

PROPOSAL FOR FRAMING PROPER CONDUCTING OF PROMOTION TEST AND INTERVIEW

In our organization, every year, promotion test is conducted for promotion to the post of Assistant Managers from assistants and to the post of Managers Grade IV from assistant Managers. The test for promotion to the post of Assistant Managers includes only written test while the test for promotion to the post of Manager Grade IV consists of written test, group discussion and interview. Every year, after the examinations there arise a lot of complaints over various aspects with regard to conducting of the examination like syllabus used for the examination, standard of the examination, correctness of the questions asked etc. For an organization like ours, it is high time to frame a proper and impeccable method of conducting promotion test and interview leaving no chance of involving any suspicious element in the process. For banking and insurance companies, IBPS (Institute of banking personnel selection) is conducting the test for promotion of employees of such companies and it is being done in proper and disciplined manner. IBPS is conducting coaching classes and issuing study notes for the employees of banking and insurance companies. Here, in our company there is nothing from the part of the company to make qualitative improvement in our employees. What is gathered by the employees of KSFE is from their own personnel effort. Here, it is to be considered that KSFE employees don't get sufficient time in the midst of various schemes throughout the year, for the preparation. In this circumstance, we, the KSFE Officers' union, make the following suggestions for the conduct of promotion test and interview.

A. WRITTEN TEST

- 1) A comprehensive study note covering all the subjects and portions from where questions are likely to be asked, should be prepared and distributed to the aspirants quite sufficiently early so that they can prepare.
- 2) With regard to company matters , updated company manual should be distributed. Here, the manual should be continuously and automatically updated.
- 3) The agency which conducts the examination should conduct the examination based on the study note and company manual issued to the aspirants.
- 4) Company matters including company policy and developmental activities and schemes should get a major share in the portions for the examination as done by insurance companies and banking companies.

B. INTERVIEW and GROUP DISCUSSION

- 1) The interview board should be constituted independently by the institute which conducts the process.
- 2) The chairman and Managing Director of the company should not be a part of the interview board as in the case of other financial institutions.
- 3) Secret coding method should be used for the impartial evaluation of the candidates.
- 4) Decoding and preparation of final list should be in the presence of representatives of approved unions.
- 5) The percentage of marks for Group Discussion and Interview should be reduced to 15%
- 6) There should be intelligible criteria for evaluation of candidates in interview and group discussion.
- 7) Marks scored for interview and group discussion should be considered only for the purpose of ranking and it should not be a criteria for determining as to whether the candidate passed or not, as all the candidates appearing for interview and group discussion are selected through a highly competitive examination.
- 8) All the candidates appearing for interview and group discussion should get at least minimum marks required for interview and group discussion.


GENERAL SECRETARY

KSFE OFFICERS' UNION