

## **FAQ for FMS Exam & Admission Process 2010**

*Candidates are required to send only **ONE** copy of the computer generated admit card format (with photograph, mailing address and signature) and not **THREE** copies as mentioned in the notification.*

### **1. What is FMS admission Test all about?**

There is no prescribed syllabus or format for this multiple choice 2-hour admission test. The previous admission tests usually comprised the following basic areas:

- Quantitative ability
- Verbal ability
- English comprehension
- Analytical ability & Logical Reasoning

Important Note: The total percentile rank and sectional percentile rank scores will be declared in the result of FMS entrance tests to be held in 2010. The merit list will be prepared on the basis of total percentile rank scores. At least 50th percentile rank score in each section of the test is required by a candidate to qualify for being short-listed in GD and Interview. The percentile rank will be calculated on the basis of the category of the candidate. Therefore, inter-category transfer or comparison will not be possible.

### **2. How many seats are available for MBA programmes beginning in July 2010?**

There has been expansion of seats in all categories in all programmes of FMS from the figures that were advertised for admission in earlier years. *However, additional number of seats and their distribution is provisional and awaits approval from appropriate authorities.*

### **3. What are the eligibility criteria for 2-year full-time MBA programme?**

For both the full-time programmes, the eligibility criteria are same.

- Candidates applying for admission to the MBA full-time programme must have pursued at least a 3-year Bachelor's Degree programme after twelve years of formal schooling in any of the following disciplines. The minimum requisite percentage of marks in different disciplines is as follows:
- Arts, Commerce or Social Sciences- 50%

- Sciences- 55%
- Mathematics or Statistics- 60%
- Medicine, Engineering or Technology- 60%/ CGPA of at least 6 on a scale of 10

OR

- Post Graduate Degree or IInd Degree examination after 10+2+3scheme, securing at least 60%marks.

Relaxation of 5% marks in the minimum eligibility will be allowed only to candidates of the following categories (SC/ST/OBC/PH/CW)

**Note:** Candidates in the final year of Bachelor's Degree/Post-Graduate Degree programme are eligible to apply and appear in the Entrance Test, irrespective of their percentage of scores obtained so far, as long as they expect to fulfill the eligibility criteria when their results are declared. (The candidates will have to provide their final result before 1st October 2010)

**4. What are the eligibility criteria for 2-year full time MBA (Management of Services) programme?**

Refer Answer to question 3.

**5. Is there any relaxation in eligibility criteria or cut-off marks for General category candidates?**

No relaxation in eligibility criteria or cut-off marks is permitted for General category in any MBA programme.

**6. What are the eligibility criteria for 3-year Part-Time MBA programme?**

Candidates seeking admission to 3-year MBA programme should have passed a bachelor's degree examination of at least three years duration with a minimum of 45% marks in aggregate. Relaxation of this criterion may be made for those who scored more than 55% marks in aggregate in their post-graduate degree or at least 60% in a Diploma in Personnel Management, Diploma in Sales & Marketing or Diploma in Administrative Management of Delhi University conducted by FMS in earlier years.

- Candidates should have at least three years experience as an executive or an administrator in a commercial, industrial or

government establishment after passing the Bachelor's Degree Examination.

- Three years Full-Time experience shall be determined as on 1st August, 2010
- Candidates must be sponsored by his/her present employer.

Note: Sponsorship means that the application needs to be certified by the present employer. The employer need not bear any financial responsibility.

### **7. What are the eligibility criteria for 3-year part time MBA (Health Care Administration) programme?**

Candidates seeking admission to MBA (HCA) programme should have passed a Bachelor's Degree Examination in Medicine in the University of Delhi or an examination recognized as equivalent.

- Should have at least five years of experience in Hospital Administration after acquiring the Bachelor's Degree in Medicine.
- Five years of experience shall be considered as on 1st August of the year of admission.

Candidate must be sponsored by his/her present employer.

### **8. How can I apply for FMS Entrance Test?**

There are two ways you can apply for FMS programmes: Physical Form or Online Application.

#### **Mode-I (Physical Form)**

Information bulletin along with the application form can be purchased from the designated branches of State bank of India located in the cities specified in the advertisement for the admission test. The cost of the Information bulletin also includes the Admission test fee as per the following:

For General category (unreserved), OBC, PH and CW candidates:

- Applying for M.B.A. only : Rs. 750
- Applying for M.B.A. (Management of Services) only: Rs. 750
- Applying for Both M.B.A. and M.B.A. (Management of Services): Rs. 1250
- Applying for Ph.D : Rs. 750

For SC, ST, candidates:

- Applying for M.B.A. only : Rs. 200

- Applying for M.B.A. (Management of Services) only: Rs. 200
- Applying for Both M.B.A. and M.B.A. (Management of Services) both: Rs. 350
- Applying for Ph.D : Rs. 200

At the designated SBI branches, applicants have to fill-in a printed Bank payment counter-foil (supplied by FMS) with their Name, Name of the Branch and the required amount. The bank will return two portions of the counter-foil to the candidate along with a packet containing the Information bulletin and the application form.

