

CAF No :

## INSTRUCTIONS FOR FILLING APPLICATION FORM

### October - December 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, Program Aptitude Test (PAT), and the application material.

- Fill the CAF in CAPITAL LETTERS ONLY in your own handwriting. Do not overwrite
- All supporting documents (including Photocopies of Originals) have to be legible and must be SELF-ATTESTED
- Applicant should paste one recent, coloured passport 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. Please mention your complete name on the back of the photograph
- Each box, wherever provided, should contain only one character (alphabet / number / punctuation sign) leaving a box blank after each word
- For descriptive notes, write in capitals and point wise. Ensure it is legible and readable clearly

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

#### INSTRUCTIONS

PERSONAL DETAILS		PART A
1	Applicant Name Salutation/Title First name Last name	In all communications and certificate your First Name followed by Last Name will be printed. Hence, ensure your name is mentioned appropriately as required Tick the appropriate box – Mr. / Mrs. / Ms. / Dr. Specify your first name Specify your middle name and last name including your surname
2	Gender	Tick the appropriate box
3	Date of Birth (DD/MM/YYYY)	Your date of birth as per official records (10th standard certificate or Date of Birth certificate or any other document to be enclosed). Your Date of Birth (DOB) will be your password to access your online application form and results
4	Nationality	Specify your nationality
5	Mother Tongue	Specify your mother tongue
6	Address for Correspondence	Give your complete postal address, where you would like to receive all regular communications
	Landline Phone Number	Specify the Landline Phone No. with STD Code in the boxes provided separately
	Mobile Number	Mention your 10 digit Mobile Number. All Important communication / messages will be sent to your Mobile Number. Mobile No. is mandatory
7	Primary E-mail ID	Give the most regularly used E-mail ID which we can use to communicate with you. This will also serve as your Login ID for accessing your application and results. E-mail will be the primary mode of communication from NIIT Imperia and the Institute. It is mandatory to provide the E-mail Id. For re-validation, reenter the Primary E-mail ID if submitting online application
8	Alternate E-mail ID	This is Optional. Alternate E-mail ID will be used only if mails sent to your primary E-mail ID is not working
9	Total Annual Family Income	Tick the appropriate box. The values mentioned are in Rupees Lakhs/ Year
ACADEMIC DETAILS		
10	Examination Details	
10a	10+2 Area  Discipline/Subjects  Year  School/College  Board/University  %Marks	Mention the group like MPC (Maths Physics Chemistry), BiPC (Biology Physics Chemistry), CEC (Commerce) etc., 3 year Polytechnic Diploma after completion of 10th should be mentioned here  Mention main subjects studied Science/Arts/Commerce/Computers etc.  Year of completion of the said Exam  Name of the School or College where you have studied  Name of the Board or University under which the examination was given  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%)

