Instructions for filling the Application Form for Post Graduate Program for Experienced Professionals (PGPEx) 2022.

INSTRUCTIONS:

1. You have to submit the duly completed Application on or before **May 23, 2022** along with the necessary enclosures mentioned below.

2. The email-id provided in the application needs to be maintained until the admission process is complete, since all communications will be sent to this ID.

3. Provide your latest photograph in the application. Any application submitted without photograph will be rejected.

4. Submission of all relevant enclosures is mandatory. Any application submitted without relevant enclosure/s or without signature will be rejected.

5. Academic Record:

   - Use the University prescribed rules for conversion of CGPA/GPA into equivalent percentage. If there is no formula available for conversion, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

   - If you are not a Post-Graduate then please mention "NA" in the respective row.

6. Work Experience:
   - Part time work experience, clerical (non-officer/ non-executive) experience and apprenticeship will not be considered as eligible work experience.

   - Ensure that the work experience period entered does not overlap with period of graduate studies.

   - Job progressions / multiple designations within a company should be entered as a single work experience. The designation should be the latest designation held within a company for a single tenure.

ENCLOSURES (scanned & self-attested):

1. Copy of Government issued Photo Identity proof (Driving License, Passport, PAN Card, Aadhar etc.,).
2. SSC, HSC & Bachelors' Degree Transcripts or Mark Sheets.
3. Bachelor's Degree Certificate.
4. Master's Degree Certificate (if applicable).
5. Test Score Sheet (CAT / GMAT / GRE) (if applicable) - The test score should be valid till the opening date of filling of the application form.
6. Work Experience letters / Last Pay-drawn Certificates (LPCs)/ Authenticated Salary Slips (First & Last) - indicating Date of joining, Date of leaving (if any) and duration of service. The work experience letters, LPCs or the Salary Slips, as the case may be, would be required for each of the employment positions served by the applicant).
7. Copy of caste / disability certificate (NC-OBC / SC / ST / PWD / EWS) – if applicable It may be noted that:
   a. NC-OBC certificate is valid for one year from the date of issue; ensure that you submit a valid certificate (valid till the date of registration of the program).

   b. The PwD certificate must be issued by a Government hospital signed by a panel of three doctors or by a Chief Medical Officer (CMO) as per the RPwD Act, 2016.
   c. EWS certificate to be issued by an officer of the rank of Tehsildar or above.

8. No Objection Certificate (NOC)

Please do not attach any password protected file or online conversion of password protected file.

Application Fee.

a. Application Fee (non-Refundable)	
For General Candidates	Rs. 1000/-
For NC-OBC & EWS Candidates	Rs. 500/-
For SC, ST, PwD and Women Candidates	NIL
b. IIMV Test fees (non-refundable)	
For candidates opted for IIMV Test	Rs. 1000/-

Instructions for payment of Application/ Test Fee:

1. Please click on the below link for payment.
   https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=905915
   (This "Online fee payment" link is available on the IIM Visakhapatnam website as well)

2. Select payment category as "FEE" from the drop down.

3. Roll Number: In the place of Roll number please provide your date of birth in dd/mm/yy format (Ex: Jan 18, 1990 should be written as 180190)

4. Course: Please select 'PGPEx' from the drop down.

5. Batch: Please select **Application Fee** (for payment of Application Fee) or **IIMV Test Fee** (for IIMV admission test fee) from the drop down.

6. Term: Please select **"NA"**

Please download the fee receipt and send it to both pgpexadm@iimv.ac.in and FandAoffice@iimv.ac.in