

INSTITUTE OF AERONATICAL ENGINEERING

(Autonomous)

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**INTERVIEW SECRETS
FOR
CAMPUS PLACEMENTS**

**PLACEMENTS AND TRAINING CENTER
2021-2022**

INDIAN IT OVERVIEW

Information technology is a revolutionary phenomenon experienced throughout the world. Individuals, organizations, Governments and Nations are running fast to keep themselves ahead of others in this field. For computer professionals, there is a lot of money to earn and there is a lot of comfort and luxury to be enjoyed. And there is a lot of pride and status in the society to be grabbed. Bill Gates of Microsoft Corporation, Larry Ellison of Oracle Corporation, Scott Mcneil of Sun Micro Systems, Eric E. Schmidt, Sergey Brin of Google are the leading personalities who shot into fame and fortune from almost nothing. Today they enjoy exceptional status and respect in the society.

Most of the leading IT companies in India are involved in software development, hardware development, internet protocols, animations, graphics, artificial intelligence, convergence, voice transmission and recognition.

People would visualize industry as a factory making some products, engaging workers in blue colored attire. Products manufactured were primarily core sector items like construction steel, cement, textiles, pharma, biscuit, edible oils etc. Essential features of the business model were – demand was always more than the supply. No need for great marketing skills and no need for large inventory management and logistics planning. No sensitivity to customer choice or delivery time. Customer has to place an order and wait for long. Classic examples are Bajaj (then Vespa) scooter, ECIL TV & BSNL landing phone. For Bajaj scooter or BSNL phone, customers were waiting for 10 to 15 years. For ECIL TV (even black & white) people waited for 6 to 12 months after placing an order. Production models were like small batch involving very little production planning or industrial Engineering techniques, then mass production – shift wise targets were fixed to the workers after time & motion study, then came automation to meet the growing demand – Automatic machines increased outputs in several multiples. Then came the IT revolution. CAD (computer Aided Design) & CAM (computer aided manufacturing) have been extensively used by all organizations. Through the use of computers, one can see the end product even before starting the manufacturing process. Chip based gadgets monitored production & quality in the manufacturing plants.

IT industry is now essential part of all industries. Businesses are leveraging IT even more to solve critical and strategic aims of organizations. All of us appreciate the fact that IT industry has created enormous employment opportunities for Indians within the country and outside. Firstly, the Indian engineers who migrated to USA in seventies have made a mark for themselves by their superior performance levels. Many of our engineers from IITs and other engineering colleges have excelled in their jobs in USA as they stood up to tough competition from the locals. Many have been working for the best-known corporates of the world and many more have been working in leading universities and business schools.

Then came the Information Technology boom. Back in India, pioneers like N R Narayana Murthy of Infosys Technologies and Azim Premji of Wipro Technologies started their businesses with great vision. What started as small IT outfits have snowballed into world renowned conglomerates. Their expertise in the field of computers and their persuasive and convincing abilities have proven to the entire world that the best brains are in India. Over the years, the entire world started looking towards India for wide range of solutions in the field of information technology.

While F. C Kohli of TATA Consultancy is the pioneer of software industry in India, Mr. N R. Narayana Murthy of Infosys Technologies is a great visionary. His vision in the costing and billing of “engineers time” set the foundation. Even after paying very high salaries to its employees, most of the IT companies are making about 40% net profits, exhibiting Indian IT prowess exhibited to the entire world. Rapid growth came in. Internal accruals were enormous. Most of the IT companies have no bank borrowings. Computerization of manufacturing, banking & financials, marketing, and customer service has become THE NECESSITY. With computer as growth engine, people with brilliant brains and good interactive and communication skills are in great demand.

Added with the economic reforms and liberalization of policies of government of India, IT industry took off with flying colors creating thousands of jobs for freshers year after year.

GROWTH SECTORS:

- **Information Technology Services(IT)**
- **Information Technology Enabled Services(ITeS)**
- **Semiconductor Design, Embedded Software and Services**
- **Manufacturing Services**

INFORMATION TECHNOLOGY SERVICES

The Indian information technology (IT) industry has played a key role in putting India on the global map and is now envisioned to become a US\$ 350 billion industry by 2025.

Since the past decade, the Indian IT-BPO sector has become the country's premier growth engine, crossing significant milestones in terms of revenue growth, employment generation and value creation, in addition to becoming the global brand ambassador for India.

Indian IT industry has more than 17,000 firms, of which over 1,000 are large firms with over 50 delivery locations in India. The country's cost competitiveness in providing IT services, which is approximately 3-4 times more cost-effective than the US, continues to be its unique selling proposition in the global sourcing market.

India's domestic tech-market is the fastest growing in Asia-Pacific, witnessing growth of over 11% in 2016-17. According to a research report published by National Association of Software and Service Companies (NASSCOM), In FY19 the IT software and services revenues growth crossed \$165 billion, with the overall IT exports growing to \$137 billion compared to \$126 billion in FY18, and domestic revenues growing to \$44 billion from per cent \$41 billion in FY18. Reflecting on the growth, Rishad Premji, Chairman, Nasscom said, "During the year, the industry performance also showcased a changing narrative for the sector, a sector that focuses on internal transformation and driving transformation for its clients globally and in India".

Strong economic growth, rapid advancement in technology infrastructure, increasingly competitive Indian organisations, enhanced focus by the government and emergence of business models that help provide IT to new customer segments are the key drivers for increased technology adoption in India.

India is the leading sourcing destination for IT companies across the world, accounting for approximately 55 per cent market share of the US\$ 185-190 billion global services sourcing business in 2017-18. Having proven its capabilities in delivering both on-shore and off-shore services to global clients, emerging technologies now offer an entire new gamut of opportunities for top IT firms in India. IT &ITeS companies have set up over 1,000 global delivery centres in about 80 countries across the world. It also retains its low-cost advantage and is a financially attractive location when viewed in combination with the business environment it offers and the availability of skilled people.

According to Industry and DQ estimates India Datacenter market is pegged at INR 35,000 crore for 2018 and the market will reach \$7 billion by 2020 at a growth rate of 23% to 25%. Increased adoption of mobility, big data, and software designed networking by Indian enterprises, coupled with the proliferation of the internet and government's focus on digitization have led to the growing need for data centers in the country. According to Gartner, sectors like Telecom, IT, BFSI E-commerce and Government have fueled the rise of intelligent data centers.

Besides, Telangana is growing at the fastest CAGR of around 19% during the forecast period, and Hyderabad

is the major city for data centre operations in Telangana, and has a presence of over 10 facilities in the Indian market. Maharashtra, specifically Mumbai is the hub for facilities deployment by major companies such as AWS, Microsoft, Alibaba, and Google in the Indian market.

NASSCOM Top 10 IT Services Exporters

RANK	COMPANY
1	TATA Consultancy Services
2	Infosys Technologies Limited
3	Wipro Technologies Limited
4	HCL Technologies Limited
5	Redington India LtdTech
6	Tech Mahindra
7	L & T Infotech
8	Mphasis
9	MindTree Consulting Limited
10	Hexaware Technologies

NASSCOM Top 15 BPO Exporters

This list does not include some companies like Convergys, IBM Daksh and Sutherland Global Services whose corporate headquarters are located outside India.

RANK	COMPANY
1	Genpact Limited
2	Tata Consultancy Services BPO
3	Wipro BPO
4	Infosys BPO
5	Aditya Birla Minacs Worldwide Limited
6	Hinduja Global Solutions Limited
7	WNS Global Services Private Limited
8	EXL Service
9	First source solutions limited
10	Aegis Limited

SEMICONDUCTOR DESIGN, EMBEDDED SOFTWARE AND SERVICES:

India is the seventh largest country by geographical area, and the most populous country in the world.

The economy of India is the fourth largest in the world as measured by purchasing power parity (PPP). India is the second fastest growing major economy in the world.

The Indian semiconductor design industry, comprised of VLSI design, board design and embedded software companies, has design companies clustered around Bangalore, Delhi/Noida, Hyderabad, Chennai, with presence also in Pune, Ahmedabad and Goa. All the global top ten fabless design companies have India operations and 17 of the top 25 semiconductor companies have a strong presence here.

These companies primarily address an international demand with increasing adaptation of design to address domestic requirements. India provides an advantage with a quick turnaround time that helps early market access, and a high quality workforce. India's semiconductor industry employs the cream of engineering talent and generates IP in an environment that is conducive for IP rights

The Indian chip design industry is involved in end to end design activities ranging from chip architecture, development, design verification and layout, all the way to design tape out.

According to AN IESA - MARKET SAND MARKETS REPORT 2018, the Indian semiconductor component market is expected to be worth USD 32.35 billion by 2025, growing at a CAGR of 10.1% between 2018 and 2025. India is a highly attractive destination for global R&D centers owing to the availability of talent, as well as lower cost (compared with the US and Western Europe).

- The strong foundation that the design community has established is seen as a key factor for success as India moves toward a semiconductor manufacturing industry.
- Having carved a niche in global software development and services outsourcing, India's search for the next big thing in high-tech could see it take on the rest of Asia in the crowded chip manufacturing market.
- Semiconductor firms such as Intel Corp., Advanced Micro Devices Inc. and Freescale Semiconductor Inc. have already tapped India for chip design, but not manufacturing
- New government incentives to boost chip making, coupled with India's low labour costs and surging demand for electronic goods from a fast-growing middle class, could change that.
- "India would be the only country in the world with robust models in chip design, chip manufacturing and electronics manufacturing," said Poornima Shenoy, president of lobby group India Semiconductor Association
- According to the latest telecom statistics report of TRAI, India has 1,026.37 million active mobile users — on 2G, 3G and 4G networks.

MANUFACTURING SERVICES:

Manufacturing, a word generally speaks volume, but, there is tendency to see manufacturing as increasingly a developing world activity. While it is true that many products can be manufactured cheap in the developing world, about 75 per cent of global manufacturing still takes place in the advanced economies, compared to about 10 per cent in China.

There is a temptation to write manufacturing off on the grounds that our natural resources and services industries can assure a healthy economy for all. Theoretically, this argument may work, but, not in practice. Manufacturing does matter. It is easy to forget how pervasive manufactured products are in our lives. From food, water, clothing, shoes, furniture and building materials to pharmaceuticals, automobiles, aircraft, computers, TV sets, Telephones & Mobiles, chemicals, plastics and, for that matter, newspapers.

Today, many manufactured products have a high content of what we call intangibles – design, software, engineering, patents, marketing expertise, research and development. It is these activities that generate many of the good jobs in manufacturing. But for intangibles to have value, there ultimately has to be a manufactured product. Though India banks heavily on its services sector for growth, the manufacturing sector too plays a significant role in the Indian economy, contributing nearly 18 per cent to the GDP (in 2018-19). With capacity utilisation at a peak, majority in the private sector wants to make fresh investment to meet the growing demand in the auto and engineering sectors.

The electronic goods industry is one of the fastest growing industries in the world and is expected to be worth US\$ 551 billion by 2021 according to the recent report by Research and Markets. The rapid rise in the demand for consumer and smart electronic devices across the globe is driving the market growth. And the Indian electronics system design and manufacturing (ESDM) industry seems to be on track to achieving its full potential of manufacturing and designing capabilities. A significant milestone on the path towards becoming a manufacturing hub was achieved in 2016-17, when India's domestic electronics production exceeded imports of electronic goods into the country thanks to policies such as Make in India.

India is fast emerging as a global manufacturing hub. Be it automobiles or computer hardware, consumer durables or engineering products, all are being manufactured by multinationals in India and is emerging as one of the most preferred location for major MNCs owing to lower cost, availability of intellectual human capital and increasing share of young population, requisite knowledge base and governments continued efforts to

liberalize most sectors and establish Electronic Hardware Technology Parks (EHTPs), Special Economic Zones (SEZs) and brought about a favourable climate for Foreign Direct Investment (FDI).

India was ranked 30th on WEF global manufacturing index in 2017-18. India, the 5th-largest manufacturer in the world with a total manufacturing value added of over USD 420 billion in 2016, the World Economic Forum said the country's manufacturing sector has grown by over 7 per cent per year on average in the past three decades and accounts for 16-20 per cent of India's GDP.

