राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
Indian INSTITUTE OF FOREIGN TRADE
(Deemed to be University)

INFORMATION BULLETIN
IIFT MBA(IB)
2022 - 24

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IMPORTANT INFORMATION AND DATES AT A GLANCE
(Please refer to Information Bulletin for details)

1. Dates, Fee details and Application Procedure:

Online Submission of Application Form		**02.09.2021 to 15.10.2021 (Upto 05:00 PM)**
Last date of successful transaction of fee through Credit Card / Debit Card / Net-Banking / UPI / PAYTM		**15.10.2021 (Upto 11:50 PM)**
Fee Payable by Candidate	General/General-EWS / OBC-NCL*	**Rs. 2500/-**
	SC/ST/PwD/Transgender	**Rs. 1000/-**
	For Foreign Nationals/NRIs	**US$ 200 / Rs. 15,000/-**
	Processing charges & Goods and Services Tax (GST) are to be paid by the candidate, as applicable	
Correction in Particulars of Application Form on website only		**17.10.2021 to 26.10.2021**
Downloading of Admit Cards		**Will be announced later.**
Date of Examination		**05.12.2021 (Sunday)**
Duration of Examination		**120 minutes (02 hours)**
Timing of Examination		**10.00 am to 12.00 pm**
Centre and Date of IIFT MBA(IB) Examination		**As indicated on Admit Card**
Display of Recorded Responses and Answer Keys		**To be announced later, on NTA website**
Important Website(s)		**www.nta.ac.in, https://iift.nta.nic.in, www.iift.edu**
Declaration of Result on NTA website		**To be announced later on website.**

OBC (Other Backward Classes)-NCL (Non-Creamy Layer) as per the central list of Other Backward Classes available on website of National Commission for Backward Classes, www.ncbc.nic.in. The candidates falling in this list may mention OBC in the Category Column.

State list OBC Candidates who are not in OBC-NCL (Central List) must not choose OBC-NCL.

2. Candidates can apply for **IIFT MBA(IB) 2022-24 through "Online" mode only**.
3. Submission of Online Application Form may be done through NTA website https://iift.nta.nic.in. **The Application Form in any other mode will not be accepted.**
4. **Only one application is to be submitted by a candidate.**
5. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website. Candidates not complying with the instructions shall be summarily disqualified.
6. Candidates must ensure that E-mail Address and Mobile Number provided **in the Online Application Form are their own** as all information/ communication will be sent by NTA

through e-mail on the **registered e-mail address or SMS on registered Mobile Number only.**

7.   **Instructions for filling Online Application Form:**

   ❖ Download Information Bulletin and Replica of Application Form. Read these carefully to ensure your eligibility.
   ❖ **Follow the steps given below to Apply Online:**
   Step-1: Apply for Online Registration using unique Email ID and Mobile No.
   Step-2: Fill in the **Online Application Form** and **note down the system generated Application No.**
   Step-3: Upload scanned images of Candidate's Photograph (file size: 10 kb - 200 kb), Candidate's
   Signature (file size: 4kb - 30kb) and Copy of Certificate indicating Category and/or Subcategory, as applicable.
   (PwD) (file size: 50kb -300kb). All documents uploaded should be in JPG/JPEG format.
   Step-4: Pay fee using **ICICI/PAYTM Payment Gateway** through **Debit Card / Credit Card / Net Banking / UPI / PAYTM** and keep proof of fee paid. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled, and amount will be refunded to the candidate's account. However, the candidate has to make another transaction, in case the Confirmation Page is not generated.
   ❖ Download save and print copies of Confirmation Page after successful remittance of fee and keep copies safely for future reference.
   ❖ **All the 4 Steps can be done together or at separate times.**

8.   Candidates are advised to visit the NTA website and check their e-mails regularly for latest updates.

9.   Candidate shall appear at their own cost at the Examination Centre on Date indicated on their Admit Card issued by the NTA.

10. Any request for change of the Examination Centre provided on the Admit Card shall not be considered under any circumstances.

   Note:
   1. *The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.*

   2. *No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.*

   3. *The entire application process of **IIFT MBA(IB) 2022-24** is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. **Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/ by Hand/E-mail.***

Candidates are NOT allowed to carry Instrument, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables (loose or packed), Mobile Phone/ Ear Phone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room.

Diabetic students are allowed to carry eatables like sugar tablets/fruits (like banana/apple/ orange) and transparent water bottle to the Examination Hall. However, they will not be allowed to carry packed foods like chocolates/candy/sandwich etc.

DISCLAIMER
1. **Candidates are advised to read the Information Bulletin carefully and go through the instructions regarding filling of Online Application Form given on IIFT MBA(IB) 2022-24 website www.nta.ac.in, iift.nta.nic.in before starting online registration.**
2. **Candidate should ensure that all information entered during the online registration process is correct.**
3. **Online information provided by candidates like name of candidate, contact/ address details, category, PwD status, educational qualification details, date of birth, etc will be treated as correct/final. Any request for change in information after the closure of correction period will not be considered by NTA under any circumstances.**
4. **NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by the candidate(s) during application process.**
5. **NTA does not edit /modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form.**

Usage of Data and Information:

NTA can use the data provided by the End User (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s).

INFORMATION BULLETIN
Master of Business Administration (International Business)
IIFT MBA(IB) 2022-24

1. Introduction

1.1. About National Testing Agency (NTA)

The Ministry of Education, Government of India (GoI), has established **National Testing Agency (NTA)** as an independent, autonomous and self-sustained premier organization under the Societies Registration Act, 1860, registered as a self-reliant and self-sustained premier testing organization.

Some of the objectives, inter alia, include:

(i) To conduct efficient, transparent and international standard tests in order to assess the competency of candidates for admission.

(ii) To undertake research on educational, professional and testing system to identify gaps in the knowledge systems and take steps for bridging them.

(iii) To produce and disseminate information and research on education and professional development standards.

1.2. About Indian Institute of Foreign Trade

The Indian Institute of Foreign Trade (IIFT) was established in 1963 as an autonomous body under the Ministry of Commerce & Industry to contribute in the skill building for the external trade sector of India. It has come a long way to successfully develop into a unique institution involved in imparting knowledge through research and training in international business and trade. The Institute was granted "Deemed to be University" status in 2002. **The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade 'A' Institution in 2005 as well as in 2015.**

MBA (International Business), flagship programme of IIFT, is a six-trimester general management programme with a focus on International Business for developing a competent cadre of business executives to meet the country's growing requirements for trained personnel in the field of International Business Management.

1.3. Objectives of IIFT MBA(IB) 2022-24

The MBA(IB) aims at imparting professional education and training in modern management techniques for handling international business operations in a highly dynamic and competitive environment. The specific objectives of the Programme are:

- To familiarize the participants on the fundamental concepts of management
- To expose the participants to the challenges in the emerging competitive business environment in an increasingly globalized world
- To relate the management concepts to business situations and help the participants to develop analytical and decision skills so as to evolve effective national and international business strategy.
- To develop socially responsive managers for International business and help in shaping up their personality.
- To equip for career opportunities in International Business

The Programme aims at providing a comprehensive coverage incorporating all the important subject areas and disciplines relevant to international business. Equal emphasis has been placed on the quantitative and analytical approach to the study of International Business Management. It also attempts to provide comparative perspectives in many facets of International Business by covering methods of doing business as well as trade and business practices, procedures and documentation in other countries. Besides, effective use of computers and modern information technology is made in pedagogy.

It is a six-trimester residential general management programme available at the Institute's campuses at Delhi and Kolkata (Kakinada campus is subject to approval of UGC/GoI). Detailed prospectus indicating the number of seats available, course structure, tuition fees, placement facilities, etc are available on the Institute's website www.iift.edu. Candidates are advised to visit the above mentioned website to have an overview of the course.

1.4. MODE OF ADMISSION

Admission to the course is:

❖ On the basis of Computer Based Test, Group Discussion, Writing Skills Assessment and Interview.
❖ Those candidates short listed from the Computer Based Test, will be called for Writing Skills Assessment, Group Discussion and Interview to be held in March / April 2022 at Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Lucknow and Mumbai. The Institute reserves the right to add/delete any centre, if required.
❖ Selection criteria for shortlisting of candidates for GD/PI and final selection to MBA(IB) Programme at IIFT is available at www.iift.edu.

1.5. Role of NTA:

The responsibility of NTA is limited to inviting online applications for the test, conduct of the entrance test and declaration of result.

1.6. General Information:

Entrance exam for admission to IIFT-MBA (IB) 2022-24 will be conducted as per the regulations of IIFT.

Merely appearing and qualifying in the entrance test does not confer any right to the candidate for admission to the course. The selection and admission to the course is subject to fulfilling the admission criteria, eligibility and such other criteria as may be prescribed by the IIFT.

Applications of candidates submitting false and fabricated information will be rejected and such candidates will be further debarred from appearing in any examination conducted by NTA. Such candidates will be prosecuted under applicable laws for criminal offence and suitably punished.

Incomplete applications and application not in accordance with the instructions are liable to be rejected without any further intimation.

Exam fee once paid will not be refunded. Fee will neither be carried forward to a future exam nor refunded.

Applications once submitted cannot be withdrawn. Candidates must note that mere deduction of fee from the bank account is not proof of fee payment. The payment should be supported by fee payment and generation of Confirmation Page.

Instructions in the Information Bulletin may change /be updated based on the decisions taken by NTA and other authorities from time to time. Candidates are advised to regularly check the website https://iift.nta.nic.in for any further and updated information.

NTA reserves the right to withdraw permission granted inadvertently to any candidate who is not eligible to appear in the exam even though admit card have been issued by NTA.

Candidate's admission to the test is purely provisional and is subject to fulfilment of eligibility criteria prescribed

In case of any ambiguity in interpretation of any of the instructions, terms, rules, criteria regarding determination of eligibility / conduct of examination / registration of candidates / information contained in bulletin / prospectus, interpretation of IIFT/NTA shall be final and binding.

2. IIFT MBA(IB) 2022-24 Entrance Examination

IIFT has entrusted the task of conducting the IIFT-MBA(IB) 2022-24 to NTA. Accordingly, IIFT MBA(IB) 2022-24 Examination would be conducted by NTA on **Sunday the 05**

December 2021 (Sunday). IIFT MBA(IB) 2022-24 examination shall be conducted at selected Cities spread across the country given at **Annexure- I.**

2.1. Mode of Examination:

IIFT MBA(IB)-2022-24 will be conducted in English Medium in "Computer Based Test (CBT)" mode only.

2.2. Pattern of Examination:

EXAMINATION PATTERN		
Date of Examination	**05.12.2021 (Sunday)**	
Duration of the test Medium of Question Paper Mode of conducting test	2 hours (120 minutes). From 10:00 am to 12:00 pm The medium of Examination will be English. Computer Based Test	
Type of Questions	Multiple choice Questions-Objective type	
Pattern of exam	Subjects	Quantitative Analysis
		Reading Comprehension and Verbal Ability
		Data Interpretation and Logical Reasoning
		General Awareness

2.3. Examination Centres -Cities:

The City of Examination Centres where the test shall be conducted are given at **Annexure-I**. **It is mandatory for candidates to select four cities of their choice while filling Online Application Form of IIFT MBA(IB) 2022-24.** Effort will be made to allot Centre of examination to the candidates in order of the City choice opted by them in their Application Form. However, due to administrative reasons, a different city of nearby area may be allotted, especially if a city has not been opted by a minimum number (say 200) of candidates.

2.4. Important Timing of Examination:

Date of Examination	05.12.2021 (Sunday)
Timing of Examination	**10:00 am to 12:00 pm**
Duration of Examination	**2 hours (without break)**
Entry into the Examination Centre*	**08:00 am to 09:30 am**
Last entry to the exam centre	**09:30 am**
Sitting on the seat in the Examination Hall	**09:45 am**
Instructions by the invigilators	**09:45 am to 09:50 am**
Candidates login to read instructions	**09:50 am**
Test Commences	**10:00 am**
Test Concludes	**12:00 pm**

Candidates are advised to report at the Examination Centre, at least 2 hours before the commencement of the examination. Candidates will not be permitted to enter into the Examination Centre after 09:30 am. the candidates will not be permitted to leave the examination hall before the expiry of 2 hrs. from the start of the exam.

