

Application for Post Graduate Diploma in Management for Executives 2013-14

1. Personal Information							
Name	<i>First name</i>		<i>Middle name</i>		<i>Family name</i>		Affix self -attested recent colour photograph
	Gender	<input type="checkbox"/>	<input type="checkbox"/>	Date of birth		/ /	
<i>Male</i>		<i>Female</i>	<i>dd/mm/yyyy</i>				
Nationality			Place of birth		<i>City</i>		
Passport number					Date of expiry		/ /
Place of issue							<i>dd/mm/yyyy</i>
Other citizenship							
Country of permanent residence				Country of current residence			
Mother tongue							
Other languages known							
2. Contact Information							
Present business address	Company						
	No. and Street						
	City			Postal code			
	State			Country			
	Phone			Fax			
Permanent address	No. and Street						
	City			Postal code			
	State			Country			
	Phone			Fax			
Preferred communication address	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		
	<i>Present business address</i>		<i>Permanent address</i>		<i>Address given below</i>		
	No. and Street						
	City			Postal code			
	State			Country			
	Phone			Fax			
Email address				Alternate email address			
Preferred phone number				Alternate phone number			
3. Preferences							
Interview location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
	<i>Bangalore</i>	<i>Mumbai</i>	<i>Kolkata</i>	<i>New Delhi</i>			<i>Telephonic</i>
<i>*Preference for telephonic interviews will be entertained only in exceptional cases</i>							

Accommodation (During the course)	<input type="checkbox"/>	<input type="checkbox"/>	There is limited family accommodation available on campus. Students provided with family accommodation will be required to pay an additional Rs. 48,000/- per annum
	Single	Family	

4. Application-fees

INR 2000/- (Non refundable) for Indian nationals and **USD 100/-** for NRI / Foreign Nationals/ Applications sent from outside India.
Banker's Cheque/Demand Draft should be drawn in favour of **"Indian Institute of Management Calcutta", payable at Kolkata, India**

Banker's Cheque/DD No.		Date	/ /
			dd/mm/yyyy

Bank details

5. Miscellaneous Information

The course fee for the PGPEX programme (payable in installments), is currently under revision and will be intimated by the middle of July 2012. An amount of Rs. 20000/- (Rupees Twenty thousand) has to be paid as refundable caution deposit at the time of registration.
*Education loans are available at competitive rates from leading banks subject to certain pre-conditions

How you propose to pay for this course?	<input type="checkbox"/>	<input type="checkbox"/>	Other sources(Please specify)
	Bank	Own fund	
How did you come to know about PGPEX			
Are you a re-applicant?	<input type="checkbox"/>	<input type="checkbox"/>	Year of previous application
	No	Yes	Registration number

6. Test scores

GMAT	*GMAT - Graduate Management Admissions Test(taken within last 36 months)			
	The GMAT programme code for PGPEX is 9CP-HT-99. This score must be sent to IIM Calcutta through Pearson VUE within the application deadline			
	Registration number			
	Test date	/ /		
		dd/mm/yyyy		
	Verbal score		Percentile	
	Quantitative score		Percentile	
Overall score		Percentile		
AWA score		Percentile		
TOEFL	*TOEFL - Test of English as a Foreign Language TOEFL score should be provided as a proof of proficiency in English only if medium of instruction during study was not English			
	Registration number			
	Test date	/ /		
		dd/mm/yyyy		
Overall score				
TWE	*TWE - Test of Written English TWE score should be provided as a proof of proficiency in English only if medium of instruction during study was not English			
	Registration number			
	Test date	/ /		
dd/mm/yyyy				

	Overall score	
IELTS	*IELTS - International English Language Testing System IELTS score should be provided as a proof of proficiency in English only if medium of instruction during study was not English	
	Registration number	
	Test date	/ /
		dd/mm/yyyy
Overall score		

7. Academic qualifications

Please attach attested/notarized copies of transcripts of all examinations passed. Use extra sheets if necessary

Institution name with full address	Exam/ Degree (Major)	Dates attended			CGPA/ Percentage	Division
		From	To	Year of passing		
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			

8. Work experience

Aggregate full time work-experience		
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<i>(In completed years and months as on 31st March 2013)</i>	<i>Years</i>	<i>Months</i>
Managerial work-experience <i>(In completed years and months out of aggregate work-experience given above)</i>	<i>Years</i>	<i>Months</i>
Your current employer	Name	
	Industry	
	Website	
	Total employees	
	Annual sales (USD)	
	May we contact your current employer?	<input type="checkbox"/>
Yes		No
	<i>If yes, please give name, designation, postal-address, e-mail and phone details (including country and area code)</i>	
Your current job	Job title	
	Area of expertise	
	No. of reportees	
Your direct supervisor	Title	
	To whom does he/she report	
Your job description <i>Please give a description of your exact job, including nature of work, major responsibilities etc. (If possible, draw an organization chart and give your job description. Use extra sheets if necessary)</i>		

9. Career summary

Please provide chronological details of your work experience below. List your present position first. Kindly note that you will be required to submit a certificate of employment from your last employer in case you are granted admission. Use extra sheets if necessary

1	Name of organization	
	Industry	
	Complete address including contact numbers	
	Website address	
	Starting date	/ /
	Ending date	/ /
	Last designation	
	Functional area of work	
	Last drawn annual salary	
	International experience in months (if any)	
	Reason for leaving	
2	Name of organization	
	Industry	
	Complete address including contact numbers	
	Website address	
	Starting date	/ /
	Ending date	/ /
	Last designation	
	Functional area of work	
	Last drawn annual salary	
	International experience in months (if any)	
	Reason for leaving	
3	Name of organization	
	Industry	
	Complete address including contact numbers	
	Website address	
	Starting date	/ /
	Ending date	/ /
	Last designation	

