

Roll No.

Question Booklet Number

O. M. R. Serial No.

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587336

**B. B. A. (Second Semester) (NEP)
EXAMINATION, 2022-23**

F010201T-A : ORGANISATIONAL BEHAVIOUR

F010201T-B : BUSINESS FINANCE

Paper Code							
F	0	1	0	2	0	1	T

Questions Booklet
Series

D

Time : 1:30 Hours]

[Maximum Marks : 75

Instructions to the Examinee :

1. Do not open the booklet unless you are asked to do so.
2. The booklet contains 100 questions. Examinee is required to answer 75 questions in the OMR Answer-Sheet provided and not in the question booklet. Booklet is in two Sections : Section-A (1-50) & Section-B (51-100). Candidate should select 37 or 38 questions respectively from both sections. All questions carry equal marks.
3. Examine the Booklet and the OMR Answer-Sheet very carefully before you proceed. Faulty question booklet due to missing or duplicate pages/questions or having any other discrepancy should be got immediately replaced.

परीक्षार्थियों के लिए निर्देश :

1. प्रश्न-पुस्तिका को तब तक न खोलें जब तक आपसे कहा न जाए।
2. प्रश्न-पुस्तिका में 100 प्रश्न हैं। परीक्षार्थी को 75 प्रश्नों को केवल दी गई OMR आन्सर-शीट पर ही हल करना है, प्रश्न-पुस्तिका पर नहीं। प्रश्न-पुस्तिका दो खण्डों—खण्ड-A (1-50) तथा खण्ड-B (51-100) में है। परीक्षार्थी को प्रत्येक भाग से क्रमशः 37 या 38 प्रश्न करने हैं। सभी प्रश्नों के अंक समान हैं।
3. प्रश्नों के उत्तर अंकित करने से पूर्व प्रश्न-पुस्तिका तथा OMR आन्सर-शीट को सावधानीपूर्वक देख लें। दोषपूर्ण प्रश्न-पुस्तिका जिसमें कुछ भाग छपने से छूट गए हों या प्रश्न एक से अधिक बार छप गए हों या उसमें किसी अन्य प्रकार की कमी हो, तो उसे तुरन्त बदल लें।

(Remaining instructions on the last page)

(शेष निर्देश अन्तिम पृष्ठ पर)

(Only for Rough Work)

587336

Section-A

(Organizational Behaviour)

1. Using muscles and developing writing ability is a part of :
- (A) Motor learning
 - (B) Rote learning
 - (C) Sequential learning
 - (D) All of the above

2. 'Child learns to recognize an individual as his/her father in the crowd to millions.'

Above is associated with which of the following components of learning ?

- (A) Spontaneous recovery
- (B) Extinction
- (C) Discrimination
- (D) Generalization

3. 'Top-level management in routine recognizes every middle-level and bottom-level employee as non-serious towards duties.'

Above is associated with which of the following components of learning ?

- (A) Spontaneous recovery
- (B) Extinction
- (C) Discrimination
- (D) Generalization

4. Ringing of Bell → Salivation
(Conditioned stimulus) (Conditioned response)

With respect to learning theory of classical conditioning, above is true for :

- (A) Before conditioning
- (B) During conditioning
- (C) After conditioning
- (D) None of the above

5. In Sigmund Freud's psychoanalytical theory of personality 'Id' is considered as :

- (A) More balanced level of behaviour exhibited by an individual
- (B) Highest level of behaviour exhibited by an individual
- (C) Lowest level of behaviour exhibited by an individual
- (D) All of the above

6. Which amongst the following is not a personality determinant ?

- (A) DNA
- (B) Heredity
- (C) Situational factors
- (D) Cafe on road side

7. Which amongst the following is considered as personality determinant of an individual ?

- (A) Lessons taught by teachers and family members
- (B) Wood
- (C) Cast iron
- (D) All of the above

