

INSTITUTE OF AERONAUTICAL ENGINEERING

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TIPS FOR CAMPUS PLACEMENTS

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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 blue colored workers. 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 or 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 IT industry has created enormous employment opportunities for Indians within the country and outside. Firstly those of 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 have 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 to 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 IT companies are making huge profits. 40% net profits were unheard of in the past Indian IT prowess was exhibited to 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, 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 to flying colors creating thousands of jobs for fresher's 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\$ 225 billion industry by 2020.

Over 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.

According to a research report published by National Association of Software and Service Companies (NASSCOM), 'IT-BPO Sector in India: Strategic Review 2011,' the sector is estimated to aggregate revenues of US\$ 88.1 billion in FY2011, with the IT software and services sector (excluding hardware) accounting for US\$ 76.1 billion of revenues.

The report estimates export revenues to gross US\$ 59 billion in FY2011 and contribute 26 percent as its share in total Indian exports (merchandise plus services), employing around 2 million employees.

Within exports, IT Services segment was the fastest growing segment, growing by 22.7 per cent over FY2010, and aggregating export revenues of US\$ 33.5 billion, accounting for 57 per cent of total exports.

NASSCOM said that the domestic IT-BPO revenues excluding hardware are expected to grow at almost 16 per cent to reach US\$ 17.35 billion in FY2011. 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.

The data centre services market in the country is forecast to grow at a compound annual growth rate (CAGR) of 22.7 per cent between 2009 and 2011, to touch close to US\$ 2.2 billion by the end of 2011, according to research firm IDC India's report published in March 2010. The IDC India report stated that the overall India data centre services market in 2009 was estimated at US\$ 1.39 billion.

India is a preferred destination for companies looking to offshore their IT and back-office functions. 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.

NASSCOM Top 20 IT Services Exporters

RANK	COMPANY
1	TATA Consultancy Services
2	Infosys Technologies Limited
3	Wipro Technologies Limited
4	HCL Technologies Limited
5	Tech Mahindra
6	L & T Infotech
7	Syntel Inc
8	MphasiS
9	Genpact India Pvt. Ltd.
10	I-Gate Limited
11	Mind Tree Consulting Limited
12	KPIT Technologies Ltd
14	Zensar Technologies Ltd
15	Hexaware Technologies Ltd
16	Cyient
17	Aricent Technologies Limited
18	Persistent Systems
19	Polaris Software Lab Limited
20	MASTEK Ltd

NASSCOM Top 15 BPO Exporters

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

RANK	COMPANY
1	Genpact Limited
2	Tata Consultancy Services BPO
3	WNS Global Services (P) Ltd.
4	Wipro BPO
5	Aegis Ltd.
6	Firstsource Solutions Limited
7	Infosys BPO
8	Aditya Birla Minacs Worldwide Limited
9	HCL BPO
10	exl Service.com (India) Private Limited
11	HOV Services
12	Hinduja Global Solutions Limited
13	3i Infotech Limited
14	Intelenet Global Services Limited
15	24/7 Customer Private 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.

The semiconductor design industry had a turnover of USD 3.2 billion in 2005 with an engineering workforce of around 75000. It is estimated to reach USD 43 billion by the year 2015. The industry will provide jobs to 780,000 professionals with a CAGR of around 30% for this period

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
- In March, Hindustan Semiconductor Manufacturing Corp., which is backed by a group of Indian investors based in Silicon Valley, announced plans to build two chip-making plants in India for up to \$4.5 billion using technology from Germany's Infineon Technologies AG.
- "Our focus is clearly the Indian market, although we plan to export out of the country as well. The growth in mobile phones and computers has enabled the demand for chips," said Deven Verma, chairman of Hindustan Semiconductor Manufacturing.
- Mobile phone subscribers in India rose 68 percent in March from a year earlier to 166 million. Still, only about 15 percent of India's 1.1 billion people own a mobile phone, compared with around 35 percent in China.

"The global demand for chips will always go through a cycle of oversupply and shortages, but the potential in India is going to be huge in the years to come. Whether we make it or not, India will continue to buy chips," Verma said.

CONSUMPTION SURGE

India spent about \$2.8 billion on semiconductors in 2005, and demand is estimated to exceed \$36 billion by 2015, according to a study by the India Semiconductor Association and research and consultancy firm Frost & Sullivan.

Furthermore, the study says electronic equipment consumption should surge to \$363 billion by 2015, more than 10 times spending of \$28.2 billion in 2005.

"It is just an enabler that was badly required for the semiconductor industry to take off in India," Alok Ohrie, managing director of AMD India, said of the government push. "It will help establish semiconductor manufacturing in India."

AMD is a technology partner to the local SemIndia consortium, which has said it planned to set up a chip-making facility in India with an investment of \$3 billion over the next five years.

India's semiconductor design industry had revenues of \$3.3 billion in 2005 and employed about 75,000 people. That is expected to increase to \$43 billion in revenue and over 780,000 employees in 2015, the India Semiconductor Association said.

In February, Taiwan Semiconductor Manufacturing Co. Ltd. (TSMC), the world's top contract chip maker, opened an office in Bangalore to support its customers with design activities in India.

STMicroelectronics' Indian chief told Reuters in February that headcount in its Indian chip design centre would be raised to 3,000, from 1,700 now, in the next three years.

"If India can do the chip design work, it can take care of the manufacturing part as well, especially when labour costs in India are still 10-12 percent lower than China," said Y.S. Sashidhar, vice-president at Frost & Sullivan.

Indian Semiconductor Association Member Directory:

Company Name	URL
Actel Semiconductor India Pvt Ltd	www.actel.com
Alcatel Vacuum Technology India	www.adixen.com
ALMT Legal	www.almtlegal.com
Altera Semiconductor (I) Pvt. Ltd.	www.altera.com
AMD	www.amd.com
Analog Devices (I) Pvt Ltd	www.analog.com
Apache Design Solutions Pvt. Ltd.	www.apache-da.com
Applied Materials (I) Pvt. Ltd.	www.amat.com
Applied Micro Circuits Corporation	www.appliedmicro.com
Aptina India Pvt. Ltd.	www.aplina.com
Aristos Electronics Manufacturing Services Pvt. Ltd.	www.aristosems.com
ARM Embedded Technologies Pvt. Ltd.	www.arm.com
ASM Technologies Limited	www.asmltd.com
Atrenta (I) Pvt Ltd	www.atrenta.com
Bergen Systems Pvt. Ltd.	www.bergenindia.com
Bharat Electronics Limited	www.bel-india.com
Broadcom (I) Pvt. Ltd.	www.broadcom.com
Cadence Design Systems (I) Pvt. Ltd.	www.cadence.com
Caliber Interconnect Solutions Pvt Ltd	Not applicable
Calypto Design Systems	www.calypto.com
Cellworks Research (I) Pvt. Ltd.	www.cellworksgroup.com
Cir-Q-Tech Tako Technologies Pvt. Ltd.	www.cir-q-tech.net

Circuitsutra Technologies Pvt. Ltd.	www.circuitsutra.com
CMC Ltd.	www.cmcltd.com
Cognizant Technology Solutions	www.cognizant.com
Concept2Silicon Systems Pvt. Ltd.	www.concept2silicon.com
Conexant Systems Pvt. Ltd.	www.conexant.com
Cortina Network Systems Pvt. Ltd.	www.cortina-systems.com
Cosmic Circuits Pvt. Ltd.	www.cosmiccircuits.com
CSR India Pvt. Ltd.	www.csr.com
Cypress Semiconductor Technology India Pvt. Ltd.	www.cypress.com
De Core Science & Technologies Ltd.	www.dstlworld.com
Delphi Automotive Systems Pvt. Ltd.	www.delphi.com
EDWARDS (I) Pvt Ltd	www.edwardsvacuum.com
eInfochips Ltd.	www.einfochips.com
element14 India Private Limited	www.element14.co.in
Elveego Circuits Pvt. Ltd.	www.elveegocircuits.com
Embedded Systems Solutions Pvt Ltd.	www.embeddedindia.com
EVE Design Automation Pvt. Ltd.	www.eve-team.com
Excel Industries Ltd.	www.excelind.co.in
Four Arrow Systems and Technologies Pvt. Ltd.	www.fourarrow.com
Freescale Semiconductor (I) Pvt. Ltd.	www.freescale.com
Harman International India Pvt. Ltd.	www.harman.com
HCL Technologies Ltd.	www.hcltech.com
Hughes Systique India Pvt. Ltd.	www.hsc.com
IBIDEN Singapore Pte. Ltd.	www.ibiden.com
IBM (I) Private Limited	www.ibm.com/in
Imagination Technologies (I) Private Ltd	www.imgtec.com
Indosolar Limited	www.indosolar.co.in
Indrion Technologies (I) Pvt. Ltd.	www.indrion.co.in
InfineonTechnologies India Pvt. Ltd.	www.infineon.com
Infosys Technologies Ltd	www.infosys.com
Infotech Enterprises Ltd	www.infotech-enterprises.com
Intel India Technology Pvt. Ltd.	www.intel.com
International Institute of Information Technology, Bangalore	www.iiitb.ac.in
International Institute of Information Technology-Pune	www.isquareit.ac.in
Intersil Analog Service Pvt.Ltd.	www.intersil.com
Ittiam Systems Pvt. Ltd.	www.ittiam.com
iWave Systems Technologies Pvt Ltd	www.iwavesystems.com
Jupiter Solar Power Ltd	www.jil-jupiter.com
K & S Partners	www.knspartners.com
K Law	Not applicable
Kacper Technologies Pvt. Ltd.	www.kacpertextech.com
Kasura Technologies Private Limited	www.kasura.com
Kawasaki Microelectronics Inc. India	www.k-micro.com
KLA Tencor Software (I) Pvt. Ltd.	www.kla-tencor.com
KPIT Cummins Infosystems Limited	www.kpitcummins.com
KSK Surya Photovoltaic Venture Pvt. Ltd	www.suryapowerinc.com
Lanco Solar Pvt Ltd	www.lancogroup.com
Larsen & Toubro Limited	www.ltindia.com
Lovely Professional University	www.lpu.in
LSI India Research & Development Pvt. Ltd.	www.lsi.com
Magma Design Automation India Pvt. Ltd	www.magma-da.com
Majmudar & Co International Lawyers.	www.majmudarindia.com
Mandate Chips and Circuits Pvt Ltd	www.mandatecc.com
Manipal Universal Learning Pvt Ltd.	www.manipalu.com
Marvell India Pvt. Ltd.	www.marvell.com
Masamb Electronics Systems Pvt Ltd	www.masamb.com
Maverick Wireless solutions Pvt. Ltd.	www.mavericknets.com
Maxim India Integrated Circuit Design Pvt. Ltd.	www.maxim-ic.com
Mentor Graphics (I) Pvt. Ltd.	www.mentor.com
Metalogic Circuits India Pvt. Ltd.	www.metalogiccircuits.com
Microchip Technology (I) Pvt. Ltd.	www.microchip.com
Mindtree Ltd.	www.mindtree.com
Moschip Semiconductor Technology Ltd.	www.moschip.com
Moser Baer (I) Ltd.	www.moserbaer.com
National Institute of Science and Technology	www.nist.edu

