IMT Common Admissions Process 2023

Candidate Instruction Manual – Part 2

- Slot Booking for PI process
- Registration and self-attendance on the day of Personal Interview
- Interview Panel number and time allocation for Personal interview
- Common Chat room for queries and concerns
- Critical Thinking Test (CT)
- Personal Interview with panellists
Dear Aspirant,

We welcome you to IMT Common Admissions process for 2023 for IMT campuses, i.e. IMT Ghaziabad, IMT Nagpur, IMT Hyderabad & IMT Dubai. The IMT Common Admissions Process for 2023 will be completely ONLINE. This document will familiarize you with the entire process, which is broadly divided into the following five stages namely:

1. Application form and successful submission
2. Profile Detail form
   a. Submission of SOP 300 words
   b. Filling up details in Profile detail form in case the candidates want to be considered for Profile or Work ex based exceptional category.
   c. Uploading Mandatory Documents for Personal Interview process
3. Slot booking for PI process and confirmation.
4. Self-Attendance and chat room for Information and queries on the day of the Personal Interview
5. Critical Thinking Test -30 Mins
6. Personal Interview process

In candidate Instruction Manual 1, we explained you in detail for Stage 1 & Stage 2 (Part A, B & C) of the Admission process. In this manual we familiarise you with Stage 3, Stage 4, Stage 5 and Stage 6 of Admission process 2023.
**Stage 3: Slot booking for PI process and confirmation**

You have received a slot booking email for PI process along with this document. The modalities of booking your PI date and slot is mentioned in the email sent to you along with the last date of submitting the same. Once you complete this process, the date for your PI process and tentative time slot is booked and you will receive a confirmation email on the same along with login instructions into the ERP, which is essentially the same login credentials which you have used till now to enter your candidate portal. In order to familiarize you with the slot booking steps in ERP, please find below the screen shots for the same. Please note the selection process for Admissions 2023 will be done in Online mode only. The candidate is not required to visit any campus for the selection process or Personal Interview process physically. IMT will conduct the selection process virtually only.

**Slot booking for IMT Selection process 2023:**

**Step 1** – The candidate will log in to the IMT ERP candidate login with his email ID and unique password used throughout the application process for IMT. The link for the candidate log in is [www.imt.edu/admit2023](http://www.imt.edu/admit2023).

Upon typing the URL candidate will get the below page:
**Step 2** – Post Log in candidate will be redirected to below screen.

- Post login candidate will be redirected to above page
- Candidate needs to go to the Selection process slot booking tab on this screen.
- **Selection process & slot booking**: The candidate can self-select the available slot for Interview process by clicking on the tab ‘Selection Process Slot booking’
- Please refer the next step for slot booking.

**Step 3** – Below mentioned screen will be displayed post clicking on tab ‘Selection Process slot booking’
- Please note that the slots are available on first come-first served basis. In case a slot has already been selected, the same will not be available to you.
- Candidate can book the preferred time from the above screen or if all the slots are already booked and not available, the system will automatically allot available date and time to the candidate.
- Post selecting preferred date and time, candidate needs to click on the tab ‘Schedule Selection Process’ to schedule PI on selected date.
- Post submitting the above information, a confirmation email will be received by the candidate in his registered email id, confirming his selected date and slot for the PI process.
- Please note that the panel number of candidate along with PI serial number will be provided only on the day of the PI process, post your successful online registration and attendance.
- In case you do not select the PI date and slot as per deadlines mentioned, the system will automatically allocate a date and slot to you as per availability.

**Step 3** – Below mentioned screen will be displayed on successful selection of slot.

![Booking Confirmation Screen]

- On successful selection of booked slot below details will be displayed on screen.
  1. Application Number
  2. Name of the Candidate
  3. Email Id
  4. Selection Process Centre
  5. Venue
  6. Slot Details

- Kindly be available on your selected slot for the process.
- **Please note once the slot is booked, it CANNOT be cancelled/rescheduled.**
- You will receive an email on your registered mail id of successful slot booked by your end.
Timelines and schedule on the day of Personal Interview process:

**Morning Session schedule**

8:00 -9:00 am  
Self-Registration Process, Attendance and common chat room for queries

