

**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**  
**Application for Master of Business Administration for Executives**  
**2022-23 (Round1)**

1. Personal Information										
<b>Name (as in Degree certificate)</b>								<b>Affix self - attested recent colour photograph</b>		
	<i>First name</i>			<i>Middle name</i>	<i>Family name</i>					
<b>Gender</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Date of birth</b>	/ /					
	<i>Male</i>	<i>Female</i>	<i>Others</i>		<i>dd/mm/yyyy</i>					
<b>Nationality</b>				<b>Place of birth</b>						
					<i>City</i>			<i>Country</i>		
<b>Passport number</b>						<b>Date of issue</b>		<i>dd/mm/yyyy</i>		
<b>Place of issue</b>						<b>Date of expiry</b>		<i>dd/mm/yyyy</i>		
<b>Other citizenship</b>										
<b>Country of permanent residence</b>						<b>Country of current residence</b>				
<b>Mother tongue</b>										
<b>Other languages known</b>										
2. Contact Information										
<b>Permanent address-residential</b>	<b>No. and Street</b>									
	<b>City</b>				<b>Postal code</b>					
	<b>State</b>				<b>Country</b>					
	<b>Phone</b>				<b>Fax</b>					
	<b>Company</b>									
<b>Present business address</b>	<b>No. and Street</b>									
	<b>City</b>				<b>Postal code</b>					
	<b>State</b>				<b>Country</b>					
	<b>Phone</b>				<b>Fax</b>					
	<b>Company</b>									
<b>Preferred communication address</b>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
	<i>Permanent address-residential</i>				<i>Present business address</i>			<i>Address given below</i>		
	<b>No. and Street</b>									
	<b>City</b>				<b>Postal code</b>					
	<b>State</b>				<b>Country</b>					
	<b>Phone</b>				<b>Fax</b>					
	<b>Company</b>									
<b>Email address</b>						<b>Alternate email address</b>				
<b>Preferred phone number</b>						<b>Alternate phone number</b>				

3. Preferences			
Accommodation (During the course)	<input type="checkbox"/>	<input type="checkbox"/>	There is a limited number of family accommodation available on campus. The allotment of family accommodation will be subject to availability and requirement
	Single	Family	
4. Application-fees			
<p><b>INR 2000/- (Non - refundable) for Indian nationals and USD 100/- for NRI / Foreign Nationals/ Applications sent from outside India.</b>  <b>Bank er's Cheque/Demand Draft should be drawn in favour of "Indian Institute of Management Calcutta", payable at Kolkata, India Or make RTGS transfer to SBI, IIM Joka Branch, A/c No : 10120246705. In case of an online submission, application fee may be paid through the payment gateway</b></p>			
Banker's Cheque/DD No.		Date	/ /
			dd/mm/yyyy
Bank details			
5. Miscellaneous Information			
<p>The course fee for the MBAEx programme is Rs. 27,00,000/- (Rupees twenty seven lakhs only) payable in four instalments. Furthermore Rs. 60,000/- (Rupees Sixty thousand) has to be paid as refundable caution deposit at the time of registration.            *Education loans are available at competitive rates from leading banks subject to certain pre-conditions</p>			
How you propose to pay for this course?	<input type="checkbox"/>	<input type="checkbox"/>	
	Bank	Own	Other sources( Please specify)
How did you come to know about MBAEx?			
Are you a re-applicant?	<input type="checkbox"/>	<input type="checkbox"/>	Year of previous application
	No	Yes	File number
6. Test scores: Online GMAT scores are accepted this year			
GMAT (Please attach score card)	*GMAT - Graduate Management Admissions Test (taken within last 36 months) The GMAT programme code for MBAEx is 9CP-HT-99. This score must be sent to IIM Calcutta through Pearson VUE within the application deadline		
	GMAT ID		
	Test date	//	
		dd/mm/yyyy	
	Verbal score		Percentile
	Quantitative score		Percentile
	Overall score		Percentile
	AWA score		Percentile
Overall score			
7. Academic qualifications			
Please provide chronological details of your Academic Qualifications below. List your highest qualification first. The degree programme must be of at least 3 years duration. Two years degree program will not be			

accepted.

