

## **Indian Institute of Foreign Trade**

### **Instructions for Online Extempore/Personal Interview of shortlisted candidates for admission to MBA (IB) 2021-23 Programme**

- All candidates are advised to download MS Team app on their laptop / desktop for online extempore / personal interview.
- A link to join on MS Team for Extempore and Personal Interview will be sent to the candidate's registered email id. At the designated date and time of the extempore / interview candidate will be required to join by clicking on provided link.
- Candidates will be required to join the session at least 10 minutes prior to the scheduled time.
- Candidates must appear for extempore/interview through either a desktop or laptop that has camera / web-cam installed on/in it. Candidates are not allowed to appear for the process using a mobile phone.
- The audio / video must be on for the entire duration of the process.
- No person other than the candidate should be present in the interview room.
- Candidates need to ensure a stable and high speed internet connection, preferably a LAN, so that they are clearly, fully visible (either seated or standing), from a distance of at least 5 feet.
- A white background or a clear background of a lighter colour ensuring better visibility.
- A valid photo ID proof for verification, such as Aadhar Card/Voter ID/Passport/Driver's License.
- Date and timings of extempore/interview of all candidates are also available on website.