9:00 -9:30 am  
Critical Thinking Test

9:30 -1:30 pm  
Personal Interview Process

*For a candidate who has selected the morning slot for PI process, he/she is expected to be available online throughout the above duration. Each candidate will be interviewed for a duration of 15-20 minutes; the exact serial number will be provided on the day of process post online attendance and successful registration.*
Afternoon Session schedule

12:00 -1:00 pm  
**Duration (1 Hr)**

Self-Registration Process, Attendance and common chat room

1:00 -1:30 pm  
**Duration (30 mins)**

Critical Thinking Test

2:30 -6:30 pm  
**Duration (4 Hr)**

Personal Interview Process

For a candidate who has selected the afternoon slot for PI process, he/she is expected to be available online throughout the above duration. Each candidate will be interviewed for a duration of 15-20 minutes; the exact serial number will be provided on the day of process post online attendance and successful registration.
Stage 4: Self-attendance, Interview panel & time information and chat room for Information and queries on the day of the Personal interview.

A) Self-attendance on day of the PI process

Timings:

Morning- 8:00 AM: 9:00 AM
Afternoon- 12:00 PM- 1:00 PM

On the day of the process

Step 1: Self Registration process and Join Chat Room steps.

<table>
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<th>Step 1</th>
<th>Log in to the candidate portal with log in credentials provided to you.</th>
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<td>Click on the &quot;Registration &amp; PI process&quot; tab.</td>
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<td>On successful registration the 'Join Chat Room' tab will be activated.</td>
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<td>Step 5</td>
<td>Candidate joins the Chat room for any queries /doubts.</td>
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<td>Step 6</td>
<td>Candidate joins the chat room as per the specified schedule.</td>
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Steps to log in for Registration & Chat Room

Step 1 – The candidate will log in to the IMT ERP candidate login with his email ID and unique password used throughout the application process for IMT. The link for the candidate log in is [www.imt.edu/admit2023](http://www.imt.edu/admit2023). It is strongly recommended to use the latest version of the one of the following browsers to login to your candidate portal for admissions process.

1. Firefox Mozilla
2. Google Chrome
Upon typing the URL candidate will get the below page:

**Step 2** - Post login, the candidate will be directed to the below screen
• Post log in candidate will see above window with below tabs
  1. Application Form
  2. Update Test Score
  3. Profile Detail Form
  4. Selection Process Slot Booking

5. Registration & PI process

6. Upcoming Webinar
7. Need Help?
8. Logout

• Please click on tab ‘Registration & PI process’ at this stage.

Step 3 – Post clicking on the ‘Registration & PI process’ tab below screen will appear.

• The above screen will show you candidature details and confirmation of your Selection process slot.
• This screen enables/shows you below three functions/Steps.
  1. Registration- compulsory for all candidates to self-register
  2. Join the Chat Room (In case of any queries)
  3. Join the Personal Interview
• Kindly click the Step 1 ‘Register’ tab to mark your attendance/register yourself for the process.
• Please note these functions can only be performed on the day of your Interview.
  Registration CANNOT be done before the scheduled PI date and slot time.
Step 4— On successfully completing the registration below screen will appear.

- The candidate will be notified with successful registration message on completion of registration.
- Post Registration the candidate will receive below Email / SMS on registered email id and mobile number.
  
  **Sample SMS** -  You are successfully registered for IMT Admission 2023, PI process. Your Panel no and serial number for PI is <Panel 1 & S.N=5>
  
  Helpline number- 012XXXXXXXX

  **Sample Email** -

  Subject- Confirmation of IMT Selection Process Registration

  Dear <NAME>,

  You are successfully registered for IMT Admission 2023 Selection Process at Ghaziabad online.

  Your Panel Number is: <PANEL_NO> and serial number is: <SERIAL_NO>.

  For any further assistance on admission process, please contact on below helpline number: 012XXXXXXXX
The candidate will get their serial number, panel number and helpline number in SMS, this will indicate his waiting time for the Personal Interview.

In case of any problem / technical glitch during the entire process, or if the candidate gets stuck in the online process he can call on the helpline number sent to him post successful registration for resolution.

**Step 5— Join Chat Room:** Only after successful completion of the registration the chat room link will be activated on the screen.

