

Preface

'Interview' is the door for joining in a career of the candidate's choic_____, On the other_____ the interview Boarde entrusted with the task of selecting the right person through the process of interview. So this is the meeting Place of the candidates and the Board members itself the "Chairman".

The process is a critic alone. So it is felt necessary to compile this 'handbook' as a ready reference to the uses for their guidance.

B.M.Singha
Director

Seven Tips

B.M. Singha

1. Go through the headlines of the dailies in the moment.
2. Bath & food etc be completed 2 hours ahead of the interview.
3. 1 and ½ hours before dress up and see in the _____ whether its suits. Always remember "Par ruchise se parna"
4. Remember- "Man made dress, dress also makes man".
5. In the interview – "Do not pretend to be something what actually you are not".
6. Say sorry if the answer is not readily available.
7. Say, "Pardon" when you desire to repeat the question.
8. Do not answer when board members are in discussion on _____ among themselves.
9. Any member only put the question, but the interview should address to the Chairman.
10. If any member is familiar to you, forget it during interview.

Reach the Interview Board before I _____

1. Sit and relax. Try to catch the trend of Question from others. Speak to other candidates in the sitting room and the exchange will benefit you may _____. You collect / _____ points could be identified. You may count your weak points through such _____ discussion.

In the Interview Board

You are called:

You approach to room board for the Interview. Take permission from the Chairman,

"May I come in Sir?"

Do not sit unless you are asked for. If allowed please sit and express "Thankyou".
Now put your file on the Chair you are sitting in one side. If allowed you can put your file on the table.

The Chairman will open the discussion.

Always remember that in the future.

How to appear before the Interview

On the date of Interview:

Morning:

- a. Read the dailies of the State / Other prominent papers. Headlines must be gone through.
- b. Shave properly, polish your shoe. Dress be clean and ironed.
- c. Have short exercise, breath.
- d. Take bath and food normally.

2 Hour before the interview:

- a. Dress up properly. See in the full shape mirror, whether any unusual or ugly. Reach_____for it. Please see that the dress suits you well. It should not be very glittering or gorgeous but a decent dress appealing others is the best suited dress. Ask you else relatives / friends whether the dress suits you or _____

The experts are very experienced _____ and definitely they possess experts on specialized subject. So try to best to reply to the questions. "Do not pretend to be something what actually you are not".

If you can not – politely say 'sorry'.

If repetition is required - say "pardon".