

**Application Form  
(for overseas applicants)**



**Rajiv Gandhi Indian Institute of Management Shillong**  
POST-GRADUATE PROGRAMME IN MANAGEMENT (2010-12 Batch)

**COMMENCING JUNE 2010**

**INSTRUCTIONS**

- This application form is a key part of the admission process. Complete and accurate information are, therefore, extremely important. Incomplete or inaccurate information will adversely affect your chances of selection. Admission granted on the basis of false and / or misleading information will be ipso facto null and void.**
- In all matters relating to admission to the programme, the decision of the Institute's authorities will be final and binding on the applicant. No correspondence will be entertained from the applicant regarding his/ her non-selection.**

**GMAT Score Record**

Date (mm/dd/yyyy)	Verbal		Quantitative		Total		Analytical Writing	
	Score	Percentage	Score	Percentage	Score	Percentage	Score	Percentage

**A. PERSONAL DATA**

Name: \_\_\_\_\_  
(Write your name as it appears in your school leaving certificate and in CAPITAL letters)

Affix your most recent passport size colour photograph here.

Gender:  Male  Female \* Nationality

Date of Birth:           Age as on 30 June 2010 in completed years :

date                      Month                      Year

Marital status:  Single  Married Write the name of the State/UT of your permanent residence (in case of NRIs only)

Gross Annual Family Income: 

IRS	<input type="text"/>
US \$	<input type="text"/>

 Indicate your choice of interview centre if you are short-listed. (Interview centres are: **Bangalore, Delhi, Kolkata, Mumbai and Shillong**)

Father's/ Guardian's name and address: \_\_\_\_\_

PIN Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Please give your complete mailing address (valid at least till July 2010) in CAPITAL letters for communication.

Name: \_\_\_\_\_  
(Last name or surname)                      (First Name)                      (Middle name/ initial)

Address: \_\_\_\_\_

City: \_\_\_\_\_ PIN Code

Tel.(R):  Tel.(O):  Email:

*\*Foreign nationals who are selected for admission to our PG Programme will require to submit a No Objection Certificate issued by the Ministry of Home Affairs, Govt. of India, at the time of registration for the programme.*

## B. ACADEMIC QUALIFICATIONS

- I. Provide information on marks in all the required columns. Marks stated in these columns **must match** with those in the original mark sheets.
- II. If you have received letter grades or grade points in any examination, provide equivalent marks and attach a certificate from Registrar/ Principal/ Head of the Department explaining the method of conversion. In case this conversion is not possible, provide an explanatory note in the additional space provided at the end of this page. The Admission Committee's decision in such cases would be final.

### 1. Pre-Bachelor's Degree Examinations (Fill in only if it is a Board or University Examination)

Examination	Name of Board/ University	Year of Passing	Maximum Marks	Marks Obtained	Marks Obtained (%)	Class/ Division/ Rank
Secondary/ equiv.						
Higher Sec./ equiv.						

### 2. Bachelor's Degree Particulars:

Name of University/ Institute from which graduated / graduating

Title of Degree: (e.g. BA, B.Com, B.Sc., B.E, B.Tech.)  Discipline: (e.g. Arts, Comm., Mgmt, Engg., Sc., Law, )

Duration of your Bachelor's Degree course (Tick the relevant box)  3 yrs  4 yrs  \*5 yrs

Mode of Study (Tick the relevant box)  Regular (full time)  Part-time  External (distance education)

Bachelor's Degree Completed  Bachelor's Degree Incomplete \*\* (you are in the final year of degree)

#### 2.1 Bachelor's Degree Marks (fill this item only if you have completed the bachelor's degree)\*

Month & Year of Final Year/semester Exam	Maximum Marks / GPA	Marks/ GPA Obtained	Marks/GPA Obtained (%)	Class/ Division (if mentioned)

#### 2.2 Bachelor's Degree Examinations & Marks obtained so far (fill this item only if your Degree is incomplete)\*

Year/Semester	Dates		Maximum Marks/GPA	Marks/GPA Obtained	Marks/GPA Obtained (%)	Rank (if any)
	From	To				
1 <sup>st</sup> Year / Semesters 1 & 2						
2 <sup>nd</sup> Year / Semesters 3 & 4						
3 <sup>rd</sup> Year / Semesters 5 & 6						
4 <sup>th</sup> Year / Semesters 7 & 8 (if applicable to you)						
5 <sup>th</sup> Year (if applicable to you)						
Total						
Space for explanation of letter grades / grade points						

\* If you have completed a 5-year integrated master's degree, provide the percentage of marks obtained in the first 3 years in item no. 2.1 and the percentage of marks for the remaining two years in item no. 3 on the next page (Master's degree). Similarly, if the integrated 5-year course is incomplete, provide the percentage of marks obtained so far in item no. 2.2.

\*\*Please note that, if selected, you will be allowed to join the Programme only if you submit, at the time of registration, a certificate from the Principal/Registrar of your college/ institute that except for declaration of the results, you have completed all requirements for obtaining the Bachelor's degree. Further, you would have to produce evidence (mark sheet/ certificate) of having passed the Bachelor's degree on or before December 31, 2009. Non-fulfillment of these requirements will automatically result in cancellation of the provisional admission.

