



Siddhartha P Sarma
Professor and Chair
Molecular Biophysics Unit
Indian Institute of Science

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Dear Candidate

Thank you for choosing the Molecular Biophysics Unit (MBU) as one of the departments of your choice to pursue your training towards a doctoral degree. In this regard, the faculty of the department are pleased to inform you that you have been short-listed for interview for admission into the PhD programme at the Molecular Biophysics Unit at the Indian Institute of Science. In addition to this letter you would have also received a communication from the Academic Section of the Indian Institute of Science with regard to the specific date and session (morning/afternoon) of your interview. The details provided below pertain only to your interview at MBU.

The Faculty of the department will conduct interviews in the week of 17 - 21 (Monday to Friday) May 2021. There will be two sessions, *viz.*, morning (9 a.m. – 1 p.m.) and afternoon (2 p.m. – 6 p.m.). Your first interview will be scheduled for one of the sessions on 17th or 18th or 19th of May 2021.

If there is any discrepancy with regard to these dates, kindly contact the academic section of IISc immediately to rectify this error.

Based on your performance in the first interview, you may be short-listed for a second interview. If you are short-listed you will be notified of the date and session for the second interview.

PLEASE NOTE THAT ALL THE INTERVIEWS WILL BE CONDUCTED THROUGH MICROSOFT TEAMS VIDEO-CONFERENCING SOFTWARE. The details of how to join the interview on the scheduled date and session will be sent to you in a separate mail.

You are advised to make the following preparation before the interview

1. Kindly visit the web site <http://mbu.iisc.ac.in/index.htm> to familiarize yourself with the areas and disciplines of research being pursued in the department.
2. Please attempt to attend the online interviews using a laptop or desktop with good internet connectivity. The room should be well lit, such that you are clearly visible to committee members. Please ensure that no other individual is present in the room during the interview. Kindly ensure that the camera and audio settings on the device you are using are working optimally for the period of the interview.

3. The following documents should be kept ready for verification when you appear for interview:
 - (a) An official ID card with your photo (Aadhar card will be preferable).
 - (b) PDF files of the certificates pertaining to your academics qualifications and mark/grade sheets (starting from Xth standard to your qualifying degree).
 - (c) PDF copy of the interview call letter sent by the Indian Institute of Science.
 - (d) A copy of your online application form submitted to the Indian Institute of Science.
 - (e) A PDF copy of the signed agreement which you are expected to upload in IISc application portal before 15th May 2021.
4. Attempts will be made to provide an online writing / sketching tool for you to use However, you are advised to also keep a writing pad with sufficient unruled white paper and a thick marker pen (black/blue) ready. The answer sheet may then be held up towards the camera on your device for the committee to review.
5. **You, the candidate, must vouch to the following**
 - (a) that there is nobody with you in the room from where you are taking your interview.
 - (b) that you are not checking online or referring to books etc., in order to provide answers to the questions during the interview.
 - (c) that you will not video or audio record the interview in any manner.
6. **Please note that at the time of the interview, a photograph of you will be taken to mark your attendance.**

The interview process will involve the following steps —

1. You will receive an e-mail from us with the URL for a Teams link. If you have not received a mail with link by 11 a.m. on 13th May 2021 please contact us immediately via e-mail (admission.mbu@iisc.ac.in) or by phone (9844535695 / 9738217705 / 9731316601 between 9 a.m. and 8 p.m.). Please mention your application number and your name as mentioned in your application form in all correspondence. This will help us address the matter in a timely manner.
2. You can use any standard browser to connect to the link or you may use Teams App if you have it running in your system.
3. Please use the link (Microsoft Teams) to join the meeting approximately 10 minutes ahead of your scheduled interview time (9 a.m. or 2 p.m.) on the date mentioned in your interview call letter for MBU interviews. We suggest that you make yourself available for the interview the entire session since there could be last minute changes.
4. We will not accept “anonymous” entry into our interview system. Therefore you must mention your name as entered in your application form to gain entry into the interview process.
5. The URL of the Teams link mentioned above will take you to a “Reporting room”. This is not the “Interview room”. When you use the link you will arrive in the lobby of the Reporting room and you need to be admitted into the Reporting room by our staff. If there is a problem please call 9844535695 or 9738217705 or 9731316601 between 9 a.m. and 8 p.m.
6. The office staff will speak to you to verify your identity and also to ensure that your video and audio are functioning.

7. VERY IMPORTANT: YOU MUST REMAIN LOGGED INTO THE E-MAIL ACCOUNT WHICH YOU HAVE MENTIONED IN YOUR APPLICATION FORM UNTIL THE INTERVIEW IS OVER.
8. When it is your turn to enter the interview room, the office staff will e-mail you A TEAMS URL LINK. This is the link to enter the interview room. After you confirm to the office staff that you have received the e-mail with the link to the interview room, you can exit the Reporting room and click on the link to enter the interview room.
9. With the above link you will gain access to the lobby of the interview room. Please wait there until you are requested to enter into the interview room.
10. VERY IMPORTANT:- In case you are disconnected during the interview, DO NOT TRY TO RE-CONNECT WITH THE INTERVIEW ROOM. PLEASE RETURN TO THE REPORTING ROOM when you are able to connect back to the network. The office staff will reschedule your entry once again into the interview room.
11. Second round of interviews
The list of candidates selected for second interview will be displayed on the web site <http://mbu.iisc.ac.in/> under “MBU Admission 2021-22”. The short-listed candidates will also be contacted via e-mail. In general, each candidate is advised to please monitor this web site for updates on matters pertaining to admission to the research program in MBU.

If you need any clarifications, please e-mail admission.mbu@iisc.ac.in or call 9844535695 or 9738217705 or 9731316601 between 9 a.m. and 8 p.m. As mentioned above, please include your name and application number.

Wishing you all the best,

Siddhartha
Chair, Molecular Biophysics Unit
Indian Institute of Science.