



महाराष्ट्र शासन
GOVERNMENT OF MAHARASHTRA
STATE CET CELL
राज्य सामाईक प्रवेश परीक्षा कक्ष

INFORMATION BROCHURE
(Technical Education Course)
ONLINE
CBT (Computer Based Test)

FOR
ADMISSION TO FIRST YEAR OF FULL TIME
POST-GRADUATE DEGREE IN MBA/MMS
COURSE
2024-25

STATE COMMON ENTRANCE TEST CELL

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INDEX

Rule No.	Introduction	Page No.
1.0	Introduction	3
2.0	Competent Authority	3
3.0	Eligibility for Appearing Online MAH-MBA/MMS CET 2024	3
4.0	MAH-MBA/MMS CET 2024 Schedule	4
5.0	Examination Fees for CET	4
6.0	Procedure for Online Application Form Filing and Registration for MAH-MBA/MMS CET 2024	5
7.0	Identity Verification	5
8.0	Test Centre For CET	6
9.0	Syllabus and Marking Scheme for MAH-MBA/MMS-CET2024	7
10.0	Guidelines for persons with disabilities using a scribe	8
11.0	Action against candidates found guilty of misconduct/ use of unfair means	10
12.0	Test information & sample Questions	11

Activities and Scheduled Dates

Sr. No.	ACTIVITY	SCHEDULE	
		First Date	Last Date
1	Online registration for MAH-MBA/MMS CET 2024 on the website.	11/01/2024	31/01/2024
2	Issue of Hall Ticket through login of Successfully Registered Candidates.	To be notified later	
3	Date of Online Examination.	(Tentative Dates) 09/03/2024 to 10/03/2024	
4	Declaration of Result	To be notified later	

The schedule displayed above is provisional and may change under unavoidable circumstances. The revised schedule, if any, will be notified on website.



महाराष्ट्र शासन

GOVERNMENT OF MAHARASHTRA

राज्य सामाईक प्रवेश परीक्षा कक्ष

State Common Entrance Test Cell

1.0 Introduction

Government of Maharashtra has established a State Common Entrance Test Cell (CETCELL) under Admission Regulating Authority (ARA) as per the provision in Section 10 of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015, (Herein after called the Act).

The Competent Authority shall conduct the Online Computer Based Test MAH- MBA/MMS CET 2024 for admission to First Year of Full Time Post Graduate Degree Courses in Management (MBA/MMS) in various institutes in Maharashtra, for Academic Year 2024-25.

The admissions to the following institutes will be based on the score of CET, provided they are approved & recognized by Government of Maharashtra and are affiliated to any of the Non- Agricultural University in Maharashtra State.

1. All Government of Maharashtra Management Education Institutes
2. University Departments of Management Education
3. University Managed Management Education Institutes
4. All Un-Aided Management Education Institutes covered as per the Act

2.0 Competent Authority

Commissioner, State CET Cell is the **Competent Authority** to conduct the MAH- MBA/MMS CET 2024 as per the Provisions of 2(e) and Section 10(2) of the Act.

3.0 Eligibility for Appearing Online MAH-MBA/MMS CET 2024

Passed minimum Three-year Duration Bachelor's Degree awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, Economically Weaker Section and Persons with Disability belonging to Maharashtra State only) or its equivalent; **OR**

Appeared for the final year examination of any Bachelor's degree to be awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline.

Note:

- Aggregate marks means the grand total of marks obtained by the candidate in subjects on which the class declaration is made in the particular University from which the candidate is passing the qualifying examination.
- In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the University/institution from where they have obtained the bachelor's degree.
- The percentage of marks shall be calculated by rounding off to two places after decimal.
- The candidates belonging to SC, VJ/DT (NT (A)), NT (B), NT(C), NT (D), OBC, SBC categories should produce "Caste Validity Certificate" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "Tribe Validity Certificate" issued by Scrutiny Committee of Tribal Department and valid Non Creamy Layer certificate except SC, ST candidates at the time of verification of documents.

