

HIGHER SECONDARY FIRST YEAR

VOCATIONAL EDUCATION

EMPLOYABILITY SKILLS

PRACTICAL

PRACTICALS

Practical	Title
01	Arrangement of various gadgets and accessories of computer for its operations
02	Create a Resume using MS Word
03	Convert and print the information in the given paragraph in tabular form using MS Excel
04	Create given Employability skills presentation using MS power point
05	Create an E-Mail account and E-mailing a leave letter
06	Self-Introduction
07	Group Discussion-Online Learning
08	Planning a day as a manufacturing worker
09	Filling up the given SB (Savings Bank) account opening form
10	Mock Interview
11	Writing a formal letter of application for an employment advertisement in a newspaper

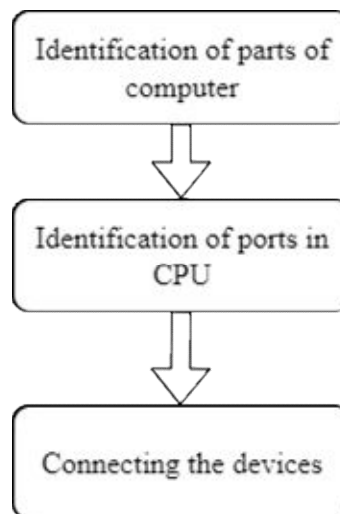
Experiment:1

Arrangement of various gadgets and accessories of computer for its operations

Objective:

To learn the procedure of connecting and disconnecting different external Input and Output devices with the computer.

Operations Covered Under the Practical:



Safety Measures:

1. Before placing your computer on a desk or table, make sure it is set up near an electrical outlet and network.
2. The keyboard should be reachable, the CPU should be well-ventilated, the monitor should be in full view and the mouse should be set up conveniently.
3. Turn off the power and unplug equipment before performing service.
4. Cover sharp edges inside the computer case with tape.

Tools and Equipment required:






Table 1






Activity Title	Name of the apparatus/ components	Range/Value	Quantity
Identification of parts of computer	Central Processing Unit	I5-Dual Core	1
	Keyboard	108 Keys	1
	Monitor	14" LED	1
	Mouse	Optical	1
	Printer	Laser/Inkjet	1
	Switch box	3 Switch,3 Socket	1
	VGA Cable	1.5 Meter	1
	HDMI Cable	1.5 Meter	1
	USB Cable	1.5 Meter	1
	Power Cable	1.8 Meter	3
Identification of the ports in CPU	Central Processing Unit	15 Dual core	1
Connecting the devices	Central Processing Unit	I5-Dual Core	1
	Keyboard	108 Keys	1
	Monitor	14" LED	1
	Mouse	Optical	1
	Printer	Laser/Inkjet	1
	Switch box	3 Switch,3 Socket	1
	VGA Cable	1.5 Meter	1
	HDMI Cable	1.5 Meter	1
	USB Cable	1.5 Meter	1
	Power Cable	1.8 Meter	3

Procedure:

Section 1: Identification of Parts

Table 2

S.no	Picture	Parts Name	Uses
1		Central Processing Unit	CPU is work as brain of computer
2		Monitor	Displays information in pictorial or textual form
3		Key board	Putting information including letters, words and numbers into your computer.
4		Mouse	To point at objects you see on the screen.
5		Switch box	Used to supply from the power source to more devices

6		Power Cable	Transmit the power from switch box to devices of computer
7		VGA Cable	Used to connect and send signals between computers and monitors
8		HDMI Cable	Used to connect and send signals between computers and monitors
9		USB Cable	Used to connect other peripheral devices
10		Printer	Used to print the documents

Section 2 : Identification of Ports in CPU

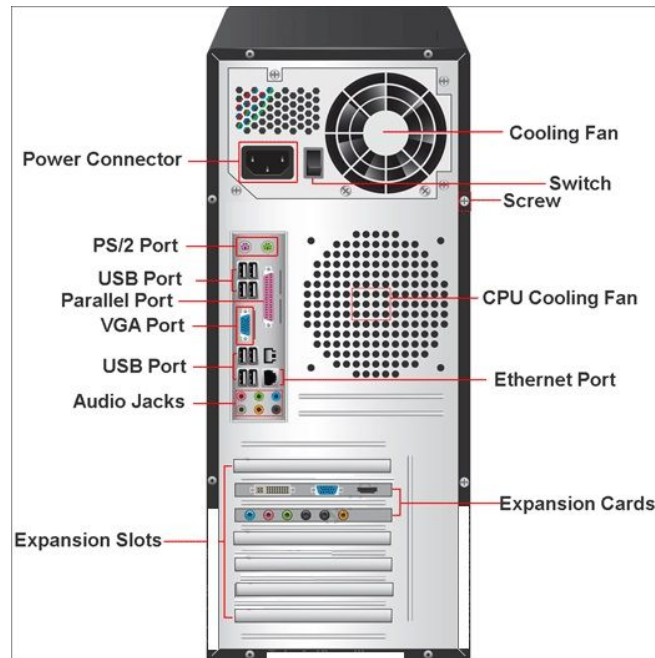


Figure 1.1 Identification of ports in CPU

Step 1: Identify the power connector, SMPS cooling fan, CPU cooling fan, switch and screw.

Step 2: Identify the PS/2 port, USB port, Parallel port, VGA port, Ethernet port and Audio jacks in CPU.

Step 3: Identify the expansion slots and expansion cards in the CPU.

Section 3: Connecting the devices

Step 4: Connect the CPU and monitor using VGA or HDMI Cable,

Step 5: Connect the Keyboard and mouse to the CPU (There may be USB type or PS/2 type),

Step 6: Connect the printer data cable to the CPU,

Step 7: Connect the power cables from the switch box to the CPU, monitor and printer.

Step 8: Turn ON the power switches in the socket.

Step 9: Turn ON the CPU power button to start the computer.



Figure 1.2 Desktop computer

Result:

Thus the procedure of connecting and disconnecting different external Input and Output devices with the computer has been learned successfully.

Table 3

S.No	Title/purpose	Link
1	Setting up a desk- top computer	https://youtu.be/ KdQeU5QTfYE
2	How to Setup a desktop computer at home	https://youtu.be/ avaOf-kdb7w
3	Computer Fundamentals - Setting up a computer - How to set a desk-top computers and how to plug In PC	https://youtu.be/ SM0qsvQBEPg

Video suggestions:

Table 4

Student project	Students are asked to set up three computers.
Guest lecture suggestions	Invite a computer field technician for a guest lecture. Invite an IT engineer for a guest lecture.
Industrial/ Field visit suggestions	A Visit to a Computer center for field visit. A Visit to a software company for industrial visit.

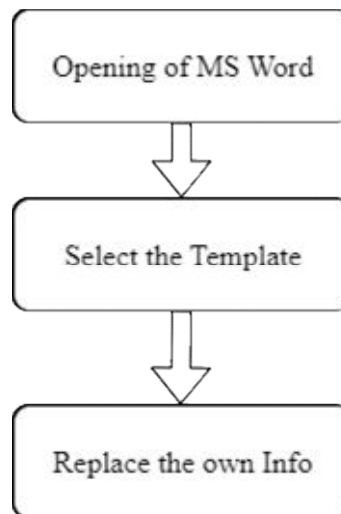
Experiment:2

Create a Resume using MS Word

Objective:

To create a resume using MS office word.

Operations covered under the practical:



Tools/Software and equipment required :

Table 1

S.No	Name of the apparatus/ components	Range/Value	Quantity
1	Desktop computer or laptop computer	I5 processor/4GB RAM	1
2	MS Office Software	Activated MS office	1

Procedure :

Section 1:Opening of MS Word:

Step 1: Click the start button or press the windows key on your keyboard.

Step 2: All programs > MS office > MS word

Step 3: Double click to open the MS word application.

Step 4: Go to file > New

Section 2: Select the Template

Step 5: Search for online templates will appear on the screen.

Step 6: Search keyword “Resume” in the search box and select any template of resume.

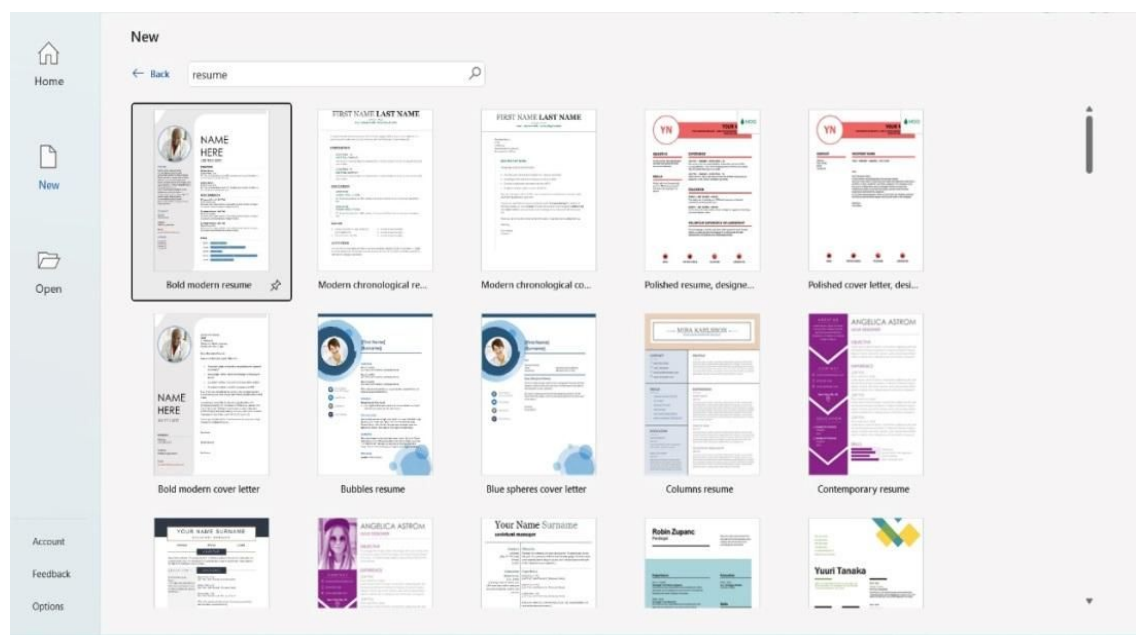


Figure 2.1 MS word Templates

Step 7: Double click the template to use.

