



Candidate General Instructions

Interview for the post of Chief Finance Officer (on fixed tenure basis)

1. Please sign the attendance sheet upon arrival.
2. Document verification shall be done.
3. Please arrange your documents in the following order (Original along with self-attested copy):
 - (i) Personal Resume (Hand-filled)
 - (ii) Online Resume (generated at the time of online application)
 - (iii) Interview Call letter
 - (iv) Birth certificate / Matric certificate
 - (v) Photo ID-PAN/AADHAR/Passport/Voter ID/DL
 - (vi) 10+2 certificate
 - (vii) Essential Qualification Certificate and Marksheets of all years/ semesters
 - (viii) Any other qualifications/certificates
 - (ix) Essential Post Qualification work experience of at least 01 year
4. All photocopies are to be self-attested / signed by the candidate
5. Photocopies should be clear & legible.
6. Candidates found eligible at the document verification stage, shall only be allowed to appear in the Interview proceedings.
7. Tea/Snacks/Lunch shall be available for candidates.

Kindly follow COVID protocol

Due to unforeseen pandemic of COVID-19, following necessary precautions shall be taken by the candidates who will be travelling and attending the Interview:

1. Candidates should mandatorily wear the face shield/mask, hand gloves and follow social distancing. Candidates should carry a hand sanitizer and sanitize themselves frequently to avoid risk of infection. The candidates are also advised not to travel/come for interview in case having any symptom of COVID-19.
2. It is the responsibility of the candidate to make sure that they are not suffering from any ailment/fever and are fully fit to travel and attend interview.
3. It is the sole responsibility of the candidate to be cautious and vigilant while travelling and until he/she reaches back home. PGIInvIT will not take any responsibility in case candidate gets infected while travelling.
4. At the time of thermal screening at interview location, if any candidate is found to be having any symptom, he/she will not be allowed to enter office complex.
5. Only candidates shall be permitted to enter into office premises and no guardian/relatives etc. shall be allowed.