4.0 MAH-MBA/MMS CET 2024 Schedule: - Detailed Examination Scheduled will be shared in due course of time on the home page of respective course

5.0 Examination Fees for CET :-

Application form processing fees as stated below is to be paid through online system only by Internet Payment, Credit Card/ Debit Card (RuPay/Visa/MasterCard/Maestro), Internet Banking, IMPS, Cash Cards/ Mobile Wallets, UPI for which the service charges, as per rules, shall be applicable in addition to the application form processing fees. No other mode of payment shall be permitted. This fee is non-refundable and non transferable under any circumstances.

For Open Category from Maharashtra State, Outside Maharashtra State (OMS), J & K Migrant candidates	₹ 1200/-
1. For Candidates of Backward Class Categories [SC, ST, VJ/DT- NT(A),NT(B), NT(C), NT(D), OBC, SBC, EWS] Person With Disability (PWD), belonging to Maharashtra State Only. 2. Orphan and Transgender (Other) Candidates.	₹ 1000/-

- **Candidates will be required to submit the Caste Certificate, Caste Validity Certificate and Non Creamy Layer Certificate (Valid up to 31/03/2025) if applicable at the time of filling CAP Application form to be considered under reserved category.**
- **Candidates will be required to submit Economically Weaker Section Certificate if applicable at the time of filling CAP Application form.**
- **Candidates will be required to submit Persons with Disability (PWD) Certificate if applicable at the time of filling CAP Application form.**

6.0 Procedure for Online Application Form Filing and Registration for MAH-MBA/MMS CET 2024

Please refer user manual publish on respective course home page .

7.0 Identity Verification

In the examination hall, the Hall Ticket along with original of the candidate's currently valid photo identity (bearing the same name as it appears on the Hall Ticket) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhaar/ E-Aadhaar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the Hall Ticket, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card & Learning Driving License are not valid id proof.

Candidates Reporting Late i.e. after the reporting time specified on the Hall Ticket for Examination will not be permitted to take the examination. The reporting time mentioned on the Hall Ticket is prior to the Start time of the

test. Though the duration of the examination is 2.5 hours (150 minutes), candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

Note: Candidates have to produce in original the photo identity proof along with Examination Hall Ticket while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the Hall Ticket (provided during the process of registration) should match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Hall Ticket and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

8.0 Test Centre for CET

1. MAH-MBA/MMS CET 2024 will be conducted in the selected cities in Maharashtra & Outside Maharashtra State. The cities in which MAH-MBA/MMS CET 2024 will be conducted are designated as "Centre" for the CET.
2. Each center may have many "Venues" depending upon the number of candidates appearing at that center.
3. A candidate appearing for CET shall give his/her preference for the centre, however the Competent Authority reserves the right to allocate the centre and venue.
4. The examination will be conducted online at venues given in the respective Hall Ticket.
5. No request for change of centre/venue/date/session for Examination shall be entertained.

6. Competent Authority, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
7. Competent Authority also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
8. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Competent Authority will not be responsible for any injury or losses etc. of any nature.
9. Choice of centre once exercised by the candidate will be final.
10. If sufficient number of candidates does not opt for a particular centre for "Online" examination, Competent Authority reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Competent Authority reserves the right to allot any other centre to the candidate.

9.0 Syllabus and Marking Scheme for MAH-MBA/MMS-CET 2024 Syllabus

Contents: -

A) Logical / Abstract Reasoning

This shall include the questions to measure how quickly and accurately you can think. This test may have questions based on figures and diagrams and also question on verbal reasoning.

B) Quantitative Aptitude

This shall include the questions to know how fast and accurate you can work with numbers, do numerical calculations, understand various arithmetic problems involving ratio and proportion, percentage, etc. This test also helps to measure your power of quantitative reasoning, interpretation of tables, common graphs and charts.

C) Verbal Ability and Reading Comprehension

This shall include passages with questions based on their contents to test your comprehension. Your English Language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of passages etc. Your English language ability would be tested through questions on (1) understanding of the contents of the passage and (2) choice of appropriate words, phrases, expressions and similar language skills.

