



# Guidelines to fill up the Online Application Form for MDI - 2022

# **University for the Academic Session 2022-23**

# Applicants are required to keep the following things ready before applying:

- 1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
- 2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Admission etc till the admission process is over and subsequently, if admitted.
- 3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
- 4. A recent passport sized **colour photograph** (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format are allowed. File size of scanned photograph should not be more than 100KB).
- 5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format only. File size of scanned photograph should not be more than 100KB).
- 6. Access to an online payment facility / service such as ONLINE Payment mode:
  - 1. Net Banking (NEFT on SBI & Others)
  - 2. Credit card
  - 3. ATM-cum-Debit card

# Steps to be followed for filling the online application:

The entire process of filling the online Application form can be completed as given below.

# The steps are:





1. Register yourself for the online application process at

https://mdi.ucanapply.com/univer/public/secure?app\_id=UEIZMDAwMDA3OQ==

- 2. Activate your online Application with the Activation Code received on your Email ID during the registration process.
- 3. The applicant is required to fill his "Personal Information" after registration only. The application form will appear on the screen. The applicant is required to fill up the details in the application form.
- 4. 3. In the next step, the applicant is required to upload scanned image file of his/her Photograph and Signature one by one.
- 5. 3. In the next step, the applicant may be required to fill the Educational Information (as per requirement).
- 6. Once all the details are filled in, the candidate is required to Review the details entered and Confirm. No editing will be allowed once the application is confirmed by the student.
- 7. Your form will be complete only after you pay the application fees after confirmation using any of the available online modes of payment.

## Step by step guide with screenshots for the complete process is given below.

Step 1: Please click on "Click here to Apply" link given on the home page of the

https://mdi.ucanapply.com/univer/public/secure?app\_id=UEIZMDAwMDA3OQ==

Application Portal from the mdi website.

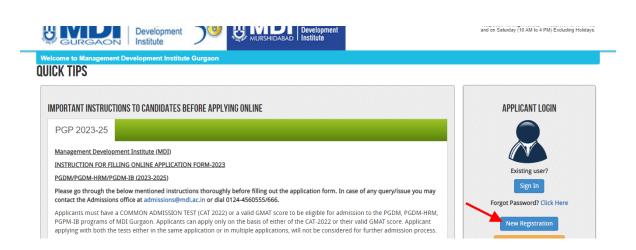
**Step 2:** On clicking the link, you will be directed to a new page having an Applicant Login Box.

Below the login fields there is a link "New Registration". Please click on this link.

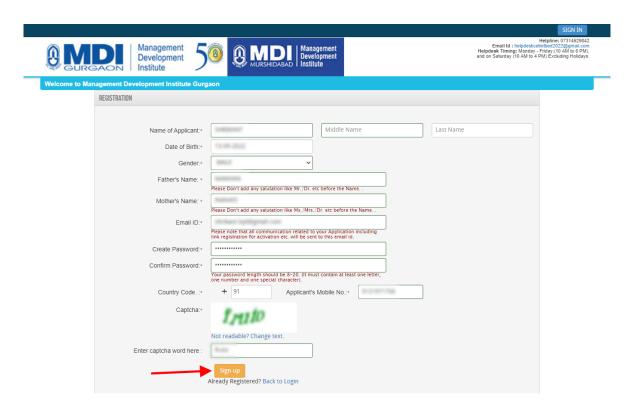








**Step 3:** When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and select your course and fill up all details. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.



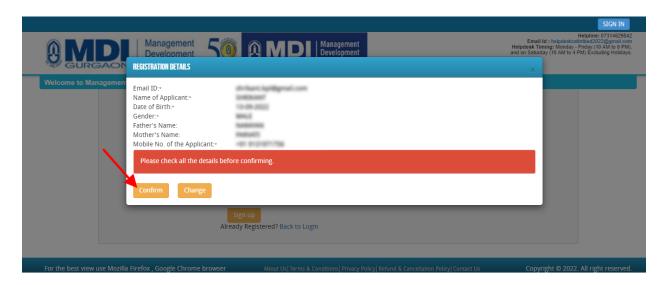
<sup>\*\*</sup>Password needs to be entered 2 times. Both should be same. Otherwise, it will show an error.





NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

When you click the "Sign up" button a new pop-up showing registration details will be displayed. Click on the **"Confirm"** button for completing the registration process.



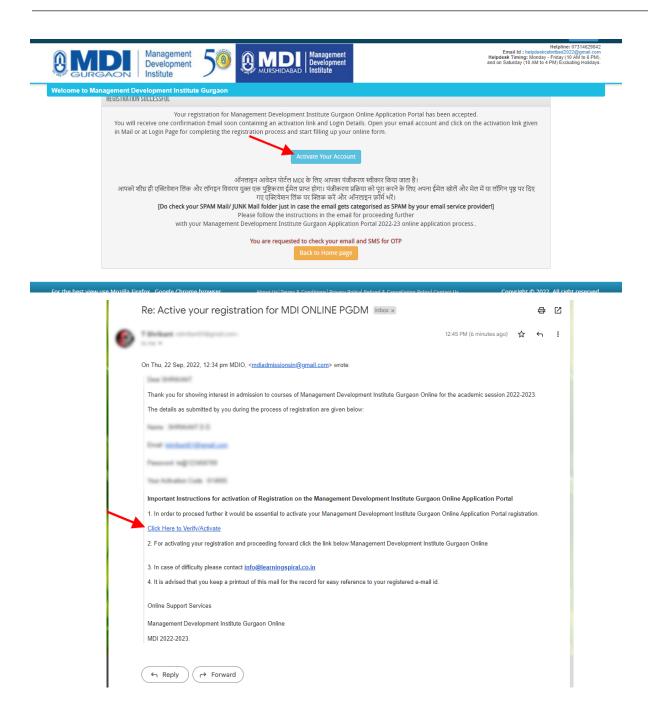
## **Step 4: Activation and validation of Registration:**

