



## **CIVIL SERVICES COACHING ACADEMY**

### **ENTRANCE TEST**

#### **INSTRUCTIONS TO THE CANDIDATES**

*(To be pasted at various places for the students at all Examination Centres)*

1. Candidates must read the Instructions carefully on the University Website before coming to the Entrance Test Centre for writing the Entrance Test (ET).
2. Candidates must bring along with the Hall Ticket, their original Identity Card (i.e., College ID, Adhaar, License, Passport, etc.) for verification to the Entrance Test Centre.
3. Candidates must be present at least 30 minutes before the commencement of the ET in the Entrance Test/Examination Hall.
4. Candidates will not be permitted to enter the Entrance Test/Examination Hall after the commencement of the ET. The Candidates shall also not be permitted to leave the Entrance Test/Examination Hall till the end of the ET.
5. All entries in the OMR Sheet must be made with blue / black ball point pen against the Question Number only.
6. Candidates are necessarily required to bring their Hall Tickets and show whenever any person appointed by the University (Invigilator, Superintendent, Observer, Flying Squad, etc.) demands.
7. Candidates must fill all the columns on the front page of the Answer Script compulsorily, and must ensure that the Invigilator signs their Answer Script. (Answer Scripts and OMR Sheet without the Signature of the Invigilators will NOT be evaluated.)
8. The only material allowed in the ET shall be pens, pencils, scale, eraser, Hall Ticket and Candidate's I-Card.
9. The material not allowed in the ET are: books, writing papers, notes, manuscripts, electronic instruments, cell phones, programmable calculators, notebook, iPad and every form of electronic item. Candidates found with these or any unauthorized material will be debarred from writing the Entrance Test.
10. Candidates who indulge in any unfair means shall be DEBARRED from the ET.

**EXAMINATION BRANCH**



11. Candidates will not be allowed to enter Entrance Test/Examination Hall after the commencement of the ET under any circumstances.
12. Students are supposed to maintain high standard of discipline in the Examination Hall. Students should read the instructions on the Question Booklet.
13. Students are NOT supposed to talk in the Examination Hall.
14. Students trying to indulge in any unfair means shall be expelled from the Examination Hall.
15. The schedule of the Examination is available on the Hall Ticket / University website. It is the duty of the students to ascertain the date and time at which they are required to attend the Entrance Test.
16. Absence or lateness due to misreading the timetable or similar error does not entitle a candidate to sit in the Examination or seek any special consideration.
17. No candidate shall be allowed in the Examination Hall without a Hall Ticket.
18. All the seats in the Examination Hall are arranged as per the Hall Ticket Numbers. Students should take seat as per his Hall Ticket Number only. Students found at any other seat will be debarred.
19. No candidate is permitted to write anything inside the Question Paper. Rough work should be done only in the space provided within the Question Booklet.
20. Candidates should handover the OMR and Answer Booklet to the Invigilator before leaving the Examination Hall.

**Timing:**

21. Candidates are not permitted to enter the Examination Room/Hall after the commencement of the exam. The candidates are also not permitted to leave the Examination Room/Hall till the end of the Exam.
22. During the exam, if any extraordinary situation arises, with the special permission of the Invigilator and Centre Superintendent the candidate may leave the Hall under the supervision of a person nominated by the Center Superintendent.



**Allowable Material**

- The allowable material includes only pens, pencils, scale, eraser, Hall Ticket and student's I-card.

**Unauthorized Material**

- The unauthorized pieces of material are: books, writing paper, notes, manuscripts, electronic instruments, cell phones, programmable calculators, notebook, iPad and every form of electronic media, etc. Candidates found with any unauthorized material will be debarred from the Examination.

**23. Candidate's Behaviour during the Examination**

The candidate is not allowed to communicate in any way with any person other than the Invigilator during the examination. Any other communication will be deemed as a Breach of Examination.

**24. Exclusion from the Examination Hall**

An Invigilator is empowered to exclude a candidate from taking the Examination, if he /she finds the candidate indulging in any activity which constitutes Breach of Code of an exam. However, the Invigilator shall report to the Center Superintendent and Observer first, then submit a written report to the Controller of the Examination, MANUU.

**Controller of the Examination**