

## **INSTRUCTIONS TO THE CANDIDATES APPEARING IN THE AAO (CIVIL) EXAMINATION**

1. The Head of the Office in which the candidates is working has been asked to issue a Letter of Authority to the Candidate. The letter of Authority will contain, *interalia*, the specimen signature of the candidate duly attested by the head of his office. *This is an important document.* The candidate must preserve this document carefully for production at the time of seating for the Examination. Failure to produce this letter at the time of each paper of the examination may result in the candidate being debarred by the Presiding Officer from appearing in that paper.
2. No candidate will be permitted to enter the Examination hall later nor depart earlier than half an hour after the examination begins.
3. Candidates are prohibited in writing in the answer books any type of appeal or request. Serious view will be taken if any candidate records any such appeals or requests.
4. In addition to the Letter of Authority, the candidate may also be required to produce his identity card (whenever such cards are normally issued by the office in which he is working) by the Presiding Officer. The candidate should, therefore, keep his identity card also available for production if and when required by the Presiding Officer.
5. No candidate will be permitted to take away any answer book from the examination hall. The candidate will also not be allowed to take any copy of the question paper in respect of the descriptive part of a subject out of the examination Hall until all the answer books have been collected.
6. Candidates found taking recourse to any unfair means in the examination hall shall render themselves liable to expulsion at the discretion of the Presiding Officer, may be debarred from taking rest of the examination or even debarred permanently from appearing in the examination. Additionally disciplinary proceedings may also be initiated against them.
7. The candidate should write only the number of the question in the margin and the answers and solutions should be written in full against these. He should write on both sides of each sheet of the answer book. Any rough work should be done in the blank paper provided along with the objective type question paper. Any page of the answer sheet of the subjective and theoretical paper used for rough work should be marked as 'rough'. No pages of the answer book should on any account be removed by the candidates.
8. The neatness of the candidate's paper is taken into account in assigning marks.
9. The total marks for both objective and Theoretical/Practical Question will be in the ratio of **35 : 65**.
10. Questions in the objective type paper will carry 1 or ½ mark for each question.
11. Candidates will be given separate answer sheets to mark their answers while attempting objective type questions. A sample Answer Sheet along with instructions is enclosed.

The candidates should carefully read these instructions and familiarise themselves for filling the answer sheet.

12. Candidates should carefully read the instructions printed on the reverse of the answer sheet provided for answering objective type paper before filling any column in the answer sheet.
13. The OMR answer sheets of those candidates who fail to fill up all the boxes numbered from 1 to 12 on Page 1 of the OMR Answer Sheets supplied to them for answering the objective type questions **WILL NOT BE** evaluated.
14. Examination will commence with the objective type question paper and the candidates will be given 1 (One) hour to complete the entire paper. No grace time will be allowed.
15. Immediately after an hour, both the answer sheet and question paper relating to the objective type will be taken back from the candidates.
16. There will be a gap of 15 minutes between the completion of objective type paper and commencement of theoretical/practical paper.
17. Candidates will be permitted to carry the permissible books as mentioned in the syllabus and also prescribed study material downloaded from the website for answering both objective and theoretical/practical paper.
18. Candidates would use their own set of books in the examination and will not be permitted to borrow books from other candidates.
19. For answering the objective type question paper, the candidates will ensure that they bring their own Pencil (HB) erasers and sharpener.
20. Candidates will **NOT** be permitted to bring Mobile, Cell phone, pagers or any other communication gadgets into to examination hall. **Strict action will be taken for violating this provision.**
21. Candidates while signing the Attendance Sheet will be required to indicate the serial number of the OMR Answer Sheet printed (under the bar code) in the said Answer Sheet.

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