Instructions for filling up the application form:

- Write strictly in Capital letters
- Use black or blue ink ONLY
- Candidates born only on or after June 30, 1977 can apply
- Aptitude test center choices:
  The aptitude test is going to be conducted in 20 cities in India. You have to indicate your first and second choice as to where you would like to take the test. Refer the recruitment process document for the list of cities. **GIVING BOTH THE CHOICES IS A MUST. Also, please note that Choice 1 and Choice 2 cannot be the same.**

- Interview test center choices:
  The interview is going to be conducted in 9 cities in India. You have to indicate your first and second choice as to where you would like to take the interview. Refer the recruitment process document for the list of cities. **GIVING BOTH THE CHOICES IS A MUST. Again, note that Choice 1 and Choice 2 cannot be the same.**

- The trainees will be required to join us at **Mumbai, Bangalore or Chennai.** Indicate your preference in the space provided by ticking the option. Please note that you can give only one preference. Also, please note that our decision regarding this will be final and binding.

- Ensure to write your pin code correctly **(and compulsorily)** while giving your address. You are required to fill up your current address for correspondence and also your permanent address. Ensure to fill up both even if they are the same.

- Ensure to write your telephone no. correctly including **STD code**

- While writing your academic performance details, the “Mode of Study” should be one of the following –
  a) Regular  
  b) Part time  
  c) Correspondence

- Your academic score may not be in percentage but in GPA/ CGPA etc. In such a case convert the same into equivalent percentage while filling the “Percentage” column of your academic performance details.
  
  For example:  A GPA of 7.29/10 is equivalent to 72.9%
  
  A GPA of 3.48/5 is equivalent to 69.6% etc

- For your yearly scores, take the average of two semesters. The final year students should fill up their second-last semester’s score for the final year. (e.g., a final year student of Engineering should fill up his/her 7th semester score in the row provided for “Graduation 4th Year”.)

CHECKLIST (To check before sending us your application)

- Fully and correctly filled up application form. (Five pages including the Admit Card)
- Demand Draft/ Pay Order of a Bank with your name written on the reverse
- Totally 3 photographs, one on the front-page of the application and two on the fifth page (Admit Card)