8. Who amongst the following is associated with the concept of I and ME ?
 - (A) Sheldon
 - (B) Carl Roger
 - (C) Sigmund Freud
 - (D) Adler and Jung
9. Freudian stages of personality development are :
 - (A) Parent, Adult, Child
 - (B) Oral, Anal, Phallic, Latency, Genital
 - (C) Open, Blind, Hidden, Unknown
 - (D) Id, Ego, Superego
10. 'Ego' in Freud's psychoanalytical theory of personality displays :
 - (A) More balanced level of behaviour of an individual with respect to situation
 - (B) Behaviour that does not evaluate the difference between right and wrong
 - (C) Behaviour based on pleasure seeking principle
 - (D) Morality
11. Super ego in Freud's psychoanalytical theory of personality displays :
 - (A) More balanced level of behaviour of an individual with respect to situation
 - (B) Behaviour that does not evaluate the difference between right and wrong
 - (C) Behaviour based on pleasure seeking principle
 - (D) Morality
12. Trait theory of personality is based on :
 - (A) Qualities of an individual
 - (B) Dominance of type of fluid in the body of an individual
 - (C) Physiology of an individual
 - (D) Aging of an individual
13. Which amongst the following is considered as 'Social factor' of personality determinant ?
 - (A) Relatives, friends and neighbours
 - (B) Ones own way of communication
 - (C) Ones own style of walking
 - (D) All of the above
14. Which amongst the following is considered as 'Styles of leadership' ?
 - (A) Parent, Adult, Child
 - (B) Victim, Rescuer
 - (C) Id, Ego, Super ego
 - (D) Autocratic, Participative, Free-rein

15. Transactional Analysis was propounded in the year :

- (A) 1951
- (B) 1981
- (C) 1960
- (D) 1950

16. Non-complementary transactions are also called as :

- (A) Parallel transactions
- (B) Non-crossed transactions
- (C) Crossed transactions
- (D) Both (A) and (C)

17. Employees of any organization are suggested not to be the victim of psychological games. For such, employees need to :

- (A) Keep oneself away from ulterior translations
- (B) Do not waste time in unnecessary transactions
- (C) Do not talk ill of others
- (D) All of the above

18. Quadrant of JOHARI WINDOW that exhibits 'information not known to self' and 'information not known to others' is called as :

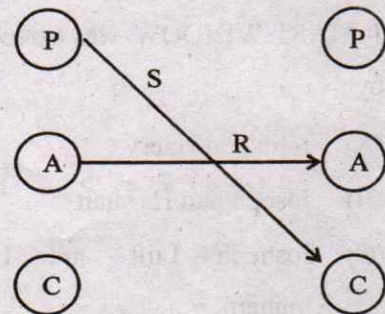
- (A) Open self
- (B) Behind self
- (C) Hidden self
- (D) Unknown self

19. Ego state of transactional analysis that reflects rational and objective behaviour is called as :

- (A) Parent ego state
- (B) Adult ego state
- (C) Child ego state
- (D) None of the above

20. Supervisor

Subordinate



Above transaction represents which of the following form of transaction ?

- (A) Non-complementary transaction
- (B) Complementary transaction
- (C) Ulterior transaction
- (D) None of the above

21. Complementary transactions in transactional analysis are of total :

- (A) 3 types
- (B) 6 types
- (C) 9 types
- (D) 12 types

22. Stroking in transactional analysis symbolizes :

- (A) Positive and negative motivation
- (B) Big and small groups
- (C) Group and team
- (D) Victim and rescuer

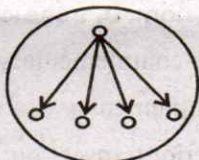
23. Which amongst the following are defined as roles under psychological games ?

- (A) Parent, adult, child
- (B) Victim, persecutor, rescuer
- (C) Leader, mediator, follower
- (D) Employer, employee and recruiting agency

24. JOHARI WINDOW was conceptualized by :

- (A) John and Haery
- (B) Joseph and Harman
- (C) Josheph Luft and Harrington Ingham
- (D) None of the above

25.



Above represents which amongst the following stages of group development ?

