

Format for Affidavit
(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION BY
CANDIDATES SEEKING PROVISIONAL ADMISSIONS)

(On Non-Judicial Stamp Paper of Rs.10/-)

I/My ward (Name of the candidate)
Son/Daughter/Wife of (Father's/Husband's
name) Resident of (Permanent address) seeking
admission to (Name of the Course)
of GGSIP University, hereby solemnly affirm and declare

(i) that I/My ward have/has appeared in the.....Examination, 2009 of
.....(Board/University), the result of which has not yet been declared and
expected to be declared latest by 15th November 2009;

(ii) that I/My ward have/has carefully gone through the rules regarding provisional admission and fully
understand that in the event of my/my ward's failure to submit to the University, appropriate proof of
my/my ward securing at leastmarks in qualifying examination for admission to (Name of the
Course) of GGSIP University by 15th November 2009, my/my ward's provisional admission to the said course will
automatically get cancelled and full fee deposited will be forfeited.

Deponent

Verification:

Verified aton this day of.....
....., 2009 that the contents of the above Affidavit are true and correct to the best of my knowledge and
belief. No part of it is false and no material has been concealed therefrom.

Deponent

Note:

- (i) In case the candidate is minor i.e. below 18 years of age; in that case, the affidavit shall be signed by his/her parent/guardian.
- (ii) Submission of false affidavit is punishable offence. If it is found at any stage that false affidavit was submitted, admission shall be cancelled and legal proceedings shall be initiated, for which candidate/parent/guardian shall be responsible.

MEDICAL CERTIFICATE

(TO BE SUBMITTED AT THE TIME OF Counselling/ADMISSION)

I certify that I have carefully examined Shr/Km/Smt.* Son/daughter/wife of Shri/Smt.* whose signature is given below. Based on the examination, I certify that he/she is in good mental and physical health and is free from any physical defects which may interfere with his/her studies including the active outdoor duties required of a professional.

Visible Marks of Identification.....

Signature of the Candidate

Date: _____

Place: _____

Name & Signature of the Medical Officer with Seal and Registration Number#

*Strike whichever is not applicable.

#To be signed by a Registered Medical Practitioner holding a degree not below that of M.B.B.S.

Note: Use photocopy of this Form

GUIDELINES FOR FILLING UP THE APPLICATION FORM FOR MBACET 2009

- (i) The candidates are advised to go through the Admission Brochure carefully and acquaint themselves with all requirements of filling up of the Application Forms for MBACET 2009.
- (ii) **It will be the sole responsibility of the candidate to make sure that he/she is eligible and fulfills all the conditions prescribed for admission.**
- (iii) If ineligibility of a candidate is detected at any stage before or after examination/declaration of result or during any stage of the programme, his/her candidature/ admission will be cancelled without any notice, disciplinary action will be taken against him/her and entire fee will also be forfeited. The Vice Chancellor, Guru Gobind Singh Indraprastha University may cancel the admission of any student for specific reasons at any stage.
- (iv) The candidate must fill the application form online by login in to CDAC, Noida website www.cdacnoida.in and clicking on the button MBACET 2009. The Online Registration Form will be displayed on the screen and follow the directions given on the screen.
- (v) **The registration is a two-step process.** In Step I, candidate has to provide his/her personal details, contact and education qualification details. On submission of this information an e-mail containing User Id, Password, and Registration Number will be sent to the candidate. This completes the first step of registration.
- (vi) In the second step, candidate has to provide the payment details and the choice of his/her examination centre. Candidate has to login by using User Id and the password provided by the system in the Step I. The system will show all the information submitted by the candidate in Step I and prompt for submitting the payment details and the choice of examination centre. Complete the registration process by filling up the remaining fields on the MBACET 2009 Application Form. On successful completion of the step II of the Registration process, candidate will receive an email containing application number and examination centre.
- (vii) **Details of the fees:** The admission fee for MBACET 2009 is Rs 800/-. This fee may be submitted either through Demand Draft in favour of CDAC, Noida payable at Noida/New Delhi or by a bank transfer (NEFT) as detailed below in point viii & ix.
- (viii) **Payment through Demand Draft:** In case you are opting to pay the fee through Demand Draft, you have to first obtain the DD for Rs. 800/- in favour of CDAC, Noida payable at Noida/New Delhi. After that, click on the DD option on the MBACET 2009 Registration Form and fill up the columns corresponding to DD No., name of the Bank, and Date of issue. Write the application number (received through e-mail on successful completion of the Step II of the registration process) and name at the back of the Demand Draft and send it to **Controller of Examinations, Centre for Development of Advanced Computing, B-30, Institutional Area, Sector-62, Noida-201307 so as to reach him latest by 15th June 2009 upto 5.00 p.m.** The envelope containing the demand draft must be superscribed at the left Top Corner as "Admission to MBA (SEM) 2009-10". After the last date is over, demand draft sent through Registered/Speed post/Courier or by any other means will not be accepted, irrespective of the fact when the demand draft was dispatched / posted. Therefore, candidates are advised to submit their demand draft at the earliest, instead of waiting for last date.
- (ix) **Payment through Bank Transfer :** In case of payment through bank transfer (NEFT), candidate has to first ensure that the bank transfer is effected to the **Current Account Number "8880" with IFS code "IOBA0001719"** either by going to any bank having core banking facility or through internet banking. After this, log on to MBACET 2009 and select "**NEFT**" option for the payment mode and enter the name of the account holder from which the transfer has taken place and the date of transfer. **In this case, there is no need of submitting anything through post.**
- (x) The invigilator at the examination centre will provide the printed copy of your filled-in application form. You will be required to paste your photograph on this application form and sign it on reaching the examination hall. Therefore, you would be required to bring 3 copies of your passport size photographs to the examination hall (Two photographs will be pasted on the admit card and one will be pasted on the

