

PANJAB UNIVERSITY, CHANDIGARH



**(Established under the Panjab University Act VII of 1947-
Enacted by the Government of India)**

PROSPECTUS

**PU- MBA (EXECUTIVE) ENTRANCE TEST-2017 TO BE HELD
ON 16-07-2017 (Sunday)
10:00 a.m. to 12:00 noon**

For admission to:

**University School Of Open Learning (USOL), Suraj Bhan Hall, Panjab
University, Chandigarh.**

**Last date for submission of information on the website to generate the
Bank Challan: 05.07.2017**

Website: <http://mbausol.puchd.ac.in>

FEE (Non-refundable):

General Category Rs. 2100/-
SC/ST/PwD Category Rs. 1050/-

PANJAB UNIVERSITY ANTHEM

तमसो मा ज्योतिर्गमयः
तमसो मा ज्योतिर्गमयः
तमसो मा ज्योतिर्गमयः
तमसो मा ज्योतिर्गमयः
पंजाब विश्वविद्यालय
तेरी शान-ओ-शौकत सदा रहे

मन में तेरा आदर मान
और मोहब्बत सदा रहे
पंजाब विश्वविद्यालय
तेरी शान-ओ-शौकत सदा रहे

तू है अपना भविष्य विधता
पंख बिना परवाज सिखाता
जीवन पुस्तक रोज़ पढा कर
सही गलत की समझ बढ़ाता
जीवन पुस्तक रोज़ पढा कर
सही गलत की समझ बढ़ाता
तेरी जय का शंख बजायें
रौशन तारे बन जायें
वखरी तेरी शोहरत
तेरी शोहरत सदा सदा रहे
पंजाब विश्वविद्यालय
तेरी शान-ओ-शौकत सदा रहे
पंजाब विश्वविद्यालय
तेरी शान-ओ-शौकत सदा रहे
तमसो मा ज्योतिर्गमयः
तमसो मा ज्योतिर्गमयः

Tamso Ma Jyotirgamaya
Tamso Ma Jyotirgamaya
Tamso Ma Jyotirgamaya
Tamso Ma Jyotirgamaya
Panjab Vishaw Vidyalyaya
Teri shaan-o-shauqat sada rahe

Mann mein tera aadar maan
Aur mohabbat sada rahe
Panjab Vishaw Vidyalyaya
Teri shaan-o-shauqat sada rahe

Tu hai apna bhavishya vidhata
Pankh bina parwaaz sikhata
Jeevan pustak roz padha kar
Sahi galat ki samajh badhata
Jeevan pustak roz padha kar
Sahi galat ki samajh badhata
Teri jai ka shankh bajayein
Roshan tare ban jaayein
Vakhari teri shohrat
Teri shohrat sada sada rahe
Panjab Vishaw Vidyalyaya
Teri shaan-o-shauqat sada rahe
Panjab Vishaw Vidyalyaya
Teri shaan-o-shauqat sada rahe
Tamso Ma Jyotirgamaya
Tamso Ma Jyotirgamaya

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SCHEDULE FOR ENTRANCE TEST AND ADMISSION MBA (EXECUTIVE)-2017

1.	Date of Availability of MBA (Executive) Prospectus and Online Entrance Test Form on the website of Panjab University http://mbausol.puchd.ac.in	13-06-2017 (Tuesday)		
2.	Last date for submission of information on the website to generate the Bank Challan	05-07-2017 (Wednesday)		
3.	Last date for deposit of fee in any branch of State Bank of India using website generated Challan	07-07-2017 (Friday) upto 4:00 p.m.		
4.	Last date for uploading of photograph, signature with rest of the information on the website	10-07-2017 (Monday)		
5.	Availability of Admit Card Online Admit Card will be available for downloading from the website by the candidate using his/her own Login ID and Password provided while generating Bank Challan. The candidates will be communicated through email only for this purpose.	12-07-2017 (Wednesday)		
6.	Date & Time of Entrance Test	16-07-2017 (Sunday) 10:00 a.m. to 12:00 noon		
7.	Centre for the Entrance Test	Chandigarh and Ludhiana (<i>If the number of candidates exceed 40</i>)		
8.	Uploading of Answer Key and inviting Objections (through e-mail only)	19-07-2017 (1:00 p.m.)		
9.	Last date of submission of objections to the Answer Key	21-07-2017 (1:00 p.m.)		
10.	Date of declaration of result	24-07-2017 (Monday)		
11.	Date of Availability of Admission Forms on MBA (Executive) website (to be filled only by the candidates who qualify Exam)	25-07-2017		
12.	Last date of submission of Online Admission Form	07-08-2017 (Monday)		
13.	Dates of Counselling			
	12.08.2017 (Saturday)			
	Venue	Category		
	University School of Open Learning, P.U., Chandigarh	General	Rank	
			Time	
			1-150	9:00 a.m.
			151-300	10:30 a.m.
			301-450	12:00 noon
			451 - 600	2:00 p.m.
	601-800	3:30 p.m.		
	801 onwards	5:00 p.m.		
	13.08.2017 (Sunday)			
	University School of Open Learning, P.U., Chandigarh	Reserved	1-300	
			301 - 600	
			601 onwards	
			De-reservation of seats / Allotment of seats to General Category	
			9:00 a.m.	
			10:30 a.m.	
			12:00 noon	
			2:00 p.m.	
14.	Prospectus Fee	Rs. 2100/- (General Category) Rs. 1050/- (SC/ST/PwD Category) (50% concession to the wards of P.U. regular employees under Class B/C as per the Senate decision vide Para xxxiii dated 14-07-2007)		

Faculty members are available for consultation and guidance of students from 3:00 P.M to 4:00 P.M on working days.

IMPORTANT NOTES

1. The Fee for MBA (Executive) Entrance Test is Rs. 2100/- (Rs. 1050/- for SC/ST/PwD). The fee for the Entrance Test once paid shall not be refunded.
2. Class B/C Regular Employee of PU must send the copy of printout of their Entrance Test Form along with Performa for claiming 50% concession to P.U. Regular Employees ("B" and "C" Class) duly signed by Head/Chairperson to Assistant Registrar, CET Cell, Aruna Ranjit Chandra Hall, Panjab University, Chandigarh-160014 by registered post/speed post or by hand on or before **11-07-2017 (Tuesday)** upto 4:00 p.m.
3. Only the candidates who have passed or are appearing in the qualifying examination for the Course can apply for the Entrance Test.
4. The Entrance Test will be of 100 marks consisting multiple-choice questions. There shall be no negative marking for wrong answers.
5. The admission of a candidate for the **Entrance Test** shall be provisional and shall stand cancelled if he/she fails to satisfy the requisite eligibility conditions by the date fixed for the purpose by the University.
6. The result of the Entrance Test will be available on <http://results.puchd.ac.in>. No separate Result Card will be issued.
7. The University will publish Merit List of the candidates on the basis of attainment of minimum marks of 20% (General Category) and 15% (SC/ST/BC/PwD) in the Entrance Test.
8. Candidates securing equal marks shall be bracketed together. Their **inter-se** merit will be determined by the Institution in accordance with the following criteria:
 - (i) A candidate getting higher percentage of marks in the qualifying examination shall rank higher in order of merit.
 - (ii) That if the marks in qualifying examination are also the same then the candidates obtaining more marks in the immediate lower examination, shall rank higher in order of merit.
 - (iii) That if two or more candidates secure equal marks in (i) & (ii) above, candidate senior in age shall rank higher in the order of merit.
9. Special arrangements for amanuensis (writer of answer):

A candidate may be allowed help of an amanuensis (writer) if he/she is:

 - (i) Blind

OR

 - (ii) Permanently disabled from writing with his/her own hand.
 - (iii) Temporarily disabled from writing on account of fracture of the right or left arm, forearm or dislocation of a shoulder elbow or wrist etc. The candidate shall produce a certificate from a Professor of the speciality concerned of a Medical College and where there is no Medical College, from the Chief Medical officer of the District concerned to the effect that the candidate is unable to write his/her answer-books because of the temporary disablement.
10. 40 minutes extra would be given to the visually handicapped/persons with disability (PwD).
11. Qualifying an Entrance Test does not entitle a candidate to seek admission in a course. The candidate will have to fill up and submit an Admission Form at <http://mbausol.puchd.ac.in> and has to meet the eligibility requirements of the course.

