



**महाराष्ट्र शासन
GOVERNMENT OF MAHARASHTRA**

**राज्य सामाईक प्रवेश परीक्षा कक्ष
STATE COMMON ENTRANCE TEST CELL
INFORMATION BROCHURE
ONLINE COMMON ENTRANCE TEST**

**FOR
FIRST YEAR OF FOUR YEAR FULL TIME UNDER
GRADUATE DEGREE COURSE IN HOTEL MANAGEMENT
AND CATERING TECHNOLOGY (B.HMCT)/ FIVE YEARS
INTEGRATED DEGREE IN HOTEL MANAGEMENT AND
CATERING TECHNOLOGY (M.HMCT Integrated) 2025-26**

STATE COMMON ENTRANCE TEST CELL

8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort,
Mumbai 400 001.

Helpdesk Numbers:
Toll Free Number: 18002090191
DID numbers 7969134401, 7969134402.
(10.00 A.M. to 06.00 P.M.)

Official Webstie :- www.mahacet.org

INDEX

Sr No	Introduction	Page No.
1.0	Introduction	3
2.0	Competent Authority	3
3.0	Eligibility for Appearing MAH-B.HMCT/M.HMCT Integrated-CET 2025	3
4.0	MAH-B.HMCT/M.HMCT Integrated-CET 2025 Examination Schedule	4
5.0	Examination Fees for CET	4
6.0	Procedure for Online Application Form Filing and Registration for MAH-B.HMCT/M.HMCT Integrated-CET 2025	4
7.0	Download Hall Ticket & Identity Verification	5
8.0	Test Centre For CET	6
9.0	Syllabus and Marking Scheme for MAH-B.HMCT/M.HMCT Integrated-CET 2025	7
10.0	Guidelines for persons with disabilities using a scribe	8
11.0	Action against candidates found guilty of misconduct/ use of unfair means	10
12.0	Test Information & Sample Questions	10

Activities and Scheduled Dates

Sr. No.	ACTIVITY	SCHEDULE	
		From	To
1	Online registration for MAH-B.HMCT/M.HMCT Integrated-CET 2025 on the website https://cetcell.mahacet.org	31/12/2024	15/01/2025
2	Issue of Hall Ticket through login of Successfully Registered Candidates.	To be notified later	
3	Date of Online Examination.	(Tentative Date) 28/03/2025	
4	Declaration of Result	To be notified later	

The schedule displayed above is provisional and may change under unavoidable circumstances. The revised schedule, if any, will be notified on website <https://cetcell.mahacet.org>

1.0 Introduction

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

The Competent Authority shall conduct the MAH-B.HMCT/M.HMCT Integrated-CET 2025 for admission to first year of four-year full time graduate degree course in Hotel Management and Catering Technology (HMCT), Five Years Integrated Degree in Hotel Management and Catering Technology for Academic Year 2025-26.

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

1. All Government Aided Institutes offering HMCT Course
2. All Un-Aided HMCT Institutes covered as per the Act

2.0 Competent Authority

Commissioner, State CET Cell is the **Competent Authority** to conduct the MAH-B. HMCT /M. HMCT Integrated-CET 2025 as per the Provisions of 2(e) and Section 10(2) of the Act.

3.0 Eligibility for Appearing MAH-B.HMCT/M.HMCT Integrated-CET 2025

The candidate should fulfill the following eligibility criteria:

(1) Maharashtra State Candidature Candidate, -

(i) The Candidate should be an Indian National;

(ii) Passed 10+2 or its equivalent examination and obtained at least 45% marks in aggregate (at least 40% marks in aggregate for Reserved categories, Economically Weaker Section and Persons with Disabilities candidates belonging to Maharashtra state only);

- Candidates appearing for final year of qualifying examination are also eligible to appear for CET.

Note:

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

4.0 MAH-B. HMCT/M. HMCT Integrated - CET 2025 Examination Schedule: - Detailed Examination Scheduled will be shared in due course of time on the home page of respective course.