CONSTRUCTION & ENGINEERING SERVICES:

The engineering and construction industry plays an integral role in building the future of the modern world amidst a number of potential obstacles such as material price volatility, talent shortages, and the rapid pace of technological change. According to a recent report by Oxford Economics, global construction market is to grow \$8 trillion by 2030 mainly driven by US, China and India. The report also predicted that construction market in India will grow almost twice as fast as China to 2030

Besides, the Indian Engineering sector has witnessed a remarkable growth over the last few years driven by increased investments in infrastructure and industrial production. The engineering sector, being closely associated with the manufacturing and infrastructure sectors, is of strategic importance to India's economy. India on its quest to become a global superpower has made significant strides towards the development of its engineering sector. It became a permanent member of the Washington Accord (WA) in June 2014. The country is now a part of an exclusive group of 17 countries who are permanent signatories of the WA, an elite international agreement on engineering studies and mobility of engineers.

The construction industry is the second largest industry in India after agriculture. It makes significant contribution to the national economy and provides employment to large number of people.

CHAPTER 1

GUIDELINES TO THE FINAL YEAR STUDENTS FOR CAMPUS INTERVIEW

Campus recruitment of final year students is arranged by the center. However, it may please be noted that the institute does not guarantee employment to all students.

The students are advised not to have any subject backlogs by the time they enter Final Year.

In order to provide a fair deal to all concerned, the following points regarding the procedure going to be followed may be noted for guidance:

Further processing of cases for students will be stopped in the event of occurrence of any one of the following:

- If a firm offers or confirmation of selection is received from an organization irrespective of it being accepted or not accepted by the student.
- If a maximum of two active short-listings are in hand. In the event one active short-listing gets converted into 'rejection', the student's case is permitted to be proceeded further with recruitment. Until such time, a maximum of two active short-listings are obtained.

The following situations would represent active short-listing:

- Students who appear in some part of the campus interview i.e. tests, group discussions and do not show up for the subsequent selection round.
- Production of false or incorrect information. Students called for interviews purely on the basis of bio-data forwarded by the center without any screening process being conducted at the institute.
- Students who are called for interviews but do not attend the same. These would also include cases where information is given to the organization.

In certain exceptional cases, an organization or reputed visits the institute at a later date when most of students have been selected or active short listed (two times) and sufficient number of students are not available for interview.

PAT center may allow the selected or shortlisted students (two times) to appear for interviews of such types of organization. This rule is solely at the discretion of the principal and should not be quoted as precedent. Preference will be given to those students who are not selected or short listed for the final interviews.

Bio-data will only be accepted between 3.00 p.m. to 5.00 p.m. on all working days in the office of the PAT. The center will not maintain records entered into correspondence about recruitments done directly by organizations, in response to advertisements in the news papers/employment news or any other agency.

Notice for calling bio-data will be displayed at the notice board outside the office of PAT. The students are advised to see the notice board regularly. At least twice daily.

Cases, which are not covered by the guidelines given above, will be decided in merits. All the final year students are advised to please cooperate and comply with these guidelines.

CHAPTER 2

ROLE OF PLACEMENT AND TRAINING CENTRE

- Provide large corporate database.
- Arrange industry contacts.
- Organize industrial tours.
- Provide profiles of target companies.
- Arrange short-term projects.
- Arrange good speakers from industry.
- Give feedback on industry trends and latest technical developments.
- Needs analysis of corporates.
- Organize on campus and off campus interviews.
- Brief on interview process.
- Training in communication skills.
- Feedback on reasons for not getting selected.
- Create alumni database.
- Prepare brochures & CDs.
- Flash presentations to corporate.
- Alliances & MOU with good companies.

CHAPTER 3

INTERVIEW ATTIRE

Choice of apparel matters as far as the interview is concerned. You don't get a second chance to make a first impression. Perhaps this is one and only aspect on which you have full control. Below are the guidelines that are widely accepted and followed:

GUIDELINES FOR WOMEN

Two-Piece business suit: Dark blue or gray; Dry cleaned and pressed; Tailored to fit well; Conservative in style, Not flashy.

Closed toe shoes: Solid dark blue or black to match suit; Conservative; Heels 2.5" or less; Well polished; Not noisy; Leather; Avoid snakeskin or textures; Good fitting.

White or ivory shirt: Conservative style; Quality, natural fabric like silk or cotton; Dry cleaned and pressed; No stains; Good fit – not too tight; Not sheer or revealing.

Watch: Wear a conservative watch that is running and will not beep during the interview.

Simple make-up: Avoid bright or excessive, make-up; Foundation close to natural skin tone; Soft shade of lipstick; Mascara – no false lashes; Subtle eye liner, if any.

Groomed nails: Clean, neatly groomed nails and cuticles; Sheer, pink or beige polish; No nail ornaments; Reasonable in length.

Attractive hairstyle: Well styled hair; Cut to complement face; Clean; No large hair clips or barrettes.

GUIDELINES FOR MEN

Two-Piece business suit: Dark blue or gray; Dry cleaned and pressed; Tailored to fit well; Conservative in style, not flashy dress. White dress shirt: 100% cotton; Button tabs or point collar, rather than button down; No stains or holes; Long sleeved only.

Dress shoes: polished; Good condition or new; Black or cordovan; Lace-up shoes are preferred to slip-one; No tassels; Never wear loafers; If new, wear for at least one day to break them in.

Dark socks: Black over the calf socks that will not slide down.

Leather belt: Solid color matching shoes; metal buckle matching jewelry; Conservative buckle; If you wear braces, do not wear a belt.

Silk neck tie: Four in Hand Knot; Bottom of tie to touch top of belt buckle; Conservative design; 100% silk; New or in good condition.

Attractive hairstyle: Well styled hair; Short cuts are better; Clean; Light gel or no gel; Cut one week before interview rather than one day before; Beards and mustaches may be offensive to some employers.

CHAPTER 4

GROUP DISCUSSION

Group Discussion (GD) is one of the common selection procedures used for evaluation and selection of candidates for job interviews usually after the initial written examination.

PROCEDURE:

Generally GD is conducted in the following manner

- A group, usually consisting of 8 to 10 students, is arranged to sit in a semicircle or full circle. Each participant in the group is given a number. During discussion the participant shall address a person by the given number or by the name.
- The topic for discussion is usually suggested by evaluator or sometimes the group may be asked to choose a topic for discussion. The topic may or may not have relevance to the job or to the candidate's area of specialization.
- The time limit for a discussion is usually 20minutes.
- It is expected that everyone in the group participates in the discussion by presenting his/her views and ideas on the topic. If any candidate has not participated in the discussion, the person may be given an opportunity to speak on the topic towards the end.
- Finally, one of the candidates in the group is expected to summarize and present the group's viewpoint on the topic at the end. If this is not forthcoming from any member of the group, one of the participants in the group may be asked to summarize.

CHARACTERISTICS EVALUATED IN A G.D:

- Content
- Communication skills
- Group dynamics
- Leadership

Content: Content is a combination of knowledge and the ability to create logical ideas on the basis of that knowledge.

Communication skills: Communication is a two-way process, and the **role of the listener** is critical. Unless you listen, the points you make may not fit in with points made by others. Besides listening, you also need to have the ability to:

- Express your ideas in a clear and concise manner.
- Build on others' points.
- Sum up the discussion made by the entire group.

Group dynamics: As mentioned before, a GD is a formal peer group situation and tests your behavior as well as your influence on the group. In addition, you need to have:

- Willingness to listen and discuss various points of view. Do not take strong views in the beginning itself; try and analyze the problems of a situation.
- Learn to disagree politely, if required. In fact, it is far better to put forward your point of view without specifically saying 'I disagree' or 'You're wrong'.
- Show appreciation for good points made by others. You can make a positive contribution by agreeing to and expanding an argument made by someone else.
- Seize the opportunity to make a summary near the end or, even better, a part summary.

Leadership: One of the most common misconceptions about leadership is that it is all about controlling the group. However, for the GDs we are talking about, leadership is all about giving direction to the group in terms of content. It is about initiating the discussion and suggesting a path on which the group can continue the discussion. A good leader is one who allows others to express their views and channels the discussion to a probable decision or conclusion on the given topic

THE FOLLOWING ARE NEGATIVE POINTS IN A G.D:

- Dominating nature.
- Disagreeing beyond reason.
- Being irrelevant.
- Losing temper.
- Impatient attitude.
- Poor communication skills.
- Ignorance about the topic given.
- Non-participation.

GUIDELINES FOR G.D:

- As far as possible, try to initiate the discussion in a convincing and rational way. Listen carefully, if someone else takes the initiative, do not fight with that person for grabbing the initiative.
- In a GD, the topic must be discussed from all points of view and all aspects must be taken into account before a final conclusion is reached.
- GD should not turn into debate.
- Good and clear communication generally impresses. Well thought out ideas coupled with facts presented logically influences the group and helps in bringing the group to your viewpoint.
- If someone interrupts you when you are speaking, ask the person to wait till you complete. If the interruption continues even then, give that person a chance to speak and you can resume from where you stopped, after the other person completes. By giving the other person a chance to speak, you gain marks and the other person loses marks for his continuous and incessant interruption.
- If there is a dispute among the participants, try to reconcile the differences by explaining to them as convincingly as possible the other's viewpoint. Most of the time, the dispute is because of some misunderstanding.
- Do not form local centers in the group by indulging in crosstalk.
- While discussion on controversial topics, do not change your viewpoints after you have already taken a stand or viewpoint. This type of frequent change of your views creates impression that you do not have concrete ideas and hence, you can be easily influenced. So, before speaking out initially, form your opinions and argue in favor of them cogently.
- If any participant is not speaking because of his/her inhibitions, you must solicit his/her opinions. This creates an impression in the minds of the evaluators that you take the whole group with you in a democratic manner. So, from the beginning, keep an eye on the 'tongue-tied' in the group.
- Keep track of the time. The time limit for the GD makes it essential to present the views briefly and lucidly.
- It is better and most advisable to stop the discussion about 30 seconds before the deadline and summarize the salient viewpoints of the group. Normally, most of the people in a GD do not keep track of the time in their excitement to speak. So, this is one area where you can score over others.

Chapter 5

TIPS TO STUDENTS FOR JOB INTERVIEWS

Your chief goals as an interviewee are twofold-first to find out how well the job and the organization suits you; second and more important goal is how to get selected for the job. The following tips, guidelines and insight to interviews may help you to put in proper efforts and performance to attain the above goals.

SELF ASSESSEMENT:

The first preparation that you can make for an employment interview is to give some serious thought about yourself by taking stock of your needs, interests and preferred job outcomes. Also, take stock of your strengths and weaknesses. Reflect on your goals and ambitions.

A good starting point would be to prepare a detailed Resume, which is merely a comprehensive and well-organized record of your accomplishments. As you prepare it, you will have to review your academic qualifications, knowledge, skills, experiences and achievements.

JOB ANALYSIS:

The next step is to analyze the job opportunity to find out whether the organization and the job provides you the right opportunities keeping in mind your personal capabilities as well as your career goals. You can analyze the job opportunity under the following steps.

The Firm:

- Background of the company
- Products and services
- Capital invested and turnover
- Profit performance
- Number of employees
- Location-factory and branches
- Future plans of the company
- Competitors
- Any important issue of the organization that has been noteworthy

Your source of information could be

- Balance sheet of the company
- Chairman's speech at the last General Body meeting of the company
- Brochures and pamphlets of the company
- Job opportunity announcement
- Talking to the employees of the company especially to the senior alumni
- News/ Press releases
- Company's Website

The Appointment:

- Title of the job
- Number of posts
- Method or extent of company training, selection procedures and Remuneration levels of staff
- Accountability /challenges
- Job safety /risks

Duties & responsibilities pertaining to the job:

- Routine / creative type of work
- Qualities needed for success and confirmation

Conditions of Employment:

- Location / area of posting
- Remuneration & perks
- Day / hours of work / leave facilities
- Agreement contract / service bond
- Retirement benefits

Promotion Prospects:

- Criteria
- Span periods of assessment for promotion
- Prospects for your specialization

SELECTION EVALUATION:

After the above job analysis, prepare a possible list of desirable qualities, which the firm would be looking for in a prospective candidate for that particular job. Try to match your capabilities with these qualities.

Try to improve on your shortcomings and enhance your capabilities.

Listed below are certain qualities, which are generally assessed in interviews with the priorities and weightages, varying with the job.

