

The object of this interview is to assess your personal suitability for a career in Public Service by a board of competent and unbiased observers. The test is intended to judge your mental calibre. In broad terms it is really an assessment of not only the intellectual qualities but also the social traits and interest in current affairs. Some of the qualities to be judged are

- **Mental alertness**
- **Critical powers of assimilation.**
- **Clear and logical exposition.**
- **Balance of judgement.**
- **Variety and depth of interest.**
- **Ability for social cohesion and leadership.**
- **Intellectual and moral integrity.**

Effective Body Language

The body language accounts for a full 55% of any response, while what you actually say accounts for just 7%. The remaining 38% is taken up by "paralanguage," or the intonation, pauses and sighs you give off when answering a question. "Our nonverbal messages often contradict what we say in words." "When we send mixed messages, or our verbal messages don't agree with our body language, our credibility can crumble because most smart interviewers will believe the nonverbal over the verbal."

Nonverbal communication is considered more accurate than verbal communication, this kind of behaviour reveals your inner confidence.

Interview Guidance**Bad Posture**

Leaning back is lazy or arrogant, leaning forward is aggressive and slouching is just lazy.

Excessive Nodding

"Sometimes we undermine how powerful or in focus we are by nodding like a bobble-head doll," A habit that's particularly common in women. "Nod once or twice with a smile of agreement. But find your still center and stay there."

Mismatched Expressions

"If your tone isn't matching your facial expression you could find yourself in hot water," "If someone asks what you're most passionate about and your face is in deadpan while you answer, it's not going to translate well."

Shifty Eyes

Distracted or upward eye movements can suggest someone is lying or not sure of themselves. "It's important not to look someone directly into his/her eye. Don't go for direct eye contact. Instead, go for "direct face contact," A more effective way to ensure you look interested and engaged is to look different parts of someone's face every two seconds, rotating from eyes, to nose, to lips, so you're never just drilling into the interviewer's eyes.

Plant your feet on the ground

There's also a scientific benefit to keeping your feet grounded.

"It's not impossible, but it's difficult to answer highly complex questions unless both of your feet are on the ground," "It has to do with being able to go back and forth easily between the limbic reptilian brain to the neocortex brain."

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Planted feet can help you go between creative thought and highly complex rational thought.

Work on your walk

Shoulders pulled back and neck elongated, each stride should be roughly one to two feet wide," "Walk directly toward the person you are meeting with every body part pointing in his direction, maintaining eye contact with occasional breaks to the side."

Breathe deeply, and speak on the exhale

Inhaling when the interviewer asks you a question, then speaking on the exhale, following the air flow." Deep breathing engages our parasympathetic reaction, which calms us down," Taking 10 deep, diaphragmatic breaths before the interview, because it "reduces our heart rate, blood pressure and stress hormone level."

Sit all the way back in your seat

Sit firmly and lean your back straight against the chair. It's the first thing an automatic signal of assurance and confidence. If you're a natural sloucher, pretend there's a string pulling you up from the crown of your head.

Don't invade the interviewer's space

"Some people just get too close for comfort," "They think that they want to make a connection, so they get closer. Really knowing that boundary is really important." For example, don't stretch your hands or body over the interviewer's desk.

Interview Guidance**Leave your mark**

Don't be in a hurry to leave, but at the same time don't continue to keep sitting in your chair even after the interviewer has communicated the completion of the interview. Time yourself to get up with your interviewer and gather your belongings carefully, without any rush.

“Master Your Mannerisms to Find Success”

*Tips for answering Opinion based questions will be discussed during Inspiro interview class.

Personal Information based questions:**Your Detailed Application Form (DAF) includes the following Bio-Data:**

1. Home State, District and Place of birth: Special features, peculiarities, typical problems, famous persons and places etc.

a) Tell us something unique about your home district / city ?

I. Schools, Colleges, Places of Schooling.

Examples:

a) How far your schooling helped you to enhance your skills?

b) What are the Leadership Roles you played in during your academic?

c) Did your Leadership Roles Help You to Succeed After College?

d) Point out some good leadership skills?

II. Mother's and Father's profession.

How far your parents' profession helped you to select your profession or find your new talents?

