

NOTICE FOR FILLING OF ONLINE CV FORM of MBA (IB) 2023-25 PROGRAMME

Based on Computer Based Test and other parameters, 3948 candidates have been shortlisted for the second round of Admission Process of MBA (IB) 2023-25 programme consisting Extempore and Personal Interview for admission to Delhi/Kolkata/GIFT City campus.

The second round of admission process consisting of Extempore and Personal Interview will be conducted in Hybrid Mode. Candidates are given the option in CV Form to either appear for Extempore and Personal Interview in Offline mode in Delhi or Kolkata Campus or in Online mode through MS- Teams. Complete details are as follows:

Offline mode:-

- In case, the candidate opts for offline mode in CV form, he/she can select either Delhi or Kolkata to physically appear for the second round at campuses of IIFT at Delhi or Kolkata.

Online mode:-

- In case, the candidate opts for online mode in CV form, he/she have to download MS Team app on their laptop / desktop for online extempore and Personal interview.
- A link to join on MS Team for Extempore and Personal Interview will be sent to the candidate's registered email id in one day advance of their extempore/personal interview. At the designated date and time of the extempore / interview candidate will be required to join by clicking on provided link. Executive if IIFT will also call you on your registered mobile in advance.
- Candidates will be required to join the session at least 10 minutes prior to the scheduled time.
- Candidates must appear for extempore/interview through either a desktop or laptop that has camera / web-cam installed on/in it. Candidates are not allowed to appear for the process using a mobile phone.
- The audio / video must be on for the entire duration of the process.
- No person other than the candidate should be present in the interview room.
- Candidates need to ensure a stable and high speed internet connection, preferably a LAN, so that they are clearly, fully visible (either seated or standing), from a distance of at least 5 feet.
- Candidates need to ensure that there should be white background or a clear background of a lighter colour ensuring better visibility during the process.
- Candidate must show a valid photo ID proof for verification, such as Aadhar Card/Voter ID/Passport/Driver's License before starting the process.

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

1. For filling online CV form, please visit <https://docs.iift.ac.in/CVSC202325PN/cv.asp>
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. Do not prefix "0" (Zero) in case digit of date/month is single.
3. Now, it will take you to the main CV form portal which consists of three sections namely Part - A, B and C.
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 "Part 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 31/12/2022.

Last date for submission of online CV form is 31 March 2022 (till 23:59 hrs).

IIFT's new off-campus at GIFT City, Gujarat :- In compliance of direction of Ministry of Commerce & Industry, Govt. of India, IIFT is in process to start MBA(IB) Programme at it's new off-campus at Gujarat International Finance Tec-City (GIFT City) from AY 2023-24 with an intake of 150 seats for MBA(IB) programme.

GIFT City, located on the banks of Sabarmati river, is central business district in Gandhinagar, Gujarat, which is India's first operational green field smart city and international financial services center.

Placement activity of the students selected for the GIFT City may be conducted by the Students Placement Committee at Delhi campus. The Institute is currently in the process of obtaining all necessary approvals of statutory bodies such as i.e. the UGC / Govt. of Gujarat for starting of the GIFT City campus from July 2023.

Dates of Extempore / PI :- The Extempore and PI process will be conducted from Second week of April 2023 (tentatively) onwards. Exact date, time and venue will be communicated to you in

due course on your registered e-mail ID. In addition, Date and timings of extempore/interview of all candidates will also be available on IIFT website www.iift.ac.in.

If 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.

For any queries, please contact us on Tel No. [011-39147213](tel:011-39147213) or e-mail at admission@iift.edu only.