	Functional area of work	
	Last drawn annual salary	
	International experience in months (if any)	
	Reason for leaving	
4	Name of organization	
	Industry	
	Complete address including contact numbers	
	Website address	
	Starting date	/ /
	Ending date	/ /
	Last designation	
	Functional area of work	
	Last drawn annual salary	
	International experience in months (if any)	
Reason for leaving		
5	Name of organization	
	Industry	
	Complete address including contact numbers	
	Website address	
	Starting date	/ /
	Ending date	/ /
	Last designation	
	Functional area of work	
	Last drawn annual salary	
	International experience in months (if any)	
Reason for leaving		

10. Activities and interests

Please list, in order of importance to you, any extra-curricular activities in which you are/have been involved (i.e., sports, politics, community activities, hobbies etc.) Use extra sheets if necessary At Least ONE activity must be listed

Activity/Interest	Duration		Level of involvement/ achievements etc.
	From	To	

11. Statement of Purpose

12a. Essay 1

Give detailed descriptions of three activities you performed in your workplace in the last five years which will help us assess your abilities and strengths. Use extra sheets if necessary

12b. Essay 2

Narrate an important/unusual incident of your life when you had to face a very demanding/challenging situation. How did you overcome the situation? What lessons did you learn from this incident? Use extra sheets if necessary

12c. Essay 3 (Only for re-applicants)

What are the changes in your profile vis-à-vis previous year's?

12d. Essay 4 (Optional)

Anything else you would like to highlight in support of your application

13. References

Two letters of recommendation in the format given must be sent to the Institute within the application deadline date. The recommenders should separately seal the envelopes and sign on the flap.

Please list below the name and complete address of each person to whom you have given a recommendation form. Each should be well acquainted with your intellectual abilities, academic performance, and personal character. At least one of these two letters should be by someone from industry who is familiar with your professional achievements

Recommender 1

Name	
Complete address	
Organization	
Relationship with applicant	
Email	
Mobile	
Phone	
Fax	

Recommender 2

Name	
Complete address	
Organization	
Relationship with applicant	
Email	
Mobile	
Phone	
Fax	

Letter of recommendation by the recommender in the prescribed format may either be sent to the following address by 31st August 2012

PGPEX Office
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata 700 104
India
Tel :+91-33-2467-8300-06, Fax : +91-33-2467-6629

OR

The recommender may send the scanned copy of the recommendation letter duly signed by him/her via e- mail directly to pgpex@iimcal.ac.in

Please note that the institute will not be responsible if the recommendation letter is not received by us within the due date (either hard copy or e-mail). In absence of the receipt of the recommendation letter within due date, the application is liable to be rejected.

14a. Letter of recommendation

This form should be returned by the applicant with all other application material

This section is to be completed by the applicant

Name

Signature

This section is to be completed by the recommender

How long have you known the applicant?

In what capacity have you known the applicant?

Based on your experience, rate the applicant in the following areas vis-à-vis persons of similar academic and professional standing

	<i>Truly exceptional (Top 2%)</i>	<i>Exceptional (Top 10%)</i>	<i>Very good (Top 25%)</i>	<i>Good (Middle 50%)</i>	<i>Below average (Lower 25%)</i>	<i>Can't say</i>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity compared to peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept constructive feedback and learn from the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand others' viewpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to finish work in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please fill out the following information and/or write a letter of recommendation

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any type of special project, please give an evaluation of his/her performance. Please indicate any favorable or unfavorable indications of the applicant's leadership potential and his/her ability to do work independently. Please include any additional information that you believe is relevant. Use extra sheets if necessary

Name		Signature		Date	
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14b. Letter of recommendation

This form should be returned by the applicant with all other application material

This section is to be completed by the applicant

Name

Signature

This section is to be completed by the recommender

How long have you known the applicant?

In what capacity have you known the applicant?

Based on your experience, rate the applicant in the following areas vis-à-vis persons of similar academic and professional standing

	<i>Truly exceptional (Top 2%)</i>	<i>Exceptional (Top 10%)</i>	<i>Very good (Top 25%)</i>	<i>Good (Middle 50%)</i>	<i>Below average (Lower 25%)</i>	<i>Can't say</i>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity compared to peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept constructive feedback and learn from the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand others' viewpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to finish work in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any type of special project, please give an evaluation of his/her performance. Please indicate any favorable or unfavorable indications of the applicant's leadership potential and his/her ability to do work independently. Please include any additional information that you believe is relevant. Use extra sheets if necessary

Name		Signature		Date	
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15. Application submission

Please send the completely filled in application form along with GMAT score, two recommendation letters, required documents if any, and application fee, in the form of Banker's Cheque/Demand Draft drawn in favor of "Indian Institute of Management Calcutta" payable at Kolkata, India, to the following address:

PGPEX Office
Indian Institute of Management Calcutta
Diamond Harbor Road, Joka
Kolkata 700 104
India

E-Mail: pgpex@iimcal.ac.in
Tel : +91-33-2467-8300-06
Fax : +91-33-2467-6629

The completed application form should reach Indian Institute of Management Calcutta by **31st August, 2012**

16. Disclaimer and Signature

I certify that the information provided here is true and complete to the best of my knowledge. If this application leads to an offer of admission, I understand that false or misleading information may result in the cancellation of my candidature

Signature		Date	
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