Note:
  1. *Candidate shall appear at their own cost at the Centre on Date and as indicated in their Admit Card issued by the NTA.*
  2. *Any request to change the Examination Centre provided on the Admit Card shall not be considered under any circumstances.*

3. Eligibility Criteria:

3.1. For General / Reserved Category Candidates:

- Recognized Bachelor's degree of minimum 3 years' duration in any discipline with minimum 50% marks [45% in case of the candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with Disability (PwD) categories] (worked out on the basis of aggregate marks obtained in all the papers)

- Candidates appearing for a qualifying examination can also apply subject to submission of proof of requisite qualification by 7th October 2022.

- There is no age limit for appearing in this examination.

  Admission of any candidate who joins the programme on provisional basis but fails to obtain minimum percentage in the bachelor's degree examination will be automatically cancelled forthwith. Such candidates should immediately inform the Institute on declaration of their results. Admission of candidates who do not inform the Institute of such a situation will automatically stand cancelled on the 7th October 2022. No request for extension of time for re-evaluation, etc. will be entertained.

3.2. For Foreign Nationals/NRI Candidates:

- Recognized Bachelor's degree of minimum 3 years' duration with minimum 50% marks.

- Candidates appearing for a qualifying examination can also apply subject to submission of proof of requisite qualification by 7th October 2022.

- In order to qualify as an international candidate for the purpose of applying to IIFT entrance exam, a candidate should have been (expected to be) resident outside India for a period of not less than 18 months as on 31st December 2021 and be outside India during the IIFT examination window. The Indian

nationals who are living, working, studying abroad should produce with the application a certificate from the Indian Embassy / High Commission /Consulate of the country where the candidate is currently based, stating that the candidate has been resident in that country continuously for a period of not less than 18 months as on 31st December 2021.

- Foreign Nationals need to have a valid passport/travel document from a country other than India. The Foreign Nationals/ NRI who are present in India at the time of IIFT entrance test are required to take the entrance examination.

- The candidate should produce Graduate Management Aptitude Test (GMAT) score which should be received by the Institute latest by 15 March 2022. GMAT taken **before 1st January 2020** is not valid.

- If the candidate has appeared for any MBA entrance examination for the academic year 2022-23 in India such as CAT /XAT /IIFT, etc., he /she is not eligible to apply as Foreign Nationals/NRI Candidate . Candidates are required to give the undertaking for the same

- NRI-Sponsored candidates and Children of NRIs are not considered under this category.

- Applications of Foreign Nationals under Self-financing Scheme should be routed through the Ministry of External Affairs/Ministry of Education, Government of India and should be received by the Institute latest by 15 March 2022. They must send a copy of their valid GMAT score with the application.

3.3. Mode of Admission for Foreign Nationals/NRI Candidates

- A separate on-line window for NRIs/Foreign nationals only will be opened from 15.01.2022 to 15.03.2022, for submission of their application. NRIs/Foreign nationals may submit their applications and pay the fee on-line during that period. They are advised to be in touch with the website of NTA/IIFT for the dates of opening of the portal for submission of their application forms.

- The admission of candidates under this category is on the basis of GMAT score and personal interview. They need not appear in the entrance exam, unless they are present in India, at the time of the IIFT entrance exam.

- Shortlisted candidate would be required to undergo a Personal Interview at IIFT campus. Candidates called for this will have to make their own travel arrangements. In case they are not able to be physically present, they would be interviewed, in the online mode.

3.4. Documents to be Submitted Along with Application Form (For NRIs and Foreign Nationals only)

- Filled in CV Form.

- Copy of latest GMAT score certificate.

- Attested copy of all academic mark-sheets/certificates (Class X, XII & Graduation).

- Copy of all Passport pages having official entries.

- An undertaking that the candidate has not appeared for any MBA entrance examination for the academic year 2022-23 examination such as CAT/XAT/IIFT, etc.

- Two letters of recommendation(s), preferably, one of these should be written by a current supervisor or manager. The second one should be from someone who is in a position to evaluate the applicant's professional performance as well as his / her managerial and leadership potential. No letter of recommendation should be written by immediate family members, e.g. parents, grandparents, siblings or spouse.

- The Indian nationals who are living, working, studying abroad should produce with application a certificate from the Indian Embassy / High Commission / Consulate of the country where the candidate is currently based, stating that the candidate has been resident in that country continuously for a period of not less than 18 months as on 31st December 2021.

4.   Schedule for Submission of Application Form

Online Submission of Application Form		**02.09.2021 to 15.10.2021 (Upto 05:00 PM)**
Last date of successful transaction of fee through Credit Card / Debit Card / Net-Banking / UPI / PAYTM		**15.10.2021 (Upto 11:50 PM)**
Fee Payable by Candidate	General/General-EWS / OBC-NCL*	**Rs. 2500/-**
	SC/ST/PwD/Transgender	**Rs. 1000/-**
	For Foreign Nationals/NRIs	**US$ 200 / Rs. 15,000/-**
	Processing charges & Goods and Services Tax (GST) are to be paid by the candidate, as applicable	
Correction in Particulars of Application Form on website only		**17.10.2021 to 26.10.2021**
Downloading of Admit Cards		**Will be announced later.**
Date of Examination		**05.12.2021(Sunday)**
Duration of Examination		**120 minutes (02 hours)**
Timing of Examination		**10:00 AM to 12:00 PM**
Centre and Date of IIFT MBA(IB) Examination		**As indicated on Admit Card**
Display of Recorded Responses and Answer Keys		**To be announced later, on NTA website**
Important Website(s)		**www.nta.ac.in, https://iift.nta.nic.in, www.iift.edu**
Declaration of Result on NTA website		**To be announced later on website.**

*(i)   Details of how to remit fee are given at **Annexure- III.***

(ii)   After completing Step-2 and Step-3 of Online Application Form, candidates may remit the examination fee (Step-4).

(iii)   Print the Confirmation Page of Online Application Form after completion of Step-4 of fee payment.

*(iv)   **Candidates must keep with them as proof of remittance of fee - transaction slip in case of payment through Debit/Credit Card and Net Banking/PAYTM.***

(v)   No fee will be accepted by NTA in any other mode i.e. Demand Draft /Cheque/Cash/ IPO/Money Order etc.

*(vi)   **Without completing Step-3 of Online Application Form and further payment of fee details as per Step-4, final submission of Online Application Form will remain incomplete and unsuccessful. Such an Online Application Form would stand rejected and no correspondence on this account will be entertained.***

(vii) No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.

*(viii) The entire application process of **IIFT MBA(IB) 2022-24** is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. **Therefore, candidates are NOT REQUIRED TO SEND/SUBMIT any document(s) including Confirmation Page to NTA through Post/ Fax/ By Hand/E-mail.***

5. Reservations:

Reservation of seats in IIFT for the MBA (IB) 2022-24 course are per the GOI guidelines.

Currently, seats are reserved as follows:

i.   15% of the seats are reserved for the category Scheduled Caste (SC),
ii.   7.5% for the category Scheduled Tribe (ST) and
iii. 27% for the category Other Backward Classes belonging to the "Non Creamy layer" (OBC-NCL).
iv.   10% of the seats are reserved for Category General-Economically Weaker Section (GEN-EWS),
v.   Each category will have 5% reservations for Persons with Disabilities (PwD) as defined in The Rights of Persons with Disabilities Act, 2016 (RPwD Act 2016) quoted below.

"Other Backward Classes - Non Creamy Layer (OBC–NCL) are as per the Central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must not choose OBC-NCL.

It has been decided by IIFT to reserve one seat for the wards of Kashmiri Migrants and Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley, in the MBA(International Business) course of IIFT, in accordance with Govt. guidelines.

Such candidates are eligible for relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.

Domicile requirement is waived for Kashmiri migrants only. However, Kashmiri Pandits /Kashmiri Hindu Families (Non-Migrants) living in Kashmiri Valley are required to upload their domicile certificate, online, while applying, in the space provided for uploading Category Certificate.

In addition to the above, 10 seats are reserved at Delhi campus for Foreign nationals and NRIs, on super numerary basis.

Section 2(r) of the RPwD Act, 2016 states the following:

"Persons with benchmark disabilities (PwD) means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

"Specified Disability" means the disabilities as specified in the Schedule of the RPwD Act 2016.
The categories of   disabilities are:

(i)   Blindness and low vision

(ii)   Deaf and hard of hearing

(iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

(iv) Autism, intellectual disability, specified learning disability and mental illness, and

(v)   Multiple disabilities from amongst persons under clauses (i) to (iv)

(vi) Other 'specified disabilities' mentioned in the Schedule of the RPwD Act 2016.

Please refer to Office Memorandum issued by Ministry of Social Justice & Empowerment dated 29 August 2018 (F.No.34-02/2015-DD-III), guideline IV, second paragraph.

The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, Locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon Medical Superintendent of a Government health care institution as per pro forma at Annexure XI.

The order further allows the candidate to opt for their own scribe/reader provided the qualification of the scribe is one step below the qualification of the candidate taking the examination. The candidate with bench-mark disabilities opting for their own scribe/reader should submit details of their own scribe as per pro forma at Annexure XII"

Twenty minutes per hour compensatory time for duration of examination will also be allowed to the candidates who are availing the facility of scribe/reader/lab assistant.

Important Note: No change in the category will be entertained after the last date of MBA (IB) 2022-24 application form and no subsequent changes will be effective after declaration of MBA (IB) NTA Score 2022-24.

6.   How to apply Online (Application Procedure)

(Please see Replica of Application Form at Annexure- V)

To avoid any kind of inconvenience or last-minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

6.1. Instructions for filling Online Application Form:

❖ Log on to NTA website **https://iift.nta.nic.in**and click on the "**Apply Online**" button under Indian Institute of Foreign Trade IIFT MBA(IB) 2022-24

❖ Download Information Bulletin and Replica of Application Form. Read these carefully to ensure your eligibility and acquaint yourself with the requirements for submission of Online Application Form.

Step-1: Apply for Online Registration using unique Email ID and Mobile No.

Step-2: Complete Online Application Form and **note down the system generated Application No.**

Step-3: Upload scanned images of Candidate's Photograph, Signature and category/caste certificate in JPG/JPEG format.

Step-4: Make payment of fee through ICICI/ PAYTM Payment Gateway (Debit/Credit Card or Net Banking/UPI) and keep proof of fee paid.

❖ Download save and print copy of Confirmation Page after successful remittance of fee for your record and future reference.

❖ For submission of Online Application Form, Steps 1 to 4 must be completed. All Steps are mandatory.

❖ The final submission of Online Application Form will remain incomplete if step 2 and step 3 are not followed through. Such Online Application Forms would stand rejected and no correspondence on this account will be entertained.

❖ Candidate will get Application Number and One Time Password (OTP) message through e-mail and SMS for submission of Online Application Form. (Future Login will be allowed only with the Application Number and Password, so these must be preserved)

❖ Download, save and print four copies of the Confirmation Page for your record and future reference.

Step I: Registration Page
Fill in the basic information and note down the system generated Application No.   (i) Candidate's Name/ Mother's Name/ Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate.   (ii) Date of Birth in dd/mm/yyyy format as recorded in Secondary School Examination or equivalent Board/ University certificate.   (iii) Mobile Number and e-mail Address - Candidates must provide own Mobile Number and e-mail address. They should also

> maintain the same mobile number and email ID till the entire admission process is over.
>
> *Note: Only one e-mail address and one Mobile Number are valid for one application*

Step II: Fill in the complete Application Form

1. *The application particulars entered can be **edited before final submission** of the Application Form.*
2. *Once finally submitted, particulars in certain specific fields may be changed only during correction window. After that no communication in this regard would be entertained.*
3. ***All the steps for submission of Online Application Form, Uploading of Candidate's photograph, Candidate's signature, Category Certificate (if applicable), Payment of fee and Printing of Confirmation Page can also be done separately.***
4. *Facility of submission of Online Application Form, uploading of photograph, signatures, Category Certificate (if applicable), payment of fee and printing of the Confirmation Page will be deactivated as per schedule for submission of Application Form. Hence, candidates are required to complete the process within the prescribed schedule.*
5. *Candidates are not required to send/ submit hard copy of Confirmation page to NTA office. However, the candidates are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.*
6. *Registration will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.*
7. ***Other Backward Classes (OBC)- Non Creamy Layer is as per the central list of Other Backward Classes available on the website of National Commission for Backward Classes (NCBC), Government of India, i.e. www.ncbc.nic.in.*** *Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must not choose OBC-NCL.*
8. *Gender- Provide Candidate's gender as recorded in the Type of Identification viz. Bank A/c Number/ Passport Number/ Ration Card/ Other Govt ID.*
9. *Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose.*

   (Note: The NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form.)
10. ***Choice of Cities for Examination Centres:*** *The candidate should select **any four cities** of their choice for examination of IIFT MBA(IB) 2022-24 given at **Annexure-I.***

11. *Under no circumstances the choice of cities for Centre filled in the Application Form shall be changed by the NTA.*

Step III: Uploading of scanned images

(i) Candidate's Photograph: to be uploaded

- The photograph must be taken on or after 01-08-2021 **preferably** indicating clearly the name of candidate along with the date of taking the photograph. Photograph should not be with cap or goggles.
- Spectacles are allowed only if being used regularly.
- Polaroid and Computer generated photos are not acceptable.
- Applications not complying with these instructions or with unclear photographs are liable to be rejected.
- Application without photograph shall be rejected.
- The photograph need not be attested. Candidates are advised to take 6 to 8 passport size coloured photographs with white background.
- Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using Unfair means and the candidate would be dealt with accordingly.