Academic

- Good scholastic record
- Preparation for interview
- Formulated long range goals & objectives

Personality

- Enthusiasm
- Self-confidence
- Pleasant personality
- Emotional stability
- Self-motivated
- Lateral thinking
- Poise in the interview
- Aggressiveness & Initiative taking
- Efficiency
- Moral standards
- Humility
- Good health
- Extracurricular activities

Communication & Leadership qualities

- Communication skills
- Writing skills
- Leadership potential
- Managerial Skills
- Interest in people

Organizational requirements

- Work experience of particular type
- Loyalty
- Compatibility with superiors
- Realistic salary expectations
- Willingness to accept routine assignments

PREPARATION FOR THE INTERVIEW:

Familiarity with The Interview Process

You will be more confident in the interview, if you prepare well in advance for the type of questions and the areas of specialization, which are likely to be tested in the interview. Personnel selection procedures vary greatly depending on the organization, the type of job and level of the job. Generally, the job selection is made by anyone or a combination of the following.

- Preliminary, written tests like intelligence test, English Language test, Logical Reasoning test, Mathematical skill test, Technical Knowledge test etc.
- Group Discussions
- Personal Interviews
- Medical test
- For certain types of jobs, other tests like Leadership potential tests, Group tasks, Physical Endurance tests may also be used for assessment.

➤ Academic Preparation

A sound knowledge of various subjects pertaining to your professional course is important. Preparation of a question bank with answers for the subjects, which you have studied, will be of great help in this regard. This would give you considerable confidence in facing the Technical part of the interview. A broader perspective of the subjects, through a study of technical books and journals, will give you an edge over others.

➤ Project Work

Considerable weightage is generally given to your final year project work, as it is supposed to reflect your own work. In the interviews, quite a lot of questions are asked about your project work to evaluate your understanding and knowledge of the topic.

Impressive presentation of your project work can win you a job in many cases. You should have a comprehensive knowledge of the topic, including a clear understanding of the work presented in your project work. Rehearse the presentation of your project work to get sufficient practice and confidence.

A very common question regarding project work is ‘Why did you choose this particular topic?’ And ‘What are its practical applications?’

➤ Practical Training

If you have undergone any practical training, this will be a credential for you. Volunteer this information during the interview, whenever you get the opportunity. Some questioning will generally be there on what you have learnt or observed during the training. Prepare a brief write-up on the training that you have undergone, so that you can answer questions convincingly on this topic.

➤ Special Achievements

If you have, to your credit, any achievements like writing of a Technical paper, participation in seminar talks, fabrication of equipment, winning a prize in a Technical competition etc., list them out in detail and create an opportunity during the interview to project them before the interview committee.

➤ Extra-Curricular Activities

If you have distinguished yourself in extra-curricular activities like sports, debate, NSS, cultural or any other activity where your leadership and organizational ability is involved, list them out. Such achievements must be authenticated or certificated. Be sure that you have a broader understanding of your field of interest, so that you can talk with confidence and authority on those topics. Some weightage is generally given for achievements in the above-mentioned fields.

➤ **Hobbies**

If you are interested and proficient in any hobbies like music, drama, painting, literature, numismatics, philately, etc., it is again a credential for you and sometimes can greatly help you in developing a positive rapport with interviewer, if that person also happens to be interested in them.

➤ **General Knowledge and Current Affairs**

A professional person is expected to be aware of the current events and have a broad understanding of the general events happening in society. In many interviews, there will be questions on these topics. Reading of newspapers and magazines and selective T.V. viewing is a desirable habit. Also, participation in activities like quiz programs, seminars, essay writing, etc., can give you considerable confidence in this regard.

➤ **Communication Skills**

Ability to present your thoughts and ideas fluently in simple and correct language will be a great asset to your personality. If your communication skills are not up to the mark, you can improve your communication skills by consciously listening to some good speakers, and speaking to some of your friends who are good in English or at least try to speak in informal gatherings. There is no shortcut to gain fluency in English. The only way out is to overcome your inhibitions with some effort and start speaking in English. It is also important to practice your modulation during your practice sessions.

PREPARATION OF BIO-DATA

A bio-data is the single most important document in the entire interview and selection process. It is a document, which is your first introduction to the interviewer and explains your complete background of Education, Experience, Achievements and Character.

It must be carefully and neatly prepared with complete and relevant information. Some common faults in a poorly formulated bio-data are the following:

- The bio-data is written on crumpled or stained paper.
- The handwriting is illegible.
- The information given is incomplete.
- Correct addresses are not given.
- Bio-data is not signed.

It is very preferable to get your bio-data typed on a neat bond paper on a computer so that it looks very neat. Attach a good passport size photograph to your bio-data in the first page itself. All the Supporting documents must be attached to the bio-data.

A suggested format of bio-data is given at the end.

ATTENDING THE INTERVIEW

Thorough preparation for the interview will enable you to face the interview with confidence. Remember that each interviewer is different from others in characteristic ways and so, look for ways to adapt to each one as a unique individual. Despite these differences in the personality of the interviewers, the following suggestions will be useful for most job interviews.

➤ **Be Punctual and Fresh**

It would be a poor first impression, if you were not in time for the interview. Program your travel plans, so that you get sufficient rest and time to refresh and dress properly for the interview. Be at the venue at least fifteen minutes before the interview. Go to the interview with a fresh and an open mind.

➤ **Be Dressed Properly**

An appropriate dress for the interview with good grooming creates a very good first impression on the interviewer. Though the personal choice of the dress for the occasion might vary, it is advisable to dress smartly but moderately for the interview, so that you may look neither negligent nor gaudy.

➤ **Entering The Interview Room**

Before entering the interview room, adjust your dress and touch up on your appearance. Before entering, enquire by asking ‘May I come in sirs?’ If permitted, close the door softly and walk in with confidence towards the chair. Face the interview panel confidently and wish them appropriately, depending on the time of the day. If the member of the interview board wants to shake hands with you, then offer a firm grip maintaining eye-to-eye contact and a smile. Ask permission to sit down by saying ‘May I sit down sir?’, if the interviewer has not already asked you to take your seat.

Please remember that during the first few minutes, you can strongly influence the interviewers’ assessment of your personality. Hence, the first impression that you give in the interview is very important.

➤ **Be Warm and Responsive**

Throughout your meeting with the interviewer, you should be warm, friendly and confident. Make immediate eye contact with the interviewer. You may feel anxious, but remember that the interviewer is after all trying to find a suitable person for a job in his organization and it is up to you to convince him that you are the right person for the job. It offers you a challenge to communicate on this aspect and try to be as enthusiastic as possible about the opportunity. Try to maintain eye contact and a cheerful disposition throughout the interview. It shows your self-confidence and poise and greatly enhances the personal impact.

➤ **Be Poised**

Your proper posture during the interview adds to your personality. Sit straight with hands under the table to be used only when emphasizing point or to illustrate through writing. Avoid playing with your tie or shaking legs, etc.

➤ **Follow The Interviewer’s Lead**

Interviewers differ widely in their manner of operating. Most interviewers expect to control the proceedings, and you will only make a bad impression if you try to take over. Follow the interviewer’s lead in answering the questions. But, if you are clever and tactful, you can focus the interview on the topics in which you are strong.

➤ **Be a Good Listener**

It is imperative for you to listen carefully to the questions being asked. If a question is not clear, *seek clarification in a polite way*. Seeking a clarification is far better than giving an irrelevant answer. Watch for verbal and non-verbal cues that come your way.

➤ **Sell Yourself**

There is no better advice that can be given to you than this. You already know that the interviewer wants to make a judgment of what kind of person you are. Help him to do so in a positive way, by volunteering positive information about you in brief and lucid way. Like a salesman, stress your positive features and downplay your negative features. The objective even when discussing your weak points is either to minimize them or turn them into an advantage.

➤ **Market Your Skills**

After you have analyzed the position and researched the organization, you are now in a position to review your qualifications for the position. Knowing what you have to offer is crucial. Expressing yourself clearly and concisely is a key element of effective interviewing.

Self-assessment of your skills, interests, and work values will help you organize your thoughts in order to project a positive impression.

A thorough self-assessment should enable you to:

- Articulate your related skills and abilities.
- Summarize your educational experiences as it relates to the position for which you are interviewing.
- Cite examples of how you developed/used particular skills.
- Know your personal strengths and weaknesses.
- Discuss your work and co-curricular experiences in detail.
- Talk about your career goals and objectives.
- Know where you want to work.
- Identify any problem areas in your background and be prepared to discuss them.

Volunteer Information

Fill in any gaps that may be left in your bio-data or application. Facts are not enough. Interviewers will be impressed by any information that demonstrates your mental effectiveness, enthusiasm, motivation and dedication. They get this information from the way you talk about things as much as from the specific details you discuss. As you volunteer information, try to make certain that the interviewer understands how it makes you qualified for the job. In other words, be rather pointed in your explanations on how you are exceptional in some important ways and how you have something unique to offer etc.

➤ Be Assertive

Assertiveness is the ability to express your feelings honestly and to take charge of your rights responsibly. It is typified by a healthy self-respect, confidence and general good feeling about yourself. Perhaps one way of describing assertiveness is to contrast it with non-assertive and aggressive behaviors. Non-aggressive behavior is characterized by self-denial, inhibition and anxiousness. Aggressive behavior, on the other hand, is characterized as being very expressive and self-enhancing at the expense of others. In contrast to the above two extremes, assertive behavior is a way of selling yourself on your own merits. It displays good self-assessment and confidence and also a healthy respect for the rights of others—two things that are highly valued in inter-personal relations.

➤ Be Frank and Honest

In order to sell yourself, you should not lie or distort your answers. Remember that no one is expected to know all the answers. If you do not know the answer to a question, it is better to acknowledge that you do not know it rather than trying to bluff. Interviewers are likely to take a stance of grilling a candidate, if they suspect him/her at lying. You will often find yourself being interviewed from different angles to assess certain qualities and sometimes by several individuals within the same organization. Keep your answers consistent. Comparisons will inevitably be made and inconsistencies that are discovered will be to your disadvantage.

➤ Control Your Behavior

Suppose an interviewer asks you a question that you consider inappropriate. Sometimes interviewers do ask inappropriate questions to test the candidate's emotional stability and temperament. In such situations, answer the question carefully, unemotionally and in a straightforward manner. This will demonstrate your emotional stability.

➤ Humor

A little humor or wit thrown in the discussion occasionally enables the interviewer to look at the pleasant side of your personality. But, if you are bad at wit, better to refrain from it.

➤ Avoid Slang

Present day youth use slangs as an integral part of their daily communication, particularly more so the university students. However, during an interview, slang will not probably be understood and

certainly not appreciated. Your communication must be as formal and as explicit as possible.

➤ **Be well-mannered**

The way you conduct yourself reflects your upbringing and your culture. The phrases in your conversation, such as 'yes please', 'thank you', and 'I beg your pardon' show sophistication and good heritage. It is good to project an air of humility rather than arrogance.

➤ **Loyalty**

Any organization gives high importance to loyalty. Very often the company's valuable assets or confidential information would be in your hands. An organization would prefer to feel secure when hiring you. A common question asked by interviewers to judge this quality is 'Why you left or plan to leave your last or present organization'. Never speak against your former organization. The manner in which you uphold your former organization gives the assurance to the interviewer that you would do the same, if you were employed in their organization.

➤ **Do not break confidence and indulge in character assassination**

In either case mentioned above, you will be demonstrating a lack of personal integrity that might lose you the respect of the interviewer. If you do it to your previous friends and organization, the interviewer may suspect that you will do the same in the present organization also. You will be viewed as having a more professional and healthy outlook, if you avoid these two errors.

➤ **Know Your Worth**

A little prior enquiry and effort will tell you what the current average salaries of particular jobs are. Most of the job descriptions list the ranges of pay. It is generally, not advisable to bring up the subject of money in a pre-screening interview unless the interviewer mentions it. However, it is a very necessary issue in any final in-depth interview. At the beginning of your career, there is very little scope for bargaining especially in our country, where there is excess of manpower available and there is shortage of jobs. However, if you are sure of your worth, don't undersell yourself.