National Instruments India	www.ni.com/india
Natsem (I) Designs Pvt. Ltd.	www.national.com
NCS Renewable Energies Limited	www.ncsgroup.in
NetLogic Semiconductor Pvt. Ltd.	Not applicable
Nokia India Pvt. Ltd	www.nokia.com
Novellus Systems (I) Pvt. Ltd.	www.novellus.com
NXP Semiconductors (I) Pvt. Ltd.	www.nxp.com
Open-Silicon Research Pvt. Ltd.	www.open-silicon.com
OSRAM India Pvt. Ltd.	www.osram-os.com
PES Institute of Technology (PESIT)	www.pes.edu
PMC - Sierra (I) Pvt. Ltd.	www.pmc-sierra.com
Qlogic India Pvt Ltd	www.qlogic.com
QUALCOMM (I) Pvt. Ltd.	www.qualcomm.com
QuantumThink Technologies Pvt. Ltd.	www.qthink.com
Rambus Chip Technologies (I) Pvt. Ltd.	www.rambus.com
Renesas Electronics Singapore Pte Ltd.	www.renesas.com
Redpine Signals Private Limited	www.redpinesignals.com
RFMD Inc India Liaison Office	www.rfmd.com
Robert Bosch Engineering and Business Solutions Limited (RBEI)	www.boschindia.com
RV-VLSI Design Center	www.rv-vlsi.com
Saffron Embedded Software Labs Pvt. Ltd.	www.saffronlabs.in
Sagitaur Ventures Pvt. Ltd	www.sagitaur.com
Samsung (I) Software Operations Pvt. Ltd.	www.samsungindiasoft.com
SanDisk India Device Design Centre Pvt. Ltd.	www.sandisk.com
Sankalp Semiconductor Pvt. Ltd.	www.sankalpsemi.com
Sasken Communication Technologies Ltd	www.sasken.com
Secure Meters Ltd.	www.securetogether.com
Seer Akademi Pvt Ltd	www.seerakademi.com
Sequoia Capital India Advisors Pvt. Ltd.	www.sequoiacap.com
Sling Media Pvt. Ltd.	www.slingmedia.com
SLN Technologies Pvt. Ltd.	www.slntechnologies.com
Smartplay Technologies Pvt. Ltd.	www.smartplayin.com
SoftJin Technologies Pvt. Ltd.	www.softjin.com
Solar Semiconductor Pvt Ltd	www.solarsemiconductor.com
Sonic Chips India Pvt. Ltd.	Not applicable
Sony india Software Centre	www.sony.co.in
Spectra Innovations India Pvt. Ltd.	www.spectraind.com
ST - Ericsson India Pvt. Ltd.	www.stericsson.com
STMicroelectronics Pvt. Ltd.	www.st.com
Su-KAM Power Systems Ltd	www.su-kam.com
SureWaves Innovations Pvt. Ltd.	www.surewaves.com
Surge Forth Technologies Pvt. Ltd.	www.surgeforth.com
Synopsys (I) Pvt. Ltd.	www.synopsys.com
Taiwan Semiconductor Manufacturing Company Ltd. (TSMC)	www.tsmc.com
Tata BP Solar India Limited	www.tatabpsolar.com
Tata Consultancy Services Limited	www.tcs.com
Tejas Networks Ltd.	www.tejasnetworks.com
Tensilica Technologies (I) Pvt. Ltd.	www.tensilica.com
Tessolve Services Pvt. Ltd.	www.tessolve.com
Texas Instruments (I) Pvt. Ltd.	www.ti.com
Tomen Electronics India Pvt. Ltd.	www.tomen-ele.co.in
Toshiba Embedded Software (India) Pvt Ltd.	www.toshiba-tesi.com
Transcendix	www.transcendix.in
TranSwitch (I) Pvt. Ltd.	www.transwitch.com
TVS Motor Company Ltd.	www.tvsmotor.in
UL India Pvt. Ltd.	www.ul.com
Varroc Engineering Pvt. Ltd.	www.varrocengg.com
Velankani Renewable Energy Pvt. Ltd.	www.velankaniindia.com
Vikram Solar Pvt. Ltd.	www.vikram.in
Vinjey Software Systems Pvt Ltd.	www.vinjey.com
Vitesse Semiconductor (I) Pvt. Ltd.	www.vitesse.com
Whizchip Design Technologies Pvt. Ltd.	www.whizchip.com
Wind River Systems International Inc	www.windriver.com
Wipro Technologies	www.wipro.com
Xilinx (I) Technology Services Pvt. Ltd.	www.xilinx.com

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 16 per cent to the GDP (in 2006-07). Encouraged by an increasing presence of multinationals, scaling up of operations by domestic companies and an ever expanding domestic market, the Indian manufacturing sector has been averaging a 9 per cent growth in the last four years (2004-08), with a record 12.3 per cent in 2006-07.

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, requisite knowledge base and governments continued efforts to liberalize most sectors bit by bit.

CONSTRUCTION & ENGINEERING SERVICES:

The global construction and engineering industry is valued at around US\$2,000 billion as per one estimate and is expected to cross US\$ 2,500 in next 3-4 years.

Construct industry, as elsewhere, is growing at a phenomenal rate in India. "The construction industry in India is worth over US Dollar 51 billion and accounts for more than 20 per cent of GDP. It is also the largest employer after agriculture, employing 31 million people."(Source: Construction Industry Development Council). This offers a large platform for the engineering graduates and skilled manpower for a great career.

"The infrastructure sector has seen major developments in the last four years but there is still a long way to go. India requires total investment of 170 - 185bn pounds by 2012. With over 105 bn pounds of investments promised by various private players in the next five years, India's infrastructure is set to improve rapidly.

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:

1. If a firm offers or confirmation of selection is received from an organization irrespective of its being accepted or not accepted by the student.
2. 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:

1. 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.
2. 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.
3. 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 when 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 short listed (two times) to appear for interviews of such types of organization. This rule is totally at the discretion of principal and should not be quoted as precedent preference will be given to those student's not selected or short listed students 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 enter 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 cooperative 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 & CD'S.
- Flash presentations to corporates.
- 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:

3.1. 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; Natural toned eye shadow, if any; subtle blush; Light Powder.

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.

3.2. 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 (G.D) is one of the common selection procedures used for evaluation and selection of candidates for job interviews usually after the initial written examination.

4.1. PROCEDURE:

Generally G.D is conducted in the following manner

1. 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 only by the given number and not by the name.
2. 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.
3. The time limit for a discussion is usually 30 minutes.
4. 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 is generally given an opportunity to speak on the topic towards the end.
5. 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.

4.2. CHARACTERISTICS EVALUATED IN A G.D:

1. Content
2. Communication skills
3. Group dynamics
4. 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.
- Size 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.

4.3 INSIGHT INTO A G.D:

It is believed that when individuals are placed in undefined circumstances or environment, they adopt roles, which are natural to them – hence, in a G.D, the roles emerge. It is a common misconception that the leader is the one, who talks the maximum. It is often observed that in many group discussions all the members are out-talking each other without anyone listening what others are talking. This approach is wrong. The leader is one, who initiates discussion if the group is frozen in the beginning. There is also another misconception among the people appearing for G.D that whoever speaks first will be judged as the leader. This again is not true. If there are others who initiate discussion, then leader is one, who shows his stature by the content and quality of his contribution. The leader is one who listens as much as he/she speaks. The leader also plays an important role in ensuring that everyone in the group gets a chance to speak. The leader will also help in maintaining the psychological and emotional health of the group in the case of disagreements and controversies. The leader must offer alternatives and solutions to the differences of opinion among the members.

Members in a group are usually under pressure. An immature will build this pressure by being inconsiderate to other members of the group. Some become argumentative, emotional and excited on one hand and on the other hand some become quiet, withdrawn and nervous. Interviewer looks for a balanced individual who is cool and composed, yet assertive to hold on to his own viewpoint.

4.4. 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.

4.5. GUIDELINES FOR G.D:

1. As far as possible, try to initiate the discussion in a convincing and sober way. Listen carefully, if someone else takes the initiative do not fight with that person for grabbing the initiative.

2. In a G.D, the topic must be discussed from all points of view and all aspects must be taken into account before a final conclusion is reached.
3. G.D should not turn into a debate.
4. Good and clear communication generally impresses. Well thought out ideas, braced with facts presented logically influences the group and helps in bringing the group to your viewpoint.
5. 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.
6. 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.
7. Do not form local centers in the group by indulging in cross talk.
8. 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 in a cogent manner.
9. 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-tieds' in the group.
10. Keep track of the time. The time limit for the G.D makes it essential to present the views briefly and lucidly.
11. 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 G.D do not keep track of the time in their excitement to speak. So, this is one area where you can score over others.

4.6. CONCLUSION:

Participation in a few practice Group Discussions will give the necessary practice and confidence for better performance. During group discussions, it may be quite helpful to have a **slip of paper and pencil** to note down your ideas including the viewpoints of other members. This would greatly facilitate in improving the content aspect of your participation. Your performance in actual job group discussions will improve by many folds if you critically analyze your own performance in the practice sessions and make the necessary corrections.

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.

5.1. 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.

