Arun Jaitley National Institute of Financial Management

(Ministry of Finance, Government of India)

Sector–48, Pali Road, Faridabad – 121001, Haryana

F. No.: T-19011/2/2025-MBA (FM)

Dated: 01st July, 2025

CIRCULAR

Subject: Mandatory Online Submission of Joining Report – MBA (FM) 2025–27 Batch

All participants admitted to the **MBA (Financial Management) Program for the academic session 2025–27** are hereby directed to complete the **joining formalities through the official online portal** of the Institute.

The **Joining Report Form** is available at the following URL: 👉 https://progcell.ajnifm-mbafm.online/joining_report.php

Participants must strictly adhere to the following instructions while filling the joining form:

Key Guidelines for Filling the Online Joining Report

The Joining Report Form consists of **three parts,** all of which must be completed in order to successfully submit the joining information. Please ensure:

- **All uploaded documents must be in JPEG or PNG format** and named in the following format: <Submission ID - Name of Document>.
- **Photograph:** Passport size with white background.
- **Signature:** Scanned in black ink or drawn directly on the signature canvas provided.

Summary of Required Details

Part 1: Personal and Contact Details

- Submission ID (select from dropdown and click "Fetch Data")
- Full name, parents' names, category, gender, marital status
- Date of birth, blood group, Aadhar, PAN, passport details (with proofs)
- Present and permanent address, email, mobile number
- Hostel room number (if allotted)
- Emergency contact details
- Medical history and chronic illness (if any)
- Proof of designation and office order for deputation
- Declaration and signature

Part 2: Educational Qualifications

- Academic qualifications with year, percentage / CGPA, specialization
- Institution/university name
- Upload of supporting documents
- Declaration and signature

Part 3: Work Experience and Final Submission

- Details of posts held, organization, duration, job profile
- Upload proof of experience
- Final declaration and digital signature

Important Instructions

- **All parts of the joining form are mandatory. Incomplete forms will not be accepted.**
- Review all fields carefully before final submission.
- Use only the specified formats for document uploads.
- The **form should be submitted at the earliest,** and no later than **10th July, 2025.**

For any technical assistance or clarification, participants may contact the Program Cell at the Institute.

[Prof. (Dr.) Brajesh Kumar]
Programme Director – MBA (FM)
01/07/2025

To:
All Participants – MBA (FM) 2025–27 Batch