Section 3: Replace the own Info:

Step 8: Write the basic details such as Name, Mobile, E-mail & Address

Step 9: Write the objective and Academic profile.

Step 10: Write the person's personal details such as Father name, Date of Birth, Nationality, Gender & Language Known.

Step 11: Write the declaration part of the resume.

Step 12: Write the date, place and signature in the respective place.

Step 13: Save the document by File > Save as and Select the location to save.

Step 14: Rename the document and select the .doc file type.

R E S U M E

Name : ARUN R
Mobile : *****
Email ID : *****
Address : *****

OBJECTIVE

1. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

ACADEMIC PROFILE

QUALIFICATION	INSTITUTION	UNIVERSITY/ BOARD	YEAR	PERCENTAGE & GRADE
HSE	GOVERNMENT HR SEC SCHOOL	STATEBOARD	2022	PURSUNG
SSLC	GOVERNMENT HR SEC SCHOOL	STATEBOARD	2021	90%

PERSONAL DETAILS

Father Name : RAMASAMY
Date of Birth : 15.10.2007
Nationality : Indian
Gender : MALE
Languages Known : Tamil, English

DECLARATION

I hereby declare that the above-mentioned information is true up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars, if selected will do my best for the achievements of your reputed company.

Place: SIGNATURE |
Date:

Figure 2.2 Sample Resume

Step 15: Select the Save option.

Conclusion:

Thus the Resume has been created successfully using MS office

Video Suggestions :

Table 2

S.No	Title/purpose	Link
1	How to create resume using MS office	https://youtu.be/Yeg29d5mxJY

	Scan QR Code to download sample Resume in .doc Format
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Experiment:3

Convert and print the information in the given paragraph in tabular form using MS Excel

Read the following paragraph and convert into the tabular form:

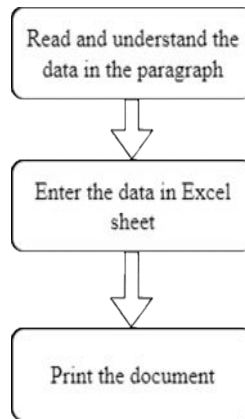
There are 5 students namely Vetri, Samuvel, Mohammed, Akash and Joseph studying in class X. Their quarterly exam marks in Tamil subject was 98,89,80,92 & 98 respectively. In English subject, they got 82,87,92,95 & 90 marks respectively. In Maths subject, they got 89,92,90,88 & 91 marks respectively. In Science subject, they got

85,75,90,95 & 90 marks respectively. In Social Science subject, they got 95,90,85,87 & 98 marks respectively and their total marks are 449,433,437,457 & 467 respectively.

Objective:

- To convert given paragraph information into tabular form using MS Excel.
- To print the tabular form.

Operations covered under the practical:



Tools/software and equipment required:

S.No	Name of the apparatus/ components	Range/Value	Quantity
1	Desktop computer or laptop computer	I5 processor	1
2	MS Excel	Activated MS office	1
3	Printer	A4,Black and White, Laser jet printer	1

Procedure:

Section 1: Read and understand the data in the paragraph

Step 1: Read the information in the paragraph.

Step 2: Understand the information in the paragraph.

Step 3: Visualize the opted table in mind.

Section 2: Enter the data in Excel sheet

Step 4: Open the Excel sheet by click the Start button or Windows key
>All programs >MS office >MS Excel.

Step 5: Select the 6 Rows & 8 columns in the sheet.

Step 6: Draw borders using All borders option.

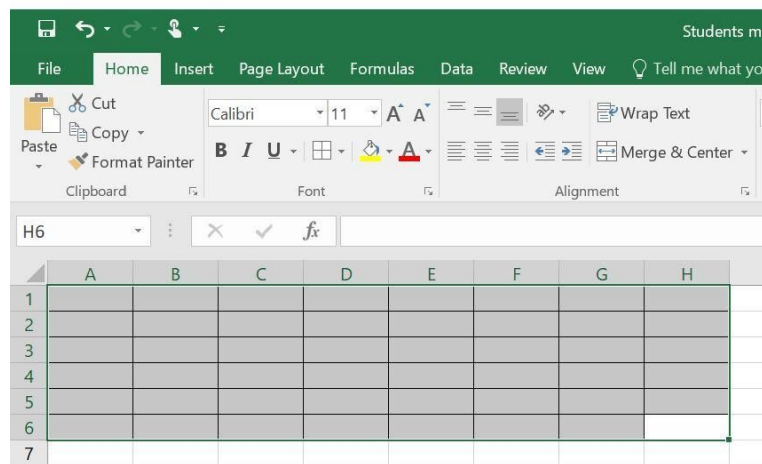
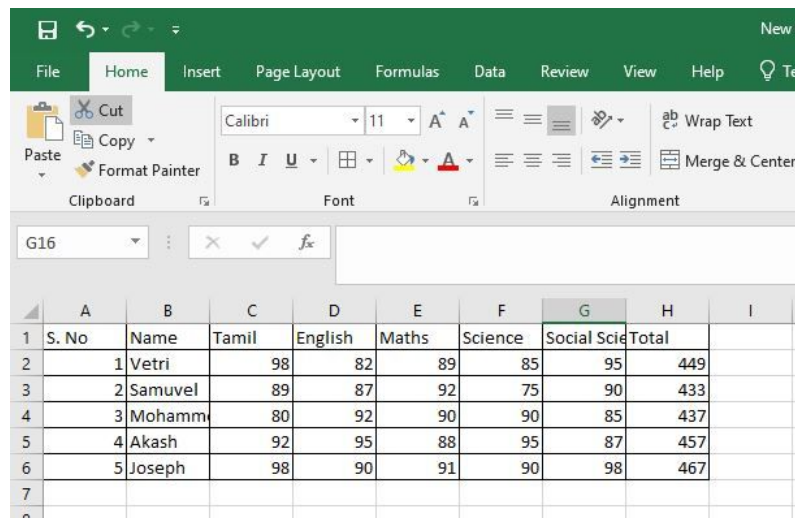


Figure 3.1 Table border draw

Step 7: Type the information of S.no, Name, Tamil, English, Maths, Science, Social Science and Total.

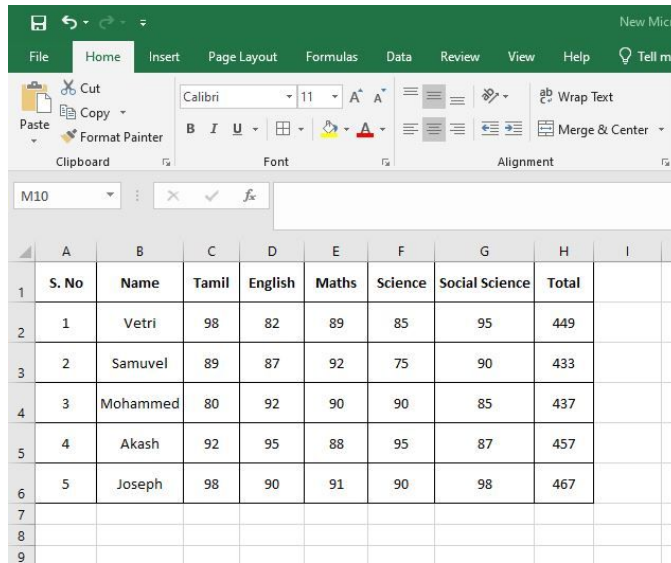
A screenshot of the Microsoft Excel interface showing the data table entered in the cells. The ribbon is set to 'Home'. The 'Clipboard' group shows 'Cut', 'Copy', and 'Format Painter'. The 'Font' group shows 'Calibri', size '11', and 'B I U' options. The 'Alignment' group shows 'Wrap Text' and 'Merge & Center'. The active cell is G16. The grid shows columns A through I and rows 1 through 8. The data table is as follows:

	A	B	C	D	E	F	G	H	I
1	S. No	Name	Tamil	English	Maths	Science	Social Sci	Total	
2	1	Vetri	98	82	89	85	95	449	
3	2	Samuvel	89	87	92	75	90	433	
4	3	Mohamm	80	92	90	90	85	437	
5	4	Akash	92	95	88	95	87	457	
6	5	Joseph	98	90	91	90	98	467	
7									
8									

Figure 3.2 After the information typed in the Cells

Step 8: Resize the rows & columns to make the data visible.

Step 10: Align the data in the tables and the Bold the 1st row of a table.



S.No	Name	Tamil	English	Maths	Science	Social Science	Total
1	Vetri	98	82	89	85	95	449
2	Samuvel	89	87	92	75	90	433
3	Mohammed	80	92	90	90	85	437
4	Akash	92	95	88	95	87	457
5	Joseph	98	90	91	90	98	467

Figure 3.3 After the alignment of the sheet

Step 9: Save the document.

Section 3: Print the document

Step 10: Choose the File > Print

Step 11: Select the Print option and Print the document.