Please attach self-attested photocopies of original certificates, mark sheets/transcripts of all examinations passed. Use extra sheets if necessary

Institution name with full address	Exam/ Degree (Major)	Dates attended			CGPA/ Percentage	Rank/Division
		From	To	Year of passing		
		dd/mm/yyyy	dd/mm/yyyy			
		dd/mm/yyyy	dd/mm/yyyy			
		dd/mm/yyyy	dd/mm/yyyy			
		dd/mm/yyyy	dd/mm/yyyy			
		dd/mm/yyyy	dd/mm/yyyy			

**8. Graduate Stream (Please tick)**

'A' ( Arts)
'C' (Commerce)
'E' (Engineering)
'S' (Science)
'O' (Others)

**9. Academic Level (Please tick)**

"GR" (Graduation)
"PG" (Post-Graduation)

**10. Work experience****Aggregate full time work-experience***(In completed months as on 31<sup>st</sup> March 2022)**Months***Managerial work-experience***(In completed months out of aggregate work- experience given above)**Months***International work-experience***(In completed months out of aggregate work experience given above)**Months***Your current job description**

*Please give a description of your exact job, including the nature of work, major responsibilities etc.*

## 11. Career summary

Please provide chronological details of your work experience below **starting with the current job first**. Kindly note that you will be required to submit a certificate of employment from your last employer in case you are granted admission. Use extra sheets if the number of companies you have worked for is more than 5. Also submit self-attested photocopies of relevant documents to support your claim, e.g., appointment/joining letter, relieving/service letter, latest salary slip or any other relevant document. Self-employed candidates (entrepreneurs) should provide the registration details of their organization along with 3 years IT returns.

In case on verification during the interview or subsequently it is found that the documents submitted in support of your application are not in order/there are discrepancies in your related testimonials/the criteria as mentioned in our MBAEx brochure/application form are not fulfilled, then your candidature is liable to be cancelled without any further reference to you. Ending date of last organization should be March,31, 2022, if not resigned before.

1	<b>Name of organization</b>	
	<b>Industry</b>	
	<b>Complete address including contact numbers</b>	
	<b>Website address</b>	
	<b>Starting date</b>	dd / mm / yyyy
	<b>Ending date</b>	dd / mm / yyyy
	<b>Last designation</b>	
	<b>Functional area of work</b>	
	<b>Last drawn annual salary (Please also mention currency code)</b>	
2	<b>Name of organization</b>	
	<b>Industry</b>	
	<b>Complete address including contact numbers</b>	
	<b>Website address</b>	
	<b>Starting date</b>	dd / mm / yyyy
	<b>Ending date</b>	dd / mm / yyyy
	<b>Last designation</b>	
	<b>Functional area of work</b>	
	<b>Last drawn annual salary (Please also mention currency code)</b>	
3	<b>Name of organization</b>	
	<b>Industry</b>	
	<b>Complete address including contact numbers</b>	
	<b>Website address</b>	
	<b>Starting date</b>	dd / mm / yyyy
	<b>Ending date</b>	dd / mm / yyyy
	<b>Last designation</b>	

	<b>Functional area of work</b>	
	<b>Last drawn annual salary</b> ( <i>Please also mention currency code</i> )	
4	<b>Name of organization</b>	
	<b>Industry</b>	
	<b>Complete address including contact numbers</b>	
	<b>Website address</b>	
	<b>Starting date</b>	dd / mm / yyyy
	<b>Ending date</b>	dd / mm / yyyy
	<b>Last designation</b>	
	<b>Functional area of work</b>	
	<b>Last drawn annual salary</b> ( <i>Please also mention currency code</i> )	
5	<b>Name of organization</b>	
	<b>Industry</b>	
	<b>Complete address including contact numbers</b>	
	<b>Website address</b>	
	<b>Starting date</b>	dd / mm / yyyy
	<b>Ending date</b>	dd / mm / yyyy
	<b>Last designation</b>	
	<b>Functional area of work</b>	
	<b>Last drawn annual salary</b> ( <i>Please also mention currency code</i> )	

**12. Activities and interests**

*Please list, in order of importance to you, any extra-curricular activities in which you are / have been involved (i.e., sports, politics, community activities, hobbies etc.) At least one must be listed. Use extra sheets if necessary*

Activity/Interest	Duration		Level of involvement/ achievements etc.
	From	To	
	dd/mm/yyyy	dd/mm/yyyy	
	dd/mm/yyyy	dd/mm/yyyy	
	dd/mm/yyyy	dd/mm/yyyy	
	dd/mm/yyyy	dd/mm/yyyy	
	dd/mm/yyyy	dd/mm/yyyy	

### **13. Statement of Purpose**

**This should include an objective and clear statement on why you want to join the MBAEx programme. What qualities, experience and achievements do you have to justify your admission; what types of jobs and at what level do you expect after successful completion of MBAEx. (Word limit 500 words).**



**14a. Optional**

Anything else you would like to highlight in support of your application (Word limit 300 words)

**15. References**

Two letters of recommendation in the format given must be sent to the Institute within the application deadline date. The recommenders should separately seal the envelopes and sign on the flap (See point 17 for reference). Please list below the name and complete address of each person to whom you have given a recommendation form. Each should be well acquainted with your intellectual abilities, academic performance, and personal character. Letters of recommendation should be by someone from industry who is familiar with your professional achievements.