- (A) Pre-stage
- (B) Norming
- (C) Performing
- (D) Adjourning

26. Individual's conformity with group behaviour is associated with :

- (A) Asch's experiment
- (B) Pavlov's experiment
- (C) Skinner's conditioning
- (D) None of the above

27. Punctuations in 'punctuated equilibrium model' of group are signified as :

- (A) transitions in performance from one level to other level with respect to time
- (B) uniformity in performance with respect to time
- (C) regular motion in performance with respect to time
- (D) All of the above

28. Equilibria in 'punctuated equilibrium model' of group are signified as :

- (A) transitions in performance from one level to other with respect to time
- (B) uniformity in performance with respect to time
- (C) irregular motion in performance with respect to time
- (D) All of the above

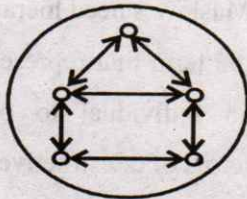
29. In group is classified as :

- (A) clustering of people having dominant place in society
- (B) clustering of individuals holding prevailing values in society
- (C) clustering of people for social influence
- (D) All of the above

30. Out-group is classified as :

- (A) conglomerate looked up as subordinate in society
- (B) conglomerate looked up as marginal in society
- (C) conglomerate that is minority group in society
- (D) All of the above

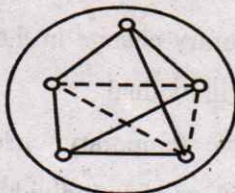
31.



Above represents which amongst the following stages of group development ?

- (A) Pre-stage
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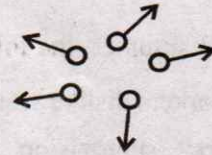
32.



Above represents which amongst the following stages of group development ?

- (A) Pre-stage
- (B) Norming
- (C) Performing
- (D) Adjourning

33.



Above represents which amongst the following stages of group development ?

- (A) Pre-stage
- (B) Norming
- (C) Performing
- (D) Adjourning

34. Asch's experiment was propounded by :

- (A) Solomon Asch
- (B) William Asch
- (C) Victor Asch
- (D) Marvel Asch

35. 'Social need' in hierarchy of need theory of motivation is considered as :

- (A) Lower order need
- (B) Middle order need
- (C) Higher order need
- (D) All of the above

36. Theory X and Theory Y was propounded by :

- (A) Herzberg
- (B) McGregor
- (C) Victor Vroom
- (D) Sheldon

37. Theory X assumes that :

- (A) Workers dislike work
- (B) Strict supervision is required for workers
- (C) Workers should be given enough of freedom for effectiveness in work
- (D) Both (A) and (B)

38. Theory Y assumes that :
- (A) Workers dislike work
 - (B) Strict supervision is required for workers
 - (C) Workers should be given enough of freedom for effectiveness in work
 - (D) Both (A) and (B)
39. Which amongst the following is the 'Hygiene factor' of Herzberg's theory ?
- (A) Policy and administration
 - (B) Technical supervision
 - (C) Interpersonal relationship
 - (D) All of the above
40. Which amongst the following is the 'Hygiene factor' of Herzberg's theory ?
- (A) Salary
 - (B) Recognition
 - (C) Advancement
 - (D) All of the above
41. Which amongst the following is the 'Motivation factor' of Herzberg's theory ?
- (A) Achievement
 - (B) Recognition
 - (C) Advancement
 - (D) All of the above
42. Which amongst the following is the 'Motivation factor' of Herzberg's theory ?
- (A) Work itself
 - (B) Salary
 - (C) Job security
 - (D) Personal life
43. Which amongst the following is not 'Hygiene factor' of Herzberg's theory ?
- (A) Job Security
 - (B) Personal life
 - (C) Working conditions and status
 - (D) Possibility of growth and responsibility
44. Self actualization is :
- (A) the highest level of need in Maslow's need hierarchy theory
 - (B) the term that represents offering by an individual to ones fullest in terms of constructive contribution
 - (C) Both (A) and (B)
 - (D) None of the above
45. Learning is defined as :
- (A) permanent change in the behaviour of an individual
 - (B) relative permanent change in the behaviour of an individual
 - (C) temporary change in the behaviour of an individual
 - (D) relative temporary change in the behaviour of an individual
46. Classical conditioning theory of learning was given by :
- (A) Roger
 - (B) Sheldon
 - (C) Skinner
 - (D) Pavlov