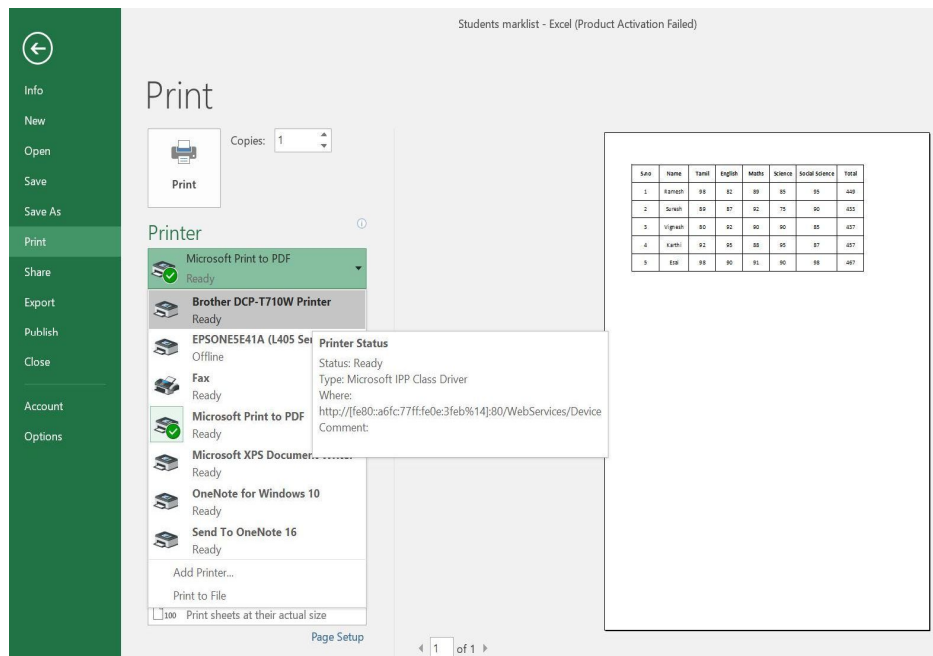


Figure 3.4 Print the document

Conclusion:

- Thus the data has been converted into a table form using MS Excel.
- Thus the document has been printed successfully.

Video Suggestions:

S.No	Title/purpose	Link
1	Excel Basics for Beginners in Tamil	https://youtu.be/qNm_6inyqQc
2	Print and Page Setup in Excel in Tamil	https://youtu.be/g8nc-_LKB_I

Table 2

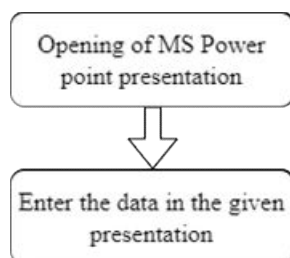
Experiment:4

Create given Employability skills presentation using MS power point

Objectives:

- To understand about presentation
- To create the presentation in Ms office PowerPoint
- To explore the few options in the MS Power point

Operations covered under the practical:



Tools and software required:

Table 1

S.No	Name of the apparatus/	Range/Value	Quantity
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	components		
1	Desktop computer or laptop computer	I5 processor/4GB RAM	1
2	MS Office Software	Activated MS office	1

Procedure:

Section 1: Opening of MS Power point presentation

Step 1: Open windows > search > MS-office PowerPoint and select it

Step 2: Open Power point > Select > File > New and Create a blank presentation

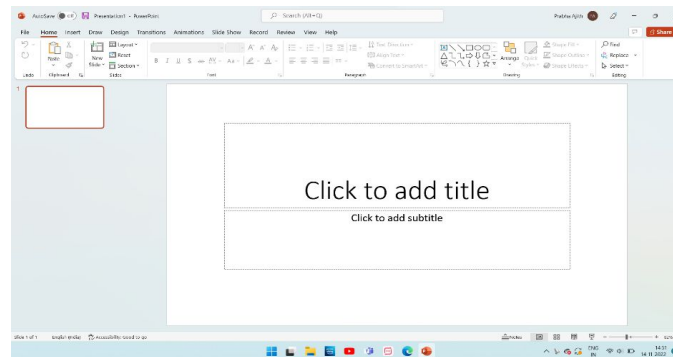


Figure 4.1 Opening of MS power point

Step 3 : Further add more slides in new slide to follow

Step 4: Place a cursor inside a text box and type the content in the sample power point presentation.

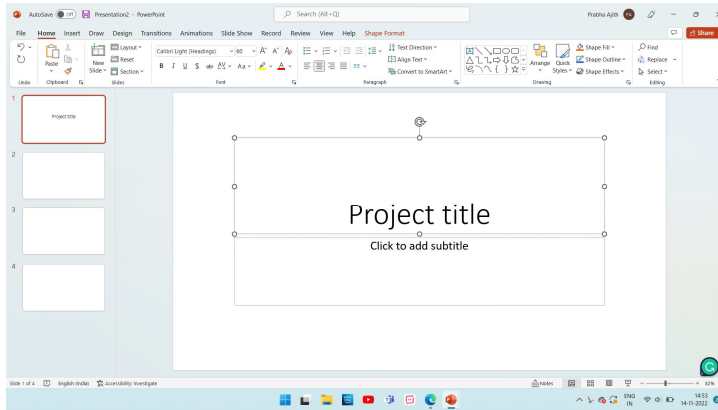


Figure 4.2 Start MS Power point presentation

Step 5: select the text and change font size and add format option like bold option

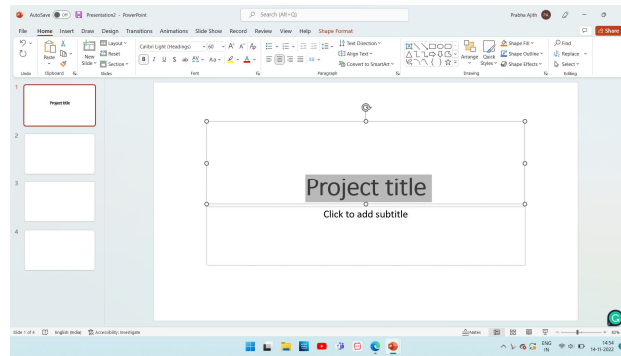


Figure 4.3 Change font size and add format option

Section 2: Enter the data in the given presentation

Step 6: Enter all the information in the presentation

Employability Skills

UNDERSTANDING MYSELF

OBJECTIVES

- To able to Know your friends and teachers
- ❖ Introduction to the ES Curriculum
- ❖ Personal and Interpersonal skills
- ❖ Know yourself and know others
- ❖ Explore the future of work
- ❖ Becoming a self learner
- ❖ Learning online
- ❖ Interest and abilities
- ❖ Role models and aspiration
- ❖ Building my journey map

ENGLISH LANGUAGE SKILLS

OBJECTIVES

To create an amicable atmosphere

- ▶ Introducing oneself
- ▶ Greeting a person
- ▶ Asking simple questions
- ▶ Describing a person, place and object
- ▶ Talking about likes and dislikes
- ▶ Inviting someone
- ▶ Planning an outing
- ▶ Ordering food at a restaurant
- ▶ Narrating a story
- ▶ Giving directions
- ▶ Visiting a doctor
- ▶ Opening a bank account
- ▶ Giving and receiving feedback
- ▶ Making objections
- ▶ Giving simple instructions

COMMUNICATION SKILLS

OBJECTIVES

To able to define communication and understand the necessity and importance

- ▶ Introduction to communication skills
- ▶ Components of communication
- ▶ Verbal communication - speaking
- ▶ Verbal communication - writing
- ▶ Non - verbal communication
- ▶ Work place communication
- ▶ Workplace communication activities
- ▶ Self expression
- ▶ Project group discussion on a topic
- ▶ Handling conflict and criticism
- ▶ Digital communication - professional networking
- ▶ Digital communication - explore, create and communicate through email
- ▶ Project
- ▶ Practicing effective communication
- ▶ Mastering effective communication
- ▶ Assessing your communication ability

DIGITAL SKILLS

OBJECTIVES

To able to know various components of computer and describe applications of computer

- Basics of computer
- Exploring a computer
- Basics of operating system
- Exploring windows operating system
- Exploring MS word
- Exploring Excel
- Exploring power point
- Internet
- Best practices to follow on the internet
- Internet safety
- Mobile applications
- Exploring popular sites for learning and career growth
- Mobile phone
- Social media

ENTREPRENEURSHIP

OBJECTIVES

To able to know entrepreneur, entrepreneurship and enterprise.

- ▶ Entrepreneur and Entrepreneurship
- ▶ Being Entrepreneurial
- ▶ Entrepreneurial Motivation, Performance and Reward
- ▶ Sources of Business Idea
- ▶ Micro, Small and Medium Enterprise (MSME)
- ▶ Various Schemes and Institutes For Self-Employment
- ▶ Marketing, Advertisement and Publicity
- ▶ SWOT and Risk Management
- ▶ Project Information, Feasibility and Legal Formalities

BUILDING 21ST CENTURY SKILLS

OBJECTIVES

To able to know Attitude and their importance.