5.2. 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:

- Back ground 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

The Appointment:

- Title of the job
- Number of posts
- Method or extent of company training and confirmation 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

5.3. 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
- Poise in the interview
- Aggressiveness & Initiative

- 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

5.4. PREPARATION FOR THE INTERVIEW:

5.4.1. 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 that 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.

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

5.4.2. 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.

5.4.3. 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 will pertain to 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 practical applications?'

5.4.4. 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.

5.4.5. 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.

5.4.6. 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.

5.4.7. 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.

5.4.8. 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.

5.4.9. 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,

speaking to some of your friends who are good in English speaking and trying to speak in English at least 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.

5.5. 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.

5.6. 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.

5.6.1. 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.

5.6.2. 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.

5.6.3. 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.

5.6.4. Be warm and responsive

Your getting of the interviewer 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.

5.6.5. Be poised

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

5.6.6. 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 topics in which you are strong.

5.6.7. 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.

5.6.8. 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.

5.6.9. 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.

5.6.10. 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.

5.6.11. 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.

5.6.12. 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.

5.6.13. 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.

5.6.14. 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.

5.6.15. Avoid slang

Present day youth use slang 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.

5.6.16. Be well mannered

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

5.6.17. Loyalty

Any organization gives a high price for 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.

5.6.18. 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.

5.6.19. 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.

5.6.20. 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 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.

5.6.21. 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.

5.6.22. 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.

5.6.23. 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 an as afterthought, the interviewer may want to clarify anything further with you.

5.7. 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.

5.8. 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 is added value to a given work unit? Will the person be able to fit in or create disturbances?

5.9. 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 of married life.
- No real interest in the job or organization.
- Lack of knowledge.
- Lack of past achievements.
- Extraneous influencing for the post.
- Non-punctuality.

5.10. 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 hard work.

- 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.

1. 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.

2. 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.

3. 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.

4. 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 and the like 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 man, who can get along well with people. Neither of these is right or wrong nor they are 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, listening to music and so on sedentary jobs such as doing desk work where as active person is preferred for jobs, which involve travel or any predominant physical activity.

5. 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 linking 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 choosing a particular line, support and substantiate it fully, since you are now applying for the job.

6. 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 candidate, who is recruited, 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.

7. 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.

8. 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 which 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.

9. 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 also 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. What do you know about this company ?

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

17. What interests you about our product (or service) ?

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

18. What can we (the new company) offer that your previous company cannot offer ?

Tread carefully here! Again do not mention money. Stress opportunities for personal growth, new challenges, etc.

19. You have not done this sort of job before. How will you cope/succeed ?

Say that you are the sort of person who aims to succeed at everything you do and that you are very determined and will do whatever it takes to get the job done.

20. 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.

21. 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 would they expect it.

22. 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.

23. 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.

24. 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.

25. Why are you changing careers ?

This question will only be asked if you are making a radical change in your career. Always stress the positive aspects of the change rather than the negative aspects of your previous career - you do not want to come across as someone who is moving just because you hate

your old career. Say why you think you will be good in the new career - this should come from your experience and achievements, stress the transferable skills you have, such as leadership ability, etc.

26. 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 that you can quickly pick up the new skills.

27. 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.

28. 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!

29. 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.

30. 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 holiday or done some voluntary work you could mention this.

31. 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 say that you enjoy the stability of working for a large and established company.

32. What are you looking for in a new job ?

Make sure your answer fits in with the company who 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.

33. 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.

34. Are you considering any other positions at the moment ?

If you are say so, but do not give too many details away - 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.

35. 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.

36. 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.

37. 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.

38. Have you reduced costs at your last company ?

If you have reduced costs say so - companies are always looking for ways to reduce costs.

39. How would you describe yourself? How would others describe you?

Pick your best attributes and achievements from your career.

40. Do you consider yourself successful ?

You should say you do. Pick some work related achievements that are in line with the position that you are discussing.

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

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

42. 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.

43. How could you improve yourself ?

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

44. 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.

45. Are you a leader ?

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

46. 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?"

47. What sort of manager are you? / What makes a good manager ?

You should say that it is someone who listens to other people and can delegate whilst maintaining overall control of the task at hand, bringing in the project on time and to budget. Good planning skills are essential.

48. Do you work well with others? Or are you a loner ?

Some jobs mean that you have to work very closely with other people whilst other jobs mean that you are largely working on your own, so you need to say that you are happy in both situations.

49. Do you need other people around to stimulate you or are you self-motivated?

You need to say that you are self-motivated.

50. Are you accepted into a team quickly ?

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

51. Can you act on your own initiative ?

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

52. 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.

53. What motivates you ?

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

54. What management style gets the best results out of you ?

Try and think about how you have reacted to different managers and which factors have motivated you. Do not say too much in reply to this question, because if your answer is contrary to the management style of the company they will not be keen to employ you!

55. 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.

56. 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.

57. Are you aggressive ?

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

58. What do you dislike doing ?

Say that you are prepared to do whatever it takes to get the job done well and on time and try to do disagreeable things first to get them out of the way rather than putting them off.

59. 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.

60. 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.

61. 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 many work related responsibilities you can mention other responsibilities you have had outside work.

62. Can you work under pressure ?

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

63. How many hours are you prepared to work ?

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

64. Do you mind working for someone older than yourself? Younger than you? Of the opposite sex ?

Here you can say that you are prepared to work with anyone.

65. What are your career goals ?

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

66. How did you get on with your previous manager/supervisor, co-workers and subordinates ?

Hopefully you can say that you got on well with everyone.

67. Have you been responsible for implementing ISO9000/BS5750 or Total Quality Management (TQM) ?

If you have, state how you implemented it successfully. If you have not, you will need to show that you are used to working to company quality standards or that you have a methodical approach to carrying out work.

68. 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.

69. If you have changed jobs a lot you may be asked how long you would stay in the new job.

You should state that you are looking for a long-term opportunity where you can learn and develop. You could then ask them if this applies to the job being discussed.

70. Have you ever been fired ?

If you have, you will need to handle this question with great care. Try and put yourself in as favorable light as possible without being too dismissive. If you have later been able to correct any deficiency which resulted in you being fired you should tell the interviewer.

71. Are you too old for this job ?

Tell them that you feel that your extra experience would enable you to make a bigger contribution to their company sooner than someone younger and less experienced.

72. 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.

73. 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.

74. 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.

75. 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.

76. How often are you off sick ?

This can be a difficult question to answer if you are frequently off sick or you have just recovered from a prolonged period of illness. If you have generally enjoyed good health and this period of illness is not typical then you should say so.

77. What did you earn in your last job ?

You have to be very careful when answering this question because once an interviewer knows your current salary they will try and fix your next remuneration based on this figure. This may be satisfactory if you only wanted a modest rise in salary and your current salary is in line with their salary range, but, what if your current salary is substantially lower than the rate for the job, or if you want a substantial salary rise? In these cases you would be best advised to say that you do not really want to prejudice yourself by being too high or too low. Ask if you can discuss this later after the responsibilities for the job have

been discussed; you may also want to ask them what the range for the job is (if you do not already know).

78. 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, don't you?" 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:

1. Tell me about yourself.
2. What are your hobbies?
3. What are your strengths and weaknesses?
4. What was the last book you read?
5. What was your biggest failure?
6. How do you improve yourself?
7. Do you work well with others?
8. Are you a good manager give me a good example?
9. Imagine yourself as a Manager, what would be the reasons to fire an employee working under you.
10. What important changing trends do you see in our industry?
11. Why did you choose your career in IT?
12. Do you consider yourself successful?
13. How do you run a meeting?
14. Do you feel you are ready to take on greater responsibilities?
15. Can you act on your own initiative?
16. What was your recent film?
17. Where do you see yourself in next 5 years?
18. Why do you want to work for us?
19. Do you prefer to work in a group?
20. Do you have good leadership skills?
21. How could you describe your own personality?
22. Do you feel you are ready to take on greater responsibilities?
23. Can you act on your own initiative?
24. How many hours are you prepared to work?
25. Are you willing to work in nightshifts?
26. Are you flexible? Can you give an example where you prove yourself?
27. What was your greatest success? How did you achieve it?
28. How many hours are you prepared to work?
29. Can you work under pressure?
30. What qualities do you think will be required for a job?
31. How would you describe your own personality?
32. Do you prefer to work in a small, medium and large company?

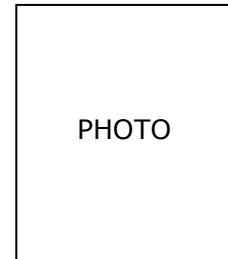
33. Do you need other people around to stimulate you or are you self-motivated?
34. Are you accepted into a team quickly?
35. How would others describe you?
36. Why do you want to work for us?
37. Why should we hire you?
38. What would be your ideal job?
39. How much do you expect?
40. What does your typical day look like?
41. Do you work well with others or are you a loner?
42. What motivates you?
43. How do you handle criticism?
44. Are you a leader? Give an example.
45. What do you do on a day-to-day basis to improve yourself?

APPENDIX - I

BIO-DATA

Name:

Address:



Mobile:
Phone:
E-mail:

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 SKILLS

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: 09491370255
 E mail: billapatirajashekar@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:

Examination 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 interpersonal skills.
- I take responsibility for my actions and am 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 leadership ability.
- 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; 20 Years
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.	:	09491370255
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"**, FELICITY2K10 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-CURRICULAR ACTIVITIES :**
 - 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 : 09 April, 2011
Place : Hyderabad

(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?



Tata Consultancy Services started in 1968. **Mr. F.C Kohli** who is presently the Deputy Chairman was entrusted with the job of steering TCS. 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 160,000 of the world's best trained IT consultants in 42 countries. The Company generated consolidated revenues of over US \$6.3 billion for fiscal year ended 31 March 2010 and is listed on the National Stock Exchange and Bombay Stock Exchange in India.