On successful submission of your registration details, you would be shown a confirmation message on the screen. You will also **receive an e-mail** containing a validation code/link on the e-mail ID provided by you in the Registration Form. You should click on this activation link to confirm and complete your registration process.









**Note:** This confirmation and activation link email might land in your "Spam Folder" or "Junk Folder'. So, in case you don't find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from <a href="mailto:mdiadmissionin@gmail.com">mdiadmissionin@gmail.com</a> in your "Spam Folder" or "Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that you receive subsequent



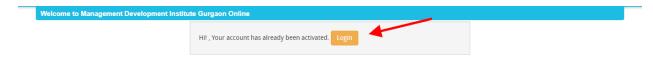


e-mails from <u>mdiadmissionin@gmail.com</u> in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the MDI Online Application Portal.

1. Click on the activation link received in the e-mail. Your account will not be activated until you click on the activation link, so, *don't forget this important step*.



 After clicking on the activation link, you will be directed to the validation page in which you are required to fill the validation code sent on your registered mobile number or Email ID. Enter the validation code received on your registered mobile number or Email ID to complete the registration process.



After successful validation, you will be allowed to login and you will be directed to My Application section.

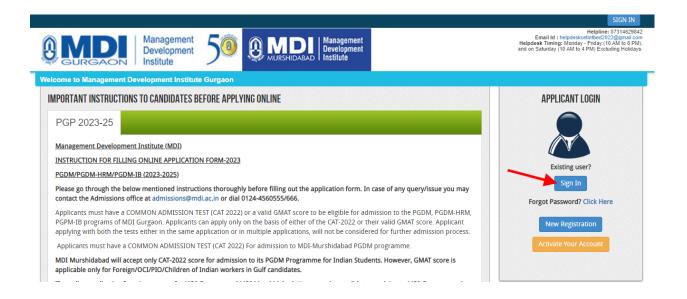


# How to fill up the Application form?

**Step 1:** After activation and validation of your Registration, you can login into the Application Portal.







After successful login, you will be directed to a **Dashboard** page. Now click on the **My Application** tab as shown in the screenshot below.

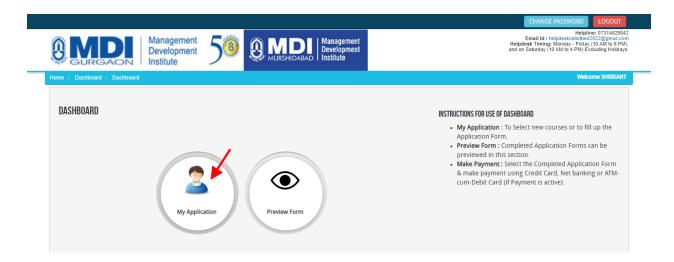




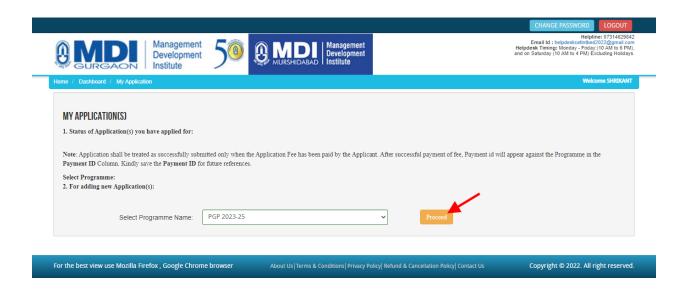




Now on **My Application** page please select the "**Course** and then click on the proceed button.



After clicking on the proceed button a Confirmation Popup will appear on your screen, Check and confirm the course details filled by you and then click on "Add the Course button". As shown in the screenshot below.



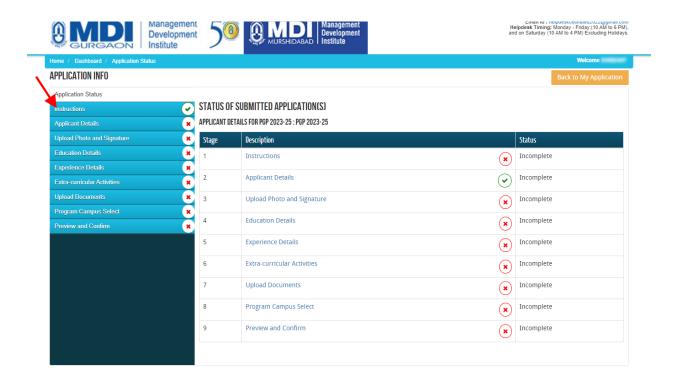








In Application detail page fill up other required details correctly (As shown in the above photo)



