



CANDIDATE GUIDELINES FOR INTERVIEW

- Candidates are requested to be present and ready with their computer/laptop and other infrastructure before the start of the session and will send request through the link provided above for connecting at the start of interview slot allotted to him/her.
- Candidates are requested to keep themselves free during the entire session. Candidate is required to send request for connecting at the start of his/her time slot.
- Candidates should not share or disclose to others the Personal Interview Invitation Link shared with him/her for attending the Personal Interview. Sharing the Interview Invitation Link with others may lead to disqualification of the candidate.
- Candidates can open the Interview Invitation Link using browsers such as **Google Chrome (recommended)**, Mozilla Firefox or Microsoft Edge.
- Upon clicking the link, on the right-hand side of your screen, you should be able to see option to join the Meeting. Use 'Ask to Join' button to connect to meeting.
- Once the Interview link is opened in the browser, candidates should be able to see themselves on screen. Make sure that you have enabled both video and audio facility throughout the process. It is required to use headphone to avoid any external noise. Candidates are required to ensure that they are in a place where there are no audio/video distractions/interferences.
- You may please wait patiently for your turn and ensure your online presence at the start of interview slot by sending request on the provided link. Please don't move away from the screen during the interview slot.
- Moving away from the camera/turning off camera may lead to disqualification from the process. The candidates should ensure that there is no presence or movement of others during the entire slot and interview process.
- Though it is an online interview process, you are expected to be disciplined and be formally dressed as in the case of a physical Interview process. Any malpractice attempt during interview process may lead to cancellation of your candidature.
- Please make sure **not to call** either during or after the interview process. This may lead to your disqualification.
- Candidates have to ensure that no recording by mobile or any other device is done during the interview process. If found so, his/her candidature will be cancelled.
- Don't try to re-join the session after completion of interview.

Infrastructure Requirements to attend the Personal Interview through Google Meets:

- (a)** Candidates are recommended to join the Personal Interview via Desktop/Laptop only with a reasonable processing speed that is capable of connecting online video and audio.
- (b)** Candidates should make sure that they have reasonably good internet speed and connectivity (preferably 1 Mbps or more) with a data plan of 1GB/day or above.
- (c)** Candidates should make sure they have proper internet connectivity and power back up to avoid unwanted interruptions.
- (d)** Candidates must use microphone/headphone to attend the Personal Interview process.

Note: It is sole responsibility of the candidates that all guidelines are adhered strictly and they make arrangements for needed infrastructure on their own before the interview. Failure to adhere to the guidelines or absence of required infrastructure will be at candidate's own risk.