47. Theory of operant conditioning was given by :

- (A) Carl Roger
- (B) Sheldon
- (C) Skinner
- (D) Ivan Pavlov

48. Modelling in learning refers to :

- (A) Invitation of any person with whom one is influenced
- (B) Copying any person with whom one is influenced
- (C) Learning by person with whom one is influenced
- (D) All of the above

49. Theory of classical conditioning is based on :

- (A) Association of stimulus and response
- (B) Association of stimulus situation
- (C) Consequences of behavioural response
- (D) None of the above

50. Which amongst the following is true for operant conditioning ?

- (A) Association of stimulus and response
- (B) Stimulus situation and behavioural response
- (C) Consequences of behaviour response
- (D) All of the above

Section-B

(Business Finance)

51. Why do companies issue bonus shares ?

- (A) To reward shareholders without reducing the company's cash reserves
- (B) To raise capital for new investments
- (C) To reduce the number of outstanding shares
- (D) To increase the company's debt levels

52. The industry where demand is volatile and profits subjects to fluctuations should have :

- (A) High level of gearing
- (B) Irrespective level of gearing
- (C) Low level of gearing
- (D) None of the above

53. Money has time value because :

- (A) Money in hand today is more certain than to be received tomorrow
- (B) The value of money gets discounted as time goes by
- (C) Both (A) and (B)
- (D) None of the above

54. If you are likely to receive ₹ 2,000 after 3 years, what is its value on date, if time value of money is likely to change at the rate of 10% ?
 (A) ₹ 1,800
 (B) ₹ 1,500
 (C) ₹ 1,502
 (D) ₹ 2,100
55. An amount of ₹ 10,000 invested today will grow in 3 years at 11% to :
 (A) ₹ 13,900
 (B) ₹ 1,3310
 (C) ₹ 11,000
 (D) None of the above
56. The rule of 72 :
 (A) is used to find doubling period
 (B) makes use of the PVIFA table
 (C) applies the formula = $72/\text{interest rate}$
 (D) None of the above
57. In order to find the value of 2018 of a sum of ₹ 20,000 invested in 2015 at a particular rate of interest :
 (A) FVIFA table should be used
 (B) PVIFA table should be used
 (C) FVIF table should be used
 (D) PVIF table should be used
58. Fixed working capital is :
 (A) Minimum stock of raw materials
 (B) Salaries of workers
 (C) Minimum balance of Bank
 (D) All the above
59. Cash forecast method of finding out working capital is based on :
 (A) Cash budget
 (B) Cash flow
 (C) Fund flow
 (D) None of the above
60. If operating expenses are ₹ 1,00,000 and operating cycle in a year is 1.25, then working capital will be :
 (A) ₹ 1,25,000
 (B) ₹ 1,00,000
 (C) ₹ 80,000
 (D) None of the above
61. Nature of seasonal working capital is :
 (A) Short-term
 (B) Long-term
 (C) Medium-term
 (D) None of the above
62. Excess working capital is evidence of :
 (A) Advanced credit
 (B) Demand of the product
 (C) Idle funds
 (D) None of the above
63. The adoption of JIT, supply chain management, vendor management will drastically reduce the level of :
 (A) Raw material stock
 (B) Finished goods stock
 (C) Work in progress stock
 (D) All of the above