  Note: Same Passport size photograph is to be used for uploading with Online Application Form and for pasting on Attendance Sheet at the Examination Centre.

  The candidate should scan his/her passport size photograph for uploading. File size must be between 10 kb to 200 kb.

(ii) Candidate's Signature: to be uploaded

- The candidate should put his full signature in running hand writing on white paper with Black Ink pen and scan for uploading.
- File size must be between 4 kb to 30 kb.
- Writing full name in Capital letters would not be accepted as signature and the Application Form would be rejected.
- Further, in case signature is not uploaded, the Application Form will be rejected.

Note: Candidate must ensure that the uploaded images are clear and focused on the face.

Step IV: Payment of Fee and Status of receipt of Online Application Form with Fee:

The final Confirmation of payment of Fee and the receipt of online transaction will be displayed in the Confirmation Page of IIFT MBA(IB) 2022-24. The candidature of the candidate, whose fees has not been received upto the prescribed last date, will not be considered for the examination.

In case the candidate has paid the fee but is still not able to download the Confirmation Page, the candidate should approach the Help Line between 10.00 am and 5.00 pm during the period from 02.09.2021 to 15.10.2021 with the following documents for correction and considering his/her candidature for the examination.

(i) Proof of fee paid (Photocopy of transaction slip of fees paid through Debit/Credit Card and Net Banking/PAYTM). In case, the fee has not been remitted within the prescribed last date, the application would be treated as incomplete/unsuccessful and it shall not be considered.
(ii) No request regarding non-receipt of Online Application Form/Fee would be entertained by the NTA after 15.10.2021
(iii) Candidates are advised to keep visiting the NTA website regularly for latest updates.
Candidates should check their mailbox for the given email IDs and SMS in their registered Mobile Number for latest updates and information.

6.2. Check List for filling the Online Application Form:

The candidates are advised to ensure the following points before submitting the Online Application Forms:

(i) Whether they fulfil the eligibility conditions for the Test as prescribed under the heading **'Conditions of Eligibility'.**
(ii) That they have selected their **category** viz General/General-EWS/OBC (Non-Creamy Layer)/SC/ST/PwD/ Transgender option, in the relevant column correctly.
(iii) That they have filled their **City of examination** in the relevant column correctly.
(iv) That the Person with Disability (PwD) candidate has filled the relevant column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.
(v) Whether they have kept a Printout of Application Form (Confirmation Page) for their own record.

6.3.   Important Points to Note:

(i)   The candidates, before submitting the Online Application Form, shall ensure their eligibility to appear in the test.

(ii)   The Candidates should fill their complete postal address with PIN Code for further correspondence. **The NTA shall not be held responsible for any loss due to incorrect address given by the applicant in the Online Application Form.**

(iii)   The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are their own (which cannot be changed later)** as communication will be sent by NTA through **e-mail or SMS.**

(iv)   The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online Application Form.
In order to appear in IIFT MBA(IB) 2022-24 Examination, the candidates are required to apply **'online'**. **The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**

(v)   Online submission of application may be done by **accessing the NTA official website: https://iift.nta.nic.in**

(vi)   **Online Application Form cannot be withdrawn once it is submitted successfully**.

(vii)   Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.

(viii) A candidate is allowed to submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.

(ix)   **Request for change in any particular in the Application Form shall not be entertained under any circumstances.**

Note: *However, a chance may be given to the candidates to correct/modify/edit some of the particular(s) of the application form online only, between 17.10.2021 to 26.10.2021.*

(x)   The Centres (Cities) indicated for the entrance examination by a candidate is only an option. The actual Centre shall be allotted by NTA and it shall be final. No correspondence in this regard shall be entertained. **It is mandatory for candidates to fill all four choices as options.**

(xi)   In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per law.

(xii)   The Candidates are not required to send/ submit the confirmation page of Online Application Form to the NTA. However he/she is advised to retain the following documents with them as reference for future correspondence:

- ❖ **Print Out** of the Confirmation Page of Online Application Form.
- ❖ Proof of fee paid
- ❖ Photographs **(same as uploaded on the Online Application Form)** –6 to 8 passport size photographs need to be kept aside.
- ❖ **The name on the valid photo identification card must match with the name as shown on the Admit Card. If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate/Divorce/Decree/Legal Name Change Document/ Gazette Notification.**

(xiii) Provision of Reservation for candidates belonging to EWS/OBC(NCL)/SC/ST/PwD will be as per GoI instructions issued from time to time.

6.4. Provision of Aadhaar:

The Aadhaar number is only one of the types of identification and is not mandatory. Candidates may also enter Passport number, Ration Card number, Bank Account number, Voter ID Card or any other valid Government identity number with photograph.

7. E-Admit Card for IIFT MBA(IB) 2022-24

The E-Admit Card is issued provisionally to the candidates, subject to the fulfilment of the eligibility conditions.

The candidate has to download the Admit Card from the NTA website and appear for the Examination at the given Centre on Date and Time as indicated in their E-Admit Card.

No candidate will be allowed to appear at the examination centre, on Date and Timings other than that allotted to them in their Admit card.
In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line between 10.00 am and 5.00 pm.

The candidates are advised to read the instructions in the Information Bulletin and on the Admit Card carefully and follow them during the conduct of the examination.

In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the E-Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 10.00 am and 5.00 pm.**

Note:

- a. *Candidate may please note that Admit Cards will not be sent by post.*
- b. *In no case, the duplicate Admit Card for IIFT MBA(IB) 2022-24 would be issued at the Examination Centres.*
- c. *Candidate must not mutilate the Admit Card or change any entry made therein.*

8. Code of Conduct:

(Candidates are advised to go through instructions printed on Admit Card carefully before going for the Examination)

8.1. Items that are permitted to be brought to the Examination Centre

❖ Candidates are permitted to bring the following items only to the Test Centre.

❖ Print copy of **Admit Card along with the Declaration/Undertaking thereon,** downloaded from NTA website.

❖ **One passport size photograph** (same as uploaded on the Online Application Form) should be taken along for pasting on the specific space in the Attendance Sheet at Centre during the Examination.

❖ Any one of the **authorized Govt. Photo IDs** (must be original, valid and non-expired) – PAN card/ Driving License/ Voter ID/ Passport/ Aadhaar Card (With photograph)/ Aadhaar Enrolment No/ Ration Card).**The name on the photo identification must match with the name as shown on the Admit Card.**

If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate/Divorce/Decree/Legal Name Change Document.

❖ **PwD certificate** issued by the Competent Authority, if claiming the relaxation under PwD category.

❖ Drinking water in a transparent bottle

❖ A small bottle of hand sanitiser (50 mg)

❖ Face masks and gloves

8.2. Prohibited Materials at the Examination Centre

> Candidates are not allowed to carry the following items inside the examination centre under any circumstances. Candidates will be subjected to extensive and compulsory frisking before entering the examination centre with the help of highly sensitive hand held metal detectors.
>
> 1. Any stationery item like textual materials (printed or written)., bits of papers, geometry/pencil box, plastic pouch, calculator, Pen scale, wring pad, pen drives, eraser, calculator, log table electronic pen/scanner, Docu Pen, slide rules, etc

2. Any communication device such as mobile phone, earphones, microphone, electronic watches with facilities of calculator, blue tooth devices, pager, health band or any other electronic gadget or device etc.
3. Other items like wallet, goggles, handbags, belt, cap etc
4. Any watch/wristwatch, bracelet, camera etc
5. Any ornaments or metallic item
6. Any food items opened or packed etc
7. Any other items which could be used for unfair means, by hiding communication devices like microchip, camera, blue tooth devices etc.

No arrangement will be made at the centre for keeping any articles, /items belonging to the candidates.

Possession of any of the barred items will be considered as use of unfair means and action will be taken against the candidates who are found to be in possession of the same, in accordance with the relevant provisions. His/her candidature will be treated as cancelled and will also the debarred for future examination(s).

No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave their seat or Examination Room/Hall until the full duration of the paper is over. Candidates must follow the instructions strictly as instructed by the Centre Superintendent/Invigilators. Candidates should not leave the room/hall without dropping them in the drop box, kept at the exit point, in the Room/Hall.

Smoking, chewing gutka, spitting etc. in the Examination Room/Hall is strictly prohibited.

Tea, coffee, cold drinks, snacks or eatables things are not allowed to be taken inside the examination room/hall during examination hours.

Candidates suffering from diabetes are allowed to carry into the examination hall eatables like sugar tablets / fruits (like banana/apple/ orange) and transparent water bottle. However, they will not be allowed to carry packed foods like chocolate/ candy/sandwich etc.

The Candidates, especially those who are carrying the barred items, including the metallic objects such as Kara and Kirpan etc., should report at their respective Examination Centres one and half hour before the gate closing time, for ensuring timely checking/frisking and entry to the Examination Hall.

If upon screening at the Examination Centre, it is discovered that any candidate is actually carrying, within the 'Kara' and 'Kirpan', a suspect device, he/she may be asked not to take it in the Examination Hall (as directed by the Hon'ble Delhi High Court vide its Order dated 03.05.2018).

8.3. Reporting Time and other Important Instructions

(i) Candidates are also advised to report at the Examination Hall/Room in the Examination Centre at the time indicated on their admit card, so as to complete the frisking and registration formalities well before time.

(ii) Exam centre gate will be closed 30 minutes prior to the examination.

(iii) Candidates shall not be permitted to enter in the Examination Centre after 09:30 am.

(iv) The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.

(v) Candidates should take their seat immediately after opening of the Examination Hall. If the candidates do not report in time due to any reason i.e. traffic jam, train/bus delay etc, they are likely to miss some of the general instructions to be announced in the Examination Rooms/Halls. The NTA shall not be responsible for any delay.

(vi) The candidate must show, on demand, the Admit Card downloaded/printed from the NTA website for admission in the examination room/hall. The Test Centre Staff on duty is authorized to verify the identity of candidates and may take steps to verify and confirm the identify credentials. Candidates are requested to extend their full cooperation. A candidate who does not possess the valid Admit Card shall not be permitted to appear in the examination under any circumstances by the Centre Superintendent.

(vii) A seat indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allocated seat only. In case of a candidate who changes room/hall or the seat on his/her own and sits in a room/seat other than the one allotted, candidature shall be cancelled and no plea would be accepted for it.

(viii) Candidate must sign the attendance sheet at the specified place and also affix his/her photograph on the attendance sheet.

(ix) Candidate may approach the Centre Superintendent/Invigilator in the room for any technical assistance, first aid emergency or any other information during the course of examination, if required.

For any queries or issues regarding Computer Based Test, the candidates may contact the Helpline Numbers available on NTA website for IIFT MBA(IB) 2022-24 website.

(x) **For those who are unable to appear on the scheduled date of test for any reason, re-test shall not be held by the NTA under any circumstances.**

8.4. Unfair means

The candidates are governed by all Rules and Regulations of the NTA with regard to their conduct in the Examination Hall. All cases of unfair means will be dealt with as per rules.

Unfair means includes, but is not limited to :

(a) Being in possession of any item or articles which has been prohibited or a can be used for unfair practise including any stationery items, communication devices, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned or not

(b) Using someone to write examination (impersonation) or preparing material for copying

(c) Breaching exam rules or any directions issued by NTA in connection with the conduct of the exam.

(d) Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so

(e) Contacting or communicating or trying to do so with any person(s), other than the exam staff during the exam time in the exam centre

(f) Candidates shall maintain perfect silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/Hall shall be deemed as misbehaviour.

