

Professional Experience (If Applicable)

Organization	Designation	Duration (From – To)	Key Responsibilities

Total Work Experience: **Years** **Months**

Current Professional Status

- MBA/ Post Graduate (Management Stream) Final Year Student
- Graduate Working Professional Aspiring to Build Career in HR
- Faculty / Mentor
- Entrepreneur / Business Owner
- Other (Please specify): _____

Statement of Purpose

Briefly explain your interest in pursuing the Certification Program in HR Operations and how it will contribute to your career development.

Source of Information

How did you learn about the IMSD Certification Program?

- LinkedIn IMSD Website Faculty / Mentor Reference Friend / Alumni
- Social Media Other (Specify): _____

Documents Required

Applicants are required to submit the following documents along with the application form:

- Recent Passport Size Photograph
- Graduation Marksheet / Degree Certificate
- Post-Graduation Marksheet (if applicable)
- Application Form (duly filled)
- Adhar Card Copy
- PAN Card Copy
- Details of Fee Payment – DD/ NEFT/ RTGS Online Transfer (Gpay)

Fee Payment Instructions

Applicants are required to pay the Program Fee through bank transfer or UPI using the following bank details:

Bank Name:	TIRUPATI URBAN CO-OPERATIVE BANK LTD
Account Name:	DSS INSTITUTE OF MANAGEMENT SKILLS AND DEVELOPMENT
Account Number:	000610211000707
Account Type:	Current account
IFSC Code	For IMPS : HDFC0CTUB02 For RTGS : HDFC0CTUB06
Branch:	Anant Nagar, Nagpur 440001 Maharashtra, India.

UPI ID (if applicable):

Applicants must mention their Name and Mobile Number in the payment remarks while making the transaction.

Payment Confirmation Details (To be filled by Applicant)

Mode of Payment:	<input type="checkbox"/> NEFT / IMPS / RTGS / Bank Transfer	<input type="checkbox"/> Cheque / Demand Draft
Transaction / UTR Number:	<input type="text"/>	
Date of Payment:	_____	Amount Paid: ₹ _____
Payment Proof Attached:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Important Instructions:

- The application/program fee once paid shall not be refundable or transferable.
- Applicants must attach payment proof (screenshot/receipt) along with the application form.

Parent / Guardian Details (Mandatory for Students)

Name of Parent / Guardian:	
Relationship with Applicant:	
Organization / Business Name:	
Occupation:	
Contact:	

Student Undertaking & Code of Conduct

I understand that the Certification Program in HR Operations conducted by IMSD requires active participation, discipline, and professional conduct.

I hereby undertake that:

- I will maintain minimum attendance as prescribed by the institute and university guidelines.
- I will complete all assignments, assessments, and project work within stipulated timelines.
- I will maintain professional behaviour and discipline during classroom sessions and institute activities.
- I will respect the academic integrity and institutional policies of IMSD.
- I understand that misconduct, indiscipline, or academic malpractice may lead to disciplinary action including suspension or cancellation of admission.

I agree to abide by all the rules and regulations of IMSD and the affiliated to RTM Nagpur university.

Date: _____ Signature of Applicant _____

Fee Payment Terms & Refund Policy

- Admission to the program will be confirmed only after payment of the prescribed course fee.
- The fee once paid is generally non-refundable, except in exceptional circumstances as decided by the institute management.
- IMSD reserves the right to reschedule sessions or modify the academic schedule due to operational or academic reasons.
- Students are expected to clear all dues before appearing for examinations conducted under the program.

I have read and understood the fee structure and payment terms of the program.

Date: _____

Signature of Applicant

Application Processing Fee

A non-refundable Application Processing Fee of ₹100 is required to be paid at the time of submission of the application form.

The payment should be made through UPI / Bank Transfer to the IMSD bank account mentioned above. Applicants must attach the payment receipt or transaction screenshot along with the application form.

Note:

- The application will be considered valid only after receipt of the application fee.
- The application fee is non-refundable and non-transferable under any circumstances.

DECLARATION

I hereby declare that the information provided in this application form is true and correct to the best of my knowledge. I understand that admission to the IMSD Certification Program in HR Operations is subject to verification of the documents submitted and fulfilment of eligibility criteria prescribed by the institute and the affiliating university.

Date: _____

Place: _____

Signature of Applicant

..... **FOR OFFICE USE ONLY**

Application Number: _____ Date of Application: _____

Application Status: Selected Waitlisted Not Selected

Documents Verified: Yes No

Admission Approved By: _____

Remarks: _____