application form). **Please note that if you fail to bring 03 copies of passport size photograph, you will not be allowed to write the exam.**

- (xi) **Preference for Centre:** Refer to the list of centers of Common Entrance Test (MBACET) 2009 and Centre code mentioned in the Admission Brochures at **Para 6.1. You are required to give the choice of the examination centre. Examination Centre once allotted by the University/Institution will not be changed and no request in this regard will be entertained under any circumstances.**
- (xii) **Name of the Candidate:** Candidate should write his/her Name as given in Class X or equivalent certificate.
- (xiii) **Name of Father/Mother:** Write the name of your Father and Mother exactly as in your Class X or equivalent certificate.
- (xiv) **Postal Address:** Write complete mailing address including PIN Code alongwith Telephone/Mobile Numbers with relevant STD code at which the communication is to be sent.
- (xv) **Date of Birth:** Enter the date, month and year of your birth as per English calendar and as recorded in your School/Board (Class-X)/Pre-University examination certificate.
- (xvi) **Nationality:** If your Nationality is Indian tick the box indicated for "INDIAN". If your Nationality is not Indian tick the box indicated for the "Other".
- (xvii) **Sex:** Tick the appropriate box for 'Male' or 'Female'.
- (xviii) **Category:** Tick in the appropriate Box for your categories - SC, ST, Physically Handicapped and Defence. Categories once declared by the candidate, cannot be changed at a later date (at the time of Counselling/admission). If no category is specified, you would be considered as falling under 'General' category only and no claim whatsoever shall be entertained thereafter. If a candidate falls in more than two categories, he/she can tick more than one boxes, e.g., if a candidate falls in SC & Physically Handicapped Categories then he/ she should tick the boxes for SC and PH Categories.
- (xix) **Qualifying Exam:** Tick in the box titled "PASSED" if you have already passed the specified qualifying examination, which makes you eligible for the Entrance Test. Tick the Box titled "APPEARING" if you are appearing for the examination, which makes you eligible. The title "APPEARING" covers the cases of "APPEARED" candidates also.
- (xx) **Qualifying Degree:** Please tick the appropriate qualifying degree and write the area of specialization in the qualifying degree.
- (xxi) **Details of Examination passed:** Please fill up the relevant details accurately.
- (xxii) **Photograph of Candidate:** The candidate must bring 03 recent passport size photograph (without attestation) taken on or after 1st January 2009, failing which he/she may not be allowed to write the exam and the sole responsibility lies with the candidate himself/herself

Instructions for photograph:

- Photograph should not have cap, goggles etc. (spectacles are allowed). The photo should not be hazy;
 - The candidate should keep two identical photographs with him/her, in reserve which may have to be used at the time of Entrance Test /Counselling/Admission, in case of doubt regarding the identity.
- (xxiii) **Visible Mark of Identification:** Candidate should mention visible mark of his/her identification.
- (xxiv) **Verification and Submission:** While filling up of the application form Online, the candidate must verify the correctness of the all the particulars furnished by him/her before submitting the same.
- (xxv) No request for change/correction/modification in the particulars of Application Form will be entertained after the registration process is complete.