- ▶ Attitude
- ▶ Problem Solving
- ▶ Decision Making
- ▶ Negotiation Skill
- ▶ Conflict Resolutions
- ▶ Stress Management
- ▶ Stress Management Tools
- ▶ Time Management
- ▶ Productivity
- ▶ Personal Growth
- ▶ Personal Growth To Organisation and Economic Growth
- ▶ Team Work and Collaboration

GENDER

OBJECTIVES

To able to understand environment around us

- ▶ Understanding the world around us
- ▶ Understanding bias and discrimination
- ▶ Understanding the difference between sex and gender
- ▶ Stereotypes and gender based stereotypes
- ▶ Gender roles in family and society
- ▶ Understanding violence and Indian laws that protect against violence
- ▶ Role model of different genders

FINANCIAL LITERACY

OBJECTIVES

To understand the concept of money, identify the functions of money

- ▶ Introduction to concept of money
- ▶ Basics of banking: types of bank accounts
- ▶ Opening a bank account and basic banking transactions
- ▶ Online banking and digital transactions
- ▶ Mobile payment app
- ▶ Savings and investments
- ▶ Project: visit one nationalized bank and open a bank account
- ▶ Process: PAN Card and demant account documents

PREPARATION TO THE WORLD OF WORK

OBJECTIVES

Identify the difference between job and career & difference between personal and professional life

- ◆ Introduction to the world of work
- ◆ Difference between job occupation, and career.
- ◆ Setting goals for career
- ◆ Handling Rejections and Failures
- ◆ Building My Resume
- ◆ Review Of My Resume
- ◆ Interview Skills
- ◆ Preparing for an Interview
- ◆ Mock Interviews



Step 7: Save your power point presentation


Conclusion:

Thus the given Employability Skills presentation has been created successfully by using MS powerpoint

Video suggestions:

Table 2

S.No	Title/purpose	Link
1	How to create power point presentation	https://youtu.be/WJe_oYa3itE

	Scan the QR Code to download the sample power point presentation in .pptx format
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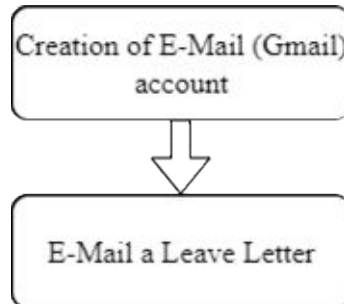
Experiment:5

Create an E-Mail account and E-mailing a leave letter

Objective :

- To create an E-Mail account
- To E-Mail a Leave letter

Operations covered under the practical:



Tools/Software and equipment required:

Table 1

S.No	Name of the apparatus/ components	Range/Value	Quantity
1	Computer with Internet	I5 Processor/4GB RAM	1
2	Internet Browser Eg.Chrome,Firefox	-	1

Procedure:

Section 1:Creation of E-Mail (G mail) account

Step 1: Go to the Google Account Sign In Page.

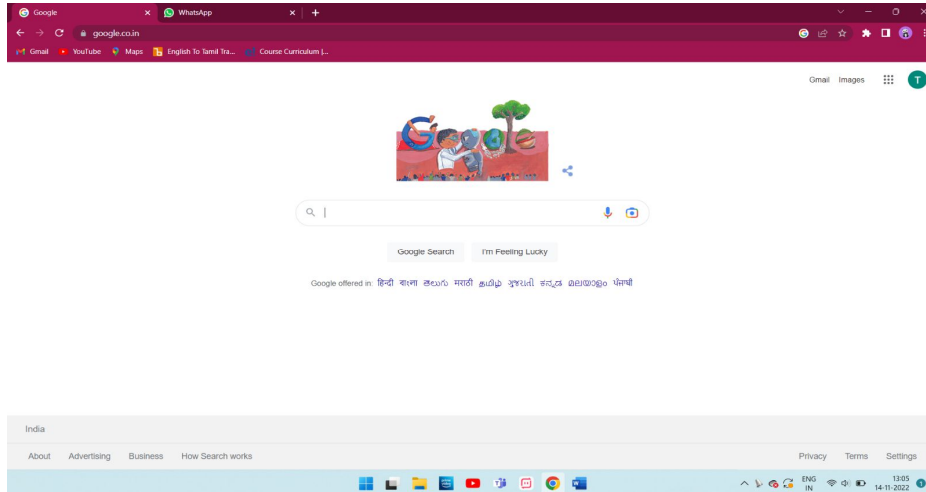


Figure 5.1 Sign in page

Step 2: Click the **Create account** option.

Figure 5.2 Create account page

Step 3: Enter your name.

Step 4: In the "Username" field, enter a username.

Step 5: Enter and confirm your password.

- **Tip:** When you enter your password on mobile, the first letter isn't case sensitive.

Step 6: Click **Next**.

Step 7: Optional: Add and verify a phone number for your account.

Step 8: Click **Next**.

Step 9: Email Created.

Section 2:E-Mail a leave letter

Step 10: On your computer, go to Gmail.

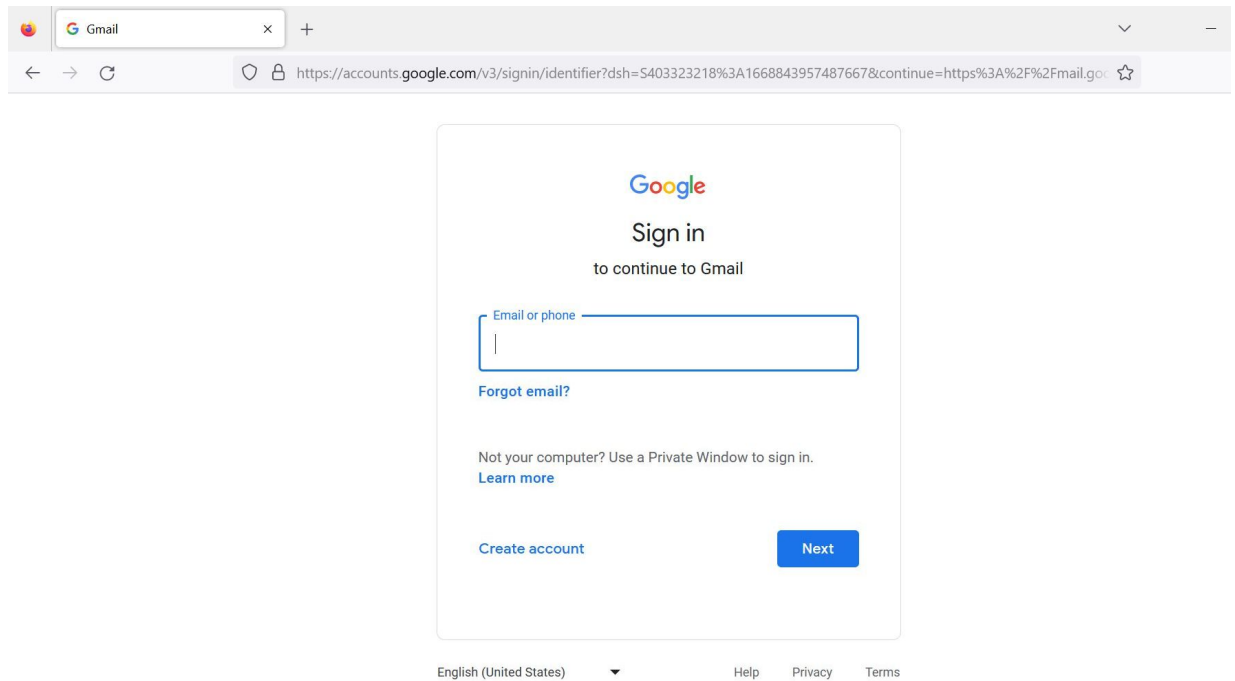


Figure 5.3 Sign in page

Step 11: Sign into G-mail account by entering the Email and password.

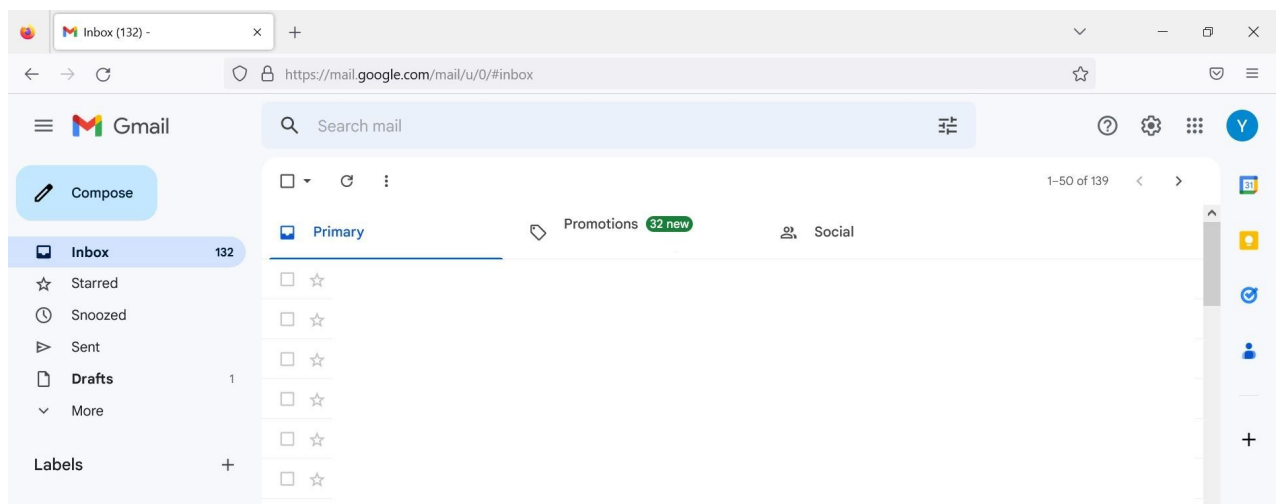


Figure 5.4 Interface of the Gmail

Step 12: Click Compose option in the left corner of the Gmail interface

Step 13: In the "To" field, add recipients. You can also add recipients: In the "Cc" and "Bcc" fields. To for Head Master's E-mail ID, Cc for Class Teacher's E-mail ID and Bcc for parents' E-mail ID.

Along with the "To" field of an email, you will usually have a place to enter email addresses in a CC field and a BCC field. **CC** stands for "carbon copy." **BCC** stands for "blind carbon copy."

When you put an email address in the CC or "carbon copy" field it means that a copy of the email you are sending will also be sent to that address. When you put an email address in the BCC or "blind carbon copy" field it means that a copy of the email you are sending will also be sent to that address, but no one receiving the email will be able to see the address in the BCC field.