III. Your own previous professions/jobs and organisation, if any.

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- a) Why do you want to leave your present job and join the administrative services???
- b) How do you handle stress and pressure?
- c) Can you discuss a situation, when you had to perform multiple tasks on very strict time lines? How did you ensure everything was completed on time?

If you employed in private,

Q. Why do you want to join KAS? Why don't you continue in your graduation field? Social service can be done from private sector too.

Answer 1: I realized that you need a higher meaning and purpose in life which is more impactful, challenging and does justice to your abilities. Moreover their I earned not learn

Answer 2 Tips: The questions are generally posed to **throw the candidate off balance**. It is not Morally, Legally, Any which way wrong on your part to switch streams/jobs. The right to practice any profession is guaranteed in the constitution. So, Relax. Just think about what factors were instrumental in guiding your career choice. Your Answer can be Scope, Diversity (Both at Implementation and Policy formulation levels), Experiencing and knowing the Real India, Personal Satisfaction, (Prestige? influence? Public Service at grassroots) Health Sector already in bad shape, Challenging, Etc.

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If you employed already in government jobs or public sector companies

- The KAS offers a lot of diversity in terms of career opportunities. They manage public sector organisations, administer a state or become the Secretary level.
- KAS offer a career that one can look forward to for the challenges as well as giving you the platform to create visible changes in the society. It is just individual preference where one feels the satisfaction from and there is no hierarchy as to which field will allow oneself to do maximum social services etc.

IV. Graduation

a) Can you describe your most rewarding college experiences?

b) Graduation basics

Like in Electrical Engineering

- What is voltage and current?
- Why always CNG is carried in bullet shaped container?
- What is the difference in working principle of refrigerator and Air conditioner ?
- Why LPG can't use in diesel engine? (Detail discussion will be in Inspiro interview class)

V. Date of Birth, Meaning of Name, any special occasion that coincides with the Date and Year.

- 31 May -World No-Tobacco Day [WHO]
- 5 June- World Environment Day [UNEP]
- 12 June -World Day Against Child Labour
- 14 June-World Blood Donor Day
- 17 June-World Day to Combat Desertification and Drought

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- vi. 21 June-International Day of Yoga
- vii. 26 June-International Day against Drug Abuse and Illicit Trafficking

*Suggestions and Ideas to prepare more questions on your bio-data will be given during Inspiro interview class.

2. Hobbies: Be honest. No manufactured or cooked up hobby.

Hobby- an activity done regularly in one's leisure time for pleasure or an activity or interest pursued outside one's regular occupation and engaged in primarily for pleasure.

Types of hobbies

- I. Enrichment hobbies – Indoors & Outdoors
- II. Collection hobbies – Indoors & Outdoors
- III. Competition hobbies- Indoors & Outdoors
- IV. Observation hobbies- Indoors & Outdoors

Explained in detail @ Inspiro interview class

The actual question will be like how the hobbies helped you in developing your skill and personalities in your life.

Avoid any generic, boring hobbies like “watching TV”, “listening to music” or “keeping fit” – these don’t really mean anything and add no value to you as a candidate.

Example:

- a) Sport is always a good hobby to mention – so if you’re involved in any sort of sport or fitness competition, this is a good way to promote your people skills to your prospective employer.

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- b) If you play a sport regularly with a team – like 11 a side football at the weekend or a monthly netball tournament – mention it because **this shows that you work well within a team, are results-oriented and love a bit of competition – all positive traits in the workplace!**
- c) Also, if you genuinely do go to the gym regularly, instead of saying that you like to “keep fit”, explain how you go to the gym three times a week and follow a strict fitness plan to improve your strength/stamina etc. This is a more **detailed answer and shows off your dedication and self-discipline**, rather than giving off the impression that you’ve just made your hobbies up on the spot.

“Interest helps to develop hobbies”

- a) Painting (or whatever you write in DAF) has always **intrigued me**. How did you become interested in it?
- b) Who or what had the greatest influence on your life?
- c) What are some of the greatest personal challenges you have faced during your lifetime?

