



Canara Bank Officers' Union[Regd.]

[AFFILIATED TO ALL INDIA BANK OFFICERS' ASSOCIATION]

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TIPS TO FACE SUCCESSFULLY THE INTERVIEW FOR SCALE PROMOTIONS .

Congratulations on your success in the Written test for scale promotions. This is the test of your knowledge on the subject and you have become successful.

The next process is the personal interview which will be the test for your attitude.

THE FOLLOWING ARE THE IMPORTANT POINTS TO BE KEPT IN MIND TO FACE THE INTERVIEW AND TO BECOME SUCCESSFUL IN THE INTERVIEW.

The personal interview carries certain marks which will be added to your marks you have obtained earlier and your service record marks as per the settlement. These marks will decide your elevation to the next scale.

There will be normally three Panel Members in the personal interview. For promotion from Clerk to JMG Scale-I , two executives will be there and one representative from SC/ST Community will be there and he may be an executive or a Senior Manager/Manager. Of the two executives one will be from the Circle in which you are working and one member will be from outside circle. The panelists will be decided by the Circle/Head Office.

- 1. You will be intimated the date, Venue, Time of the interview well in advance (say a week's time).*
- 2. Please be present at the venue well ahead of time.*
- 3. Have pleasant clothes as your dress code and be well dressed. Try to avoid very dark coloured dresses.*
- 4. Remember to wear your identity card on you. (A MUST).*
- 5. You can enter the room where the interview is conducted only when you are called.*
- 6. When offered seat by the panelists, remember to say THANKS.*
- 7. Sit Straight and sit relaxed . Please avoid sitting at the edge of the seat . Sit comfortably in the Chair.*
- 8. Please remember that your service card (wherein all the personal details of you) is with the Panelists and they may start questions from your personal details.*
- 9. When asked a question by any panelist, you can answer him/them by seeing straight to them.*
- 10. Avoid seeing up/down or on sides while answering the question.*
- 11. Be firm but be polite.*
- 12. Do not provoke or get provoked during the interview - on whatever be the issues.*

13. No sentiments inside the interview hall.
14. Please go through the day's news paper and note down some important events that is available in the news paper of the day. Especially on RBI, IBA, Banks, Economic views. No politics inside the interview hall even if your are asked. Please gently avoid questions on politics.(normally no question on politics)
15. There may be questions on the place from where you hail. (Eg. Tirupur - Known for knitted garments, Coimbatore Textiles and Foundry, Tanjore for Temples etc.,)
16. Panelists may ask about a particular incident that happened in your branch if they know . Please try to place only the facts known to you.
17. Normally the questions will start from your personal matters and thereafter from the section you handle. Try to understand the section you are handling and the importance of your section.
18. If for any question you do not know answer, please inform the panelists, that you do not know and you shall learn. Please do not try to give a wrong answer . This will be taken as a negative attitude.
19. Be positive while you are attending the queries from the panelists.
20. All the panelists are seniors and superiors to you. Hence extend the necessary respect to them even if they are known to you as Branch in charge or otherwise.
21. Your knowledge is already tested and you have come out successful and this interview is only a test of your attitude. Hence express your positive approach to the panelists.
22. No arguments with panelists even if they are wrong. Gently and politely tell your views.
23. Whenever you are offered Coffee/Sweets/Snacks say thanks and if you do not require gently tell them that you do not want.
24. Be bold to face the interview, and do not be nervous and be firm in your answer if you know the answer fully.
25. Once you start answering question, they may switch on to the next question.
26. Face to face contact is most important while answering any question.
27. The interview will be for a few minutes and normally do not be a lengthy one as they need to interview more candidates.
28. Please avoid speculating amongst the candidates while sitting prior to the interview. You can talk to each other but avoid noises which may affect the panelists inside the interview hall.
29. Please note not to hurt the panelists in any form. Be polite and gentle while answering.
30. After the interview is over, remember to say thanks to them while coming back out of the interview hall,

Interview is after all a test of your attitude in few minutes/hours and your positive approach during that time will ensure good marks from the panelists. Interview is an experience, enjoy it and do not be nervous to face the same. The panelists are like you were earlier officers who have become seniors and superiors. Hence they also know your strong/weak points. Try to exhibit only strong points before the interview by your POSITIVE ATTITUDE.

Before attending interview, go through the systems and procedures of your department. Please gather information on your circle such as, who is the Circle Head, Circle Business, Targets and recent achievements. Your Branch figures in terms of Deposit, Advances, NPA and recovery. Special initiatives of your circle and branch to achieve targets or to improve the image of the Bank/Branch. Your active involvement in such activities of the Bank/Circle. No questions will be asked on your affiliations to trade unions.

Canara Bank Officers' Union wishes you success in the interview process and we wish you become an Officer of our Bank. We appeal to you to strengthen CBOU a sister organization of Canara Bank Employees' Union, by enrolling you as member of CBOU on your elevation as Scale-I officer.

With best of luck.

RELEASED BY CANARA BANK OFFICERS' UNION

Visit our website: www.cbou.org and www.aiboa.org

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