

**SHRI RAM COLLEGE OF COMMERCE**  
**Admission to P.G. Diploma in Global Business Operations**  
**(2014 – 2016 Batch)**

February 4, 2014

**LIST OF CANDIDATES, THEIR ROLL NO. AND EXAM. CENTRE**


The Centre-wise Roll No., in Alphabetical orders, of the candidates is given under. Candidates who have submitted their application (on-line / off-line) should ascertain their Roll No. and Name & Address of the Centre. Individual Call letters have been dispatched by Speed Post/Registered Post with "Instruction to the Candidates". Candidates are advised to adhere to the "Instruction to the Candidates". A copy of same is attached at the end of this page.

Candidates must bring their Admit Card with them.

In case a candidate does not receive Roll No. he/she is advised to reach at his/her allotted centre, as per given list, with his/her Photo Identification Proof, viz. Voter Card, Driving License, Passport, Aadhar Card. Such candidates should report to the centre in-charge so that his/her identity is verified from the II copy of the Admit Card with the in-charge and allowed to take examination. Such candidates are advised to call and register their Name & Roll No. at the following numbers:

- +91 9868206357
- 011 27662319

For any discrepancy and any assistance officials may be contacted at above numbers.

  
**Dr. P.C. Jain**  
**Principal**  
**PRINCIPAL**  
**Shri Ram College of Commerce**  
**(University of Delhi)**  
**Maurice Nagar, Delhi-110 007**

# Shri Ram College of Commerce

(University of Delhi)

## POST GRADUATE DIPLOMA IN GLOBAL BUSINESS OPERATIONS

### ADMISSION TEST

Sunday , February 16, 2014

Time: 10.00 A.M. – 12.00 Noon

### Instructions to Candidates

<b>TIME SCHEDULE :</b>	1. REPORTING TIME : 9.30 a.m.
	2. CANDIDATES TO OCCUPY ALLOTTED SEATS : 9.45 a.m.
	3. ISSUE OF BOOKLETS : 9.50 a.m. (Candidates shall write the particulars on the cover page of the booklet, i.e.their name, roll no., category and candidate's signature in <b>ball pen</b> without breaking the seal of the booklet)
	4. BREAKING OPEN THE SEAL OF THE BOOKLET : 9.55 a.m. The candidates on instructions from the invigilator will break open the seal of the booklet and take out the answersheet. They will write their particulars and fill in the information as per instructions given <b>on page 4</b> . Make sure that serial number written on Answer Sheet matches with the serial number mentioned on the Test Booklet.
	5. EXAMINATION STARTS : 10.00 a.m.
	6. EXAMINATION CONCLUDES : 12.00 noon
<b>LATE ENTRY NOT ALLOWED BEYOND THE TIME OF START OF THE PAPER</b>	Those reporting late will be permitted entry in the Examination Hall upto 10.00 a.m. Once the paper starts at 10.00 a.m. all doors will be closed and no candidate will be permitted entry in the Examination Hall under any circumstances. <b>Candidates are advised to reach the Centre by the reporting time so as to avoid any complication at a later stage.</b>
<b>BLACK BALL PENS</b>	Please use only black ball point pen for writing/markings on OMR answer sheet.
<b>BAN ON ELECTRONIC GADGETS</b>	Candidates must note that electronic gadgets like mobile phones, calculators, tablets, etc are <b>NOT ALLOWED</b> to be brought within the <b>EXAMINATION CENTRE PREMISES</b> . Do not carry them with you. The centre may not have arrangements for safe keep of the gadgets. Candidates in possession of any type of electronic or non-electronic gadget having features of doing calculations, making/processing communication or data storage during examination shall be liable for cancellation of their examination.
<b>THE TEST</b>	The test consists of one paper of 2 hours duration. The paper will consist of 160 questions, 40 in each subject (40 on English Comprehension and Language Ability, 40 on Quantitative Ability, 40 on Reasoning and Logical Ability and 40 on Data Interpretation). Test is of objective type. A sealed test booklet will be provided with the answer sheet placed inside it. Each question will be followed by four responses marked (1), (2), (3) and (4). Of these four responses, only one will be correct or the most appropriate response.
<b>SCORING AND NEGATIVE MARKING</b>	Each question will carry 4 marks. The total marks of the Paper would be 640. For each correct response, the candidate will get 4 marks. For each incorrect response one mark will be deducted from the total score.
<b>ANSWER SHEET AND CHECKING OF SERIAL NUMBER</b>	The answer sheet will be found placed inside the booklet. It will carry a serial number and series which should tally with the serial number and series on the Test Booklet. Candidate should immediately bring to the notice of the invigilator any discrepancy she/he finds in the serial number on the test booklet and the answer sheet placed inside it. In such an event she/he should have her/his booklet and answer sheet replaced. In any case the candidate is not to use an answer sheet which has a different serial number and series than the one given on the Test Booklet.

**HOW TO USE THE ANSWER SHEET**

In the answer sheet the serial number of question is given in a row, which corresponds to the question number in the Test Booklet. In each column there are four circles which correspond to the four responses of that question.

Candidates will find out the right answer to the question and will darken the appropriate circle with **black ball point pen only**.

- Q.22. The natural satellite(s) of the Earth is / are:  
 (1) Moon  
 (2) Planetesimals  
 (3) Comet  
 (4) All of the above

The correct response to this question is (1) Moon. The candidate will locate column 22 in the answer sheet and will darken the circle (1) as shown below:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①
②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②
③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③
④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
①	●	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①	①
②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②	②
③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③	③
④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④	④

**CHANGING AN ANSWER IS NOT POSSIBLE**

Candidates must mark answers option when they are fully sure. No change is possible when an answer has been marked with ball point pen.