Step 14: Add a subject as Regarding Leave Letter-Student name:MAHESH-18/11/2022

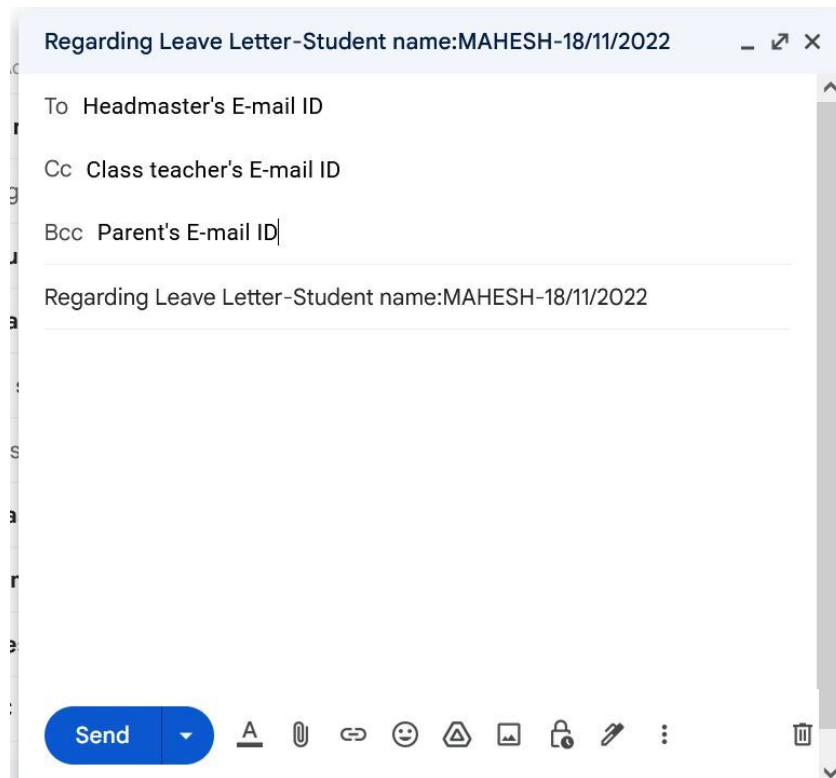


Figure 5.5 Compose mail

Step 15: Write a leave letter to The Head master.

Step 16: At the bottom of the page, click Send.

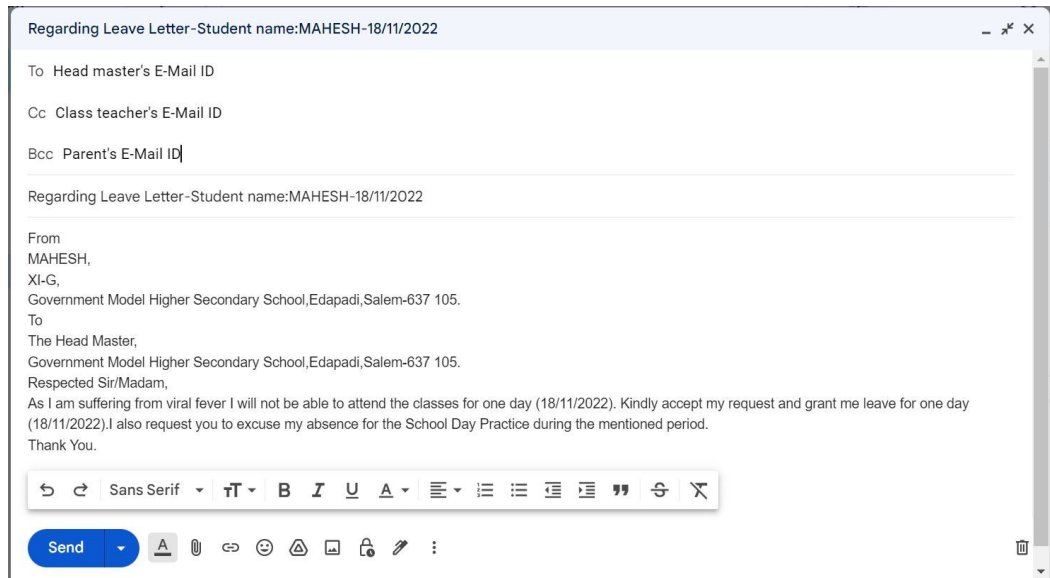


Figure 5.6 Writing of leave letter

Conclusion:

Thus the E-mail ID has been created and the Leave letter has been successfully mailed using Gmail.

Video Suggestions :

Table 2

S.No	Title/purpose	Link
1.	Email creation	https://www.youtube.com/watch?v=wm2k6rzUz54
2.	Send a mail	https://www.youtube.com/watch?v=fCQBKKxjhcQ

Experiment:6

Self-Introduction

Objectives :

To able to introduce oneself in front of others

Procedure :

Step 1: Introducing yourself can be an opportunity to introduce yourself in an interview or in front of others

Step 2: Start with the greeting and thank for the given opportunity.

Good morning, First of all, I thank you for giving me this opportunity to introduce myself.

Step 3: Name and place should be mentioned first

I am Karthik from Nadupatti,Salem

Step 4 : Age and educational details should be mentioned next.

I am 16 years old and I am studying 11th standard in Government Higher Secondary School, Nadupatti.

Step 5 :Then tell About the Family members.

Let me tell about my family, we are four members in our family. My father, mother and an elder sister.

Step 6 :Tell about the hobbies and extra-curricular activities.

My hobbies are reading books and playing games. I have completed 5 days Internship in State Seed production farm.

Step 7 :Further brief about strengths and weakness

I am a quick learner and I work hard.I have a sound computer knowledge. But I am introvert .However, I have started socialising now.

Step 8:Tell about ambition of life

My ambition is to become an Entrepreneur

Step 9: Conclude by saying Thanks.

Good morning all, First of all thank you for giving me this opportunity to introduce myself. I am Karthik from Nadupatti, Salem I am 16 years old and I am studying 11th standard in Government higher secondary school, Nadupatti. Let me tell about my family we are four members in our family. my Father, Mother and one elder sister. My hobbies are reading books and playing games. Also I have completed 5 days Internship in State Seed production farm. My strengths are hardworking and quick learner. Also I have a computer knowledge. My weakness is I study a lot because sometimes I can't spend time with my family but I am trying to overcome this weakness I spent time with my family on holidays. My ambition is to become an Entrepreneur.

Thank you.

Conclusion:

Thus, self-introduction is done successfully.

Video suggestions:

Table 1

S.no	Title/purpose	Link
1	How to Introduce Yourself?	https://youtu.be/JZK1MZwUyUU

Experiment:7

Group Discussion-Online Learning

Objective:

To engage in group discussion on the topic -online learning

Procedure :

(After giving the topic, 10 minutes should be given for preparation)

Rani: Good morning friends, we are going to discuss about online learning. During the COVID-19 pandemic, students were not able to attend schools and colleges. In such a situation, they continued to learn online since there was this wonderful option.

Arun: With Online learning, teachers were not able to focus on all the students, which was possible in the classroom. Teachers could also not understand whether their students could grasp the concept or not.

Anwar: Online learning is a boon for many girls and the differently -abled who were denied education due to various socioeconomic factors.

Vignesh: Online learning gives flexibility. Even if we miss any class, we can listen to it later.

Karthi: Students could repeat the lesson many times if they had not understood the concepts.

Anwar: As students have to look at screens continuously, it can strain their eyes.

Sahana: In the classroom, students will not only learn the subject but also interact with other students and thereby make friends. Classroom influences the overall personality development of students. With Online learning, students will be deprived of this opportunity.

Karthi: Through Online learning, teachers could explain the concepts using animations or other technologies, so that students understand the concepts much clearly.

Rani: The classroom environment is lively in nature, whereas sitting in front of a computer or smartphone to listen to the classes will be boring.

Vignesh: Even in this 21st century, some people do not have internet facility. So, online learning deepens the inequality between rich and poor.

Sahana: Online learning may not create as much seriousness as classroom learning. So, students may not be motivated enough to listen to the class.

Arun: Not all parents are technologically educated to help their children in case of any issues.

Sahana: If the device has other apps such as Youtube, students may become distracted. Several students are already suffering from smartphone addiction. So, parents may not feel safe to leave the children unsupervised.

Arun: As per our discussion, online learning has both advantages and disadvantages. We should understand that it has inevitably become a part of our lives. Technology can correct the dis-advantages of online learning and effectively use it in future. Thank you.

Conclusion:

Thus the topic on online learning has been discussed in a group successfully.

Video Suggestions:

Table 1

S.No	Title/purpose	Link
1	Group Discussion in English Confidence V/S Knowledge	https://youtu.be/4WL9tzE12Fw

Experiment:8

Planning a day as a manufacturing worker

Objective:

To plan a day (24 hours) as a manufacturing unit worker of a company.

Procedure:

Step 1: I shall wake up at 6 O'clock in morning.

Step 2: I will take an hour to do routine work and morning chores.

Step 3: I will watch the news and do morning exercise and walk with my pet dog until 7:30 a.m.

Step 4: I will spend another 30 minutes with my family members, helping to prepare breakfast and contribute for their needs and wellness.

Step 5: I will have my breakfast at 8 O'clock. After that I will go to the garden to water the plants.

Step 6: I start my trip to the office at 8:40 a.m. I will reach my office at 8:55 a.m.

Step 7: After giving the attendance, I will check the list of programmes to do on that day.

Step 8: Up to 10:30 a.m. I will manufacture 200 numbers of palm plates and I will break for a while.

Step 9: I will manufacture another 200 numbers of palm plates before lunch.

Step 10: I shall have my lunch at 12:30 p.m. After that, I will manufacture another 150 numbers of palm plates before having yet another break. Then, I will manufacture 150 numbers of palm plates until 5 O'clock.

Step 11: I will have a get together with friends after my work hours.

