

OFFICE OF THE CHAIRMAN PG ADMISSION-2010
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667

Schedule for Group Discussion/Interview,
Sample Call Letter and Annexures for
MBA Programme-2010

Venue : Department of Management Studies

Reporting Time for : Forenoon Session : 8.30 A.M.
Afternoon Session : 1.00 P.M.

Date	Forenoon Session 09.00 A.M. – 1.00 P.M.	Afternoon Session 01.30 P.M. – Till completion of work
19.02.2010 (Friday)	Serial No. 001 – 060	Serial No. 061 – 121
20.02.2010 (Saturday)	Serial No. 122 – 181	Serial No. 182 – 242 <i>(including Person with Disability (PD) at Institute Hospital at 9.00 A.M.)</i>
21.02.2010 (Sunday)	Serial No. 243 – 302	Serial No. 303 – 363
22.02.2010 (Monday)	Serial No. 364 – 424	Serial No. 425 – 485 (Remaining)

**Note : Serial No. given above is the same list as placed on Institute
Website**

CALL LETTER FOR INTERVIEW/GROUP DISCUSSION



स्नातकोत्तर प्रवेश-2010
भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की-247 667 (उत्तराखण्ड), भारत

Dr. V.K. Agarwal
Chairman, PG Admission

POSTGRADUATE ADMISSION - 2010
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667 (Uttarakhand), INDIA

Tel: 01332-284010/285875,

Fax: 01332-285874/273560

email: pgadm@iitr.ernet.in

No. IITR/Interview/GD/MBA-10/

Dated: February 03 , 2010

JMET Registration No. :

NAME OF CANDIDATE

Address

Reg : Admissions to the MBA Programme (July 2010)

Dear Candidate,

With reference to your application for admission to the MBA Programme at the Indian Institute of Technology, Roorkee commencing July 2010, you are requested to appear for the Group Discussion and Personal Interview as per the following schedule:-

DATE : As per list (available on the website)
REPORTING TIME : As per list (available on the website)
VENUE : Department of Management Studies
Indian Institute of Technology, Roorkee

In this context, please note the following: -

1. No TA/DA is admissible for attending the Group Discussion and Personal Interview – the candidate shall attend the same at his/her own expense.
2. This call letter is only a furtherance of the selection process for admission to the MBA Programme at IIT Roorkee and may not be considered as any kind of the commitment, whatsoever, from the Institute.
3. Candidates belonging to SC/ST category must produce certificate issued by any of the authorities specified in Annexure-I of the Application Form to MBA Programme-2010 of this Institute.
4. **Candidates belonging to OBC category must produce certificate issued by any of the authorities specified in Annexure-I on the latest prescribed format of Govt. of India (given on the Institute website). No other certificate except given on the Institute website: www.iitr.ernet.in will be acceptable.**
5. Physically Disabled candidates are required to submit, at the time of the Group Discussion and Personal Interview, a certificate, from a qualified competent Government Medical Authority. Such candidates may have to appear before a Medical Board, duly constituted by the Institute for this purpose.

P.T.O.

6. It will be entirely the candidate's responsibility for proving his/her eligibility in terms of minimum educational qualification and for claiming reservation under a specific category, if any, at the time of Group Discussion and Personal Interview.
7. Candidates who have completed the requirements of the qualifying degree examination but whose results have not been declared till the scheduled date of Group Discussion and Personal Interview shall be required to produce a certificate in the form given in **Annexure-2A** of the Application Form to MBA Programme-2010 of this Institute, if not submitted with the application form.
8. Candidates who are appearing for their final year examinations of the qualifying degree shall be considered provisionally for Group Discussion and Personal Interview and shall be required to produce a certificate in the form given in **Annexure-2B** of the Application Form to MBA Programme-2010 of this Institute, if not submitted with the application form.
9. All candidates shall, however, be required to produce proof of having passed the qualifying examination with the required percentage/CGPA at the time of registration. Under special circumstances, candidates may be allowed to produce the proof as above latest by 30th September 2010.
10. The candidate must bring the following documents in ORIGINAL and PHOTOCOPIES at the time of Group Discussion and Personal Interview:
 - a) **Result Card of JMET 2010;**
 - b) **Certificate of Class X evidencing date of birth;**
 - c) **Certificates and Mark sheets up to the final year/ Pre final year (in cases where final year results have not been declared or the candidate is appearing for the final year examinations) of the qualifying examinations, as applicable;**
 - d) **Category Certificate SC/ST/OBC issued by competent authority;**
 - e) **Medical Certificate to support the physically disabled status, if applicable;**
 - f) **Certificate in respect of work experience, if any.**

For any further information/assistance, the candidates may contact the "Chairman, PG Admission-2010, PG Admission Office, Indian Institute of Technology Roorkee, Roorkee.

Yours sincerely,

Chairman, PG Admission-10

Annexures

Annexure – 1

AUTHORITIES WHO MAY ISSUE CASTE/TRIBE CERTIFICATE

OBC/SC/ST candidates should submit certificate on prescribed format by Govt. of India issued by any of the following authorities:

District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tehsildar / Sub-Divisional Magistrate Officer of the area where the candidate and/or his/her family normally resides / Administrator / Secretary to Administrator / Development Officer (Lakshwadeep Island). (Certificate issued by any other authority will be rejected)

Annexure – 2A

CERTIFICATE OF THE FORWARDING OFFICER

(Required from candidates whose result of the qualifying examination has not been declared)

I hereby certify in connection with the application of Mr./Ms. who is applying for admission to MBA Program at IITR that he/she has completed all the requirements of qualifying examination including theory, practical and project examination for B.E./B.Tech./B.Sc./M.Sc. and the result is likely to be announced by 2010. His/her conduct and character during his/her stay at the Institute/University was "GOOD".

Place

Signature of the Principal / Dean / Registrar /
Dy. Registrar / Proctor / Administrative Officer
of the institute last attended with official seal

Date.....

Annexure – 2B

CERTIFICATE OF THE FORWARDING OFFICER

(Required from candidates who have not appeared in the final year of the qualifying examination)

I hereby certify in connection with the application of Mr./Ms. who is applying for admission to MBA Program at IITR that he/she is a bonafide student of Bachelor's degree in Engineering/ Technology or its equivalent/Masters degree or its equivalent.

Place.....

Signature of the Principal / Dean / Registrar /
Dy. Registrar / Proctor / Administrative Officer
of the institute last attended with official seal

Date

Annexure – 3

SPONSORSHIP CERTIFICATE

(Required from Full-time Sponsored Candidates only)

The undersigned is pleased to sponsor Mr./Ms. who is working in this organization for the last years and is presently holding the rank/position of, for pursuing the MBA Program at IITR in the Department of Management Studies with specialization in the following areas :

1..... 2..... 3.....

His/her conduct and character is good. The Institution/Organization would relieve him/her immediately for joining the above course, if selected for admission. The Institution/Organisation also agrees to pay the contingent/all expenses stipulated by the Institute. This is further certified that the sponsorship for admission will not be withdrawn midway till completion of the course.

Place :

Signature of Head of the Institution/Organisation with seal

Date :

Name

Designation.....