10b	<b>Graduation</b>  Area  Discipline/Subjects  Year  School/College  Board/University  %Marks	Only Indian University / Institute UGC / AICTE recognised Degree/Diploma (10+2+3 only) is considered as valid. Foreign university degree is not valid Mention BA / BSc / BCom / BE / BTech / Law/ MBBS/ BBA/ BEd / Others  Mention the subject area of your degree or major subject area. For example, Botany, English Literature, Commerce, Mathematics, Mechanical, Civil, Electrical, Hotel Management, Marine Engg. etc. If you have done 3 year Engineering after doing diploma, clearly mention it as 3 yr Engg.  Year of passing the Degree program  Name of the College where you have studied  Name of the Board or University under which the examination was certified  Enter the aggregate % marks for the overall program. Different universities adopt different methods of % declaration. However, the % marks is calculated basis summation of marks scored in all subjects across the total duration of the graduation divided by summation of maximum marks for each of the examination. 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%). All years of mark sheets to be necessarily enclosed with the application form.								
10c	<b>Post Graduation</b>  Area Discipline/Subjects  Year  School/College  Board/University  Marks/CGPA	Mention MA/ MCom/ MSc / ME / MTech / LLB / CA/ ICWA / MS / MD / MBA / MCA / PGDBM /Others  Mention the subject area of your PG or major subject area. For example, Botany, English Literature, Commerce, Mathematics, Mechanical, Civil, Management, Hotel Management, Marine Engg., Computer Science, Law, Cost Accounting etc.  Year of passing the Post Graduation program  Name of the College where you have studied  Name of the Board or University under which the examination was certified  Enter the aggregate % marks for the overall program. Different universities adopt different methods of % declaration. However, the % marks is calculated on basis summation of marks scored in all subjects across the total duration of the graduation divided by summation of maximum marks for each of the examination. 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%). All years of mark sheets to be necessarily enclosed with the application form								
10d	<b>Others</b>	Specify any other academic qualification in addition to the ones mentioned above or which does not qualify in the above list								
<b>EMPLOYMENT DETAILS</b>										
11	<b>Occupation</b>	Tick the appropriate box								
12	<b>Functional Area</b>	Specify your primary functional area of work. For example, General Management, Sales & Marketing, Software Development, Finance, Accounting, Commercial, Human Resources, etc.								
13	<b>Total No. of Years Experience</b>	Specify the total years of paid full-time employment after you completed Graduation. Should have supporting document proofs. For the eligibility requirement, the work experience is calculated as per the following: <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"><b>Program</b></th> <th style="text-align: left;"><b>Experience calculated as on</b></th> </tr> </thead> <tbody> <tr> <td>Advanced Program in Strategic Management (APSM)</td> <td>1st November 2011</td> </tr> <tr> <td>Advanced Program in Supply Chain Management (APSCM)</td> <td>1st November 2011</td> </tr> <tr> <td>Post Graduate Diploma in International Business Strategy (PGDIBS)</td> <td>1st November 2011</td> </tr> </tbody> </table>	<b>Program</b>	<b>Experience calculated as on</b>	Advanced Program in Strategic Management (APSM)	1st November 2011	Advanced Program in Supply Chain Management (APSCM)	1st November 2011	Post Graduate Diploma in International Business Strategy (PGDIBS)	1st November 2011
<b>Program</b>	<b>Experience calculated as on</b>									
Advanced Program in Strategic Management (APSM)	1st November 2011									
Advanced Program in Supply Chain Management (APSCM)	1st November 2011									
Post Graduate Diploma in International Business Strategy (PGDIBS)	1st November 2011									

