

## INSTRUCTIONS TO EXAMINEES

### FOUNDATION PROGRAMME (NEW SYLLABUS)

FOUNDATION PROGRAMME EXAMINATION UNDER THE NEW SYLLABUS IN OMR SYSTEM WOULD BE HELD ON 1<sup>ST</sup> AND 2<sup>ND</sup> DECEMBER 2012. CANDIDATES SHOULD READ THE INSTRUCTIONS GIVEN BELOW CAREFULLY AND FOLLOW THEM IN TRUE LETTER AND SPIRIT FOR APPEARING IN THE EXAMINATION. A SPECIMEN COPY OF THE OMR ANSWER SHEET IS GIVEN AT THE END OF THESE INSTRUCTIONS.

#### **General Instructions**

1. Immediately, after taking the print-out of the Admission Certificate, every candidate is advised to verify all the particulars mentioned in his/her Admission Certificate, *i.e.*, his/her Name, Photograph, Registration Number, Address, Examination Centre, Dates and Timings of Examination, Medium of examination, *etc.* In case of any discrepancy, the same may please be brought to the notice of the Institute immediately through e-mail at: [enroll@icsi.edu](mailto:enroll@icsi.edu) Telephone No.(s) 0120-4522081-86.
2. Candidates are advised to carefully go through the “**Instructions to Examinees**” for their strict compliance. Since the particulars mentioned by the candidates on the OMR answer sheet are to be read by a machine for result processing activities, any wrong information mentioned therein may affect the result of the candidate adversely and for that the Institute will not take any responsibility for rectifying such mistake(s).
3. Candidates are required to carry with them (i) Admission Certificate; and (ii) Student Identity Card to the Examination Centre in every session for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.
4. Candidates are advised to ensure that they are in possession of a valid Identity Card (Green Colored Authenticated Identity Card sent by post by the Institute OR the downloaded Student Identity Card from [www.icsi.in](http://www.icsi.in) duly attested by the authorized officials). In case of any difficulty in downloading the Identity Card, the students may approach the designated Regional / Chapter Office OR Headquarters for duplicate Identity Card. For any reason, if some of the candidates are not holding the Identity Card due to technical/ practical problems, they may bring any other Photo Identity Card issued by the Government Departments viz. Passport, Driving License, PAN Card, etc. to establish their identity vis-à-vis the

particulars appearing in the Enrollment Details / Attendance Sheet. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate's signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admission Certificate and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.

5. In case, due to any reason, the downloaded Admission Certificate does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admission Certificate and get it attested by gazetted officer/member of ICSI, etc. and also bring Student Identity Card/Driving License/PAN Card/Passport, etc. as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.
6. Candidates are required to report at the Examination Hall **20 (twenty) minutes** before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall. No candidate shall be allowed to enter into the Examination Hall after the expiry of **20 (twenty) minutes** of the commencement of examination and no candidate shall be permitted to leave the Examination Hall until the examination in each session is over.
7. Candidates who opt Hindi as medium for Foundation Programme examination would be supplied Question paper booklet printed in English with Hindi translation except for Business Management, Ethics and Communication paper for which question paper booklet printed in English only shall be provided. However, the OMR answer sheet for all the subjects shall be provided in English language only.
8. Candidates are allowed to use their own battery operated, noiseless and cordless pocket calculator with not more than 6 functions, 12 digits and 2 memories. Use of programable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing or exchange of calculators or any other item/material shall not be permitted in the Examination Hall.
9. On receipt of Question Paper, first of all, every candidate must write his/her Roll Number on top of Question Paper booklet at the specified space on the front page. Further, every candidate is required to satisfy himself/herself that he/she has received correct and complete Question Paper and also verify it with reference to the Examination Time-Table & Programme and see that the total number of questions and printed pages, as mentioned on the front page of the Question Paper are in

order/complete in all respects. In case of any discrepancy, the Question Paper booklet shall be replaced immediately.

10. Candidates are required to sign on the Attendance Sheet for each session of examination. Candidates should ensure that their name, photograph and signature are correctly printed and they have correctly signed and darkened the circle against their Roll No. in the Attendance Sheet corresponding to the particular session of examination.
11. Every candidate is compulsorily required to appear in all the papers for which he/she was enrolled. In case any candidate remains absent in any paper due to any reason, whatsoever, he/she shall be summarily declared fail.
12. No candidate shall bring or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Mobile Phone, Pager, Digital Diary, Scientific or Programable Calculator, Laptop, Palmtop, or any other communication device or gadget in the Examination Hall. However, the candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall, he/she could be searched/ frisked to demonstrate that he/she does not possess any prohibited/ objectionable item(s) with him/her.
13. The Superintendent of Examination has absolute power to expel a candidate from the Examination Hall if in his/her opinion, the candidate has resorted to unfair means for the purpose of answering the questions or behaved in a disorderly manner in and around the Examination Hall or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threaten or blackmail any person connected with conduct of examination. A candidate so expelled must, before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled; he/she will not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 as in force and/or other appropriate legal action under the laws of the country, and particulars of such candidates or cases will be suitably notified in the Institute's official bulletins.