➤ **Interviewer's Fatigue**

Most of the time, the interview panel conducts the interview throughout the day. In such cases, attention starts declining as the lunch time approaches and also towards the closing time in the evening. During this slack period, the interviewers will be falling short of questions and may prefer some lightheartedness to keep them going and may become suddenly time-conscious. Should you be unfortunate to have your interview during this slack period, there is a possibility of their making a judgment of you based on too little information. It is, therefore, imperative for you to be aware of the situation and take initiative in offering information about yourself, which is likely to project you in the proper perspective.

➤ **Ask Good Questions**

Generally, you will be given an opportunity to ask questions at the end of the interview. So, go to the interview with good questions about the job and the company. It is up to you to determine whether you fit into the job and whether you want it or not. Questions regarding the job and the organization, working conditions, career growth prospects, working relationships and so on shows your keenness and maturity in relation to the job.

➤ **Do not press the interviewer for the result**

You might like immediate feedback about your performance. But resist the temptation to ask questions like 'How did I do?', 'May I know the result?' etc. Interviewer needs time to analyze, consult others in the Interview panel to take decisions. Also, there may be procedures to be followed before letting you know the result.

➤ **Ending the interview**

The way you conclude an interview can be as vital as the main interview. This moment is the last impression that you leave with the interview panel prior to their post-interview discussion and decision-making. Try to end your interview on a sparkling note. Finally, thank the interviewer for the opportunity given to you and express your happiness and useful experience of the interview. You should then rise and wish them the time of the day maintaining eye contact and pleasant smile. Offer a handshake, if the interviewer does so first. Open and close the door gently while exiting if the interviewer does so first. Open and close the door gently while exiting the room. It is prudent to wait

for sometime at the interview office, if as an afterthought, the interviewer wants to clarify anything further with you.

POST INTERVIEW RETROSPECT

It will be a useful habit to reflect and recapitulate the entire interview the same day and to note down all the questions asked in the interview and also your answers. Analyze and make a note of the positive and negative aspects of your performance. This exercise helps you to self evaluate your performance objectively. Similar exercises of other interviews will give you pattern of questions generally asked in the interviews and this would give you great confidence to face future interviews.

SELECTION INSIGHT

It may be educative to have an insight into the way the judgments are made in job selection. The main selecting key decisions depend on the answers to the following questions.

- Can this person do the job? Does the person possess the requisite skills to be effective?
- Is the candidate motivated?
- Why does this person want this particular job? Will this person be willing to stay with the job?
- What will be the impact on others, if this person is added to a given work unit? Will the person add value to a given work unit? Will the person be able to fit in or create disturbances?

REASONS FOR REJECTION

The following are the common reasons for a candidate's rejection in a job interview.

- Lack of courtesy and manners
- Over emphasis on money rather than growth prospects
- Lack of proper career plan
- Dishonesty
- Over ambition
- Immaturity
- Condemnation of previous organization and superiors
- Poor communication skills
- Disturbed family or married life
- No real interest in the job or organization
- Lack of knowledge
- Lack of past achievements
- Extraneous influencing for the post
- Non-punctuality

FINAL ADVICE

A fairly comprehensive picture of job interviews has been presented in this monograph to help you build up a better job personality and to succeed in interviews. Review it to prepare yourself properly and to personalize the tips given for effective and maximum performance in your interviews. Remember that success comes to those who work with strong motivation, realistic goals, perseverance, and planned hardwork.

- What has been your biggest mistake that you can recall?
- What types of people irritate you?
- How would your teacher/classmates describe you?
- In what areas do you need to improve?
- What further training do you need?
- Who are the most important people to you? And why?
- What makes you a good investment for an employer?
- What constructive criticism have you had from others?

- Do you consider your progress so far is in commensurate with your ability?

Here is another set of questions on activities and interests:

- In what school and college activities you have participated?
- What do you enjoy doing other than your studies?
- What extra-curricular offices you have held?
- What kind of health problems you have had?
- How do you manage your time off the college?
- What do you read in your leisure time?

CHAPTER 6

TYPICAL QUESTIONS IN THE INTERVIEW WITH ANSWERS

There are certain typical questions that you come across very often in the interviews. Your answers may depend on the job or company in question, so you should go through your responses just before each interview. Some of them are listed below along with the suggested approach to tackle them.

Tell us about yourself?

This is a general question in which you can say almost anything about yourself. Unfortunately, most of the interviewees use the opportunity to recount their bio-data, which is already there in front of the interviewer. Prepare yourself so that you can tell about only those things which are not mentioned in the bio-data such as your traits, special qualities, achievements and motivations. A one or two sentence answers, which are normally given by interviewees, convey an impression that there is little to know about them. You should be able to say a lot without being verbose or self-opinionated.

Keep watch on the verbal and non-verbal reactions of the interviewer.

What are your strengths and weaknesses?

This question is asked to ascertain how much you know about yourself. A person who has good self-knowledge is likely to be more effective in life. However, many interviewees get bowled over by this question because they might not have given thought to it or they shy away from the fear at blowing their own trumpet? Do a detailed self-analysis on your strengths and weaknesses. A sincere and honest statement of both your strengths and weaknesses is likely to enhance your personality.

Tell us about your family background?

This question is asked in interviews to determine the social, cultural, religious and economic status you come from. It could reflect on your basic attitudes. The best approach for such a question is to bring out not only the facts of parentage and background but also some of the good principles they have taught you. For example, while talking about this aspect, you may be able to say that you have been brought up in a disciplined atmosphere where punctuality, respect for elders, etc., is a way of life. You may also state the human values like honesty, truthfulness, etc., which you imbibed from your family background. You may also be asked to tell about your brothers and sisters. Emphasize their accomplishments and achievements. In all cases, it would be safe to talk of human values taught to you irrespective of your background.

How do you spend your spare time?

This is a loaded question, which can give considerable clue to your personality. If your spare-time activities are reading, painting, cooking, listening to music, etc., then you are likely to be creative, introverted or a loner. If your sports activities are swimming, athletics, tennis, etc., you are likely to be interpreted as a loner. Other games like football, hockey, cricket, etc., are likely to indicate you as a team player who can get along well with people. Neither of these is right or wrong, nor are these absolutely true indicators. There are jobs such as research, design quality control etc., which do not require extroverts. Jobs such as sales, public relations, execution, etc., require a person with a high degree of interaction and team spirit. Generally, those who appear to be group oriented are likely to be preferred for most jobs.

Another aspect of how you spend your spare time is whether you take on active or passive pursuits. If you were active, you would play games, go on sight-seeing or undertake any activity that involves physical effort. Passive pursuits such as reading and listening to music invite sedentary jobs such as doing desk work; whereas active person is preferred for jobs which involve travel or any predominant physical activity.

Why did you choose your particular field of work?

This question is asked to know your temperament, attitude and personal qualities. It is advisable at this point to bring out your best qualities and link them with the job. For example, you may say that you chose a sales job because you are an extrovert and love traveling and that you enjoy meeting people and this job gives you the opportunity to do so. Never say that you are taking up this job just because someone has advised you to do so or that you are taking up this job because you have no alternative. Whatever may be your reasons for choosing a particular line; support and substantiate it fully, since you are now applying for the job.

Why do you want to join this organization?

Organizations are concerned about the cost of recruitment and training and would like to ensure that the selected candidate is genuinely interested in the job and the organization, and is likely to stick on to the job for a reasonable period of time. Sometimes, to ascertain your interest in the organization, the interviewers paint a gloomy picture of the job to see your reactions. The best approach to adopt is to exhibit your keenness and conviction in the job, despite the negative aspects of it. Be consistent in your convictions throughout the interview.

Where do you see yourself in 5–10 years' time?

This question is aimed at ascertaining your aspirations. It is necessary that you are reasonably ambitious in your aspirations so that your performance is conducive for your growth. At the same time, you should be realistic and should not be out of context with reality.

Are you willing to sign a bond of service?

The mention of bond of service is very disconcerting to most of the potential employees. They think that they are selling themselves to an organization for a certain period of time. It is important to understand the company's point of view. For certain jobs, the company plans to invest large amounts in long training programs; during this time, the employee is learning and is not productive. The company calculates that you will provide an adequate return, if you stay with them for at least a certain number of years after training, which is called the bond period. The organization also calculates how much they would lose if you leave before the bond period.

Once you understand this, the idea of signing a bond will not be quite so formidable. You should weigh the value of the training, which the company provides against the fact that you will be tied to their job for the bond period.

What subjects you liked most during your studies?

For fresh graduates, this question is often asked during the interviews. This is mainly to identify your academic talents and to put questions on the topics in that subject to find out your depth of knowledge. Be prepared for such a question so that you give a good impression of yourself, if such an opportunity arises.

What are your salary expectations?

Though this is a very sensitive question, you must not feel bashful in stating your expectations, since it is your right to know before-hand how much the company is going to pay you. It is important that you prepare yourself rationally and logically to mention and claim what you expect as compensation for your job. It would be better if you have enquired from friends or employees of the organization regarding the salary structure and what one can reasonably expect. A 15-20% increase over your previous job is usually considered as rational. Most organizations mention the salary range in the advertisement itself. But, many mention that they are willing to negotiate depending on the candidate. While discussing about salary, you must not confine yourself only to the emoluments but also be clear about other perks that you can expect from the company.

Why do you want to leave your present job?

This question is mainly asked to ascertain your loyalty. Never talk disparagingly of your former organization or people who work for it. You may give reasons regarding location, quality of work, salary limitations or growth aspirations as some of the many explanations for leaving the previous job.

Why do you want this job?

Think carefully about this question. Stress the positive aspects, which have attracted you to apply for this position. Do not mention the negative aspects of your current job or the job in question.

What qualities do you think will be required for this job?

Their advertisement for the job may help you a little bit, but you should also think of the other qualities that may be required. These may include leadership ability, supervisory skills, communication skills, interpersonal skills, problem solving, analytical skills, etc.

What can you contribute?

This is your chance to shine. Tell them about your achievements in your previous position(s) which are relevant to the new position you are applying for.

Why do you want to work for this company?

Emphasis the positive reasons why you want to join their company, but avoid aspects such as more money or shorter hours. These would not endear you to a prospective employer.

What do you know about this company?

This is your chance to impress the interviewer with your knowledge of their company. Give them a rundown of their products/services, sales figures, news, company figures, customers, etc.

What interests you about our product (or service)?

Again, your research about the company should aid you in answering this question.

Why should we employ you?

The answer to this question will be based on your previous experience and achievements which relate to the company. At the end you could add that you think there is a good fit between you and the job, and do ask the interviewer for their opinion.

How long do you think it would be before you were making a significant contribution to the team/company?

If you think that you could contribute from day one then say so. Then turn the question round on them and say how soon they would expect it.

How ambitious are you? Would you compete for my job?

Depending on the position you are applying for, you may want to sound fairly ambitious, but do not look as if you are after the interviewer's position.

What do you like and dislike about the job we are discussing?

Likes: stress things such as a new challenge or the opportunity to bring fresh experience to the company.
Dislikes: Imply there is nothing to dislike about the job, which is why you are so interested.

Why did you choose a career in...?

Be positive about your reasons. If you have changed careers make a logical argument as to why you did so.

How much does your last job resemble the one you are applying for? What are the differences?

The interviewer is trying to see how well you would fit in to the position you are applying for. So, you should stress the similarities rather than the differences. When it comes to discussing the differences, it will help your case if you can show that either you have done something similar in the past or you can quickly pick up the new skills.

What do you think of the last company you worked for?

You should stress the positive aspects of your last company saying that they were a good company to work for. Tell them about the training you received or the work related experience you gained.

Why did you leave your previous company? Did they live up to your expectations? Why are you leaving now?

Always be positive about your reasons for joining and leaving a company. Be very careful that you do not say anything negative about your present employer. If you do, the new company will wonder what you will say about them when you leave. You might want to stress that you are looking for a new challenge and that you feel that the company who is interviewing you fits the bill!

Explain the organizational structure in your last company and how you fitted into it?

This sort of question may be used to find out whether your old job is at a comparable level to your new job. If the new job being discussed would be a step up the ladder you will need to show that you are ready for a more demanding position. You may be able to show that you have already had many of the responsibilities and the necessary skills which would be required for the next step.

How long have you been looking for a new job?

If you have been unemployed for a long time, this may be a rather tricky question to answer. But be honest. If you have been away on a holiday or have done some voluntary work, you could mention this.

