



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

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MA HR & OD

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PG DEPARTMENT OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

(SELF-FINANCE)

Instructions to Candidates

- 1) Download and install Zoom application on your mobile or PC
- 2) Login into zoom link 10 minutes before the scheduled interview and you can login using Zoom link shared or join using the Zoom website.
- 3) Kindly wait for the whole session, until the host admits you into the interview room.
- 4) Rename yourself with your full name as mentioned in the application.
- 5) Keep your audio and video enabled throughout the interview. Ensure clear audio and video quality throughout the interview.
- 6) Family members/ Friends / any other persons are not allowed to attend the session along with candidates.
- 7) Formal attire must be followed.
- 8) Choose a quiet place without any disturbance while attending the interview
- 9) Choose a place that has proper lighting and good internet connectivity.
- 10) Candidates must not share their Zoom ID and Password with anyone else.
- 11) Keep your certificates ready with you while attending interview.
- 12) Once you complete the interview, you may leave the meeting.
- 13) For further enquiry you may contact
 - ⇒ **Prof. Sivarajani**, Assistant Professor - 9444242131
 - ⇒ **Prof. Venkatesh**, Assistant Professor – 9710738384

Mr. Joseph Eric Dunston E

PROGRAM HEAD

P.G. DEPARTMENT OF HR & OD (SF)