

## INSTRUCTIONS FOR FILLING COMMON APPLICATION FORM

### Skill Development Programs

July 2011 Admissions

All applicants need to complete the Common Application Form (CAF) as the first step in admission process. Selection is on the basis of experience, educational background and the application material as applicable.

- Fill the CAF in CAPITAL LETTERS ONLY in your own handwriting. Do not overwrite.
- Applicant should paste one recent, colored stamp size photograph. The photograph should not be stapled or clipped. There should be no overwriting on the photograph. For online application, the softcopy of the photo can be uploaded.
- Each box, wherever provided, should contain only one character (alphabet / number / punctuation sign) leaving a box blank after each word.
- This application form includes all management development programs, diploma programs & other skill development programs.

Read the below given instructions carefully before filling the application form.

#### INSTRUCTIONS

		PART A
<b>PERSONAL DETAILS</b>		
1	<b>Applicant Name</b>	In all communications and certificate your First Name followed by Last Name will be printed. Hence ensure your name is mentioned appropriately as required.
	<b>Salutation/Title</b>	Tick the appropriate box – Mr / Mrs / Ms / Dr
	<b>First name</b>	Specify your first name
	<b>Last name</b>	Specify your middle name and last name including your surname
2	<b>Gender</b>	Tick the appropriate box
3	<b>Date of Birth (DD/MM/YYYY)</b>	Your date of birth as per official records (10th standard certificate or Date of Birth certificate or any other document to be enclosed). DOB will be your password to access your online application form and results
4	<b>Address for Correspondence</b>	Give your complete postal address, where you would like to receive all regular communications
	<b>Landline Phone number</b>	Specify the landline Phone no with STD Code in the boxes provided separately.
	<b>Mobile Number</b>	Mention your 10 digit mobile number. All Important communication / messages will be sent to your mobile number. Mobile no is mandatory.
5	<b>Primary E-mail ID</b>	Give the most regularly used mail-ID which we can use to communicate with you. This will also serve as your Login ID for accessing your application and results. Email will be the primary mode of communication from NIIT Imperia. It is mandatory to provide the email-id. For re-validation, reenter the Primary E-mail ID if submitting online application.
6	<b>Alternate Email ID</b>	This is Optional. Alternate Email-ID will be used only if mails sent to your primary e-mail ID is not working.
<b>ACADEMIC DETAILS</b>		
7	<b>Examination</b>	Please specify your last/highest academic details
	<b>Area</b>	Mention the group like MPC, BiPC, CEC etc., 3 year Polytechnic Diploma etc.
	<b>Discipline/subjects</b>	Mention main subjects studied Science/Arts/Commerce/Computers etc.
	<b>Year</b>	Year of completion of the said Exam
	<b>School/College</b>	Name of the School or College where you have studied
	<b>Board / University</b>	Name of the Board or University under which the examination was given
	<b>%Marks</b>	Enter the % marks for the overall program. In case of CGPA system, convert the score into equivalent %. (E.g. 7.28 on 10 will become 72.8%; 3.1 on 4 will become 77.5%)
<b>EMPLOYMENT DETAILS</b>		
8		Please specify your current employment details
	<b>Organisation</b>	Begin with your Current Organisation followed by the previous company details. Name of the Organisation.
	<b>From (mm/yy)</b>	Specify your date of Joining.
	<b>To (mm/yy)</b>	Specify your date of relieving. For the current job specify the 'to date' as 'Till Date'
	<b>Total Experience (in months)</b>	Total experience in number of months to be entered
	<b>Designation at end</b>	Enter the last / current designation in your company.
	<b>Annual Salary at end</b>	Specify your total pay in rupees K per annum
	<b>Nature of responsibilities</b>	Specify your nature of work in your job.
<b>APPLICATION DETAILS</b>		
9	<b>Preferred Study Centre</b>	Specify the city where you wish to pursue the program. Only one study centre can be selected.
10	<b>Program Preference</b>	For list of programs, visit <a href="http://www.niitimperia.com">www.niitimperia.com</a>
11	<b>Program Fee</b>	Program fee for each program is to be paid along with application. All fees once paid are non-refundable. Application fee can be paid in Cash/ Cheque / Demand Draft Cheque / Demand Draft to be drawn in favour of "NIIT Ltd Imperia Collection A/c". Only local cheque and at par cheque will be accepted.. Kindly write your Name, Address & Phone number on the reverse side of the cheque / Demand Draft. The application form will not be processed if the payment is not realized/received.
	<b>Declaration</b>	Read the declaration carefully and sign the same with the date. For those who are filling online application form, need to take a printout of the filled form and sign the form and send it along with the supporting documents.