**Recommender 1**

<b>Name</b>	
<b>Complete address</b>	
<b>Organization</b>	
<b>Relationship with applicant</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Landline</b>	
<b>Fax</b>	

**Recommender 2**

<b>Name</b>	
<b>Complete address</b>	
<b>Organization</b>	
<b>Relationship with applicant</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Landline</b>	
<b>Fax</b>	

Letter of recommendation by the recommender in the prescribed format may be submitted online

Recommender may also send the scanned copy of the Recommendation letter duly signed by him/her via e- mail directly to [pgpex@iimcal.ac.in](mailto:pgpex@iimcal.ac.in)/ [pgpexadm@iimcal.ac.in](mailto:pgpexadm@iimcal.ac.in)

**Please note that the institute will not be responsible if the recommendation letter is not received by us within the due date (either hard copy or e-mail). In the absence of the recommendation letter within due date, the application is liable to be rejected.**

**16a. Letter of recommendation**

This section is to be completed by the recommender

How long have you known the applicant?

In what capacity have you known the applicant?

Based on your experience, rate the applicant in the following areas vis-à-vis persons of similar academic and professional standing

	<i>Truly exceptional (Top 2%)</i>	<i>Exceptional (Top 10%)</i>	<i>Very good (Top 25%)</i>	<i>Good (Middle 50%)</i>	<i>Below average (Lower 25%)</i>	<i>Can't say</i>
Initiative						
Flexibility						
Maturity compared to peers						
Oral communication skills						
Written communication skills						
Ability to work with others						
Ability to accept constructive feedback and learn from the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand others' view points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to finish work in time						
Self confidence						
Leadership						

**Please fill out the following information and/or write a letter of recommendation**

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any type of special project, please give an evaluation of his/her performance. Please indicate any favourable or unfavourable indications of the applicant's leadership potential and his/her ability to do work independently. Please include any additional information that you believe is relevant. Use extra sheets if necessary

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
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**16b. Letter of recommendation**

This section is to be completed by the recommender

How long have you known the applicant?

In what capacity have you known the applicant?

Based on your experience, rate the applicant in the following areas vis-à-vis persons of similar academic and professional standing

	<i>Truly exceptional (Top 2%)</i>	<i>Exceptional (Top 10%)</i>	<i>Very good (Top 25%)</i>	<i>Good (Middle 50%)</i>	<i>Below average (Lower 25%)</i>	<i>Can't say</i>
Initiative						
Flexibility						
Maturity compared to peers						
Oral communication skills						
Written communication skills						
Ability to work with others						
Ability to accept constructive feedback and learn from the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand others' view points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to finish work in time						
Self confidence						
Leadership						

**Please fill out the following information and/or write a letter of recommendation**

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any type of special project, please give an evaluation of his/her performance. Please indicate any favourable or unfavourable indications of the applicant's leadership potential and his/her ability to do work independently. Please include any additional information that you believe is relevant. Use extra sheets if necessary

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
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## 17. Application submission

Please send the completely filled in application form along with GMAT score, two recommendation letters, required documents if any, and application fee, in the form of Banker's Cheque / Demand Draft drawn in favour of **"Indian Institute of Management Calcutta"** payable at Kolkata, India, to the following address:

**MBAEx Office  
Indian Institute of Management  
Calcutta Diamond Harbor Road, Joka  
Kolkata 700 104  
India**

Or make an RTGS transfer to **SBI, IIM Joka Branch, A/c No : 10120246705; Branch Code No. 6210, Swift Code: SBININBB645; IFSC Code: SBIN0006210.**

In case of an online submission, application fee may be paid through the **payment gateway**

**E-Mail: [pgpex@iimcal.ac.in](mailto:pgpex@iimcal.ac.in)  
Tel : +91-33-2467-8300-06/ Extn 201  
Fax : +91-33-2467-6629**

**"Please save a copy of the filled in application form for future references. The application form cannot be retrieved once the link gets deactivated after the submission deadline".  
The completed application form should reach Indian Institute of Management Calcutta by 30th August, 2021**

## 18. Disclaimer and Signature

I certify that the information provided here is true and complete to the best of my knowledge. If this application leads to an offer of admission, I understand that false or misleading information may result in the cancellation of my candidature.

<b>Signature</b>		<b>Date</b>	
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