

## ANNEXURE - I

### INSTRUCTIONS MANUAL

#### **A) INSTRUCTIONS REGARDING COMPUTER BASED TEST(OBJECTIVE TYPE)**

- 1) Candidates shall report at the venue one hour (60 minutes) before the Commencement of Examination as the candidates have to undergo certain procedural formalities required for online examination.
- 2) CBT Exam Center gates will be closed before 30 Minutes of the scheduled session time and No Candidates will be allowed as the registration process closes
- 3) The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- 4) 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.
- 5) Invigilator will announce the password at 08.50 AM and 01.50 PM for Fore Noon And After Noon Sessions respectively.
- 6) Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.
- 7) After logging in, your screen will display:
  - *Profile Information - Check the details & click on "I Confirm" or "I Deny".*
  - *Detailed exam instructions - Please read and understand thoroughly.*
  - *Please click on the "I am ready to Begin" button, after reading the instructions.*
- 8) You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- 9) To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- 10) On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- 11) The question numbers are colour coordinated and of different shapes based on the process of recording your response:
  - *White (Square) - For un-attempted questions.*
  - *Red (Inverted Pentagon) - For unanswered questions.*
  - *Green (Pentagon) - For attempted questions.*
  - *Violet (Circle) - Question marked by candidate for review, to be answered later.*
  - *Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.*
- 12) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- 13) Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- 14) To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- 15) A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- 16) In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.

- 17) You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- 18) The SUBMIT button will be activated after 120 Minutes. For PWD Candidates the Session will continue for an additional 20 Minutes PER HOUR, who is provided with a scribe. Please keep checking the timer on your screen.
- 19) In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.
- 20) You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing ONLY the password from it.
- 21) Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.
- 22) Please inform the invigilator in case of any technical issues.
- 23) Please do not talk to or disturb other candidates.
- 24) In case you are carrying articles other than the admit card, photo identity proof, pen and authorized material (Only for With Books Exams), please leave them outside the exam room. You cannot leave exam room before submitting the session on the computer screen. Please inform the invigilator if you want to use the wash room.

#### **B) INSTRUCTIONS REGARDING CONVENTIONAL MODE EXAMINATION (BAR CODE SHEET ATTACHED ANSWER BOOK SYSTEM)**

- 1) The candidates have to report 60 minutes before to the examination venue to record their Biometric impression on Biometric system.
- 2) The candidates should go through the instructions given on the cover page of test booklet and carefully write/verify his/her Register Number, Subject / Subject Code, Booklet Series, Name of the Examination Centre, , Signature of the Candidate and Invigilator, etc., on the BAR CODE Sheet attached to Answer Book, which will be provided to him/her in the examination hall failing which the Answer sheet will be rejected and will not be valued. **Use of whitener on BAR CODE Sheet will lead to disqualification.** The candidates have to USE BALL POINT PEN (BLUE/BLACK) ONLY FOR WRITING THE ANSWERS. .
- 3) The BAR CODE Sheet is to bubble only by Ball Point Pen (Blue/Black). Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination.
- 4) The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- 5) No candidate should leave the examination hall till expiry of fulltime.

#### **C) GENERAL INSTRUCTIONS TO CANDIDATES**

- i) The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form in the Commission Website.
- ii) **The candidates are not allowed to bring any Electronic devices such as mobile / cellphones, Calculators, tablets, iPad, Bluetooth, pagers, electronic watches to**

**examination centre.** Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.

- iii) The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet of OMR based examination, the candidature will be rejected and in case of impersonation/ disorder/ rowdy behaviour during Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying his / her candidature.
- iv) Candidates trying to use unfair means shall be disqualified. No correspondence whatsoever in this regard will be entertained from the candidates.
- v) The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination.
- vi) (a) Wherever the candidates who are totally blind will be provided a scribe to write the examination and 20 minutes extra time is permitted to them per hour.
  - (a) The applicants shall upload the certificate relating to percentage of disability for considering the appointment of scribe in the examination.
  - (b) An extra time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.
  - (c) Scribe will be provided to those candidates who do not have both the upper limbs for Orthopedically Handicapped. However, no extra time will be granted to them.
  - (e) The scribe should be from an academic discipline other than that of the candidate and the academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
  - (f) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable
- vii) The candidates should verify the name, designation, address and his photograph on the Hall Ticket. In case of any corrections, he/she may do so in the Nominal Roll, for updating the data in the Commission's records.
- viii) In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.
- ix) The candidate will not be admitted to the examination Hall without procedural formatives.
- x) The candidate's admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in the Notification No. 03/2016.
- xi) Future correspondence, if any, shall be made by enclosing the Hall Ticket. He/she may obtain Chief Superintendent's attestation on Hall Ticket for attendance certification.
- xii) The Conventional Type Tests, such as, Language Tests, Translation Tests and Suveyor's Tests, papers should be answered in chosen language only. Answering of any paper in bilingual, i.e., partly in English and Telugu/Urdu leads to invalidation.
- xiii) The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll and Bar Code sheet affixed on answer script.
- xiv) Instructions to be followed scrupulously in the Examination Hall

<b>MUST Dos</b>	<b>MUST DONTs</b>
*CANDIDATE SHOULD <b>WRITE</b> THE REGISTER NUMBER AND PAPER CODE AND	*WRITING WITH SKETCH PENS, COLOUR PENS, MARKING ANY SYMBOLS AT ANY

<p><b>BUBBLE</b> THE CIRCLES ON THE BAR CODE SHEET WITH <b>BLUE/BLACK BALL PEN</b> ONLY, FOR CONVENTIONAL TYPE PAPERS.</p> <p>*THE <b>BARE ACTS</b> ARE ALONE PERMITTED TO REFER IN THE EXAMINATION HALL, FOR WITH BOOK PAPERS.</p> <p>*CANDIDATES APPEARING FOR SURVEY TESTS SHALL BRING THEIR OWN INSTRUMENT BOX.</p> <p>*CANDIDATE SHOULD MAINTAIN STRICT DISCIPLINE IN THE EXAMINATION HALL.</p>	<p>OTHER PLACES, USE OF WHITENER, FAILURE TO BUBBLE/WRONG BUBBLING LEADS TO INVALIDATION OF SCRIPT.</p> <p>*USE OF GUIDES, COMMENTARIES, SHORT NOTES, MADE EASY, HAND WRITTEN OR PHOTOSTAT PAPERS, DAIRIES, TRAINING INSTITUTE MATERIAL AND HAND BOOKS ARE STRICTLY NOT ALLOWED.</p> <p><b>*POSSESSION AND USAGE OF MOBILE PHONE, ELECTRONIC GADGETS AND PROGRAMMABLE/SCIENTIFIC CALCULATORS IN THE EXAMINATION HALL IS UNLAWFUL AND LIABLE FOR DEBARMENT.</b></p> <p>*THE CANDIDATE IS PROHIBITED FROM COMMUNICATING, CONSULTING OR CONVERSING WITH OTHER CANDIDATES, CAUSING DISTURBANCE AND ADOPTING AGITATION TACTICS IN THE EXAMINATION HALL.</p>
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**SD/- A. GIRIDHAR, IAS,  
PRINCIPAL SECRETARY**