### **Specific Instructions**

14. The candidate must write his/her allotted **six digit** Roll Number as printed on the Admission Certificate in the boxes provided on the OMR Answer Sheet and darken the appropriate circles. The Roll Number should also be

written in words in the allotted space. Candidates are advised to carefully fill-up the particulars/darken the boxes/circles such as, date of examination, examination session, Question Booklet No, Question Booklet Code i.e. A or B or C or D as the case may be, Subject Code, Centre Code, etc. with **blue or black ball-point pen** only. Candidate should also write his/her the roll number on Question paper booklet at the space provided for. Candidate should not write his/her name, registration number and also not make any noting/scribbling on the Answer sheet and Question paper booklet except in the space provided for rough work in the question paper booklet. They should also sign on the OMR Answer Sheet at the space given at the bottom in presence of the Invigilator.

15. Each candidate will be given Question paper booklet printed in English or English with Hindi version as the case may be. Candidates will be given one OMR answer sheet in English language only for each session. The candidate is required to **return the Question paper booklet together with OMR answer sheet at the conclusion of each session of examination**. Candidates are not allowed to take away the question paper booklet along with them while leaving the examination hall. The copyright of the Question paper booklet and multiple choice questions contained therein solely vests in the Institute.
16. The question paper booklet of each session will contain 100 objective type questions of one mark each having four options for the answer. The serial numbers corresponding to the question numbers given in the question paper booklet are printed in the OMR Answer Sheet. For each question four options i.e. A, B, C and D are given in the Question paper booklet. The candidate is required to select one amongst the options as his/her right answer and darken that circle i.e. A or B or C or D as the case may be, to be the answer in the OMR answer sheet **with blue/black ball point pen only** . The answer should be marked as under:

Example:

For Question No. 23, if a candidate feels the correct answer is B, the circle in the OMR Answer Sheet should be darkened as under:

Correct method

23. (A) ● (C) (D)

Incorrect method:

23. (A) ● ● (D)

23. (A) ⊙ (C) (D)

23. (A) ● (C) (D)

23. (A) ✓ (C) (D)

23. (A) ✗ (C) (D)

17. Candidate has no option to change/alter/erase the answer once he/she has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number he/she is advised to ensure the correctness/authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR answer sheet.
18. Candidates are also advised not to write anything on the Admission Certificate, Student Identity Card, Question Paper, *etc.* (*except their Roll Number and tick mark [✓] for the questions attempted*), and not to take away anything/paper(s) from the Examination Room/Hall other than their belongings, such as, Admission Certificate, Student Identity Card, and Calculator, etc.
19. Candidates should not open the seal of the Question Paper booklet before the time specified for the commencement of the examination.
20. Candidates must not write any irrelevant matter, any sort of appeal, criticism of question paper, salutation or invocation to God, *etc.*, on the OMR answer sheet.
21. No candidate should leave or will be allowed to leave the Examination Hall (i) until the examination in each session is over (ii) without signing the Attendance Sheet; and (iii) without properly handing over his/her OMR answer sheet and question paper booklet to the Invigilator.
22. One mark will be awarded for each correct answer. However, no marks will be deducted for any wrong answer. Questions not answered or circle not darkened or multiple circles darkened for a question will not be awarded marks.
23. Any answer marked or darkened in the question paper booklet will not be taken cognizance of and no marks will be awarded.
24. Candidates may bring a clean (without any writing) clip board/card board so as to avoid any difficulty in darkening the circles in OMR answer

sheet as the desks provided in the examination hall may sometimes may not have even or smooth surface.

25. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, *etc.*, or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to his/her work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information during the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall or in the corridor/toilet within the centre premises during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations of the Institute.
26. No candidate, without specific permission of the Superintendent/Invigilator, shall leave his/her seat during the course of examination. It shall be the personal responsibility of the candidate concerned appearing in the examination to properly fill-up all relevant particulars in the OMR Answer Sheet. On completion of examination or expiry of the prescribed examination timing, the OMR answer sheet, even if the same is blank, along with Question paper booklet must at once be handed over to the Invigilator on duty in his/her Room/Hall and the Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of having handed over his/her answer sheet and Question paper booklet. The Superintendent of Examination Centers have been advised to issue acknowledgement in the aforesaid manner, through the Invigilators, for submission of answer books and Question paper booklets by the candidates.
27. Any representation regarding omission to hand over the OMR answer sheet and Question paper booklet or not obtaining the acknowledgement from the Invigilator for handing over the same, for any reason whatsoever, shall not be entertained after the examination in that paper is over and disciplinary action as deemed fit will be taken against the candidates.

