electricity and Appliances

9.1 Electricity shall be used responsibly and economically.

9.2 Lights, fans, geysers, coolers, air-conditioners, and other electrical appliances shall be switched off when not in use.

9.3 The use of unauthorized electrical appliances, including electric stoves, immersion heaters, induction cookers, and similar devices, is strictly prohibited.

10. Water Conservation

10.1 Water shall be used judiciously.

10.2 Water taps shall be closed properly after use, and wastage of water shall be avoided.

11. Silence and Study Environment

11.1 A quiet and conducive study environment shall be maintained throughout the hostel premises.

11.2 Hostellers shall observe proper behaviour in all common areas.

12. Meetings and Gatherings

12.1 No student shall organize, convene, address, or participate in any meeting, gathering, or assembly within the hostel premises without prior written permission from the Hostel Administration.

13. Discontinuation of Coaching

13.1 A student who discontinues coaching, joins any other course, obtains employment, or otherwise ceases to be eligible shall immediately vacate the hostel.

13.2 In such cases, actual boarding and lodging charges, as determined by WBSHC, will be recovered from the student.

14. False Information

14.1 Admission obtained through misrepresentation, suppression of facts, forged documents, or false declarations shall be cancelled immediately.

14.2 Security deposits, if any, will be forfeited.

15. Vacating the Hostel

15.1 Every hosteller shall vacate the hostel on or before the expiry of his/her authorized period of stay.

15.2 Failure to vacate shall result in removal of belongings and forfeiture of any refundable deposits, subject to applicable rules.

16. Mess Rules

16.1 Food menu will be decided by the WBSHC.

16.2 All hostellers shall avail themselves of meals through the hostel mess.

16.3 Food shall be consumed only in the designated dining area in the ground floor.

17. Participation in Hostel Activities

17.1 All hostellers shall participate in lectures, meetings, discussions, training sessions, competitions, and other activities organized by the hostel or WBSHC.

18. Grievance Redressal

18.1 Any grievance or complaint shall be submitted to the Executive Officer, WBSHC, through the prescribed procedure.

19. Liability

19.1 Students shall reside in the hostel at their own risk.

19.2 WBSHC shall not be responsible for personal disputes, accidents, illnesses, injuries, or other unforeseen incidents beyond its reasonable control.

20. Prohibited Activities

20.1 Smoking, consumption of tobacco, gutka, pan masala, narcotic substances, alcohol, and similar prohibited items within the hostel premises are strictly forbidden.

20.2 Spitting within the hostel premises is prohibited.

20.3 Ragging in any form is strictly prohibited and shall attract severe disciplinary and legal action.

21. Gender Sensitivity and Privacy

21.1 Male students shall not enter areas designated for female students, and vice versa, except with specific authorization.

21.2 All residents shall respect privacy, dignity, and personal boundaries.

22. Dress and Decorum

22.1 Students shall maintain decent and appropriate attire within the hostel and coaching premises.

22.2 Female students are encouraged to maintain modest dress in accordance with institutional norms.

23. Compliance with Rules

23.1 Every hosteller shall comply with all existing rules and regulations as well as any future instructions issued by WBSHC from time to time.

23.2 Ignorance of rules shall not be accepted as a defence.

24. Disciplinary Action

24.1 Violation of any rule or act of misconduct may result in:

- (a) Warning;
- (b) Suspension;
- (c) Cancellation of admission;
- (d) Expulsion from the hostel and coaching programme;
- (e) Forfeiture of security deposit; and/or
- (f) Any other action deemed appropriate by WBSHC.

25. Powers of the Administration

25.1 The Hostel Administration / WBSHC reserves the right to amend, modify, add to, or rescind any rule or regulation at any time in the interest of discipline, safety, and effective administration.

25.2 Decisions of the Hostel/WBSHC Administration on matters relating to hostel management and discipline shall be final and binding.

26. Residential Requirement

26.1 Students admitted as residential hostellers are expected to reside in Haj Tower throughout the duration of the programme, which is ordinarily eleven (11) months, except during periods of approved leave or authorized absence.

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UNDERTAKING

(to be notarized on Rs.10/-non judicial stamp paper)

I hereby declare that I have carefully read and understood the Rules and Regulations vide Memo. No. :WBSHC...../26, Dated :/06/2026 and agree to abide by them. I understand that violation of any provision may result in disciplinary action, including cancellation of admission and expulsion from the
Hostel and Coaching Programme.

Signature of the candidate:.....

Full Name:.....

Place:.....

Date:/...../.....

Permanent Address:.....

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Mobile No.....WhatsApp No.....

Alternative Mobile No.

Signature & Name of Parent/ Guardian

WEST BENGAL STATE HAJ COMMITTEE

Jogyashree Civil Services Coaching
for Minorities **Haj Tower, VIP**
Road, Kaikhali, Kolkata-700052

APPLICATION FOR HOSTEL ACCOMODATION

1. Full Name (In Capital Letters):.....
2. Date of Birth:...../...../.....Place:.....
3. Age as on Jan 01, 2026:
4. Native Place/Permanent Address: Village:-..... Post Office:-
..... Police Station:- Dist:-
.....Pin code:- Mobile No.:-
.....
5. Present Address & Tel No.:-
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.....
.....
6. Parent's Full Name/Address & Mobile No.:
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.....
.....
7. Business & Yearly Income:-.....
8. Local Guardian Name & Residential Address & Mobile No.:-.....
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.....
9. Qualification:-.....
10. If the applicant is/was already Inmate of this Hostel the date of his/her first admission and the number of years he/she has been in the Hostel:-
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.....

Date:

Signature of the Candidate

Medical Screening & Fitness Certificate

Fitness Certificate for Admission in Jogyashree Civil Services Coaching for Minorities

(To be issued from a Government Hospital/ Government Doctor only)

Personal Particular

Applicant's Name:-.....

Date of Birth:-...../...../..... Blood Group:.....

PHOTOGRAPH
Paste your recent
passport size colour
photograph having
WHITE
BACKGROUND (size:
3.5cmx3.5cm)

Medical Examinations

General Physical Examination

Pallor

Icterus

Pulse Rate

Respiratory Rate

Blood Pressure

History of previous illness

1.COPD (Asthma / Bronchitis /Emphysema) **Yes/No**
2.Diabetes Mellitus **Yes/No**
3.Hyoertension (BP) **Yes/No**
4.Heart Disease **Yes/No**
5.Mental illness **Yes/No**

6.Epilepsy **Yes/No**
7.Cerebrovascular Accident **Yes/No**
8.Tuberculosis **Yes/No**
9.Renal Diseases **Yes/No**
10.Major Surgeries **Yes/No**
11.History of Cancer **Yes/No**

Remarks

Certification from the Doctor

I have carefully examined the person and certify that she/he is mentally and physically fit/not fit and is not suffering from any chronic/contagious disease.

Name of Doctor (In BLOCK Letter)

Signature of Doctor with Stamp
Hospital Address :

Registration no.....

Signature/Thumb impression of Application