



Important Instructions for Online test & Interview

Instructions for Online test:

1. Candidates **must** use PC/Laptops (Microphone & Webcam - mandatory) to attend the online test. Mobile phones **SHOULD NOT** be used for attending online assessment. **Violation of this will lead to disqualification.**
2. Candidates must log-in to Zoom Meeting during the entire duration of online test with **VIDEO ON** and **AUDIO UNMUTED**. Zoom joining link will be shared to your registered email IDs. If the video is turned-off or audio is muted anytime during the assessment, the candidate will get disqualified from the selection process.
3. Mandatory PC/Laptop requirements:
 - a. Operating System: **Windows/Linux/IOS**
 - b. Preferred Browser for Online Test: **Latest version of Mozilla Firefox / Google Chrome**
 - c. A stable Internet connection of at least **2 Mbps download** and **1 Mbps upload** speed
 - d. Sufficient power backup should be available in case of power failure
4. Location and other requirements:
 - a. Select a location where you can remain undisturbed for the entire duration of the test.
 - b. The room should be as quiet as possible. Ensure there is no background noise such as music, television, chatting of people. **Violation of this will lead to disqualification.**
 - c. The lighting in the room must be bright enough to be considered 'daylight' quality. Overhead lighting is optimal. Ensure that the source of light is not behind you.
 - d. Ensure you have a comfortable chair and are seated upright. Your face should be clearly visible so that it can be constantly captured in the webcam. **Partial face visibility will be considered violation of instructions for the test.**
 - e. Ensure that there are no people around you. If anyone else apart from you is detected in the frame of the video captured, you will be disqualified from the selection process.
 - f. **Use of mobile phone for any reason will lead to disqualification.**
 - g. Use of online communication applications during the test is strictly prohibited. Close all programs and applications, including communication applications like Skype, Microsoft Teams, etc. before you begin to take the test. Only Zoom is permitted.
 - h. You may keep stationery items with you for taking the test. Use of calculators and similar devices is not allowed during the test.



- i. Do not switch out of the test screen. **Switching out of the test screen to another window will be treated as a violation of the code of conduct for the test and will lead to disqualification.**
5. **Behavioural guidelines:**
The entire duration of the test is proctored. You will be on video and therefore, please ensure the following:
 - a. You must dress as though you were in a public setting.
 - b. You must not communicate with any other person by any means.
 - c. You must not leave the video frame during the exam for any reason.
 - d. You must not use headphones, earphones, or any other type of external audio equipment.
6. Login time, Zoom joining link and all other relevant test details will be sent to the email IDs of candidates prior to the test. Candidates have to ensure that the test is submitted (using SUBMIT button) before the mentioned time. Late submissions will be rejected.

Important note: If any malpractice or violation of instructions is detected during the test, the candidate's application will be cancelled and he/she will be debarred from the selection process.

Instructions for Online Interview:

1. Interviews will be conducted via Zoom/Google Meet. The joining link will be shared to the registered email IDs of shortlisted candidates after the online assessment.
2. Candidates should use PC/Laptops (Microphone & Webcam - mandatory) to attend the online interview. Mobile phones are not recommended.
3. A stable Internet connection of at least 2 Mbps download and 1 Mbps upload speed.
4. Sufficient power backup should be available in case of power failure
5. **Location and other requirements:** Refer instructions (a) – (f) of point (4) mentioned in the instructions for online test.
6. **Behavioural guidelines:** Refer instructions (a) – (c) of point (5) mentioned in the instructions for online test.
7. Candidates are requested to keep scanned copies of all marklists and certificates (UG, PG, Address proof and Experience) ready on the day of assessment. Link to upload the certificates will be shared with shortlisted candidates via email soon after the test. Uploading of certificates should be done within the stipulated time; else the candidate will be disqualified.

Note to all the candidates: *Selected candidates should report to college on all working days and conduct online classes from college premises once the government imposed lockdown conditions are over.*