14	Work Experience	<p>Only those with full-time job experience undertaken in progress after completing graduation and through a valid appointment order of a statutory company with proper terms and conditions including salary will be the qualifying work experience. For all the experience mentioned, you need to provide documentary proofs in the form of Experience certificate issued at the time of resignation (clearly stating the DOJ and DOR), or Appointment letter copy and corresponding relieving letter.</p> <p>As proof of current employment status, letter from the HR dated current month or the current month pay-slip. Experience mentioned without necessary proof will not be considered. Old documents will not be considered. Any experience mentioned without necessary proof will not be considered for calculating the experience. For those with own Business / Professionals, need to produce the Memorandum of Article, and the latest IT returns along with the certificate from CA certifying the company is operational. The decision of selection / scrutiny committee in evaluating the professional experience is binding</p>
	Organisation	Begin with your Current Organisation followed by the previous company details.
	From (mm/yy) To (mm/yy)	This is mandatory. Specify your date of joining. It has to match with the experience letter attached. This is mandatory. Specify your date of relieving. It has to match with the experience letter attached. For the current job specify the 'to date' as 'Till Date'
	Total Experience (in months)	Total experience in number of months to be entered
	Designation at end	Enter the last / current designation in your company
	Annual Salary at end	Specify your total pay in rupees thousand per annum
	Nature of responsibilities	Specify your nature of work in your job
15	Sponsorship	Are you an Industry Sponsored Candidate? Tick the appropriate box. Attach copy of sponsoring company's letter signed by the Corporate HR of the company
<b>APPLICATION DETAILS</b>		
16	Preferred Study Centre	<p>Write your preferred study centre name and code given in brackets where you wish to pursue the program. Only one study centre can be selected. Study Centre with CCR is applicable only for the respective corporate employees</p> <p>Ahmedabad (SC01); Bangalore (SC02); Chennai (SC06); Delhi-Nehru Place (SC07); Gurgaon (SC08); Hyderabad (SC09); Kolkata (SC11); Mumbai - BKC (SC13); Pune (SC18); Bhopal (SC03); Bhubaneswar(SC04); Chandigarh (SC05); Jamshedpur (SC10); Lucknow (SC12); Mysore (SC14); Nagpur (SC15); Nasik (SC16); Patna (SC17); Matrix Labs CCR Hyd (SC27); Coimbatore (SC18); Jaipur (SC19); Mumbai - Thane(SC20); Delhi - Dwarka (SC21); Noida (SC22); Mumbai – Borivali (SC23)</p>
17	Program Preference	<p>Please specify the name and code given in bracket of the program you are applying for</p> <p><b>Program</b></p> <p>Advanced Program in Strategic Management (APSM) – IIM Calcutta Advanced Program in Supply Chain Management (APSCM) – IIM Calcutta Post Graduate Diploma in International Business Strategy (PGDIBS) – IIFT Delhi</p>
18	PAT Centre	<p>Write your preferred test venue name and code in the space provided where you wish to appear for the exam. Choose from the list of centres mentioned below. The exam will be conducted at NIIT Imperia centres only. The PAT centre can be different from the choice of your study centre</p> <p>Ahmedabad (PC01); Bangalore (PC02); Chennai (PC06); Delhi-Nehru Place (PC07); Hyderabad (PC08); Kolkata (PC10); Mumbai (PC12); Pune (PC17); Bhopal (PC03); Bhubaneswar (PC04); Chandigarh (PC05); Jamshedpur (PC09); Lucknow (PC11); Mysore (PC13); Nagpur (PC14); Nasik (PC15); Patna (PC16); Jaipur (PC18); Coimbatore (PC19); Mumbai - Thane(PC20); Delhi - Dwarka (PC21); Noida (PC22); Mumbai – Borivali (PC23)</p>
19	PAT Date	<p>Please specify your preferred date for taking Program Aptitude Test (PAT). The PAT is scheduled from 12:30 p.m. to 2:00 p.m. on the available PAT dates</p> <p>APSCM: 09/10/2011, 06/11/2011, APSM: 09/10/2011, 20/11/2011 PGDIBS: There is no PAT. Some candidates may be called for a personal interview by IIFT NIIT Imperia at its discretion can allot a different PAT date if there are no seats available on the selected PAT date.</p>

20	Application Fee	<p>Application fee is ₹1000/-</p> <p>Application fee (₹1000/-) can be paid in Cash / Cheque / Demand Draft / Online payment / EFT</p> <p>An Initial Amount towards the registration of the program is payable at the time of application submission through Cash/Cheque/DD only.</p> <p>Initial payment will not be refunded in case of any/all of the following conditions:</p> <ol style="list-style-type: none"> <li>a. The application is found to be incomplete or inaccurate at any stage of scrutiny (Appearing in PAT does not confirm application acceptance/clearance of scrutiny)</li> <li>b. The applicant is offered a seat for the program and does not join before the date mentioned in the offer letter.</li> </ol> <p>It is the responsibility of the applicant to ensure that the application is complete in all respects.</p> <p><i>Initial payment will be refunded completely if the applicant is not selected for the program by the institute. This does not include the application amount of ₹1000/-.</i></p> <p>For the exact amount &amp; details on initial payment, please visit <a href="http://www.niitimperia.com">www.niitimperia.com</a></p> <p>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 &amp; Phone Number on the reverse side of the Cheque / Demand Draft.</p> <p>EFT payment to be made to the following account</p> <p>A/c Name: NIIT Ltd Imperia Collection A/c</p> <p>A/c No: 0007 0501 8480</p> <p>Branch: Connaught Place, New Delhi</p> <p>Customer ID: 512814714</p> <p>Write your name in the remarks column while making the EFT payment. In the application form, mention the EFT transaction number, date of transaction and the bank details clearly</p> <p>The application form will be processed only after the payment is realised/recieved by NIIT</p>
21	Declaration	<p>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</p>