Step 12: I will reach home again at 6:30 p.m. I will help my family members in completing the work. I will have play time with all members of my family.

Step 13: I will have my dinner at 8:30. p.m. with my family. After that I will spend my time helping with washing dishes and arranging things for the next day.

Step 14: I will go to bed at 10 p.m.

Planning a day as a manufacturing worker in palm plate manufacturing unit:

6:00 a.m.	Waking up.
6:00 a.m. to 6:30 a.m.	Daily routine.
6:30 a.m. to 7:30 a.m.	Morning exercise and walk with pet dog.
7:30 a.m. to 8:00 a.m.	Spending time with family and helping to prepare breakfast.
8:00 a.m. to 8:40 a.m.	Breakfast and watering the garden.
8:40 a.m. to 8:55 a.m.	Travelling to the office. (5 minutes to reach cabin and mark attendance)
9:00 a.m. to 10:30 a.m.	Manufacturing 200 nos. of palm plates.
10:30 a.m. to 10:45 a.m.	Break time.
10:45 a.m. to 12:30 p.m.	Manufacturing another 200 nos. of palm plates.
12:30 p.m. to 1:00 p.m.	Lunch break.
1:00 p.m. to 3:00 p.m.	Manufacturing 150 nos. of palm plates.
3:00 p.m. to 3:15 p.m.	Break time.
3:15 p.m. to 5:00 p.m.	Manufacturing another 150 nos. of palm plates.
5:00 p.m. to 6:30 p.m.	Get together with friends.
6:30 p.m. to 8:30 p.m.	Playing games and spending time with family members.
8:30 p.m. to 9:00 p.m.	Dinner with family.
9:00 p.m. to 10:00 p.m.	Washing dishes and arranging things.
10:00 p.m.	Go to sleep.

Conclusion:

Thus I have planned a day as a palm plate manufacturing unit worker.

Experiment:09**Filling up the given SB (Savings Bank) account opening form****Objectives:**

To be able to fill up the bank savings account.

Tools and particulars required:

Application form, Pen, Passport size photograph, Glue, Photocopy of Identity proof.

Procedure:

Step 1: Do not fill the office use column. It will be filled by the bank officials only

Step 2: Tick a checkbox in customer type and fill the personal particulars

Step 3: Applicant name should be in block letters

Step 4: If the applicant is minor, fill a unique number of father and mother.

Step 5: Write the corresponding and permanent address of the applicant

Step 6: Fill the Applicant additional details in the respective fields

Step 7: Attach photocopy of identity proof like Aadhar card, PAN card, Ration card for identification purpose

Step 8: Applicants should have an introduction person to the bank and fill their details in the form. It is required for small account only. Not required if complete KYC requirements are fulfilled

Step 9: Mandatory to give other account details in the same bank or other bank with signature of the applicant

Step 10: After opening a savings account in the bank, we have to fill Account opening form Part-II.

Step 11: Fill the details of type of account, Details of Applicant's name, Service required, and the specimen signature.

Step 12: After filling the application, paste applicant's passport size photograph in the required place

Step 13: If account has been opened for deposit, then we have to choose the type of deposit and write the nomination details if required

Step 14: Read the guidelines terms and conditions carefully and sign in the applicant's signature part in the form

Step15: Finally, application form should be submitted to the bank officer

(For office use only) CIF No.
Account No.

Date: 10052022

Branch to affix rubber stamp of name and office no.

Sole/First Applicant

- Please fill up in BLOCK letters only and use black ink for signature. Please leave one box blank between two words. Tick (✓) the appropriate boxes.
- Fields marked asterix (*) are not mandatory.
- Please affix a passport size photograph in the box provided. Also enclose another photograph for affixing in the pass book.
- For opening account of minors, where proof of identity/address is not available, the same will be provided by Father/Mother and Natural Guardian.
- In case of illiterate customers, Left Thumb Impression (LTI) to be affixed and verified.

Personal Details

Customer Type: Public Staff Senior Citizen: Yes Minor: Yes
 Name: Mr. Ms. Mrs. Other _____
 RAJA A
 Name of Father / Husband / Guardian: Mr. Ms. Mrs. Other _____
 AANANDH S
 Date of Birth: 22022007 Gender: Male Female Nationality: INDIAN
 Mother's Maiden Name: SUDHA A Marital Status: Married Unmarried Others
 UID: XXXXXX XXXXXX XX UID of Father/Mother (in case applicant is a minor): XXXXXX XXXXXX

Correspondence Address (Current Residential/Office)

35/2, RAMAN PALAKKADU
 VASAYI COLLEGE POST
 Landmark/Street: _____
 City: ERODE PIN: 638316 State: TAMIL NADU
 Telephone no. _____ Mobile no. 94427XXXX

Permanent Address

Same as Correspondence Address
 35/2, RAMAN PALAKKADU
 VASAYI COLLEGE POST
 Landmark/Street: _____
 City: ERODE PIN: 638316 State: TAMIL NADU
 Telephone no. _____ Fax no. _____
 Email Address: raxxxx@gmail.com

Additional Details (wherever applicable)

Income: monthly annually Assets (approximate value): Rs. _____
 *Religion: Hindu Muslim Christian Sikh Others _____
 *Category: General OBC SC ST Others _____
 Educational Qualification: Non-Graduate Graduate Post Graduate Others _____
 Occupation Type: Salaried Self-employed Business Retired Student Others _____
 Organization's Name: _____ *Designation/Profession: _____
 Passport no. _____ *Others _____
 I.T. PAN: _____ OR Form 60/61
 Vehicle: Car Two-wheeler Other _____
 Life Insurance Value: Upto 2 lakhs Upto 5 lakhs Above 5 lakhs
 Life Insurance: SBI Life Other _____
 Existing Loans: Car Loan Home Loan Personal Loan Education Loan Business/Agriculture
 House: Ancestral Owned Rented Employers
 Mutual Funds: SBIMF Other No investments
 Credit Card: SBI Card Others _____

Unique Identification Number

Mobile no. will be used for sending SMS alerts

E-mail address is required for alerts and e-statements

Voters ID/ Driving License/ Govt./ Defence ID Card No.

If PAN is not available please fill-up form 60/61

Identification Details

Passport ALONE where the address on the passport is the same as the Correspondence Address mentioned on the first page of this form.

Issued at: Issue Date:

OR

Any one document from each of the undernoted two columns for a photo-identity and proof of address (Please tick the appropriate box and give details below):

Proof of identity	Proof of address (of Correspondence Address)
A) Passport where the address differs <input type="checkbox"/>	A) Credit card statement <input type="checkbox"/>
B) Voter ID card <input type="checkbox"/>	B) Salary slip (with address) <input type="checkbox"/>
C) PAN card <input type="checkbox"/>	C) Income tax/Wealth tax assessment order <input type="checkbox"/>
D) Govt./Defence ID card <input checked="" type="checkbox"/>	D) Electricity bill <input type="checkbox"/>
E) ID card of a reputed employer <input type="checkbox"/>	E) Telephone bill <input type="checkbox"/>
F) Driving License <input type="checkbox"/>	F) Bank account statement <input type="checkbox"/>
G) Photo-ID card issued by Post Office <input type="checkbox"/>	G) Letter from a reputed employer <input type="checkbox"/>
H) Photo-ID card issued by Universities/ Institutes approved by UGC/ AICTE <input type="checkbox"/>	H) Letter from any recognized public authority <input type="checkbox"/>
I) Letter from a recognized public authority or public servant verifying the identity and residence of the customer* <input type="checkbox"/>	I) Ration Card <input type="checkbox"/>
	J) Copies of Registered Leave & License Agreement/Sale Deed/Lease Agreement <input type="checkbox"/>
	K) Certificate issued by warden of hostel of University/Institute (approved by UGC/ AICTE) where the student resides* <input type="checkbox"/>
	L) For students residing with relatives, address proof of relatives along with their identity proof* <input checked="" type="checkbox"/>
No.: <input type="text"/>	No.: <input type="text"/>
Issued at: <input type="text"/>	Issued at: <input type="text"/>
Issue date: <input type="text"/>	Issue date: <input type="text"/>

Please attach one self-attested photocopy of Identity proof and Address proof each. Originals thereof will have to be produced for verification

* Refer to the Savings Bank rules

Introduction Details

I BHUVANA . G having CIF no. XXXXXXXXXX confirm that

I am an holder of account number XXXXXXXXXX of State Bank of India for the past 24 months/years and personally know the applicant(s) for more than 5 months/years and confirm his/her/their identity and address as stated above.

Date: 10052022 XXXX
Signature of the Introducer Sign verified by (Sign, SS No. & stamp)

Required for small account only. Not required if complete KYC requirements are fulfilled.

With State Bank of India agreeing to open my Small Deposit account under liberalized KYC norms specified by RBI, I undertake to submit the required KYC documents as and when the balance or total annual transaction in my account exceed the stipulated limits in this regard. In the event of non compliance the Bank is within its rights to stop operations in account after advance notification as per RBI instructions.

XXXX
Signature of the Applicant

Detail of other Accounts

Please give the details of your other accounts in our/other Bank *mandatory

Bank	Branch	Type of Account/Facility(ies)	Account Number
<u>IOB</u>	<u>ERODE</u>	<u>SELF</u>	<u>XXXXXXXXXX</u>

Date: 10052022
Place: ERODE XXXX
Signature/ Thumb impressions of depositor

Please Sign in black ink only.

