

Specimen Letter

4th February 2016

MDI/2016/

Dear Candidate,

Sub: Provisional Admission Offer for Executive PGPM, (NMP /PGP-EM 2016)

Congratulations for making it to Executive Post Graduate Programme at MDI. We are pleased to make you a provisional offer of admission to **NMP 2016** based on your CAT/MDI Test and subsequent Interview. Some important information pertaining to the admissions offer is given below:

- The programme is scheduled to commence on Monday, 4th April 2016 at 10:00 Hrs.
- In the meantime, you are required to deposit fee as mentioned below:
 1. The first installment of fee of Rs. 75,000/- (Rupees Seventy Five Thousand Only) should be paid through a demand draft drawn in favour of **Management Development Institute**, payable at New Delhi, **latest by Friday, 26th February, 2016, 1700 hrs.**
 2. The second installment of fee of Rs. 2, 81,000/- (Rupees Two Lakhs Eighty One Thousand Only), should be paid through a demand draft drawn in favour of **Management Development Institute**, payable at New Delhi, **latest by Thursday, 31st March 2016, 17:00 Hrs.**
 3. The Demand Drafts must be sent at the following address. **Admissions Office, Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon – 122007, PH: 0124-4560555/666.**
- Please write your form no, name and contact no on the backside of the demand draft. In case you fail to pay the above installments by the stipulated dates, your seat would be offered to the next candidate on the waiting list, without any further intimation.
- MDI reserves the right to increase fee and other charges during the academic year as mentioned in the programme brochure.
- Registration is scheduled on Monday, 4th April, 2016 at 10:00 Hrs. Accommodation in the Hostel will be available from 3rd April, 2016. You should report at NMP/PGP-EM Office, MDI, Gurgaon latest by 10:00 hrs on 4th April, 2016. For registration, please contact Executive PGPM Office (Ph:0124-4560529).
- You are required to submit the following certificates at the time of registration on 4th April, 2016:
 - a) Original passing certificates/marksheets of 10th, 12th and Graduation level and self-attested copies thereof.
 - b) Medical fitness certificate from a qualified (Regd. Medical Practitioner) MBBS/MD from Government/private hospital.
- In case of withdrawal from admission, the withdrawal intimation must be made through a written communication, either in Person/Courier/email (admissions@mdi.ac.in) along with copy of this letter, mentioning details of your contact address/ph no., where refund has to be sent.
- For any further clarification(s), please get in touch with the undersigned or the Administrative Officer (Admissions) PH: 0124-4560555/666. Office timings are from Mon-Fri 10:00 Hrs. to 17:00 Hrs.

With best wishes,