Over \$25 million were spent on enhancing hardware and software infrastructure. 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:

- Chief Executive Officer (CEO) and Managing Director:
Mr. Natarajan Chandrasekaran
- Chief Financial Officer and Executive Director:
Mr. Seturaman Mahalingam
- Executive Director and Head, Global Corporate Affairs:
Mr. Phiroz A Vandrevala

TCS Business Verticals:

- Banking and Financial Services
- Energies, Resources & Utilities
- Government
- Life Sciences and Health Care
- Hi Tech
- Insurance
- Manufacturing
- Media & Information Services
- Retail & Consumer Products
- Telecom
- Travel, Transportation & Hospitality

TCS Services:

- IT Services
- IT Infrastructure Services
- Enterprise Solutions
- Supply Change Management
- Customer Relationship Management
- Consulting
- Business Process Outsourcing
- Business Intelligence and Performance Management
- Engineering and Industrial Services Outsourcing
- Platform BPO
- Connected Marketing Solutions

TCS PRODUCTS:

1. Banking, Capital Market and Insurance (TCS BaNCS):

TCS BaNCS enables transformation in financial services through a superior and holistic suite of solutions for banks, capital market firms, insurance companies, and diversified financial institutions.

2. TCS Knowledge Products:

- Exegenix
- SupportCentral
- TCS Digital Certification Services
- TCS Smart Test Manager
- Experience based knowledge Management
- TCS Code Generator Framework
- TCS Data Cleansing Framework
- TCS Masketeer – Data Privacy Solutions
- TCS Certificate Validation Server
- TCS Call Management Solution

3. TCS Engineering Products:

- TCS Direct Metal Deposition CAM
- TCS Stand Alone Post Processor
- TCS SmartBox
- TCS Sevak
- TCS Rapid Sigma – Six Sigma Solutions
- TCS Teamcenter for Medical Devices
- TCS Enterprise Integration and Control Environment

4. Other Products:

- TCS Hospital Management and Information Solution
- Tata Accounts Receivable and Billing System (TARABS)
- TCS Clin-e2e
- TCS Silicone Ambulatory ECG Device and Solution
- TCS Enterprise Integration and Control Environment Solution
- TCS Bio-Informatics Solution
- VERICUT- Machine Simulation Software

Written Test:

Aptitude Test and Critical Reasoning: The touch tone test (online) consists of 30 questions of 80 minutes duration AND TEST IN English for 10 minutes. Some of the questions are lengthy but the exact question will be at the last. There is a negative marking of 1/3 for every wrong answer.

Technical Interview:

The test is followed by a Technical, Managerial and HR interview. The technical interview is highly specialized and covers almost all subjects you have done in your curriculum.

However one is required to name his/her favorite subject on which most of the interview is focused. For Computer Engineers C, Operating Systems, DBMS, Microprocessors are mostly focused upon. Electronics Engineers can be grilled on DLD, Microprocessors and Communications.

Managerial Round:

This round focuses on the candidate's future leadership potential and his fitment in the organization and its value systems. Candidates who have participated and won competitions at various stages in their school or college, organizing and participating in extracurricular activities stand an advantage over others as this would indicate their group and team behavior.

Human Resource (HR) Interview:

The HR interview which follows the technical interview is very general. The HR interview is also important. Mostly questions are asked to test your temperament. You may be asked your opinion on a variety of current affair topics. In some cases questions regarding the company are asked.



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 Gopalakrishnan (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\$ 6.04 billion (LTM March-11).

Infosys defines, designs and delivers technology-enabled business solutions for Global 2000 companies. Infosys also provides a complete range of services by leveraging our domain and business expertise and strategic alliances with leading technology providers. Infosys offerings span 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.

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 global footprint with 64 offices and 63 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 130,820 employees as on March 31, 2011.

Infosys takes pride in building strategic long-term client relationships. 98% of its revenues come from existing customers (FY 11).

Training for Freshers:

It is about four and half months, timings from 9 to 5.30 or 5.45 to 12.30. Assignments are given on that day's topic and supposed to finish and submit by next day morning 9. Total training is divided into two parts generic for one and half month (general topics 9 modules)

and stream specific training (like java or .net or mainframes or open system etc) for 2 and half months. Trainees are supposed to get 65% in every test and there is negative marking too. They conduct test on completion of each module. Non CS/IT background people are put into long cycle. CS/IT people will be undergoing fast track training.

Chairman : **Mr K V Kamath,**
Chief Executive Officer : **Mr S D Shibulal**

Services:

- IT Services
- BPO Services
- Engineering Services
- Cloud * Services
- Aerospace and Defense
- Airlines
- Automotive
- Banking and Capital Markets
- Communication Services
- Consumer Packaged Goods
- Discrete Manufacturing
- Education
- Energy
- Healthcare
- High Technology
- Hospitality and Leisure
- Insurance
- Life Sciences
- Logistics and Distribution
- Manufacturing
- Publishing
- Resources
- Retail
- Studios and Networks
- Utilities

Products and Platforms:

- Finacle
- Flypp
- Infosys HIMI
- Infosys iEngage
- Infosys iProve
- Infosys MaskIT
- Infosys mConnect
- Infosys Research On Demand
- Infosys Unified Communications and Collaboration (UC)
- iTransform
- Supply Chain Visibility

INFOSYS Written Test Pattern:

Verbal - 40 questions, 30 minutes, Cut-off is 24.
Reasoning - 30 questions, 40 minutes, Cut-off is 18.

Verbal Section:

1 – 8 : Pick out the correct sentence from the four options (Mostly related to Tenses and Prepositions)
9 – 14 : Sentence Correction
15 – 21 : Fill in the blank with a word / phrase which may make sentence

		Grammatically or logically correct.
22 – 30	:	9 Short passages (3 – 4 lines each) and a question will be asked.
31 – 35	:	Comprehensive passage I (very lengthy) : Five questions
36 – 40	:	Comprehensive passage II (very lengthy) : Five Questions

Reasoning Section:

1 – 5	:	Puzzle test – I (5 Questions)
6 – 10	:	Figure series - Non verbal reasoning 5 diagrams (5 Questions)
11 – 15	:	Data sufficiency (5 Questions)
16 – 20	:	Data interpretation (5 Questions)
21 – 25	:	Puzzle test – II (5 Questions)
26 – 30	:	Logical reasoning i.e. syllogism (5 Questions)

Infosys HR Interview Questions:

1. Describe yourself?
2. How do your parents motivate you?
3. What is your favourite movie?
4. How many squares are there on a chess board?
5. If a man eats 100 bananas in 5 days and eats 6 more than previous day. How many bananas he eats on the first day??
6. Tell me about your college?
7. Why did you choose software development?
8. And why infosys?



Mahindra Satyam (formerly known as Satyam Computer Services Ltd...) was founded in 1987 by **B.Ramalinga Raju**. The company offers consulting and technology (IT) services spanning various sectors, and is listed on the New York Stock Exchange, the National Stock Exchange (India) and Bombay Stock Exchange (India). In June 2009, the company unveiled its new brand identity "Mahindra Satyam" subsequent to its takeover by the Mahindra Group's IT arm, Tech Mahindra.

Chairman : **Mr. Anand G Mahindra**

Vice Chairman, MD & CEO : **Mr. Vineet Nayyar**

At Mahindra Satyam, there's life beyond work. The company has an atmosphere where one can balance work with personal life. They conduct various work-life balancing programs that create productive work culture while minimizing the potential for tensions between work and other aspects of life. Be their learning & development seminars, self-help workshops for associates and their family members, or recreational activities filled with loads of fun and excitement, they have a number of invigorating work-life balancing programs that keep the energy level of their associates high.

The company offers consulting and information technology (IT) services spanning various sectors, and provides services in many areas including:

- Aerospace and Defense
- Banking and Financial Services
- Education
- Energy and Utilities

- Health care and Life Sciences
- Insurance
- Infrastructure
- Manufacturing
- Telecom
- Travel Logistics

Mahindra Satyam became the first company in Asia to be ranked 15 in the prestigious Training Top 125, a global ranking of best training organizations. In October 2007, Mahindra Satyam was awarded the number 1 ranking in the American Society for Training and Development's (ASTD) BEST Awards 2007. This recognition also makes Mahindra Satyam the first non-US organization and the first in Asia to make it to the number one slot at ASTD BEST.

Written Test Pattern (Online):

- Aptitude test (70 questions, 40 minutes).
- English test (100 questions, 40 minutes).

In Aptitude test there are 3 phases

- Numerical and Mathematical abilities (15 Questions)
- Logical and Analytical Reasoning –Non verbal (35 Questions)
- Verbal (20 Questions)

Question patterns include:

- ✓ Blood relation
- ✓ Simple & compound interest
- ✓ Coding decoding
- ✓ Arithmetical reasoning
- ✓ Puzzle (very simple)
- ✓ Series (very simple)
- ✓ Odd figure etc.

In English Test

- ✓ Tenses (10 Questions)
- ✓ Verbs(20 Questions)
- ✓ Prepositions (20 Questions)
- ✓ Reading Passage (10 Questions)
- ✓ Sentence Construction (10 Questions)
- ✓ Confusable Words(10 Questions)
- ✓ Building verbage(10 Questions)
- ✓ Articles(10 Questions)

2) Technical Interview Round

For the technical interview round they mostly ask questions about your area of specialization. If you have an IT background they may ask questions from basic c++, Java, Software engineering, Data structure, DBMS, RDBMS, basics of computer hardware.

3) HR Interview Round

In HR round asked the basic questions.

Q: Tell me about yourself.

Q: Why should I select you.

Q: I need smart worker.

Q: What is the guarantee that you will do smart work?



Corporate View:

Syntel, Inc. is a global provider of Information Technology (IT) and Knowledge Process Outsourcing (KPO) solutions, with global development centers in India, and US.

Syntel was founded in Troy, Michigan in 1980 by Indian "**Bharat Desai**", a graduate of University's Stephen M. Ross School of Business and "**Neerja Sethi**" with an initial investment of \$2,000. Originally named "Systems International," the company began providing software staffing services to local corporations, earning \$30,000 in its first year. On February 1, 2010, Syntel announced the promotion of "**Prashant Ranade**" to the position of CEO. Founder and former CEO Bharat Desai will continue to serve as Chairman of the Board, and is the majority shareholder.

As of June 30, 2010, Syntel has over 14,900 employees and annual revenues in excess of \$419 million.