The Candidate is required to attach one stamped counterfoil, in original, with the duly filled-in application form while sending it to FMS. Application forms without the counter-foil or with the counter-foil showing incorrect amount will be rejected and the amount received will not be refunded.

### **Mode-II (Online Registration)**

Visit the FMS website <http://www.fms.edu>

Those who want to apply online would be directed to the Online Registration page. Fill in the required information correctly. Verify the data entered. After the registration information is confirmed, no data can be modified.

Once the relevant information of the candidate is filled in the candidate will be directed to the internet payment gateway of SBI. The candidate will have to make payment through credit card, debit card. Every candidate making application online must carry three important things: digital photograph, digital signature and digital thumb impression (all in soft form).

### **9. What are the SBI Branches from where I can buy a Form for fulltime programmes?**

Following is the List of SBI Branches that would sell the FMS Form from 05-10-2009 to 20-11-2009.

Wherever the name of branch is not mentioned, it may be treated as the MAIN BRANCH of the City.

North India : Agra, Allahabad, Amritsar, Bareilly, Chandigarh (Punjab University), Delhi/New Delhi (Co naught Circus, Delhi University North Campus, Delhi University South Campus, IIT Delhi, Lajpat Nagar-Ring Road, Swasthya Vihar, Vikas Puri), Gorakhpur, Gurgaon, Hissar, Jaipur, Jalandhar, Jammu, Jodhpur, Kanpur (CSA University, IIT), Karnal, Lucknow, Ludhiana, NOIDA, Patiala, Roorkee (IIT), Shimla (The Mall), Varanasi (BHU).

East India: Bhubaneswar, Cuttack, Guwahati, Jamshedpur, Kharagpur, Kolkata (Alipore, Ballyganj, Park Street, Kalighat), Patna, Ranchi, Rourkela, Shillong

West India: Ahmedabad (Gujarat University), Baroda, Mumbai (Colaba-Cuffe Parade, Dadar, Peddar Road, Powai IIT), Nagpur, Nasik, Pune  
South India: Adyar, Bangalore (St.Marks Road), Chennai (Besant Nagar, Madras University, IIT Chennai), Cochin, Coimbatore, Hyderabad (Begum Bazar), Kochi, Madurai, Mylapore, Mysore, Thiruvananthapuram (MG Road), Tiruchirapalli, Tirupati, Visaakhapatnam  
Central India: Bhopal (Bhopal University), Bilaspur, Gwalior, Jabalpur City, Raipur (Ravi Shankar University)

**10. What are the SBI Branches from where I can buy a Form for MBA part-time programme?**

You can buy MBA (Part Time) programme application form only from the following Delhi/New Delhi SBI Branches between 05-10-2009 to 20-11-2009. Connaught Circus, Delhi University North Campus, Delhi University South Campus, IIT Delhi, Lajpat Nagar-Ring Road, Swasthya Vihar, and Vikas Puri

**11. Where can I buy a Form for part time MBA (Health Care Administration) programme?**

MBA(HCA) Application Forms are available only from Faculty of Management Studies, University of Delhi North Campus, Delhi 110007 against a bank draft of Rs. 750 (Rs. 200 for SC/ST) drawn in favour of the "Registrar, University of Delhi" and payable at par in Delhi.

**12. What should OBC candidates do?**

OBC Candidates need to send both caste and non-creamy layer certificate to claim reservations against OBC quota. Creamy layer OBC candidate need to apply as General category candidate.

**13. What should PH candidates do?**

PH (Physically Handicapped) candidates should apply under PH1 (Visually challenged), PH2 (Auditory challenged), and PH3 (Locomotor challenged) and send the certificates accordingly. Note that only those candidates who qualify the test in their respective PH category and are cleared by the Medical Board of University of Delhi set up for such test-qualified candidates will receive call letters for the GD &PI.

