

BROCHURE CIVIL SERVICES EXAMINATION, 2015

Civil Services are the most enviable services in India. About five lakh eligible candidates aspire for this service each year and only about one thousand get selected. Every year the competition is increasing and so is the level of examination. The scheme for the Preliminary Examination was revised in the year 2011 and now in the year 2015 the scheme for the Main Examination has also been revised.

The intake of the Minorities and Women in the All India Services has never been satisfactory. It is in this context that the Ministry of Human Resource Development, Government of India through University Grants Commission has started five Residential Coaching Academies in various universities such as: (1) Aligarh Muslim University in Aligarh, (2) Jamia Millia Islamia in New Delhi, (3), Babasaheb Bhimrao Ambedkar University in Lucknow (4) Maulana Azad National Urdu University in Hyderabad, located at Gachibowli known as MANUU Civil Services Examination Residential Coaching Academy (MANUU CSE RCA).

PROFILE OF THE UNIVERSITY

Maulana Azad National Urdu University (MANUU) is a Central University established in 1998 by an Act of Parliament to promote and develop Urdu language and to impart vocational and technical education in Urdu medium through regular and distance modes. The headquarters of the University is at an outstanding central location – Gachibowli, Hyderabad, sprawled over 200 acres. The students and the staff of the university are drawn from throughout India. They are attracted by the commitment in excellence in quality Urdu education in various disciplines of knowledge. It has been accredited ‘A’ grade by NAAC.

The mandate of the university includes promotion and development of Urdu language and women education.

Accordingly, the target of the University is Urdu knowing people and the University is desirous of enriching women with knowledge and skills to facilitate their empowerment.

The University presently comprises of seven schools of studies namely: 1) School of Language, Linguistics & Indology, 2) School of Commerce and Business Management, 3) School of Education & Training, 4) School of Journalism & Mass Communication, 5) School of Arts & Social Sciences and 6) School of Sciences, 7) School of Computer Sciences & Information Technology. These 7 schools run 15 departments. In addition to offering masters programme, many of these departments provide research programmes at M.Phil and Ph.D. level. The focus of all these schools is to research new areas of knowledge and advance knowledge through research and application.

MANUU CSE RCA

Maulana Azad National Urdu University, Civil Services Examinations, Residential Coaching Academy (MANUU CSE RCA) for minority and women was established in 2009. The objective of the academy is to provide coaching and guidance to the women and minorities to enable them to join the All India Services. Presently, the academy functions from 1st Floor of ITI Building, MANUU Campus. Apart from air-conditioned class room, the RCA also has an Audio-Video Room and a good well stocked library. Soon the Academy will have its independent building, where is now under construction, within MANUU Campus. The new building will have an auditorium and Wi-Fi facility. Plan to have Separate boys' and girls' hostel exclusively for the Academy is also being planned.

Advisory Committee

MANUU CSE RCA has an Advisory Committee which formulates the academic programmes and gives advice and guidance on matters related to the academic affairs of the Academy.

The Advisory Committee consists of the following members:

1.	Prof. Mohammed Miyan Vice-Chancellor, MANUU	Chairman
2.	Dr. Khawja M. Shahid Pro Vice-Chancellor, MANUU	I/c Director & Member Convener
3.	Mr. Shripad Bhale Rao, IAS (Retd)	Consultant to the Academy
4.	Mr. P.K. Agarwal, IAS (Retd) Advisor to Govt. of A.P	Member
5.	Md. Shafiquzzaman, IAS (Retd) Special Chief Secretary, Govt of A.P	Member
6.	Mr. Anwar-ul-Hooda, IPS Director General Police (AP)	Member
7.	Dr. P.C Jaffer, IAS Deputy Commissioner, Bidar (Karnataka)	Member
8.	Mr. Tafseer Iqbal, IPS DCP Law & Order, (Vijayawada)	Member
9.	Mr. Wasiur Rehman, IRS Deputy Commissioner (Income Tax), Nagpur	Member
10.	Prof. Amina Kishore Maulana Azad Chair, MANUU	Member
11.	Prof. Anees ur Rahman Director- incharge, RCA, Jamia Milia Islamia, New Delhi	Member
12.	Mr. K. Krishna Reddy Honorary Director, Hyderabad Study Circle, Hyderabad	Member
13.	Prof. Mohammed Abdul Azeem, Dean, School of Commerce & Business Management	Deputy Director

COACHING PROGRAMME

The Academy offers coaching for all the three phases of Civil Services Examination, namely:

Preliminary Test

Paper I and Paper II (Both Papers)

Main Examination (Written)

Papers I, II, III, IV & V (all papers of General Studies) Paper VI & VII (Selected optional subject)

Main Examination (Oral/Personality Test)

For those who qualify for the Interview/Personality Test.

