

2013-2015 MBA PROGRAMME AT VGSOM, IIT KHARAGPUR

Information pertaining to ONLINE APPLICATION FORM

A. The online application process consists of the following pages

1. Profile Information
2. Academic & Work Experience Information
3. Fee Payment Information
4. Photo/Signature Upload Page
5. Print Application Page

B. To start with, candidates need to register with their email ids, a password of atleast 8 characters, date of birth and CAT Registration number.

C. Upon successful registration, a candidate would be able to progressively fill in information pertaining to each of the above five pages.

D. Please note that application process is sequential in nature. Hence an applicant would be unable to go to Academic and Work Experience page without filling in and subsequently saving requisite details in Profile Information page

E. Applicants should take care to provide their correct email address, since shortlisted candidates would be called for GD/PI via email communication.

F. Upon filling in and saving the requisite details in profile page, the applicant will be directed to the Academic and Work Experience page. Here, the applicant is expected to provide details pertaining to his/her Class X, Class XII, Bachelors (BSc/BCom./BTech/BE) and other post graduate performance as applicable.

G. When it comes to filling in performance pertaining to academic qualifications and/or professional certifications, performance details should be given either in percentage or in CGPA AS STATED IN THE DEGREE CERTIFICATE. If a candidate has obtained a CGPA of 6.5 out of 10, then CGPA Obtained field should be 6.5 and Maximum CGPA should be 10. In this instance, the candidate should leave Marks Obtained (%) column vacant. On the other hand if a candidate has obtained 85 percentage, then the Marks Obtained (%) column should be 85, while the columns CGPA Obtained and Maximum CGPA should be left vacant.

H. While filling in work experience details, a candidate should select the current date in the “Period Served To” field if the candidate is currently employed at the concerned firm at the time of Application . For all prior work experiences, both “period Served From” and “Period Served To” fields need to be filled-in appropriately.

I. At the Photo upload page, candidates are urged to go through the Instructions before uploading scanned copies of a) candidate passport size photos and b) candidate hand written signature. All files uploaded should be in the jpg format.

J. Finally, the candidate should go ahead and freeze the application. Please note that no further editing in any form or fashion is possible once the application is frozen.

K. The demand draft should be made in favour of “IIT Kharagpur” payable at Kharagpur.

L. Subsequent to freezing the application, the candidate should go ahead and print the application and send the same along with attested photocopies of proof of qualification, work experience, relevant professional certifications, and the requisite demand draft to:

The Assistant Registrar (PGS&R)
Indian Institute of Technology Kharagpur
Kharagpur - 721 302

Please ensure that the following documents are included:

1. The printed copy of the completed online application form
2. The demand draft.
3. Attested copies of marks-sheets of 10th std, 12th std & graduation certificate. If you are in the final year of B.Tech, please send the attested copies of the mark-sheets received thus far.
4. Attested copy of proofs of work experience. These include the joining letter and the first and the last payslips.
5. Attested copies of relevant professional certifications(if any).
6. Printed copy of your CAT scorecard
7. Attested copy of caste certificate for reserved categories

Please note that all attestation needs to be done by gazetted officers only.
Remember to preserve a photocopy of your demand draft.

I. The last date for filling-in the online application form is January 28, 2013