



Application Form and Instructions  
for  
Admission to Batch 2012 - 14  
of  
Two Years Full-time PGDM  
Approved by AICTE, New Delhi.



**XAVIER INSTITUTE OF SOCIAL SERVICE**

Dr. Camil Bulcke Path (Purulia Road),  
Ranchi - 834 001. Jharkhand

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XAVIER INSTITUTE OF SOCIAL SERVICE  
ESTD. 1953

DR. CAMIL BULCKE PATH  
RANCHI



# Admission Procedure

## Seats Available:

Total number of seats available in Two Years Full-time Post Graduate Diploma Programmes in Management (PGDM) are seventy five (75) each in Human Resource Management and Rural Management and sixty (60) each in Information Technology, Finance and Marketing Management specialization. Out of the above seats fifty percent seats are reserved for SC/ST and Christian candidates.

## Eligibility for Admission:

Minimum qualification for admission to the two years full-time post-graduate management programs - PGDM at the Institute is three / four years bachelor's degree with minimum 50% marks in aggregate (45% for SC/ST) in any discipline recognized by Association of Indian Universities. However preference will be given to Engineering, Economics, Commerce, Management and Computer Science graduates and candidates with relevant work experience.

Candidates appearing for final year or final semester of their graduate degree examination in academic year 2011-12 are also eligible to appear for the admission process. Such candidates, if called for interview, should submit the copy of admit card or a letter from the principal of the college where they are studying to that effect. Such candidates if finally selected at XISS, Ranchi must clear their Graduation examination with 50% marks in aggregate (45% for SC/ST) by August 2012.

## Admission Procedure:

Three stage admission process is followed by the Institute as per the guidelines of AICTE. These stages are

- (I) All India Management Admission Test
- (II) Group Discussion
- (III) Personal Interview.

A candidate desirous of seeking admission in the Institute will have to appear in an all India level management admission test organized by XLRI Jamshedpur (XAT 2012) or by AICTE (CMAT 2012). For admission to batches 2012-14, scores of only XAT/AICTE-CMAT 2012 will be accepted. Candidates will have to apply online for appearing in XAT/AICTE-CMAT 2012

Based on XAT/AICTE-CMAT 2012 scores, candidates who have applied for admission at the institute will be shortlisted and will be called for Group Discussion and Personal Interview to be held at the institute premises in the month of April 2011.

## Weightage for Admission:

XAT/AICTE-CMAT 2012 Scores	50%
Past Academic Record	10%
Group discussion	15%
Personal Interview	25%



# How to Apply

## The Application process is two staged

### • Applying for XAT/AICTE-CMAT 2012

### • Applying at XISS, Ranchi for admission

1. Candidates desirous of seeking admission at XISS, Ranchi will have to first apply online for XAT /AICTE-CMAT 2012. After applying for XAT /AICTE-CMAT 2012, candidate will be provided a ID, which is required for applying at XISS.
2. Candidate is required to apply separately at XISS, by procuring the **application form** from the institute or by downloading it from website of the Institute. A candidate can apply for one, two or maximum three specializations. Only one application form is required for applying to one or more specializations.
3. XISS Application form and prospectus can be obtained from the institute counter by paying cash or depositing a bank draft for Rs. 1000/- (for one specialization only), Rs. 1600/- (for two specializations) and Rs. 2000/- (for three specializations maximum).
4. Prospectus and application form can also be downloaded from the Institute website [www.xiss.ac.in/admission.php](http://www.xiss.ac.in/admission.php). The downloaded application form duly filled in should be submitted along with a demand draft for Rs. 1000/- (for one specialization only), Rs. 1600/- (for two specializations) and Rs. 2000/- (for three specializations) drawn in favour of '**Xavier Institute of Social Service**' payable at **Ranchi** on any scheduled bank. The candidate should clearly write his/her name on the back side of the Bank Draft.
5. A candidate can apply to a maximum three specializations. If it is found that a candidate has applied for more than three specializations on two

different application forms, then he/she will be barred from the admission process for all the specializations.