APPENDIX: 4

INSTRUCTIONS TO BE FOLLOWED IN THE EXAMINATION HALL

- (i) Five minutes before the commencement of the test, each candidate will be given a sealed Test Booklet and OMR answer sheet.
- (ii) The OMR answer sheet is of special type which will be scanned by an optical scanner.
- (iii) Immediately on receipt of the Test Booklet, each candidate shall fill in the required particulars on the cover page of the Test Booklet with a **ball point pen only**. He/she shall not open the seal of the Test Booklet until asked to do so by the invigilator.
- (iv) Candidate will then write the required particulars on OMR answer sheet with a **black ball point pen**. After this, they will wait for the signal by the invigilator to start marking the responses.
- (v) The Test will start exactly at the time mentioned on the Admit Card and an announcement to start will be made by the invigilator.
- (vi) While the test is in progress, the invigilator will check the Admit Cards of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signature in the space provided for the purpose on the OMR answer sheet as well as on the Admit Card.
- (vii) The candidate will have to sign the Attendance Sheet against his/her MBACET Roll Number.
- (viii) A signal will be given at the beginning of the Test and at half the time. A signal will also be given at the closing time when the candidates must stop marking the responses.
- (ix) No candidate, without the specific permission of the Centre Superintendent or the invigilator concerned, shall leave his/her seat in the examination hall until he/she has finished his/her paper and handed over the Test Booklet and the OMR answer sheet to the invigilator on duty.
- (x) After completing the Test and before handing over the Test Booklet and the OMR answer sheet to the invigilator, the candidates are advised to make sure that all the particulars required in the Test Booklet and the OMR answer sheet have been correctly written, i.e. MBACET 2009 Roll Number, Name of the Candidate, Centre Number, Test Booklet Number, Test Booklet Code, Category, Sex, etc.
- (xi) No candidate will move out of the examination hall until the time prescribed for the test is over.
- (xii) No candidate will take away the Test Booklet and/or the OMR answer sheet from the examination hall.
- (xiii) A candidate must bring his/her own **black ball point pen** to fill the answers in ovals of OMR answer sheet. In case the ovals are filled by any instrument other than the ball point pen, then the answer sheet may be rejected. In all such cases, the responsibility shall rest on the candidates.
- (xiv) The candidate must ensure that the answer sheet is not folded. Also, he/she should not make any marks or write any kind of description on it.
- (xv) Candidates are advised to be sure about the correct answer before they darken the oval with ball point pen. They should also ensure that the each oval is completely darkened with ball point pen, partially or faintly darkened ovals may not be considered.
- (xvi) Each question shall carry 3 marks, which shall be awarded for each correct answer. **There will be negative marking for incorrect answers** and 1 mark will be deducted for each incorrect answer. No marks are awarded for not attempted questions.
- (xvii) The Test Booklet Code filled in by the candidate in the OMR answer sheet will be accepted as final for the purpose of evaluation. When the space for the Booklet Code is left blank or more than one booklet code is indicated therein, it will be deemed to be an incorrect booklet code and the OMR answer sheet will not be evaluated. **The candidate himself/herself will be solely responsible for all the consequences arising out of any error or omission in writing the Test Booklet Code.**
- (xviii) No candidate should do any rough work on the OMR answer sheet. Rough work, if any, is to be done only in the Test Booklet at the space provided.

- (xix) Candidates should check to make sure that the Test Booklet contains the number of pages as mentioned on the top of the first page. In case the numbers do not tally, it should be immediately brought to the notice of the invigilator. The candidates shall not remove any page(s) from the Test Booklet and if any page(s) is (are) found missing from a candidate's booklet, he/she will be proceeded against and shall be liable for prosecution under relevant provisions of Indian Penal Code.
- (xx) Smoking in the examination hall during the conduct of the test is strictly prohibited;
- (xxi) Tea, coffee, cold drinks or snacks are not allowed inside the examination hall during the test.
- (xxii) Candidates shall maintain perfect silence and attend to their papers only. Any conversation, gesticulation or causing disturbance in the examination will be deemed to be an act of misbehavior and is, therefore, strictly prohibited. Also, if a candidate is found impersonating or using unfair means, his/her candidature will be cancelled and he/she will be liable to be debarred from taking the entrance tests either permanently or for a specified period depending upon the nature of the offence, in addition to any other action which may be taken under the Indian Penal Code.
- (xxiii) If any candidate is found using any unfair means or does not observe discipline during conduct of the Entrance Test, the University will take necessary disciplinary action against such candidate as per its rules.
- (xxiv) In case of any confusion, invigilator may be contacted.