FAKE & DERECOGNIZED UNIVERSITIES AND INSTITUTES

The candidates who have passed/appeared in the qualifying examination from any of the following Universities (declared as fake by the UGC) are ineligible to appear in the Entrance Tests, as these institutions have been derecognized by the Panjab University.

1. Maithlli University/ Vishwavidyalaya, Darbhanga, Bihar
2. Commercial University Ltd., Daryaganj, Delhi
3. United Nations University, Delhi
4. Vocational University, Delhi
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi-110008
6. Indian Institute of Science and Engineering, Delhi
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672 Sanjay Enclave, Opp. GTK Depot, Delhi.
8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka
9. St. John's University, Kishanttam, Kerala
10. Raja Arabic University, Nagpur
11. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu
12. Indian Institute of Alternative Medicine, Kolkatta
13. Institute of Alternative Medicine and Research, 8 – A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta.
14. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (U.P.), Jagatpuri, Delhi
15. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad (U.P.)
16. Gandhi Hindi Vidyapith, Prayag, Allahabad (U.P.)
17. National University of Electro Complex, Homeopathy, Kanpur
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh (U.P.)
19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (U.P.)
20. Maharana Partap Shiksha Niketan Vishwavidyalaya, Partapgarh (U.P.)
21. Indraprastha Shiksha Parishad, Institutional ea, Khoda, Makanpur, Noida
22. Gurukul Vishwavidyalaya, Vrindawan (U.P.)
23. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela
24. North Orissa University of Agriculture & Technology, Odisha.
25. Bhartiya Shiksha Parishad, Lucknow, UP - the matter is subjudice before the District Judge Lucknow

Universities de-recognized by Panjab University (*Syndicate para 7, dated 20.03.2017*)

1. CMJ University, Shillong (Meghalaya) degrees received after 2015-16.
2. E.I.I.L.M. University Sikkim degrees received after 2013-14

INFORMATION REGARDING SEATS

Seats : Admission Procedure	MBA (EXECUTIVE) 500 + 50 NRI Through Entrance Test
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Important Note:- After the declaration of the result, the successful candidates will have to follow the procedure for admission to MBA (Executive). If successful candidates do not follow this procedure, they will not be granted admission.

At the time of declaration of result the detail of this procedure will be available at <http://mbausol.puchd.ac.in>.

The procedure will involve filling and submitting admission form, counselling, examination form etc. and payment of tuition fees etc.

The admission will be as per reservation policy of the University as per Handbook of Information, 2017 **but no reservation is available in USOL for Sports Category.**

General	SC	ST	BC	Defence	Persons with Disability	Riot/Terrorist Victim	Freedom Fighter	Total
	15%	7.5%	5%	5%	3%	2%	2%	
302.5 (303)	75	37.5 (38)	25	25	15	10	10	501

If the fraction is 0.5 or more, it shall be rounded off to 1; if it is less than 0.5, it shall be ignored. This shall, however, not affect the total number of seats in the open category. To ensure this, if the total number of seats after making this adjustment, exceeds the prescribed number fixed for the course, the necessary additional seats shall be created with the prior permission of the D.U.I. / Vice-Chancellor. Such seats, if created, shall be treated as additional only for the year in question.

The eligibility of a candidate will be provisional at every stage of the admission process. It will be the responsibility of the candidate to ensure his/her eligibility and fulfillment of various conditions for admission as prescribed in the Rules/Regulations of the Panjab University, Chandigarh. Admission will be cancelled at any stage in case the candidate is not found eligible.

The following functionaries may be contacted only in case of extreme urgency enquiry from 9.00 a.m. to 4.00 p.m. (on working days only):

1. University School of Open Learning	0172-2534301, 2534308, 2534323
2. Assistant Registrar (C.E.T.)	0172 - 2534829, Mr. Sanjay Kumar 9872414298
3. Controller of Examinations	0172 - 2534811
4. Main Enquiry Office	0172 - 2534818, 2534866, 18001802065, 9779814088

INTRODUCTION

UNIVERSITY SCHOOL OF OPEN LEARNING, PANJAB UNIVERSITY, CHANDIGARH.

The University School of Open Learning (Formerly known as Department of Correspondence Studies), Panjab University was established in 1971. The objective was to take university based education beyond the four walls of the University. It continues to do so and fulfils a prime social responsibility of providing education at the door step for those who are unable to access formal education. Started as a Directorate, it is now a full-fledged Department of the University with due representation on all University bodies. Supported by a well qualified, research oriented faculty and efficient staff, USOL offers 24 courses i.e. Undergraduate, Postgraduate, Diploma and Professional Courses.

The method of instruction includes printed study material in Self Learning Mode, Personal Contact Programme/ Personal counseling for the students as per schedule for each semester. USOL also offers a variety of student support services which include a well equipped Library, postal library facilities, an Educational Media Centre, Laboratories, a Computer Lab and subsidized hostel facility for outstation students during Personal Contact Programme (PCP's, wherein presence is not compulsory). USOL also involves the students in co-curricular activities and brings them together on a common platform despite their diverse locations.

It has a richly stocked library with approx. 100000 books of text, reference and general on its shelves. In addition, 80 journals, magazines and newspapers are subscribed to local students can read in the library and also borrow books for those residing outside Chandigarh, the library maintains postal service. The students residing at Ludhiana or within a radius of 60 Km. from it can avail library facility at the Panjab University Extension Library, Ludhiana.

This Programme was started by USOL in 2008 to meet the increasing demand of MBA Aspirants, mainly from working executives who want to learn while they earn. This programme gives such people an opportunity to enhance their knowledge and skills. They can combine their practical experience with the conceptual inputs given during the course which enhances their career prospects and career progression as well.

CURRICULUM:

The curriculum of MBA (Executive) through distance mode is relevant to the changing business scenario and caters to the needs of all the aspiring learners especially the working executives. (The detailed curriculum is available on the Panjab University web site <http://pu.chd.ac.in/syllabus.php>)

The students are given the choice of opting any one Specialization in the third and fourth semesters which are:

Group A: Marketing & International Business

Group B: Finance

Group C: Human Resource Management

TENURE: The MBA (Executive) Programme shall be of 2 years duration (4 Semesters).

EVALUATION: Each Semester end evaluation will be of 100 marks in the proportion of 80:20.

80 marks for the external examination.

20 marks for the internal assessment*.

**** Candidates who fail to submit the assignments by due date will not be allowed to sit in the examination.***

ELIGIBILITY CONDITION FOR MBA (EXECUTIVE)

- (i) A Bachelor's Degree in any discipline of Panjab University or a degree of any other University which has been recognised by the Syndicate as equivalent thereto with atleast 50% marks in the aggregate;
Provided that in case of candidates having Bachelor's degree of the University through Modern Indian Language [Hindi/Urdu/Punjabi (Gurmukhi Script)] and/or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate, 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together.
- Or
- (ii) A pass in final examination conducted by the (a) Institute of Chartered Accountants of India or England (b) Institute of Cost and Works Accountants of India or England and (c) Institute of Company Secretaries of India.
- Or
- (iii) AMIE examination with 50% marks or more after having passed the diploma examination with 60% marks or above and have at least 5 years research/teaching or professional experience.

Concession of 5% marks will be given in the eligibility requirements for SC/ST/BC/PwD candidates.

The candidate must be employed *at the time of admission.*

SCHEME OF ENTRANCE TEST

The Entrance Test will carry 100% weightage and will be of two hours duration consisting of 100 questions. It will consist of multiple-choice questions having four responses A, B, C & D.