Marking Scheme and Time

Sr .	Topics	No of Questions	Mark per Question	Maximum Marks	Total Marks
1	Logical Reasoning	75	1	75	200
2	Abstract Reasoning	25	1	25	
3	Quantitative Aptitude	50	1	50	
4	Verbal Ability / Reading Comprehension	50	1	50	
The test will comprise of multiple choice objective type questions (Five Options)					
There is no negative marking System for this test.					
Test Duration: 150 Minutes					
Medium of CET: English					
Mode of Examination - Online					

10.0 Guidelines for persons with disabilities using a scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed

material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
 - Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the Competent Authority to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
 - Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
- (i) Guidelines for Candidates with locomotors disability and cerebral palsy
A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- (ii) Guidelines for Visually Impaired candidates
- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
 - The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

The details of applicability of Scribe and/or Extra Time for various types of Disabilities are given in the following table.

Types of Specified Disability	Sub Type	Whether scribe is allowed	Whether Extra time is allowed	
1) Physical Disability A) Locomotor Disability	1) Leprosy Cured Person	If opted by candidate	If opted by candidate	
	2) Cerebral Palsy a) Dominant Arm/Both Arms affected b) Stiff Back & Hips	YES	YES	
	3) Dwarfism	NO	NO	
	4) Muscular Dystrophy	If opted by candidate	If opted by candidate	
	5) Acid Attack Victims	NO	NO	
	B) Visual Impairment	6) Blindness	YES	YES

C)Hearing Impairment	7)Low Vision	YES	YES
	8)Deaf	NO	NO
	9)Hard of Hearing	NO	NO
D)Speech & Language Disability	10)Speech & Language Disability a)Laryngectomy/Aphasia	No	No
2)Intellectual Disability a) Specific learning disabilities b) Autism Spectrum Disorder	11)Dyslexia	If opted by candidate	If opted by candidate
	12)Dysgraphia	If opted by candidate	If opted by candidate
	13)Dyscalculia	If opted by candidate	If opted by candidate
	14)Dyspraxia	If opted by candidate	If opted by candidate
	15)Developmental aphasia	If opted by candidate	If opted by candidate
	16)Autism Spectrum disorder	If opted by candidate	If opted by candidate
3)Mental Behaviour	17)Mental Illness	If opted by candidate	If opted by candidate
4)Disability Caused due to: - a) Chronic Neurological Conditions b)Blood Disorder	18)Multiple Sclerosis	YES	YES
	19)Parkinson's Disease	YES	YES
	20)Haemophilia	NO	NO
	21)Thalassemia	NO	NO
	22) Sickle cell disease	NO	NO

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

11.0 Action against candidates found guilty of misconduct/ use of unfair means -

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent admission procedure, if a candidate is (or has been) found guilty of –

- (i) Using unfair means or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or Resorting to any irregular or improper means in connection with his/ her candidature or

- (iv) Obtaining support for his/ her candidature by unfair means, or
- (v) Carrying mobile phones or similar electronic devices of communication in the examination hall is strictly prohibited. If any candidate found carrying mobile phones and similar devices/equipments in the examination hall, those candidate disqualified from the examination.

12.0 Test Information & Sample Questions

The time for the test is 2 hours and 30 minutes; however, you may have to be at the venue for approximately 4 hours including the time required for logging in, collection of the Hall Ticket, going through the instructions etc. All tests will be provided in English. You can attempt any question at any point of time within these 150 minutes. All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. You have to select the most appropriate answer and ‘mouse click’ that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.

The Scores of Online Examination will be obtained by adopting the following procedure:

Please refer Normalization document published on official website www.mahacet.org

GENERAL INSTRUCTIONS

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of State CET Cell in all matters relating to conduction of CET will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the State CET Cell in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. State CET Cell would be analysing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by State CET Cell in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, State CET Cell reserves right to disqualify the candidature of the concerned candidates and the result of such candidates (disqualified) will be null & void.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the admission process will lead of disqualification of the candidate from the entire admission process.

SAMPLE QUESTIONS

VERBAL ABILITY/READING COMPREHENSION

Q. 1-3 Directions: The passage below is followed by questions based on its contents. Read the passage, and choose the best answer on the basis of the passage content, stated or implied.

Passage

Adversity like that faced by the Swiss watchmakers has the virtue of starkly limiting the alternatives. A company that decides to expand by acquisition has the wide world of commerce before it, subject only to availability and price. The **plethora** of choices is one explanation of the many poor selections. The best decisions follow when the purpose is most clearly defined. At least the decision maker then knows exactly what he is trying to achieve and why.