***Infringement of any of these instructions may render the candidates liable for disciplinary action which could lead to cancellation of results of the examination and/or studentship registration under the Company Secretaries Regulations, 1982, as in force.***

**SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING OF MOBILE PHONE, ETC., IS BANNED INSIDE THE EXAMINATION CENTRE PREMISES.**

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*Before filling up particulars/darkening the boxes/circles on the OMR answer book, candidates are advised to carefully go through the 'INSTRUCTIONS TO CANDIDATES' given on: (i) the front page as well as reverse side of OMR Answer Sheet and (ii) the cover page of Question Paper Booklet.*

**SPCEIMEN COPY OF OMR ANSWER SHEET**



OMR Sheet No.

Date of Examination (DD/MM/YYYY)

How to mark answers:  
**CORRECT METHOD**      **WRONG METHOD(S)**  
 A    B    C    D       X    ✓    ○    ●

Roll Number (in words) .....

**Examination Session**

MORNING ①      AFTERNOON ②

**Roll Number**

① ① ① ① ① ①  
 ② ② ② ② ② ②  
 ③ ③ ③ ③ ③ ③  
 ④ ④ ④ ④ ④ ④  
 ⑤ ⑤ ⑤ ⑤ ⑤ ⑤  
 ⑥ ⑥ ⑥ ⑥ ⑥ ⑥  
 ⑦ ⑦ ⑦ ⑦ ⑦ ⑦  
 ⑧ ⑧ ⑧ ⑧ ⑧ ⑧  
 ⑨ ⑨ ⑨ ⑨ ⑨ ⑨  
 ⑩ ⑩ ⑩ ⑩ ⑩ ⑩

**Question Paper Booklet No.**

① ① ① ① ① ①  
 ② ② ② ② ② ②  
 ③ ③ ③ ③ ③ ③  
 ④ ④ ④ ④ ④ ④  
 ⑤ ⑤ ⑤ ⑤ ⑤ ⑤  
 ⑥ ⑥ ⑥ ⑥ ⑥ ⑥  
 ⑦ ⑦ ⑦ ⑦ ⑦ ⑦  
 ⑧ ⑧ ⑧ ⑧ ⑧ ⑧  
 ⑨ ⑨ ⑨ ⑨ ⑨ ⑨  
 ⑩ ⑩ ⑩ ⑩ ⑩ ⑩

**Question Paper Booklet Code**

A     
 B     
 C     
 D  

**Subject Code**  
(As per Admit Card)

**BEE - 311** ①  
**BMEC - 312** ②  
**BE - 313** ③  
**FAA - 314** ④

**Exam Centre Code**  
(As per Admit Card)

① ① ① ①  
 ② ② ② ②  
 ③ ③ ③ ③  
 ④ ④ ④ ④  
 ⑤ ⑤ ⑤ ⑤  
 ⑥ ⑥ ⑥ ⑥  
 ⑦ ⑦ ⑦ ⑦  
 ⑧ ⑧ ⑧ ⑧  
 ⑨ ⑨ ⑨ ⑨  
 ⑩ ⑩ ⑩ ⑩

**INSTRUCTIONS TO CANDIDATES**

- There is no negative marking.
- Use Only Blue/Black Ball Point Pen to fill-in the boxes and Darken the appropriate Circles.
- Write and darken correct Question Paper Booklet Code, viz. A or B or C or D carefully as the same will be taken as final for evaluation.
- In case any candidate fills in any information wrongly, the Institute will not take any responsibility to rectify the same.
- Darken one circle only for the answer which you consider to be correct against the corresponding question number.
- Candidates are not allowed to change / alter / erase the answers, once darkened, with white / correction fluid, eraser, blade, etc.
- Please do NOT make any stray marks on the answer sheet.
- Rough work must NOT be done on the answer sheet.
- As this OMR Sheet is to be read by machine, do not fold or damage its edges.

(CONTS. OVERLEAF.....)