Example :

- a) My interest is making new friends and mingles with others
- b) Social work and travelling
- c) Traveling long journey on the train and taking photograph in the new place
- d) I keenly interested to learn in new technology
- e) My interest is photography. I love to see life through my camera lens.
- f) My interests are dancing, I love dancing, playing cricket with kids, helping to my mother on her house hold works, "Life is too short", so live happily and make people happy.

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g) My interest is travelling new places because it will give a great experience to me and chance to meet new people in order to improve my knowledge and skills.

3. Awards and any extra-curricular activities:

One of my favourite benefits of participating in extra-curricular activities is that having a bunch of extra-curricular activities under your belt gives you an advantage at interviews. This is because you actually have something else to refer to/talk about other than your degree.

a) How extra- curricular activities motivated and boosted your confidence, to face success and failure situations?

b) Can you tell me about your accomplishments in extracurricular activities?

Through participating in extra-curricular activities you get the opportunity to learn new skills and enhance skills that you may already hold. You also get to develop your interpersonal skills such as working as part of a team, communication skills and other sought after skills such as problem solving. The interviewers are looking for.

- Working in a team
- Time Management
- Honesty
- Loyalty
- Responsibility

4. Reasons for a long time gap after graduation without employment, if any.

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5. Optional Subjects, Subject of graduation: general questions of applied nature like how the subject or a concept helps in administration or in real life etc.,

You will get more your from Optional subject questions with more emphasis on basics, But don't afraid, there is no compulsion that you should know everything.

6. Order of preferences for services: justification for the same, especially when it is unusual.

7. Personal and Motivational Interview Questions

- a) Tell me about yourself. How would you describe your own personality?
- b) How do you handle rejection?
- c) Who or what had the greatest influence on your life?
- d) What are the greatest personal challenges you have faced during your lifetime?
- e) What are some of your personal goals and have you achieved them?
- f) What satisfies you, bothers you, or motivates you?
- g) List three personal attributes that you would like to improve? Have you made any efforts to improve in these areas?
- h) How would others describe your weaknesses?
- i) What are your greatest achievements at this point in your life?

8. Ethical questions

- a) What do you consider to be your most important work ethic?
- b) Tell me about a situation that you were challenged ethically ?
- c) What is difference between Values and Attitudes?
- d) Tell me about a time you faced an ethical dilemma.
- e) If you saw a co-worker doing something dishonest, what would you do?

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f) How does one become happy?

Sir, One becomes happy when one gets what one wanted or reaches his goals.

g) What does it take for one to be happy? Money, power, satisfaction.

Sir, it is a mix of all these and this proportion varies from person to person.

Values are generally long-term standards or principles that are used to judge the worth of an idea or action. They provide the criteria by which we decide whether something is good or bad, right or wrong.

Attitudes predispose us to respond in particular ways to people and events. They are not so deeply felt as values and quite often change as a result of experience.

Tips to answer Ethical Questions:

- i. Be aware of the purpose of ethical questions in an interview. Ethical questions are used to determine whether you can be a responsible and sustainable Administrator. As an administrator, you also want to feel that you are working for an ethical head. So when you are asked ethical questions during your interview, this is a good sign that your head cares about your morals and values as an administrator.
- ii. Emphasize the importance of acting with integrity and honesty. The interviewers are asking you ethical questions to test your ability to act with integrity and honesty. Your responses should reflect the importance of these attributes in your decision making and how much you value them.
- iii. Lean on examples in your own experiences to support your response.

Often, using examples to support your response to an ethical question can

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show the interviewer how you can put your ethics into action in a specific situation. You should prepare one to two strong examples that explore an ethical dilemma and your response to it.

Referring and revising: above areas or topics with specific reference to interview.

Expected questions/areas/topics: Frame maximum possible questions (**minimum 700 questions**) on above areas or topics. Distribute copies of your DAF to selected friends to prepare questions for you. First you may get less than 200 questions. Then you have to frame questions from the answers. Think and prepare your own answers. For more information attend the Inspiro interview class.

Practice regularly: listening, thinking, summarizing and speaking.

Assimilate and Analyse: After reading/listening, systematically think, question, connect with other topics, internalize, summarize and form your own opinions.

Revisiting: the areas or topics connected with the important Current Events with specific reference to interview.