The Swiss were trying to achieve survival - an aim so 'transcendent' that the "why" needn't be asked. The only important question was "How," and the only

answer (which their Japanese rivals have always chosen as the most rewarding approach) is to probe for weakness of the opposition, and then to kick the Achilles heel with steel-tipped boots. In this instance, the weakness (to which Japanese business is strangely prone) was lack of modern fashion sense. The electronic timepieces were being sold as wrist machinery; that gave Swiss Company its opportunity.

Q. 1 In the context of the passage which of the following is closest in meaning to the word “**plethora**” as given in bold.

- | | | |
|------------|--------------------------------------|-------------|
| 1. paucity | 2. Nature | 3. Quantity |
| 4. Excess | 5. Other than those given as options | |

Q.2. Which of the following was true in the case of business difficulties of the Swiss watch makers as per the passage ?

- (1) The Swiss watch maker had virtually no limitation of available choices for taking decision in the instant case of difficulties.
- (2) A large number of available alternatives would have probably made the Swiss Watchmakers’ decision making process better.
- (3) The limited number of available choices in the instant situation made the Swiss Watchmakers’ decision making process easier.
- (4) The Swiss watch makers lacked clarity about the objective to be achieved.
- (5) Other than those given as options

Q.3. Which of the following holds good in the case of Swiss or Japanese watch making companies ?

- (1) Japanese watch making companies had rewarding experience in regard to wrist watches because of their modern fashion sense.
- (2) In the past, Swiss watch companies were always probing for the weakness of their rival Japanese companies to succeed in competition.
- (3) The Japanese watch companies were having tough time from their strong Swiss rivals.
- (4) The solution to the problem of Swiss Companies was in the weakness of Japanese companies lacking in modern fashion for wrist watches.
- (5) Other than those given as options

Q.4. The following sentence is broken into 4 parts. Find out if any of the part has an error, and the number of that part is your answer. If no part has an error, your answer is ‘No error’. (Please, do not look for an error in punctuation).

Dara, being an excellent football player, / received a fabulous offer /

(1)

(2)

to join the popular football club / of the football-fan country, Italy. No error

(3)

(4)

(5)

Q.5-6. Directions: In the questions given below, either a part or the entire sentence is printed in **bold**. The sentence is followed by five ways of writing the **bold** part. Answer choice (1) repeats the original or there is no change; the other answer choices vary. If you think that the original phrasing is the best i.e. no change is required; choose (1) as your answer. If you think that any other answer choice is the best, select that as your answer and indicate it on your answersheet properly.

Q.5. After having finished the lecture, the speaker asked if there were any questions.

- (1) No change (2) Finishing the lecture (3) Having finished the lecture
(4) When the lecture finished (5) Having been finished the lecture

Q.6. My train was detained for one hour at Waltair, which made me miss my connecting train.

- (1) No change
(2) My train was detained for one hour at Waltair, making me miss
(3) My train was detained for one hour at Waltair, because of which I missed
(4) Because my train was detained for one hour at Waltair, I missed
(5) Because my train was detained for one hour at Waltair, it made me miss.

LOGICAL REASONING (VERBAL/CRITICAL)

Q.1. In a certain code 'A + B' means "A is the mother of B" and 'A – B' means "A is the father of B". Which of the following means "P is the grand-mother of R"?

- (1) $P - Q + R$ (2) $Q - R + P$ (3) $P + Q - R$
(4) $Q + R - P$ (5) Other than those given as options

Q.2. In question below are given two statements followed by two conclusions numbered I and II. You have to take the two given statements to be true even if they seem to be at variance from commonly known facts, consider the two conclusions; together and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.

Statements: I. All machines are windows.

II All windows are clouds.

Conclusions: I. All machines are clouds.

II. All clouds are machines.

- (1) None follows (2) Only I follows (3) Both I & II follow
(4) Only II follows (5) Either I or II follows

- Q.3. In a certain code language, '1, 2, 3' means 'bright little boy'; '1, 4, 5' means 'tall big boy' and '6, 3, 7' means 'beautiful little flower'. Which numeral in that language means 'bright' ?
 (1) 1 (2) 6 (3) 3 (4) 4 (5) Other than those given as options

Q.4-6. Read the information given below and answer the questions.