Do you prefer to work in a small, medium or large company?

Remember where you are! If the company interviewing you is a small to medium sized company, say that you enjoy a close atmosphere with a good team spirit. At a large company, you enjoy the stability of working for a large and established company.

What are you looking for in a new job?

Make sure your answer fits in with the company which is interviewing you. A suitable reply would be that you are looking for a new job where you can apply your existing skills and learn new ones.

What would your ideal job be?

Again, remember where you are! Describe the job in terms of the criteria they have used to describe their job. An ideal job might include things like challenging work, a fair rate of pay for the job, nice colleagues, good career prospects, good team atmosphere, opportunity to learn new skills, apply old skills, etc.

Are you considering any other positions at the moment?

Even if you say yes, do not give away too many details - it will weaken your negotiating position later. If you do not have any other job offers at the moment, just say that you have a few irons in the fire.

What did you think of your manager/supervisor?

Say that he/she was the sort of person you could learn from and you communicated well, which meant that the task in hand was completed on time.

What did you do on a day to day basis?

Stress the positive things you did including your achievements. Even if some or much of it was paperwork, you can still show your interest in the way it was tackled.

Did you increase sales or profits in your last job?

This question is only relevant for senior managers or sales people. If you have increased sales and/or profit, then do not be afraid to shout about it. If you have not increased sales say why not, e.g. general downturn in the market, etc. It might then be a good idea to mention an achievement in a previous job, if your performance was better there.

How would you describe yourself? How would others describe you?

Pick your best attributes and achievements from your career.

What was your greatest success? How did you achieve it?

You should pick an achievement which is related to their needs.

What has been your biggest failure?

Try to pick a failure which you were later able to correct or something that is not really important.

How could you improve yourself?

Do not mention anything negative about yourself - The interviewer is looking for a chink in your armour.

Did you feel you progressed satisfactorily in your last job?

If you progressed faster than normal you should say so. If growth was not as good as expected then be careful how you phrase this.

Are you a leader?

State how you have successfully acted as a leader, giving examples of your successes.

How do you handle criticism?

Your answer should be along the following lines: "I always think that it is important to get feedback on how I am performing so that I can improve any areas which my manager/supervisor highlights. Do you have regular staff appraisals and a staff development plan?"

Are you accepted into a team quickly?

Hopefully, you can answer a resounding "Yes" to this question.

Can you act on your own initiative?

You should say that you can. You could ask how much responsibility you would have.

How do you run a meeting?

You could say that you must start with an agenda and stick to it. You could add that you would try to get the views and ideas from everyone present, working in an air of co-operation. If people moved off at a tangent, you would bring them back to the item being discussed.

What motivates you ?

Our suggestions are career growth, opportunity to learn new skills, good co-workers, etc.

Do you know how to motivate other people?

Hopefully, you can say "Yes" and say that you have to find out what motivates a person and give them recognition for a job well done. You should always give them encouragement and help them when required.

Are you competitive?

Your answer depends on the sort of job you are doing. If you will be working as part of a team, you will need to show that you can work in the best interests of the team and not just for your own benefit.

Are you aggressive?

If you mean someone who gets things done, then the answer is "Yes". You need to defuse the implications of this question.

What problems did you encounter in your last job? What annoyed you about your last job?

Stick to the problems that you were able to solve, i.e. "I had problem X, which I later managed to resolve by doing Y". Show that you are a person who can solve problems rather than someone who lets things get on top of them.

What would you like to avoid in your next job?

You need to be positive here and say that there is nothing in particular that you would like to avoid.

Do you feel you are ready to take on greater responsibilities?

Show how you have progressed throughout your life and how you have accepted and taken on responsibility for the actions of yourself and others. If you have not really had much work related responsibilities you can mention other responsibilities you have had outside work.

Can you work under pressure?

You need to say that you can. You could ask how much pressure the job involves.

How many hours are you prepared to work?

You would be prepared to work the necessary hours to get the job done on time.

What are your career goals?

Link in your goals with the company which is interviewing you.

What interests do you have outside work?

Your hobbies and interests can tell an employer a lot about you, including whether you are sociable or solitary, and whether you can take on 'leadership' roles. So you should think about which interests will paint the right picture of you given the position you are discussing.

Are you too young for this job?

"No, I do not think so!" is the answer you should give and then state the reason why you are not too young. If you have a lot of experience gained in a short time, say so.

You may be over qualified for this position?

Tell them that you feel that your extra experience would enable you to make a bigger contribution sooner than someone with less experience.

Are you prepared to relocate?

If you are, say so. If you do not want to move, then you do not have to accept the job - try and come across as someone who is positive.

Are you willing to travel?

Again, if you are, say so. You want to sound positive, so find out how much travelling is involved before you turn down the job.

What level of salary are you looking for now?

Be very careful when you answer this question - you do not want to appear to be greedy. If you are applying for a specific vacancy, you could ask them what the salary range is. Once they have answered you could say "I think my experience would place me at the top end of your range." If they ask you this question fairly early on in the interview, you could delay answering by saying "It is hard to discuss salary without first knowing a little bit more about the job and the responsibilities."

ANSWER YOURSELF THE FOLLOWING HR QUESTIONS:

- Tell me about yourself.
- What are your hobbies?
- What are your strengths and weaknesses?
- What was the last book you read?
- What was your biggest failure?
- How do you improve yourself?
- Do you work well with others?
- Are you a good manager? Give me a good example.
- Imagine yourself as a Manager, what would be the reasons to fire an employee working under you?
- What important changing trends do you see in our industry?
- Why did you choose your career in IT?
- Do you consider yourself successful?
- How do you run a meeting?
- Do you feel you are ready to take on greater responsibilities?
- Can you act on your own initiative?
- What was your recent film?
- Where do you see yourself in next 5 years?
- Why do you want to work for us?
- Do you prefer to work in a group?
- Do you have good leadership skills?
- How could you describe your own personality?
- Do you feel you are ready to take on greater responsibilities?
- Can you act on your own initiative?

- How many hours are you prepared to work?
- Are you willing to work in night shifts?
- Are you flexible? Can you give an example where you proved yourself?
- What was your greatest success? How did you achieve it?
- How many hours are you prepared to work?
- Can you work under pressure?
- What qualities do you think will be required for a job?
- How would you describe your own personality?
- Do you prefer to work in a small, medium and large company?
- Do you need other people around to stimulate you or are you self-motivated?
- Are you accepted into a team quickly?
- How would others describe you?
- Why do you want to work for us?
- Why should we hire you?
- What would be your ideal job?
- How much do you expect?
- What does your typical day look like?
- Do you work well with others or are you a loner?
- What motivates you?
- How do you handle criticism?
- Are you a leader? Give an example.
- What do you do on a day-to-day basis to improve yourself?

APPENDIX - I

BIO-DATA

Name:

Address:

PHOTO

Mobile:

Email:

CAREER OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

EDUCATIONAL DETAILS

Examination Passed	Discipline	College/University	Year of Passing	Class	% of Marks
SSC					
Intermediate / Diploma					
B. Sc / B.Com					
B. Tech.					
M. Tech. / M.C.A					

KNOWLEDGE IN SOFTWARE

High level Languages :

Assembly Languages :

Environments :

Databases /ECAD Tools :

PROJECT WORK DETAILS

Name of the Project Work :

Description of the project :

PERSONAL DETAILS

Father's/Mother's Name :

Occupation :

Gender :

Date of Birth and Age :

Nationality :

Mother Tongue :

Languages Known :

Address for correspondence :

Contact Phone Number :

E-Mail ID :

OTHER DETAILS

Industrial Visits :

Seminars/Conferences Attended :

Papers Presented :

Certifications :

Training Programs Attended :

Others(if any) :

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:

Date:

Signature of the Candidate

SAMPLE RESUME

B.RAJASHEKAR REDDY

Plot No: 410, Subbaraju Towers
Vijayapuri colony, Kothapet
Hyderabad - 500035
Andhra Pradesh

Phone No: 040-24142899
Cell No: +910000000000
E mail: xyz@gmail.com



CAREER OBJECTIVE:

I am a fresher in the corporate culture, but ready to take on the world and accept challenges, utilizing my communication skills, smart working ability, fresh thoughts and assertive behavior, to benefit the organization and contribute substantially to its development.

ACADEMIC QUALIFICATIONS:

Exam Passed	Discipline	College /University	Year of Passing	Class	% of Marks
B. Tech	Electronics and Communication Engineering	Institute of Aeronautical Engineering, Hyderabad	2011	First	81.5 (till 3 rd year, II semester)
Intermediate	M P C	Narayana Junior College, Hyderabad	2007	First	95.5
SSC	-	Krishnaveni Talent School, Nalgonda	2005	First	92.1

KNOWLEDGE IN SOFTWARE:

- | | | |
|---------------------------------------|---|---------------------------------|
| 1. High Level Languages | : | C, JAVA |
| 2. Assembly Languages | : | MASM (Macro Assembler for 8086) |
| 3. Electronic Circuit Design Packages | : | P-Spice, Active HDL 7.1, MATLAB |
| 4. Environment | : | Microsoft Windows |
| 5. Databases | : | Oracle, DB2 and MS SQL Server |

PROJECT WORK DETAILS:

Name of the Project Work	:	TOUCH SCREEN BASED ADVANCED HOME AUTOMATION SYSTEM
--------------------------	---	--

Description of the Project:

The project mainly aims in designing completely automated switch board with the help of touch screen sensor to control the house hold appliances and also provide a user friendly environment of the user to operate the devices effectively and providing a reliable system for illiterates and old people who finds difficulty in operating few high end devices like AC, water heaters etc.

PERSONAL SKILLS:

- I have good communication skills and inter personal skills.
- I take responsibility for my actions and solutions-oriented.
- I am innovative, dynamic and confident.
- I am self-assured and have excellent presentation ability.
- I am flexible within the working environment and able to adapt quickly and positively to challenging situations.
- I have demonstrated leadershipability.
- I am mature with a friendly personality who enjoys the challenge of working under pressure either independently or as a member of a team.
- I am always ready to volunteer any activity which I feel is effective and expedient.

PERSONAL PROFILE:

Father's Name	:	Mr. B. Bhupal Reddy
Occupation	:	Senior officer in BSNL, Hyderabad
Gender	:	Male
Date of Birth and Age	:	6 February, 1990; 20Years
Religion	:	Hindu
Nationality	:	INDIAN
Marital status	:	Unmarried
Mother Tongue	:	Telugu
Languages known	:	Telugu, Hindi, English.
Address of Correspondence	:	Plot No: 410, Subbaraju Towers Vijayapuri Colony, Kothapet Hyderabad- 500035, AP
Contact Phone no.	:	-
E-mail ID	:	billapatirajashekar@gmail.com

OTHER DETAILS:

➤ INDUSTRIAL VISIT

Visited "Tata Consultancy Services" (TCS), Hyderabad on 24 May,2010.

Visited "National Remote Sensing Centre" (NRSC), Hyderabad on 8 August,2009.

➤ SEMINARS ATTENDED

"Real Time Implementation of DSP Algorithms Using Code Composer Studio" on 11 March, 2010,

jointly organized by department of ECE and Cranes Software International Ltd., Vardhaman College of Engineering, Hyderabad.

➤ **CERTIFICATIONS**

IBM Certified Database Associate (DB2 9 Fundamentals); issued by IBM Information Management Software.

IBM Certified Associate developer (Rational Application Developer for Web Sphere Software V 6.0); issued by IBM Rational Software.

➤ **ACHIEVEMENTS**

Received an “**AWARD FOR EXCELLENCE**”, LAKSHYA-2K9 on 11 January, 2009, Vardhaman College of Engineering, Hyderabad.

Won **First Prize** in “**Quiz Max**”, ADAstra 2010 during 26 – 28 March, 2010, Sreenidhi Institute of Science and Technology, Hyderabad.

Won **Second Prize** in “**King of Bread-Boards**”, FELICITY 2K10 during 17-21 February, 2010, IIIT-Hyderabad.

➤ **ACTIVE PARTICIPATION**

Presented paper on “**Smart Antennas**”, ADAstra 2010 during 26– 28 March, 2010, Sreenidhi Institute of Science and Technology, Hyderabad.

