

The candidate must fill up the application form online by visiting CDAC, Noida website www.cdacnoida.in and clicking on the button MBACET 2009. The Online Registration Form will be displayed on the screen for the registration of the candidate. **The registration is a two-step process.**

In First Step, please select “Register as New User” link and provide the following details:

- Personal details
- Contact details (please note that the e-mail Id provided in contact details will be used for all further communication)
- Educational Qualification details

After filling the above details use the “Submit Button” to finish the Step I of the registration process. On successful submission of the Registration Form, a mail will be sent to the candidate containing User Id, Password and Registration Number.

In the Second Step, candidate has to provide the payment details of fee of Rs. 800/- and also give preference of his/her choice of examination centre. The payment can be made either through online bank transfer (NEFT) to CDAC, Noida Account or by Demand Draft as described below:

a) Payment through Demand Draft:

In case, a candidate opt to pay the fee through Demand Draft, he/she has to first obtain the DD for Rs. 800/- in favour of CDAC, Noida payable at Noida/New Delhi.

b) 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.

Now, login to the MBACET 2009 by visiting www.cdacnoida.in by using the User Id and password received in the step I. The system will prompt for the change of password (this will happen only at the time of First Login after registration in Step I). After this a Form will appear on the screen and candidate has to furnish the following information:

(i) Payment Details

Select the payment details by clicking either on the Demand Draft button or NEFT (For Bank Transfer) button for submitting the payment details.

- If payment is made through Demand Draft, the candidate has to send the Demand Draft to **The 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 pm**. Candidate must write down his/her name, and Application number (provided through mail after successful completion of Step II of the registration process) at the back of the Demand Draft. The envelope containing the demand draft must be superscribed at the left Top Corner as “Admission to MBA (SEM) 2009-10”. Please note that, if the Demand Draft is not received by the 15th June 2009 the application will be summarily rejected and sole responsibility for this lies on the candidate.
- If the payment is made through Bank Transfer (NEFT) by a candidate, there is no need to submit anything through post.

(ii) Preference for Examination Centre

A candidate is required to give the preference for examination centre of his/her choice by filling the appropriate centre code as mentioned in the **para 6.1**.

After submitting the above information, Step II of the registration is complete. The candidate will receive an e-mail containing application number and examination centre.

Detailed Guidelines for filling up of the Application Form are given in [Appendix 3](#).

Notes:

- i) Candidates must bring 03 copies of the passport size photograph to the examination hall, failing which, he/she will not be allowed to write the exam and sole responsibility for this lies on the candidate.
- ii) 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 it was dispatched / posted. Therefore, candidates are advised to submit their Demand Draft (in case the payment of the application is made through Demand Draft) at the earliest, instead of waiting for last date.

9.1 Display of Information Regarding Receipt of Application Form

- (i) On 22nd June 2009 at 5.00 pm, list of all the candidates in respect of whom Application Forms have been submitted online and the payment has been received on or before 15th June 2009, will be displayed on the website www.cdacnoida.in along with the Roll Numbers and allotted Centre of Examination for MBACET 2009.
- (ii) In case any candidate does not find his/her name on the website, then he/she is advised to send e-mail to coe@cdacnoida.in immediately (but not later than 25th June, 2009) along with Application Number, Demand Draft Number, Name of the candidate and proof of the submission.

9.2 Admit Card

- (i) The Admit Card allotting the Roll Number and Examination Centre for the Common Entrance Test (MBACET 2009) will be sent to the candidates by e-mail.
- (ii) **Candidate should take printout of the Admit card and bring the same along with 03 passport size photographs to the examination hall failing which he/she will not be allowed to write Common Entrance Test (MBACET 2009).**
- (iii) No candidate will be allowed to enter the Examination Hall without the valid MBACET 2009 Admit Card issued by the Institute.
- (iv) Candidate must preserve the MBACET 2009 Admit Card till the admission procedure is over as it has to be handed over to admission officer at the time of Counselling/Admission. Request for issue of duplicate Admit Card will not be entertained after the MBACET 2009.
- (v) No claim of having filled up the Application Form and non receipt of Admit Card will be admissible after the test.
- (vi) **Impersonation is punishable offence. No candidate will be permitted to appear in MBACET 2009 without the Admit Card.** The Admit Card should be presented to the Invigilator(s) for verification. The candidates Identity will be verified in respect of his/her details on the Admit Card/Centre verification record. If the Identity is doubtful, the candidate may not be allowed to appear in the examination. The authorities may permit the candidate to appear for the examination after the completing the necessary formalities (Visible Mark of Identification) at their discretion. No extra time will be allowed for these formalities to be completed. Police action will be initiated in the event of dubious identity.