Founder(s)	:	Bharat Desai, Neerja Sethi
Headquarters	:	Troy, Michigan, USA
Number of locations	:	27 offices worldwide
Official website	:	http://www.syntelinc.com

Work Culture:

Syntel's mission is to create new opportunities for their clients by harnessing their passion, talent, and innovation. To succeed in this mission, their employees must maintain a client-focus and be willing to go that extra mile. They strive to deliver quality that exceeds their customers' expectations through their dedication and passion for their work. They strive to live their brand. Syntel's on-site management policies encourage managers to view themselves as leaders, coaches and motivators creating a positive growth environment allowing for the input of individual employees. Managers delegate responsibilities to employees, awarding them ownership of processes.

Industry Focus:

- Banking and Financial services
- Healthcare and Life Sciences
- Insurance
- Tours and Travel
- Logistics
- Retail
- Manufacturing
- Telecom

About the Recruitment test:

The recruitment test consists of 3 to 4 rounds.

Written Test

No. of questions: 45 (just 1 section with random questions from logical, reasoning, verbal, etc. 3 questions/page)

Time: 45 minutes on the whole and timer descends (suddenly some window pops n u r asked to fill in your parents name - just for verification, but timer will never stop..So, be fast n careful)

No negative marking

Group discussion (Depends on the panel):

Group Discussion (G.D) 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.

Interview:

The interview consists of two stages: **Technical and HR**



Corporate View:

Mphasis consistently delivers Applications services, Infrastructure services, and Business Process Outsourcing (BPO) services globally through a combination of technology know how, domain and process expertise.

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).

Mphasis supports G1000 companies around the world in the improvement of their business processes. Their unique strength lies in their ability to provide integrated solutions involving Applications, Business Process Outsourcing, and Infrastructure services capabilities. The convergence of technologies such as web services, work flow software and business performance monitoring along with business intelligence and customer focus drive all their services delivery offerings. Their emphasis is on developing flexible platforms that allow their clients to rapidly implement business processes with minimal capital outlays.

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, and have a staff of over 36,000 professionals.

Key persons : **Dr. Friedrich Froeschl**, Chairman and Director.
Francesco Serafini, Vice Chairman and Director.
Ganesh Ayyar, Chief Executive Officer and Director.

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

About the Recruitment test:

The recruitment test consists of 3 rounds.

- Written test (AMCAT a computer based test Aspiring Minds)
- Group Discussion
- Technical & HR round
- Verbal Communication test (Versant)

In online test there are 5 parts

- ✓ **English**
25 questions 25 min. (Refer Aspiring Minds materials)
10 synonyms and/or antonyms
2 passages (totally 6 to 8 questions)
Assembling the sentences.
- ✓ **Quantitative aptitude**
25 questions 35 minutes.
Questions based on log questions. Speed, distance etc.
- ✓ **Computer Based**
25 questions 35 minutes.
Based on c programming.
Based on OOP concept and OS concept.
- ✓ **Personality test** (No consideration to final result)
80 questions. 20 minutes.
Here questions try to focus on your attitude.
- ✓ **Reasoning**
25 questions 35 minutes.
Problems based on seat arrangements, coding, sequence etc. You can answer next question only by moving from current question. There would be 1 minute leisure between parts. You can't move backward to correct answers.



Redpine Signals, Inc. was founded in 2001 and is headquartered in San Jose, California. It has a development center in Hyderabad, India.

Redpine Signals is a wireless systems company with unique chipset and system level products for wireless networks and Smart Energy Solutions. Redpine has created advanced wireless technology that has gone into the creation of ultra low power and high performance products for the next generation wireless applications. Redpine was the first in the industry to launch a single stream 802.11n chipset in late 2007. Subsequently, it has launched several modules and sub-systems focusing on specific vertical market segments including industrial, wireless sensor, wireless audio & video, voice over Wi-Fi and high end consumer. In 2009, it has launched modules and subsystems that enable the wireless monitoring and control of utility metering systems. It has also announced the availability of multi stream 802.11n along with mobile WiMax (802.16e) and 3GPP LTE technologies with official product launches scheduled in 2009.

The company also provides energy solutions, including smart-energy Wi-Fi communications modules; metering gateway systems; low-power metering and communications modules; circuit breaker systems; and long-range simultaneous dual-band Wi-Fi modules. Its products are used in the areas of mobile phones, VoWi-Fi phones, wireless sensor nodes, Wi-Fi RTLS tags, serial to Wi-Fi interfaces, wireless speakers, wireless mouse devices, wireless remote controls, mobile PCs, portable navigation devices,

mobile gaming devices, IP cameras, personal media players, and digital cameras, as well as in wireless sensors for medical applications. The company offers its products through [direct sales](#), sales representatives, and distributors.

- **Kalpana Atluri**, President and Director
- **Venkat Mattela**, Chairman and Chief Executive Officer
- **Mallik Reddy**, Senior Vice President of Corporate Development and Director
- **Narasimhan Venkatesh**, Vice President of Advanced Technologies
- **Richard Murphy**, Vice President, Marketing and Business Development
- **Kenneth Lisiak**, Vice President of Operations
- **Chandra Abburi**, Vice President of Systems and Software
- **Satya Rao**, Vice President of IC Engineering

REDPINE PRODUCTS:

- CHIPSETS
 - Low power 802.11abgn SDIO/SPI (65Mbps)
 - 802.11bgn PCI (150Mbps)
 - 802.11bgn SDIO/SPI (150Mbps)
- WI-FI MODULES
 - n-Link™
 - 802.11bgn (2.4GHz) Module
 - 802.11abgn (2.4/5GHz) Module
- Serial-to-WiFi
 - 802.11 bgn (2.4GHz) with integrated antenna
 - 802.11 bgn (2.4GHz)
- Wireless Device Server
 - 802.11 bgn (2.4GHz) with integrated antenna
 - 802.11 bgn (2.4GHz)
 - 802.11 abgn (2.4/5GHz) with integrated antenna
 - 802.11 abgn (2.4/5GHz)
 - 802.11n Smart Meter
- WI-FI SYSTEMS
 - 802.11n Real Time Location Tag
- WI-FI STARTER KITS
 - Renesas MCU Kits Freescale Tower Card

Written Test

Written Test is different for ECE/EEE and CSE/IT background. The paper having 100 marks.

✓ **CSE/IT** test pattern consists of four sections:

- 1) C - 42 marks(each question carries 3 or 2 marks on objective and descriptive)
- 2) Data Structures - 18 marks (only objective 2 or 3 marks)
- 3) Operating Systems - 30 marks (it consists objective and descriptive, some problems on memory management)
- 4) Computer Networks-10 marks (both objective and descriptive)

✓ **ECE/EEE** test pattern consists of four sections:

- 1) Digital--30marks
- 2) Communications---20marks

- 3) Computer---20marks
- 4) Aptitude--30marks

Each questions carry weightage differently.

Technical Interview:

The test is followed by a Technical and a HR interview. The technical interview is highly specialized and covers almost all subjects you have done in your curriculum. However one is required to name his/her favorite subject on which most of the interview is focused. For Computer Engineers C, Operating Systems, DBMS, Microprocessors are mostly focused upon. Electronics Engineers can be grilled on DLD, Microprocessors and Communications.

Human Resource (HR) Interview:

The HR interview which follows the technical interview is very general. The HR interview is also important. Mostly questions are asked to test your temperament. You may be asked your opinion on a variety of current affair topics. In some cases questions regarding the company are asked.



Founded in 2002 by former employees from Oracle Consulting Services, Apps Associates is an IT service provider offering deep and proven expertise in Oracle applications & technologies. The founding principle of the firm is delivery of exceptional service and strong Oracle experience in a cost-effective manner to maximize value for our clients.

Recognized as one of the fastest growing private U.S. companies (Inc. 500) and continuing to realize rapid growth, Apps Associates is setting a compelling standard for delivery & customer satisfaction. Apps Associates has attained Oracle's Certified Advantage Partner, the highest level of partner reserved for a select group of companies that demonstrate superior product knowledge and technical expertise. Currently, Apps Associates employs approximately 340 personnel worldwide.

Built upon global delivery and best practice methodology, the company leverages on-site, onshore and offshore capabilities to deliver results and ensure ROI. Headquartered in Westford, MA USA, the company has offices in Germany and India, the site of our Global Development Center.

Chief Executive Officer : Mr. Sridhar

Written Test

The aptitude test consists of 50 objective questions (60 minutes).

There are 5 sections

- 1) Logical-10Q,
- 2) Analytical reasoning-10Q,
- 3) Verbal abilities-10Q,
- 4) Programming skills-10Q &
- 5) C++ -10Q.(This Section is optional for Non CS/IT background)

Group discussion:

Group Discussion (G.D) 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.

Interview:

The interview consists of two stages: **Technical and HR**



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 platform forming 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.

Virtusa serves Global 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.

Founded in 1996, and headquartered in Massachusetts, Virtusa has offices and technology centers throughout the United States, Europe and Asia.

Exam Type : Written Test
Time : 2:30 hrs

Written Exam:

1. **Verbal:** 30mins-30 Question / Passage, Tenses, Article.
2. **Reasoning:** 30mins-30 Question / Blood Relations, Digs, Coding..
3. **Algorithms:** 30mins-20 Question / Time complexity & o/p
4. **C/Java (Optional):** 20mins-10 Question /Program is given &o/p is to be found
5. **Learning Ability:** 15mins for reading passage / Passage will be taken after 15 Minutes 10 Minutes for answering 10 Question
6. **Mail Writing:** 15mins / hints will be given, 100 bits 2hrs 30 Minutes, No negative marking

Group discussion:

Group Discussion (G.D) 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.

Interview:

The interview consists of two stages: **Technical and HR**



CSC is a \$16.2B global IT services powerhouse, delivering on the world's largest, most complex projects to transform the way governments, companies and communities work.

For more than 50 years, we at CSC have developed smart, technology-enabled solutions to solve our clients' toughest challenges, demonstrating a commitment to excellence and a passion for exceeding expectations. Over the past five decades, technology has radically changed the world we live in. We have remained at the forefront of our business because we have understood how to use technology change and innovation to deliver value to our clients.

CSC remains one of the market's select few Tier 1 hardware and software-independent options, allowing CSC to maximize its clients' technology choices with informed perspectives based on their needs and challenges.