COACHING MODULES

Coaching Modules offered at MANUU CSE RCA are designed to suit the three phased scheme of the Civil Services Examination conducted by the UPSC. Three different modules have been worked out: 1) Prelims, 2) Mains and 3) Personality Test (Interview).

1) Prelims 2015 (PRM15)

In this module focused coaching will be given for the Preliminary Examination. The coaching is for about 6 months. The admission into this module is based on the Entrance Test conducted by MANUU CSE RCA.

2) Mains 2015 (MRG15)

It is a short term coaching module of about 13 weeks. Under this module coaching and guidance will be given for the Main Examination. All the compulsory papers, excluding papers on proficiency in English and Indian language, will be dealt with. The admission into this module is based on the Interview conducted by MANUU CSE RCA.

3) Personality Test 2015 (PET15)

It is about one month duration, targeted towards those who have been called for Personality Test by UPSC. Mock Interviews, inviting experts from different fields to guide the students will be arranged. Guidance will be given on how to conduct oneself during the personality test etc. are within the scope of this module. Only nominal registration fee will be charged for admission into this module.

Coaching Schedule and Fee Structure is given under the respective heads.

SCHEDULE

Programme Activity	<i>Prelims 2015 (PRM15)</i>	<i>Mains 2015 (MRG15)</i>	<i>Personality Test 2015 (Interview) (PET15)</i>
Notification & Issue of application forms	01.12.2014 (Monday)	14.08.2015 (Friday)	February 2015
Last date for submission of application form	22.12.2014 (Monday)	28.08.2015 (Friday)	—
Entrance Test Bangalore, Bidar, Bhopal, Hyderabad, Bidar, Lucknow, Kurnool, New Delhi, Patna and Srinagar.	11.01.2015 (Sunday)	Admissions open to all those who have qualified UPSC Preliminary Examination	A admissions open to all those who have qualified Mains test
Result of Short listed candidates for interview	19.01.2015 (Monday)	—	—
Interview	30 & 31.01.2015 (Friday & Saturday)	—	Not required
Announcement of Selected Candidates/wait-listed candidates	02.02.2015 (Monday)	—	—
Admission Process	03.02.2015 (Tuesday)	02.09.2015 (Wednesday)	Spot Admissions up to one week after Mains result / MANUU notification.
Commencement of Classes	06.02.2015 (Friday)	03.09.2015 (Thursday)	Mock Personality Tests February/March 2015
Conclusion of Classes	07.08.2015 (Friday)	04.12.2015 (Friday)	February/March 2016
<i>Duration</i>	<i>About 6 months</i>	<i>About 13 weeks</i>	<i>About 3 weeks</i>

NOTE: THE DATES OF NOTIFICATION, COMMENCEMENT AND DURATION OF COACHING ARE LIABLE TO ALTERNATION, IF THE CIRCUMSTANCES SO WARRANT.

Important UPSC Dates for Civil Services Examination, 2015

Notification: May 16th 2015

Preliminary Examination: August 23rd 2015

Mains Examination (Written): For five days from December 18th 2015

ENTRANCE TEST

The basic pattern of the Entrance Test of the Academy is similar to that of UPSC Preliminary Examination. In addition, there will be one Essay on the lines of Paper I, Essay, of UPSC Main Examination. Essay has to be written in English. However, those who intend to write UPSC Main Examination in Hindi or Telugu or Urdu can write the essay in that language.

Scheme

The Entrance Test will be of two sections. Section I is of 150 marks (Multiple Choice) and Section II 50 marks (Essay). Section I will have 75 questions each carrying 2 marks (75X2=150 marks). Section II will be Essay 50 marks.

Candidates have to mark their responses in the OMR sheet. The total duration of the Entrance Test will be two hours and total marks will be 200.