5.0 Examination Fees for MAH-B. HMCT/M. HMCT Integrated - CET 2025

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

For Open Category Candidates from Maharashtra State, Outside Maharashtra State (OMS), J & K Migrant candidates	₹. 1000/-
1. For Candidates of Backward Class Categories [SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC, SEBC, EWS] Person With Disability (PWD), belonging to Maharashtra State Only. 2. Orphan and Transgender (Other) Candidates.	₹. 800/-

(* In case of SEBC Candidates reservation policy will be subject to the decision of Hon'ble High Court in related Writ Petitions)

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

6.0 Procedure for Online Application Form Filling and Registration for MAH-B. HMCT/M. HMCT Integrated - CET 2025: - Please refer user manual

• PHOTO SPECIFICATIONS

As part of the registration process, the application form has the provision to upload the candidate's photograph to complete the examination registration process.

The photograph to be uploaded should meet the following requirements:

- The photograph should be 2-inch x 2 inch (50 mm x 50 mm) in size, in colour and should cover 80% of the photo.
- The photograph should be Minimum 100KB to Maximum 5MB in size
- Photo should present Full face, front view, eyes open.
- Photo should present full head from top of hair to bottom of chin.
- The expression on the face should be neutral.
- Center head within frame.

- Background should be plain light coloured or white.
- No shadows on the face or on the background.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
- Please upload high resolution and clear pictures only.

Do's and Don'ts for a Proper photograph

- The photo should capture full face, front view, with eyes open.
- The head should be in the centre of the frame.
- There should be no distracting shadows on the face or background.
- Make sure photo presents full head from top of hair to bottom of chin as shown above.

Lighting on face and background

- The light should be even and balanced to avoid shadows on the face.
- Background behind the face should be properly illuminated to avoid shadows in the background.

Head & Eyes- Position and Background

- Head should face the camera directly and should not tilt or turned (portrait style).
- Photo must show both edges of the face clearly.
- The eyes must be open, level and clearly visible and must not be covered by hairs or eyeglass frames.

Eyeglasses

- Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head.
- No tinted or dark glasses.

7.0 Download Hall Ticket (Admit Card): -

As per the schedule, Candidates will have to visit the website www.mahacet.org for downloading Hall Ticket for online test. Intimation for downloading Hall Ticket will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for Hall Ticket download. The candidate is required to use (i) Registration Number/Roll Number (ii) Password/Date of Birth for downloading the Hall Ticket. Candidate needs to affix recent recognizable photograph on the Hall Ticket preferably the same as provided during registration and appear at the examination center with (i) Hall Ticket (ii) Photo Identity Proof as stipulated below and also specified in the Hall Ticket

and Photo Identity Proof as brought in original. Refer Hall Ticket download guidelines available on CET CELL website

7.1 Identity Verification

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

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

Candidates Reporting Late i.e. after the reporting time specified on the Hall Ticket for Examination will not be permitted to take the examination. The reporting time mentioned on the Hall Ticket is prior to the Start time of the test. Though the duration of the examination is 90 minutes, candidates may be required to be at the venue for about 180 minutes including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

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

8.0 Test Centre for CET

1. MAH-B. HMCT/M. HMCT Integrated - CET 2025 will be conducted in the selected cities in Maharashtra State. The cities in which MAH-B. HMCT/M. HMCT Integrated - CET 2025 will be conducted are designated as "Centre" for the CET.
2. Each centre may have many "Venues" depending upon the number of candidates appearing at that centre.
3. A candidate appearing for CET shall give his/her preference for the centre, however the Competent Authority reserves the right to allocate the centre and venue.
4. The examination will be conducted online at venues given in the respective Hall

Ticket.

5. No request for change of centre/venue/date/session for Examination shall be entertained.
6. Competent Authority, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
7. Competent Authority also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
8. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Competent Authority will not be responsible for any injury or losses etc. of any nature.
9. Choice of centre once exercised by the candidate will be final.
10. If sufficient number of candidates does not opt for a particular centre for Online examination, Competent Authority reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Competent Authority reserves the right to allot any other centre to the candidate.

9.0 Syllabus and Marking Scheme for MAH-B. HMCT/M. HMCT Integrated - CET 2025

The On Line test will have 100 Questions based on Reasoning (Verbal as well as Arithmetic), English Language & General Awareness including questions on culture, current national, international affairs, trade & commerce, sports, scientific inventions and discoveries, travel/tourism etc.