Note: Mandatory fields have been marked with red asterix. After filling all the mandatory fields you will be allowed to 'Save" the form







Save & Continue

APPLICATION INFO INSTRUCTIONS Management Development Institute (MDI) INSTRUCTION FOR FILLING ONLINE APPLICATION FORM-2023 PGDM/PGDM-HRM/PGDM-IB (2023-2025) Please go through the below mentioned instructions thoroughly before filling out the application form. In case of any query/issue you in contact the Admissions office at admissions@mdi.ac.in or dial 0124-4560553/666. Applicants must have a COMMON AUMISSION TEST (CAT 2022) or a veint GMA/I score to be eligible for admission to the PASTAL PGDM.
HIRAL From the Bingsians or Abbit Compani. Applicants can apply only on the busins of either of the CASIZ of beine veited DAMY acces.
Applicants applying with both the tests either in the same applications or in multiple applications, will not be considered for further
admission process. admission process.

Applicants mist have a COMMON ADMISSION TEST (CAT 2022) For admission to MIS-Murshidabad PGDM programme.

MDT Murshidabad will accept only CAT-2022 accers for admission to its PGDM Programme for Tailain Students. However, GMAT score is applicable only for Foreign-007/09/00/CMISION or of Trailain Accepts in Guilt Candidates.

The confine application form is common for MDT Gurgaon and MDT Murshidabad, However, the candidates applying to MDT Gurgaon on the scores for Indian candidates. MDI Gurgano offers following programmes for General and NRI Can

1. PGDM

2. PGDM HRM

3. PGDM-1B Note: Please select the programme(s) you wish to apply for. In case you want to apply for only one programme please select that programme and in case you wish to apply for multiple programmes, please select the programmes accordingly. MDI Mushikabab offers only one programme for General and Foreign Nationals/Guil Quota/OCI Cardidates 1 PICOS UGBLY READ ALL THE INSTRUCTIONS BELOW SEFORE YOU START FILLING THE ONLINE APPLICATION FORM
2. Please note that the MDI application form is the only source of information about your personal details, academic baceground and disadvantageous to you. It is therefore, advisable that you carefully fill the online application form to ensure that you do not miss occurried manageous to you. It is therefore, advisable that you carefully fill the online application form to ensure that you do not miss occurried manageous to you care in the your carefully fill the online application form to ensure that you do not miss of the property of the your carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the special property of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online application form to ensure that you do not miss of the young that you carefully fill the online app 5. PAYMENT OPTIONS:
Payment can be made directly online only through Credit Card / Debit Card/Internet Banking.

Instructions for Payment Streetly online (Credit Card / Debit Card/Internet Banking) (necessary instructions to be foil as the payment wichpage).

You can either select MDE-Curgason 0B MDE-Murshidabad 0B Both. Modily note that the admission process for both shifts a population form feet is as under:

8. 3000- Ond, of 10% GST for MDE-G

8. 31000- Ond, of 10% GST for MDE-M

8. 31000- Ond, of 10% GST for MDE-M

8. 3200/ Ond, of 10% GST for MDE-M No. 32907 (Incl. of 199 GS1) for DOTTI
NNS applicants for MDI Gargain and Foreign NetronehrGulf Quota/OCI applicants for MDI Murshindabad will have to me of Fox. 8496-7 (Incl. of 199 GS1) using Credit Card 7 Debit Card/Internet Banking.
When you submitted the application, eleases take care of following opens:

- The server will take about 1 to 5 seconds to process, but it might take longer at certain times.

- Flease do not press "Bullare" button once again or "Bank" or "Befreath" buttons till payment is made.

- Flease do not browse Eack or Forward while your payment is processing. once before making Successful, direct online payment (through credit card/debit card/miernet banking), the STATUS in "Online Application Receipt", shows as "Hilled Application, Payment Pending", context 0124-4500505 / 0124-4500066 or e-mail at all insurance making and application and application and application of the property of th PGDM & PGDM-HRM - The candidates must have some marks or equivalent cords in both dasks a and xII.

- The candidates must have minimum 3-year Bachelor's Degree, with at least 50% marks or equivalent CGPA in any discipline from any University secondaries of the Central or State legislature is finite or other educational inacutions established by an Act of the Central or State legislature is finite or other educational inacutions established by an Act of the Central or State legislature is finite or other educational inacutions established by an Act of the Central of the Central or Ord (Central ord (Ce \*Candidates must have 50% marks or equivalent CCFA in both class X and 3IT.

\*The candidates must have Beachedor's Degree (imminimal at year's fluoridae) with at least 50% marks or equivalent CGFA in any discipline.

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\*Act of Parliament or declared as deemed to be University under Section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HSD, Government of India.

\*The candidate must have minimum of 1 year' (one year) post qualification work experience as on 31st December 2022 after completing 4-year's Descherior's degree.

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If all matters relating to the admission process, the decision of the Management Development Institute will be fined and be correspondence will be entertained from the applicant regarding his/her non-selection.

No correspondence will be entertained from the applicant regarding his/her non-selection.

MOI response the right to change, modify or adopt an even admissions process that it deems necessary at any point.

ANY CHANGE REQUEST FOR THE TWO CAMPUSES WILL NOT BE ENTERTAINED.