- The ‘Join Chat Room’ link automatically gets activated *post successful registration.*
- In case it does not get activated, first refresh the page. Even if post refreshing the page it is not activated, please call the helpline for support.
- Please note until you have *not registered*, the link to chat room will NOT be activated.
- **Important:**
  a) In case of any issues before OR during registration, please call the admission office numbers.
  b) In case you come across any technical glitch/ error after/post registration, please call the helpline number sent to you in SMS sent on successful completion of the registration on your registered mobile number.
Step 6 – Join Chat Room: Below mentioned screen will appear on clicking the ‘Join Chat Room’ link.
c) The candidate can ask his/her queries or doubts to the Chat Coordinator & Student coordinator.

d) Incase due to any technical error candidates leave the chat room, he/she can use the ‘Re-Join Chat’ tab to join the chat room again.

e) The Chat room option will only be activated during 8:00 to 9:00 am (Morning slot) and 12:00 to 1:00 pm (Afternoon slot). Post these timings, chat room will be deactivated.

f) The candidate can ask his/her queries only by typing in the chat window of this dialogue box. Please note that speak option will remain on mute due to large number of candidates in chat room.

g) The answer to each candidate will be given verbally either by Chat Coordinator /Student Coordinator by IMT.

h) Please click the ‘Leave’ button in red to exit the chat room

**Stage 5 – Critical Thinking Test**

All shortlisted candidates need to take a 30-minute-long Critical Thinking Test, which will evaluate the candidate on three parameters - critical thinking, writing communication skills and innovation/creativity. It will have 1-2 questions/issues which the candidate needs to critically evaluate and answer. The test will be administered online/offline with a timer.

Please note it is mandatory for the candidate to appear for the Critical Thinking Test within the stipulated time of 30 mins in Morning / Afternoon slot allocated to him/her. Incase the candidate does not submit the test within this allocated time, the evaluation for the CT test will not be considered for that particular candidate. He/she will not be given any weightage for the Critical Thinking Test. It is mandatory for the candidate to appear for the Critical Thinking Test within 30 minutes and submit the same on ERP as per the instructions.

*Kindly Note the following points for CT test.*

1. Please note that the Critical Thinking test will run on a live timer which is of 30 (thirty) minutes duration. All candidates are required to finish and submit the CT test in the candidate portal within this stipulated time only. We will not be accepting any CT tests in any other form like email or word doc formats etc.

2. The CT timer will start at 9:00 AM and end at 9:30 AM in the morning and start at 1:00 PM in the afternoon and end at 1:30 PM in the afternoon on the date of your PI process for IMT. This is irrespective of when you start the test, the test will wind up and CT test link will be deactivated at the end times mentioned above.

3. Please keep a sharp watch on the timer and try to submit the test 5 minutes in advance of end time so that in case of any technical issues you can discuss with tech support and submit the same. **We will not entertain any requests for submission or tech support post the end time of the test**
Post exit from the chat room, Critical thinking test will be enabled for the candidate as shown below:

**Screenshot of Critical Thinking Test**

- Attached above is the screenshot of Critical Thinking Test
- Please make note of the timing mentioned on right end corner. Kindly abide by the timing and complete the test in 30 mins.
- Please keep a sharp watch on the timer and try to submit the test 5 minutes in advance of end time so that in case of any technical issues you can discuss with tech support and submit the same. **We will not entertain any requests for submission or tech support post the end time of the test**
Critical Thinking Test Submission Screen

Step 3: Critical Thinking Test (CT)

Kindly click on the SUBMIT button mentioned in the above screen to submit the Critical Thinking Test once completed.

On completion of the CT Test please follow the below instructions to enter the PI process.

Stage 6: Personal Interview process

Step 1 – The candidate will Join the Personal Interview Room by clicking on the below tab to enter the Personal Interview room. Please note this tab will only be activated when it is your turn /you are next in the serial number.

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Pratik is working for a consumer goods company. He is a real go-getter and high performer of the company. He is reporting to the Vice President (Marketing), who is going to retire within the coming two years. In the organization structure, the VP (Marketing) reports to the company President. Everyone in the organization feels that if Pratik continues like that, he will soon be the company President. As per his boss, it’s just a matter of time that he makes it to the position.

