

Do's & Don't's For LIC ADO & RRB PO

Do's

- Reach the venue 30 minutes prior to the start time and wait patiently for your turn.
- Be brief and spontaneous in your responses.
- Present the relevant matter in an organized way.
- Support your views with rich content and proper arguments.
- Be honest in referring to events, situations and experiences.
- Listen carefully to the interviewer's questions, statements and comments before replying.
- Maintain calm and be confident in your body language and voice.
- Keep all the documents in an organized way, as proposed. If required, you should be easily able to find a particular document.
- Before entering the room, take 3 deep breaths and release them in 6 seconds. This will ease out your anxiety.
- Even if the door is open, knock it softly before entering.
- Softly open and close the door and maintain a gentle standing posture.
- If there is any female wish her first and remember the time carefully.

Till 12 o'clock- Good Morning

Between 12 pm to 4 pm- Good Afternoon

After 4 pm- Good Evening

- Maintain a good eye contact with the interviewers.
- Speak in a clear, audible voice and polite manner .
- If the interviewer says "Thank you, your interview is over" say " your welcome sir" or "it's my pleasure"

- Wish the board before and leave immediately without making any noise with the chair or door.

Don'ts

- Never bang the door.
- Don't give any irrelevant information or excessive details.
- Do not take the interview casually.
- Never give an impression that you are not interested in a particular bank.
- Don't give an impression that you are greedy for salary. Don't ask about the salary and benefits. The banks usually have fixed remuneration for each position.
- Never ask any personal questions to the interviewers.
- Don't chew a gum during the interview or smoke just before the interview.
- Don't take cell phone to the interview or keep it on silent mode.
- Do not take any relative, friend, or anybody to the interview. This shows your dependency.
- Do not look up and down or at ceilings.
- Avoid hand and leg movements.
- You do not need to jump to answers. It's OK to take a second or two to compose your thoughts. Don't rush.
- Never show your irritation or frustration on any question that is asked.
- Do not defend yourself in wrong answers and get into an argument. If you argue, they are better than you to do it.
- Do not put the document folder on the table.

- Do not try to change the topic of discussion.

- Avoid long pauses while speaking.