The minimum cut off marks will be 40% in the entrance test. Short-listed aspirants will be called for interview carrying 50 marks. Interview will be at MANUU Campus, Hyderabad.

Final selection will be on merit, based on combined marks obtained in Entrance Test and Interview.

FACILITIES

Library

Library is a prerequisite for any academic activity, more so, if it is competition oriented. Realizing this MANUU CSE RCA has set-up its own library. Text books, Reference books, Journals, Magazines and Newspapers (English, Telugu and Urdu) are stocked in accordance with needs of the civil service aspirants. Aspirants can also avail, other than borrowing books, the services of University Central Library.

Hostel

Comfortable stay of the aspirants is ensured. Boys' and girls' hostel are separate and are situated in the MANUU Campus. Lodging is free for both Boys and Girls. Mess charges based on the actual spent on food by the mess management has to borne by the aspirant and paid directly to the concerned.

Other

As the MANUU CSE RCA is situated in the campus, the aspirants enjoy all the facilities that are available to the campus students.

FEE PARTICULARS

The fee structure of MANUU CSE RCA for its different coaching modules is as under:

<i>Prelims 2015 (PRM15)</i>	<i>Mains 2015 (MRG15)</i>	<i>Personality Test 2015 (Interview) (PET15)</i>
Registration : Rs.500 Library: Rs.1000 Health: Rs.1075 Deposit: <u>Rs.3000</u> Total: Rs.5575	Registration : Rs.500 Library: Rs.500 Health: Rs.1075 Deposit: <u>Rs.3000</u> Total: Rs.5075	Registration: <u>Rs.500</u> Total: Rs. 500

Stipend

20% of the total aspirants will be given stipend of Rs. 2,000/- per month on the basis of merit cum means, regularity and discipline, as decided by the Board/Committee setup for the purpose.

How to apply

Application can be personally obtained or downloaded from the website of the Academy. Application form completely filled in should be sent to the Director CSE Coaching Academy, 1st floor, ITI Building MANUU, Hyderabad-500032, Email: manuu.cseacad@gmail.com or may be submitted in the office of CSE in person along with a DD of Rs.200/- in favour of MANUU from any Nationalized Bank/Can also be paid through NEFT. Hall Ticket will dispatch to the eligible candidates. Academy will not responsible for any delay in receiving Hall tickets.

RULES FOR THE ASPIRANTS

General

1. Aspirants have to stay in the Academy during the entire course. They have to abide by the existing rules and regulations as may be notified by the Academy from time to time.
2. Aspirants cannot leave the coaching in the middle of the course. If an aspirant leaves the academy in the middle he/she will lose his/her caution deposit.
3. The aspirants should carry their Identity Card with them and they have to produce it before the concerned authority on demand. In case of loss of identity card they should inform the authority of the Academy and get a duplicate on payment of Rs.50/- through challan.
4. The aspirants have to protect the property of the Academy and hostel in particular and MANUU in general. The aspirants responsible for the loss or damage to any property will have to compensate the loss.
5. Registration fee and other charges collected from the aspirants, other than the caution money is not refundable.
6. No aspirant can continue in the Academy for more than the period prescribed by the Academy. However, relaxation to this rule can be considered if an aspirant has cleared preliminary/main examination of UPSC.
7. Aspirants taking admission in MANUU CSE RCA have to deposit their original Intermediate Certificate with the office which will be retained until the completion of the coaching programme.
8. Violation of rules and regulation will lead to disciplinary action.

Fee and Deposit

1. In case of expulsion of the aspirant from the Academy on disciplinary grounds or any other reason from the Academy the caution deposit shall be forfeited

The caution deposit is refunded only after the completion of the coaching. The aspirant has to submit an application with a no dues certificate from the hostel and library and the Academy's Office.

2. Beyond one year after the completion of the coaching programme the caution money shall be forfeited.

Library

3. Aspirants have to follow the library rules strictly. Library is a place of academic activity, social activities will not be permitted. Eating/discussions inside the library is not permitted.
4. Aspirants proceeding on leave for more than three days have to return their books borrowed from the library. They can borrow again after their return.