Presented paper on “**Opportunities for Advanced Speech Processing in Military Based System**”, CONVERGENCE 2010 during 17-19 March, 2010 VNR Vignana Jyothi Institute of Engineering and Technology, Hyderabad.

Participated in “**Instant Circuit Noodle**”, AAGAMA2K10 during 8 - 10 April, 2010, CVSR College of Engineering, Hyderabad.

Participated in “**Technical Quiz**”, AAGAMA2K10 during 8 - 10 April, 2010, CVSR College of Engineering, Hyderabad.

Participated in “**Technical Quiz**”, TECHNIZON2K8 during 29 - 30 September, 2008 at Vardhaman College of Engineering, Hyderabad.

Participated in “**Technical Quiz**”, EUDOXIA2K8 on 28 September, 2008, Vardhaman College of Engineering, Hyderabad.

➤ **EXTRA-CURRICULARACTIVITIES**

Worked as Event Organizer at the EUDOXIA2K10, a technical arena on 25 September, 2010, Vardhaman College of Engineering, Hyderabad.

Stood State Fifth in Dr. J.V.Rao group talent search on 25 January, 2001.

➤ **TRAINING PROGRAMS ATTENDED:**

Attended workshop on “**Ubuntu**”, ADAstra 2010 during 26-28 March, 2010, Sreenidhi Institute of Science and Technology, Hyderabad.

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date :

Place :

(B. Rajashekar Reddy)

APPENDIX - II

TIPS FOR FRESHERS

Here are the tips from Dawn Rosenberg McKay for fresher on how to shape the office schedule.

- Always arrive at work on time, if not a little early. Stick to your lunch hour. And if you are particularly busy, eat at your desk or come back early.
- Dress appropriately. Look around you to see how others are dressed; especially those who are further along on your career path. For example, if you work in an advertising agency and aspire to be an account executive, don't dress like the art director, whose job allows a more casual style.
- LISTEN and OBSERVE. The best piece of advice I received from an employer was to listen and observe before jumping in to suggest changes.
- Stay away from office gossip. That is not to say don't pay attention to what you hear through the grapevine. That can be helpful. However don't contribute to it.
- Mind your manners. Don't forget what you learned as a child. 'Please' and 'thank you' should still be the magic words. Always knock before you enter. Although barging into your friend's room may have been okay with him, barging into your supervisor's office is not okay.
- Answer the telephone politely, even if the call is internal.
- Find a mentor. Look for someone on your career path who is willing to take you under his/her wing. Your own supervisor may not be a good idea, but someone else under his supervision may work well.
- Don't pretend to know things you don't. However, do your homework. Learn what you need to know.
- Don't be afraid to ask questions. If you are assigned a project and are not sure how it should be completed, ask. Better to ask before the project is due, than to have it delayed because it was done incorrectly.
- Always stick to deadlines. Bosses usually want projects completed on time. If there is any flexibility, she will let you know.
- Finally, pay close attention to corporate culture. Learn how things work within your company. Are relationships formal or friendly? Does everyone arrive early and stay late? Are lunch hours short or non-existent?



It was 1967 in Grenoble, France, when the technological and cultural changes inspired the entrepreneur Serge Kampf to launch an IT company. And so began the Capgemini story.

A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini is a multicultural company of over 200,000 team members in more than 40 countries with half of its workforce based in India across twelve locations. The Group reported 2018 global revenues of EUR 13.2 billion.

CapGemini is one of the top employers in the world. Graduates from the stream of technology in both Asian and American countries dream of working for this Multinational Company. Over the years, the company has established itself across the world and now is a brand of trust people invest in. Small businesses and people from across the world are dependent on the services of CapGemini for a better world, with their effective tools for managing data in a streamlined way.

Key persons:

Chairman : **Srinivas Kandula**

Chief Executive Officer : **Ashwin Yardi**

Selection Process: The recruitment process consists of 6 rounds.

Round 1: Technical Assessment Pseudocode - 30 Questions for 30 Minutes.

Data Structures, Algorithms - Error in coding, Write some logic: 7 Questions

C,C++ Oops - Output: 23 Questions

Round 2: English Communication Test - 30 Questions, 30 Minutes.

Topics:

FIB, complete the sentence, spelling errors, synonyms

Reading Comprehension,

Parajumbled Sentences

Synonyms/Antonyms

Direct Indirect Speech

Round 3: Game Based Test - 30 Questions, 30 Minutes.

Topics:

Grid challenge - find symmetry, select correct order of pattern by seeing it once

Deductive Logical Thinking

Inductive Logical Thinking

Motion Challenge

Switch challenge

Digit Challenge

Round 4: Behavioural Round – 100 Questions

There will be no time limit for the round but it is mandatory round for everyone. This round helps them to understand the innate profile of the candidate

Round 5: Technical Round – 20 Minutes

Questions related to specific technical fields are asked in this round. Questions may be based on specific knowledge about the company's technical activities; understanding of the technical work required to be completed as part of the job applied for or may enquire candidates to solve actual technical problems that they would be likely to face if employed.

Round 6: HR Interview – 10 Minutes

Final step to select a candidate as an employee is Interview as it helps to determine a candidate's personality. Questions can be of wide range starting from your introduction, Qualification, Experience, Industry specific experience, Courses done, your strengths and weaknesses, salary expectations, friends, family etc.



Larsen & Toubro Infotech Ltd (LTI) (NSE: LTI) is a global technology consulting and digital solutions company helping more than 300 clients succeed in a converging world. With operations in 30 countries and a team of more than 27000 employees, L&T Infotech is differentiated by its unique Business-to-IT Connect.

Founded in 1997 and headquartered at Mumbai, LTI has strategic alliances with web Methods, IBM, Microsoft, Business Objects, Oracle, Computer Associates, Siebel, Oracle, SAP, PeopleSoft, SAP, JD Edwards, Matrix One, Sun Microsystems, and HP. Larsen & Toubro Infotech was formerly known as L & T Information Technology Limited. The company is headquartered in Mumbai, India. It has additional offices in Pune, Chennai, Mysore, Bangalore, and Hyderabad, India. Larsen & Toubro Infotech Limited operates as a subsidiary of Larsen & Toubro,Ltd.

Larsen & Toubro Limited operates as a technology, engineering, construction, and manufacturing company worldwide. The company operates through six divisions: Engineering and Construction Projects (E&C), Heavy Engineering (HED), Engineering Construction and Contracts (ECC), Electrical and Electronics (EBG), Machinery and Industrial Products (MIPD), and Information Technology and Engineering Services.

Key Persons:

Chairman: **A. M. Naik**

Chief Executive Officer and Managing Director: **Sanjay Jalona**

Services:

Application Development, Application Maintenance & Support, Applications Outsourcing, Testing, Business Analytics, Architecture Consulting, Infrastructure Management Services, Integrated Engineering Services, Legacy Modernization, SAP Services, Oracle Services, Product Lifecycle Management, Service Oriented Architecture (SOA), Knowledge Continuity

Selection process:

Round 1: Online Assessment

Technical Multiple-Choice Questions – 40 Questions, 40 Minutes

Coding Questions is divided in 3 levels

Level 1 – 1 Question / 30 Minutes @ Rs. 5 LPA

Level 2 - 1 Question / 45 Minutes @ Rs. 6.5 LPA (on completion of level 1)

Level 3 - 1 Question / 45 Minutes @ Rs. 8 LPA (on completion of level 1 & level 2)

Round 2: Technical Interview

Round 3: HR Interview



Cognizant is one of the world's leading professional services companies, transforming clients' business, operating and technology models for the digital era. Its unique industry based, consultative approach helps clients envision, build and run more innovative and efficient businesses. Headquartered in the U.S., Cognizant, a member of the Nasdaq-100, is ranked 195 on the Fortune 500 and has been consistently listed among the Fortune's most admired companies in the world for 11 years. It is also ranked 74th on the Forbes' Best Employers for Women 2018 list.

Founded in 1994 as a technology development arm of The Dun & Bradstreet Corporation, Cognizant is rapidly-expanding footprint of regional delivery centers that extends from India and China to Europe, North America, South America, and the Middle East, the company works around the globe—securely, quickly—while collaborating locally with clients, in person and in their local languages.

Key persons:

Chief Executive Officer and Director: **Brian Humphries**

Selection Process:

The recruitment test consists of 3 rounds.

Round 1: Online Assessment

This round will have total of 61 questions, 240 minutes
It consists of 5 sections- Aptitude, Reasoning, English

Quantitative Aptitude: 24 Questions, 35 minutes

Logical Reasoning: 25 Questions, 35 minutes

Verbal Ability: 1 Question, 30 minutes

Automata Fix: 7 Question, 20 minutes

Coding:

Stage 1 - 2 Question, 40 minutes

Stage 2 - 2 Question, 80 minutes

Round 2: Programming Skills

4 Coding Questions, 120 Minutes.

Note: Candidates who successfully clear round 2 will be eligible for GenC Next Interview. Candidates who fail to clear round 2 will be headed towards the Gen C Interview round.

Round 3: Gen C Next or Gen C interview.

Questions will be based on Technical, Cognitive Abilities and Right Attitude.



International Business Machines Corporation (IBM) is an American multinational technology corporation headquartered in Armonk, New York, with operations in over 171 countries. The company began in 1911, founded in Endicott, New York, by trust businessman Charles Ranlett Flint, as the Computing-Tabulating-Recording Company (CTR) and was renamed "International Business Machines" in 1924. IBM is incorporated in New York.

IBM produces and sells computer hardware, middleware and software, and provides hosting and consulting services in areas ranging from mainframe computers to nanotechnology. IBM is also a major research organization, holding the record for most annual U.S. patents generated by a business (as of 2020) for 28 consecutive years.

Inventions by IBM include the automated teller machine (ATM), the floppy disk, the hard disk drive, the magnetic stripe card, the relational database, the SQL programming language, the UPC barcode, and dynamic random-access memory (DRAM). The IBM mainframe, exemplified by the System/360, was the dominant computing platform during the 1960s and 70s.

IBM is one of 30 companies included in the Dow Jones Industrial Average and one of the world's largest employers, with over 282,100 employees as of December 2021.

Services: Hexaware provides Application Transformation and Management Services, Business Intelligence and Analytics, Digital Assurance, Enterprise Solutions, Digital Customer, Business Process Services and Infrastructure Management Services.

Key Persons

Chief Executive Officer: **Arvind Krishna**

Selection process:

Round 1:

Online Assessment is divided into 4 Sections - 72 Questions for 100 Minutes

Cognitive Ability: 6 Questions for 30 Minutes

English Language Test: 10 Questions for 10 Minutes

Learning Agility Assessments: 50 Questions for 30 Minutes

Coding Test: 6 Questions for 30 Minutes

Round 2: Technical Interview for 30 Minutes

Round 3: HR Interview for 30 Minutes



Tata Consultancy Services started in 1968. The company, which was into management consultancy from day one, soon felt the need to provide solutions to its clients as well. TCS was the first Indian company to make forays into the US market with clients ranging from IBM, American Express, Sega etc. TCS is presently the top software services firm in Asia.

Tata Consultancy Services is an IT services, business solutions and outsourcing organization that delivers real results to global businesses, ensuring a level of certainty no other firm can match. TCS offers a consulting-led, integrated portfolio of IT and IT-enabled services delivered through its unique Global Network Delivery Model, recognized as the benchmark of excellence in software development. A part of the Tata Group, India's largest industrial conglomerate, TCS has over 417,929 employees representing 151 nationalities across 46 countries. The Company generated consolidated revenues of over US \$5,051 million for fiscal year 2018-19 and is listed on the National Stock Exchange and Bombay Stock Exchange in India.

The company now has 72 offices worldwide. As many as seven centers were assessed at SEI CMM (Capability Maturity Model) Level 5 last year (3.4 mistakes in a million opportunities). These include Chennai, Mumbai, Bangalore, Calcutta, Hyderabad and Lucknow. Several business and R & D relationship with global firms like IBM, General Electric, Unigraphics Solutions have been made.

TCS Leadership Team:

Chairman - N. Chandrasekaran

Chief Executive Officer (CEO) and Managing Director - Rajesh Gopinathan

Selection Process:

TCS conducts a National Qualifier Test for campus recruitment. Myriads of students have been keeping close tabs on TCS for its recruitment move since TCS Digital Hiring. TCS conducts A National Qualifier test to filter the 'Best of the best' for the TCS Ninja Role.