FOR OFFICE USE

Details of one or two identification marks, if any, such as a mole or scar (mandatory for illiterate applicant)

Verifying Officer/Open CIF		CIF Generated	
Signature:		(Authorised signatory)	
Name:	SS No.:	Date:	SS No.
Designation:	Date:		



1. TERM DEPOSIT / SPECIAL TERM DEPOSIT

Amount: Rs. _____ (in words) _____
Period: _____ year(s) _____ month(s) _____ days. In case of Term Deposit, interest payable: Monthly Quarterly

Maturity instruction: Auto renew* principal, Auto renew* principal & interest, Auto renew* Rs. _____, Pay principal & interest, Pay principal. Auto renew for period: _____ year(s) _____ month(s) _____ day(s). Payment instruction (Maturity Proceeds/Residual Amount): By credit to my bank account no. _____, By Banker's Cheque / Demand Draft.

*Renewal will be done at the then prevailing interest rate

2. MULTI-OPTION DEPOSIT SCHEME

I/We hereby give consent for debiting my/ our account for recovering service charges as normally applicable to Savings Bank and Current Account. Linked Saving Bank/Current Account No. _____

3. RECURRING DEPOSIT

Monthly installment: Rs. _____ Standing instruction (if any) Debit account no. _____
Period: _____ year(s) _____ month(s) On Maturity, credit proceeds to account no. _____

4. SAVINGS PLUS / PREMIUM SAVINGS ACCOUNT

Auto-sweep facility links Savings/Current Account with Term Deposit Account. Your Savings Plus/Premium Savings Account balance above a threshold value, for a minimum amount of Rs.10,000 and in multiple of Rs.1000 in any one instance, is transferred to a Multi-Option Deposit (MOD) and earns interest as applicable to the MOD.

Threshold Amount*:Rs. _____ Minimum balance required: Savings Plus Account: Rs. 5000, Premium Savings Account: Rs. 25000
Sweep time: _____ day (example Monday, Tuesday) of every week (only for Savings Plus Account)
OR (example 1st, 2nd) of every month beginning on _____

Under reverse sweep facility for breaking the MOD, the MOD to be broken by: Last in first out First in first out

5. NO-FRILLS ACCOUNT

I declare that my present gross monthly income is not more than Rs. 5,000. I shall inform you whenever it exceeds Rs.5,000. I understand that if the value of my business connection, including other liability products like Recurring Deposit or Term Deposit, exceed Rs.10,000/-, this account will cease to be a 'No-frills' account. The account will then be treated as a normal Savings Bank account, governed by the terms and conditions applicable to such accounts. I shall abide by the 'Know Your Customer' norms as stipulated from time to time.

6. FOR JOINT ACCOUNTS WITH 'EITHER OR SURVIVOR' OR 'ANYONE OR SURVIVOR' MODE OF OPERATION

We have to advise that State Bank of India may pay to anyone of us, any day either before or on due date, on or after due date and where no due date is fixed, on demand, the principal alongwith interest. Payment to any one of us is discharge to the Bank from all of us, until you receive a notice contrary to it from both/ all of us. In case of death of any one, amount is to be paid to the survivor(s).

I/ We have read and understood the rules and regulations of the product(s)/ service(s) opted for and agree to abide by the terms and conditions relating to the conduct thereof as also any changes brought about therein from time to time. A copy of the Savings Bank rules and regulations has been made available to me by the mode of a tear off. Further, I/we understand that I/we have the option to operate this account through my mobile handset using MPIN as per Terms and Conditions displayed on Bank's website www.sbi.co.in. Further, I/we have read and understood the provisions contained in the 'Terms of Service document' of 'OnlineSBI' on the Bank's website www.sbi.co.in and accept them. I/we agree that the transaction executed over 'OnlineSBI' under my Username and Password will be binding. The Bank is entitled to amend the 'Terms of Service document' of 'OnlineSBI' from time to time.

Signatures of 1st Applicant, Signature of 2nd Applicant, Signature of 3rd Applicant

Please Sign in black ink only.

Nomination: Nomination, if required fill Form DA-1 on page no. 2, otherwise sign below

I/We do not want to nominate any person in this account
ANANT H.

Please Sign in black ink only.

FOR OFFICE USE Certified that the implications and conditions for the operation of the account have been explained to the depositor (only in case of illiterate applicant)

Open account: Date: _____ (Authorised signatory) Account number generated: Date: _____ (Authorised signatory)
i) Internet Banking (INB) Kit No.: _____
ii) INB Viewing Transaction rights given on: _____
iii) Mobile Banking MPIN given on: _____
iv) ATM Card data transmitted on: _____
v) Nomination serial no.: _____
vi) Threshold (KYC) limit: Rs. _____
vii) Account sourced by Business Correspondent/ Business Facilitator - Yes/No
If yes, Name/ Designation: _____
Code no. of BC/BF: _____
viii) Account transferred / Home branch changed on: _____
ix) Account closed on: _____

***Know Your Customer* Guidelines**

Any person opening account opening requirements may upon agreeing to comply with the prescribed rules, open a Savings Bank Account, provided she/he furnishes proof of identity and proof of address as required by the bank. (Rule No. 1)

PROOF OF IDENTITY	PROOF OF ADDRESS
1. Passport, if the address differs from the one mentioned in the account opening form	1. Credit card statement
2. Voter ID Card, if the address differs from the one mentioned in the account opening form	2. Salary slip
3. PAN Card	3. Income tax/Health tax assessment
4. Govt./Deviance ID card	4. Electricity bill
5. ID cards of reputed employers	5. Telephone bill
6. Driving License	6. Bank account statement
7. Pension Payment Orders (Govt./PSUs), if the address differs from the one mentioned in the account opening form	7. Letter from a reputed employer
8. Photo ID Card issued by Post Office	8. Letter from any recognized public authority
9. Photo identity card issued to bonafide students of Universities/Institutions approved by UGC/AICTE	9. Ration card
	10. Codes of Registered Leave & License Agreement/State Deed/Class Agreement may be accepted as proof of address
	11. Certificate issued by hostel and also, prior of residence incorporating local address, as well as permanent address issued by respective hostel warden of affiliated Universities/institutions where the student resides, duly countersigned by the Registrar/Principal/Dean of Student Welfare. Such accounts should be closed on completion of education leaving the University/Institution. For students residing with relatives, address proof of relatives along with their identity proof can also be accepted provided declaration is given by the relative that the student is residing to him and is staying with him.
	12. For students residing with relatives, address proof of relatives along with their identity proof can also be accepted provided declaration is given by the relative that the student is residing to him and is staying with him.

Nomination & Survivorship Facility

The nomination facility is available on Savings Bank Accounts and the account holders are advised to avail of this facility for smooth settlement of claim by legal heirs in unforeseen circumstances. Nomination can be made in favour of only one nominee. In case they do not wish to make a nomination, this fact should be recorded on the account opening form and their full signatures. Joint account with survivorship benefit can be operated by the survivors in such circumstances. (Rule Nos. 10, 2)

Types of Accounts, Balance Stipulation & Service Charges

The applicants can open an account either with cheque book facility or without cheque book. The current minimum quarterly average balances prescribed for these account types and the charges prescribed for non-maintenance of minimum balance, are available at the Bank's website www.sbi.co.in. The information can also be obtained from Branches. There is no ceiling on maximum balance in Savings Bank account, except for Minor's account. (Rule Nos. 11, 12)

Minor's Accounts

Minors who can adhere to uniform signature and are not less than ten years old can open accounts in their single name and maintain therein a maximum balance of Rs. 50,000/- (Rs. Two lacs only). Minors may open joint accounts with their guardians. (Rule No. 8)

How to Open an Account?

In ordinary course, applicants should attend the Bank personally for completion of formalities for opening the account. They will duly fill in and sign the prescribed application form. Applicants should submit two copies of their most recent colour passport size photographs. Account holder's signatures must be legible and well formed. Signatures if found not to be in capital or block letters. Each account will be given a distinctive account number. While dealing with the Bank, this number should be invariably quoted by the account holder(s). The account holder(s), in their self-interest, are expected to adhere to uniform signature as per specimen recorded with the Bank while operating the accounts and addressing any correspondence to the Bank. (Rule Nos. 7, 8, 9, 13)

Pass Book

The pass book and cheque book supplied to the account holder should be kept in a safe place. The Bank will not be responsible for any loss or non-receipt of pass book attributable to the account holder's neglect in this regard. (Rule No. 14, 29) For withdrawing cash by means of a withdrawal form, the pass book must be presented. Withdrawals using cheque forms and Debit card can be effected without pass book. Deposits may be made without production of the pass book. (Rule No. 15) The pass book will be updated regularly. The pass book will be returned to the account holder immediately after completion of the transaction duly updated, in case it is not collected within a week's time, it will be returned to them by Registered A.D. post/Courier at their cost. (Rule No. 16) The account holder should carefully examine the entries in their pass books and draw the Bank's attention to errors or omissions, if any. (Rule No. 17) Duplicate in lieu of the lost or mutilated pass book may be issued on receipt of a written request from the account holder after necessary completion of formalities and recovery of prescribed charges. The current charges prescribed for this are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. (Rule No. 20)

Change in Rules

The Bank reserves the right to alter, delete or add to any of these Rules and service charges for which the customer will be duly notified through Bank's website and/or through other modes. (Rule Nos. 29, 41)

Cheque Book

The Bank will issue the first cheque book after completion of all formalities with regard to opening of the account. No charge will be recovered for issue of twenty five cheque leaves in a year (both MICR and non-MICR). Thereafter, service charge will be charged to the customer's account. The current charges prescribed for this are available at the Bank's website www.statebankofindia.com. This information can also be obtained from Branches. The account holder must use only the cheques from the cheque books issued to them by the Bank. The Bank reserves the right to refuse payment of any cheques drawn otherwise. Unlike the Bank will not issue more than one cheque book at a time or before self-issuing all or nearly all of cheques issued previously. (Rule No. 27) Cheques must be written legibly and any alterations or cuttings should be substantiated under full signature which must conform to the specimen recorded with the bank. (Rule No. 28) Stop payment instructions in respect of cheques issued or lost can be registered with the Bank on payment of the prescribed service charge. The current charges prescribed for this are available at the Bank's website www.statebankofindia.com. This information can also be obtained from Branches. (Rule No. 32)