For details regarding MOI-d'Autrindabada, please visit being /modifin ac in

Select exam you have appeared in/appearing.

EAI: CAT-2022 Registration Number / CAT User ID for CAT 2022 (Please refer to CAT Admit Card).

IE.CAT Test Registration number./ CAT User ID is entered incorrectly, the soulication will be rejected.

GMAXI: Please enter your obtain appearament 3D. Candidates have to register for MOI Programme at SMAC website at the time of filling up the application form.

\*Relevant GMAT dates are available on the GMAC website.

Please once the details at the school level, Bachelor's Portuge of the details at the school level, Bachelor's Portuge of the Moint Address. marks Obtained
Please enter the details at the school level. Bachelor
Percentage Marks: Class Xth or Equivalent details
Enter the details.
Percentage Marks: Class 12th or Equivalent details
Enter the details. If you have undergone a 3 year Diptoma in Engineering studies after SSC (without doing (ISC) and have then doner are doing a 3 year Degree course in Engineering post your Diptoma course, record the percentage of marks obtained in the Diptoma course in this box. Degree course in Engineering sout sport Diploma (course, record the percensage of marks obtained in the Diploma course Percentage Marks: Graduation (If Completed)

Ef you have graduated, enter the final percentage of marks.

Percentage Marks: Bachfeld's Degree for PGDM and PGDM-68Ms only (If Appearing)

Percentage Marks: Bachfeld's Degree for PGDM and PGDM-68Ms only (If Appearing)

Percentage Marks: Dest Graduation (If Completed)

Percentage Marks: Post Graduation (If Completed) Enter the details.

Percentage Marks: - Post Graduation (If appearing)

If you have not completed the degree, enter the average of percentages of marks obtained for the years/semesters of the degree count completed till date.

Percentage Marks: - Professional Course

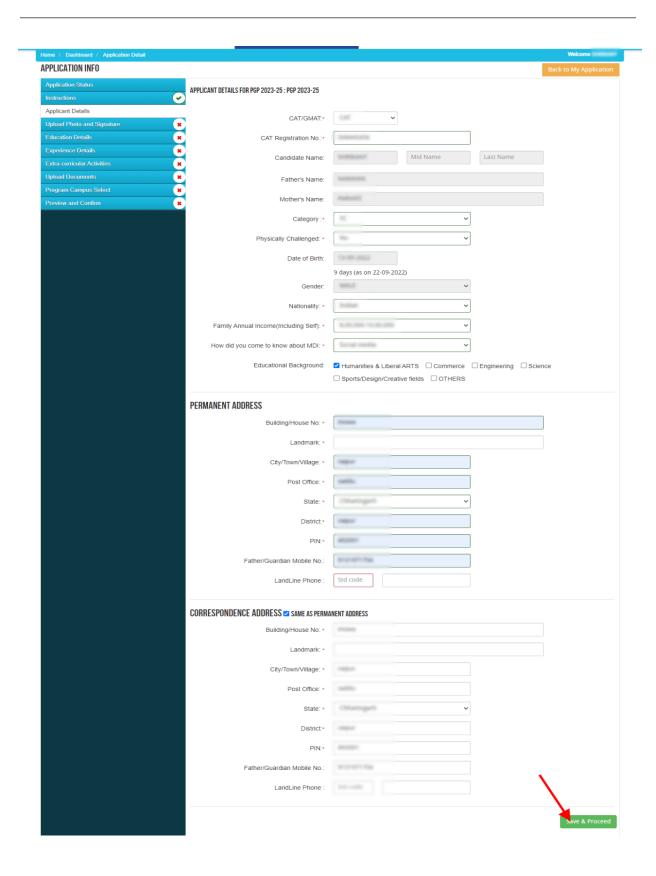
If you have done/are doing any course such as CA, CS, ICWA or AMIE, CPA etc. enter the percentages of marks obtained in the Inter/Percentage of the Course of the Course of the Case o Work Experience in months as on 31-12-2022. Indicate only paid and full-time work experience, acquired after completing the Bachelor's Degree Las on December 31, 2022. Appendicable, Articlardile, Internative etc. which form an integral plan of a course of study should not be treated as work experience. Last date of filling the application form is Friday. 25th November, 2022 (upto 500 PAN). Distance for Admission in any Mol programme.

Testances of provision of incorrect information detected as any stage of the selection process will lead to disqualification of the candidates from the selection process. If such instances go undetected during current selection process but are discovered later the admission of the candidates from the candidates. CONFIRM THE ABOVE













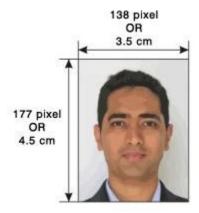
**Step 1:** To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be

within 100 dpi & file size should be less than 100 KB.)

