MBA 2024-26 Programmes - CV form of shortlisted candidates for Second round of the admission process (due date is 20 march 2024)

As per result available on IIFT website, you have been shortlisted for the second round of Admission Process of MBA 2024-26 Programmes consisting Extempore and Personal Interview for admission to IIFT campuses at Delhi and Kolkata.

The second round of admission process consisting of Extempore and Personal Interview will be conducted in online mode.

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/CVSC202426IBBAAD/cv.asp

2. Enter your 6-digit IIFT Application Number and Date of Birth (as filled by you in your online application form) in M/D/YYYY format (eg. 1/1/2000) 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, Application No., Gender, Category, Photo and 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 experience letter or appointment letter with latest salary slips (initial and final salary slips) as a proof.**
Cut-off date for counting of valid work-ex is 31/12/2023. Internship will not be count as work-ex. Work-ex only after graduation will be considered.

Last date for submission of online CV form is 20 March 2024 (till 23:59 hrs).

The process will be conducted from first / second week of April 2024 onwards. Exact date, time and venue will be communicated to you in due course on your registered e-mail ID. In addition, schedule of online extempore/interview of all candidates will also be available on IIFT website www.iift.ac.in. Instructions to appear for online extempore/interviews are as under :-

Online mode :-

➢ For online extempore/interview, he/she have to download MS Team app on their laptop / desktop.

➢ 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 of 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).

➢ Candidates need to ensure that there should be white background or a clear background of a lighter colour ensuring better visibility during the process.

➢ Candidates must show a valid photo ID proof for verification, such as Aadhar Card/Voter ID/Passport/Driver's License before starting the process.

Although, this e-mail has been sent to all shortlisted candidates. In case, any shortlisted candidate has not received it, he/she may visit IIFT website www.iift.ac.in and fill the CV form from the link given under "Current Admissions".

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 at any stage.

For any queries, please contact us on Tel No. **011-39147213** or e-mail at **admission@iift.edu** only.