

**IMPORTANT INFORMATION FOR SHORTLISTED CANDIDATES ABOUT SECOND ROUND OF  
ADMISSION PROCESS OF MBA(IB) 2020 PROGRAMME**

Dear Candidate,

On the basis of the marks secured by you in the Written Test held on 01st December 2019, you have been shortlisted for the second round of Admission Process of MBA (IB) 2020-22 programme comprising Writing Skill Assessment, Group Discussion & Personal Interview.

For the second round of the admission process, you have to fill-up the online CV Form by following guidelines given here as under.

1. For filling online CV form, please visit <http://docs.iift.ac.in/cvsc2020-KK/>
2. Enter your 12 digit application number and Date of Birth in DD/MM/YYYY format (eg. 30/09/1980)
3. Now, it will take you to the main CV form panel and it includes three sections namely:-

**Part – A**

1. Personal Information
2. Educational Qualification
3. Professional Experience Details
4. Award / Achievements / Extra-Curricular etc& Languages Known

**Part – B**

1. Career Focus

**Part – C**

1. Managerial Traits

4. In each section, there are a set of questions, you need to fill and a few of them such as Name, Roll No., Application No., Gender, Category etc. are pre-filled.
5. Candidates can fill any section in any sequence.
6. Save option is available in all sections.
7. Answers should not be more than 100 words for the questions in “Sections B and C”.

Online portal for filling CV form will be active till 23:59 hrs. of 13th January, 2020. After submission of CV form, please do retain a copy of the filled-in CV Form with you for your own record.

Writing Skill Assessment, Group Discussion & Interview will be conducted at Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Lucknow and Mumbai from 27<sup>th</sup> January 2020 to 25<sup>th</sup> February, 2020. Exact date, time & venue will be communicated to you in due course.

In case you have any queries, please feel free to contact on Tel Nos. [011-39147213](tel:011-39147213) (Direct), 39147200-05 (ext. 621) or e-mail at [admissions2019@iift.edu](mailto:admissions2019@iift.edu)