Currently, CSC employs 95,000 professionals in 90 countries and is listed as a Fortune "World's Most Admired Company," ranking in the Top 5 of IT services providers (2010.)

Services:

IT Solutions, Business Solutions and Services, Cloud Computing, Health IT, Cyber security, Outsourcing, Systems Integration

Chairman and CEO: **Brian J Manning**

CSC Recruitment Pattern:

Written Test:

Aptitude: (40 questions 40 min)

Technical: (75 questions 40 min) along with that we should write essay (10 min)

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.

Interview: The interview consists of two stages: **Technical and HR**



Automatic Data Processing, Inc.

Corporate View:

Automatic Data Processing, Inc. (NASDAQ: ADP), with nearly \$9 billion in revenues and over 570,000 clients, is one of the world's largest providers of business outsourcing solutions. Leveraging over 60 years of experience, ADP offers the widest range of HR, payroll, tax and benefits administration solutions from a single source. ADP's easy-to-use solutions for employers provide superior value to organizations of all types and sizes. ADP is also a leading provider of integrated computing solutions to auto, truck, motorcycle, marine and recreational vehicle dealers throughout the world.

Specialties:

Payroll, HR, Benefits Administration, Time and Labor Management, Sales Tax, Tax Credits, Procure-to-Payment, Retirement Services



Sasken Communication Technologies Limited was founded in the year 1989 in Bangalore, India. Formerly it was known as Silicon Automation Systems Inc, SAS. This company is known for the providing research and development consultancy, wireless software products, software services and network engineering services to its clients.

Sasken is an embedded communications Solutions Company, that helps businesses across the communications value chain accelerate product development life cycles.

Sasken offers a unique combination of research and development consultancy, wireless software products and software services, and works with Network OEMs, Semiconductor Vendors, Terminal Device OEMs and Operators across the world. Global Fortune 500 and Tier 1 companies in these segments are part of Sasken's customer profile.

In addition to being directly involved in the development of a variety of technologies, Sasken is a member of premier technology bodies including ITU, 3GPP, GCF, MPEG-ISO, WiMax, NFC, DLNA and ATM, DSL & SDR forums. Sasken is SEI CMM Level 5 certified and its' solutions are backed by ISO 9001:2000, ISO 27001 and TL 9000 certifications. Sasken's commitment to environment is highlighted by its ISO 14001 certification.

Specialties:

Communications Technology Solutions

Selection Procedure:

The selection pattern in this is based on 4 rounds.

Written Test:

The written test is divided into 3 sections. There are approximately 65 questions in total which are to be solved in 75 minutes.

Section I is based on Verbal ability. There are 15 questions to be solved in 15 minutes. Questions are based on technical passage related to SQL and communication and synonyms.

Section II is Logical reasoning. There are 25 questions under this for which 30 minutes are given. The questions are like Coding and Decoding, Arguments, Syllogism and Assumptions.

Section III is based on C language. There are 25 questions for 30 minutes.

Interview:

The interview consists of two stages: **Technical and HR**



Maveric Systems is India's leading independent software testing company. In addition to a pan-India delivery capability, Maveric has significant presence in UK, US and the Middle East.

Being aligned to a few select verticals (banking & financial services, insurance, health care, Telecom). Maveric has developed proprietary domain frameworks that help in reducing design times and ensure optimal test coverage.

Maveric brings end-to-end software testing capabilities to client engagements, ranging from defining a test strategy, test planning, execution, defect management, closure and documentation. Being vertically aligned, Maveric has developed its proprietary domain frameworks that help in reducing design times and ensure appropriate test coverage.

By bringing in a fresh rigor and perspective to testing, Maveric has been successful in shifting clients from the resource augmentation model to a business partner model in testing. Maveric has also evolved alternate models for onsite-offsite test outsourcing, mitigating the associated risks by using a phased approach.

In addition to a Pan-India delivery capability, Maveric has significant presence in UK, US and the Middle East.

With a dedicated training academy, Maveric has a strong focus on testing skill development for grooming testing talent for domestic and international testing projects.

Specialties:

System Integration Testing, Test Project Management, User acceptance Testing, Third Party Testing, Security & Penetration Testing, Automated Testing, Manual Testing, Functional Testing, Performance Testing, Data Migration Testing, Test Off shoring.



Convergys Corporation (NYSE:CVG), a member of the S&P 500 and the Forbes' Platinum 400, is the global leader in integrated billing, employee care, and customer care services provided through outsourcing or licensing. They serve top companies in telecommunications, Internet, cable and broadband services, technology, financial services. They also provide integrated, outsourced, human resource services to leading companies across a broad range of industries.

They bring together world-class resources, software, and expertise to help create valuable relationships between clients and their customers and their employees. This commitment is validated by the more than 1.5 million individual bills our software produces each day to support more than 120 million subscribers, and by the more than 1.7 million separate customer and employee contacts they manage each day, both live and via electronic interaction. Convergys has approximately 70,000 employees in 68 customer contact centers.

Convergys India is the Indian division of Convergys Corporation – the global leader in sectors such as learning, development, billing, HR, and customer care. Convergys India is headquartered in Ohio, USA and has operations in Bangalore, Pune, Hyderabad, Mumbai, Gurgaon, and Thane in India. The company has grown to a 10,000-people team in India, which constitutes a big part of the company workforce of about 66,000 people globally.

Convergys Information Management (India) Pvt. Ltd. based at Hyderabad provides IT Services and does Product Development for the global IT requirements of Convergys and its clients. The Hyderabad Centre works on and provides exposure to a broad spectrum of technologies and offers opportunities in the areas of Applications Development, Business Systems Analysis, Systems Planning, Systems Integration, Project Management, Application Testing, Product Deployment & Support, Database Administration (DBA), Business Operations, Operating Systems Management, Production Support, Client Support and Help Desk, among others. Revenue (2007):-2844.30 M

Services:

They serve the world's leading companies in many industries including Communications:

- Financial services
- Technology
- Consumer products

Key Person : **Jeff Fox**, President and CEO

About the Recruitment test:

Written test

Total of 4 sections; 65 questions (75 minutes, paper mode), cutoff is 30 marks.

1. Analytical Reasoning (Infosys model)
2. C / C++
3. DBMS
4. English (comprehension, meanings, sentence correction, fill in the blank with correct word)

Interview:

The interview consists of two stages: **Technical and HR**



Larsen & Toubro Infotech

Larsen & Toubro Infotech Ltd. (L&T Infotech), one of the fastest growing IT Services companies, is ranked 11th by NASSCOM among the top (India n) software and services exporters from India in 2009. A wholly owned subsidiary of the \$9.5 billion Larsen & Toubro, India's Best Managed Company (as per the survey conducted by Business Standard in 2010), L&T Infotech is differentiated by its unique Business-to-IT Connect. L&T Infotech was one of the top ten software companies in India as of 2008. It had over US\$ 9.8 billion revenue in 2009-10 and over 42,000 people, based in plant and offices worldwide.

Larsen & Toubro Infotech Limited 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.

Founded	:	1997
Headquarter	:	Mumbai, Maharashtra, India
Key people	:	Mr. A M Naik L&T: Chairman & Managing Director L&T Infotech: Chairman
Official website	:	http://www.Intinfotech.com

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

About the Recruitment test:

Written test:

Total 90 questions, 90 minutes (With Sectional Cutoff)

Written test have 3 sections

- ✓ **Section A:** Aptitude
- ✓ **Section B:** Reasoning
- ✓ **Section C:** English

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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.

Interview:

The interview consists of two stages: **Technical and HR**



At Persistent, they work with their customers to help them proficiently deliver products to their end-users and ultimately, to maximize their core business. Their outsourced software product development services allow their customers to minimize Time-To-Market, perk up the quality of their products, trim down risk of failure during the engineering development process, improve predictability and reliability of the engineering process while helping them minimize their over-all product engineering costs.

They have invested in structuring a gigantic team of software engineers, veterans in product development culture. Their team of industry specialists has an understanding of the industries in which their customers operate and the competencies that they necessitate. They have competency centres in telecom and wireless, life sciences, analytics and data infrastructure, embedded systems domains, product engineering and Microsoft and Java platforms.

Their customers range from numerous global software companies to early-stage companies that are developing cutting-edge technology products. They have long-standing relationships with their customers, built on their successful execution of prior engagements.

Founded : **1990**

Key person : **Dr. Anand Deshpande** - Founder, Chairman and Managing Director
S. P. Deshpande - Founder and Non-Executive Director

Work culture:

They make working at Persistent an enjoyable experience by providing a correct balance between work and fun. Informal wear and vibrant weekends mixed with a sense of teamwork are inculcated from the very beginning. Their initiatives such as skip levels, one-on-one's or HR meetings with employees encourage feedback at all levels. The feedback received is then converted into an actionable, ensuring employee satisfaction. Their open-minded approach in all their endeavors is aimed at bringing out the best in you. They have a fair, transparent and a straight-forward atmosphere that decides any position solitarily on grounds of merit and not on any extraneous factors.

They, at Persistent, strive to provide an environment that is stimulating with high levels of motivation, empowerment and recognition, removing obstacles that hinder creativity. Persistent is an energized atmosphere where they share successes while setting new standards of excellence.

About the Recruitment test:

Written Test :

Written Test is different for ECE/EEE and CSE/IT background. The paper having 100 marks.

✓ **CSE/IT Pattern**

Technical objective:

Involving 60 questions to be answered in 60 min. Involves 5 aptitude questions, and other 55 questions from all Computer Science/IT subjects like Data Structures, Microprocessor, C/C++, Java, DBMS, Networking, Operating Systems and Communication Systems.

No negative marks.

Technical subjective:

Involving Essay Writing and a C program. This test is to be completed in 30 min.

✓ **ECE/EEE Pattern**

Technical objective:

Involving 60 questions to be answered in 60 min. Involves aptitude questions and basics of c- language .

Technical subjective:

Involving Essay Writing and Test conditions. This test is to be completed in 30 min.