Six plays A, B, C, D, E and F of a famous playwright are to be staged one on each day from Monday to Saturday. The schedule of the plays is to be in accordance with the following.

- (1) A must be on the immediately previous day of the on which E is staged.
- (2) C must not be staged on Tuesday.
- (3) B must be on a day which immediately follows the day on which F is staged.
- (4) D must be staged on Friday only and should not be immediately preceded by B.
- (5) E must not be staged on the last day of the schedule.

Q.4. Which of the following is the schedule of plays, with the order of their staging from Monday ?

- (1) E A B F D C (2) A F B E D C (3) A F B C D E
- (4) F A B E D C (5) Other than those given as options

Q.5. Play C cannot definitely be staged on which of the following days in addition to Tuesday ?

- (1) Monday (2) Wednesday (3) Thursday (4) Friday (5) Saturday

Q.6. Play D is between which of the following pairs of play's ?

- (1) C and E (2) E and F (3) A and E (4) B and E (5) C and F

ABSTRACT REASONING (NON-VERBAL)

Q.1. Figures given at the left are called Problem Figures. The figures given next are called Answer figures. The Problem Figures make a series. The question is "if the figures continue to change in the same order, what should the next figure be?"

Q.1.

Problem Figures



Answer Figures



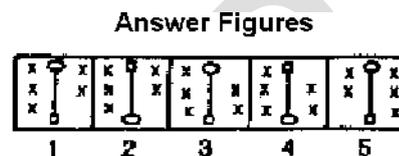
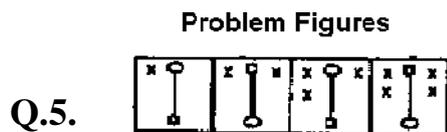
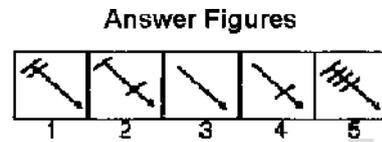
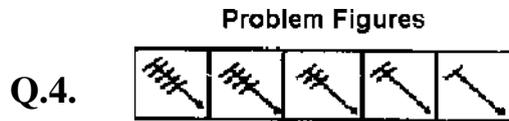
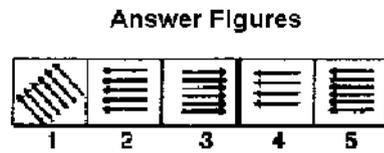
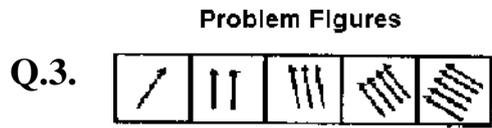
Q.2.

Problem Figures



Answer Figures





QUANTITATIVE APTITUDE

q. 1-2 Directions: These questions are based on arithmetical computation, percentages, ratio proportion, problems of application of basic principles in arithmetic, algebra, mensuration and geometry. Some sample questions are given below:

q.1. If n is an odd integer, which of the following must be odd ?
 I. $2n + n$ II. $n + n + n$ III. $n \times n \times n$
 (1) I only (2) II only (3) III only (4) I and III only (5) I, II and III.

q.2. Manu walked from Pali to Roha and back. The distance between Pali and Roha is one km. His speed while going to Pali was 5 km. per hour and it was 4 km. while returning from Roha.

What was Manu's average speed in km. per hour for the entire two-way trip ?
 (1) 5 (2) 4 (3) 4 (4) 4 (5) Other than those given as options

Q.3.-5. Directions : Given below is a table showing percentages out of a total of 700 employees ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow:

% of Employees Giving Different Ranks						
Attribute	I	II	III	IV	V	V I
Seniority	3 2	17	2 2	19	5	5
Perseverance	1 4	19	1 7	9	27	1 4

Efficiency	1 5	19	2 1	14	14	1 7
Intelligence	1 0	14	1 0	14	17	3 5
Honesty	2 4	17	7	9	27	1 6
Sociability	5	14	2 3	35	10	1 3

- Q.3. Which attribute for promotion has received the highest rank ?
 (1) Perseverance (2) Seniority (3) Honesty (4) Sociability
 (5) Efficiency
- Q.4. How many employees gave rank III to intelligence ?
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.5. Which attribute is considered the least important for promotion ?
 (1) Honesty (2) Intelligence (3) Perseverance (4)
 Efficiency (5) Sociability

(A) Details of the On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The tests will be provided in English.
- (3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and ‘mouse click’ that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on “Save & Next” or “Mark for Review & Next”.**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.



