

## **IMPORTANT INSTRUCTIONS FOR CANDIDATES FOR ATTENDING ONLINE PERSONAL INTERVIEW FOR CAP 2021**

1) Please note the following requirements for personal interview through online mode:

- a) Desktop/Laptop with camera
- b) Headphone/earphone
- c) Microphone
- d) Stable and high-speed Internet connection
- e) Stationary items such as pens/pencils/blank sheet etc
- f) Installation of Zoom software on Desktop/Laptop
- g) A white background or a clear background of a lighter colour ensuring better visibility.
- h) A valid photo ID for verification

2) Instructions for Online Personal Interview:

- a) The link for Online Personal Interview will be sent to the candidate's registered email ID two days prior to the interview.
- b) Candidates are required to join the Online Personal Interview by clicking on the provided link to attend the interview on the designated date and time of the interview.
- c) Candidates must be prepared for the interview with the necessary requirements as mentioned above in Part 1 on the designated date and time.
- d) No person other than the candidate should be present in the interview room in the house/any other place.
- e) Recording devices are strictly prohibited in the interview room.
- f) The audio and video must be 'on' for the entire duration of the interview.
- g) Candidates are advised to be available for the entire slot as communicated.

3) Please check your inbox as well as SPAM or Junk or promotion boxes/folders regularly.

4) How to prepare for the interview?

- The panel will evaluate the candidate's academic efforts and disposition, attitude, personality and communication, and the quality of work experience.