The components of the test will include:

- (i) Data interpretation and problem solving;
- (ii) Numerical Ability;
- (iii) Verbal Ability/ Reasoning; and
- (iv) General English & Comprehension.

There will be 25 questions in each section. There shall be no negative marking for wrong answers.

(Sample questions can be seen on Page Nos. 36 - 41 of the Prospectus)

FEE STRUCTURE

The candidates qualifying the Entrance Test should deposit a fee of Rs. 24,487/- (for first semester) in the form of Bank Draft in favour of the Registrar, Panjab University, Chandigarh payable at Chandigarh at the time of physical counseling for securing the seat.

(Rs. 2,20,000/- per annum for NRI candidates).

GENERAL RULES

1. **The result of the Entrance Test shall, *ipso facto*, not entitle a candidate to get admission in an institution/department/centre concerned where he/she intends to seek admission. It will be the responsibility of the candidate to make sure about his/her eligibility and fulfillment of such other conditions as may be prescribed for admission in the rules and regulations of University/Institution concerned. Merely because a candidate is allowed to appear in the Entrance Test does not mean that he/she is eligible and his/ her appearance therein will not stop or debar the university/ institution concerned from satisfying itself about his/her eligibility at any subsequent stage.**

Notwithstanding anything contained in this prospectus, the eligibility conditions for admission to any particular course, shall be governed by the respective rules/regulations as enshrined in the P.U. Calendar, volumes I, II and III (latest editions) and / or the general guidelines for admissions/ Handbook of Information-2017 issued by the university and / or decisions of the university senate/ syndicate. In case of any conflict or inconsistency between the prospectus on one hand and the aforesaid Panjab University rules and regulations/ guidelines / Handbook of Information-2017 / decisions of Senate/ Syndicate, on the other, the latter shall prevail.

2. The Entrance Test will be held on **16-07-2017 (Sunday)** from **10:00 a.m. to 12:00 noon** at **Panjab University, CHANDIGARH and Regional Centre Panjab University, Ludhiana (If no. of candidates exceeds 40).**
3. Once the candidate has submitted the Online Entrance Test Form, any change in the Form including category once marked, shall not be allowed.
4. A candidate desirous of taking the Entrance Test should submit his/her fee in any branch of State Bank of India using <http://mbausol.puchd.ac.in> generated Challan latest by **07-07-2017 (Friday) upto 4:00 p.m.**
5. Last date for completing the Entrance Form including uploading of photograph, signature with rest of the information on the <http://mbausol.puchd.ac.in> is **10-07-2017 (Monday).**
6. The fee for the Entrance Test once paid shall not be refunded / transferred / adjusted.
7. The medium of Entrance Test shall be **ENGLISH** only.
8. Special arrangements for amanuensis (writer of answer):
A candidate may be allowed help of an amanuensis (writer) if he/she is:
 - (i) Blind
OR
 - (ii) Permanently disabled from writing with his/her own hand.
 - (iii) Temporarily disabled from writing on account of fracture of the right or left arm, forearm or dislocation of a shoulder elbow or wrist etc. The candidate shall produce a certificate from a Professor of the speciality concerned of a Medical College and where there is no Medical College, from the Chief Medical officer of the District concerned to the effect that the candidate is unable to write his/her answer-books because of the temporary disablement.
9. 40 minutes extra would be given to the visually handicapped/ persons with disability (PwD).
10. Every candidate is required to hand over both the **OMR Answer Sheet** and the **Question Booklet** to the Centre Superintendent/Invigilator when the time allowed for the Entrance Test is over, even if she/he has not attempted any question. No page/part of the **Question Booklet/ OMR Answer Sheet** is to be removed/ torn/taken out of the Test Centre under any

circumstances, failing which the candidate shall be straight disqualified from the Entrance Test.

11. **The use of calculators is not allowed.**
12. The University will provide logarithmic table. Borrowing or carrying the log table or other such material is not allowed.
13. No candidate shall be allowed to leave the examination hall/room before the expiry of the time allotted for the respective paper.
14. Rough work, if any, is to be done only in the space provided in the **Question Booklet** and nowhere else. No rough work shall be done on the **OMR Answer Sheet** under any circumstances.
15. Any candidate who carries any telecommunication equipment such as pager, cellular phone, wireless set, Bluetooth device, etc. inside the examination hall shall be expelled from the examination hall & disqualified.
16. If any candidate who submits multiple Online Entrance Test Forms for the same Course his/her candidature shall be considered only on the basis of one Form.
17. The candidates must bring their own stationary items such as **Black Gel Pen. Borrowing of material inside the Test Centre is strictly prohibited.**
18. **There shall be no re-evaluation/re-checking/re-assessment of answer-sheets under any of the circumstances.** Request for seeing the Question Booklet / Answer Sheets by the candidates shall not be entertained at all. The evaluation once done by the University shall be absolutely final.
19. If a candidate wishes to verify his/her result, he/she will be provided a photocopy of his/her answer sheet on payment of Rs. 10,000/- within 10 days after the declaration of the entrance test result and the office should process the whole procedure within three working days. In case, a discrepancy is found in the result of the candidate, the result would accordingly be revised and the fee deposited will be refunded.
20. In case of Objective Type question papers, the candidate must ensure that the answers to the questions are attempted on the specifically prescribed OMR Answer Sheet only. No answer attempted on the Question Booklet will be considered for evaluation. Only those questions answered on the OMR sheet shall be taken into account.
21. **RESOLVING OF TIES**
Candidates securing equal marks in the Final Merit List shall be bracketed together. However, their inter-se merit rank shall be determined as under:-
 1. A candidate getting higher percentage of marks in qualifying examination (Bachelors degree) shall rank higher in order of merit.
 2. If the marks, as mentioned in (i) are also the same then the candidate obtaining higher percentage of marks in the immediate lower exam shall rank higher in order of merit.
 3. If two or more candidates secure equal marks in (i) and (ii) above, candidate senior in age shall rank higher in order of merit.
22. The candidates will have to fill and submit an Online Admission Form at <http://mbausol.puchd.ac.in> on or before **07-08-2017 (Monday)** as prescribed by University.
23. Candidates are not allowed to carry eatables, drinks etc. into the Test Centre. Smoking inside and around the Centre is not permitted.

24. Any candidate who creates disturbance of any kind during examination or otherwise misbehaves in or around the examination hall or refuses to obey the Superintendent/Deputy Superintendent/Assistant Superintendent /any other official on examination duty or changes his/her seat with any other candidate or occupies any seat, other than the one allotted to him/her shall be expelled from the examination hall. (**“Expulsion” for this purpose would mean cancellation of the Entire Entrance Test**). The Centre Superintendent/Observer/any other authorized University Officer/Official shall be competent to expel a candidate from the examination centre.
25. Any candidate having in his/her possession or accessible to him/her paper/books or notes which may possibly be of any assistance to him/her or is found giving or receiving assistance, or copying from any paper/book or note or from anywhere else or allowing any other candidate to copy from his/her answer book or found writing on any other paper, questions set in the question paper, during examination or using or attempting to use any other unfair means or indulging in any kind of misconduct shall be expelled from the examination hall. (**“Expulsion” for this purpose would mean cancellation of the Entire Entrance Test**). The Centre Superintendent/Observer/any other authorized University Officer/Official shall be competent to expel a candidate from the examination centre.
26. If any Answer Sheet of a candidate shows or it is otherwise established that he/she has received or attempted to receive help from any source in any manner or has given help or attempted to give help to any other candidate in any manner, the relevant Answer Sheet shall be cancelled. The cancellation of the Answer Sheet shall mean cancellation of all Answer Sheets of the Common Entrance Test. The decision of the Controller of Examinations, Panjab University, Chandigarh in this regard shall be final.
27. **If a candidate writes his/her name or puts any kind of identification mark or discloses his/her identity by any method whatsoever on the cover or anywhere else in the Question Booklet/Answer Sheet, the same shall be treated as cancelled. The cancellation of the Answer Sheet shall mean cancellation of all Answer Sheets of the Entrance Test. The decision of the Controller of Examinations, Panjab University, Chandigarh in this regard shall be final.**
28. Any person, who impersonates a candidate, shall be disqualified from appearing in any Panjab University examination for a period of five years including this Entrance Test, if that person is a student on the rolls of a recognised School or College or University. But if the person is not on the rolls of a recognised School or College or University, s/he shall be declared as a person not fit and proper to be admitted to any examination of the Panjab University for a period of 5 years. The case, if necessary, shall also be reported to the police for any further action in the matter.
29. If it is found that a candidate has knowingly or willfully concealed or suppressed any information/fact which renders him/her ineligible to take the Entrance Test, his/her result of the Test as also admission to a Institution/Department/Centre of the University, if granted, shall stand cancelled and he/she shall have no claim whatsoever against the Institution/Department/Centre concerned and the case, if necessary shall be reported to the police.
30. If a dispute or controversy of any kind arises before, during or after conduct of Entrance Test, the decision of the Controller of Examinations, Panjab University, in all such cases, shall be final.
31. The candidates shall be admitted to the test only on the production of the Admit Card at the Test Centre. No candidate shall be allowed to take the test without the Admit Card under any circumstances. The candidates must retain the Admit Card with them till the admission process is over, since it will be required again at the time of counselling.