**3. Master's Degree (fill this item only if you have completed at least the part 1/ first year)**

Title of Degree: (e.g. M.A., M.Com, M.Sc., M.Tech)

Specialization: (Economics, physics, Marketing, Finance)

Name of University/ Institute awarding the degree

Year	Dates		Mention subjects taken in each year	Maximum Marks/ GPA	Marks/ GPA Obtained	Marks Obtained (%)
	From	To				
Part I/ 1st Year						
Part II/ 2 <sup>nd</sup> Year						
3 <sup>rd</sup> Year (If applicable to you)						
Month & Year of Examination			Total			

**4. Post Graduate Professional Examination (fill this item only if you have completed at least the inter/ first part)**

Give details of the last two professional examinations you have taken (e.g. CA, ICWA, CS etc.)

a) University/ Institute registered with: \_\_\_\_\_

Name of the course of study (such as CA, ICWA, CS etc.): \_\_\_\_\_

Year	Dates		Mention subjects taken at each level	Maximum Marks	Marks Obtained	Marks Obtained (%)
	From	To				
Inter/ 1st part						
Final/ 2nd part						
Month & Year of last Examination			Total			

b) University/ Institute registered with: \_\_\_\_\_

Name of the course of study (such as CA, ICWA, CS etc): \_\_\_\_\_

Year	Dates		Mention subjects taken at each level	Maximum Marks	Marks Obtained	Marks Obtained (%)
	From	To				
Inter/ 1st part						
Final/ 2nd part						
Month & Year of Examination			Total			

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**C. ACADEMIC CARRER**

**a) Scholastic Achievements**

List scholastic awards or scholarships conferred on you.

b) Please describe briefly your strengths and weaknesses that you have identified in yourself as a *student*.

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**D. EMPLOYMENT RECORD**

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- Mention **ONLY full-time, paid** work experience **after** obtaining a Bachelor's degree.
- Do not mention any training/ project work done as an integral part of any curriculum.

Organization	Designation	Joining date	Leaving date	Monthly Emoluments	Reasons for leaving
Total duration of Work Experience as on 31 <sup>st</sup> August 2009 (in months)					<input type="text"/>

In your present/ last job, briefly describe your job responsibilities, achievements and failures.

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#### **E. DISCONTINUITY IN CAREER**

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If you have any discontinuity in your academic career / in achieving professional qualifications or in work experience, mention these time gaps and the explanations for these gaps.

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#### **F. EXTRA-CURRICULAR ACTIVITIES**

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Indicate your extra-curricular interests.

Give details of your accomplishments in sports, games, and hobbies. Mention if you held any position in student associations or voluntary organizations. (Make sure that you bring all the original certificates at the time of interview.)

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**G. SIGNIFICANT INCIDENT**

Identify a significant incident or situation from your own life. Briefly explain its nature, its importance to you and the manner in which you handled it.

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## H. MEDICAL RECORD

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State whether you have any physical disability or any chronic illness, including mental illness, which could affect your studies at the Institute. (The information given here will be held under strict confidence).

In the past, if you had suffered from any chronic illness, including mental illness, provide the details below:

Sr. No.	Nature of illness	Period of illness	Date of completion of treatment	Remarks, if any
1.				
2.				
3.				

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## I. DECLARATION

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I clearly understand that if I am selected, I will be allowed to join the programme only if I satisfy all requirements of the Institute including the submission of a certificate at the time of registration from Principal/ Registrar of my college/ institute that except for declaration of results, I have completed all requirements for obtaining the Bachelor's degree. And that I would have to produce evidence (mark sheet/ certificate) of having passed the Bachelor's degree on or before December 31, 2009. Non-fulfilment of these requirements will automatically result in the cancellation of the provisional admission offer.

I certify that the particulars given by me in this interview form are true to the best of my knowledge and belief. I understand that **admission granted on the basis of false and/ or misleading information will be *ipso facto* null and void.** I agree to abide by the decision of the institute authorities regarding my selection for the programme.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

**Enclosures required:**

1. **Copy of the GMAT score card duly attested.**
2. **Attested photocopies of all academic mark sheets and passing certificates.**
3. **Attested copy of residence certificate issued by a competent authority regarding the duration of the candidate's stay abroad. (only in case of the NRIs. The duration of stay should not be less than 18 months as on November 15, 2009)**
4. **Demand Draft/Bankers cheque for US \$ 100, drawn in favor of Rajiv Gandhi Indian Institute of Management Shillong and Payable at Shillong. (this amount constitutes application processing fee and is non-refundable)**

**PLEASE READ THIS FORM ONCE AGAIN AND MAKE SURE THAT YOU HAVE COMPLETED ALL THE ITEMS RELEVANT TO YOU AND HAVE FULLY COMPLIED WITH ALL REQUIREMENTS.**

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**Address for mailing the application set:**

Admissions Office  
Rajiv Gandhi Indian Institute of Management  
Nongthymmai, Shillong -14  
Meghalaya, India

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