



CAMPUS RECRITMENT TRAINING PROGRAM

SOFT SKILLS – GENERAL APTITUDE – COMMUNICATION SKILLS

1. Picture puzzle (word puzzle)
2. Lateral thinking
 - A. Preconception
 - B. Facts
 - C. Semantics

General Aptitude preparation

Quantitative Aptitude

1. **Number theory**
 - A. LCM and HCF
 - B. Divisibility
 - C. Decimal fractions
 - D. Simplification
 - E. Average
 - F. Prime numbers
 - G. Odd and Even numbers
 - H. Perfect squares
 - I. Perfect cubes
 - J. Multiples of a number
 - K. Numbers in A.P.
 - L. Numbers in G.P.
 - M. Problems on numbers
2. **Profit and Loss**
3. **Percentage**
4. **Ratio and Proportion**
5. **Time & Work**
6. **Time & Distance**
7. **Clocks**
8. **Odd man out series**
9. **Data interpretation**

Verbal Ability

1. Synonyms & Antonyms
2. One word substitution
3. Sentence completion
4. Spotting errors
5. Logical pair of statements

Logical reasoning

1. Blood relations
2. Coding & Decoding
3. Cryptography
4. Decision making & Problem solving
5. Direction sense
6. Number series
7. Calendar & Clocks
8. Letter series
9. Analogy test
10. General mental ability

(Technical round) Programming

1. C & C++,
2. Java, DBMS, RDBMS
3. .Net technology
4. Operating system
5. Software system testing
6. Internet & Networking
7. Data structure

(Technical round) Data structure

1. Conceptual theory questions like...
 - A. Name the different types of Data structures
 - B. What is the difference between structure and linked list
 - C. Write a algorithm for sorting
 - D. What are stack and Trees
 - E. Name different types of trees
 - F. What is strictly Binary tree
 - G. What is self referential structure? Write the syntax of it.
 - H. List out the areas where data structure used extensively

(Technical round) Operating systems

1. Conceptual theory questions like...
 - A. What is Operating system
 - B. What is paging
 - C. What are different types of paging
 - D. What are segmentation
 - E. What is thread
 - F. Define deadlock condition
 - G. What is multiprogramming and multiprocessing
 - H. Tell the process lifecycle

(Technical round) Computer Networks

1. All theory questions related to Internet and Network like...
 - A. What is a switch
 - B. What is hub
 - C. What is OSI layer
 - D. Tell the different types of routing protocol

- E. Tell different protocols that functions in different OSI layers
- F. Tell about IP addressing and its classification
- G. If MAC address is unique then why do we use IP address and not MAC for internet
- H. What is the difference between IPV4 and IPV6

(HR round important questions)

1. Describe yourself
2. What do you know about our company
3. Speak about global warming
4. Are you ready to relocate
5. Working in night shifts are ok for you
6. What is your area of interest
7. Tell me the strongest programming language

(Resume preparation at Entry level)

1. Title of the resume
2. Your career objective
3. Education details
4. You key strengths
5. Your skills summary
6. Your special expertise
7. Your industry oriented mini project details
8. Your extra curricular
9. Your cover letter along with your updated resume
10. Your selected achievements if any

(Group Discussion Topics)

1. **Basic skills required in GD like...**
 - A. Communication skills
 - B. Interpersonal skills
 - C. Leadership skills
 - D. Motivational skills
 - E. Team building skills
 - F. Tolerance
 - G. Clarity over ambiguity
 - H. Divergent thinking
 - I. Listening skills
 - J. Presentation skills
 - K. Analytical skills
 - L. Logical ability
2. **Some Frequently Asked Questions like...**
 - A. Normal duration of GD
 - B. How many panel members are there for evaluation
 - C. Time given for preparation of GD after the topic has given
 - D. Seating arrangement

- E. How should I address the other group members
- F. Should I encourage others to speak
- G. Should we begin GD by appointing a leader among ourselves
- H. If we do not understand the meaning of the topic, should we ask the moderator to explain it to us.
- I. If I strongly feel about issue, should I voice my feelings
- J. Is it beneficial to be the first speaker in GD
- K. How critical is the fluency of my English to my performance
- L. It is useful to use examples to illustrate my ideas
- M. How long I participate in GD
- N. Is it good to be humorous in GD
- O. Can I use the language other than English
- P. What is the level of accuracy is required in the facts and figures you quote
- Q. Are the topics decided on the basis of academic background of the participant
- R. What do I do if one member is very stubborn and aggressive
- S. To make my point, what are the acceptable ways of interrupting somebody

3. Important topics of Group Discussion like...

- A. Influence of social media
- B. Mobile phones and Internet – A boon or nuisance
- C. Self discipline is the key to better and safer traffic
- D. Should yoga be made compulsory in school
- E. Success is all about human relations
- F. Privatization in education is good or bad
- G. Is China is better than India in software
- H. Position of woman in India compared to other nation