

10. JUST BEFORE THE FINAL BELL

DRESS CODE FOR INTERVIEW

- Many interviewees feel perplexed about how they should dress up for the interview. Interview attire is important because it reflects the total personality of a person, his/her way of thinking and doing, and the approach in life. Dignified and elegant attires help in creating good first impression in the mind of the interviewers.
- Therefore, your attire should match the occasion. Your dress should instil confidence in you. Avoid newly-stitched clothes, since you would be too self-conscious and uncomfortable in it in the beginning.
- Your attire should be rightly tight; not too tight that you cannot sit comfortably; not too loose to be oversized.
- Your dress should be neat and well ironed.
- **For men:** Men can wear formal suits or formal pants and Full sleeve shirt Colour of Shirt; White, Off White, Blue, Cream etc Shoes; Black colour or Brown Colour (With Laces Avoid fragrances and cologne that have high smell content Your hair style should be of professional level and not of fashion level.
- **For women:** Women have an option either to wear a lady-suit or a sari depending upon comfort-level and personality. In most of the cases women look great in saris, thereby making saris more preferable. In such a case, you should wear single-light colored sari with matching blouse. Printed suit having large sized design should be avoided. Similarly, trousers and shirts should also be avoided unless you want to make your own personality-statement. Keep your clothes simple, leaning towards conservative. Light makeup if necessary, well-groomed hairstyle, clean trimmed fingernails, no nail polish, minimal cologne or perfume, no rings other than wedding ring is recommended.

ARRIVING AT THE INTERVIEW LOCATION ON TIME

- Try to arrive at interview location at least 15-20 minutes earlier than the interview schedule mentioned in the UPSC call letter. Those who live in Delhi may not have much problem in arriving at the interview location, which is the UPSC building known as Dhol Pur House, located at Shahjahan road, New Delhi, as they must be familiar with this famous place. Those who are coming from far off places to attend the interview should plan their journey in such a way that they reach the city sufficiently in advance. Before arriving at the interview location, ensure that you have the following items which will be required during the interview process:
 1. Interview call letter.
 2. All educational certificates mark sheets and testimonials in original as well as their photocopies.
 3. Your passport size photographs (3-4 copies).
 4. A folder/portfolio bag etc. to keep the above items.
- After reaching the venue of the interview, contact a person at the reception/UPSC gate who will let you know where and to whom you have to meet to complete the pre-interview activities.

COMPLETING PRE-INTERVIEW ACTIVITIES

- As in any organizations certain pre-interview activities have to be completed by every candidate at UPSC also. One has to do the following activities before one gets the chance to face the interview:
 1. Taking signatures of the candidates.
 2. Verification of certificates, mark sheets, testimonials, etc.
 3. Filing up of travelling bills or claiming travelling allowances and other permissible allowances.

4. Any other activities specified there in.

- After completing the above activities, take a seat in the room marked for the purpose and wait for your turn to be called for the interview. During this intervening period, do not think about the interview as this kind of thinking create anxiety in you. You may read some literature. You may find some newspapers/ magazines in the waiting room of the UPSC or else you are advised to carry some of your own. If you wish, you can talk to other candidates as well. But do not show your eagerness in finding what the candidate before you have spoken in the interview or what questions have been asked to her/him etc.
- Your course of interview is bound to be different than the others, for sure, so why to take tension or worry for unnecessary things. Do avoid them. If waiting period is too long, do not be impatient. In fact, in many cases this waiting period, if it is too long, becomes boring and anxiety producing. Therefore, find avenues to overcome the boring and anxiety-producing phenomenon. The best way is to read the news papers and introspect on some of the editorial analysis.

PROCEEDING FOR THE INTERVIEW

- When your turn for attending the interview comes, you will be called by the interviewers. A person who has been given the responsibility of calling the candidates will inform you. On this call, collect all your materials (you must have put all the things in your folder) and proceed towards the interview room. If the door of the room is open, ask the permission from the interviewers by asking gently, "May I come in sir?" and enter the room only after the permission is granted.
- This permission may be either verbal (through words) or gesture (through indication). Walk confidently to the seat meant for the interviewee and wish the interviewers by saying "Good morning madam/sir", or "Good afternoon" as the case may be. Do not sit on the chair unless you are asked to do so. In most of the cases, one of the interviewers says the candidate to occupy the seat. In some cases, the interviewers wish to test the etiquette and manner of an interviewee and delay deliberately in saying her/him to occupy the seat. If this happens with you, ask gently to occupy the seat. After you occupy the seat the interview will begin.

""The largest part of what we call 'personality' is determined by how we've opted to defend ourselves against anxiety and sadness""

-Alain de Botton

"The definition of insanity is doing the same thing over and over and expecting different results."

-Benjamin Franklin

"The future belongs to those who believe in the beauty of their dreams."

-Eleanor Roosevelt