64. In using debt-equity ratio in capital structure decisions, there is an optimal capital structure where :
- (A) the WACC is minimum
 - (B) the cost of debt is lowest
 - (C) the cost of savings are highest
 - (D) the marginal tax benefit is equal to marginal cost of financial distress
65. If EBIT is less than financial break-even point, then :
- (A) EPS will be positive
 - (B) EPS will be negative
 - (C) there will be no impact on EPS
 - (D) Cost of debt raises
66. The net operating income approach to capital structure is based on the assumption that :
- (A) the overall cost of capital is constant
 - (B) the investors see the firm as a whole
 - (C) the cost of debt is constant
 - (D) All of the above
67. If the expected level of EBIT exceeds the indifference point :
- (A) the use of debt financing would be advantageous
 - (B) the use of equity financing would be advantageous
 - (C) EPS will reduce
 - (D) None of the above
68. The non-productive projects are to be financed by :
- (A) debt and equity funds
 - (B) debt funds
 - (C) equity funds
 - (D) retained earnings
69. The Modigliani-Miller approach to capital structure theory is based on certain simplified assumptions. One of the following is not included in such assumptions :
- (A) capital markets are imperfect
 - (B) investors are relational
 - (C) no corporate income-tax
 - (D) investors have homogeneous expectations
70. Theoretically, the optimum capital structure implies a ratio of debt and equity at which would be least and the market value of the firm would be highest.
- (A) Marginal cost of capital
 - (B) Weighted average cost of capital
 - (C) Cost to debt funds
 - (D) Opportunity cost

71. Which of the following is not the component of finance function :
- (A) Investment decision
 - (B) Dividend decision
 - (C) Decision regarding set up of a business
 - (D) Financing decision
72. Mutually Exclusive proposals signify :
- (A) Accepting all proposals
 - (B) Accepting one proposal
 - (C) Accepting one proposal and rejecting all alternative proposals
 - (D) None of the above
73. Capital Budgeting process starts with :
- (A) Availability of capital
 - (B) Project evaluation
 - (C) Knowledge of project identity
 - (D) With execution
74. Which of the following is NOT a component of working capital ?
- (A) Cash
 - (B) Inventory
 - (C) Long-term investments
 - (D) Accounts receivable
75. Which of the following is NOT a reason for holding inventory ?
- (A) To meet customer demand
 - (B) To take advantages of bulk purchase discounts
 - (C) To avoid stockouts
 - (D) To generate revenue
76. What is the operating cycle of a business ?
- (A) The time between when a business pays its suppliers and when it collects from its customers
 - (B) The time it takes to produce and sell a product
 - (C) The time it takes to collect accounts receivable
 - (D) The time it takes to pay off accounts payable
77. What does a shorter operating cycle indicate about a business ?
- (A) The business is more efficient at managing its inventory and accounts receivable
 - (B) The business is less efficient at managing its inventory and accounts receivable
 - (C) The business has smaller customer base
 - (D) The business has a larger supplier base
78. Which of the following is NOT a way to improve a business's operating cycle ?
- (A) Negotiating longer payment terms with suppliers
 - (B) Offering discounts for early payment from customers
 - (C) Improving inventory management and reducing inventory levels
 - (D) Reducing the time it takes to produce and sell products

79. The Walter model assumes that the cost of equity is :
- Constant
 - Increasing
 - Decreasing
 - Fluctuating
80. What is dividend payout ratio ?
- The percentage of earnings and paid out as dividends to shareholders
 - The percentage of profits paid out as dividends to shareholders
 - The percentage of revenue paid out as dividends to shareholders
 - The percentage of net assets paid out as dividends to shareholders
81. What is a dividend policy that involves paying dividends only when there are excess earnings after funding all investment opportunities ?
- Constant dividend payout policy
 - Residual dividend payout policy
 - Stable dividend payout policy
 - Hybrid dividend payout policy
82. What is a dividend yield ?
- The total amount of dividends paid out to shareholders in a given period.
 - The percentage of the market price of a share that is paid out as dividends in a given period.
 - The total amount of profits earned by a company in a given period.
 - The percentage of earnings paid out as dividends to shareholders in a given period.
83. What is the primary objective of a company when making dividend decisions ?
- To maximize shareholder wealth
 - To minimize tax liability
 - To minimize the cost equity
 - To increase debt financing
84. What is the formula for calculating the weighted average cost of capital (WACC) ?
- $$WACC = (\text{Cost of equity} + \text{Cost of debt}) / 2$$
 - $$WACC = \text{Cost of equity} \times \text{Weight of equity} + \text{Cost of debt} \times \text{Weight of debt}$$
 - $$WACC = \text{Cost of equity} - \text{Cost of debt}$$
 - $$WACC = \text{Cost of debt} / (1 - \text{Tax rate})$$
85. Over capitalisation occurs when :
- Actual rate of earning > Current rate of earning
 - Real value of business < Book value of business
 - Real value of business > Book value of business
 - None of the above