Topics	No. of Questions	Mark/s per Question	Maximum Marks	Total Marks
English Language	40	1	40	100
Reasoning (Verbal and Arithmetic)	30	1	30	
General Knowledge & Awareness including questions on current national, international affairs, culture, trade & commerce, sports, scientific inventions and discoveries, travel/ tourism etc.	30	1	30	
The test will comprise of multiple choice objective type questions (Four Options)				
There is no negative marking System for this test.				
Test Duration: 90 minutes				
Medium of CET: English				
Mode of Examination - Online				

10.0 Guidelines for persons with disabilities using a scribe

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

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process; candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the Competent Authority to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.

(i) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

Types of Specified Disability	Sub Type	Whether scribe is allowed	Whether Extra time is allowed
1)Physical Disability			
A) Locomotor Disability	1)Leprosy Cured Person	If opted by candidate	If opted by candidate
	2) Cerebral Palsy a) Dominant Arm/Both Arms affected b) Stiff Back & Hips	YES	YES
	3) Dwarfism	NO	NO
	4) Muscular Dystrophy	If opted by candidate	If opted by candidate
	5) Acid Attack Victims	NO	NO
B) Visual Impairment			
	6) Blindness	YES	YES
	7) Low Vision	YES	YES
C) Hearing Impairment			
	8) Deaf	NO	NO
	9) Hard of Hearing	NO	NO
D) Speech & Language Disability			
	10) Speech & Language Disability a) Laryngectomy/Aphasia	NO	NO
2) Intellectual Disability	11) Dyslexia	If opted by candidate	If opted by candidate
a) Specific learning disabilities	12) Dysgraphia	If opted by candidate	If opted by candidate
	13) Dyscalculia	If opted by candidate	If opted by candidate
	14) Dyspraxia	If opted by candidate	If opted by candidate
b) Autism Spectrum Disorder	15) Developmental aphasia	If opted by candidate	If opted by candidate
	16) Autism Spectrum disorder	If opted by candidate	If opted by candidate
3) Mental Behaviour	17) Mental Illness	If opted by candidate	If opted by candidate
4) Disability Caused due to: -	18) Multiple Sclerosis	YES	YES
a) Chronic Neurological Conditions	19) Parkinson's Disease	YES	YES
	20) Haemophilia	NO	NO
	21) Thalassemia	NO	NO
	22) Sickle cell disease	NO	NO
b) Blood Disorder			

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

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

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

- (i) Using unfair means or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test (s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or Resorting to any irregular or improper means in connection with his/ her candidature or
- (iv) Obtaining support for his/ her candidature by unfair means, or
- (v) Carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable to be disqualified from the examination for which he/ she is a candidate

12.0 Test Information & Sample Questions

The time for the test is 90 minutes; however, you may have to be at the venue for approximately 120 minutes including the time required for logging in, collection of the Hall Ticket, going through the instructions etc. All tests will be provided in English. You can attempt any question at any point of time within these 90 minutes. All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. You have to select the most appropriate answer and ‘mouse click’ that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.

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

Percentile Scores: Percentile scores are scores based on the relative performance of all the Candidates who appear for the CET Examination. Basically, the marks obtained are transformed into a scale ranging from 100 to 0 for whole examination conducted in single Batch/shift using single Question Paper of all the examinees appearing for the said CET Examination.

The Percentile Score indicates the percentage of the candidates who have appeared for CET who have scored EQUAL TO OR BELOW (same or lower raw scores) in that examination. Therefore, the topper(highest score) of each CET Examination conducted in single shift will get the same Percentile of 100 which is desirable. The marks obtained in between the highest and lowest scores are also converted to appropriate Percentiles.

The Percentile score of a Candidate Appearing for the CET conducted in the single shift will be calculated is calculated using the following formula:

$$\frac{100 * (\text{No. of candidates appeared in the session with raw score} \leq \text{the candidate's Score})}{\text{Total no. of candidates in the session}}$$

The Percentile Scores will be calculated up to 7 decimal places to avoid bunching effect and reduce ties.

GENERAL INSTRUCTIONS

1. The possibility of occurrence of some problem in the administration of the examination can not be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of State CET Cell in all matters relating to conduction of CET will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the State CET Cell in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. State CET Cell would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by State CET Cell in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, State CET Cell reserves right to disqualify the candidature of the concerned candidates and the result of such candidates (disqualified) will be null & void.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the admission process will lead of disqualification of the candidate from the entire admission process.