If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scaned photo please follow the following steps:



- 1. Right click on the scaned photo file  $\rightarrow$  Open with
- → Microsoft Office Picture Manager
  - 2. Then look at the top menus, Click Picture
- → Resize
- 3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
  - 4. If you are not able to do this properly,

then you can try 'Crop' feature for the 'Picture' menu

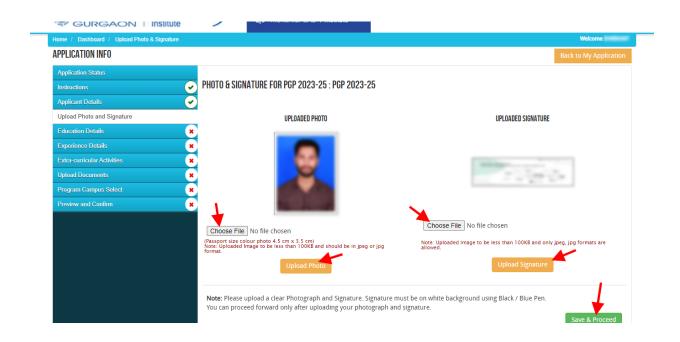
1. The save the file.

**Step 2:** Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload two Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:







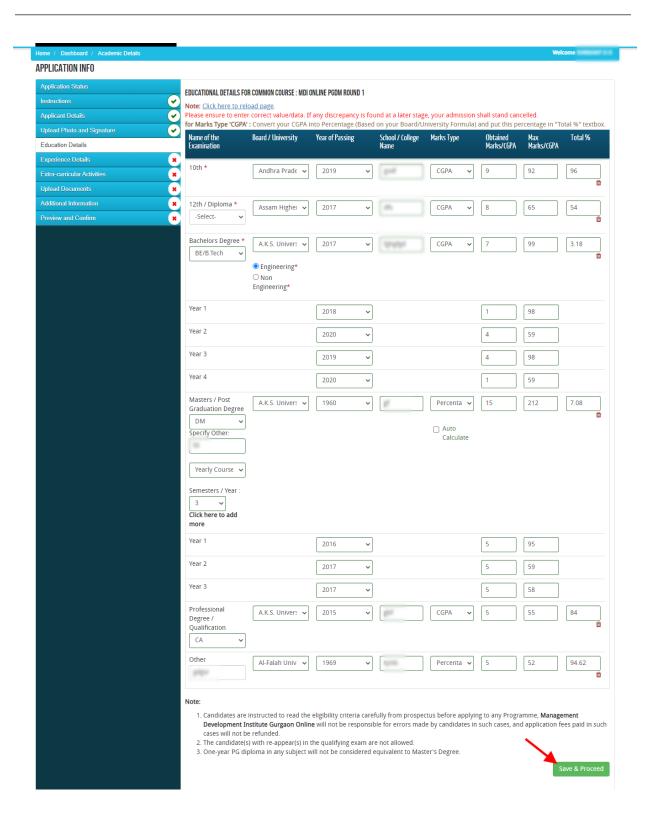


After filling up application click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the 'Educational Information', here you add your passed educational details and Click on the 'Save' button.