OPERATIONS IN THE ACCOUNT

General

Savings Bank account is essentially a facility to build up savings and hence must not be used as a Current Account. Bank may close an account should it have any reason to believe that the account holder has used her/his account for a purpose for which it is not allowed. (Rule No. 9)

Deposits

There is no restriction on number of deposits that can be made into the account. No deposit in cash for less than Rs. 10/- will be accepted. Cheques, drafts or other instruments drawn only in favour of the account holder will be accepted for credit of the account. Third party instruments endorsed in favour of the account holder will NOT be accepted. No drawings against accepted instruments will be normally permitted until these are realized. In satisfactorily conducted accounts, immediate credit will be afforded for outstation instruments deposited up to Rs.20,000/-, which may change from time to time. The normal collection and out of pocket charges will be recovered. The current limit and charges prescribed for this are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. Overdue interest will be recovered for instruments subsequently returned unpaid. (Rule Nos. 21, 22, 23)

Withdrawals

The account holder can withdraw money personally from her/his ordinary Savings Bank Account by using Bank's standard withdrawal form. The pass book must accompany the withdrawal form. The withdrawal form can be used only for receiving payments by the account holder himself/ herself. ATM-cum-Debit card can also be used in ATMs for cash withdrawal. The account holder cannot withdraw an amount less than Rs. 50/- All withdrawals must be in round Rupees only. Third party payments through withdrawal forms are not permitted. A letter of authority as per the prescribed format, along with the Pass Book should be sent to the Bank through an authorized representative to receive payment in case the account holder is unable to attend personally to withdraw cash from her/his account. (Rule Nos. 24, 25, 26) The minimum drawing permitted per cheque form is limited to Rs. 50/-. There is no ceiling on the maximum amount that can be drawn through a single cheque. (Rule No. 30) The maximum number of debit entries permitted in an account is 30 per half-year or as decided by the Bank from time to time, excluding transactions through alternate channels like State Bank ATMs and Internet Banking. Cash withdrawal at ATMs of other banks will be counted as a debit entry in the account for the above purpose and are not to be treated as transactions made through alternate channels. Charges prescribed for exceeding this limit are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. (Rule No. 35) Cash withdrawal can be made from the accounts of the sick, old or incapacitated account holders who are unable to attend the Bank and/or also not able to put their signature or thumb impression for withdrawing cash by completing the laid down formalities. (Rule No. 33)

Overdrafts

Overdrafts in Savings Bank accounts may be permitted under exceptional circumstances with prior arrangements only. Cheques drawn in excess of the balance in the account will be returned unpaid. Service charge will be recovered each time a cheque is returned unpaid for want of sufficient funds. Charges prescribed for this are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. (Rule No. 31)

Inoperative Accounts

Account holders are advised to operate their accounts regularly. Accounts not operated are classified as Inoperative after the stipulated time period of 24 months since last operation. Inoperative accounts having less than the stipulated minimum balance will be charged a service charge at the end of the first year after the account is identified as inoperative and thereafter every year, if the account remains inoperative. If the balance in the account is equal to or less than the service charge, the account will be closed under advice to the account holder. The current prescribed charges in this regard are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. (Rule Nos. 36, 37)

Standing Instructions

The account holder can request the Bank for effecting periodical payment of insurance premium, membership fees etc. by debit to her/his account on payment of service charges. The current prescribed charges for Standing Instruction are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. (Rule No. 40)

Payment of Interest

Interest at the prescribed rate will be calculated on a daily product basis and will be credited to the account half yearly on 30th June and 31st December. Interest will be paid if it works out to be Rs. 1/- or more and will be rounded off to the nearest rupee. The payment of interest on Savings Bank Account is subjected to RBI directives and any change therein may be notified through advertisement in the newspapers. (Rule Nos. 41, 42)

Transfer & Closure of Account

Accounts may be transferred between branches of the Bank at the request of the account holder(s). Request for closure of account should state the reason for closure. The Pass Book, unused cheque leaves and the ATM-cum-Debit card (after cutting into two pieces across the magnetic strip) must accompany such request. Joint accounts can be closed only at the request of all such joint signatories. Service charge at prescribed rate will be recovered if an account is closed prior to twelve months of its opening. The current charges prescribed for this are available at the Bank's website www.sbi.co.in. This information can also be obtained from Branches. (Rule Nos. 43, 44, 45)

Detailed rules available on the bank's website www.sbi.co.in or on request at all branches.

Conclusion:

Thus the Bank savings account opening form has been filled successfully.

Video suggestions:**Table 1**

S.no	Title/purpose	Link
1	SBI account opening form filling sample Tamil	https://youtu.be/EPY57RWjXjI



Scan the QR Code to download Saving Bank account opening form in .pdf format

Experiment: 10

Mock Interview

Objective:

To participate in a Mock Interview and address all the doubts and apprehensions that may arise in the mock interview.



Procedure:

Participants – Interviewer and Candidate.

Step 1: Candidate Should Bring His Educational Certificate Proof and Employment Brochure.

Step 2: Candidate should maintain Proper Dress Code.

Step 3: When meeting the Interviewer, Shake hands with a Smile.

Practice of Mock Interview:

Interviewer: Good Morning, Raja. I am Sundar.

Candidate: Good Morning.

Interviewer: How are you doing?

Candidate: I am doing fine. Thank you.

Interviewer: That is good Raja, let's start the interview. Are you ready?

Candidate: Yes, I am.

Interviewer: First of all, let me properly introduce myself. I am an Engineer cum HR. As you know there is an open position in my department and I need to fill this position as soon as possible.

Candidate: Please, tell me a little bit about the position.

Interviewer: It is an entry-level position. The new employee will have to work closely with the Technician department.

Candidate: What type of qualifications do you require?

Interviewer: I require a Two Year Course in Field Technician-Other Home Appliances. Some working experience would be helpful.

Candidate: What kind of experience are you looking for?

Interviewer: Doing office work is good. However, since this is an entry-level position, I do not require a lot of experience. I am willing to train the new person.

Candidate: That is great!

Interviewer: Raja, tell me something about yourself.

Candidate: I have just completed a Field Technician Course.

Interviewer: What are you looking for in a job?

Candidate: The job should help me see what Finance is all about. I have learned a lot of Finance theories at school, and now it is time for me to put them into practice.

Interviewer: Anything else?

Candidate: I also hope that it will help me grow in my field.

Interviewer: What are your strengths? Why should I hire you?

Candidate: I am a hard-working person and a fast learner. I am very eager to learn, and I get along fine with people.

Interviewer: OK. Now, let me ask you a few quick questions. You do not mind working long hours, do you?

Candidate: No, I do not.

Interviewer: Can you handle pressure?

Candidate: Yes, I can. When I was going to school, I did a few other courses in the evening. And, I handled that situation very well.

Interviewer: Do you still have any questions for me?

Candidate: No, I think I have a pretty good understanding of the job. I believe that I can handle it with ease, and I hope to have the opportunity to work for you.

Interviewer: Raja, nice meeting you. Thank you for coming.

Candidate: Nice meeting you too. Thank you for seeing me.

Conclusion:

Thus the mock interview has been successfully completed and the doubts are clarified.

Experiment: 11

Writing a formal letter of application for an employment advertisement in a newspaper

Objective:

To write a formal Application Letter for the Job advertised in a newspaper.

ஆட்கள் தேவை

• FIELD TECHNICIAN-4 No's

QUALIFICATIONS

10th Pass/12th Pass/ITI
Field Technician - Other Home Appliances (Level 2) Preferred
Experience : 0 to 1 Years Application Last Date: 12-10-2023

Good Salary +TA +Incentives Offered

R.K Home Appliances Service Centre
1,Ethiraj Road,Egmore,Chennai-600008.

Contact: 90809XXXX,97893XXXX

Procedure:

Step 1: Check the eligibility for the advertised job

Step 2: If the applicant is eligible for the job, send a letter to the company

Step 3: In the letter applicant has to mention sender and receiver's details

Step 4: The applicant should specify the post applied for.

Step 5: And write their educational qualification and mention their previous experience if they have

Step 6: Further the applicant has to mention their skills and knowledge

Step 7: The applicant's personal details and ability should be mentioned

Step 8: Applicant has to give the own self declaration about the truth of the letter

Step 9: Write down the place and date at the end of the letter with applicant's signature

Step 10: Finally, before posting the application, check the letter and post the letter with proper address on the envelope, and note that the letter has to be reached before the last date of the application.

Sample letter format:

Application for the Post of Field Technician

From

M. Ravi,
S/o. R. Murali,
33-Raman Palakkadu,
Vasavi Post,
Erode -638301.

To

The Hiring Manager,
R.K Home Appliances Service centre,
1, Ethiraj Road,
Chennai- 600008.

Respected Sir,

Sub: Post of field technician Reg

I am writing to apply for the position of Field Service Technician, listed on your Newspaper Advertisement. With over 4 years of experience in field support

positions, I possess the comprehensive skill set and hands-on understanding necessary to affect positive, overreaching outcomes in this role. Please review these points from my professional experience demonstrating my unique abilities:

- I have Completed 12th standard in 2017.
- I have done a course on field technician. (Level 2)
- I have 2 Years of working Experience in the relevant field

The attached resume provides further details about how my qualifications and background is a match for your team's needs in a Field Service Technician. I look forward to the opportunity and to discuss how I can contribute my strengths at your esteemed concern. I appreciate your taking the time to review my credentials and experience.

Date :01.10.2022

Sincerely,

Place: Erode

M.Ravi

Conclusion:

Thus the Formal Application Letter for the Job advertised in a news paper has been written successfully.