(g) Threatening any of the officials connected with the conduct of the exam or threatening any of the candidates

(h) Using or attempting to use any other undesirable method or means in connection with the exam

(i) Manipulation and fabrication of online documents, viz., admit card, application form, declaration etc

(j) Forceful entry/exit in/from examination centre/hall

(k) Affixing or uploading of wrong/morphed photographs on the application form/admit card/proforma

(l) Creating obstacles in smooth and fair conduct of exam

(m) Any other malpractices declared as unfair means by NTA

If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and he/she will be liable to be debarred for taking examination either permanently or for a specified period according to the nature of offence.

8.5. Rough Work

All calculations/writing work are to be done only in the rough sheets provided at the Test Centre in the examination Room/Hall. Candidate is required to write his roll number and name on all the rough sheets used by him/her. On completion of the test candidates must drop the rough sheets in the drop box, while leaving the exam hall, without fail.

9. Display of Answer Key for Challenges

- The NTA will display Answer Key of the questions on the NTA website www.nta.ac.in, https://ifft.nta.nic.in to provide an opportunity to the candidates to challenge the Answer Key. The Answer Keys are likely to be displayed for three days.

- The Candidates will be given an opportunity to make a challenge online against the Answer Key on payment of a non-refundable fee of Rs. 200/- per question challenged as processing charges.

- The NTA will also display the question paper attempted by the candidate for all the candidates on the NTA website prior to declaration of result. The recorded responses are likely to be displayed for three days.

- The NTA's decision on the challenges shall be final and the result will be declared on the basis of final answer keys. No grievances/representation with regard to Answer Key(s) after declaration of result will be entertained

    Note:

    Negative marking will be done to the tune of one third of the marks allotted to a question, for a wrong answer.

    If a question for any reason is found to be wrong or none of the options in the questions is correct, the benefit of marks will be given to only those candidates who attempted the question.

    On examining of the representations by the subject experts, if it is found that more than one option is correct, then marks will be awarded to all those candidates who have attempted any one of the correct options.

10. Display of Recorded Responses

The NTA will display the recorded responses and Question Paper attempted by the candidates on the NTA website https://iift.nta.nic.in prior to declaration of result. The recorded responses are likely to be displayed for three days.

11. Declaration of results:

Results will be processed on the basis of the verified answer keys.

Raw marks obtained by the candidates will be converted to NTA score (percentile). NTA score of a candidate indicates the percentage of candidates that has scored EQUAL TO OR BELOW the raw marks secured by the candidate.

The NTA score is calculated as follows:

$$\frac{\text{Total number of candidates who secured raw marks equal to or less than the candidate} \times 100}{\text{Total number of candidates who appeared in the exam}}$$

NTA score is not an aggregate or average of the NTA score of individual Section. NTA score is not the same as percentage of marks obtained. List of shortlisted candidates for the second round of admission process of MBA(IB) 2022-24 will be displayed on IIFT website www.iift.edu

Results will be hosted on the website of NTA. A score card of the candidate will also be hosted on the NTA website.

12. Re-Evaluation/Re-Checking of result

There shall be no re-evaluation/re-checking of result. No correspondence in this regard shall be entertained.

13. Procedure for appearing in Computer Based Test (CBT)

Process has been explained at Annexure-VI.

14. Test Practice Centres (TPCs)

The Ministry of Education (GOI) has mandated the NTA to set up, establish and create a network of Test Practice Centres for candidates, especially in remote and rural areas to enable them to practice and be comfortable in taking a Computer Based Test (CBT). This facility is completely free of cost. Candidates can register online (on NTA website) where they are provided a convenient TPC near their location to practice on a given computer node. This facilitates the process of being able to take a Computer Based Test (CBT). The entire experience of using a computer is close to the actual experience of taking a CBT. All efforts are made to provide practice tests and questions so that candidates can familiarize themselves with logging into the system, go through the detailed instructions regarding the test, use the mouse or numeric keyboard on screen (virtual) for attempting each question, scroll down to the next question, navigate between questions, review and edit their options and submit answers. **(Refer to Annexure VII for details)**.

15. Correspondence with NTA

All the correspondence should preferably be addressed by e-mail at iiftmba-ib@nta.ac.in. The email query shall be addressed only if it is not anonymous and contains the name, application number and contact number of the sender. An email containing vague or general queries and other queries as contained in the Information Bulletin shall not be entertained. Queries shall not be entertained from person claiming to be representatives, associates or officiates of the applicant candidate. The following information shall not be revealed by phone or email:

a. Internal documentation/status.
b. Internal decision-making process of NTA. Any claim/counter claim thereof.
c. Dates & venue of internal meetings or name of the staff/officers dealing with it.
d. Any information which cannot be revealed in the opinion of NTA.

16. Query Redressal System (QRS)

National Testing Agency (NTA) has established a Query Redressal System (QRS), an online web-enabled system developed by NTA. QRS is the platform based on web technology which primarily aims to enable submission of queries/grievances by the Registered Candidate(s) of IIFT MBA(IB) 2022-24 Examination with (24x7) facility for speedy and favourable redressal of the queries/grievances. A Unique Registration Number will be generated for tracking the status of the queries/grievances.

The Registered Candidate(s) are advised to use the online facility for speedy and favourable response before mailing their queries on the official email id of IIFT MBA(IB) 2022-24 i.e. iiftmba-ib@nta.ac.in.

Help Line numbers of NTA:

011 4075 9000
Help Desk will be open from 10.00 am to 5.00 pm.

However, after declaration of result, candidates have to contact to IIFT only on 011-39147213 (Direct) / 011-39147200 – 205 (PBX) or e-mail on admission@iift.edu

Candidates are advised to indicate the application Number and mobile number in all correspondence with NTA or IIFT.

17. Common Services Centres/Facilitation Centres

Candidates who are not well conversant and submitting face difficulties in the online application due to various constraints, can use the services of Common Services Centre, Ministry of Electronics and Information Technology, Government of India under the Digital India initiatives of Hon'ble Prime Minister. The Common Services Centre (CSC) scheme is a part of the ambitious National e-Governance Plan (NeGP) of Government of India and is managed at each village panchayat level by a Village level Entrepreneur (VLE).

There are more than 1.5 lakhs Common Services Centres (CSC) across the country which will provide the desired support to candidates from urban as well as rural areas in online submission of application form and payment of fee through e-wallet. The list of the Common Services Centre is available on website: www.csc.gov.in.

18. NTA Weeding Out Norms

The records of IIFT MBA(IB) 2022-24 would be retained up to 90 days from the Date of Examination.

19. Legal Jurisdiction

All disputes pertaining to the conduct of IIFT MBA(IB) 2022-24 Examination including Results shall fall within the jurisdiction of Delhi only. Further, any legal question arising out of the Examination shall be entertained only when raised within 30 days from the declaration of result. The Director (Admn) of the NTA shall be the official by whose designation the NTA may sue or be sued.

20. Special Instructions Regarding COVID-19

NTA will implement Social Distancing measures as per Government of India Guidelines in current scenario of COVID-19 to ensure health & safety of the candidates. Adequate measures are implemented for safety of all without compromising the high standards, sanctity, and fairness in conduct of the examination. Candidates are also required to adhere to Guidelines and new process for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates.

For safety purposes, candidates are advised not to bring anything other than permitted items.

20.1. Preparation at Centre

1. Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene will be implemented. Before the exam starts, Seating Area will be thoroughly sanitized- exam rooms, desk, chair etc. All door handles, staircase railing, lift buttons, etc will be disinfected.

2. Gap between 2 seats will be maintained as per GOI guidelines.

3. Hand Sanitizer will be available at entry and inside the exam venue at various places for candidates and Centre staff to use.

4. Thermo guns will be available to check body temperature of candidates.
5. Bar code readers will be available at the entry point to scan Bar code on the Admit Card. The room/hall number will be informed to the candidates at this point.

6. Five Rough sheets will be kept at all desks before start of exam by invigilators wearing gloves to ensure hygiene.

7. The room/hall number will be informed to the candidates at the registration desk.

8. It is ensured that all the processes are touch free, to the maximum possible extent, to ensure Social Distancing norms.

9. Candidate to reach Centre as per the Reporting/Entry time at Centre given in the Admit Card to avoid any crowding at the Centre at the time of entry and to maintain social distancing.

10. All exam functionaries will wear mask and gloves at all points of time.

20.2. Pre-Exam Preparation

1. Candidate to check Reporting/ Entry time at Centre given in the Admit Card and to reach Centre as per Reporting Time **only** to avoid any crowding at the Centre at the time of entry and to maintain social distancing.

2. Candidate should fill Admit card and Undertaking thereon as per instructions contained in the admit card, completely and properly.

3. Candidates will be permitted to carry only the permitted items with them into the venue.

4. Five A4 size sheets will be kept at each candidate's desk for use by candidate for Rough work. If Additional sheets are required for rough work by the candidate, the same shall be made available on demand.

5. Before the test starts, Seating Area will be thoroughly sanitized - monitor keyboard, mouse, webcam, desk and the chair. Candidates can further sanitize the same with sanitizers that will be made available in the examination lab/room/hall.

20.3. At time of Entry

1. Candidates need to maintain a space of at least 6 feet from each other at all times. Queue manager / ropes and Floor Marks will be arranged outside the Centre.

2. Room number will not be displayed outside the Centre to avoid any crowding at any one place in any situation.

3. Candidates will be required to sanitize hands by washing with soap and with Hand Sanitizer before entry in Centre. Hand sanitizer will be available at various locations in the Centre.

4. Candidate should bring duly filled in Admit Card and Undertaking thereon as per instructions contained in the admit card.

5. They should not bring prohibited items to exam Centre as there are no arrangements available for their safe keeping.

6. Thermal scanning will be carried out at entry.

7. If the body temperature is higher than the COVID-19 norms, candidate would be required to take the exam in a separate room. Candidates are required to strictly adhere to instructions provided by Centre staff.

8. Contact free frisking will be carried out using Hand Held Metal Detectors.

9. Verification of documents including admit card will be done at the registration desk.

10. Candidate will display the following documents for verification to the exam functionary (invigilator on duty) standing across the table.

   - Admit card along with the undertaking with passport size photograph and thumb impression affixed thereon
   - Original and valid Identity proof
   - One additional photograph for affixing on the attendance register

11. Candidate will be offered a fresh 3 Ply mask before entry. In order to stop chances of any UFM being used in the examination, the candidate is expected to wear the freshly provided mask at the Centre. The candidate will be required to remove the mask worn by him/ her from home and use only the mask provided at Centre, in the exam hall.

12. Invigilator on duty at the registration desk would check the admit card, ID proof etc and direct the candidate to his exam room in batches of 5 each to maintain safe distance as per the social distancing norms.

13. A candidate may be denied permission to appear in the examination, if he/ she violates the COVID-19 directives/advisories of Government (Central/State) applicable on the day of exam and instructions mentioned in the Admit Card.

20.4. During Examination

1. Before the exam starts, Seating Area will be thoroughly sanitized – exam rooms, desk, chair etc. Candidates can further sanitize the same with sanitizers that will be made available in the examination lab/room/hall.

2. Candidates are required to paste passport size photograph and sign on the Attendance Sheet after sanitizing hands with sanitizer.

20.5. After Examination

1. On completion of the exam, the candidates will be permitted to move out in an orderly manner, one candidate at a time maintaining a safe distance from each other. They are required to wait for instructions from invigilator and are not to get up from their respective seats until advised.

2. Candidate must drop the Admit Card and Rough Sheets in the drop boxes after displaying to the staff available next to drop box. If any candidate misses to drop Admit Card or Rough Sheets in boxes, action (which also includes disqualification from the exam) can be taken against him/her.

Annexure-I: List of Cities for Centres of IIFT MBA(IB) 2022-24 Examination

Examination will be held at the following cities, provided there are sufficient numbers of candidates in the city.