86. Market value of shares of a company is 50 and book value of the same shares is 35. Company is in stage of :
- Undercapitalisation
 - Fair capitalisation
 - Overcapitalisation
 - None of the above
87. Which of the following is not the main component of financial planning as per Arther S. Dewing ?
- Capitalisation
 - Capital structure
 - Developing financial procedures
 - None of the above
88. What is the main reason why companies engage in share buybacks ?
- To reduce their debt levels
 - To increase their liquidity
 - To improve their financial ratios
 - To raise capital
89. One of the following will not prolong the operating cycle :
- Purchase of materials in excess of requirements
 - Lack of production planning, coordination and control
 - Holding of excess balances in cash and bank
 - Use of outdated machinery and technology
90. What is the formula for calculating NPV ?
- $NPV = \text{initial investment} \times (1 + r)^n$
 - $NPV = \text{present value of cash inflows} - \text{present value of cash outflows}$
 - $NPV = \text{future value of cash inflows} - \text{future value of cash outflows}$
 - $NPV = \text{initial investment} / (1 + r)^n$
91. What does a positive NPV indicate ?
- The investment is not profitable
 - The investment is profitable and should be undertaken
 - The investment is profitable but may not be worth the risk
 - The investment's profitability is uncertain
92. What is the IRR rule for investment decision-making ?
- Accept an investment if the IRR is less than the required rate of return
 - Accept an investment if the IRR is greater than the required rate of return
 - Accept an investment if the NPV is positive
 - Accept an investment if the NPV is negative

93. What is the limitation of IRR as a capital budgeting tool ?
- (A) It does not take into account the time value of money.
 - (B) It assumes reinvestment at the IRR rate, which may not be feasible.
 - (C) It does not consider the initial investment amount.
 - (D) It does not consider the risk associated with the investment.
94. What is the cash conversion cycle ?
- (A) The time it takes to convert accounts received into cash.
 - (B) The time it takes to convert inventory into accounts payable.
 - (C) The time it takes to convert inventory into cash.
 - (D) The time it takes to convert accounts payable into cash.
95. What is the objective of working capital policy ?
- (A) To maximize profitability
 - (B) To minimize risk
 - (C) To balance liquidity and profitability
 - (D) To maximize liquidity
96. What is working capital policy ?
- (A) It is a strategy for financing short-term assets and liabilities.
 - (B) It is a strategy for financing long-term assets and liabilities.
 - (C) It is a strategy for managing inventory levels.
 - (D) It is a strategy for managing accounts receivable.
97. What is accounting rate of return ?
- (A) The rate at which a company's net income is increasing over time.
 - (B) The rate at which a company's assets are depreciating over time.
 - (C) The rate at which a company's earnings before interest and taxes (EBIT) are increasing over time.
 - (D) The average annual net income earned as a percentage of the initial investment.
98. What is the main advantages of using accounting rate of return ?
- (A) It is easy to calculate
 - (B) It considers the time value of money
 - (C) It is based on actual cash flows
 - (D) None of the above
99. What is the threshold for an acceptable accounting rate of return ?
- (A) It depends on the industry and company's cost of capital
 - (B) It is typically 10%
 - (C) It is typically 15%
 - (D) It is typically 20%
100. Implicit Cost arises when :
- (A) There is a cash inflow
 - (B) The funds are utilised
 - (C) The funds are acquired
 - (D) None of the above

4. Four alternative answers are mentioned for each question as—A, B, C & D in the booklet. The candidate has to choose the correct answer and mark the same in the OMR Answer-Sheet as per the direction :

Example :

Question :

Q.1 (A) ☒ (C) (D)

Q.2 (A) (B) ☒ (D)

Q.3 (A) ☒ (C) (D)

Illegible answers with cutting and over-writing or half filled circle will be cancelled.