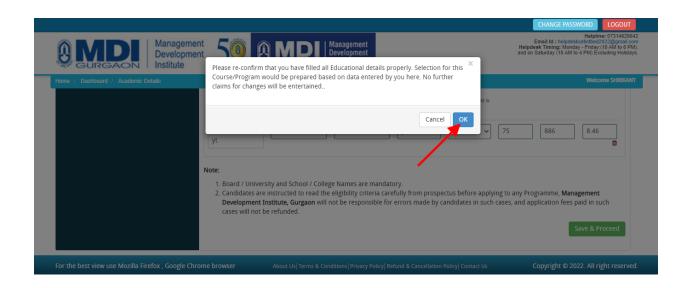








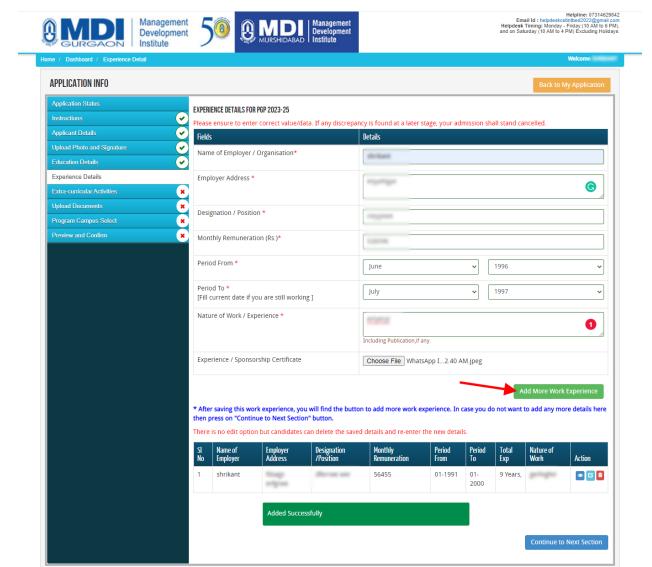








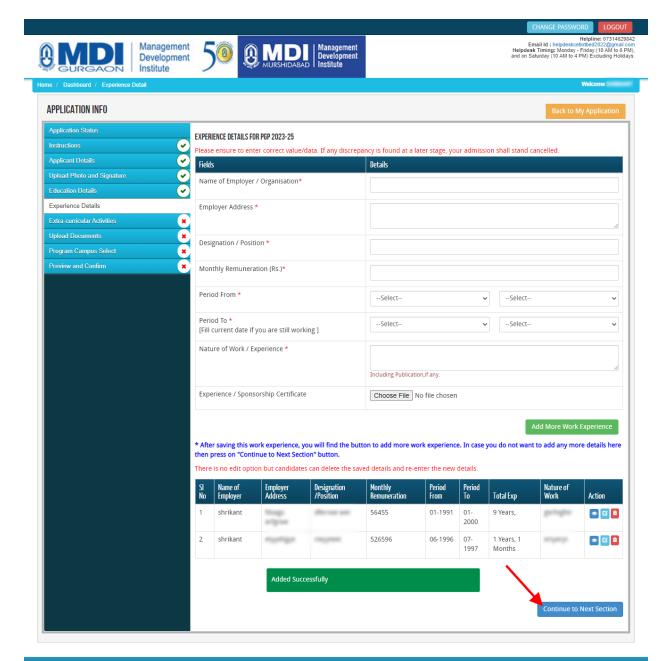








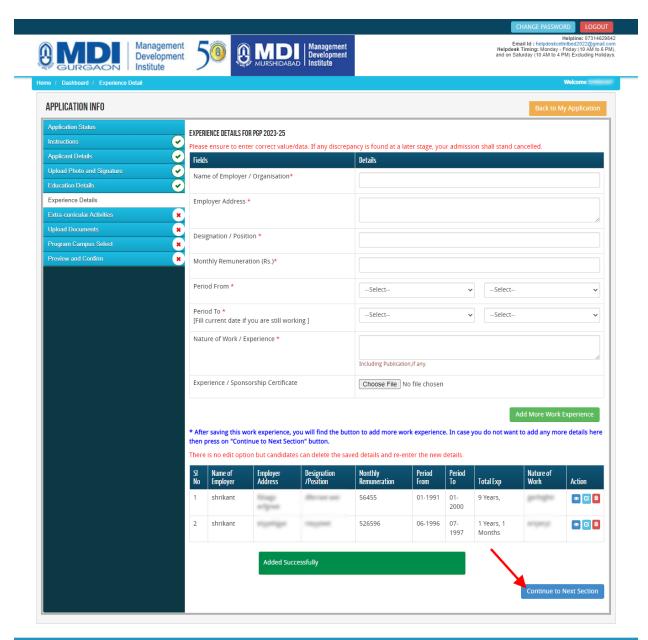








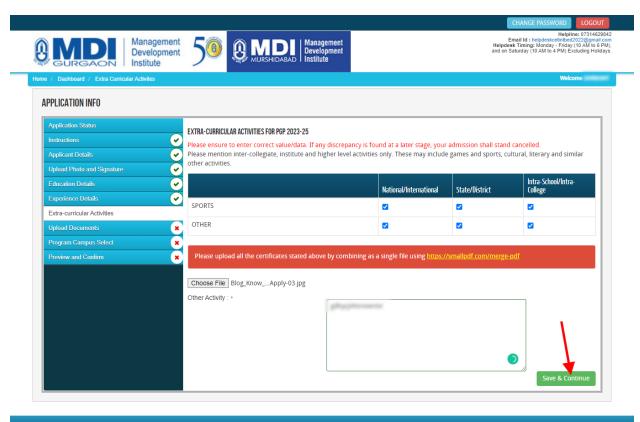












For the best view use Mozilla Firefox , Google Chrome browser

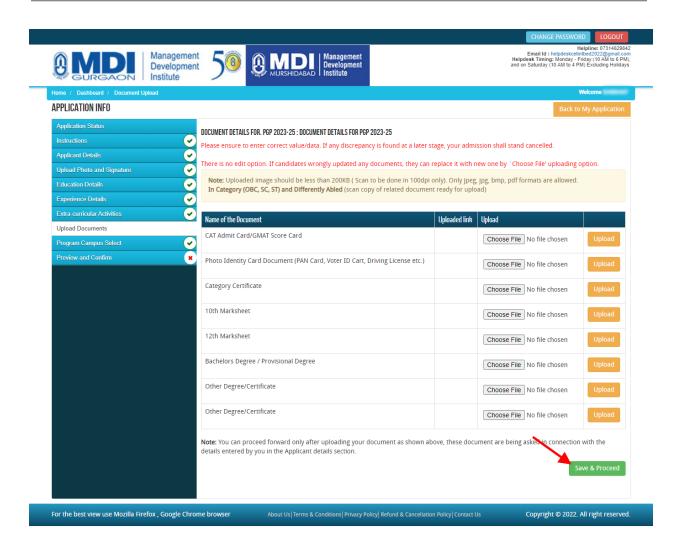
About Us | Terms & Conditions | Privacy Policy | Refund & Cancellation Policy | Contact U

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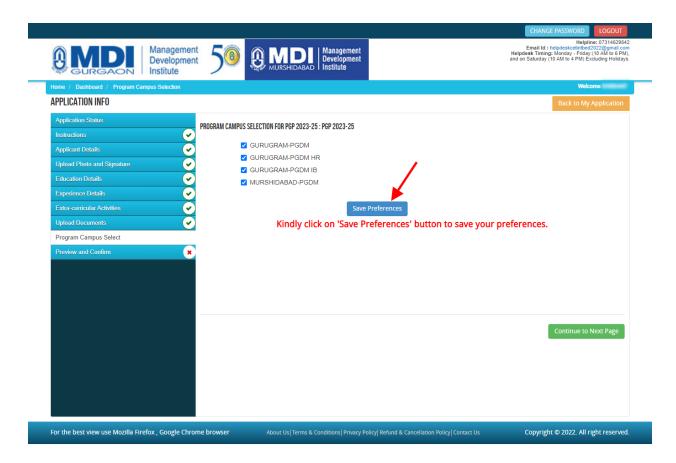