SAMPLE QUESTIONS ENGLISH LANGUAGE

Q.1 The following sentence is broken into 3 parts. Find out if any of the parts has an error, and the number of that part is your answer. If no part has an error, your answer is 4, i.e. No error. (please, do not look for an error in punctuation).

Dara, being an excellent football player, / received a fabulous offer/ to join the popular football (1) (2) (3) club. No error (4)

Q.2-3 Directions: In the questions given below, either a part or the entire sentence is printed in bold. The sentence is followed by four ways of writing the bold part. Answer choice (1) repeats the original or there is no change; the other answer choices vary. If you think that the original phrasing is the best i.e. no change is required: choose (1) as your answer. If you think that any other answer choice is the best, select that as your answer and indicate it on your answer sheet properly.

Q.2 After **having finished the lecture**, the speaker asked if there were any questions.

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

Q.3 **Had you** telephoned me, I would have helped you.

- (1) No change (2) If you (3) If had you (4) You had

Q.4 Directions: You are given a frame of three- sentence statement or a small paragraph. The middle sentence has been removed. Three possible fillers (A, B, C) are provided. One or more than one OR none might fit. The completed statement must be compact and well organized presentation/ elaboration of the idea implied in the paragraph. Select the appropriate answer option from (1) to (4).

Certain plants grow in desert areas (-----). Its oil is used as medicine.

A: Every continent has large desert areas.

B: The Castor oil plant is one of them.

C: Some of them have thorny leaves.

The blank can be filled suitably by -----

- (1) only A (2) Only B (3) only C (4) A or B

REASONING (VERBAL AND ARITHMETIC)

Q.1 Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements?

- (1) Satyapriya is honest.
- (2) Satyapriya is dishonest.
- (3) Leaders are generally dishonest.
- (4) Some leaders are honest.

Q.2-3 Read the information given below and answer the questions.

Six plays (A), (B), (C), (D), (E) & (F) of a famous playwright are to be staged one on each day from Monday to Saturday.

The schedule of the plays is to be in accordance with the following

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

Q.2 Which of the following is the schedule of plays with the order of their staging from

- (1) EABFDC (2) FBAEDC (3) AFBCDE (4) FABEDC

Q.3 Play D is between which of the following pairs of play's ?

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

Some questions are based on arithmetical computation, percentages, ratio proportion, problems of application on basic principles in Arithmetic, Algebra, Mensuration and Geometry. Some sample questions are given below:

Q.4 If n is odd integer, which of the following must be odd?

I. $2n+n$ II. $n+n$ III. $n \times n \times n$

(1) I only. (2) II only (3) III only (4) I and III only.

Q.5 The strength of HMCT class is 42 of whom 33.3% are experienced and others freshers. There are 20 females in the class of whom 80% are freshers. How many experienced male students are there in the class?

(1) 4 (2) 10 (3) 12 (4) 16.

GENERAL KNOWLEDGE

Q.1 Tourist wishing to visit some famous sea-beaches in India should be advised to visit --

(1) Uttaranchal (2) Goa (3) Jammu & Kashmir (4) Pune

Q.2 Which of the following is known as Pink city?

(1) Bangalore (2) Gwalior (3) Jaipur (4) Agra.

Q.3 Daal Batti and Churma is a famous and popular dish of -----

(1) Gujarath (2) Uttar Pradesh (3) Himachal Pradesh (4) Rajasthan.

Q.4 The famous Khajuraho temples are located in -----

(1) Gujarath (2) Uttar Pradesh (3) Madhya Pradesh (4) Bihar

(A) Details of the On-line Examination Pattern






(1) The examination would be conducted on-line i.e. on a computer.

(2) The tests will be provided in English.

(3) All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**

(4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.

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

-  1 You have not visited the question yet.
-  3 You have not answered the question.
-  5 You have answered the question.
-  7 You have NOT answered the question but have marked the question for review.
-  9 You have answered the question but marked it for review.

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

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

- (18) The candidates are requested to follow the instructions of the “Test Administrator” carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by CET Cell.
- (19) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- (20) After the expiry of 90 minutes, the candidates will not be able to attempt any question or check their answers.
- (21) **Please note:**
- (a) Candidates will not be allowed to “finally submit” unless they have exhausted the actual test time.**
 - (b) Under no circumstances should a candidate click on any of the ‘keyboard keys’ once the exam starts as this will lock the exam.**

You are advised to bring with you the following:

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

WISH YOU BEST LUCK !