6. Application forms and prospectus are available from **1st November 2011 till 10th March 2012**. Last date for submission of filled in application forms is **10th March 2012**. The form must reach on or before last date. The Institute is not responsible for any postal delay or otherwise non-receipt of the form within the due date.
7. The cut-off qualifying XAT/CMAT percentile for GD/PI will be decided by the selection committee after declaration of XAT /CMAT results and on the basis of number of applications received for admissions.
8. The list of short-listed candidates for GD/PI will be displayed on the Institute notice board and website [www.xiss.ac.in/admission.php](http://www.xiss.ac.in/admission.php) on **15th March 2012**. Further inquiry can be made from the Institute office or by calling 0651-2200873/2204456.
9. Tentative dates for GD & PI is between 16th April to 26th April 2012.
10. In selection of candidates the Institute proceeds on the basis of merit. A separate merit list is however maintained for ST/SC and Christian candidates. Any canvassing by a candidate/guardian to create undue influence on the selection process or committee, will automatically disqualify the candidature.

- The Administration of XISS, Ranchi reserves the right to change the requirement for admission, course content, fee payable, regulations affecting students or make any other suitable modifications, should these be deemed necessary in the best interest of the students, the institute or the profession.
- Institute does not permit ragging in any form in its premises or the hostel. The students are advised to refrain from ragging at any place during their study at the Institute. If any student is found to be involved in any act of ragging as specified by UGC/AICTE, disciplinary action will be taken against that student as per the norms of the institute/UGC/AICTE.
- All matters of dispute will be subject to the legal jurisdiction of Ranchi only.

# Instructions For Filling The Form

## Please Read The Instructions Carefully Before Filling the Form

1. The candidate should fill the form in his/her own handwriting.
2. All entries in the application form should be made in BLOCK LETTERS.
3. Each box should contain only one alphabet. Leave one box blank between two words.
4. Wherever applicable tick mark the appropriate box.
5. Fill the form carefully, incomplete/improperly filled forms are subject to rejection.

## Instruction for filling the Form

1. **XAT/CMAT ID** : Write your XAT ID/CMAT ID/Enrollment Number here 

1	2	2	3	4	5
---	---	---	---	---	---
2. Candidate can apply for maximum any three (03) programmes. Clearly tick mark the programmes for which candidate is applying. Application fee will vary according to the number of programmes applied for. For one programme Rs. 1000/-, for two programmes Rs. 1600/- and for three programmes Rs. 2000/- (maximum).
3. **Name** : Strike out Mr./Ms. which is not applicable.
4. **Father's /Guardian's Name** : Write the name of father or guardian.
5. **Permanent Address** : Write the address clearly with State and PIN CODE. Also write the Phone number, if any along with STD CODE.
6. **Mailing Address** : Write the mailing address clearly with State, PIN CODE, STD CODE and Phone number. If the mailing address is the same as the permanent address even then write the address in the space provided. Do not write SAME AS ABOVE or anything else.
7. **Mobile** : Write the ten digit mobile number in the space provided, if any, Give only one.
8. **E-mail** : Must give only one e-mail id, which will be used for correspondence.
9. **Date of Birth** : E.g. If the date of birth is 3rd April 1985 then write as 

0	3	0	4	1	9	8	5
---	---	---	---	---	---	---	---
10. **Sex** : Tick mark the appropriate box.
11. **Caste** : Tick mark the appropriate box.
12. **Religion** : Tick mark the appropriate box.
13. **Occupation of Father/Guardian** : Write the occupation of father/guardian clearly.

14. **Annual Income of Father/Guardian** : Write the annual income of the father/guardian.