**Documents Upload:** Upload scanned copies of all supporting certificates which are already scanned, "Save & Proceed".





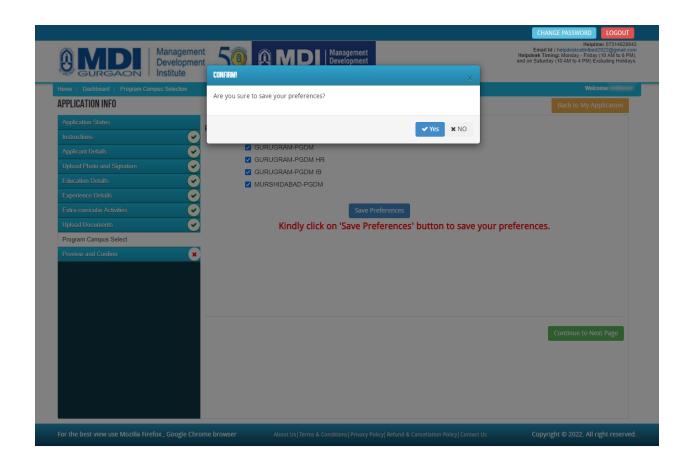








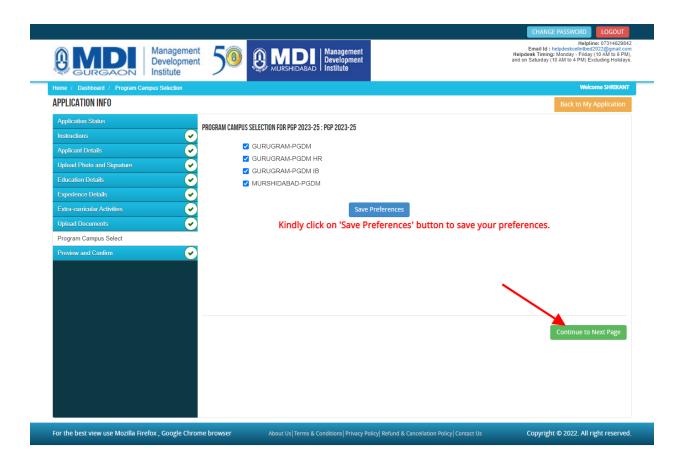




















Development Institute





Helprine: v/3146zerosz
Email Id: helpdeskcefinfbed2022@gmail.com
Helpdesk Timing: Monday - Friday:(10 AM to 6 PM),
and on Saturday (10 AM to 4 PM) Excluding Holidays.









### MANAGEMENT DEVELOPMENT INSTITUTE GURGAON





1. Personal Information:			
Name	SHEWLANT	CAT Registration No.	CCOAACACC
Gender	The	Nationality	Indian
Category	90	Date of Birth	13 September 2022
Educational Background	MATTER STATE OF THE PARTY OF TH	Family Annual Income	
PWD	The Control of the Co	How did you come to know a	base of the same
2. Permanent Address:			
Street/Area	Miran, Vip Raristona, Respor		

Post Office

District PIN/ZIP code Landline No. State Mobile No

3. Communication Address: Street/Area Post Office District PIN/ZIP code State Mobile No. Landline No.
Registered Mobile No.
Father's Name

4. Educational Qualifit

Name of Examination	Year	Board/ University	Marks Obtained/ Max Marks	CGPA Obtained / Max CGPA	Percentage
10th	1960	Andhra Pradesh Board of Secondary Education, Hyderabad	4.100		
12th	1968	Andhra Pradesh Board of Intermediate Education, Hyderabad	5.1980		
BE/B.Tech	1961	A.P.G. (Alakh Prakash Goyal) University, Himachal Pradesh (Engineering)	-		-
DM	1960	A.K.S. University, Madhya Pradesh			Result. Assetted
CS	1967	A.K.S. University, Madhya Pradesh			Result. Assetted
Other	1971	AISECT University, Madhya Pradesh	7-100		1.60

5. Experience Details:								
SI No	Name of Employer	Employer Address	Designation /Position	Monthly Remuneration	Period From	Period To	Total Exp	Nature of Work
1	strikum	Stage original	discuss our	100.000	21-1201		TO Months	Secultura
2	strikum	ety petition	(Sp) (See	CHOR			14 Months	ariganyi

# 6. Extra-Curricular Activities

	National/ International	State/ District	IntraSchool/ IntraCollege
SPORTS	Yes	Yes	Yes
OTHER	Yes	Yes	Yes
Other Activity	gally printers are to		

### 7. Documents Attached with the Application

(1) Extra-Curricular Activities ,

8. Campus Course Preferences				
Preference No.	Campus-Course Name			
1	GURUGRAM-PGDM			
2	GURUGRAM-PGDM HR			
3	GURUGRAM-PGDM IB			
4	MURSHIDABAD-PGDM			

### DECLARATION:

DECLARATION:

I have carefully read the instructions and agree to abide by the decision of the respective Institutes authorities for my final selection for the programme.