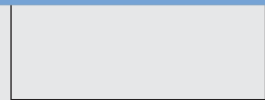
	ANNEXURE I
Statement of Purpose	<p>Please give a detailed write-up in the space provided on why you wish to undertake this program. Typically, your answer should include your reasons for doing this program, how the program relates to your background and experience so far, what you wish to achieve after completing this program, etc. Make it as point wise as possible and write in capital letters clearly legible</p>

		PART B
1	Name	Same as mentioned in Part A of the form
2	Permanent Address	If permanent address is not same as the correspondence / mailing address mentioned in part A. It will be used as mailing address only in case of non-delivery of any mail at the correspondence address
3	Marital Status Spouse Name Designation Organisation	Select 'single' if you are unmarried, or one of the other options provided If married, specify your spouse name Specify your spouse occupation – Designation Specify your spouse occupation – Organisation
4	Academic Achievements	Mention any awards / achievement / highlights / recognition during your academic career
5	Professional Achievements	Mention any awards / achievement / highlights / recognition during your professional experience
6	Training programs	Mention the latest Management Development Programs you have undergone

**Form Submission:**

The completed Common Application Form (CAF) Part A, Annexure I, SOP and Part B, accompanied by the requisite Application Fees, Checklist, and copies of all the necessary supporting proofs must be submitted using any of the following modes:

- The application form can be filled online at [www.niitimperia.com](http://www.niitimperia.com) or can be downloaded and filled manually
- On submission of online form, a CAF number will be displayed by the system. Note down the CAF No. for future reference, write the CAF number on all the supporting documents & send the documents by post to the nearest NIIT Imperia Centre or central admission cell. Don't forget to write your CAF No. on the documents
- Filled in form can be submitted in person at nearest NIIT Imperia centre on/or before the last date of application submission
- The documents can be posted to the “NIIT Imperia Admission Cell; 3rd Floor, Chiranjiv Tower, Nehru Place, New Delhi - 110019” so as to reach on /or before the last date of application submission
- Forms received after the last date will be rejected and no communication will be entertained. NIIT Imperia or the Institute will not be responsible for any delay due to postal or courier service
- Arrange the Application Form and the supporting documents in the order mentioned in the Checklist, with the Checklist on the Top. Incomplete application and supporting documents or False Information in the Application will result in rejection of the Application. No correspondence in this connection will be made and no fee will be refunded. All documents should be clearly legible



**Important Dates:**

Program	Early Bird Last Date*	Last date of application (Non- Early Bird)	PAT date for Early Bird
APSCM	October 4, 2011	November 1, 2011	October 9, 2011
APSM	October 4, 2011	November 15, 2011	October 9, 2011
PGDIBS	September 14, 2011	October 5, 2011	NA

For details on Early Bird Offer, please refer the NIIT Imperia website or the program brochure.

**Application Foreclosure Clause:**

Due to limited seats,

1. Applications acceptance can be fore closed anytime (at all or select locations) after early bird last dates corresponding to each program with a 7 day notice posted on the NIIT Imperia website.
2. Applicants are advised to apply as early as possible to avoid early closure of application acceptance.

**General Instructions:**

- NIIT Imperia centres are only collection points for application and acceptance of form does not certify the completeness / correctness of the application form and/or the supporting documents
- It is the responsibility of the applicant to ensure that they satisfy the eligibility requirements for the program(s) applied for
- All fees once paid are non refundable
- For selected candidates, Registration formalities including payment of fees have to be completed within the last date mentioned in the offer letter. NIIT Imperia or the Institute will not be responsible for any delay in Bank loan disbursement or releasing the payment by the sponsoring company
- Program fee mentioned in the Program prospectus is the net fee which does not include the campus module fee. Also, the campus module fee does not include travel & boarding expenses. NIIT Imperia or the Institute will not be responsible for any reimbursement of travel expenses due to change in campus module dates
- All Original Certificates and supporting documents need to be produced during the campus visit or at any time for verification by the Institute / NIIT Imperia. Non-availability of original documents may lead to disqualification of the admission
- NIIT Imperia and the Institute at their discretion may change the program dates without prior notice, and will not be held liable for the same
- Retain this instructions sheet for your ready reference
- Visit <http://www.niitimperia.com> for the latest updates and additional information