5. Rupees one hundred will be charged for the loss of the book in addition to the cost of the book.

Attendance:

6. 75% Attendance in the classrooms & library is compulsory. Aspirants have to put their attendance in the register regularly.
7. The aspirants have to appear at the least 75% of the Tests/Exams conducted by the Academy during the course of study.

Discipline:

8. The aspirants are not permitted to move loiter in the MANUU Campus unnecessarily.
9. Aspirants cannot leave the Academy or Campus without permission of the Director or informing the office in writing.
10. The aspirants are expected to behave decently with their class fellows/aspirants of MANUU both in classrooms, hostel & outside.
11. The aspirants cannot use their laptops, mobiles and any other electronic device in the classrooms.
12. Watching movies/hearing songs in the hostel rooms and campus premises is strictly prohibited. In case of violation aspirants involved will be expelled from the hostel immediately.

Hostel:

1. The hostel facility cannot be used for the stay of any relative or friend of the boarder. In case of such incidents being reported or observed disciplinary action will be taken against the particular boarder.
2. The Aspirants are responsible for the payment of their food charges individually to the hostel authorities.
3. The aspirants have to vacate the hostel immediately after the completion of their coaching or whenever holidays are declared.
4. Aspirants going to their homes must surrender the key of the room to the academy before leaving.

ANNEXURE

Summarised Scheme of Civil Services Examination, 2015

The Civil Services Examination comprises of two successive stages: Preliminary and Main. Main examination comprises of written examination and Interview or the Personality Test.

I PRELIMINARY EXAMINATION

• The Preliminary Examination comprises of two compulsory Papers of 200 marks each and of two hours duration each. Detailed below is the syllabus and pattern of the Preliminary Examination (CSE 2014).

Paper I - (200 marks) Duration: Two hours

- Current events of national and international importance
- History of India and Indian National Movement
- Indian and World Geography - Physical, Social, Economic Geography of India and the World.
- Indian Polity and Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.
- Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.
- General issues on Environmental Ecology, Bio-diversity and Climate Change - that do not require subject specialization
- General Science.

100 Questions x2 Marks = 200 Marks & (-) 0.66 for each wrong Answer.

Paper II- (200 marks) Duration: Two hours

- Comprehension
- Interpersonal skills including communication skills;
- Logical reasoning and analytical ability
- Decision making and problem solving
- General mental ability
- Basic numeracy (numbers and their relations, orders of magnitude etc.) (Class X level), Data interpretation (charts, graphs, tables, data sufficiency, etc.-Class X level)
- English Language Comprehension skills (Class X level).
- Questions relating to English Language Comprehension skills of Class X level (last item in the Syllabus of Paper-II) will be tested through passages from English language only without providing Hindi translation thereof in the question paper.

80 Questions x2.5Marks = 200 Marks & (-) 0.82 for each wrong Answer.

Note:

1. The questions will be of multiple choices, objective type.
2. A set of sample questions for both Papers is on the UPSC website
<http://www.upsc.gov.in>
3. This is only a screening test for short-listing and selection of candidates for the Main Examination. The marks obtained by the Candidates at this examination are not added to the marks of the Main Examination.

II MAIN EXAMINATION

The question papers for examination will be of conventional (essay) type and each paper will be of three hours duration.

Paper A: One of the Indian languages to be selected from the languages included in the Eighth Schedule of the Indian constitution. 300 Marks.

Paper B: English. 300 Marks

The above two papers will be of matriculation or equivalent standard and will be of qualifying nature; the marks obtained in these papers will not be counted for ranking.

Paper I Essay to be written in the medium opted by the Candidate. It carries 250 Marks. Papers II, III, IV & V: are of General Studies 250 Marks each.

Papers VI & VII Any one optional subjects to be selected from the list of Optional Subjects. 250 Marks each. (For complete list of optional subjects see UPSC website <http://www.upsc.gov.in>)

Final Result and Ranking:

Marks obtained in Compulsory Language (Paper A) and Compulsory English (Paper B) are not counted for ranking.

Essay One Paper $250 \times 1 = 250$ marks

General Studies Four Papers $250 \times 4 = 1000$ marks

Optional Subject Two Papers $250 \times 2 = 500$ marks

Ranking and final result is based on the marks obtained out of 1750 marks in compulsory papers and Personality Test (Interview) which carries 275 marks

Grand Total on which final result is announced= 2025 Marks