Interview:

The interview consists of two stages: **Technical and HR.**



The Bosch Group is one of the world's biggest private industrial corporations founded more than 120 years ago. Headquartered in Stuttgart, Germany, the Bosch Group has some 280,000 employees worldwide, and generated annual sales revenue of 45.1 billion euros in 2008. There are about 300 subsidiary and regional companies around the world.

In India, Bosch is a leading supplier of technology and services, and has a strong presence in the country at numerous locations in diverse industry segments. Bosch set up its manufacturing operations in 1953, and has grown over the years to 14 manufacturing sites and 3 development centres. Bosch employs about 18,030 associates in India, and in business year 2008 achieved total consolidated revenue of over Rs. 6400 crores.

In India, the Bosch Group operates through the following companies

- Bosch Ltd.
- Bosch Chassis Systems India Ltd.
- Bosch Rexroth India Ltd.
- Robert Bosch Engineering and Business Solutions Ltd.
- Bosch Automotive Electronics India Private Ltd.
- Bosch Electrical Drives India Private Ltd.

Chairman : **Franz Fehrenbach**

Bosch was founded more than 120 years ago. Being around for more than a century means that they are a very agile organization, yet they are old fashioned in some ways – they give their associates a stable career, a place where minds are given the opportunity to think, reflect and create.

If they had to describe the work environment in just a handful of words they would be 'Quality', 'Innovation' and 'Customer orientation'. Each person makes his or her own contribution to follow these lodestones of their organization. Innovation is a part of their daily lives. There are contests for submitting the most innovative award, there are patents being filed regularly, knowledge management and knowledge sharing best practices – all this contributes to the daily atmosphere at Bosch in India. All these practices are what they offer their associates to make their own.

About the Recruitment test:

The recruitment test consists of 3 rounds.

Written Test:

Different test papers for CSE/IT people and ECE/EEE people.

Total 60 Questions (60 min).

- 1-35 : Technical (core subjects)
- 36-50 : Quantitative
- 51-60 : English

Interview:

The interview consists of two stages: **Technical and HR**



Polaris Software lab Limited

Corporate View:

Mr. Arun Jain, Chairman and CEO of Polaris Software Lab Ltd., is the man behind Polaris, one of the top 10 global companies in the Financial Technology Optimisation space today. Arun started Polaris in 1993 with Rs. 10,000 and a dream. Today, Polaris is a \$ 180 Million organisation, with over 5800 talented professionals and a leading provider of expert solutions to the Banking, Financial Services & Insurance industry. Polaris is debt free, cash-rich and has 22 relationship offices in 13 countries, 6 Software Engineering Centers in India and Business Continuity Centers in New Jersey and Singapore.

Polaris' domain expertise in the Financial Technology space stems from its 18-year old relationship with Citibank and its singular focus on the financial services industry. With its product suite **Intellect** and a robust services model, Polaris has made an impact in the global arena. Polaris has an enviable list of clients who are world leaders in the Banking and Insurance Vertical.

Polaris has moved from a 100 crore company to a \$ 100 million company and now, to a global corporation. Some quick facts about POLARIS:

- World's first CMMi (Capability Maturity Model Integrated) Level 5 Certified company.
- BS7799 certified
- Ranked 9th in the list of Top Indian Software Exporters. Source: NASSCOM
- 20 years of experience in Banking, Financial Services & Insurance (BFSI)
- 6003 Associates
- 22 relationship offices across 14 countries
- Polaris has 100 - 5 - 7 Strategy: 100 Relationships; 5 Customer Values Cost, Quality, Reliability, Speed and Flexibility; 7 Value Levers: Domain knowledge, Technology expertise, Customer understanding, Process excellence, Reuse of code, Tools and Energy of people.

Written test Pattern:

The Polaris test consists of 60 questions of 60 minutes duration. It is a multiple choice test with **no** negative marking. A paper contains the 5 questions on verbal ability, 35 questions on basic aptitude and data interpretation, 20 technical questions in C Programming, Microprocessors, Computer Networks, Operating Systems and Basic Electronics.

Group Discussion:

Group Discussion (G.D) is one of the common selection procedures used for evaluation and selection of candidates for job interviews.

Technical and HR Interview:

The interview consists of two stages: **Technical and HR**. The HR interview which follows the technical interview is very general. In most cases questions regarding the company are asked.



Hexaware Technologies Limited

Corporate View:

Atul Nishar, Founder & Chairman of Hexaware first founded Aptech Limited in 1985 which has now grown into a leading global IT Training company spread across 52 countries. Hexaware Technologies, founded in 1990, has grown into a multi-million dollar global software services and solutions corporation.

Atul Nishar has been associated with NASSCOM (National Association of Software and Service Companies, the apex body of software and service companies in India) for several years in various capacities and became its Chairman for Year 2000.

Hexaware is a leading global provider of IT and BPO services. Over 40 clients are Fortune 500 Companies. It enable clients achieve competitive advantage by co-developing innovative IT and process capabilities delivered through flexible business models.

Hexaware focus leadership position in providing specialized services for verticals such as Banking, Finance, Insurance, Leasing, Travel and Transportation, and in enterprise domains such as HR, Financials, Customer Management and Supply chain.

On the technology front Hexaware specialize in Business Intelligence and Analytics, Enterprise Solutions, Product Services, Application Modernization/Management and Independent Testing. Founded in 1990, Hexaware is a US \$154 million company with over 5000 employees across 16 locations worldwide.

CEO : **Mr.P.R Chandrasekar**

Written Test:

The Hexaware test consists of 100 questions of 60 minutes duration. It is a multiple choice test with **no** negative marking. The paper contains the questions on verbal ability, questions on basic aptitude and technical questions on C Programming, Microprocessors, Computer Networks, language processors, Operating Systems and Basic Electronics.

Group Discussion:

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

Interview:

The interview consists of two stages: **Technical and HR.**

The HR interview which follows the technical interview is very general. In most cases questions regarding the company are asked.



SONATA Software Limited

Corporate view:

"The company with a local face and global capabilities" - **B Ramaswamy, President & MD, Sonata Software Ltd.**

Sonata Software is a leading provider of IT consulting and software services globally. Combining unparalleled experience, domain expertise, best practices and comprehensive capabilities across various industries and business functions, Sonata collaborates with customers to help them effectively address their operational challenges and grow their businesses stronger.

Headquartered in Bangalore, India, and with a customer base spread across the globe, you will find Sonata offices in the US, Europe, Middle-East and the Asia-Pacific. With a broad set of capabilities and a proven Global Delivery Model, Sonata is poised to be the perfect partner of global firms in their outsourcing initiatives. They bring together a unique combination of breadth of capabilities, strong management focus and flexibility in engagement required to make their customer relationships a success.

Sonata's services range from IT Consulting to Product Engineering Services, Application Development, Application Management, Managed Testing, Business Intelligence, Infrastructure Management, Packaged Applications and Travel Solutions. Their proficiency and commitment, combined with their partners' strength and knowledge, makes them a trusted organization to work with.

Mission

Provide Information Technology solutions globally, enhancing competitive advantage of customers, founded on contemporary technologies, and practices, innovation, empowered people and enduring relationships.

At the heart of Sonata is the promise to provide enduring value to all its key stakeholders and constituencies. Be it delivering well thought out solutions to its customers, offering business partners a continually profitable relationship, enhancing shareholder value, or sustaining a rich and rewarding environment for its employees, the fundamental driving force is 'empowered people, enduring relationships'.

Written test:

Sonata test consists of 50 questions of 12 minutes duration.. This paper contains the basic aptitude .

The second round consists of 30 technical questions on C and C++ programming of 30 minutes duration.

The Third round is the test in English consisting of letter writing, essay writing and questioner on paragraph reading and with minimal vocabulary.

No negative marking.

(Preferred book is Yashwant Kanitkar's "Test your C Skills").

Interview:

The interview consists of two stages: **Technical and HR.**

The HR interview which follows the technical interview is very general. In most cases questions regarding the company are asked.

After the Technical interview there is another Technical written test.



Vijai Electricals Ltd. manufacturing plant, the first of its kind in India, for AMDT's is the largest, fully integrated, manufacturing facility in the world outside USA. With a Samrakshana Electricals Ltd. (SEL), sister concern of Vijai Electricals Ltd. provides support to Vijai by manufacturing and supplying almost all major components that go into the making of Transformers. This helps Vijai to get an edge over competitors in terms of quality, price and delivery schedules, while maintaining an effective and complete control on the entire supply chain.

Pioneering Leadership, Remarkable Vision, Strong Customer Focus and a Relentless Commitment to Quality and Innovation has made Vijai Electricals Ltd. one of the largest and leading manufacturers - exporter of Power and Distribution Transformers in India. Established almost three decades back in 1973, Vijai Electricals Ltd. has come a long way in the manufacture of Electrical Power & Distribution Transformers. Today it stands as one of the most trusted and reputed brand name among all the customers.

Vertical integration, the R&D develop new products, high quality material and new technology for the benefit of customers. economical cost and energy efficient transformers.

Recruitment Pattern:

Test Pattern : Written

Total of 60 Questions(60 min)

- 1) 10 Questions- Aptitude
- 2) 50 Questions- Electrical circuits, Power Systems ,Electrical Machines.

Interview:

The interview consists of two stages: **Technical and HR.**

The HR interview which follows the technical interview is very general. In most cases questions regarding the company are asked.



The meteoric success of Vijay Group gave birth to Vijay Engineering Equipment (VEE) to include the prestigious Volvo dealership awarded on the strength of its repertoire of credentials and performance.

Since 1999, VEE sold several hundred Volvo Excavators, Loaders and Graders and hundreds of items of Volvo road machinery to legions of corporate and individual

customers. VEE stocks the full range of Volvo equipment ad spares and supports it with efficient after-sales support including the overhaul and intermediate repair of major and minor assemblies. Keeping the need for zero downtime in mind, Volvo Care Kits have been designed to enable the user to trouble shoot and replace consumables in real time. These include overhaul repair kits, maintenance kits and uptime kits.

VEE also offers four customizable levels of Volvo Customer Support Agreements classified as White, Blue, Silver and Gold, for comprehensive care and support at all times. Not stopping at offering innovative service, VEE routinely organizes training camps to customers offering them product updates and know-how. Customers are able to access services centers throughout the state manned by trained and experienced personnel which makes VEE a runaway favorite despite some competition. As part of its organic growth VEE conceived of a strategic business unit for rental fleet in 2008 dealing with construction equipment of Volvo and other brand equipment like Batching Plants, Transit Mixers and Tower Lights.

