

BROCHURE
CIVIL SERVICES EXAMINATION, 2014

Civil Services is the most enviable service 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 2013 the scheme for the Main Examination has also been revised.

The intake of the marginalised groups 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 at Aligarh (1), New Delhi (2), Lucknow (1) and Hyderabad (1). The Hyderabad Academy is in Maulana Azad National Urdu University at Gachibowli known as MANUU Civil Services Examination Residential Coaching Academy (MANUU CSE RCA)

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 with the objective that these two marginalised groups, if given proper coaching and guidance, will become empowered by joining All India Services. Presently, it is operating 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 library. Soon the Academy will have its independent building, 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 underway.

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	Vice Chairman
3.	Mr. P.K. Agarwal, IAS (Retd) Director General National Academy for Construction	Member
4..	Md. Shafiquzzaman, IAS (Retd) Special Chief Secretary, Govt of A.P	Member
5.	Mr. Anwar-ul-Hooda, IPS Director General Police (AP)	Member
6.	Dr. P.C Jaffer , IAS Deputy Commissioner, Bidar (Karnataka)	Member
7.	Mr. Tafsir Iqbal, IPS Additional S.P (Khammam, AP)	Member
8.	Mr. Wasir Rehman, IRS Deputy Commissioner (Income Tax), Nagpur	Member
9.	Prof. Amina Kishore Former Dean SLL & I, MANUU	Member
10.	Prof. Anees ur Rahman Director- incharge, RCA, Jamia Milia Islamia, New Delhi	Member
11.	Mr. K. Krishna Reddy Honorary Director, Hyderabad Study Circle, Hyderabad	Member
12.	Prof. Abdul Quayum Director, MANUU CSE Coaching Academy	Member/Convenor

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 (Select optional subjects namely Public Administration, Geography and

Main Examination (Oral/Personality Test)

Required tips and mock interviews will be arranged 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. Four different modules have been worked out: 1) Prelims cum Mains, 2) Prelims, 3) Mains and 4) Personality Test (Interview).

1) Prelims cum Mains (PCM14)

It is an integrated cum modular extensive coaching programme. The coaching is for about 13 months. The aspirants will be given coaching for Preliminary Examination and written part of the Main Examination. The admission into this module is based on the Entrance Test conducted by MANUU CSE RCA.

2) Prelims 2014 (PRM14)

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.

3) Mains 2014 (MRG14)

It is a short term coaching module of about thirteen weeks. Under this module coaching will be given for written part of the Main Examination. All the compulsory papers, excluding papers on proficiency on English and Indian language, will be dealt with. As regards to optional, only Geography, Public Administration and Urdu literature will be offered. However, an optional subject may be dropped if number of candidate is too less to make a class feasible. The admission into this module is based on the Interview conducted by MANUU CSE RCA.

4) Personality Test 2014 (PET14)

It is of about one month duration, targeted towards those who have been called for Personality Test by UPSC. Mock Interviews, inviting experts from different fields will be arranged. In addition, tips on how to face interview, better presentation of one-self, 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

Programm Activity	<i>Prelims cum Main (PCM14) (Integrated cum Modular Extensive Coaching Programme)</i>	<i>Prelims 2014 (PRM14)</i>	<i>Mains 2014 (MRG14)</i>	<i>Personality Test 2014 (Interview) (PET14)</i>
Notification & Issue of application forms	18.08.213 (Sunday)	20.12.2013 (Friday)	11.08.2014 (Monday)	February 2015
Last date for submission of application form	13.09.2013 (Friday)	03.01.2014 (Friday)	22.08.2014 (Friday)	—
Entrance Test Srinagar, Lucknow, Bhopal, Patna Hyderabad and Bangalore	6.10. 2013 (Sunday)	19.01.2014 (Sunday)	Admissions open to all those who have taken UPSC Preliminary Examination	Admissions open to all those who have passed Prelims test
Short listed candidates called for interview	25.10.2013 (Friday)	30.01.2014 (Thursday)	—	—
Interview	30.10.2013 & 31.10.2013 (Wednesday & Thursday)	03.02.2014 (Monday)	26.08.2014 (Tuesday)	Not required
Announcement of Selected Candidates/wait-listed candidates	01.11.2013 (Friday)	04.02.2014 (Tuesday)	27.08.2014 (Wednesday)	—
Admission Process	01.11.2013 (Friday)& 04.11.2013 (Monday)	05.02.2014 and 06.02.2014 (Wednesday and Thursday)	27.08.2014 (Wednesday)	Spot Admissions upto one week after Mains result / MANUU notification.
Commencement of Classes	07.11.2013(Thursday) to 05.12.2014 (Friday)	07.02.2014 (Friday) to 08.08.2014 (Friday)	28.08.2014 (Thursday) to 05.12.2014 (Friday)	Mock Personality Tests February/March 2015
Duration	About 13 months	About 6 months	About 13 weeks	1 month

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, 2014

Notification: May 11, 2014

Preliminary Examination: August 24, 2014

Mains Examination (Written): For five days from December 14, 2014

ENTRANCE TEST

The basic pattern of the Entrance Test 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.

There will be negative marks for each question answered incorrectly (-0.66). The minimum cut off marks will be 40 in 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 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. Mess charges based on the actuals 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 cum Main (PCM14) (Integrated cum Modular Extensive Coaching Programme)</i>	<i>Prelims 2014 (PRM14)</i>	<i>Mains 2014 (MRG14)</i>	<i>Personality Test 2014 (Interview) (PET14)</i>
Registration :Rs.500 Library: Rs.1000 Health: Rs.225 Deposit: Rs.3000 Total: Rs.4725	Registration : Rs.500 Library: Rs.1000 Health: Rs. 225 Deposit: Rs.3000 Total: Rs.4725	Registration :Rs.500 Library: Rs.500 Health: Rs. 225 Deposit: Rs.3000 Total: Rs.4225	Registration Rs.500 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, decided by the selection Board.

How to apply

Personally obtained or downloaded form completely filled in should be sent to the Director CSE Coaching Academy, 1st floor, ITI Building MANUU, Hyderabad-500032, Email: director.cse@manuu.ac.in 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. Schedule of Test will be intimated to eligible candidates along with Hall Ticket.

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 two Years. 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
2. 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. 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 here and there 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.

Dr Abdul Quayum
Professor cum Director
MANUU CSE RCA

ANNEXURE

Summarised Scheme of Civil Services Examination, 2013

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 2013).

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 x 1 = 250 marks

General Studies Four Papers 250 x 4 = 1000 marks

Optional Subject Two Papers 250 x 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
