



ANDHRA PRADESH STUDY CIRCLE : HYDERABAD

GUIDELINES FOR CONDUCTING ENTRANCE TEST FOR ADMISSION INTO CSAT – 2014 COACHING PROGRAMME AT A.P. STUDY CIRCLE, HYDERABAD

1. The Chief Superintendents / Coordinators concerned should make necessary arrangements for the peaceful conduct of the Examination.
2. The Chief Superintendents / Invigilators are requested to note that the Entrance Test has 100 questions (Objective only) covering General Awareness / General Studies and has to be completed in 120 minutes.
3. Chief Superintendents / Invigilators are requested to announce that the test should be answered only on the response sheets given separately for this purpose. The answers are to be marked on the response sheet by darkening with H.B. Pencil as indicated in the response sheet. The Invigilators are requested to collect the response sheets as per the series indicated.
4. Chief Superintendents / Invigilators are requested to ensure that, the candidates write the Hall Ticket number, question booklet number, and the series name on the space provided on the response sheet.
5. Chief Superintendents are requested to arrange for distribution of booklets in a manner so that the same series of question booklet is not repeated among immediate candidates in the front, back or at sides, of any candidate.
6. It is advised to distribute the response sheets a few minutes earlier so that the candidates would fill up the particulars before the commencement of the Examination.
7. Chief Superintendents / Hon. Directors are requested to arrange for stamping of the seal of the Examination Centre on the response sheet.
8. Question Paper is of 2 hours duration and the Exam is to be conducted between 11.00 A.M. to 01.00 P.M. The candidates should not be permitted to enter the Examination Hall after 11.15 A.M. under any circumstances. The candidates were already instructed to reach the Examination Hall by 10.45 A.M. (A separate instruction sheet has been sent to the candidates a copy is enclosed).
9. Please ensure that the signatures of the invigilators and also from the candidates are obtained on the response sheets and attendance sheet while comparing with the signature on the hall ticket.

10. Necessary attendance statements, Hall Ticket numbers of those present and absent have to be filled in and sent to the Director, A.P. Study Circle, Hyderabad along with the Liaison Officer deputed by the A.P. Study Circle.
11. Chief Superintendents / Hon. Directors are to note that, there is no need for supply of any statistical tables / graphs / paper to the candidates for rough work.
12. The candidates are not permitted to use slide rules / calculators.
13. The invigilators need not give any clarification to the candidates in the Examination Hall relating to the Questions.
14. The cover containing the Question Paper must be opened in the presence of Chief Superintendent, Hon. Director and Liaison Officer of A.P. Study Circle, 15 minutes before the commencement of the Exam.
15. The candidates are permitted to take away the Question Booklet.
16. The Dy. Director, Social Welfare may be involved in the process of conducting of the Examination and supervising the examination halls during the exam.
17. If the Chief Superintendents / Hon. Directors foresee any disturbance to the conduct of the Examination, they may seek the assistance of the Police.
18. The hall-ticket numbers and its room-wise allotment of candidates may be displayed on the notice board of the examination center 24 hours in advance.
19. On the completion of the Examination the Chief Superintendents are advised to arrange for the collection, and dispatch of the response sheets to the DIRECTOR, A.P. STUDY CIRCLE under their seal through the Liaison Officer of A.P. Study Circle, Hyderabad.

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Chief Consultant,
APSC, Hyderabad.