**WRONG WAY**

If the response is marked in any manner in questions shown below:

Wrong Method

11	12	61	62	111	112	121	122
⊗	①	⊘	①	①	①	⊙	⊕
②	●	②	②	②	●	②	●
③	●	③	③	③	●	③	●
④	④	④	④	④	④	④	④

The candidates are, therefore, advised to decide about the answer before they mark it on the answer sheet. A lightly or faintly darkened circle will also be treated as wrong method of marking and will be treated as wrong answer.

**ROUGH WORK**

All Rough Work is to be done in the test booklet only. The candidate will not do any rough work or put stray mark on the answer sheet.



**NOTE :**

1. Each candidate must show on demand her/his Admission Ticket bearing her/his Roll Number, for admission to the Examination Hall.
2. A seat with roll number will be allotted to each candidate. Candidates must find out and occupy their allotted seats.
3. No candidate, without the permission of the Superintendent, or the Invigilator concerned, is to leave her/his seat or the Examination Room before conclusion of examination duration, i.e. before 12.00 noon. Candidates should not leave the Examination Hall without handing over their OMR Answer Sheet to the Invigilator on duty. Candidates will be allowed to take away with them their test booklets only after examination concludes, i.e after 12.00 noon.
4. The candidates should not take any article in the Examination Hall except Admission Ticket, instruction sheet and ball point pens. All books and notes etc., should be kept outside the Examination Hall. No electronic device is permitted to be carried inside the Examination Centre premises and Examination hall.

Candidates in possession of books, written or printed texts/materials OR any type of electronic or non-electronic gadget having features of doing calculations, making/processing communication or data storage during examination shall be liable for cancellation of their examination.

5. The candidates are also advised to bring with them a card board or a clip board on which nothing should be written so that they have no difficulty in marking responses in the Answer Sheet as the tables provided in the Examination Hall may or may not have even or smooth surface.
6. Smoking in the Examination Hall is strictly prohibited.
7. Candidates must keep perfect silence during the examination and must NOT indulge in any conversation or gesticulation.
8. Tea, coffee, cold drinks or snacks are not allowed to be taken into the Examination rooms during examination hours.
9. Candidates appearing without photograph on their Admission Ticket will not be allowed to take examination.

**Candidates are advised to bring at least one photo identification card with them, viz. Driving License, Voter I Card, Aadhaar Card, PAN Card, College I Card, or Employment Card.**

**During the examination time, the Invigilators will check admission tickets of the candidates to satisfy themselves about the identity of each candidate. The Invigilators will also check that candidates have filled in the particulars correctly. The invigilator will also put his signature in the Box provided in the Answer Sheet.**

**After completing the Test and before handing over the Answer Sheet, it should be checked again that all the particulars required in the Test Booklet and the Answer Sheet have been correctly written or filled in.**

**A signal bell will be given at the beginning of the Examination and at half time. A signal bell will also be given 5 minutes before the closing time and at the closing time, when the candidates must stop marking the responses.**

### Instructions for filling in information and marking the answers on the answer sheet

1. Use black ball pen only to blacken the circles in various columns of the answer-sheet. Any mark made by any other device shall not be read by the machine and may lead to the cancellation of your answer-sheet.
2. A negative score will be given for every question in which more than one circle is blackened in any column or a wrong answer is given.
3. Since there is no possibility to change the marked answer once a circle is blackened by ball pen, candidates are advised to be careful before marking their answer option.
4. Suppose the name of candidate is Chaman Bhai Maganbhai Desai, his Roll No. is 128320, the booklet series issued to him is 'B', the test form no. of the booklet is 258 and his category is General, the entry should be made illustrated as under:

Note: In case your name exceeds twenty six letters enter the first twenty six letters of your name only.

C	H	A	M	A	N		B	H	A	I		M	A	G	A	N	B	H	A	I		D	E	S	A	I				
A	A	●	A	●	A	A	A	A	●	A	A	A	●	A	●	A	A	A	●	A	A	A	●	A	A	A	●	A	A	A
B	B	B	B	B	●	B	B	B	B	B	B	B	●	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
●	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	●	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	●	G	G	G	G	G	G	G	
H	●	H	H	H	H	H	●	H	H	H	H	H	H	●	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	●	I	I	I	I	I	I	I	I	I	I	I	I	I	●	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	●	M	M	M	M	M	M	M	M	●	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
N	N	N	N	●	N	N	N	N	N	N	N	N	N	●	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

Candidate's Roll No.						Booklet series		Test Form No.			Category		Category	Code
1	2	8	3	2	0	<div style="border: 1px solid black; padding: 5px; text-align: center;">                 B                   A                   ●                   C                   D             </div>		2	5	8	0	1	General	01
0	0	0	0	0	●			0	0	0	●	0	OBC	02
●	1	1	1	1	1			1	1	1	1	●	SC	03
2	●	2	2	●	2			●	2	2	2	2	ST	04
3	3	3	●	3	3			3	3	3	3	3	PwD HH	05
4	4	4	4	4	4			4	4	4	4	4	PwD VH	06
5	5	5	5	5	5			5	●	5	5	5	PwD OH	07
6	6	6	6	6	6			6	6	6	6	6		
7	7	7	7	7	7			7	7	7	7	7		
8	8	●	8	8	8			8	8	●	8	8		
9	9	9	9	9	9	9	9	9	9	9				

Note: This is illustrative only. In the answer-sheet, fill in entires for your name, roll number as given in the admission ticket and enteries as given on cover page of booklet issued to you