Events:

Current events : Read, discuss, listen to Audio Visuals (AIR Kannada Archives, News analysis/ Spotlight Peacefully, Public Speak, Country wide Weekly Broadcast Programme, Money Talk, Current Affairs

(<http://www.newsonair.com>) –

***** While listen to AIR, you should observe the environment of the discussion (Example:** How they allowing others to say their opinion, opposing other views politely, Analytical views of the content).

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Think, summarize, Personalize, connect and form your opinions.

Observe small events around you. Make them your Personal experiences.

Connect them with relevant topics. Think, internalize and form your opinions.

Components of common sense answers:

- Answer lies in the question itself.
- Sense of humour.
- Positive response to negative question.
- creative thinking
- Unusual answer supported by logic.
- Regular Practices improve habit of using common sense optimally.
- A simple but impressive common sense answer is possible to most of the apparently confusing questions.
- and expression,

Why only Positive and no critical Feedback?

Because Interviewers can critically comment, contradict, examine or cross-question the Interviewee in Part-1 i.e. Actual Interview itself.

Ice Breakers:

Easy to answer. Purpose is to make you comfortable. Mostly pertain to your bio data in the DAF. Like how your hobby has helped you in real life, information about your college of Graduation etc.

- a) What does your best friend like about you?
- b) Who is the first person you'd want to meet with here on your first day?
- c) Tell me a little bit about yourself.

Closed Questions:

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Questions having factual answers with no elaboration. Purpose is to decide topics or areas on which further probing questions could follow or to quickly assess your **attentiveness and listening more than knowledge**. Honestly answer them. Even when you cannot answer, be honest and precise. Before saying ‘ I do not know’, consider:

- **‘I have read/heard about it but cannot recollect at this moment’** or
- Generalised response.

Example : ‘What data do you have to substantiate that your state has good Law and Order Situation?’ Answer may be ‘I do not have any exact data but it is based on my personal observations.’ ‘I saw girls moving freely at night without any fear.’

Open ended Questions:

The most important ones. They require detailed answers to assess your personality. They demand your own answers, views and opinions and rationale behind your views. Need to think well before responding. Use LATE Technique while answering (LATE technique will teach in Inspiro Class)

- a) What do you think are the subsidies that are being given to farmers?
- b) FDI in insurance. Will it perform better than LIC?
- c) Cancellation of the NEET will favour the rural candidate?
- d) “A Farmer needs market to his product not money to his debt”
- e) What gets you out of bed in the morning?
- f) What’s your favourite word?

Interview Guidance**Anecdotal Interview Questions**

They are questions asked during a job interview that are designed to gather supporting information about your qualifications for a job. The interviewer is seeking details on how your experience qualifies you for the role for which you're interviewing.

- a) Share an example of how did you overcome a major disappointment in your life.
- b) Describe a situation when you utilized your leadership abilities to move a event forward.
- c) Describe how you have planned a major family event.
- d) Describe a time when you went beyond what was required to get the job done?

Tell a Story

- You should view virtually every interview question as an opportunity to provide concrete evidence that you have applied critical skills to real world situations, even if the query is not posed as an anecdotal question.
- Keep your stories short. Remember you're telling a short story not writing a novel. Keep your response brief, including a description of the situation, how you handled it, and how it was resolved. Practice sharing these anecdotes until you can deliver them naturally.

Behavioural Interview Questions

- a) Give an example of a goal you didn't meet and how you handled it.
- b) Describe a stressful situation at work and how you handled it.
- c) Tell me about how you worked effectively under pressure.
- d) How do you handle a challenge?

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- e) Have you been in a situation where you didn't have enough work to do?
- f) Have you ever made a mistake? How did you handle it?
- g) Describe a decision you made that was unpopular and how you handled implementing it.
- h) Did you ever make a risky decision? Why? How did you handle it?
- i) Did you ever postpone making a decision? Why?

Probing questions:

They assess clarity of thoughts, views, feelings and attitudes. They are often follow-up to your previous answers. They probe into your answers. You are asked to justify. You are contradicted with opposite views. Often, the interviewers pretend to be displeased/not interested. They pretend it with their negative words and body language to assess your response in stressful situations.