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE. DELHI
FORM FOR WITHDRAWAL OF ADMISSION**

1. Programme :
(from which withdrawing)
2. Name of Student :
3. Parent / Guardian's Name :
4. Address (At which refund is required to be sent):
.....
.....
.....
.....
State PIN.....
5. (a) Telephone :
(b) Mobile :
6. Enrollment Number :
7. MBACET Roll Number :
8. (a) Cheque to be Issued in the Name of * :
(b) Relationship (With Student) :

U N D E R T A K I N G

We understand and know the refund rules of the University & agree to abide by the same and we further understand that the refund would be made in due course of time through a Crossed Cheque issued as per above request.

.....
(Signature of Parents / Guardian)

.....
(Signature of Student)

Dated: _____

Dated: _____

Compulsory Encl. : Both copies of Fee Receipt issued at the time of Admission / Counselling in ORIGINAL

* The cheque will be issued in the name of student if no information is given under column 8 above

Note: Use photocopy of this Form



APPENDIX: 6

CERTIFICATE FOR AVAILING ADMISSION AGAINST PHYSICALLY HANDICAPPED QUOTA

(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

Certified that Shri/ Km/ Smt.
son/daughter/wife of Shri/Smt. is
physically handicapped due to and he/she is fit
for undergoing the course (s) at Guru Gobind
Singh Indraprastha University, Delhi.

(Office seal)

Name & Signature of The Officer In-charge
Vocational Rehabilitation Centre
For Physically Handicapped
9,10,11 Karkardooma, Vikas Marg, Delhi-92

Date :

Note: Use photocopy of this Form



APPENDIX: 7

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI

ADMISSION VERIFICATION SLIP (2009-10)

(To be submitted at the time of Counselling/admission)

NAME OF THE PROGRAMME:
 Name of Candidate : (Mr/Miss/Mrs).....
 Address: State PIN Code
 Tele. No. (with STD code) Mobile No
 MBACET Roll No Category (Gen./SC/ST/OBC/PH/Def.)

1. College location (of qualifying examination)
2. Date of Birth..... Age as on 1-8-2009 : years months..... days
3. (As per Secondary School Certificate)
3. Passed qualifying examination :Yes/No
4. Passed Graduation in the year :Yes/No
5. Percentage of marks in graduation (Degree) Stream %
6. Passed Post Graduation in the year :Yes/No
7. Percentage of marks in Post Graduation (Degree).....Stream..... %
8. Category Certificate SC / ST / PH / Defence (Attach photo copy)..... :Yes/No
9. Character Certificate (Attach original) :Yes/No
10. Medical Certificate (Attach Original) :Yes/No
11. Details of Demand Draft(s) for Submission of fees :

Amount	DD Number	Bank/Branch	Favouring

.....
Signature of the Candidate

I have carefully read and verified the information furnished by my son/daughter/ward and affirm that it is true and correct and he/she fulfills the eligibility conditions as mentioned in the Admission Brochure

.....
Signature of the Parent/Guardian

FOR OFFICE USE ONLY

Certificates Checked and Verified by University official

Certificates Checked & Verified by: University.....
 Name..... Name of the Institute
 Signature of the Admission Assistant..... Name
 Signature of the Admission Officer

