

Information to shortlisted candidates of second round of the Admission process for MBA(IB) 2022-24 Programme about filling of CV Form

E-mails have already been dispatched by IIFT to all shortlisted candidates to their registered e-mail IDs on 06th March 2022 to fill-up CV Forms. In case, any candidates who have not received e-mail from IIFT due to wrong e-mail ID, any technical error from their side, they have to follow following instruction to complete the process of filling of CV Form.

Before the second round of the admission process, you have to fill-up online CV Form. Instructions of filling of CV form is as under: -

1. For filling online CV form, please visit <http://docs.iift.ac.in/cvSC202224PN/>
2. Enter your 12 digit Application Number and Date of Birth (as filled by you in your online application form) in MM/DD/YYYY format (eg. 9/30/1990) to log-in the link of CV form.
3. Now, it will take you to the main CV form portal that contains three parts namely:-

Part – A

1. Personal Information
2. Educational Qualification
3. Professional Experience Details
4. Award / Achievements / Extra-Curricular etc& Languages Known

Part – B

1. Career Focus

Part – C

1. Managerial Traits

4. In each section, there is a set of questions, you need to fill. There are certain details such as Name, Roll No., Application No., Gender, Category, Photo, Signature etc. that are pre-filled.

5. Candidates can fill any section in any sequence.

6. Save option is available in all sections.

7. Answers should not be more than 100 words for the questions in “Sections B and C”.

8. The work-experience of the candidates as an employee in a Limited / Private Limited Firm / Govt. organization / PSU / Registered Partnership will only be considered. The candidate will also be required to upload salary statement (initial and final salary slips), experience certificate, appointment letter as a proof alongwith CV form. Cut-off date for counting of valid work-ex is 31/12/2021.

In case, it will be found at any stage of the admission process / course that information given by the candidate is false / incorrect, he/she may be disqualified from the admission process / course.

Last date for submission of online CV form is 15 March 2022 (till 23:59 hrs). After submission of CV form, **please send two copies of filled-in CV form alongwith documents uploaded to Admissions Cell, Room No. 621, B-21, IIFT Bhawan, Qutab Institutional Area, New Delhi – 110016 through Courier / Speed Post etc. so as it reach to the Institute by 21 March 2022.**

Extempore and Interview will be conducted in Online Mode through MS Team platform from 28 March 2022 (tentatively) onwards. Exact date / time will be communicated to you in due course on your registered e-mail.

In case you have any queries, please feel free to contact us on Tel No. **011-39147213** or e-mail at **admission@iift.edu** only.