The following are common behaviours exhibited by interviewers during stress interviews:

1. Acting hostile toward candidates
2. Appearing uninterested
3. Purposely refraining from eye contact with candidates
4. Refusing to listen closely
- 5. Excessive note taking**
6. Arguing with candidates
7. Pausing for extended periods of time following responses
8. Asking similar questions

Strategies to effectively respond to questions:

1. Refrain from being offended. Interviewers are interested to see how you handle criticism.
2. Always act professionally, and keep your cool.

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3. Answer questions clearly and do not backtrack on responses if it appears you did not provide the right answer.
4. You can by time by clarifying the question asked the nature of the answer desired.
5. You don't necessarily need to focus on the "right" answer, rather way you go about solving the problem.
6. Be open, honest, direct and polite, but don't every allow the interviewer to emotionally intimidate you.

They do not stress you like a lawyer in the court but like a polite elderly person. You need to be confident, calm, positive and assertive but yet humble.

- a) Can you describe yourself using one-word adjectives?
- b) What do you think is the most difficult thing about being a men or women ?
- c) What are your long-range goals?
- d) Can you please explain why you've been unemployed so long?
- e) Looking back, what would you do differently now

Questions with a Disguised motive:

Usually in interview, many candidates panicked when the board members quizzed them with a rapid fire of many trivial factual questions which they could not answer. They got nervous. Interviewers often pretended to be dissatisfied and often said: **'you must know this'**. This made some Candidates more nervous and mentally agitated because they thought that the panel was conducting a test of factual knowledge or a quiz contest and not the Personality Test. It undermined their confidence, calmness and even their faith in the interviewers. It adversely affected their marks. Actually, they fell into a trap of Questions with a Disguised motive.

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Actually, the panel wanted to test their confidence, calmness and composure during unexpected situation. Need was to answer what you know but calmly and frankly saying 'I don't know' to the rest. **Even if you cannot answer a hundred such questions, you do not lose even a single mark.** Just maintaining your calm would fetch you decent marks.

- a) What is ultra nationalism ?
- b) How's UGC different from AICTE?
- c) Honey festival
- d) Pulse mission- International Year of Pulses 2016
- e) Sookshma Neeravari Yojane
- f) Aldabra Island
- g) To write "for example" we use short form as e.g. - what it mean ?

Trust me. With a little practice, such questions are easiest to answer. Moreover, answering them boosts your confidence besides earning decent marks.

Before your interview begins, each of the Board members would have read through your bio-data and have had a mental image of your personality. If you prove to be better than what they had expected, it's your day. If you don't.

Never mind. The road to success does not end here...

Traits to be maintained in an interview :

1. Quality of Language
2. Polite Language.
3. Charm & Cheer, Positivity, Enthusiasm.
4. Frankness, Honesty, Integrity
5. Rationality, mental alertness, presence of mind, Good Common Sense,
6. Humility, openness to Self Correction, Response to Correction and Advice, Curiosity to Learn, Confidence and conviction in expressing opinion.

Tips for Interview

People with a positive attitude are honest.

- Upright.
- Sincere.
- Hardworking.
- Committed.
- Enthusiastic.
- Confident.
- Tolerant.
- Optimistic.
- Innovative.
- Patient.
- Humble.
- Generous.
- Courteous.
- Polite.
- Sensitive.
- Open to ideas.
- Willing to own up mistakes.
- And learn from them.

I. Never pretend to know what you don't. Never lie. Never be arrogant. Never get into arguments with the Board members. Never appear casual. And **never-ever lose your temper. They each carry a hundred negative marks!!**

II. Remember! The Board members are people with tremendous experience. They would be at least double your age. The amount of their experience is unfathomable. You just can't dodge them. **The only key to success is to be your natural self.**

III. The basic source of the information available to them is the Mains application form filled in by you, containing the details of your family background, domicile, subjects of study, academic performance, institutions attended, awards

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won, hobbies, interests, extra-curricular activities, service preferences, job experience etc.

