

INSTRUCTIONS FOR FILLING APPLICATION FORM

July - September 2012 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) as applicable, 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 given below carefully before filling the application form.

INSTRUCTIONS

		PART A
PERSONAL DETAILS		
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	<p>Graduation</p> <p>Area</p> <p>Discipline/Subjects</p> <p>Year</p> <p>School/College</p> <p>Board/University</p> <p>%Marks</p>	<p>Only Indian University / Institute UGC / AICTE / DEC / AIU recognised Degree/Diploma (10+2+3 only) is considered as valid. Foreign university degree is not valid</p> <p>Mention BA / BSc / BCom / BE / BTech / Law/ MBBS/ BBA/ BEd / Others</p> <p>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.</p> <p>Year of passing the Degree program</p> <p>Name of the College where you have studied</p> <p>Name of the Board or University under which the examination was certified</p> <p>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.</p>														
10c	<p>Post Graduation</p> <p>Area</p> <p>Discipline/Subjects</p> <p>Year</p> <p>School/College</p> <p>Board/University</p> <p>Marks/CGPA</p>	<p>Mention MA/ MCom/ MSc / ME / MTech / LLB / CA/ ICWA / MS / MD / MBA / MCA / PGDBM /Others</p> <p>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.</p> <p>Year of passing the Post Graduation program</p> <p>Name of the College where you have studied</p> <p>Name of the Board or University under which the examination was certified</p> <p>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</p>														
10d	Others	Specify any other academic qualification in addition to the ones mentioned above or which does not qualify in the above list														
EMPLOYMENT DETAILS																
11	Occupation	Tick the appropriate box														
12	Functional Area	Specify your primary functional area of work. For example, General Management, Sales & Marketing, Software Development, Finance, Accounting, Commercial, Human Resources, etc.														
13	Total No. of Years Experience	<p>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:</p> <table border="0"> <tr> <td>Program</td> <td>Experience calculated as on</td> </tr> <tr> <td>Senior Management Program (SMP)</td> <td>1st August 2012</td> </tr> <tr> <td>Executive Program in Applied Finance (EPAF)</td> <td>1st August 2012</td> </tr> <tr> <td>Executive Program in Managing Business Decisions: A Quantitative Approach (EPMBD)</td> <td>1st August 2012</td> </tr> <tr> <td>Executive Program in Sales Management (EPSM)</td> <td>1st September 2012</td> </tr> <tr> <td>Post Graduate Diploma in International Business Strategy (PGDIBS)</td> <td>1st October 2012</td> </tr> <tr> <td>Executive Post Graduate Program in Management (EPGP)</td> <td>1st September 2012</td> </tr> </table>	Program	Experience calculated as on	Senior Management Program (SMP)	1 st August 2012	Executive Program in Applied Finance (EPAF)	1 st August 2012	Executive Program in Managing Business Decisions: A Quantitative Approach (EPMBD)	1 st August 2012	Executive Program in Sales Management (EPSM)	1 st September 2012	Post Graduate Diploma in International Business Strategy (PGDIBS)	1 st October 2012	Executive Post Graduate Program in Management (EPGP)	1 st September 2012
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20	Application Fee	<p>Application fee is ` 1,124/-</p> <p>Application fee (` 1,124/-) 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"> 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) b. The applicant is offered a seat for the program and does not join before the date mentioned in the offer letter. <p>It is the responsibility of the applicant to ensure that the application is complete in all respects.</p> <p>All fee are non-refundable, however, if the batch start for a program is delayed by more than 3 months, the applicant can apply for a refund.</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 ` 1,124/-.</i></p> <p>For the exact amount & details on initial payment, please visit www.niitimperia.com</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 & 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 A/c No: 0007 0501 8480 Branch: Connaught Place, New Delhi 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 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; 1st Floor - Minerva Building, Balaji Estate, Sudarshan Munjal Marg, Kalkaji, 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 fee are non-refundable, however, if the batch start for a program is delayed by more than 3 months, the applicant can apply for a refund.
 - All documents should be clearly legible

Important Dates:

Program	Early Bird Last Date*	Last date of application (Non- Early Bird)	PAT date
SMP	July 20, 2012	August 23, 2012	July 01 & 22 and Aug 5 & 26
EPAF	August 01, 2012	September 21, 2012	July 22, Aug 05, and Sept 2 & 23
EPMBD	July 25, 2012	August 28, 2012	July 01, 29 & Sept 2
PGDIBS	Sept 05, 2012	October 22, 2012	NA
EPSM	August 31, 2012	November 09, 2012	NA
EPGP	August 24, 2012	September 14, 2012	August 12, 26 & Sept 16

For details on Early Bird Offer, please contact your nearest NIIT Imperia Study Centre.

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
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