I SHRIKANT certify that the particulars given me in the form are true to the best of my knowledge and belief, do understand that the data recorded in CAP form shall be used for the meril its preparation. In case of discrepancies, either of the CAT data or CAP form dats shall be used by MDI as per their discretion.

Signature of the candida

I CONFIRM THE ABOVE







All details filled by you will appear on the screen, Check all the details properly and click on the **I CONFIRM THE ABOVE** checkbox option & then Click on the **'Confirm & Submit'** button.







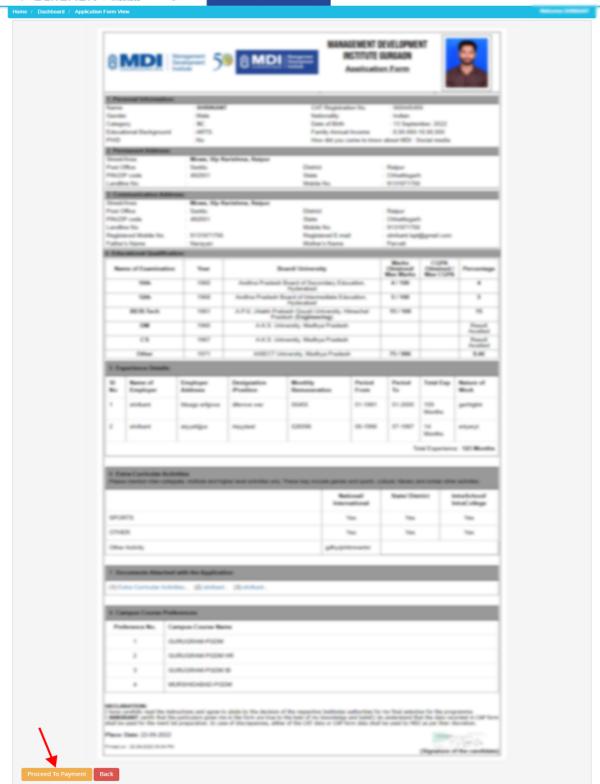


Management Development Institute





Helpline: 07314629842
Email Id: helpdeskcelintbed/2022@gmail.com
Helpdesk Timing: Monday - Friday/ (10 AM to 6 PM),
and on Saturday (10 AM to 4 PM) Excluding Holidays.

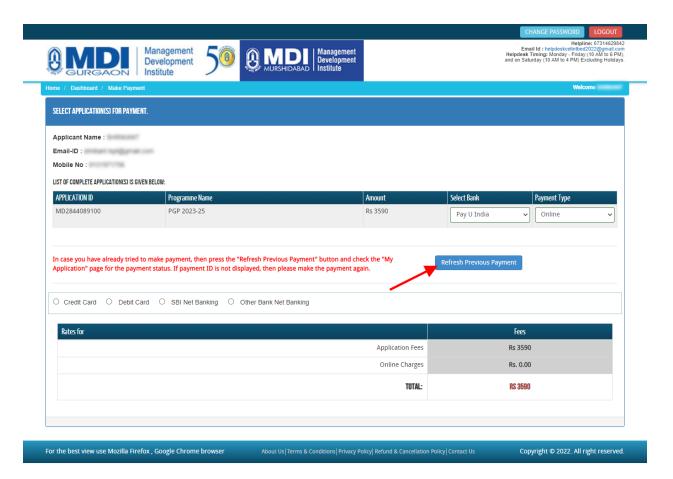








After that system will show you the **Proceed to Payment** button to complete the payment.



# How to pay the Application Fees?

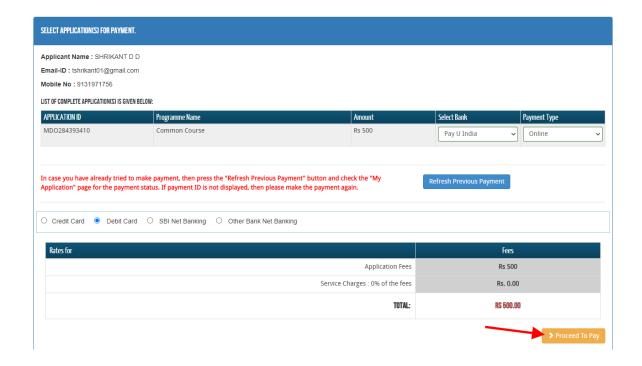
**Step 1:** You will get drop-down for "**Payment Type**" here you can get ONLINE or OFFLINE Payment type. Click here to make payment. On clicking you will see the following screen.

**Step 2:** You can select the applications for which you want to pay the Delhi Skill and Entrepreneurship University(Full Time/Part Time Programs) (Delhi) Online Application portal Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying Delhi Skill and Entrepreneurship University(Full Time/Part Time Programs) (Delhi) Online Application Fees [using Credit Card/ Debit Card/ NEFT (Net Banking on SBI)/ NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].





**Step 3:** On clicking **'Proceed to Pay'**, following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.





After a successful payment you can take the **Print** of the form and **Save** for future correspondence.





**Online Support Services** 

MDI

Admission Portal