SR NO	STATE	CITIES	SR NO	STATE	CITIES
1	Andhra Pradesh	Vijayawada	35	Maharashtra	Nashik
2	Andhra Pradesh	Vishakhapatnam	36	Maharashtra	Pune
3	Assam	Guwahati	37	Maharashtra	Thane
4	Bihar	Patna	38	Meghalaya	Shillong
5	Chhattisgarh	Bhilai	39	Orissa	Bhubaneswar
6	Chhattisgarh	Bilaspur	40	Orissa	Cuttack
7	Chhattisgarh	Raipur	41	Orissa	Sambalpur
8	Delhi	New Delhi	42	Puducherry	Puducherry
9	Goa	Panaji	43	Punjab	Bhatinda
10	Gujarat	Ahmedabad	44	Punjab	Chandigarh
11	Gujarat	Rajkot	45	Punjab	Jalandhar
12	Gujarat	Surat	46	Punjab	Patiala
13	Gujarat	Vadodara	47	Rajasthan	Jaipur
14	Haryana	Faridabad	48	Rajasthan	Jodhpur
15	Haryana	Gurugram	49	Rajasthan	Udaipur
16	Haryana	Hissar	50	Tamil Nadu	Chennai
17	Himachal Pradesh	Shimla	51	Tamil Nadu	Coimbatore
18	Jammu & Kashmir	Jammu	52	Tamil Nadu	Vellore
19	Jharkhand	Dhanbad	53	Telangana	Hyderabad
20	Jharkhand	Jamshedpur	54	Uttar Pradesh	Agra
21	Jharkhand	Ranchi	55	Uttar Pradesh	Allahabad
22	Karnataka	Bangalore	56	Uttar Pradesh	Bareilly
23	Karnataka	Hubli	57	Uttar Pradesh	Ghaziabad
24	Karnataka	Mangalore	58	Uttar Pradesh	Gorakhpur
25	Karnataka	Mysuru	59	Uttar Pradesh	Lucknow
26	Kerala	Ernakulam	60	Uttar Pradesh	Meerut
27	Kerala	Kozhikode	61	Uttar Pradesh	Noida
28	Kerala	Thiruvananthapuram	62	Uttar Pradesh	Varanasi
29	Madhya Pradesh	Bhopal	63	Uttar Pradesh	Kanpur
30	Madhya Pradesh	Indore	64	Uttarakhand	Dehradun
31	Madhya Pradesh	Jabalpur	65	Uttarakhand	Haldwani
32	Maharashtra	Aurangabad	66	West Bengal	Durgapur
33	Maharashtra	Mumbai	67	West Bengal	Kolkata
34	Maharashtra	Nagpur	68	West Bengal	Siliguri

Annexure-II: List of States/ Union Territories and their Codes

Name of State/UT (In Alphabetical order)	Code
ANDAMAN & NICOBAR ISLANDS	01
ANDHRA PRADESH	02
ARUNACHAL PRADESH	03
ASSAM	04
BIHAR	05
CHANDIGARH	06
CHHATTISGARH	07
DADRA & NAGAR HAVELI	08
DAMAN & DIU	09
DELHI/NEW DELHI	10
GOA	11
GUJARAT	12
HARYANA	13
HIMACHAL PRADESH	14
JAMMU & KASHMIR	15
JHARKHAND	16
KARNATAKA	17
KERALA	18
LADAKH	19
LAKSHADWEEP	20
MADHYA PRADESH	21
MAHARASHTRA	22
MANIPUR	23
MEGHALAYA	24
MIZORAM	25
NAGALAND	26
ODISHA	27
PUDUCHERRY	28
PUNJAB	29
RAJASTHAN	30
SIKKIM	31
TAMIL NADU	32
TELANGANA	33
TRIPURA	34
UTTAR PRADESH	35
UTTARAKHAND	36
WEST BENGAL	37

Annexure-III: Mode of Payment of Fee and Service/Processing charges & GST

After completing Step-3 of Online Application Form, candidates may remit the examination fee (Step -4) by choosing the following options:

(i) **Debit Card/ Credit card, Net Banking/UPI/ PAYTM:**
- Check the validity of the Debit/ Credit Card and keep it ready with you while logging on to website for submitting application form. Candidate should enter the information asked for and make payment through Debit/ Credit Card.
- Through Net Banking, check the balance in your account and keep all credentials ready with you while logging on to website for submitting application form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.
- Through UPI service
- Through PAYTM service.

Please select any Mode of Payment/Service Provider (Service/Processing charges per transaction & GST (applicable @ 18 %) to be paid by the candidate):

S.No.	Mode of Payment	ICICI BANK			PAYTM	
1	**Net Banking**	ICICI	NIL Charge		Rs 4 +GST	
		Other Banks	4.00 + GST			
2	**All Debit Card**	ICICI or Other Banks	Transaction upto Rs 2000/-	0 %	Transaction upto Rs 2000/-	0 %
			Transaction above Rs 2000/-	0.5 % + GST	Transaction above Rs 2000/-	0.8 % + GST
3	**Credit Card**	Domestic	0.40%of Transaction value		Domestic	0.4%+GST
		International	2.35%of Transaction value		International	1.5%+GST
4	**Unified Payment Interface (UPI)**	ICICI or other banks	Transaction upto Rs 2000/-	0 %	Transaction upto Rs 2000/-	0 %
			Transaction above Rs 2000/-	5.0 % + GST	Transaction above Rs 2000/-	0.65 % + GST
					PAYTM Wallet Charge	0.8%+GST
		PAY USING ICICI			**PAY USING PAYTM**	

Note: In case, the fee payment status is not 'OK' the candidates are advised as following: -

(i) If the fee is paid through credit/debit/Net Banking/PAYTM/UPI and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.

(ii) For cancelled transactions, the amount will, automatically, be refunded by the concerned Bank to concerned credit/debit card. The candidate has to pursue with the concerned bank for refund.

Helpdesk: For any transaction related queries/ inquiry, please contact at:

(a) If Paying using ICICI Bank:

Level	Name	Email ID	Contact Number
1	Aiysha Khatun/Vishal Kumar/ Mohit	support.nta@ingenico.com	01204728426
2	Vishal Kumar	vishal.kumar5@icicibank.com	7428928047

(b) If Paying using PAYTM:

Level	Name	Email ID	Contact Number
1	Education Payment Support	education.support@paytm.com	0120-4789525
2	Ankush	education.support@paytm.com	0120-4789526

NTA Help Desk:

Email ID: iiftmba-ib@nta.ac.in

Phone Number: 011-40759000

Annexure-IV: Common Services Centres/Facilitation Centres

Candidates, who are not well conversant to submit the online application due to various constraints, can use the services of Common Services Centre, Ministry of Electronics and Information Technology, Government of India under the Digital India initiatives of Hon'ble Prime Minister. The Common Services Centre (CSC) scheme is a part of the ambitious national e-Governance Plan (NeGP) of Government of India and is managed at each village panchayat level by a Village level Entrepreneur (VLE)

There are more than 1.5 lakhs Common Services Centres (CSC) across the country which will provide the desired support to candidates from urban as well as rural areas in online submission of Application Form and payment of fee through e-wallet. The list of the Common Services Centre is available on website: www.csc.gov.in.

The Common Services Centre will be providing following services on the rates indicated against each:

S. No.	Services	Service Charges per transaction (GST applicable @ 18%)
1	Preparing e-mail, Submission of Application form & Printout till Fee Payment (Including uploading of Scanned Images)	Rs 25/-+GST
2	Uploading of Scanned Images only	Rs 10/-+GST
3	On line payment of Fee	Rs 0.5% of Fee +GST
4	Downloading of Admit Card/ OMR Answer Sheet/Answer Key	Rs 10+GST
5	Online claim for Responses/ Answer Key	Rs 25+GST
6	Printout per page	Rs 5+GST

Note: To know nearest Common Services Centre, please open link -
http://gis.csc.gov.in/locator/csc.aspx

Annexure-V: Replica of Application Form

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 # Home

Steps to apply online

✓ Apply for Online Registration
✓ Fill Online Application Form
✓ Upload Scanned Photo & Signature
✓ Pay Examination Fee

Application Form   IIFT MBA(IB) 2022-24

New Registration

Only Registered Candidates Sign In

Application Form	IIFT MBA(IB) 2022-24
Application No	211520000010
Password	....
Security Pin as shown below (Case Sensitive)	
Security Pin	6103WI

Sign In

Forgot Password ?   Forgot Application No ?

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(Ver 1.0.136.2.0)

![NIC National Informatics Centre]

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 # Home

Registration → Application Form → Image Upload → Fee Payment

Instructions and Procedure for online submission of Application Form

Download Information Bulletin

1. Please read the instructions, procedure and Information Bulletin carefully before you start filling the Application Form.
2. Candidate can apply 'ON-LINE' only through official website **https://iift.nta.nic.in**.
3. Please ensure your eligibility as per the criteria laid down for IIFT.
4. **Examination Fees**
   EXAMINATION FEE DETAIL

Category	Fee Amount
General/Gen-EWS/ OBC(NCL)	Rs. 2500/-
SC/ST/PwD/Transgender	Rs. 1000/-

   Processing charges and Goods & Service Taxes (GST) are to be paid by the candidate, as applicable.
5. The fee may be submitted through Net Banking/Debit Card/Credit Card/UPI/Paytm Services.
6. **Application Procedure: Steps to be followed to apply online**
   Step 1: **Register for Online Application Form** and note down system generated **Application Number**. The candidate should supply all the details while filling the Online Application Form and is also required to create PASSWORD and choose Security Question and enter his/her Answer. After successful submission of the personal details, Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future correspondence.
   Step 2: **Complete the Application Form** Candidate can login with the system generated Application Number and created Password for completing the Application Form.
   Step 3: **Upload Scanned Images of Candidate's Photograph, Signature and Certificates:**
      1. **The recent photograph should be coloured or black/white (but clear contrast).**
      2. Scanned photograph, signature and certificate should be in JPG/JPEG format.
      3. Size of scanned photograph should be between 10 kb to 200 kb.
      4. Size of scanned signature should be between 4 kb to 30 kb.
      5. The clear copy of certificate indicating Category and/or Subcategory (PwD) as applicable of size between 50 kb to 300 kb.

   Note : Upload the correct Photograph and Signature as the facility for correction will not be given.

Step **Pay Examination Fee by Net Banking/Debit Card/Credit Card/UPI/Paytm Services** :

4: The candidate has to select Net banking/Debit card/Credit card/UPI/Paytm Services option to pay the application fee and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled and the candidates have to approach the concerned bank for refund of amount. However the candidate has to make another payment/transaction, in case the Confirmation Page is not generated.

THESE STEPS CAN BE DONE TOGETHER OR SEPARATELY ALSO.

7. **Important Instruction about PASSWORD**
    1. During online form filling, candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to record/remember their password for all future logins.
    2. For subsequent logins, candidate will be able to login directly with their respective system generated Application Number and the chosen Password.
    3. Candidate is advised not to disclose or share their password with anybody. Neither NTA nor NIC will be responsible for violation or misuse of the password of a candidate.
    4. Candidate can change his/her passwords after login, if desired.
    5. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

   The Password must be as per the following Password policy.
    1. Password must be 8 to 13 character long.
    2. Password must have at least one Upper case alphabet.
    3. Password must have at least one Lower case alphabet.
    4. Password must have at least one numeric value.
    5. Password must have at least one special characters eg.!@#$%^&*-.

8. **How to reset your Password :** The following options are available to reset Password
    1. Using Security Question & its Answer you chosen during Form filling .
    2. Using a verification code sent via text message (SMS) to your Registered Mobile No.
    3. Using a reset link sent via Email to your Registered Email address.

9. The Application Number printed on the computer generated Confirmation Page must be mentioned in all such correspondences. It is therefore essential to note down the application number printed on the Confirmation Page.

10. Only one application is to be submitted by a candidate. More than one application i.e. Multiple application forms submitted by a candidate will be rejected.

☑ I have downloaded Information Bulletin, read and understood all the Instructions therein as well as those mentioned above, and filling up the online application form accordingly.

✔

[Click here to Proceed]

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National Testing Agency
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⌂ Home

| Registration ✎ | → | Application Form | → | Document Upload | → | Fee Payment |

Personal Details

Candidate's Name	Candidate Name
Father's Name	Father Name
Mother's Name	Mother Name
Date of Birth	01 / January (01) / 2005
Gender	Male
Type of Identification	Passport
Enter Passport Number	1234

Contact Details

Address	C-20 1A/8 ,Sector 62 IITK Outreach Centre, NOIDA-2
Locality(Optional)	
City/Town/Village	Noida
Country	India
State /UT	UTTAR PRADESH
District	GAUTAM BUDDH NAGAR
Pin Code	201309
STD code with Telephone No (Optional)	
Email Address	
Mobile Number	91

Permanent Address

☐ Same As Present Address

Address	Ankit Yadav
Locality(Optional):	
City/Town/Village	Noida
Country	India
State /UT	UTTAR PRADESH
District	GAUTAM BUDDH NAGAR
Pin Code	201309

Choose Password

Password	....
Confirm Password	....
Security Question	What is the registration number of your first veh
Security Answer	....