- IV. The Board usually begins by asking questions on what you would be most comfortable with, i.e. about yourself. Gradually they widen the net and put questions relating to your special subjects of study. Further they test your higher faculties of analysis and decision making by putting questions on matters of general interest, especially current social, political and economic issues. Finally they pin you down by asking some critical questions to test your balance of judgement and intellectual and moral integrity. **All this while, the Board continuously evaluates your personality and assesses your suitability to the job without you realising.**
- V. Your academic background more emphasis is generally placed on your Honours and Masters level subjects. For those pursuing their Doctorate, the topic of research will form a very important subject for discussion. Questions may also be put on your optional papers in the Karnataka Administrative Service examination.
- VI. Many candidates prepare sincerely but constantly live under fear about ‘profile insecurity’. I’m not from a big college, I’m not from English medium, and I don’t have work-experience. What if they ask some stressful questions in the interview about this? Did you suffer from such insecurities? What is your message to these candidates?
Believe. First step towards convincing anybody to believe in you is to first, sincerely believe in yourself.
- VII. You are not expected to know everything under the sun or remember all that you learnt since your childhood. The Board does not expect you to know the minute

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details of all that you studied so far but it does surely expect you to have a broad understanding of the subjects studied. And a capacity to use the knowledge so gained. So, just don't waste your time revising all the books. And more importantly don't ever panic. **The questions will usually be of applied nature.** The contemporary issues, especially those finding a mention in the Paper I & II of respective Optionals, are a good indicator of what may be needed to be brushed up.

VIII. At times the board members may start quizzing and firing seemingly trivial questions and you may not be given sufficient time to respond. Don't lose your calm. Don't Panic. They are trying to test your poise and composure. Try to answer as many questions as possible and feel free to tell them that you don't know the rest. Never commit the blunder of telling them that you are not supposed to know them all. Remember, it carries a hundred negative marks.

IX. You could be asked some such questions as :

- i. How many tremors were experienced during the Nepal earthquake?
- ii. What are the dimensions of the Siachin glacier?
- iii. How many Man-Animal conflicts occur in Bandipur Tiger Reserve?
- iv. What is the speciality about Eskimo tribes?
- v. How do we delimit the boundaries of the Indian Ocean?
- vi. How many islands are there in Lakshadweep? And the like.

If you can't answer a hundred such questions, never mind, for you'll not lose even a single mark.

X. You must make sure that you don't cut a sorry figure when asked about

- i. The problem in Kashmir, or Indo-Pak and Sino-Indian relations and the related developments, or the issue of religious conversion, political instability, honour killing.

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- ii. The main goal and concept of “Small is Beautiful” smart cities in Karnataka?
- iii. India's stand on WTO?
- iv. Final award of the Cauvery Water Disputes Tribunal (CWDT) on sharing the waters of the Cauvery system for Karnataka ?
- v. Reason for reduction in floriculture export in recent times?
- vi. Difference between sex and gender?
- vii. Difference between committee and commission?
- viii. Relation between Constitution of India, IPC , CrPC ?

Your inability to answer such questions will be viewed as sheer negligence and insensitivity.

- XI. After the Mains you should make an exhaustive list of topics of current interest, especially the controversial ones, which possibly could form a part of the final showdown- what I call as critical questions.
- XII. The critical questions are put mainly to those candidates who have carried themselves well through the rest of the interview. The final score could swing by as much as 30 percent (or 60 marks) depending on how well or how badly they have been answered. They could make or mar! These critical questions could come to you, disguised either as too simple or too trivial ones. Normally they will be asked towards the end of the interview. However, nothing prevents the Board from putting them to you in the midst of the interview or even at the very beginning. You ought to sense them and maintain utmost care in responding to them. Remember, they carry the maximum weight.

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Some possible critical questions could be:

- i. Should a particular political party, using religious sentiments, to rouse the feelings of the electorate, be banned? Can we combat corruption in public life?
- ii. Should we have creamy layer for scheduled classes in jobs?
- iii. Why you want to be a KAS officer?
- iv. There is a big fire and a riot in two corners of the District where you are the District Magistrate. Where would you prefer to go first?
- v. Your minister asks you to do something off the record. Would you?
- vi. Is there reservation needed for the promotion on basis of reservation quota?
- vii. What your opinion on ban on dance bars?
- viii. Do you think moral policing is needed?

These and many such other questions, **I repeat, are to test your balance of judgment, honesty, integrity and uprightness. There are no readymade answers to these questions. Think over them! And let us know too.**