32. The Admit Cards will be issued to the candidates only provisionally, at their sole risk and responsibility subject to the final confirmation of their eligibility at the time of admission. It is further clarified that the candidates shall be taking the test at their own risk and responsibility as far as their eligibility is concerned and the University shall, in no way, be responsible if they are found to be ineligible, later, leading to cancellation of their result or any other consequence(s) emanating from the same.
33. The result of the Entrance Test will be made available at <http://results.puchd.ac.in>.
34. The date by which Admit Card will be available online is 12-07-2017 (Wednesday). Admit Card required to be downloaded from the website by the candidates using their own Login and Password (provided while generating Bank Challan). There will be no physical communication for this purpose.
35. On 19-07-2017 (Wednesday) by 1.00 p.m., Answer Keys will be put on the website <http://exams.puchd.ac.in/show-noticeboard.php>. The candidates can file their objections regarding discrepancies and accuracy of the key, by e-mail to arcet@pu.ac.in latest by 21-07-2017 (Friday) by 1.00 p.m. The valid concerns thus expressed will be given due consideration while evaluation.
36. The following functionaries may be contacted only in case of extremely urgent enquiry from 10.00 a.m. to 4.00 p.m. (on working days only)
 1. Assistant Registrar (C.E.T.) 0172-2534829
9872414298 (Mr. Sanjay Kumar)
 2. Controller of Examinations 0172-2534811
 3. P.U., Main Enquiry 0172-2534818, 2534866
18001802065, 9779814088

ADMISSION PROCESS

1. **After declaration of result of Entrance Test, the Admission Form shall be available at Panjab University website <http://mbausol.puchd.ac.in>.**
2. The candidates who have qualified Entrance Test have to submit duly filled **Admission Form**, as per the guidelines displayed on the above-said website.
3. Every candidate must indicate in her/his **Admission Form** the reserved category/ies for which s/he wants to apply. If the category is not mentioned in her/his Admission Form, the candidate will be considered for the General Category only. **No candidate shall be considered for admission against any reserved category/ies for which s/he has not applied.** However, a reserved category candidate, will be considered for admission against General category seats also as per his general merit position.
4. **Once the candidate has submitted the online Admission Form, any change in the Form including category once marked shall not be allowed.**

INSTRUCTIONS RELATED TO COUNSELLING

1. A candidate, whose name appears in the Merit List will be required to attend counselling personally according to her/his merit position on the day/s shown in the counselling schedule to be uploaded at <http://mbausol.puchd.ac.in>. **Physical presence in the counselling is mandatory both for General category and Reserved category candidates** as per the notified dates. All those candidates who attend the counselling are requested to mark their attendance. Only those candidates who report and mark their attendance on the day(s) of counselling shall be considered for admission during the filling up of vacant seats. The candidate must bring alongwith all the original documents.

The candidate selected for admission will be required to deposit the original certificates and pay the prescribed fees, failing which s/he will not be admitted to the course and the seat shall be offered to the next candidate on the merit list.

The students appearing for counselling will be required to pay Rs. 500/- (counselling fee non-refundable).

COUNSELLING

Dates of Counselling			
12.08-2017 (Saturday) (General Category)			
Venue	Category	Rank	Time
University School of Open Learning, P.U., Chandigarh	General	1-150	9:00 a.m.
		151-300	10:30 a.m.
		301-450	12:00 noon
		451 - 600	2:00 p.m.
		601-800	3:30 p.m.
		801 onwards	5:00 p.m.
13.08.2017(Sunday) (Reserved Category)			
University School of Open Learning, P.U., Chandigarh	Reserved	1-300	9:00 a.m.
		301 - 600	10:30 a.m.
		601 onwards	12:00 noon
		De-reservation of seats / Allotment of seats to General Category	2:00 p.m.

2. A candidate who reports late on the day/s of counselling, will not be eligible for admission according to his/her original merit position, but will be offered only the seat available at the time s/he reports for counselling.
3. The candidate shall attend the counselling for admission at her/his own risk, expense and responsibility.
4. If the seats are not filled, within the waiting list, the subsequent counsellings will be declared from time to time subject to the declaration of vacant seats within the prescribed University admission schedule with prior approval of DUI.
5. **The admission of a candidate shall be PROVISIONAL and subject to approval by the appropriate authority of Panjab University.**
6. The duly constituted Admission Committee/Board of Control shall decide case/s of dispute, if any, brought to its notice, during the admission process.
7. If the dispute regarding a particular admission/interpretation of guidelines for admission still remains unresolved, the matter shall be referred to D.U.I/V.C. whose decision shall be absolutely final.

APPENDIX A

GUIDELINES FOR GENERAL / RESERVED CATEGORY/ ADDITIONAL /NRI SEATS

(USOL ONLY)

IMPORTANT NOTE:

Admission in all categories shall be made subject to fulfillment of the eligibility conditions and in accordance with the provisions contained in the Handbook of Information and Rules for Admission, 2017.

A. Seats: General and Reserved

- 1) Generally 60.5% of the seats in each course shall be treated as belonging to the General Category.
- 2) 39.5% seats shall be treated as belonging to the Reserved Category, as per details given below:
 - (i) 15% for candidates belonging to the Scheduled Castes.
 - (ii) 7.5% for candidates belonging to the Scheduled Tribes.
 - (iii) 5% for candidates belonging to the Backward Classes

Provided that the reservation in (i) and (ii) can be inter-changeable, i.e. if sufficient number of applicants is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes, and vice versa.

The above reservation shall be subject to the following conditions:

- a. the number of students admitted on merit shall not be included in the number of seats reserved;
 - b. members of Scheduled Castes / Scheduled Tribes/ Backward Classed shall be allowed a concession of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by the regulations;
 - c. in case the seats earmarked for Scheduled Castes/Scheduled Tribes remains unfilled, a further relaxation in marks may be given, in order of merit inter-se amongst the candidates themselves, so that all the reserved seats are filled by candidates belonging to these categories; and
 - d. a Scheduled Caste/Scheduled Tribe person on migration from the State of his origin will not lose his status as Scheduled Caste / Scheduled Tribe but he/she will be entitled to the concessions/benefits admissible to the Scheduled Castes / Scheduled Tribes from the State of his origin and not from the State where he has migrated. [Regulation 29.1, P.U. Cal. Vol. 1, 2007 (Page 168)].
- (iv) 3% seats will be horizontally reserved for persons or class of Persons with Disability* out of which 1% each shall be reserved for persons suffering from:
- I. Blindness or low vision**
 - II. Hearing impairment***
 - III. Locomotor disability or cerebral palsy

- a) If 3% of reservation of seats comes to 0.5 to 0.9, it shall be treated as one seat. However, if after calculating seats on the basis of 3%, the number of seats is divisible by 3, equal distribution of seats will be made for all the three categories. If after the division, any remainder is left, it shall be distributed on the basis of inter-se merit amongst all the three categories.
- b) In the absence of availability of candidates in any of the categories, the seats shall be interchanged inter-se.
- c) If seats reserved for Persons with Disabilities remained unfilled, it shall be treated in the sanctioned strength of seats for general category.