5. Each question carries equal marks. Marks will be awarded according to the number of correct answers you have.
6. All answers are to be given on OMR Answer sheet only. Answers given anywhere other than the place specified in the answer sheet will not be considered valid.
7. Before writing anything on the OMR Answer Sheet, all the instructions given in it should be read carefully.
8. After the completion of the examination candidates should leave the examination hall only after providing their OMR Answer Sheet to the invigilator. Candidate can carry their Question Booklet.
9. There will be no negative marking.
10. Rough work, if any, should be done on the blank pages provided for the purpose in the booklet.
11. To bring and use of log-book, calculator, pager and cellular phone in examination hall is prohibited.
12. In case of any difference found in English and Hindi version of the question, the English version of the question will be held authentic.

Impt. : On opening the question booklet, first check that all the pages of the question booklet are printed properly. If there is any discrepancy in the question Booklet, then after showing it to the invigilator, get another question Booklet of the same series.

4. प्रश्न-पुस्तिका में प्रत्येक प्रश्न के चार सम्भावित उत्तर—A, B, C एवं D हैं। परीक्षार्थी को उन चारों विकल्पों में से सही उत्तर छोटना है। उत्तर को OMR आन्सर-शीट में सम्बन्धित प्रश्न संख्या में निम्न प्रकार भरना है :

उदाहरण :

प्रश्न :

प्रश्न 1 (A) ☒ (C) (D)

प्रश्न 2 (A) (B) ☒ (D)

प्रश्न 3 (A) ☒ (C) (D)

अपठनीय उत्तर या ऐसे उत्तर जिन्हें काटा या बदला गया है, या गोले में आधा भरकर दिया गया, उन्हें निरस्त कर दिया जाएगा।

5. प्रत्येक प्रश्न के अंक समान हैं। आपके जितने उत्तर सही होंगे, उन्हीं के अनुसार अंक प्रदान किये जायेंगे।
6. सभी उत्तर केवल ओ. एम. आर. उत्तर-पत्रक (OMR Answer Sheet) पर ही दिये जाने हैं। उत्तर-पत्रक में निर्धारित स्थान के अलावा अन्यत्र कहीं पर दिया गया उत्तर मान्य नहीं होगा।
7. ओ. एम. आर. उत्तर-पत्रक (OMR Answer Sheet) पर कुछ भी लिखने से पूर्व उसमें दिये गये सभी अनुदेशों को सावधानीपूर्वक पढ़ लिया जाये।
8. परीक्षा समाप्ति के उपरान्त परीक्षार्थी कक्ष निरीक्षक को अपनी OMR Answer Sheet उपलब्ध कराने के बाद ही परीक्षा कक्ष से प्रस्थान करें। परीक्षार्थी अपने साथ प्रश्न-पुस्तिका ले जा सकते हैं।
9. निगेटिव मार्किंग नहीं है।
10. कोई भी रफ कार्य, प्रश्न-पुस्तिका के अन्त में, रफ-कार्य के लिए दिए खाली पेज पर ही किया जाना चाहिए।
11. परीक्षा-कक्ष में लॉग-बुक, कैलकुलेटर, पेजर तथा सेल्युलर फोन ले जाना तथा उसका उपयोग करना वर्जित है।
12. प्रश्न के हिन्दी एवं अंग्रेजी रूपान्तरण में भिन्नता होने की दशा में प्रश्न का अंग्रेजी रूपान्तरण ही मान्य होगा।

महत्वपूर्ण : प्रश्नपुस्तिका खोलने पर प्रथमतः जाँच कर देख लें कि प्रश्न-पुस्तिका के सभी पृष्ठ भलीभाँति छपे हुए हैं। यदि प्रश्नपुस्तिका में कोई कमी हो, तो कक्षनिरीक्षक को दिखाकर उसी सिरीज की दूसरी प्रश्न-पुस्तिका प्राप्त कर लें।