**14. What should CW candidates do?**

CW (Children of War Widow) candidates need to clearly enclose the category

of CW. CW1 (Armed forces including paramilitary personnel Killed/Disabled in Action) candidates will have preemptive claim over all other CW category candidates (such as CW2: Armed forces including paramilitary personnel Killed/Disabled while on Duty). Entitlement Certificate only from Secretary, Kendriya Sainik Board Delhi; Secretary, Rajya/Zila Sainik Board; Officer-in Charge, Record Office; and First Class Stipendiary Magistrate is acceptable

**15. What should Foreign Students (FS) do?**

Foreign nationals presently studying in India need to apply as General Category Indian students and are required to qualify the admission test. Other foreign nationals who are graduates and are out of India for a minimum period of one year need to apply via their consulate and embassy (with mandatory GMAT scores). Only hard copy applications should be made and sent to Foreign Students Advisor, C/O Faculty of Management Studies, University of Delhi, Delhi 110007.

There is no quota for NRI or PIO and all such candidates need to take the entrance test as General Category Candidates.

**16. What are the tentative dates for issuing admission ticket for FMS Entrance Tests 2010?**

Admission tickets for Full time programmes will be dispatched in the last week of December 2009. Admission tickets for Part time programmes will be dispatched in the Third week of January 2010.

**17. Will there be an Entrance Test for MBA (Health Care Administration) part-time programme?**

There is no admission test for MBA (HCA). Selection will be made on the basis of their eligibility and Interview performance.

**18. What are the tests centers in India for MBA & MBA (MS) 2010?**

The admission test for both full-time programmes; MBA and MBA-MS will be through a common FMS entrance test to be held on Sunday, January 10, 2010 at 2.00pm at allotted centres in the following cities: Ahmedabad, Amritsar, Bangalore, Bhopal, Bhubneshwar, Chandigarh, Chennai, Cochin, Delhi, Guawahati, Hyderabad, Jaipur, Kanpur, Kolkata, Mumbai, Nagpur, Patna, Pune, Varanasi and Visakhapatnam. However, FMS reserves the right to cancel any of the above centres at its own discretion.

**19. What are the tests centres for MBA (Part-Time) 2010?**

The admission test for the MBA (part time) will be held on January 31, 2010 at Delhi only.

**20. What are the tentative dates for holding GD and personal interview?**

GD and personal interviews of successful candidates will be held in March/April 2010.

**21. Is attestation of certificates required?**

FMS accepts self-attested copies of documents/papers provided by the students.

**22. Is there any one-year specialization programme in Marketing, Finance or in any other area?**

No.

**23. I bought one FMS admission Form from a SBI branch for Rs 750/- , indicating my preference for one program (MBA). How can I apply for both the full-time programmes?**

Repeat the same process by purchasing FMS admission form for Rs. 750/- once again.

**24. Can I use previous year's application Form or Downloaded Application Form?**

Application Forms bought only after 20.10.2008 can be used for admission process 2009. Downloaded application forms, previous year's Application Form etc. are not admissible for 2009 admissions.

**25. I applied last year also; what is the major difference in this year's process?**

- Total Seat in each programme is substantially increased as per MHRD / University guidelines.
- Form is slightly modified, though the entries remain the same.
- You may apply online and can pay through Credit Card or Debit Card.
- You may also register online and pay through Demand Draft.
- Downloading facility and Postal Requests of Forms are discontinued

- You get automatic acknowledgment through e-mail.
- You would be allowed to carry back the Test Booklet.
- No Test Centre City is likely to be cancelled
- No request for Change of Centre will be entertained
- You have to receive at least 50th percentile score (in your category) in each sub-test to be eligible to be short-listed for GD/PI.
- Declared result will reveal both your Raw Scores and Percentile Score

**26. What are the contact numbers for any Admission enquiries?**

E-mail: [admissions@fms.edu](mailto:admissions@fms.edu); Phone: 011-27666382, 27666383, 27666384; Fax: 27667183

Administrative Officer

Faculty of Management Studies

University of Delhi

Delhi 110007

**27. Where is FMS Located?**

The Administrative Office is situated in Delhi University North Campus, on Malkajganj Road, in front of Kirori Mal College and behind Delhi School of Economics of University of Delhi.

FMS also has its own premise in the University of Delhi South Campus (Near Dhoola Kuan, on Benito Suarez Road). Currently MBA (MS) programme and one section of MBA (Part-time) programme is conducted from the South Campus facility of FMS.

Note:

Applicants for part-time programs should also send 'Sponsorship letters' from their organizations in the prescribed format along with the documents mentioned above.

Unreserved or General Category candidate in Full time programme need not send any certificate.

No inter-category transfer of candidate is allowed and the candidate needs to choose only one of the categories (General or Unreserved, Reserved: SC/ST).

Unreserved or General Category candidate in Full time programme need not send any certificate.