TCS conducts three rounds.

Round 1: Online Assessment

The flow of the entire exam will be from the 1st section to the 4th section. Once a student moves from one section to another, you can't go back to the previous group. Besides, there is sectional time limit and Multiple-Choice Questions have negative marking.

TCS Ninja Hiring's National Qualifier test is of 180 mins. The pattern is as follows:

English - 24 Multiple Choice Questions, 30 Minutes.

Quantitative Aptitude – 26 Multiple Choice Questions, 40 minutes.

Logic Reasoning-30 Multiple Choice Questions, 50 minutes.

- MCQ aptitude questions carry negative marking for every wrong answer, whereas Fill Up
- the Blanks (FUB) questions will not carry any negative marking.
- This section has two sub-sections namely Standard & Advanced.
- Your qualification to interview would depend on your performance in both the sub sections.
- The 'Advanced section' of this group is one of the qualifiers for your eligibility to the test for TCS Digital Hiring. You must do this section to qualify for the further rounds.
- Important topics in this section are Number system, HCF & LCM, Time, Speed & Distance, Permutation & Combination, Profit & Loss, Functions, Blood Relations, Algebra, Averages,
- Mixtures & Alligations, Time & Work, Percentages, Geometry, Series & Progression, Equations, Clocks & Calendar, Probability, and puzzles.

Programming logic – 10 Multiple Choice Questions, 15 minutes.

- In this section, there are 10 programming questions from C language like input, output, debugging, basic programming concepts which are of MCQ/ Fill up the Blanks type questions.
- This section also has two sub-sections namely Standard & Advanced. Your qualification to interview would depend on your performance in both the sub sections.
- The 'Advanced section' of this group is one of the qualifiers for your eligibility to the test for TCS Digital Hiring.
- Important topics in this section are C, Loops , Arrays, Command Line Programming (Theoretical and Coding Questions), Libraries, File Handling, Variables and Registers

Coding – 2 Question, 15 & 35 minutes respectively for each question.

- There is NO command line programming. This section will have 1 coding question which has to be solved in 20 minutes.
- A student can write a program in any one of the 5 languages provided by TCS. The languages provided by TCS are C, C++, Java, Perl, and Python.
- If a student wants to write the program in java, then the class name must be mentioned as Maze.
- There is NO limit to the number of times a student can compile a program.

Round 2: Technical Interview

Round 3: Managerial Round and HR Round

Note:

- Qualification for the interview for TCS Ninja will depend on:
- Performance in each group (including subsections)
- Performance in both the subsections (Standard & Advanced). However, if students do the coding section well, they can skip the advanced questions.
- Any student who got offer from TCS Ninja and Codevita can write the test of TCS Digital to upgrade the offer.

TCS Digital Upgrade test consists of three rounds

Selection Process:

Round 1: Online Assessment

Advance Quantitative: 20 Questions for 40 Minutes

Verbal Ability: 15 questions for 10 Minutes

Advance Coding: 2 Questions for 60 Minutes

Round 2: Technical Round

Round 3:HR Round



It's a company with a conscience; it's one of the fastest growing companies in the world. The opportunities for you are endless. It's the next generation IT services and consulting company you get onto a global track it is the pioneer, and the best practitioner, of the GDM: this is redefining the way business is done. It lets you enjoy entrepreneurial freedom: You get the freedom to make decisions and the freedom to experiment and take calculated risks.

Infosys Technologies Ltd. (NASDAQ: INFY) was started on 2 July, 1981 by seven people N R Narayana Murthy (Chairman), Nandan Nilekani, N. S. Raghavan, Kris Gopala krishnan (CEO), S. D. Shibulal, K. Dinesh, Ashok Arora with US\$ 250. Today, Infosys is a global leader in the "next generation" of IT and consulting with revenues of US\$ 11.54 billion (LTM Q3 2019).

Infosys defines, designs and delivers technology-enabled business solutions Globally with clients in 45 countries. Infosys also provides a complete range of services by leveraging our domain and business expertise and strategic alliances with leading technology providers.

Infosys offers business and technology consulting, application services, systems integration, product engineering, custom software development, maintenance, re-engineering, independent testing and validation services, IT infrastructure services and business process outsourcing. With over three decades of experience in managing the systems and workings of global enterprises, Infosys enables the enterprise with an AI-powered core that helps prioritize the execution of change. It also empowers the business with agile digital at scale to deliver unprecedented levels of performance and customer delight.

Infosys pioneered the Global Delivery Model (GDM), which emerged as a disruptive force in the industry leading to the rise of offshore outsourcing. The GDM is based on the principle of taking work to the location where the best talent is available, where it makes the best economic sense, with the least amount of acceptable risk.

Infosys has a growing global presence with 82 sales and marketing offices and 123 development centers in US, India, China, Australia, Japan, Middle East, UK, Germany, France, Switzerland, Netherlands, Poland, the UK, Canada and many other countries. Infosys and its subsidiaries have 225,000+ employees as on March 31, 2018.

Chairman: Nandan Nilekani

Chief Executive Officer: Vishal Sikka

Selection Process:

Infosys conducts InfyTQ and Hackwithinfy exam for campus recruitment.

InfyTQ Process:

Infosys is organizing a certification program for freshers. For getting certification from Infosys candidate should have graduation or pursuing graduation in B.E/ B.Tech/ M.E/ M.Tech and MCA. Student should undergo three rounds after registration.

Registration Process:

- Open the official website of InfyTQ exam.
- Fill all the personal details of the candidate with updated information.
- Chose the location and date of exam according to your convenience out of the given options.
- Booking slot on first come first get basis.
- Select the programming language for the coding round of the exam.
- After the registration student will get admit card on the registered mail ID.

Round 1: Qualifying Round Exam (Multiple Choice Questions)

Quantitative/Logical - 10 Questions, 60 minutes

DBMS - 10 Questions, 60 minutes

Programming - 20 Questions, 60 minutes

Round 2: Certification Exam (Final Round)

Programming - 20 Questions, 180 minutes (Multiple Choice Questions)
(1 mark for correct answer and -0.25 for the wrong answer)

Coding Round - 2 Questions, 180 minutes

- Upon clearing the Qualifying Round, students have to attend Infosys Certification exam, which will test your in-depth programming and database management expertise through objective and hands-on questions.
- Student who score 65% or above in certification exam will have opportunity for:
The Infosys Certified Software Programmer certificate or
A direct opportunity to appear in the interview for the Systems Engineer role at Infosys

Round 3: Technical and HR Interview (Optional Round).

Round 4: Advantage Round or Upgrade Round (Optional Round)

Note: Whosoever wants to try for higher profile and package (**power programmer or System Engineer Specialist**) can go for this round.

- Optional for those who clear the Final Round (scoring 65% or above)
- A test that will assess programming and other technical skills
- Clearing this round gives a chance to attend an interview for Power Programmer and System Engineer Specialist roles at Infosys.
- Students will have opportunity to appear for interview.

HackwithInfy Process:

Registration to HackWithInfy is open through InfyTQ, the Infosys learning and engagement platform for engineering students in India. If student are InfyTQ user then simply they to select HackWithInfy banner on the InfyTQ website homepage to register for the competition. If students are not InfyTQ user then they have to visit the InfyTQ website to create an account and register for HackWithInfy.

Round 1: Online Assessment

3 Coding Questions, 3 hours conducted on Hackerrank

Round 2: Grand Finale

Hackathon conducted on the HackerEarth platform

Prizes:

- Winner – INR 200,000
- First Runner-up – INR 100,000
- Second Runner-up – INR 50,000
- The top 100 finalists from Round 1 will compete in the virtual Grand Finale and get a pre-placement interview opportunity (PPI) for the Power Programmer role

Round 3: Interview

Infosys Interview process consists of Technical Interview and HR Interview. Mostly, both rounds are combined into one. Following are the details of each phase:

Technical interview

Questions related to specific technical fields are asked in this round. Questions may be based on specific knowledge about the company's technical activities; understanding of the technical work required to be completed as part of the job applied for or may enquire candidates to solve actual technical problems that they would be likely to face if employed.

HR Interview

Final step to select a candidate as an employee is Interview as it helps to determine a candidate's personality. Questions can be of wide range starting from your introduction, Qualification, Experience, Industry specific experience, Courses done, your strengths and weaknesses, salary expectations, friends, family etc.



Corporate View:

Mphasis Limited (then, Mphasis BFL Limited) was formed in June 2000 after the merger of the US-based IT consulting company Mphasis Corporation (founded in 1998) and the Indian IT services company BFL Software Limited (founded in 1993).

With over 25 years of expertise, Mphasis applies next-generation technology to help enterprises transform businesses globally. Customer centricity is foundational to Mphasis and is reflected in the Mphasis' Front2Back™ Transformation approach. Front2Back™ uses the exponential power of cloud and cognitive to provide hyper-personalized (C=X2C2 TM=1) digital experience to clients and their end customers. Mphasis' Service Transformation approach helps 'shrink the core' through the application of digital technologies across legacy environments within an enterprise, enabling businesses to stay ahead in a changing world. Mphasis' core reference architectures and tools, speed and innovation with domain expertise and specialization are key to building strong relationships with marquee clients.

They are certified with ISO 9001:2008, ISO/IEC 27001:2005 (formerly known as ISO 17799), and are assessed at CMMI v 1.2 Level 5. They also provide SEI CMMI, ISO and Six Sigma related services support.

Besides an onsite presence at key locations globally, the company headquartered in India has an extensive offshore infrastructure for Applications, BPO, and Infrastructure services. They have a global footprint with delivery centres all over the world.

Mphasis was ranked #7 in India IT companies and overall #165 by Fortune India 500 in 2011.

It is one amongst Bangalore's top 50 Hot Brands 2019 organized by Paul Writer.

Key persons :

Chairman: Davinder Singh Brar

Chief Executive Officer: Nitin Rakesh

Mphasis Services:

Banking and Capital Markets, Insurance, Communications, Media and Entertainment, Health care and Life Sciences, Manufacturing, Transportation and Logistics, Retail and Consumer, Government, Energy and Utilities

Selection Process:

The recruitment process consists of 4 rounds.

Round 1: Online Assessment

AMCAT Test : Multiple choice based objective Questions.

English - 25 Questions, 25 minutes.

Quantitative aptitude - 25 Questions, 35 minutes.

Computer Based - 20 Questions, 25 minutes.

Reasoning - 25 questions 35 minutes.

Round 2: Group Discussion

Round 3: Technical Interview

Questions related to specific technical fields are asked in this round. Questions may be based on specific knowledge about the company's technical activities; understanding of the technical work required to be completed as part of the job applied for or may enquire candidates to solve actual technical problems that they would be likely to face if employed.

Round 4: HR Interview

Final step to select a candidate as an employee is Interview as it helps to determine a candidate's personality. Questions can be of wide range starting from your introduction, Qualification, Experience, Industry specific experience, Courses done, your strengths and weaknesses, salary expectations, friends, family etc.



Wipro Limited (NYSE: WIT, BSE: 507685, NSE: WIPRO) is a leading global information technology, consulting and business process services company. We harness the power of cognitive computing, hyper-automation, robotics, cloud, analytics and emerging technologies to help our clients adapt to the digital world and make them successful. Founded in 1945 and headquartered in Bangalore, the company is recognized globally for its comprehensive portfolio of services, strong commitment to sustainability and good corporate citizenship. It has over 160,000 dedicated employees serving clients across six continents.

Key members:

Chairman: **Azim H. Premji**

Chief Executive Officer: **Thierry Delaporte**

Selection Process:

Elite National Level Talent Hunt (NLTH) is a freshers' hiring initiative to attract the best of 2019 engineering talent across the country. The objective of this initiative is to enable an equal opportunity for employment to the most deserving talent across all engineering streams in India.

Round 1: Online Assessment

Online Assessment consisting of 3 sections, 128 minutes

Quantitative Aptitude – 52 Questions for 48 minutes

Written Communication Test – 1 Essay writing for 20 minutes

Programming Test – 2 coding Questions for 60 minutes

Round 2: Business Round



Founded in 1996, and headquartered in Massachusetts, Virtusa Corporation (NASDAQ: VRTU) is a global information technology (IT) services company providing IT consulting, technology and outsourcing services. Virtusa focuses on delivering business results by modernizing, rationalizing and consolidating the critical applications that support our clients' core business processes. The company uses an enhanced global delivery model, innovative software platforming approach and deep industry expertise to provide high-value IT services. This approach enables its clients to improve their customers' experience, expand market reach, and improve time to market and lower costs.