The current President of the company has also been a Marketing person, who has worked his way up from field salesperson to President by selling both the product and her competency to the customers and the company alike. Marketing department in the organization is considered as the ‘well-oiled’ road to the top. Pratik is the number one sales guy at present, and as per the grapevine is considered as the next VP (Marketing) after the retirement of the current one. However, Pratik was not sure whether he wanted to be the VP of Marketing. Another slot in the company is opening up in the international market. Pratik knew nothing about the European market, but this was the firm’s first venture outside the country, and he thought he might like to take a plunge. He talked to his boss, who tried to discourage him. In fact, he considered Pratik to be crazy enough to consider this option at all. He told him that it was not the place for him. “Things are soft and crazy here. You don’t have to prove yourself to anyone. You are number one around here. Just sit tight and one day you will be the President. Don’t go out to explore the unknown territory.” Pratik was not convinced. He thought perhaps it would be wise to discuss with somebody else who can guide him better – maybe the President herself. He did so. The President was very interested in his idea about international marketing. She said, “If you are really sure that you’d like to head up this office for us, I’ll recommend you for the job.”

After giving due diligence to the matter, Pratik decided that he would much rather go to Europe and test waters than sit back and wait for the VP opportunity. He told his decision to his boss that he had talked to the President. “She tells me that this new opening in international sales is really going to get a big push from the company. It’s where the action is. I realize that I could sit back and take it easy for the next couple of years, but I think I’d rather explore this international opportunity.” His boss again told Pratik that he was making a mistake. “However, if you want it, I’ll support you.”

A week later, when the company selected someone else from Sales to head the international division, Pratik was crushed. The President explained the situation to him like this: “I thought you wanted the job and I pushed for you. However, the other members of the selection committee voted against me. I can tell you that you certainly did not sell your idea to your immediate boss very strongly. He led the committee to believe that you were really undecided about the entire matter. In fact, I felt rather foolish telling them how excited you were about the whole thing, only to have your boss say that he’d talked to you after that and you weren’t that sure at all. Based on your boss’s inputs, the committee figured you had changed your mind after talking to me, and they went on to discuss other likely candidates.”
Each candidate will be assigned a serial number for the Personal Interview process.

Each candidate will receive a call from Campus Staff Coordinator (CSC) before the Critical thinking test (in the morning between 8:30 AM to 9 AM) and in the afternoon between (12:30 PM-1 PM) and also 5-10 minutes before his/her schedule on registered mobile number to joining the Personal Interview. Candidate needs to make sure his/her mobile number is close by and audible in order to take the call from the campus staff coordinator.

The above link of ‘Join the Personal Interview’ will only be activated and enabled when it is Candidates turn as per the serial number.

This link will not be enabled or activated when PI process of other candidates are going on.

Please wait for your turn as per the serial number to get your PI link activated.

Incase your PI link is not enabled after CSC confirms over call, please REFRESH the window to join.

**Step 2– Personal Interview Room:** Below screen will appear once you join the PI room.

- The panellists will already be present in this room when you enter. You would need to switch on BOTH your video and audio for the PI as the same is mandatory. Please attend the PI process through above window. The video streaming platform is Zoom meetings which is already embedded in the candidate portal and you will not be required to download the same.
• The PI is a video interview hence it is mandatory to have your video switched on at all times during your PI process. **It is recommended that you thoroughly check your audio and video settings and compatibility to both Zoom meeting and candidate portal before your scheduled PI process as some headphones and browsers may have compatibility issues with Zoom/Candidate portal.**

• Kindly use a working headphone and mike which can be connected to the device and is audible.

• Incase you get disconnected from this window during your PI process, please click the ‘Re-Join’ tab to get connected again.

• Please dress in formal/semi-formal clothes. During the Personal Interview process, please sit on a chair with your device (desktop, laptop, handheld or mobile) facing you so that your face and upper body is clearly visible.

• Please note this link will be deactivated once your Personal Interview process is over.

• Your selection process is over post Personal Interview. You may leave and log out from the candidate portal after successful completion of the PI process.

**Important Instructions about Selection Process:**

1. **No request will be considered for rescheduling of selection process under any circumstances. Hence you need to attend the process as per the scheduled date and time.**

2. The entire process will take 5-6 hours. So, please schedule your itinerary accordingly. Your exact panel and serial number will be allocated and messaged to you on the date of your personal interview process, post self-attendance and successful registration.