Note: Use Photocopy of this form

USE BLACK BALL POINT PEN ONLY

Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response
1.	1 2 3 4	41.	1 2 3 4	81.	1 2 3 4	121.	1 2 3 4	161.	1 2 3 4
2.	1 2 3 4	42.	1 2 3 4	82.	1 2 3 4	122.	1 2 3 4	162.	1 2 3 4
3.	1 2 3 4	43.	1 2 3 4	83.	1 2 3 4	123.	1 2 3 4	163.	1 2 3 4
4.	1 2 3 4	44.	1 2 3 4	84.	1 2 3 4	124.	1 2 3 4	164.	1 2 3 4
5.	1 2 3 4	45.	1 2 3 4	85.	1 2 3 4	125.	1 2 3 4	165.	1 2 3 4
6.	1 2 3 4	46.	1 2 3 4	86.	1 2 3 4	126.	1 2 3 4	166.	1 2 3 4
7.	1 2 3 4	47.	1 2 3 4	87.	1 2 3 4	127.	1 2 3 4	167.	1 2 3 4
8.	1 2 3 4	48.	1 2 3 4	88.	1 2 3 4	128.	1 2 3 4	168.	1 2 3 4
9.	1 2 3 4	49.	1 2 3 4	89.	1 2 3 4	129.	1 2 3 4	169.	1 2 3 4
10.	1 2 3 4	50.	1 2 3 4	90.	1 2 3 4	130.	1 2 3 4	170.	1 2 3 4
11.	1 2 3 4	51.	1 2 3 4	91.	1 2 3 4	131.	1 2 3 4	171.	1 2 3 4
12.	1 2 3 4	52.	1 2 3 4	92.	1 2 3 4	132.	1 2 3 4	172.	1 2 3 4
13.	1 2 3 4	53.	1 2 3 4	93.	1 2 3 4	133.	1 2 3 4	173.	1 2 3 4
14.	1 2 3 4	54.	1 2 3 4	94.	1 2 3 4	134.	1 2 3 4	174.	1 2 3 4
15.	1 2 3 4	55.	1 2 3 4	95.	1 2 3 4	135.	1 2 3 4	175.	1 2 3 4
16.	1 2 3 4	56.	1 2 3 4	96.	1 2 3 4	136.	1 2 3 4	176.	1 2 3 4
17.	1 2 3 4	57.	1 2 3 4	97.	1 2 3 4	137.	1 2 3 4	177.	1 2 3 4
18.	1 2 3 4	58.	1 2 3 4	98.	1 2 3 4	138.	1 2 3 4	178.	1 2 3 4
19.	1 2 3 4	59.	1 2 3 4	99.	1 2 3 4	139.	1 2 3 4	179.	1 2 3 4
20.	1 2 3 4	60.	1 2 3 4	100.	1 2 3 4	140.	1 2 3 4	180.	1 2 3 4
21.	1 2 3 4	61.	1 2 3 4	101.	1 2 3 4	141.	1 2 3 4	181.	1 2 3 4
22.	1 2 3 4	62.	1 2 3 4	102.	1 2 3 4	142.	1 2 3 4	182.	1 2 3 4
23.	1 2 3 4	63.	1 2 3 4	103.	1 2 3 4	143.	1 2 3 4	183.	1 2 3 4
24.	1 2 3 4	64.	1 2 3 4	104.	1 2 3 4	144.	1 2 3 4	184.	1 2 3 4
25.	1 2 3 4	65.	1 2 3 4	105.	1 2 3 4	145.	1 2 3 4	185.	1 2 3 4
26.	1 2 3 4	66.	1 2 3 4	106.	1 2 3 4	146.	1 2 3 4	186.	1 2 3 4
27.	1 2 3 4	67.	1 2 3 4	107.	1 2 3 4	147.	1 2 3 4	187.	1 2 3 4
28.	1 2 3 4	68.	1 2 3 4	108.	1 2 3 4	148.	1 2 3 4	188.	1 2 3 4
29.	1 2 3 4	69.	1 2 3 4	109.	1 2 3 4	149.	1 2 3 4	189.	1 2 3 4
30.	1 2 3 4	70.	1 2 3 4	110.	1 2 3 4	150.	1 2 3 4	190.	1 2 3 4
31.	1 2 3 4	71.	1 2 3 4	111.	1 2 3 4	151.	1 2 3 4	191.	1 2 3 4
32.	1 2 3 4	72.	1 2 3 4	112.	1 2 3 4	152.	1 2 3 4	192.	1 2 3 4
33.	1 2 3 4	73.	1 2 3 4	113.	1 2 3 4	153.	1 2 3 4	193.	1 2 3 4
34.	1 2 3 4	74.	1 2 3 4	114.	1 2 3 4	154.	1 2 3 4	194.	1 2 3 4
35.	1 2 3 4	75.	1 2 3 4	115.	1 2 3 4	155.	1 2 3 4	195.	1 2 3 4
36.	1 2 3 4	76.	1 2 3 4	116.	1 2 3 4	156.	1 2 3 4	196.	1 2 3 4
37.	1 2 3 4	77.	1 2 3 4	117.	1 2 3 4	157.	1 2 3 4	197.	1 2 3 4
38.	1 2 3 4	78.	1 2 3 4	118.	1 2 3 4	158.	1 2 3 4	198.	1 2 3 4
39.	1 2 3 4	79.	1 2 3 4	119.	1 2 3 4	159.	1 2 3 4	199.	1 2 3 4
40.	1 2 3 4	80.	1 2 3 4	120.	1 2 3 4	160.	1 2 3 4	200.	1 2 3 4