**FOR ICSI OFFICE USE ONLY**

Q.Nos.	Answers	Q.Nos.	Answers
1	(A) (B) (C) (D)	51	(A) (B) (C) (D)
2	(A) (B) (C) (D)	52	(A) (B) (C) (D)
3	(A) (B) (C) (D)	53	(A) (B) (C) (D)
4	(A) (B) (C) (D)	54	(A) (B) (C) (D)
5	(A) (B) (C) (D)	55	(A) (B) (C) (D)
6	(A) (B) (C) (D)	56	(A) (B) (C) (D)
7	(A) (B) (C) (D)	57	(A) (B) (C) (D)
8	(A) (B) (C) (D)	58	(A) (B) (C) (D)
9	(A) (B) (C) (D)	59	(A) (B) (C) (D)
10	(A) (B) (C) (D)	60	(A) (B) (C) (D)
11	(A) (B) (C) (D)	61	(A) (B) (C) (D)
12	(A) (B) (C) (D)	62	(A) (B) (C) (D)
13	(A) (B) (C) (D)	63	(A) (B) (C) (D)
14	(A) (B) (C) (D)	64	(A) (B) (C) (D)
15	(A) (B) (C) (D)	65	(A) (B) (C) (D)
16	(A) (B) (C) (D)	66	(A) (B) (C) (D)
17	(A) (B) (C) (D)	67	(A) (B) (C) (D)
18	(A) (B) (C) (D)	68	(A) (B) (C) (D)
19	(A) (B) (C) (D)	69	(A) (B) (C) (D)
20	(A) (B) (C) (D)	70	(A) (B) (C) (D)
21	(A) (B) (C) (D)	71	(A) (B) (C) (D)
22	(A) (B) (C) (D)	72	(A) (B) (C) (D)
23	(A) (B) (C) (D)	73	(A) (B) (C) (D)
24	(A) (B) (C) (D)	74	(A) (B) (C) (D)
25	(A) (B) (C) (D)	75	(A) (B) (C) (D)
26	(A) (B) (C) (D)	76	(A) (B) (C) (D)
27	(A) (B) (C) (D)	77	(A) (B) (C) (D)
28	(A) (B) (C) (D)	78	(A) (B) (C) (D)
29	(A) (B) (C) (D)	79	(A) (B) (C) (D)
30	(A) (B) (C) (D)	80	(A) (B) (C) (D)
31	(A) (B) (C) (D)	81	(A) (B) (C) (D)
32	(A) (B) (C) (D)	82	(A) (B) (C) (D)
33	(A) (B) (C) (D)	83	(A) (B) (C) (D)
34	(A) (B) (C) (D)	84	(A) (B) (C) (D)
35	(A) (B) (C) (D)	85	(A) (B) (C) (D)
36	(A) (B) (C) (D)	86	(A) (B) (C) (D)
37	(A) (B) (C) (D)	87	(A) (B) (C) (D)
38	(A) (B) (C) (D)	88	(A) (B) (C) (D)
39	(A) (B) (C) (D)	89	(A) (B) (C) (D)
40	(A) (B) (C) (D)	90	(A) (B) (C) (D)
41	(A) (B) (C) (D)	91	(A) (B) (C) (D)
42	(A) (B) (C) (D)	92	(A) (B) (C) (D)
43	(A) (B) (C) (D)	93	(A) (B) (C) (D)
44	(A) (B) (C) (D)	94	(A) (B) (C) (D)
45	(A) (B) (C) (D)	95	(A) (B) (C) (D)
46	(A) (B) (C) (D)	96	(A) (B) (C) (D)
47	(A) (B) (C) (D)	97	(A) (B) (C) (D)
48	(A) (B) (C) (D)	98	(A) (B) (C) (D)
49	(A) (B) (C) (D)	99	(A) (B) (C) (D)
50	(A) (B) (C) (D)	100	(A) (B) (C) (D)

**Signature of Candidate with Date**      **Signature of Invigilator with Date**



## INSTRUCTIONS TO CANDIDATES (CONTD.....)

1. Candidate should write his/her Roll Number in words in the allotted space. The Roll Number should also be written in figures in the boxes and appropriate circles be darkened.
2. Candidates are required to fill-up relevant particulars and / darken the relevant circles such as Date of Examination, Examination Session, Question Paper Booklet No., Question Paper Booklet Code, Subject Code, Examination Centre Code etc., at the appropriate boxes/space on the OMR Answer Sheet.
3. Candidates shall use **only blue or black ball point pen** for writing the particulars and darkening the circles.
4. Candidates cannot change, alter or erase their answers once darkened. Hence before darkening the circles corresponding to the question number, they are advised to ensure the correctness/authenticity of the answer.
5. Candidates must handover the OMR Answer Sheet and Question paper booklet to the Invigilator before leaving the Examination Hall.
6. Carrying mobile phones, pagers, any kind of communication device(s), books, printed or handwritten materials, etc. are banned inside the Examination Centre premises.
7. Any candidate found in possession of any banned item(s) inside the Examination Centre will be deemed to have willfully infringed the "Instructions to Examinees" amounting to misconduct.
8. Candidate's eligibility to appear in any paper(s) and / or examinations shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.