- (5) The question palette at the right of screen shows one of the following statuses of each of the questions numbered:

You have not visited the question yet.

You have not answered the question.

You have answered the question.

You have NOT answered the question but have marked the question for review.

You have answered the question but marked it for review.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

- (6) To select a question to answer, you can do one of the following:
 - (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.
 - (b) Click on '**Save & Next**' to save answer to current question and to go to the next question in sequence.
 - (c) Click on '**Mark for Review and Next**' to save answer to current question, mark it for review, and to go to the next question in sequence.
- (7) To select your answer, click on one of the option buttons.
- (8) To change your answer, click another desired option button.
- (9) To save your answer, you **MUST** click on **Save & Next**.
- (10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
- (11) To mark a question for review click on **Mark for Review & Next**. If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.
- (12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
- (13) **Questions that are saved or marked for review after answering will ONLY be considered for evaluation.**
- (14) Test name(s) will be displayed on the top bar of the screen. Questions in a test can be viewed by clicking on the test name. The test you will view will be highlighted.
- (15) After clicking the **Save & Next** button on the last question for a test, you will automatically be taken to the first question of the (next) test.

- (16) You can move the mouse cursor over the test names to view the status of the questions for that test.
- (17) You can shuffle between test and questions anytime during the examination as per your convenience.
- (18) The candidates are requested to follow the instructions of the “Test Administrator” carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by CET Cell.
- (19) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- (20) After the expiry of 150 minutes, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the “Submit” button.
- (21) **Please note:**
 - (a) **Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time.**
 - (b) **Under no circumstances should a candidate click on any of the ‘keyboard keys’ once the exam starts as this will lock the exam.**

B] General Instructions:

- (1) Please note date, time and venue address of the examination given in the Hall Ticket.
- (2) You may visit the venue one day before the Online Examination to confirm the location so that you are able to report **on time** (as printed on the Hall ticket) on the day of the examination. Late comers will not be allowed.
- (3) The Hall Ticket should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it. (Preferably the same photograph as was as uploaded).
- (4) You must scrupulously follow the instructions of the Test Administrator

and CET Cell/DTE Representative at the examination venue. If you violate the instructions, you will be disqualified and will be asked to leave the examination venue.

- (5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.
- (6) Please bring this Hall ticket with your photograph affixed thereon, currently valid Photo identity proof in original - **THIS IS ESSENTIAL**. Please hand over this Hall ticket to the invigilator. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this project.** Please note that your name as appearing on the Hall ticket (provided by you during the process of registration) should reasonably match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Hall ticket and Photo Identity Proof, you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
- (7) Your responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The CET Cell may take further action against such candidates as deemed fit by it.

- (8) You should bring with you a ball-point pen. A sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST hand over this sheet of paper to the Test Administrator before leaving the venue.
- (9) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (10) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- (11) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- (12) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the admission, process will lead to disqualification of the candidate from the admission. If such instances go undetected during the current admission process but are detected subsequently, such disqualification will take place with retrospective affect.
- (13) Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in online examination will result in cancellation of candidature. In case more than one Hall Ticket has been generated, candidates are advised to appear only once on the date and at the time mentioned on the respective Hall Ticket. All other Hall Tickets are to be surrendered.

(14) Persons with Disabilities (PWD) should contact the Test Centre Administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

- (i) Hall Ticket with photo affixed thereon and photo ID card in **Original** and photocopy as mentioned in point 6.
- (ii) One Ball point pen
- (iii) Persons with Disabilities (PWD) should bring duly filled Scribe form if applicable.

WISH YOU BEST LUCK !