Vision

To provide uncompromising, seamless and timely service and support to its valued customers in every geography it serves.

Mission

To empower each and every employee with cutting edge skills training to enable them to offer unmatched support and real time solutions to our customers.

Mr. C.Vijaya Shekar Reddy (Founder,Chairman & Managing Director, Vijay Group)

Recruitment Pattern:

Test Pattern : Written

Questions include:

- ✓ Aptitude
- ✓ Mathematics
- ✓ English and
- ✓ Technical(includes Automobile Electrical Systems, Fluid Mechanics) .

Interview:

The interview consists of two stages: **Technical and HR.**



Automotive Robotics is serving customers in the areas of Electronics, Embedded Integration, Product Development, Engineering Design and Manufacturing Services. The Company is headquartered in India with office globally in USA. Through the development centre in Hyderabad, the company is well positioned to offer customers the established benefits of off-shore outsourcing.

Automotive Robotics employs people with years of experience, in Automotive Electronics, Integration, Product Development, Mechanical engineering design analysis, Manufacturing Services & simulation. Automotive Robotics global clients include fortune 100 companies in

the Automotive, Agricultural, Heavy Engineering, Electrical Equipments and Aerospace Industry.

Automotive Robotics is now able to offer engine testing services from Automotive Robotics Proving Labs (ARPL) .

Services:

Automotive Robotics' catalog of services consists of embedded software, engineering, manufacturing support, OEM support and system integration services. Working within industry standards and with the most exceptionally qualified team of employees, Automotive Robotics is a leading engineering services provider.

Products:

With the strong expertise in embedded electronics and software, Automotive Robotics has developed products that are aimed to meet the ever increasing demands of customers to design newer systems with latest technologies

They also develop smarter products that aid in faster software development and testing by replacing equivalent products of higher cost. This has an additional advantage of customizing to the specific project needs or customer needs.

Recruitment Pattern:

Test Pattern : Written

Total of 25 Questions (45 minutes)

- ✓ Aptitude
- ✓ English
- ✓ Technical(Includes Electrical circuits, Power Systems ,Electrical Machines).

Interview:

The interview consists of two stages: **Technical and HR.**



Asia Motor Works is a company where excellence and innovation aren't just buzzwords, they are the core of our existence. Since we started rolling out trucks in 2005, our 49-tonners have quickly captured the heavy haul market segment.

AMW wheel rim plant –is the world’s largest single location unit with a capacity of producing 15 million wheel rims. The state-of-the-art plant with advance automation assures minimal lead time and a cost effectiveness churning out of world class products for the auto and white good industry. Plants proximity to the ports provides easy and faster delivery of finish goods to customers across the globe. Since, its first production in November 2007, the division has acquired business from both domestic as well as international markets.

Key Persons : **Mr. Anirudh Bhuwalka - MD & CEO**

Mr. A. Amasubramanian - President

Products:

- Tippers
- Tractors
- Haulage
- Transit mixers
- Concrete Pumps
- Fully Built Vehciles

Services:

- Spare parts
- Dealers
- Suppliers

Recruitment Pattern:

Test Pattern : Online

Total of 8 sections (90 Questions, 90 minutes)

Sections include:

- ✓ Aptitude
- ✓ Numerical Ability
- ✓ Mental Ability
- ✓ General English
- ✓ Spatial Analysis
- ✓ Reasoning
- ✓ Arithmetic
- ✓ Technical-(Covers all mechanical subjects)

Interview:

The interview consists of two stages: **Technical and HR.**



Power Mech Projects Ltd.,

Corporate View:

Power Mech Projects Limited, a flagship company in power sector and was incorporated in the year 1999. Power Mech is a fully developed infrastructure company participating in India's core infrastructure and construction sectors. The company is doing erection, testing and commissioning of Turbine Package, Boiler package, Balance of plants, CW piping, TG/Critical piping. Power Mech involves in heavy fabrication and erection of structural steel works and overhauling and maintenance of thermal power plant of coal, gas and hydro.

Power Mech Projects Limited is founded by **Mr. S. Kishore Babu**, an experienced, resourceful young and dynamic entrepreneur having a stupendous track record in the Power Sector. Power Mech is a technology, engineering and construction company. It is one of the best and most respected companies in India's Power Sector.

One decade of a strong, customer-focused approach and the continuous quest for world class quality have enabled it to attain and sustain leadership in turbine and boiler erection.

The company's business is supported by a wide marketing and distribution network, and has established a reputation for strong customer support. A technology- led Construction Company evident from doing more boiler erection. Power Mech also lays strong emphasis on systems quality standards and streamlined operations.

Power Mech's impregnable engineering expertise, sophisticated state- of- the- art equipment, institutionalization of robust systems and processes, scientific competitive bidding process and the commitment of each of the members has helped it to reach the next level at an unprecedented pace.

An ISO 9001:2008 certified company; Power Mech has successfully executed erection jobs over 35 projects and overhauling works over 200 packages spread across 15 states and is rated as one of the fastest growing construction company by the customers. Power Mech intends to diversify its business in EPC business, overseas contract, Transmission & Distribution and erection contract with cost of material and equipments.

Vision:

To be recognized leading infrastructure company in power sector industry based on excellence creative ideas, innovative methods, comprehensive in execution of projects and commitment to the customer with total confidence.

Mission:

1. To ensure quality workmanship to meet or exceed customer requirement.
2. Timely completion of projects by inducting new methods in erection and innovative ideas.
3. To enhance organization skill and growth by adopting new techniques.
4. Capability of human resources by upgrading skill and competence.

Key Person: **Sri S. Kishore Babu** (Chairman & Managing Director)

Services:

- Power Plant Erection Services (ETC) for
- Steam Generators (Boiler)
- Turbine Generators (TG)
- Piping
- Balance of Plants (BOP)
- Fabrication and Erection of Structures
- Renewable Energy - Hydro, Wind and Solar
- Nuclear Energy
- Gas Turbine
- Captive Power Plants
- Other Projects like Irrigation, Steel, Cement and Petro-Chemical Projects.

Recruitment Pattern:

Test Pattern : Written

Total of 25 Questions(30 min)

Questions include:

- ✓ General Awareness(Like Current Affairs)
- ✓ Aptitude
- ✓ Technical

Interview:

The interview consists of two stages: **Technical and HR.**

**Corporate View:**

Axis IT&T Limited is a pure play Engineering Design Services ("EDS") Company that delivers design based solutions to global engineering majors. Axis IT&T Limited is organized into two divisions – EDS and Software Development Services, with development centers in North America, Europe and Asia. The company's clients include several Fortune 50 companies in the Aerospace, Aviation, Automotive, Manufacturing, Military, Semiconductor and Medical industries.

Axis IT&T EDS unit offers such services as product design, design support and design validation. The Software Development Services comprise of providing interactive voice response applications. Axis IT&T Limited provides its clients with cost-efficient, cutting-edge solutions and quality without compromise.

All the engineering centers of Axis-IT&T Limited in India are ISO 9001:2008 certified.

Vision:

Axis' global presence and comprehensive Engineering Services with a strong force of more than 1000 engineers enables it to meet or exceed customer expectations.

Mission:

Efficient, responsive cost-effective services that are innovative and tailored to clients' requirements - On-site and offshore teams that are highly experienced and skilled – A global presence that facilitates quick solutions, and their rapid application, for clients worldwide – Prompt, pertinent and proactive service.

Key Person : **S. Ravinarayanan** - Chairman & CEO

Services:

Axis provides premium engineering and product development solutions to our clients in the Manufacturing, Industrial, Automotive, Aerospace and Defense sectors. **Axis'** high-quality,

cost-effective and business-focused approach to engineering services has helped our clients reap significant year-on-year benefits.

Recruitment Pattern:

Test Pattern : Written

Total of 60 Questions(90 min)

- ✓ Technical (40 Q)-Engineering Drawing, Thermo Dynamics, Fluid Mechanics
- ✓ Aptitude and English(20 Q)

Interview:

The interview consists of two stages: **Technical and HR**



Corporate View:

Mold-Tek is an ISO 9001:2008 certified, USD 40 million group Listed on Bombay Stock Exchange , India. As a leading engineering services provider we serve our customers in US, Europe, UAE, Australia, Canada and India. We outperform in delivering Mechanical Product Engineering – Civil and Structural Design and Detailing services to: Civil & Structural, Oil & gas, Petrochemicals, Industrial, Precast, Aerospace and automotive etc

Started in 1986 by two Entrepreneurs - **Mr. J. Laxman Rao**, a Gold Medallist Civil Engineer and MBA and **Mr. A. Subramanyam**, a graduate Mechanical Engineer – Mold-Tek has a team of well-experienced and professionally qualified senior management with proven track record. The Education, Experience, Energy and Enthusiasm of these Founder Directors and their zeal to Experiment and Emulate best practices and systems have made Mold-Tek to surge ahead of its competitors.

Mold-Tek Technologies Ltd. , Engineering Wing of Mold-Tek Group, has been growing rapidly in the last few years. Currently the Skilled resources of Designing and Detailing Engineers provide various Engineering Services to their US and Canadian Clients.

Mold-Tek is the "ONLY LISTED" company active in Engineering KPO Services in INDIA.

Product Development:

Mold-Tek can help develop concepts to winning products by collaborating on the design requirements of the customer. Mold-Tek can accelerate the design process on new product development and cut down the time to market with a range of inventive and innovative services and solutions.

Specialties:

Mechanical, Civil and Structural Design and Detailing.

Recruitment Pattern:

Test Pattern : Written

Total of 19 Questions(80 min)

- ✓ 4 Questions- Trigonometry (Each Question carries 5 marks)
- ✓ 15 Questions-Aptitude mostly Geometry (Each Question carries 2 marks)

Interview:

The interview consists of two stages: **Technical and HR.**

Wish you good luck in all your endeavors

**Placement and Training Officer
Institute of Aeronautical Engineering,
Dundigal – 500 043
Hyderabad**