The candidates under the reserve category of Persons with Disabilities shall be allowed a relaxation of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed, provided they have obtained minimum pass marks prescribed by the regulations.

- * Claimant in this category should be capable of pursuing the course for which the admission is sought. The Persons with Disability should have a minimum of 40% disability duly certified by the Medical Board of District/State/UT/Medical Institution of National Importance. Such certificate shall be further certified by the Medical Board of the Panjab University Health Centre.
 - ** Visually Handicapped would mean : Visual acuity of 6/60 with best correction in the better eye or any persons with visual fields of 20⁰ or less in the better eye irrespective of the visual acuity"
 - *** Hearing Impaired means loss of sixty decibels or more in the better ear(sic) in the conversation range of frequencies"
- (v) 5% (for all the under-mentioned categories taken together) for candidates who fall in one of the following categories (which are given there in order of precedence) :-
1. Son/Daughter/Spouse of such Defence personnel and CAPF personnel¹ who died in action. (Only those who were wholly dependent on such personnel shall be considered).
 2. Son/Daughter/Spouse as are wholly dependent on such Defence Personnel and CAPF Personnel who were incapacitated²/died while in service.
 3. Defence and CAPF personnel who were incapacitated while in service.
 4. Son/daughter/spouse of ex-servicemen³ who are wholly dependent on them.

-
1. CAPF earlier known as Para-military forces, includes Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG), Sashastra Seema Bal (SSB) etc.
 2. Incapacitation will mean incapacitation leading to the discharge of the person by concerned authorities
 3. Ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union:-
 - i) Who retired from the service after earning his/her pension; or
 - ii) Who has been boarded out of the service on medical grounds attributable to military service or Circumstances beyond his control and awarded medical or other disability pension; or
 - iii) Who has been released from the service as a result of reduction in establishment ; or
 - iv) Who has been released from the service after completing the specific period of engagement, (otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency) and has been given gratuity.
 Territorial Army Personnel of the following categories shall also be considered as ex-servicemen:-
 - (a) Pension holders for continuous embodied service.
 - (b) Disabled Territorial Army Personnel with disability attributable to military service.
 - (c) Gallantry award winners.

For admission to evening courses, categories 2, 4 and 5 above will not be considered since the term 'wholly dependent' will exclude such persons as are 'employed' or 'self-employed'.

5. Son/daughter/spouse of serving Defence personnel and CAPF who are wholly dependent on them.
 6. Ex-Servicemen
 7. Serving Defence personnel and CAPF personnel
- (vi) 2% for Sons/Grandsons/Daughters /Granddaughters/ Husband / Wife / Brothers / Sisters of persons killed/incapacitated in November, 1984 riots and of persons killed / incapacitated in terrorist violence in Punjab and Chandigarh. A Certificate from the District Magistrate to this effect must be submitted by the candidate. Migrant Card alone is not enough.
- (vii) 2% for the Children/Grand Children of Freedom Fighters who have been sanctioned pension by Central/State Govt. or awarded Tamra Patra by Government of India (Syndicate Para 15, dated 30-5-1997) or those who have been certified to be Freedom Fighters by the Central/State Govts.
- (viii) Any other statutory reservation as prescribed by the Govt. of India, if any.

Additional Seats :-

(a) Wards of Kashmiri displaced persons*.

- (i) Relaxation in cut-off percentage upto 10% Subject to minimum eligibility requirement.
- (ii) Increase in intake capacity upto 5% course wise.
- (iii) Reservation of at least one seat in merit quota in technical/professional institutions.
- (iv) Waiving off domicile requirements.

(b) One Girl Child out of the only two girl Children

1. Two additional seats per unit per course subject to maximum limit of four (4) out of the two girl children from the session 2015-16 are created for admission to a given course in the Panjab University Teaching Departments, Regional Centres and its affiliated Colleges provided they are otherwise eligible from all angles. The additional seats will be only for those girl Children who are either a single girl child of her parents or one amongst the only two girl Children with no male Child. The additional seat will be available to only one of the two girl children of a couple.

2. A certificate is to be obtained from the parents of the girl children declaring therein that the benefit of this scheme is being claimed for only One Girl Child out of the two girl Children and the parent shall not claim the same for the 2nd girl child elsewhere in future the specimen of the certificate is enclosed.

(c) Cancer, AIDS and Thalassemia:

One additional seat each for the student suffers from Cancer, AIDS and Thalassemia has been allowed for admission in each course in the Panjab University Teaching Departments, Regional Centres and its affiliated Colleges subject to the condition that the candidate seeking admission under each of these categories if otherwise eligible from all angles. The claimant candidate will have to submit a certificate as a proof of from the National Medical Institute like PGI, AIIMS etc. in support of his/her claim.

(d) Two Additional Seats for Rural Area Students

Only those candidates will be considered in this category, who have passed their Matriculation and +2 examination from those rural schools that do not fall in the area of the Municipal Corporation/Municipal Committee/ Small Town/Notified Area/Cantonment Area. Further, the candidates should have been studying in such school for atleast five years before passing the last examination. A candidate claiming such benefit will have to produce a certificate from the D.E.O./Principal of the concerned institute of the area certifying that the school from where the candidate has passed the Matriculation and +2 examination, falls within the aforesaid rural area.

(e) One Additional seat for Border Area Students

The Border area students shall mean those candidates who have passed their Matriculation and +2 examination from the Border Area Schools situated within 20 kilometres from the International Border. A candidate claiming such benefit will have to produce a certificate from the Tehsildar or the Principal/Headmaster/Head of the School certifying that the School from where the candidate has passed the matriculation and +2 examination, falls within the aforesaid Border area.

B. NRI Seats

Only the following categories of students or candidates will be eligible or entitled for consideration for admission in the NRI Quota:

- i) Persons of Indian Origin who are citizens of countries other than India and hold the passport of the country concerned.
- ii) Overseas Citizens of India.
- iii) Children, i.e., sons/daughters of Persons of Indian Origin (who may, or may not, be citizen of countries other than India), or of Overseas Citizens of India, provided they have resided in a country other than India for a minimum period of three years immediately preceding the year of admission in the University.
- iv) The eligibility or entitlement under clauses (ii) and (iii) above would extend also to grandchildren, whose parents are not alive or, at least, whose father is not alive at the time of seeking admission in the University, and who can, therefore, be treated as being “wards” of their grandparents who are Persons of Indian Origin (who may, or may not, be citizens of countries other than India), or

Overseas Citizens of India, provided such grandchildren have resided in a country other than India for a minimum period of three years immediately preceding the year of admission in the University.

Explanation:

- a) The aforesaid condition of residence for a minimum of three years in a country other than India prescribed in Clauses (iii) and (iv) above means actual/physical residence on a regular basis. Notional, deemed or constructive residence of any kind shall not be considered for this purpose. Accordingly, the possession of a Green Card will *ipso facto* not confer eligibility or entitlement for admission.
- b) The expression “Overseas Citizens of India” in Clauses (ii) to (iv) above refers to persons registered as such under Section 7-A of the Citizenship Act, 1955 as amended up-to-date.

It is made clear that no person other than persons falling under Clauses (i) to (iv) read with Explanation (a) and (b) above will be eligible for or entitled to admission in the NRI quota.

NOTE:

Specimen of forms of certificates to be attached to admission forms wherever applicable has been provided in the prospectus (pp. 21-34)

IMPORTANT NOTE: Candidates will fill the above categories in the Admission Form after the declaration of Entrance Test result.

