

## **IMPORTANT INSTRUCTIONS FOR CANDIDATES FOR ATTENDING ONLINE PERSONAL INTERVIEW FOR CAP 2022**

**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) Candidates are required to join the Online Personal Interview through the Zoom platform by clicking on the provided link to attend the interview on the designated date and time of the interview.

**For Forenoon Slot:** The candidate should join **by 9.30 am** and should be available in the waiting room until his/her PI process is over.

**For Afternoon Slot:** The candidate should join **by 1.30 pm** and should be available in the waiting room until his/her PI process is over.

- b) Candidates must be prepared for the interview with the necessary requirements as mentioned above in Part 1 on the designated date and time.
- c) No person other than the candidate should be present in the interview room in the house/any other place.
- d) Recording devices are strictly prohibited in the interview room.
- e) The audio and video must be 'on' for the entire duration of the interview.
- f) 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.