3. While ascertaining the eligibility for different IMT campuses, we have considered your currently available best test score. In case you obtain a higher score in an accepted test (and submit the same to us as soon as you get it), your eligibility will be reassessed and you will have an opportunity to broaden your campus pool.

4. Before your scheduled date of PI process, please make sure of following:
   a) You have stable internet connection and a device (desktop, Laptop, handheld or mobile) which can access the internet. Please check the device beforehand, ensure that it is fully operational and your candidate login access is working
   b) A working headphone and mike which can be connected to the device and is audible
   c) You can log in to the IMT candidate portal using your login credentials
   d) Your candidate portal is working and you can view the same.
   e) Ideally a quiet room which is well lighted. Please try to minimize any external noise or commotion during the entire duration of your selection process.
   f) Please dress in formal/semi-formal clothes. During the Personal Interview process, please sit on a chair with your device (desktop, laptop, handheld or mobile) facing you so that your face and upper body is clearly visible.
g) Be online during the entire time slot allocated to you and be available on your registered mobile number. Keep the mobile close to you so that you can attend the call when the campus staff coordinator calls you to update you about your PI process.

5. In case you are unable to log in for the process due to any technical glitch, please call on the helpline number which will be sent to you post successful online attendance and registration on the DAY OF PROCESS. In case the issue cannot be resolved by our technical support, we will assess your situation and may reschedule your selection process on an alternative date and time.

6. The modalities of the entire process including screen shots in candidate portal guiding you step by step is available in the Candidate Instruction Sheets. Please read the documents thoroughly before attending the selection process.

7. Recording of any part of the online selection process by candidates is prohibited. Any candidate found to be violating this rule will be automatically cancelled from the Admissions process and blacklisted.

8. For more information on the IMT Common Admissions process which includes parameters and selection criteria etc., please check the page www.imt.edu/admissions2023 before you attend the selection process so that you are well aware of the same.

**PI: Dos and Don’ts**

**Dos**

- Be online during the entire time slot allocated to you and available on your registered mobile number. Keep the mobile close to you so that you can attend the call when the campus staff coordinator calls you to update you about your PI process.
- In case you are using your office laptop, please ensure that it can enable an external ERP as some official systems block external ERPs. In case the security settings of your laptop does not allow external applications, you have to arrange for an alternative laptop or system for the process.
- Ensure your internet connection is stable.
- Check your laptop, camera, and microphone before the interview to avoid any glitches.
- Attend PI session from desktop/laptop.
- Position the camera so that you are looking up slightly and centred on the screen.
- Do conduct the interview in a room where you are not going to be disturbed.
- Do make sure the lighting in the room is good and make sure whatever is behind you is simple and appropriate.
• It is suggested to acquaint yourself with the technology beforehand.
• Do test your internet connection on the day of the interview so that you can be certain it is working.
• Ensure your video and audio settings (in case using a headphone, airpod etc) is enabled to zoom application and tested. Do not delay your process during the Interview and test your audio/video and internet speed before your PI process begins.
• Do dress professionally, as you will be on video call with the panellist. Please treat this as a professional interview. Ideally you should sit on a chair with back straight and facing the camera.
• During your PI process, please keep your mobile and other devices in silent mode. Also ensure there is no other device close to you which may hamper with connectivity or noise level
• Do remember all essential nonverbal traits, including eye contact, smiling and posture.
• Do perform the same amount of preparation as you would a face-to-face interview.

**Don’t s**

• Do not be late for the process. Please remember that the CT test will wind up at an allocated time mentioned in this manual and you will not be able to take the test if you are late.
• In case you miss your slot/time of interview you will be marked absent for the process. There will be no rescheduling done from IMT Admission office.
• Avoid attending the PI session from your smartphone. It is best to have a large screen which has stable internet connection and audio video system.
• Don’t have other programs open on your system/handheld that could distract you like social media platforms.
• Avoid wearing bright colours and patterns and opt for softer colours instead. If you are wearing a tie, wear a solid colour rather than a patterned one. If you wear glasses, adjust the lighting in the room to reduce glare from the lenses.
• Don’t not use back button or close button/icon. Do not shuffle to other screen/pages.
• Please refrain yourself from using mobile phone during interview process.
• Don’t get flustered if there are glitches or connection problem. Please call the helpline number provided to you post successful registration to resolve the issue.