

FACULTY OF MANAGEMENT STUDIES
UNIVERSITY OF DELHI
Full Time MBA/MBA-MS/PhD Entrance Test 2010

Instructions to the Candidates and Regulations at the Test Centre

CANDIDATES TO REPORT AT THE TEST CENTRE	1.30 PM*
*In view of some events in your city of Test Centre, Please ensure that you reach the centre on time.	
CANDIDATES TO OCCUPY ALLOTTED SEATS	1.45 PM
ISSUE OF THE TEST BOOKLETS	1.50 PM
BREAK OPEN THE SEAL OF THE TEST BOOKLET	1.55 PM
COMMENCEMENT OF TEST	2.00 PM
CONCLUSION OF TEST & SUBMISSION OF ORS	4.00 PM

The Test

The test is of 2 hours duration, consisting of 200 objective type questions divided in four sections. No Candidate will be allowed to leave the Examination Hall before the test is concluded. Every candidate will be provided with a sealed Test Paper Booklet and Optical Marking Response Sheet (ORS) placed inside the Booklet. The answers are to be given in the ORS only. The ORS has provision to answer 200 questions.

A signal will be given at the beginning of the Test and at the completion of half time. A signal will also be given 5 minutes before the closing time and at the closing time. Candidates must hand over the ORS at the closing time.

Those reporting late beyond 1.45 p.m. will not be permitted entry, whatever may be the reasons.

Pens / Ball Pens / Pencils/ Erasers

Candidates should bring their own Ball Point Pens, Pencils (HB only) and erasers. **Use only HB pencil** to darken the oval in the ORS to avoid rejection by the Optical Marks Scanner while scanning.

Opening & Checking of the Test Booklet and ORS (Optical Marking Response Sheet)

Break open the seal of Test Booklet only **when the announcement is made** by the Invigilator. The ORS is placed inside the Booklet. After breaking the seal and before attempting the questions, candidates should immediately –

- (a) check that the number of the printed pages in the Test Booklet is same as mentioned on the cover page of the Booklet and that there is no printing error in the Booklet & ORS, and
- (b) Verify that the serial number of the Test Booklet and ORS are same.

Any discrepancy or error should be brought to the notice of the Invigilator for replacement of the Booklet/ ORS. No additional time will be given for this. Candidate should not use ORS which has a serial number different from the one given on the Booklet.

Filling in particulars

Candidates should write their particulars i.e. Roll Number, Programme applied, Category (Gen/ SC/ST/ OBC/CW/PH/FS), booklet series and the test Booklet serial number assigned to them. Darken the appropriate oval given below, with HB pencil only, on side 2 of the ORS (except the signature) and with

pen on Test Booklet side 1 of the ORS. The oval corresponding to the programme code (No.11) should be darkened as indicated in your application form and as per code details given below:

Programme Applied	Code	Category	Code
MBA only	1	Unreserved	Gen
MBA (MS) only	2	SC	SC
MBA & MBA_MS	3	ST	ST
PhD	4	OBC	OBC
		Physically Challenged Visual/Hearing/Locomotors	PH1/ PH2/ PH3
		Children of War Widows Killed in Action / on Duty	CW1/ CW2
		Foreign Students	FS

Procedure for filling these details are shown below on the specimen portion of the ORS.

EXAMPLE:

Roll No. : 02743
 Category : GENERAL
 PROGRAMME APPLIED : MBA-MS Only: 2
 BOOKLET SERIES : 14
 TEST BOOKLET NO. : 40784

Side 2

PORTION OF THE ANSWER SHEET (ORS)

	परिक्षार्थी क्रम 10. ROLL NO.	11. PROG. APPLIED	वर्ग 12. CATEGORY	प्रश्नपुस्तिका पालिका 13. BOOKLET SERIES	प्रश्नपुस्तिका अनुक्रमांक 14. TEST BOOKLET SERIAL NO.
(परिक्षार्थी के हस्ताक्षर ,बाल पाइंट पेन से) 8. Candidate's signature (in ball point or ink pen only)	0	1.	SC <input type="radio"/>	1	4
	2	2.	ST <input type="radio"/>	4	0
	7	3.	OBC <input type="radio"/>	0	7
	4	4.	GEN <input checked="" type="radio"/>	8	8
	3		CW-1 <input type="radio"/>	3	3
	4		CW-2 <input type="radio"/>	4	4
	5		PH-1 <input type="radio"/>	5	5
	6		PH-2 <input type="radio"/>	6	6
	7		PH-3 <input type="radio"/>	7	7
	8		FS <input type="radio"/>	8	8
(परिक्षार्थी के हस्ताक्षर ,बाल पाइंट पेन से) 9. Invigilator's signature (in ball point or ink pen only)	0			9	9
	1			0	0
	2			1	1
	3			2	2
	4			3	3
	5			4	4
	6			5	5
	7			6	6
	8			7	7
	9			8	8