APPENDIX B

Specimen of Certificates for reserved categories and additional seats (To be attached to admission form wherever applicable)

SUB APPENDIX B1

SCHEDULED CASTE / SCHEDULED TRIBE CERTIFICATE

The Caste/Tribe Certificate should necessarily contain the following information about:

- (a) Name of the person:
- (b) Father's name:
- (c) Permanent place of residence:
- (d) Name of the Caste/ Tribe:
- (e) Constitutional order under which the caste/ tribe has been notified
- (f) Signature of issuing authority along with the designation, seals and date

Authorities Empowered to issue SC/ST certificate

1. District Magistrate/ Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate / Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
5. Administrator/ Secretary to Administrator/ Development Officer (Lakshdweep Islands)

SUB APPENDIX B2

CERTIFICATE OF BACKWARD CLASS

Attach
Applicants
Recent
Passport
Size
Attested
- - -

(Persons belonging to OBC/SBC will not be considered under this category)

Certificate/Despatch No. _____

Dated _____

This is to certify that _____ son/daughter of Sh. _____ Resident of _____ of the state of _____ belongs to the _____ community which is recognized as a Backward Class by the Government of _____ under _____ and his family ordinarily reside(s) in District of _____ of the state _____. This is also to certify that he/she does not belong to any category of persons/sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India, Department of Personnel & Training, O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93, modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, OM No. 36033/1/2013-Estt.(Res.) dated 27.05.2013 or the latest notification of the Government of India.

This certificate is being issued based on the annual income/status of the parents/guardian of the applicant as on financial year ending March 31_____.

Place:

Signature: _____

Dated:

Designation _____

(with seal of officer concerned)

Authorities Empowered to issue Backward Class Certificate	Criteria for Admission under this Category
1. Deputy Commissioner	1. 5% Seats Reserved for persons belongs to this category
2. Additional Deputy Commissioner	2. Candidate must belong to non-creamy layer as defined by the latest rules of Govt. Of India
3. Sub Divisional Magistrate	3. The Certificate should not be older than one year from the date of admission
4. Executive Tehsildar	4. OBC/SBC will not be considered under this category
5. Tehsildar	
6. Naib Tehsildar	
7. Block Officer	
8. District Revenue Officer	

SUB APPENDIX B3

CERTIFICATE FOR ONLY GIRL CHILD/ONE OUT OF TWO GIRL CHILDREN

We, _____ (father) and _____ (mother) of
Miss _____ (full address to be given) resident of House No. _____
Street/Sector _____ Town/City/Village _____
District/State _____ do hereby solemnly declare and affirm as under:-

1. That we are citizens of India.
2. That Miss _____ born on _____ is our girl child.
3. That we have no male child.
4. That we have the following only two girls including the one whose name figures at point no 2 children and none else :

(i) Name _____ (i) Name _____

(ii) Sex _____ (ii) Sex _____

(iii) Date of Birth _____ (iii) Date of Birth _____

5. That none of the above mentioned two girl children has obtained/availed the benefit granted under this category, in this University/Institute including its affiliated colleges.

Signature

(Father)

Signature

(Mother)

Place:

Dated:

NOTE: Who can apply under this category?

Single Girl Child

OR

One Girl Child out of only Two Girl Children.

*Clarification: This Seat shall not be available for:-

- i) Those having three or more girl children.
- ii) Those having any male child.

SUB APPENDIX B4

CERTIFICATE FOR ADMISSION UNDER DEFENCE CATEGORY

Dispatch No. _____

Dated _____

Certified that _____ an applicant for admission to _____ course(s) in the department of _____ Panjab University, is

1. Son/Daughter/Spouse of such Defence and Central Armed Police Force (CAPF)* personnel who died in action on _____ during _____. (Only those who are wholly dependent on such personnel shall be considered).
2. Son/Daughter/Spouse who is wholly dependent on such Defence and CAPF personnel who were incapacitated/died on _____ while in service.
3. Defence and CAPF personnel who were incapacitated while in service.
4. Son/daughter/spouse of ex-servicemen who are wholly dependent on them.
5. Son/daughter/spouse of serving Defence personnel and CAPF who are wholly dependent on them.
6. Ex-servicemen.
7. Serving Defence personnel and CAPF personnel.

Name of the Certifying Officer

Signature of authorized
Military/Central Armed Police Forces Officer

Designation _____

(with official seal)

* CAPF earlier known as Para-military forces, includes Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG), Sashastra Seema Bal (SSB) etc.

SUB APPENDIX B5

CERTIFICATE BY THE CANDIDATE FROM BORDER AREA SCHOOL

No. _____ Dated: _____

Certified that Mr./Ms. _____ son/ daughter of
Sh. _____ and Smt. _____ resident of
_____ has passed the Matriculation and +2 from
school(s) that is situated within 20 kms from the International Border.

It is further certified that Mr. / Ms. _____ has studied for
_____ year(s) in the institution(s) that is situated within 20 kms from the
International Border, as per date of joining and leaving school as given below :-

Name of School	Date of joining	Date of leaving
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Place:

Seal and Signature

Date:

(Tehsildar / Principal / Headmaster)

SUB APPENDIX B6

CERTIFICATE BY THE CANDIDATE FROM RURAL AREA SCHOOL

No. _____

Dated: _____

Certified that Mr./Ms. _____ son/ daughter of Sh. _____ and Smt. _____ resident of _____ has passed the matriculation and +2 examination from Rural School(s) that does not fall in the area of the Municipal Corporation / Municipal Committee / Small Town / Notified Area/Cantonment Area and has studied in a rural area school for at least five years before passing +2 examination.

Name of School	Date of joining	Date of leaving
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Place:

Seal and Signature

Date:

(D.E.O / Principal)

APPENDIX C

Important Note:- Under this category of Physically Challenged, persons only with Permanent Physical Disability (PPD) will be considered. Candidates with temporary physical disability will not be eligible for applying under this category.

COPY OF CERTIFICATE OF PERSONS WITH DISABILITY (PwD) FOR APPLYING FOR ADMISSION

(Detailed information is available at Ministry of Social Justice and Empowerment, Government of India website: www.socialjustice.nic.in as per PART-II Section 3, subsection (i) Notification as amended on 30th December, 2009 for persons with disability (Equal Opportunities and full participation Rules, 1996) (Copies of Form-I, Form-II, Form-III and Form-IV, attached).

Form-I

APPLICATION FOR OBTAINING DISABILITY CERTIFICATE BY PERSONS WITH DISABILITIES

1. Name: (Surname)_____ (First name)_____ (Middle name)_____
2. Father's name:_____ Mother's name:_____
3. Date of Birth: (date) _____/ (month) _____ / (year) _____
4. Age at the time of application: _____ years
5. Sex: _____ Male/Female
6. Address:
 - (a) Permanent address

 - (b) Current Address (i.e. for communication)

 - (c) Period since when residing at current address

7. Educational Status (Pl. tick as applicable)

I. Post Graduate

II. Graduate

III. Diploma

IV. Higher Secondary

V. High School

VI. Middle

VII. Primary

VIII. Illiterate

8. Occupation

9. Identification marks (i) _____ (ii) _____

10. Nature of disability: locomotor/hearing/visual/mental/others

11. Period since when disabled: From Birth/Since year _____

12. (i) Did you ever apply for issue of a disability certificate in the past _____ YES/NO

(ii) If yes, details:

a. Authority to whom and district in which applied

b. Result of application

13. Have you ever been issued a disability certificate in the past? If yes, please enclose a true copy.

Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further, state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

(Signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with mental retardation, autism, cerebral palsy and multiple disabilities)

Date:

Place:

Encl:

3. Proof of residence (Please tick as applicable)

a. ration card,

b. voter identity card,

c. driving license,

d. bank passbook,

e. PAN card,

f. Passport,

g. Telephone, electricity, water and any other utility bill indicating the address of the applicant,

h. A certificate of residence issued by a Panchayat, municipality, cantonment board, any gazette officer, or the concerned Patwari or Head Master of a Govt. school,

i. In case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, etc., a certificate of residence from the head of such institution.

