

How to face an Interview Board



Committee for Members in Industry and Business (CMI&B)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)



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Section I

Introduction & Brief Overview

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“Arise! Awake! And stop not until the goal is reached”

– Swami Vivekanand

“Learning gives creativity, creativity leads to thinking, thinking provides knowledge, knowledge makes you great”

– A. P. J. Abdul Kalam

“Confidence and hard work is the best medicine to kill the disease called failure. It will make you a successful person”

– A. P. J. Abdul Kalam



Introduction & Brief Overview

Brief about ICAI

The Institute of Chartered Accountants of India (ICAI), established 68 years ago, by an Act of Indian Parliament, continues its operation as the single largest statutory accounting body of the world. ICAI stands on four pillars – Regulator, Standard Setter, Educator and Partner in Nation Building and has been functioning under the administrative control of the Ministry of Corporate Affairs (MCA) of the Government of India, as an extended arm. In short, Independence, Integrity and Excellence remain the core values of ICAI. ICAI enjoys the privilege of being the founder members of the International Federation of Accountants (IFAC), International Accounting Standard Board (IASB), South Asian Federation of Accountants (SAFA) and Confederation of Asia Pacific Accountants (CAPA). Again, ICAI is the first Professional body in the country which has been nominated by the Hon'ble Prime Minister of India to take the Swachh Bharat Abhiyaan forward.

Objective of CMI&B

Maintaining strong and spontaneous relationship with the industry and other business houses remains the main focus of the Committee for Members in Industry & Business (CMI&B) of the Institute of Chartered Accountants of India (ICAI). An initiative in that effect remains the Campus Placement Programme (held twice a year) that provides a platform to both the Newly Qualified Chartered Accountants (NQCAs) and the organizations looking for to hire the best available talents to fulfill their Human Resource requirement. ICAI simply acts as a facilitator to bring the recruiter and NQCAs together.



Expectation of recruiters from newly qualified CAs

The CA professionals are believed to be highly skilled, combined with commercial acumen and awareness, and well informed citizens of the world as they are supposed to continually update and upgrade their skill sets to remain relevant and effective in their role. The complexities of commerce in a global economy are constantly changing and it requires the CAs to maintain the highest degree of professional and personal integrity as ethical requirements are also increasing.

The following range of competencies and skills are typical and usually sought-after by the recruiters with an expectation that such attributes will translate into effective performance and efficient functioning of the new recruits in their chosen field:

- A passion for finance with an interest and ability to work with figures
- Commercial awareness with an interest in business including knowledge of any current political/legislative/financial issues that may have an impact on your chosen field
- Communication and inter-personal skills with ability to communicate complex information clearly and to build relationships with others at all levels within the business
- Ability to demonstrate evidence of team working
- The stamina and commitment to work for long hours
- Presentation skills, report writing and attention to detail
- Leadership and negotiation skills
- Problem-solving and analytical skills

Having transferable work experience in the chosen sector is crucial and that in turn, will ensure you are going to enjoy the work and culture of the organization into which you are ultimately recruited. Organizations are also keen to understand your motivation either for applying to accountancy and your interest in finance and business or readiness to join at locations of their choice. Questions are usually asked based on and closely related to the skills and attributes that you mentioned in the application forms, profile on the portal.

How CAs ensure industrial growth and sustainable development

The profession of CA is concerned with adding value to economies.

The CAs workings within organizations tend to focus more on financial futures and stability of that organization. This might involve work such as forecasting, preparing



financial statements so the business can make financially informed decisions, auditing internal systems to improve the many processes that impact on major corporate costs, advising on improving business performance, providing input on strategic planning, providing financial advice to various management functions and engaging with multi-disciplinary projects that require financial planning. Cost reduction and control contributes largely to productivity and profitability. Consistent growth with ethical behaviour leads to sustainable development

Career paths available for Chartered Accountants

1. **Practice** - To aim for a career path to Director/Partner of leading CA Firms
2. **Join Industry/Public Sector** - May join the industry .
3. **Entrepreneurship** - The qualified Chartered Accountants having an entrepreneurial aptitude can initiate setting up their own business.