12. How to use the Answer Sheet (ORS)

Each column of the ORS corresponds to the serial number of the question given in the Test Booklet. The questions are serially numbered and each question will be followed by four ovals / options marked (1), (2), (3) & (4) out of which one response is correct / appropriate. This is to be darkened (by HB pencil) so as to completely cover the numeral written inside the oval. For example suppose

102. The Planet nearest to the Sun is:-

- (1) Mercury (2) Earth (3) Mars (4) Jupiter

The correct response to the question is (1) Mercury. The candidate should locate Question 102 in the ORS and darken the oval (1) as shown below

PORTION OF THE ORS

1.	(1) (2) (3) (4)	51.	(1) (2) (3) (4)	101.	(1) (2) (3) (4)	151.	(1) (2) (3) (4)
2.	(1) (2) (3) (4)	52.	(1) (2) (3) (4)	102.	● (2) (3) (4)	152.	(1) (2) (3) (4)
3.	(1) (2) (3) (4)	53.	(1) (2) (3) (4)	103.	(1) (2) (3) (4)	153.	(1) (2) (3) (4)

3. WRONG WAY

Any of the following methods of answering the questions will be treated as WRONG and will incur a penalty of 1 mark. The only correct method of marking the responses is as shown for Q.102 above.

गलत तरीका / wrong method

1.	⊗ (2) (3) (4)	61.	(1) (2) (3) (4)
2.	(1) ● ● (4)	62.	√ (2) (3) (4)

गलत तरीका / wrong method

111.	① (2) (3) (4)	161.	(1) (2) (3) (4)
112.	(1) ② (3) (4)	162.	⊕ (2) (3) (4)

4. Scoring and negative marking

For each correct response, the candidate will get 4 marks. For each incorrect response one mark will be deducted from the total score. Unanswered questions will get no marks.

5. Changing an answer

If a candidate wants to change any answer in the ORS, she/he must completely erase the existing pencil mark and then darken the appropriate oval with HB pencil. Candidate must ensure that no visible mark is left after erasing; otherwise the response will be treated as wrong and will be negatively marked.

6. Rough Work

All Rough Work is to be done in the Test Booklet only. The candidate should NOT do any Rough Work or fold or put stray marks on the ORS.

7. Use of UNFAIR MEANS

Candidates shall maintain perfect silence and attend to their question paper only. Any conversation or gesticulation or disturbance in the Test Centre shall be deemed as unfair means. If a candidate is found using unfair means or impersonating or found to have removed page (s) of her / his Question Paper Booklet, the candidature of such candidate shall be cancelled and she/he will be liable to be debarred for taking examination(s) either permanently or for a specified period or dealt with as per law or ordinance of the University according to the nature of offence. She/he may also be proceeded against and shall be liable for prosecution under the relevant provision of the Indian Penal Code. Canvassing directly or indirectly for allotment of seats or influencing the staff by unfair means would lead to serious consequences including disqualification of the candidate.

General

Each candidate must carry and show on demand her / his Admission Ticket bearing her /his Roll Number, for admission to the Examination Hall and for verification by the Invigilator.

Candidates will not be allowed to leave her/ his seat or the Examination Room until the Test is over. Candidates should not leave the Hall without handing over their ORS to the Invigilator on duty.

Candidates should not take any article to the Examination Hall except admission ticket, pens, pencil and erasers for use during the examination. All books, notes etc. should be kept outside the Examination Hall.

Candidates are advised to bring with them a card board or a clip board (on which nothing should be written) so that they have no difficulty in marking responses in the ORS as the tables provided in the Examination Hall may or may not have a smooth surface.

Smoking in the Examination Hall is strictly prohibited.

Coffee, Cold drinks or Snacks are not allowed to be taken into the Examination Hall.

Use of any calculator device like slide rule, log tables or electronic/manual calculator is strictly prohibited.

Cellular Phone/ Mobile Phone/Cordless Phone/Communication device/Pager etc. are not allowed in the Examination Hall. No arrangement will be made to keep them at the Examination Hall. Possession of any communication device may lead to disqualification of the candidate.

Candidates will be allowed to take their Test Booklet with them after they submit their ORS to the Invigilator.

There are 4 sections in the Test. To qualify the test, you need to get at least 50 percentile score in each section (that is, being in the Top Half of all applicants of your category writing the Test). Call letters for GD & PI shall be issued on the basis of Overall Percentile Scores and Ranks among qualified Candidates.

NOTE: Any observation on the Test including Questions and options should be sent to the Administrative Officer, Faculty of Management Studies, University of Delhi, Delhi-110007 within 24 hours after the Test. Observation(s) received after that may not be entertained.