Security Pin

Enter security pin (case sensitive)	WBJ189
Security Pin	1X8B64

Submit

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National Testing Agency

Home

Review Page - Online Registration Form

Review the following particulars carefully. If you would like to change any particulars entered,
you may do so by pressing **'EDIT REGISTRATION FORM'** button or press **'FINAL SUBMIT'** button for final submission.

Personal Details

Candidate's Name:	CANDIDATE NAME	Father's Name:	FATHER NAME
Mother's Name:	MOTHER NAME	Date of Birth:	01-01-1982
Gender :	Male	Type of Identification:	PAN Card
PAN Card:	1234		

Contact Details

Address:	C-20 1A/8	Locality(Optional):	
City/Town/Village:	Noida	Country:	India
State /UT:	UTTAR PRADESH	District:	GAUTAM BUDDH NAGAR
Pin Code:	201309	STD code with Telephone No(Optional):	
Email Address:	ajay@nta.ac.in	Mobile Number :	91

Permanent Address

Review Page !!   Close ❌

Please review the following informations carefully.
If you would like to change any information entered, you may do so by pressing
'EDIT REGISTRATION FORM' button or press **'FINAL SUBMIT'** button for final submission.

Address:			
City/Town/Village:			dia
State /UT:			GAUTAM BUDDH NAGAR
Pin Code:	201309		

Account Details

Security Question:	What is the registration number of your first vehicle ?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Registration Form finally, changes can not be made.

☐ My Name   ☐ Father Name   ☐ Mother Name   ☐ Date of Birth   ☐ Gender   ☐ Address
☐ Mobile Number   ☐ Email ID

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by NTA regarding this exam from time to time.

☐ I Agree ✔

[EDIT Registration Form]   [Final Submit]

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City/Town/Village:	Noida	Country:	India
State /UT:	UTTAR PRADESH	District:	GAUTAM BUDDH NAGAR
Pin Code:	201309	STD code with Telephone No(Optional):	
Email Address:	ajay@nta.ac.in	Mobile Number :	91

Permanent Address

Address:	C-20 1A/8	Locality(Optional):	
City/Town/Village:	Noida	Country:	India
State /UT:	UTTAR PRADESH	District:	GAUTAM BUDDH NAGAR
Pin Code:	201309		

Account Details

Security Question:	What is the registration number of your first vehicle ?		(Not shown due to security reasons)

Particulars checklist to be verified

Kindly verify all the pa... ...ges can not be made.

☑ My Name ☑ Father Name ☑ Mother Name ☑ Date of Birth ☑ Gender ☑ Address
☑ Mobile Number ☑ Email ID

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by NTA regarding this exam from time to time.

☑ I Agree ✔

Confirm !!

Do you wish to submit Registration Form finally ?

[Yes] [No]

[EDIT Registration Form] [Final Submit]

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🏠 Home | Change Password | Register Query | Logout

Name: Candidate Name   **Application No:** 211520000010

Registration ✓ — Application Form ✓ — Document Upload — Fee Payment

Application Progress Status

→ View Registration Form
→ Complete Application Form
→ Upload Documents
→ Pay Examination Fee

Verify Mobile No. & Email Id

→ Verify Mobile Number
→ Verify Email Id

Application Status	
Registration Form	Completed
Application Form	Incomplete
Upload Documents	Incomplete
Application Fee Payment	Incomplete

You have completed **Registration Form**. Please note down the Application Number for future references.

Application Number : 2115 2000 0010

Fill the Application Form by clicking on button as shown below.

[Complete Application Form]

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Home   Change Password   Register Query   Logout

Name: CANDIDATE NAME   **Application No:** 2115 2000 0010

Registration ✓ → Application Form ✓ → Document Upload → Fee Payment

Personal Details

Candidate's Name	CANDIDATE NAME
Date of Birth	01 / 01 / 1982
Gender	Male
Father's Name	FATHER NAME
Mother's Name	MOTHER NAME
Nationality	Indian
State/ UT of Residence	UTTAR PRADESH
Category	General
If you are a PwD Candidate, do you have benchmark disability (40% or more / "Severe" where percentage is not defined) ?	No
Place of Interview	Delhi
IIFT Campus Preference	Delhi

Apply For

Apply For	IIFT MBA(IB)	
1st Choice for Exam City	UTTAR PRADESH	Agra
2nd Choice for Exam City	UTTAR PRADESH	Allahabad
3rd Choice for Exam City	UTTAR PRADESH	Bareilly
4th Choice for Exam City	UTTAR PRADESH	Gorakhpur

Details of Academic Qualification

10th or equivalent Qualification Details

Pass Status	Year of Passing/Appearing	Name of Examination
Passed	2010	10th

Name of Board/ University	Result Mode	
CENTRAL BOARD OF SECONDARY EDUCATION	Percentage	

Total Marks	Obtained Marks	Percentage(%)
600	500	83.33

12th or equivalent Qualification Details

Pass Status	Year of Passing/Appearing	Name of Examination
Passed	2012	Class 12th

Name of Board/ University	Result Mode	
CENTRAL BOARD OF SECONDARY EDUCATION	Percentage	

Total Marks	Obtained Marks	Percentage(%)
600	500	83.33

Graduate Qualification Details

Pass Status	Year of Passing/Appearing	Name of Examination
Appearing	2021	B.Com.

	Name of Board/ University	Result Mode
	Netaji Subhas University of Technology, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110078 (State University)	Select

Post Graduate Qualification Details

Pass Status	Year of Passing/Appearing	Name of Examination
Not Applicable	Select	Select

Name of Board/ University	Result Mode	
Select	Select	

Professional Qualification Qualification Details

Pass Status	Year of Passing/Appearing	Name of Examination
Not Applicable	Select	Select

Name of Board/ University	Result Mode	
Select	Select	

Employment Details

Are/Were you Employed ?	--Select--

Security Pin

Enter security pin (case sensitive)	
Security Pin	A1V897

Submit

Name of Examination : B.Com.   Name of Board/ University : Netaji Subhas University of Technology, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi- 110078 (State University)

Result Mode :

Post Graduate Qualification Details

Pass Status : Not Applicable   Year of Passing/Appearing :

Name of Examination :   Name of Board/ University :

Result Mode :

Professional Qualification Qualification Details

Pass Status : Not Applicable   Year of Passing/Appearing :

Name of Examination :   Name of Board/ University :

Result Mode :

Employment Details

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Application Form finally, changes can not be

☐ My Name   ☐ Father Name   ☐ Mother Name   ☐ Date of Birth   ☐ Gender   ☐ Category

☐ Person with Disability (PwD)   ☐ Examination Cities   ☐ Educational Details

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by NTA regarding this exam from time to time.

☐ I Agree ✔

EDIT APPLICATION FORM DATA   Final Submit

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Review Page !!   Close ☒

Please review the following informations carefully.
If you would like to change any information entered, you may do so by pressing
'EDIT APPLICATION FORM DATA' button or press 'FINAL SUBMIT' button for final submission.

Name of Examination : B.Com.		Name of Board/ University : Netaji Subhas University of Technology, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi- 110078 (State University)
Result Mode :		

Post Graduate Qualification Details

Pass Status : Not Applicable	Year of Passing/Appearing :
Name of Examination :	Name of Board/ University :
Result Mode :	

Professional Qualification Qualification Details

Pass Status : Not Applicable	Year of Passing/Appearing :
Name of Examination :	Name of Board/ University :
Result Mode :	

Employment Details

Are/

Confirm !!

Do you wish to submit Application Form finally ?

[Yes] [No]

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Application Form finally, changes can not be made.

☑ My Name ☑ Father Name ☑ Mother Name ☑ Date of Birth ☑ Gender ☑ Category
☑ Person with Disability (PwD) ☑ Examination Cities ☑ Educational Details

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by NTA regarding this exam from time to time.

☑ I Agree

[EDIT APPLICATION FORM DATA] [Final Submit]

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2022-24

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🏠 Home | Change Password | Register Query | Logout

Name: CANDIDATE NAME   Application No: 211520000010

Registration ✔ —— Application Form ✔ —— Document Upload ✔ —— Fee Payment

Application Progress Status

→ View Registration Form
→ View Application Form
→ Upload Documents
→ Pay Examination Fee

Application Status	
Registration Form	Completed
Application Form	Completed
Upload Documents	Incomplete
Application Fee Payment	Incomplete

You have completed step 2 of Online Application Form.

If you want to edit filled Application Form then click 'Edit Application Form' button shown below. Otherwise proceed for uploading of scanned images by clicking 'Upload Images' button to complete step 3.

Application Number : 2115 2000 0010

[Edit Application Form] [Upload Documents]

Verify Mobile No. & Email Id

→ Verify Mobile Number
→ Verify Email Id

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National Testing Agency
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🏠 Home | Change Password | Register Query | Logout

Name: CANDIDATE NAME   Application No: 211520000010

Registration ✔ —— Application Form ✔ —— Document Upload ✔ —— Fee Payment

S.No.	Required Document	Document Specifications		Upload	Action	View
1	Photograph	Document Format: Min Size (KB): Max Size (KB):	JPG 10 200	[Choose File] No file chosen		
2	Signature	Document Format: Min Size (KB): Max Size (KB):	JPG 4 30	[Choose File] No file chosen		

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Home Change Password Register Query Logout

Name: CANDIDATE NAME   Application No: 211520000010

Registration ✓ — Application Form ✓ — Document Upload ✓ — Fee Payment

S.No.	Required Document	Document Specifications		Upload	Action	View
1	Photograph	Document Format:	JPG	Choose File Photo Sample.JPG	Upload	
		Min Size (KB):	10			
		Max Size (KB):	200			
2	Signature	Document Format:	JPG	Choose File Sample Sign.JPG	Upload	
		Min Size (KB):	4			
		Max Size (KB):	30			

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Home Change Password Register Query Logout

Name: CANDIDATE NAME   Application No: 211520000010

Registration ✓ — Application Form ✓ — Document Upload ✓ — Fee Payment

S.No.	Required Document	Document Specifications		Upload	Action	View
1	Photograph	Document Format:	JPG	Choose File No file chosen		Uploaded Document
		Min Size (KB):	10			
		Max Size (KB):	200			
2	Signature	Document Format:	JPG	Choose File No file chosen		Uploaded Document
		Min Size (KB):	4			
		Max Size (KB):	30			

Security Pin

Enter Security Pin (case sensitive)

Security Pin   9A57N1 🔄

Submit

Ministry of Education	IIFT MBA(IB)	राष्ट्रीय परीक्षा एजेंसी
Government of India	2022-24	National Testing Agency
		Excellence in Assessment

Home Change Password Register Query Logout

Name: CANDIDATE NAME   Application No: 211520000010

Registration ✓ — Application Form ✓ — Document Upload ✓ — Fee Payment

S.No.	Required Document	Document Specifications		Upload	Action	View
1	Photograph	Document Format:	JPG	Choose File No file chosen		Uploaded Document
		Min Size (KB):	10			
		Max Size (KB):	200			
2	Signature	Document Format:	JPG	Choose File No file chosen		Uploaded Document
		Min Size (KB):	4			
		Max Size (KB):	30			

Security Pin

Enter Security Pin (case sensitive)

Security Pin

Confirm !!

Do you wish to submit Document Form finally ?

Yes No

Ministry of Education
Government of India

IIFT MBA(IB)
2022-24

राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

Home | Change Password | Register Query | Logout

Name: CANDIDATE NAME   Application No: 211520000010

Registration ✓ —— Application Form ✓ —— Document Upload ✓ —— Fee Payment ✓

Application Progress Status

→ View Registration Form
→ View Application Form
→ View Uploaded Documents
→ Pay Examination Fee

Verify Mobile No. & Email Id

→ Verify Mobile Number
→ Verify Email Id

Application Status	
Registration Form	Completed
Application Form	Completed
Upload Documents	Completed
Application Fee Payment	Incomplete

You have completed step 3 of Application Form for IIFT MBA(IB) 2022-24.
The processing of application form will be completed only after the payment of fee.
After payment of Fee, you will not be able to edit the filled Application Form data and Uploaded Documents.
You are required to pay the fee Rs. 2500/- .