## 15. Academic record :

- (i) **Secondary Examination** : Write name of Board, name of Institution, year of passing, marks obtained along with total marks (e.g. if you have obtained 754 marks out of 800 then write 754/800) and percentage.
- (ii) **Intermediate Examination** : In the first block tick whether Arts, Science or Commerce. Write name of Board, name of Institution, year of passing, marks obtained along with total marks and percentage.
- (iii) **Bachelor's Degree** : In the space provided write name of course studied e.g. B.A., B.Sc., B.Com, BBA, B.Tech etc. with the Honours/Major subjects studied. Write name of Institution, name of University, marks obtained along with total marks and year of passing. In case of grade points, convert the grade points to percentage for each year. In case of semester exams give the details semester wise.
- (iv) **Master's Degree** : Write name of course studied e.g. M.A., M.Sc. M.Tech. etc. Write name of Institution, name of University, marks obtained along with total marks and year of passing Master's degree. In case of appearing candidates write AP.
- (v) **Professional** : Write name of professional course, name of Institution, name of board/university, marks obtained along with total marks and year of passing.
- (vi) **Work Experience** : Write the last designation held and the total number of years of experience.

16. **Details of Fee Paid** : If the fee is paid in cash then tick mark cash. Must attach the photocopy of cash receipt. If the fee is paid by bank draft then write the details of the bank draft and must attach a photocopy of it along with the original Bank draft. Write your name and phone number on the reverse side of the draft. The draft must be drawn in favour of **Xavier Institute of Social Service** payable at **Ranchi**.

17. **Enclosures** : Tick mark the appropriate block.

18. **Declaration** : In the space provided write your name.

19. Put your signature and date of submission of form in the space provided.

20. Retain a photocopy of form and draft for future reference.

21. In case form is sent by courier or registered/speed post safely keep POD/Registry slip for future reference.



# Xavier Institute of Social Service

(Recognized by All India Council for Technical Education)

Dr. Camil Bulcke Path (Purulia Road), Ranchi, Jharkhand - 834001

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Affix your recent passport size coloured photograph here

**ALL ENTRIES SHOULD BE MADE IN BLOCK LETTERS**

(Please read the instruction carefully before filling the form)

1. XAT/AICTE-CMAT Candidate Id\* :

2. PGDM Specialization Applied for (Max. three) :

Human Resource Management	<input type="checkbox"/>	Rural Management	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	Marketing	<input type="checkbox"/>		

3. Name Mr. / Ms. :

4. Father's / Guardian's Name Mr. / Ms. :

5. Permanent Address :   
  
  
 State :  Pin :   
 Phone No. (With Std Code) :

6. Mailing Address :   
  
  
 State :  Pin :   
 Phone No. (With Std Code) :

7. Mobile :

8. E mail :

9. Date of Birth :         10. Sex (✓) :  M /  F

11. Caste\* (✓) : SC  ST  BC  Others

12. Religion (✓) : Christian  Hindu  Muslim  Sarna  Sikh  Others

13. Occupation of Father/Guardian :

14. Annual Income of Father/Guardian : ₹

15. Academic Record (Attach attested copies of certificates/mark sheets)

i. Secondary School

Board		Year of Passing		Marks Obtained	
School		Percentage		Maximum Marks	

ii. Intermediate : Science  Commerce  Arts

Board		Year of Passing		Marks Obtained	
School		Percentage		Maximum Marks	

ii. Graduation

University		Degree	
College		Honors Subject	

Year/Semester	I	II	III	IV	V	VI	VII	VIII
MO/MM								
Percentage								

iii. Post-Graduation (if any)

University		Degree	
College		Honors Subject	

Year/Semester	I	II	III	IV
MO/MM				
Percentage				

iv. Professional Courses (if any)

Organisation		Degree	
Institute		Subjects	

Year/Semester	I	II	III	IV	V	VI
MO/MM						

v. Work Experience (if any)

Post		Period	
Organisation			

16. Payment Details (✓)

: Amount ₹     (for one programme ₹ 1000/-, two programmes ₹ 1600/-, three programmes ₹ 2000/-)

if by Cash  Receipt No.       Date :

if by Bank Draft  Draft No.       Date :

Bank Name :

17. Enclosures (✓)

: Mark sheets - 10th  12th  Graduation  PG  Professional  Bank Draft

Caste Certificate (for SC/ST) :  Bank Draft/Receipt Photo Copy  XAT/CMAT Reg. Proof Copy

**DECLARATION :** I ..... have read the prospectus and having understood the terms and conditions of admission, I am applying for the course/s. If any information is found to be wrong my candidature is subject to cancellation.

Date :

Place :

Signature of the Applicant