With 50+ offices in 19 countries and 21,000 world class professionals, Virtusa serves 2000 companies and leading software vendors in Communications & Technology, Banking & Financial Services, Insurance, Telecommunications, and Media, Information & Entertainment industries. Virtusa has extensive experience and in-depth expertise in Business Process Management, Enterprise Content Management and Data warehouse and Business Intelligence. The company's service offerings include technology consulting, application development and maintenance, systems integration, custom software development, product development and Testing services.

Key members:

Chairman: **Kris Canekaratne**

Chief Executive Officer: **Santosh Thomas**

Selection Process:

Hiring Process will be done through National Level Coding Competition – Neural Hack

Round 1: Online Assessment - Multiple language options

10 Questions, 120 Minutes

Round 2: Coding - Python / Java

3 Questions, 90 Minutes

Final round: Grand Finale

6 Weeks - Where students are expected to develop a Solution for a problem in the team.



Founded in 1990 by Atul K Nishar, Hexaware Technologies Limited has now grown into a global leader and the fastest growing next-generation provider of IT, BPO and consulting services. It powers man-machine collaboration, solving complex business problems, using a combination of human creativity & intellect, power of ubiquitous data and powerful algorithms and plentiful computing.

The company has evolved a new supercharged growth strategy, evolved at the intersection of advanced technologies – ‘Automate Everything’, ‘Cloudify Everything’ and ‘Transform Customer Experiences’, that helps in fast-tracking enterprises into the digital era. Its growth strategy is further strengthened by its expanding global delivery capability, with 33 global offices and 14,600+ employees.

Hexaware has been named amongst Top 15 Sourcing Service Provider by ISG and is also honoured as the Top Performer 2018 in the Service Provider Challenger Category at the GSA UK professional awards.

Services: Hexaware provides Application Transformation and Management Services, Business Intelligence and Analytics, Digital Assurance, Enterprise Solutions, Digital Customer, Business Process Services and Infrastructure Management Services.

Key Persons

Chairman: Atul K Nishar

Chief Executive Officer: R Srikrishna

Selection process:

Round 1: Online Assessment

50 Questions, 50 Minutes (With Sectional Cutoff)

Quantitative Aptitude – 20 Questions, 20 Minutes

Logical Reasoning – 20 Questions, 20 Minutes

Round 2: 2 Coding Assessment for 60 Minutes

Round 3: Communication Test for 45 Minutes

Round 4: Technical Interview for 30 Minutes

Round 3: HR Interview for 30 Minutes

Important topics for Written test:

Quantitative Ability: Time and work, Speed and Distance, Profit & Loss, Simple and Compound Interest.

Logical Ability: Encoding & Decoding, Series and Syllogism.

Communication Test: Speaking Communication Test, Reading Comprehension, Reading sentences displayed on the screen

Tata Advanced Systems Limited (TASL), a wholly owned subsidiary of Tata Sons, is the strategic Aerospace and Defence arm of the TATA Group. TASL is both an operating & a holding company. TASL group is fast emerging as a key Defence and Aerospace player in India with established capabilities and demonstrated deliveries in the following areas:

- Missile Systems and sub-systems
- Radar Systems and sub-systems
- Command & Control Systems
- Aerospace & Aero-Structures
- Unmanned Aerial Systems
- Optronic Systems
- Homeland Security Solutions

In partnership with Airbus Defence and Space, the company fielded the EADS CASA C-295 for the Indian Air Force light-cargo fleet renewal program, which the Indian government approved on 13 May 2015. Under the project 16 complete aircraft will be imported, while 40 aircraft will be manufactured in India. The company has also entered an agreement to produce structures for the Pilatus PC-12NG from 2016 to 2026. On 3 May 2018, Tata Advanced Systems acquired Tata Motors' aerospace and defense unit in a sale. In Sept 2018, Lockheed Martin announced that it is going to build all wings for the F-16 fighter jet in collaboration with TASL

TASL is bidding to develop and build unmanned aerial vehicles (UAVs) for the Indian Armed Forces for surveillance. It has agreements with Israel Aircraft Industries (IAI) and "Urban Aeronautics" for cooperation and co-development of UAVs in India.

Key Person:

Chairman: **Vijay Singh**

Chief Executive Officer: **Sri Sukaran Singh**

Selection process:

Round 1: Online Assessment
60 Questions, 50 Minutes

This Round consists of 2 sections

Quantitative Aptitude & Logical Reasoning – 25 Questions
Technical Questions – 35 Questions

Round 2: Group discussion

Group Discussion (GD) is one of the common selection procedures used for evaluation and selection of candidates for job interviews usually after the initial written exam. A group usually consists of 8 to 12 persons.

Round 3: Panel Interview

The interview consists of both **Technical and HR**



NTT DATA Corporation is a Japanese system integration company, headquartered in Tokyo with business operations in more than 50 countries and regions. NTT Data emphasizes long-term commitment and combine global reach and local intimacy to provide premier professional services from consulting, system development to business IT outsourcing. NTT DATA is a part of NTT Group, one of the world's largest technology services companies, generating approximately \$100 billion in annual revenues and partner to 85% of the Fortune 100.

Since 1967, NTT DATA has played an instrumental role in establishing and advancing IT infrastructure. Originally part of Nippon Telegraph and Telephone Public Corporation, its heritage contributed to social benefits with a quality-first mindset. A public company since 1995, the company builds on this proven track record of innovation by providing novel IT solutions to bring results in a greater quality of life for people, communities, and societies around the world.

NTT DATA Corporation won the 2016 IBM Beacon Award. NTT DATA was awarded as the 'SAP Cloud Partner of the Year for 'Success Factors' at the SAP Annual Partner Summit 2016. NTT Communications was named as Best Global Operator at the World Communication Awards 2016. NTT Communications won the Best Cloud-Based Service for 5th consecutive year at Telecom Asia Awards 2017. The NTT Group is ranked #53 in Fortune Global 500 and 80% of Fortune Global 100 choose NTT Group. It has also been named No. 6 on the 2018 IDC FinTech Rankings Enterprise 25.

Key members:

Chairman: Ken Tsuchihashi

Chief Executive Officer: Toshio Iwamoto

Selection process:

Round 1: Online Assessment – Multiple Choice Questions

This Round Contains 4 sections

Quantitative Ability - 25 Questions, 35 Minutes

Logical Reasoning – 25 Questions, 35 Minutes

English - 25 Questions, 25 Minutes

Computer Programming – 25 Questions, 25 Minutes

Round 2: Group Discussion

Round 3: Personal interview



HCL Technologies is a next-generation global technology company that helps enterprises reimagine their businesses for the digital age. Our technology products and services are built on four decades of innovation, with a world-renowned management philosophy, a strong culture of invention and risk-taking, and a relentless focus on customer relationships. HCL also takes pride in its many diversity, social responsibility, sustainability, and education initiatives. Through its worldwide network of R&D facilities and co-innovation labs, global delivery capabilities, and over 176,000+ 'Ideapreneurs' across 50 countries, HCL delivers holistic services across industry verticals to leading enterprises, including 250 of the Fortune 500 and 650 of the Global 2000.

Enterprises across industries stand at an inflection point today. In order to thrive in the digital age, technologies such as analytics, cloud, IoT, and automation occupy center stage. In order to offer enterprises the maximum benefit of these technologies to further their business objectives, HCL offers an integrated portfolio of products and services through three business units. These are **IT and Business Services (ITBS)**, **Engineering and R&D Services (ERS)**, and **Products and Platforms (P&P)**.

ITBS enables global enterprises to transform their businesses via Digital Foundation, our modernized infrastructure stack built around hybrid cloud, software-defined networks, the digital workplace, and other elements; Digital Business, a combination of our application services and consulting capabilities; and Digital Operations, a three-pronged setup for modernized and efficient operations at enterprise level.

ERS offers engineering services and solutions in all aspects of product development and platform engineering.

Under P&P, HCL provides modernized software products to global clients for their technological and industry-specific requirements.

Our holistic Mode 1-2-3 strategy forms the backbone of these three business units to help enterprises navigate the digital age with ease. It is the core aspect of our 'Digital Enterprise 4.0' focus – aimed at offering holistic services to our clients to meet the technology needs of their present while readying them to be future-ready. The company's DNA of grassroots innovation, its ingrained culture of co-innovation, and its tradition of going far beyond what is expected, to create customer value, clearly differentiates it and gives it a distinct advantage in creating value for businesses in the digital and connected world.

Key members:

Chairman: **Shiv Nadar**

Chief Executive Officer: **C Vijay Kumar**

Selection process:

Round 1: Online Assessment – Multiple Choice Questions

This Round Contains 4 sections

Quantitative Ability - 25 Questions, 35 Minutes

Logical Reasoning – 25 Questions, 35 Minutes

English - 25 Questions, 25 Minutes

Computer Programming – 25 Questions, 25 Minutes

Round 2: Technical Interview

Round 3: HR Interview



Accenture is an Irish-domiciled multinational company that provides consulting and professional services. A Fortune Global 500 company, it reported revenues of \$44.33 billion in 2020 and had 569,000 employees. In 2015, the company had about 150,000 employees in India, 48,000 in the US, and 50,000 in the Philippines. Accenture's current clients include 91 of the Fortune Global 100 and more than three-quarters of the Fortune Global 500.

Accenture in India Realizing tangible outcomes for our clients through provocative thinking and transformative insights, Accenture in India offers a wide range of services spanning strategy, consulting, digital, technology and operations. Accenture Business Journal for India 6th Edition Outmaneuvering uncertainty to reinvent your business

Key members:

Chairman: David P Rowland

Chief Executive Officer: Julie Sweet

Selection process:

The process Consists of 3 Rounds

Round 1: Online Assessment

Online assessment consists of two stage

Stage 1: Cognitive Ability and Technical

English: 17 Questions

Quantitative: 17 Questions

Reasoning : 15 Questions

MS Office : 11 Questions

Networking: 9 Questions

Pseudocode: 17 Questions

Coding – 2 Questions, 45 Minutes

Stage 2: Communication Assessment – 20 Minutes – Medium Difficulty

Round 2: Technical interview

Round 3: HR Interview

CYIENT

Cyient (formerly Infotech Enterprises) is an Indian company focused on engineering, networks and operations. With \$ 607 million revenue, the company has 15,000+ employees across 47 global locations across 21 countries as of March 2018. It features among the top 30 outsourcing companies in the world.

From quieter flights and safer train rides to more reliable energy supply, the company strives to provide comprehensive solutions that help clients achieve their operational and business goals. Founded in 1991, Cyient provides engineering, manufacturing, geospatial, network, and operations management services to global industry leaders. It delivers innovative solutions that add value to businesses through the deployment of robust processes and state-of-the-art technology. Its high quality products and services help clients leverage market opportunities and gain the competitive advantage.

Key members:

Chairman: B V R Mohan Reddy

Chief Executive Officer: Krishna Bodanapu

Selection process:

Round 1: Online Assessment

Aptitude – 45 Questions, 45 Minutes

Domain Specific - 20 Questions, 20 Minutes

Round 2: Technical interview

Round 3: HR Interview



Mindtree [NSE: MINDTREE] delivers digital transformation and technology services from ideation to execution, enabling Global 2000 clients to outperform the competition. “Born digital,” Mindtree takes an agile, collaborative approach to creating customized solutions across the digital value chain. We are coheadquartered in Bangalore, India and New Jersey. Founded in 1999, we are now 17,000+ Mindtree Minds across the globe. Our annual revenue crossed \$700+ million in 2015-16. Mindtree provides services in e-commerce, mobile applications, cloud computing, digital transformation, data analytics, EAI and ERP, with more than 290 clients and offices in 14 countries.

Key members:

Chairman: Krishnakumar Natarajan

Chief Executive Officer: Rostow Ramanan

Selection process:

Round 1:

Online assessment consists of aptitude, C programming and Essay Writing for 50 Minutes

Round 2: Technical interview

Round 3: HR Interview

Wish you good luck in all your endeavors

**Placement and Training Officer
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