Application Number : 2115 2000 0010

Edit Application Form   Edit Uploaded Documents   Pay Examination Fee Rs. 2500 /-

Disclaimer:
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NIC एनआईसी
National Informatics Centre

Mode of Payment

Activity : Examination Fee Payment

Select Mode of Payment

● Online Payment

Proceed for payment

Note: Fee can be deposited through Debit/Credit Card/Net Banking/UPI/Paytm Services

Disclaimer:
This site is designed, developed and hosted by eCounselling Division, NIC and the contents are provided by NTA. For any further information, please contact NTA at genadmin[at]nta[dot]ac[dot]in / iiftmba-ib[at]nta[dot]ac[dot]in. (Ver 1.0.136.2.0)

NIC एनआईसी
National Informatics Centre

IIFT MBA(IB)
2022-24

User Details			
Candidate Name	CANDIDATE NAME	Fee Amount	2500/-
Application Number	211520000010	Customer Id	21152000001001901
Date of Birth	01-01-1982		

Examination Fee Payment	
Select Payment Provider :	○ ICICI Bank Payment Gateway (Debit Card/Credit Card/UPI/Net Banking of any bank) ○ Paytm Payment Gateway (Debit Card/UPI/Net Banking/Credit Card/Paytm Wallet)
	PROCEED FOR PAYMENT

Click here to **Cancel** this Transaction.

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Ministry of Education
Government of India

IIFT MBA(IB)
2022-24

राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence In Assessment

Home | Change Password | Register Query | Logout

Name: CANDIDATE NAME   **Application No:** 211520000010

Registration ✓ → Application Form ✓ → Image Upload ✓ → Fee Payment ✓

Application Progress Status

→ View Registration Form
→ View Application Form
→ View Documents
→ View Fee Receipt

Download Confirmation Page

→ Download Confirmation Page
→ Email Confirmation Page

Verify Mobile No. & Email Id

→ Verify Mobile Number
→ Verify Email Id

Application Status	
Registration Form	Completed
Application Form	Completed
Upload Documents	Completed
Application Fee Payment	Completed

You have completed all the steps of online Application Form.
Now download the confirmation page.
Application Number : 2115 2000 0010

Download Confirmation Page

NIC एनआईसी
National
Informatics
Centre

IIFT MBA(IB)
2022-24
Confirmation Page

Application No.	211520000010	211520000010	-

DO NOT SEND THIS PAGE TO NATIONAL TESTING AGENCY (NTA).

CANDIDATE IS REQUESTED TO RETAIN THE PRINTOUT OF CONFIRMATION PAGE FOR FUTURE REFERENCE.

Personal Details

Candidate's Name	CANDIDATE NAME	Date of Birth	01-01-1982
Mother's Name	MOTHER NAME	Category	General
Father's Name	FATHER NAME	Gender	Male
If you are a PwD Candidate, do you have benchmark disability (40% or more / "Severe" where percentage is not defined)?	No	Nationality	Indian
State/ UT of Residence	UTTAR PRADESH	Place of Interview	Delhi
IIFT Campus Preference	Delhi		

Apply For

Apply For	IIFT MBA(IB)	1st Choice for Exam City	UTTAR PRADESH - Agra
2nd Choice for Exam City	UTTAR PRADESH - Allahabad	3rd Choice for Exam City	UTTAR PRADESH - Bareilly
4th Choice for Exam City	UTTAR PRADESH - Gorakhpur		

Contact Details

Address	C-20 1A/8	Locality	
City/Town/Village	NOIDA	Country	India
State /UT	UTTAR PRADESH	District	GAUTAM BUDDH NAGAR
Pin Code	201309	Email Address	aja*@nta.ac.in
Mobile Number	782****286	STD code with Telephone No	08376940054

Fee Payment Details

Payment Mode:	Exam Fee:	Fee Submitted On:	Customer ID:
EPG	1 /-	01/09/2021 17:34:30	21152000001001903

DECLARATION

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein.

Images Uploaded by Candidate

Photograph	Signature

List of Document Uploaded

Photograph,Signature

IP Address : 14.139.49.130   **Date of Downloading : 01/09/2021 05:39:11 PM**

Annexure-VI: Computer Based Test (CBT)
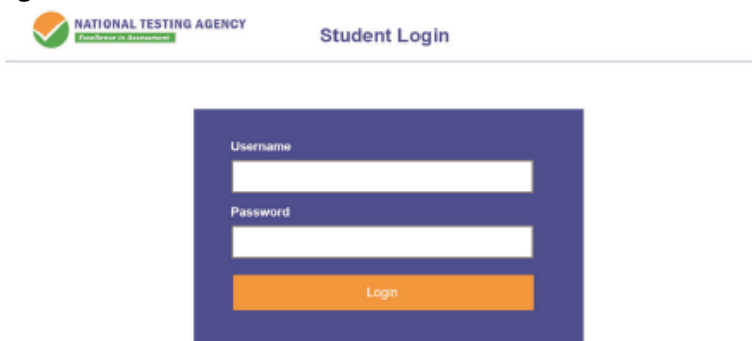
The major examinations being conducted by NTA will be Computer Based Test (CBT). A CBT requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card. After logging the candidate will get detailed instructions for the examinations. At the designated time of start of examination, the candidates will be able to proceed and see the questions on the computer screen using the computer mouse. Candidates will have the option to change / modify/ edit / answers already entered any time during the examination.

Procedure for appearing in Computer Based Test (CBT):

(Sample/mock test will be available on NTA website: www.nta.ac.in for hands on practice)
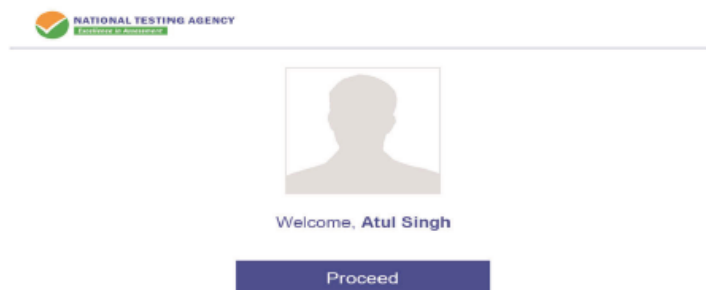
(a) A computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Any candidate found to have changed room/hall or the computer on their own other than the one allotted would lead to cancellation of candidature and no plea in this regard would be entertained.

(b) For login, the candidate will have to enter **login-ID and password**. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate's photograph.

Candidate Login Page

Candidate Welcome Screen

(c) After login, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and marking scheme. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen.

General Instruction Page

View in : English ▾

Please read the instructions carefully

General Instructions:

1. Total duration of examination is 60 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

    1 — You have not visited the question yet.

    2 — You have not answered the question.

    3 — You have answered the question.

    4 — You have NOT answered the question, but have marked the question for review.

    5 — The question(s) "Answered and Marked for Review" will be considered for evaluation.

    The Marked for Review status for a question simply indicates that you would like to look at that question again.

4. You can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "<" which appears on the right side of question window.
5. You can click on your "Profile" image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
6. You can click on ⬇ to navigate to the bottom and ⬆ to navigate to the top of the question area, without scrolling.

Navigating to a Question:

7. To answer a question, do the following:
    a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
    b. Click on Save & Next to save your answer for the current question and then go to the next question.
    c. Click on Mark for Review & Next to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question :

8. Procedure for answering a multiple choice type question:
    a. To select your answer, click on the button of one of the options.
    b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
    c. To change your chosen answer, click on the button of another option.
    d. To save your answer, you MUST click on the **Save & Next** button.
    e. To mark the question for review, click on the **Mark for Review & Next** button.
9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

Navigating through sections:

10. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.
11. After clicking the Save & Next button on the last question for a section, you will automatically be taken to the first question of the next section.
12. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.
13. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse. Candidates will have the option to change/modify answers already entered anytime during the entire duration of the examination.

In case the computer/mouse allotted to any candidate malfunctions anytime during the test, he/she will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.

The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the time remaining (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the examination.
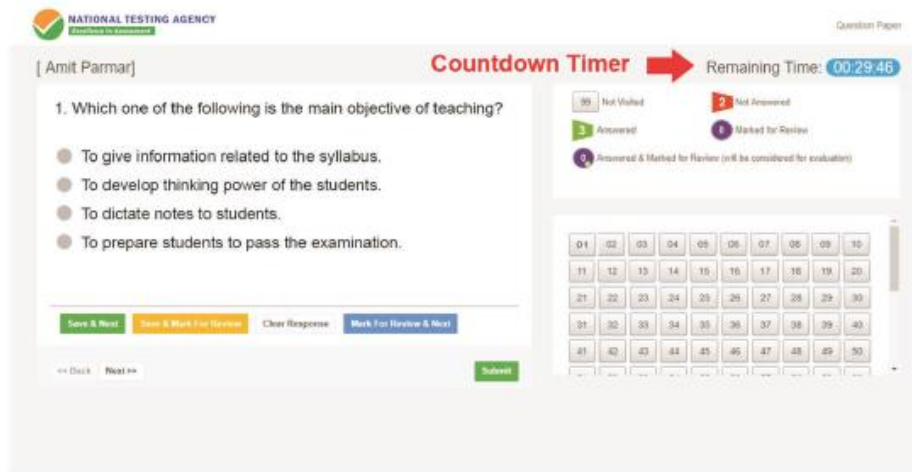
(d) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

99	Not Visited
2	Not Answered
3	Answered
0	Marked for Review
0	Answered & Marked for Review (will be considered for evaluation)

The question(s) "Answered and Marked for Review" status for a question indicates that candidate would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously "Marked for Review", these answers will be considered for evaluation. However, if a candidate has simply put "Marked for Review" for a question without answering it, the corresponding question marked for review without an answer will not be considered for evaluation. It may be noted that a candidate can return to any "Marked for Review" question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.

(e) Candidate can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, candidate can click on "<" which appears on the right side of question window.

(f) Candidate can click on to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse the candidate can scroll up and down the question viewing area for viewing the entire question.

(g) The full paper can be viewed by clicking the "Question Paper" icon on the top right corner of the screen.

(h) Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blanks Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
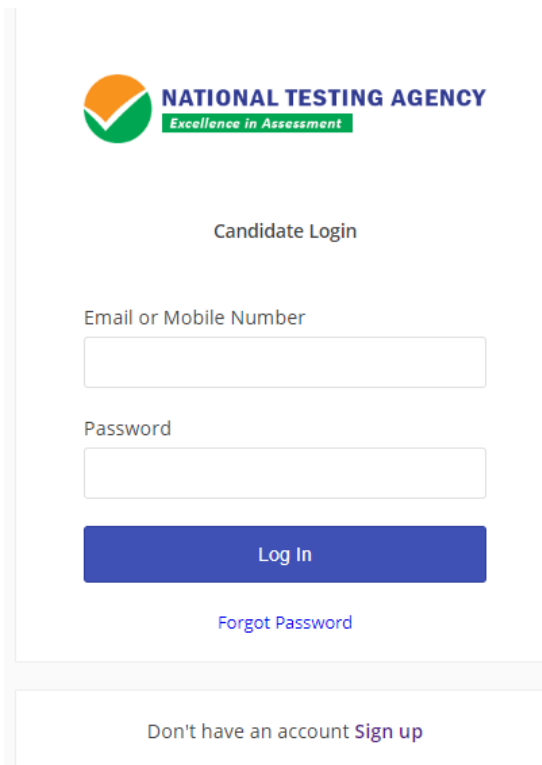
(i) Navigating to a Question To navigate between questions within a Paper, candidate needs to do the following:

(a) Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.

(b) Click on "Save & Next" to save the answer of any question. Clicking on "Save & Next" will save the answer for the current question and the next question will be displayed on the candidate's computer screen.

(c) Click on "Mark for Review & Next" to mark a question for review (without answering it) and proceed to the next question.

(j) Answering a Question

To navigate between questions within a Paper, candidate needs to do the following:

(i) Procedure for answering a multiple-choice type question:

(a) To select the option(s), click on the corresponding button(s) of the option(s).
(b) To deselect the chosen answer, click on the button of the chosen option again or click on the "Clear Response" button.
(c) To save the answer, the candidate MUST click on the "Save & Next" button.
(d) To mark the question for review (without answering it), click on the "Mark for Review & Next" button.

(k) Navigating through sections:

(i)   Sections in the question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section in which candidate is currently viewing will be highlighted.

(ii)   After clicking the "Save & Next" button on the last question for a section, candidate will automatically be taken to the first question of the next section.

(iii)   Candidate can shuffle between sections and questions within sections anytime during the examination as per the convenience only during the time stipulated.