4. Two recent passport size photographs

(For office use only)

Date:

Place:

Signature of issuing authority

Stamp

Form-II

Disability Certificate

**(In cases of amputation or complete permanent paralysis of limbs
and in case of blindness)**

Recent PP
Size Attested
Photograph
(showing face
only of the
person with
disability

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING
THE CERTIFICATE)**

This is to certify that I have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____
years, male/female, Registration No. _____ permanent resident of House
No. _____ Ward/Village/Street _____ Post Office _____, District
_____, State _____, whose photograph is affixed above, and am satisfied that:

(B) He/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) He/She has _____ % (in figure) _____ percent (in words) permanent
physical impairment/blindness in relation to his/her _____ (part of body)
as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of
residence:-

Nature of Document

Date of Issue

Details of authority issuing certificate

Signature /Thumb
impression of the
person in whose
favour disability
certificate is issued

Signature and Seal of Authorised Signatory
of Notified Medical Authority

Recent PP Size
Attested
Photograph
(showing face
only of the
person with
.....)

Form-III

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt./Kum. _____ son/wife/daughter of
Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years,
male/female, Registration No. _____ permanent resident of
House No. _____ Ward/Village/Street _____ Post
Office _____, District _____, State _____, whose photograph is
affixed above, and are satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(B) In the Light of the above, his /her over all permanent physical impairment as per guidelines (to be specified), is as follows

In figures :- _____ percent

In words: _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary.

Or

(ii) is recommended/after _____ years _____ months, and therefore, this certificate shall be valid till (DD / MM /YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
---------------------------	----------------------	---

5. Signature and seal of the Medical Authority

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature /Thumb impression of the person in whose favour disability certificate is issued
--

Recent PP Size
Attested
Photograph
(showing face
only of the
person with
disability)

Form-IV

Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING
THE CERTIFICATE)

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female, Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____, District _____, State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

6. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary.

Or

(ii) is recommended/after _____ years _____ months, and therefore, this certificate shall be valid till (DD / MM /YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document

Date of Issue

Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature /Thumb
impression of the
person in whose
favour disability
certificate is issued

Note: 1. “In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District”

Certificate for candidates applying under the reserved category for Cancer/Thalassemia Major/AIDS

DETAILED ADDRESS OF ISSUING PHYSICIAN AND HOSPITAL

(Mention serial number and date with phone number and address)

Photograph to be attested by the

This is to certify that Ms./Mr. _____ (Name of the student), Date of Birth: _____ C.R./OPD No. _____ D/o/S/o _____ (Mother's / Father's Name), resident of _____ (complete address), is a diagnosed case of _____ (Cancer / Thalassemia Major / AIDS)*. She/he is undergoing treatment for the same under my care.

(Signature of the Patient)

Attested

(Signature of the Physician)

Name and address of the Physician _____

Stamp of the Physician

*Strike out whichever is not applicable.

GENERAL INSTRUCTIONS FOR GIVING ANSWERS
ON OMR ANSWER SHEET

1. All questions are to be attempted on the Answer-sheet as per instructions printed on the question booklet and OMR answer sheet.
2. **The Answer-sheet is designed for computer evaluation. Please follow the instructions given on the Answer-sheet strictly otherwise it may make evaluation by the computer difficult. Any resultant loss to the candidate on the above account i.e., not following the instructions completely, shall be of candidate only.**
3. Each question is followed by four answer choices labelled A, B, C and D. Select the answer you think is the best response and darken the bubble bearing the correct response label against the serial number of the question. For example if you think answer to question number 2 is D then mark as follows:

Q. 2 A B C D

The Answer marked as under shall be considered as wrong:

A B C D A B C D A B C D A B C D A B C D A B C D

4. For marking answers use **Black Ball/Gel Pen only**.
5. If you do not want to answer any question, leave all the bubbles corresponding to that question blank.
6. Be very careful in filling in the bubble in the first instance since erasing or changing it will spoil the response and go to the disadvantage of the candidate.
7. In order to open the Question Booklet remove the paper band gently.
8. **Write your Roll Number on the answer-sheet as also on the Question Booklet only in the space provided for the purpose and at no other place in the question Booklet and Answer Sheet.**
9. For calculations, the use of log tables is permitted. **Use of Calculator is not allowed.**
10. For rough work, the sheets marked 'ROUGH WORK' at the end of the Question Booklet be used. No rough work shall be done on the Answer-sheet under any circumstances.

SAMPLE QUESTIONS

Component-I: Data Interpretation and Problem Solving :

The Table given below gives information regarding combined receipts and disbursements of Central and State Governments (in Rs. crores) for two years 2007-08 and 2006-07. Read the Information contained in the table and answer the following questions from 1 to 5 :

Item	2007 -08	2006-07
Total Receipts (A+B)	2,92,876	2,67,958
A. Revenue Receipts (1 +2)	2,08,125	1,85,305
1. Tax Receipt (a+b)	1,65,052	1,44,180
(a) Direct Taxes	37,315	31,795
(b) Indirect Taxes	1,27,737	1,12,385
2. Non-tax receipts of which:	43,073	41,125
Interest receipts	10,277	10,109
B. Capital receipts of which:	84,751	82,653
(a) Provident funds	8,987	8,502
(b) Recovery of loans & advances	3,581	5,913
Total Disbursement (A+B+C)	3,00,149	2,74,165
A. Developmental Expenditure (a+b+c)	1,59,135	1,50,855
(a) Revenue	1,22,769	1,13,019
(b) Capital	22,529	23,927
(c) Loans and Advances	13,837	13,909
B. Non-Developmental Expenditure (a+b+c)	1,38,597	1,21,248
(a) Revenue of which:	1,29,517	1,12,821
Interest payments	60,963	51,954
(b) Capital	8,458	7,666
(c) Loans and Advances	622	761
C. Others	2,417	2,062

- The increase in Indirect taxes in 2007-08 over the previous years was
 (A) 18.2% (B) 12.5% (C) 13.7% (D) 15.7%
- Total disbursements in 2007-08 were more than total receipts by
 (A) 7273 (B) 7263 (C) 7723 (D) 2773
- Interest payments were up in 2007-08 over the previous year by
 (A) 14.8% (B) 17.3% (C) 10.3% (D) 13.7%
- Section ABC in the figure represents number of first class students in a class of 800. if the angle ABC is 36° , the number of first class students in the class is :
 (A) 80 (B) 90 (C) 100 (D) 150

5. In the histogram given here the number of students who spend Rs. 400-Rs. 500 on cinema every month is 50. The number of students spending Rs. 600-Rs. 700 is :
- (A) 40 (B) 30 (C) 20 (D) 20

Component -II: Numerical Ability

1. The circumference of a circle is 154 dm.
The area is :
- (A) 1888.5 dm² (B) 2200 dm² (C) 8881 dm² (D) None of these
2. How many terms are there in the sequence
1 +5+9+13+ 101?
- (A) 25 (B) 23 (C) 26 (D) 24
3. The derivative of 10^x with respect to X is
- (A) $X \cdot 10^{x-1}$ (B) $10 \cdot 9^x$ (C) $10^x \log_{10} 10$ (D) 10^x
4. By selling a watch for Rs. 144, a man loses 10%. At what price should he sell it in order to gain 15%.
- (A) Rs. 180 (B) Rs. 184 (C) Rs. 182.60 (D) Rs. 184.40
5. If the sum of the interior angles of a polygon is double the sum of its exterior angles, then it is a
- (A) Hexagon (B) Decagon (C) Pentagon (D) Heptagon
6. A milkman mixes 20 litres of water with 80 litres of milk. After selling one-fourth of this mixture, he adds water to replenish the quantity that he has sold. What is the current proportion of water to milk?
- (A) 2:3 (B) 1:2 (C) 1:3 (D) 3:4
7. Deepu, Rahul and Amit start a business by investing Rs 2,700, Rs 8, 100 and Rs 7,200 respectively. At the end of one year, the profit was distributed. If Rahul's share was Rs 3,600, their total profit was
- (A) Rs 7,000 (B) Rs 8,000 (C) Rs 9,000 (D) Rs 9,500
8. A tap can empty a tank in one hour and another tap can empty in 30 minutes. If both the taps operate simultaneously, how much time is needed to empty the tank?
- (A) 20 minutes (B) 30 minutes (C) 40 minutes (D) 45 minutes
9. If one-fourth of one-fifth of a number is 7, three-fourteenth of that number will be
- (A) 42 (B) 60 (C) 30 (D) 70