(iv)   Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.
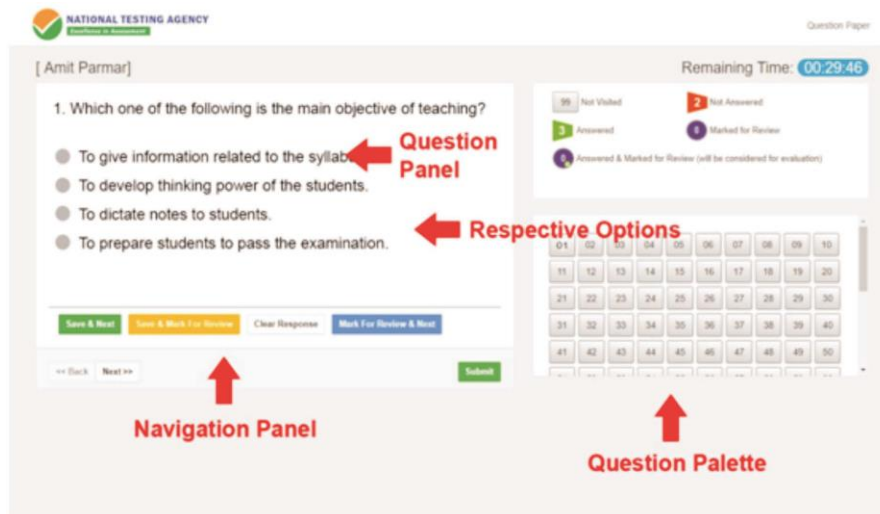
(I) **Procedure for answering questions that require inputs from on-screen virtual key board (numeric or otherwise):**

(a) Candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these types of questions) and the attached computer mouse to enter his/her answer in the space provided for answer.

On Screen Virtual Keyboard
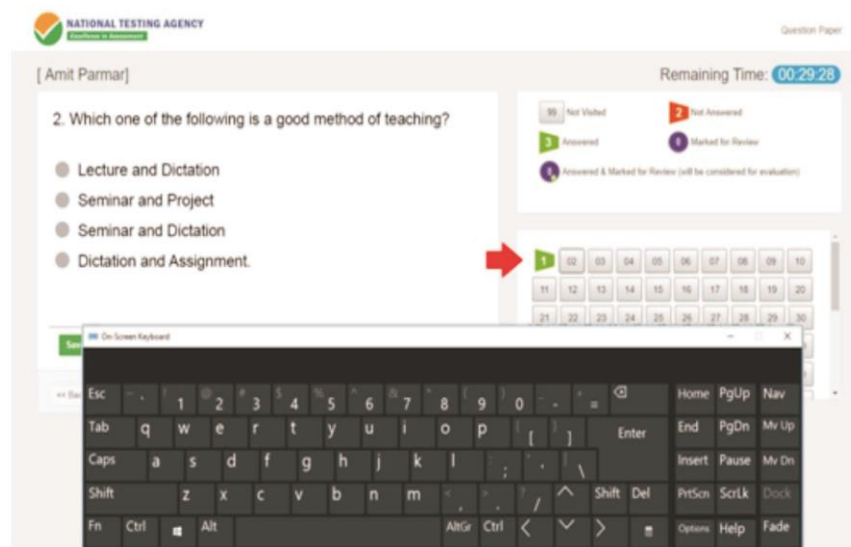
(b) The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the "Save & Next" button.

(c) To mark the question for review (without answering it), click on the "Mark for Review & Next" button.

Candidate will have the option to change previously saved answer of any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click

on "Clear Response" to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

(m) Rough Work:

All calculations/writing work are to be done only in the rough sheet provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

Annexure-VII: Test Practice Centres (TPCs)

What is a Test Practice Centre (TPCs)?

The Ministry of Human Resource Development mandated the NTA to set up, establish and create a network of Tests Practice Centres for candidates, especially in remote and rural areas to enable them to practice and be comfortable in taking a Computer Based Test (CBT). This facility is completely free of cost. Candidates can register online (on NTA website) where they are provided a convenient TPC near to their location to practice on a given computer node. This facilitates and eases the process of being able to take a Computer Based Test (CBT). The entire experience of using a computer is close to the actual experience of taking a CBT. All efforts are made to provide practice tests and questions so that candidates can familiarize themselves with logging into the system, go through the detailed instructions regarding the test, use the mouse or numeric keyboard on screen (virtual) for attempting each question, scroll down to the next question, navigate between questions, review and edit their options and submit questions.

The objective of TPCs is primarily to organize test practice for the upcoming NTA examinations.

The set of Instructions on How to Register for a TPCs through website: https://ntatpcsr.in/login

For first time registration, click on **"Sign up".**

User Dashboard:

New booking to apply for a Mock Test:

Selection of Slot/Date:

Search Mock Test Centre with the help of Pin Code of your area and select maximum of 05 Centres:

Acknowledgement of TPC:

Annexure VIII: Caste Certificate for Scheduled Caste / Tribe Candidate

1. This is to certify that Shri/Smt/Kumari…………... Date of Birth...................................... Son/Daughter of...of village/town .... in District/Division of State/Union Territory ....belongs to the ....Caste/Tribe which is recognized as SC/ST under The Constitution (Scheduled Caste) Order, 1950. The Constitution (Scheduled Caste) Union Territories Order, 1951. The Constitution (Scheduled Tribes) Union Territories Order. 1951, as amended by the SCs And STs List (Modification) Order. 1950; The Bombay Reorganization Act, 1960; The Punjab Reorganization Act, 1966; The State Of HP Act, 1970; The North Eastern Areas (Reorganization) Act, 1971 and the SCs And STs Order (Amendment) Act, 1976. The Constitution (Jammu & Kashmir) SC Order, 1956. The Constitution (Andaman & Nicobar Islands) SC Order 1959 as amended by SCs and STsOrder(Amendment)Act, 1976. The Constitution (Dadra And Nagar Haveli) SCs Order, 1962. The Constitution (Dadra And Nagar Haveli) STs Order, 1962. The Constitution (Pondicherry) SCs Order, 1964. The Constitution Scheduled Tribes (Uttar Pradesh) Order. 1967. The Constitution (Goa, Daman & Diu) SCs Order, 1968. The Constitution (Nagaland) STs Order. 1970. The Constitution (Sikkim) SCs Order, 1968 or any such Govt. of India directive applicable at the time of counselling.

2. Shri/Smt/Kumari..and/or his/her family ordinarily reside(s) in Village/ Town...............................of District..................................of State/Union Territory of ....

3. Applicable in the case of SC/ST persons who have migrated from State/Union Territory Administration to another State/Union Territory. The certificate is issued on the basis of the SC/ST Certificate to Shri/Smt.. father / mother of Shri/Smt/Kumari.. of Village/Town... in District/Division... of the State/ Union Territory .... who belongs to the .... Scheduled Caste/ Scheduled Tribe in the State/Union Territory issued by the .... (Name of the prescribed authority) vide their No .... Dated................................

Signature Designation (with Seal of Office)

Place…………….(State/Union Territory)

Date…………..

*Please delete the words which are not applicable. Please quote specific presidential order.

Note: The term ordinarily reside(s) used here has the same meaning as in section 20 of the representation of the people's act, 1950.

List of Authorities Empowered to Issue SC/ST Certificates
1. District Magistrate/Additional District Magistrate/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1stClass Stipendiary Magistrate/CityMagistrate/Sub-divisionalMagistrate/TalukaMagistrate/Executive Magistrate/Extra Assistant Commissioner not below the rank of 1st class Stipendiary Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate 3. Revenue Officers, not below the rank of Tehsildar
3. Sub-divisional Officer of the area where the candidate and/or his family normally resides
4. Administrator/Secretary to Administrator/Development Officer(Lakshadweep Islands)

(i)   6.Certificate issued by any other authority will be rejected.

Annexure IX: Income and Asset certificate to be produced by Economically Weaker Sections

Government of ……………………
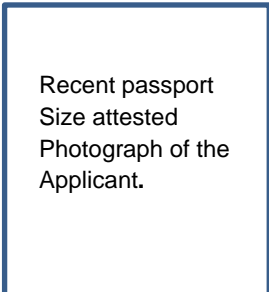(Name address of the authority issuing the certificate)

Certificate NO. ……………   Date:……………………

VALID FOR THE YEAR ……………………..

1. This is to certify that Shri/Smt/Kumari …………….. son/daughter/wife of ……………….., permanent resident of ………………….. village/street…………. Post office ………….. District …………… In the state /Union Territory ………………………………. Pin Code …………….. whose photograph is attested below belongs to Economically Weaker sections, since the gross annual income * of his/her family** is below Rs 8/- lakhs (Rupees eight Lakhs only) for the financial year …………….. His/her family does not own or possess any of the following assets:***

    I.   5 acres of agricultural land and above.
    II. Residential flat of Rs 1000 sq.ft and above
    III. Residential plot of 100 sq. yards and above in notified municipalities
    IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt/Kumari ……………………………………………… belongs to the …………………………………caste which is not recognised as a Scheduled Caste, Scheduled Tribe and other Backward Classes (Central List).

                                        Signature with seal of office
                                        Name………………………..
                                        Designation……………………….

> Recent passport
> Size attested
> Photograph of the
> Applicant**.**

*Note1: Income covered all sources, i.e., salary, agriculture, business profession etc.
**Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family" in different locations or different places, cities have been clubbed while applying the land or property holding test to determine the EWS status.

Annexure X: OBC Non-Creamy Layer (NCL) Certificate Format

FORM OF CERTIFICTE TO BE PRODUCED BY OTHER BACKWARD CLASSES NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This to certify that Shri/Smt./Kum* _____ Son/ Daughter* of Shri/Smt.* _____ of Village/ Town*_____ District/ Division* _____ in the State/Union Territory _____ belongs to the _____ community that is recognized as a backward class under Government of India**, Ministry of Social justice and Empowerment's Resolution No. _____ dated _____***. Shri/Smt./Kum.* _____ and his/ her family ordinarily reside(s) in the _____ District/Division of the _____ State/ Union Territory.

This is also to certify that he/she does NOT belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 Estt. (SCT) dated 08/09/93 which is amended vide OM No. 36033/2004 Estt. (Res.) dated 09/03/2004, further amended vide OM No. 36036/2/2013 Estt. (Res.) dtd. 30/05/2014****.

Place:
District Magistrate/ Deputy Commissioner/

Dated:
Any other Competent Authority (With seal of the Office)

*- Please delete word(s) which are not applicable.

**- As listed in the Annexure (for FORM OBC NCL).

***- The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

****- As amended from time to time.

NOTE: (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the people Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Magistrate/ Sub Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Office not below the rank of Tehsildar' and (iv) Sub Divisional Officer of the area where the candidate and/or his family resides.

Declaration/undertaking - for OBC candidates only

I, ... son / daughter of Shri .... resident of Village / Town/City.....................................District ....State hereby declare that I belong to the................................Community which is recognized as a Backward Class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/ Sections (Creamy Layer) mentioned in Column 3 of The Schedule to the above referred Office Memorandum, Dated 8/9/1993, which is Modified vide Department of Personnel and Training Office

Memorandum No. 36033/1/2013 Estt.(Res.) dated 27th May, 2013.

Place: ....   Signature of the Candidate

Date:...................

• Declaration/undertaking not signed by candidate will be rejected.

• False declaration will render the applicant liable for termination of registration at any time. Creamy Layer Definition

OBC Creamy layer is defined comprehensively at http://ncbc.nic.in/html/creamylayer.html

Annexure – XI: Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs_____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o _____a resident of _____ (village /District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a

Government health care institution

Recent Photograph of the applicant to be pasted here

Name & Designation

Name of Government Hospital/Health care centre with seal

Place_____

Date_____

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability –Orthopaedic specialist/PMR).

Annexure -XII: Letter of Undertaking for using Own Scribe

> Recent Photograph of the applicant to be pasted here

I _____, a candidate with _____(name of the disability) appearing for the _____(name of the examination) bearing Roll No. _____at _____(name of the centre) in the District_____ (name of the State). My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is_____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

NOTE: Please bring Aadhaar Card/ Any other Govt. ID Card of Scribe.

☎ | **011-40759000**

National Testing Agency

(An autonomous organization under the Department of Higher Education, Ministry of Education, Government of India)

Email : iiftmba-ib@nta.ac.in

Website: www.nta.ac.in, https://iift.nta.nic.in