10. A solid cylinder has a total surface area of 231 cm². Its curved surface area is area. What is the volume of the cylinder?
- (A) 154 cm³ (B) 308 cm³ (C) 269.5 cm³ (D) 370 cm³

Component-III: Verbal Ability/Reasoning

1. The conclusion of the statement “The hammer is either in the tool box or in the Kitchen. The Kitchen because it is not in the tool box.”
- (A) The hammer is either in the tool box (B) or, the hammer is in the Kitchen
(C) It must be in the Kitchen (D) Because it is not in the tool box
2. Which of the pairs of words expresses the relationship that is MOST similar to that of Pedant:
- Erudition
- (A) Diplomat: Tactless (B) Enemy: Friendly
(C) Rude: Politeness (D) Prude: Modesty
3. Exempt to obliged is as
- (A) Affluent to fluent (B) Valiant to mighty
(C) Immune to susceptible (D) Steadfast to reputed
4. Which of the following words is closest in meaning to the word STAID?
- (A) Old (B) Prudent (C) Unsteady (D) Sedate
5. Fill in the blank with the most suitable alternative
- He shouted_____at the subordinate:
- (A) Loud (B) Loudly (C) Loudedly (D) Loudingly
6. What is the missing number in the circle?
- (A) 30 (B) 213 (C) 743 (D) 347
7. Select from the four alternative diagrams, the diagram, the one that best illustrates the relationship among the following three classes:
- Crow
Birds
Dogs
6J
AB, I
8. In a certain code SCULPTOR is written as TORPLUCS. How will you write ELECTRICITY
- (A) CITYELECTRI (B) YTICIRTCELE (C) ITYCIRTCELE (D) TRICITYLECE
9. Look at the following set of data
- 14.5,15,16.5,17,15,20,25,26,29,40,35,18, 11, 15,29,29,40, 35,29,29, 30,41,29,40
- The difference between smallest and largest observations is:
- (A) 29 (B) 30 (C) 31 (D) 20

10. In the data for the above question, the modal observations is less than the largest observation by:
- (A) 12 (B) 10 (C) 11 (D) 13
11. Five persons G, H, I, J are K are standing in a row. G is to the right of I, H is to the left of K, I is to the right of J and H is to the right of G. Who is standing on the extreme left?
- (A) J (B) I (C) H (D) K

Component –IV : General English & Comprehension

Please read the following passage and answer questions 1 to 7 based on it

The now always looks so small, so puny, so unpromising next to the size and performance of maturity. Anything truly new that looks big is indeed to be distrusted. The odds are heavily against its succeeding. And yet successful innovators, as we argued earlier, start small and above, all simple.

The claim of so many businesses, ‘Ten years from now, ninety per cent of our revenues will come from products that do not even exist today’, is largely boasting. Modifications of existing products, yes; variations, yes; even extensions of existing products into new markets and new end uses with or without modifications. But the truly new venture tends to have a longer lead time. Successful businesses, that are today in the right markets with the right products or services, are likely ten years hence to get three-quarters of their revenues from products and services that exist today, or from their linear descendants. In fact, if today’s products or services do not generate a continuing and large revenue stream, the enterprise will not be able to make the substantial investment in tomorrow that innovation requires.

It thus takes special effort for the existing business to become entrepreneurial and innovative. The ‘normal’ reaction is to allocate productive resources to the existing business, to the daily crisis, and to getting a little more out of what we already have. The temptation in the existing business is always to feed yesterday and to starve tomorrow.

It is, of course, a deadly temptation. The enterprise that does not innovate inevitably ages and declines and in a period of rapid change such as the present, an entrepreneurial period, the decline will be fast. Once an enterprise or an industry has started to look back, turning it around is exceedingly difficult, if it can be done at all. But the obstacle to entrepreneurship and innovation which the success of the present business! Constitutes is a real one. The problem is precisely that the enterprise is so successful, that it is ‘healthy’.

I rather than degenerately diseased by bureaucracy, red tape, or complacency.

This is what makes the examples of existing businesses that do manage successfully to innovate so important, and especially the examples of existing large and fair-sized businesses that are also successful entrepreneurs and innovators. These businesses show that the obstacle of success, the obstacle of the existing, can be overcome. And it can be overcome in such a way that both the existing and the new, the mature and the infant, benefit and prosper. The large companies that are successful entrepreneurs and innovators—Johnson & Johnson, Hoechst, ASEA, 3M, or the one hundred middle-sized ‘growth’ companies clearly know how to do it.

Where the conventional wisdom goes wrong is in its assumption that entrepreneurship and innovation are natural, creative, or spontaneous. If entrepreneurship and innovation do not well up in an organization, something must be stifling them. That only a minority of existing successful businesses are entrepreneurial and innovative is thus seen as conclusive evidence that existing businesses quench the entrepreneurial spirit. .

1. Johnson and Johnson, Hoechst, ASEA, know how: i. To overcome obstacle of success
ii. To overcome obstacle of existing; iii. To innovate.
 - (A) i and ii only
 - (B) ii and iii only
 - (C) i, ii and iii
 - (D) i and iii only
2. The enterprise that does not innovate
 - (A) Stagnates
 - (B) Ages and declines
 - (C) Does not grow steadily
 - (D) Grows
3. To make substantial investment required for innovation
 - (A) Existing products should generate a continuing and large revenue stream.
 - (B) Entrepreneurs should borrow heavily
 - (C) Entrepreneurs should sell of their existing business
 - (D) Entrepreneurs should generate funds from the capital market
4. The major subject with which the passage is connected is
 - (A) Starting a small business.
 - (B) Entrepreneurship and innovation
 - (C) Expanding a small business
 - (D) Bureaucracy and red tapism.
5. Once an enterprise has started looking back
 - (A) There will be no need to turn it around
 - (B) It can be turned around very easily
 - (C) It can be turned around with great difficulty
 - (D) It can not be turned around at all.
6. The word 'Complacency' in the above passage means
 - (A) Carelessness
 - (B) Self satisfaction
 - (C) Ignorance
 - (D) Conspicuous

7. Choose the option in which the usage of the word “FALLOUT” is incorrect
- (A). Nagasaki suffered from the fallout of nuclear radiation.
 - (B). People believed that the political fallout of the scandal would be insignificant.
 - (C). Who can predict the environmental fallout of the WTO agreements?
 - (D). The headmaster could not understand the fallout of several of his good students in the examination.
8. The British retailer, M&S, today formally..— defeat in its attempt to - King’s, its US subsidiary, since no potential purchasers were ready to cough up the necessary cash.
- (A) admitted, acquire
 - (B) conceded, offload
 - (C) announced, dispose
 - (D) ratified, auction
9. From the choices given, choose the one which would best replace the underlined part.
Victory is everything in the Indian universe and M.S. Dhoni will be expected to translate his genius to that effect. To contemplate any other option is to contemplate the risk of failure.
- (A) To contemplate any other action is to contemplate the risk of failure.
 - (B) Failure is not an action that can be contemplated.
 - (C) Any other action has the potential of failure.
 - (D) Failure is not an option.
10. Identify the incorrect sentence or sentences.
- P. Harish told Raj to plead guilty.
 - Q. Raj pleaded guilty of stealing money from the shop.
 - R. The court found Raj guilty of all the crimes he was charged with.
 - S. He was sentenced for three years in jail. .
- (A) P and R
 - (B) Q &S
 - (C) P,R and S
 - (D) Q,R and S

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