Career options in Industry

“There exist limitless opportunities in every industry. Where there is an open mind, there will always be a frontier”- Charles F. Kettering

As a newly qualified CA you need to make an informed choice and decide your next career move to a sector that suits you the most. The economic activities undertaken by industries, commercial houses, Public Enterprises and Not-for-Profit (NPO) organizations have been conveniently bifurcated into two broad categories, as below:

Banking & Financial Services	Commerce, Industry & Professional Services
SECTORS COVERED:	SECTORS COVERED:
<ul style="list-style-type: none"> • Asset management • Commodities • Corporate banking • Hedge funds • Investment banking • Private equity • Retail banking 	<ul style="list-style-type: none"> • Retail and FMCG • Chemical and pharmaceutical • Technology/media/telecoms • Energy and utilities • Legal, professional and business services • Construction, infrastructure and real estates • Manufacturing • Transport and distribution • Health care, hospitality and tourism • Education Industry



Interview

A Campus Interview, in simpler terms, implies - a short spell of interaction between the interviewee and interviewer(s) that facilitates apparent assessment of the former's three essential attributes such as appearance, qualities and attitude besides ascertaining the suitability of his/her career profile and credentials spelt in the application form for the intended job. The quote - "you will never get a second chance to build your first impression" speaks volume to comprehensively define how to face an interview comfortably and confidently. The interview success largely depends on your preparation (commercial acumen and awareness), presentation (how do you present yourself before the Board) and personality (art of communication). Being a fresher, the recruiter may prefer to test mostly the candidate's aptness of academe flavour and flair than practical exposure. Lack of proper preparation not only risk chances of failure but also cause a crack on confidence level to face so later. Nothing is new that a few will feel weak, lack attention and experience tension. Remember, less is the level of fear more could be the chances of becoming winner. So be fearless and face it boldly and brilliantly; 'luck favours the strong'.

Interview Preparation

The prerequisite of gaining technical knowledge, professional skills and practical experience to become a CA helped you to develop in depth understanding across accountancy, business and finance. Moreover, the CA qualification improves your ability in certain key areas such as, communication, problem solving, decision making, team working, and technical skill, compliance, adding value, conviction and ethics. It is quite likely those attributes would help you immensely to remain calm and face the interview quietly.

Preparation is the first essential step forward towards a successful interview. It is important to ensure complete understanding of the company you are going to see. It is essential to conduct thorough research. Look out for all the relevant additional information including newsworthy items. Keep up to date with current market issues by reading publications such as the economic times and other business dailies. Prepare the questions you will ask during the interview. The employer will try to determine through questioning if you have the potentials necessary to do the job.

The interviewer could ask you a few questions about anything you have written in your CV. This means you have to know the details surrounding every responsibility, project, course intended - anything that you have put down on your CV.



Companies Profile Participating in Campus February-March 2019

Organisation	Short Profile of Organization
Accenture Solutions Pvt. Ltd.	Accenture solves our clients' toughest challenges by providing unmatched services in strategy, consulting, digital, technology and operations. We partner with more than three-quarters of the Fortune Global 500, driving innovation to improve the way the world works and lives. With expertise across more than 40 industries and all business functions, we deliver transformational outcomes for a demanding new digital world. We serve clients in more than 120 countries, across 40 industries. Off our top 100 clients, 98 have worked with us for more than a decade We have made 16 consecutive appearances in Fortune's 'Worlds most admired' companies list We have 6k patents and patent pending applications in 44 countries.
Alstom Transport India	Alstom Transport India Limited. The Railway industry today is characterised by both a strong and sustained growth across the world. The trends that drive this are well known: environmental challenges, population growth, urbanisation and increasing demands for mobility. With 7.3 B€ of Sales and over 32,800 employees based in nearly 60 countries, Alstom develops & market the most complete range of systems, equipment and services offered today in the railway sector. Today we offer our customers solutions that feature a seamless blend of diverse technologies, ensuring optimal interfaces, along with flexible implementation and real synergy in innovation. INTRODUCTION As a promoter of sustainable mobility, Alstom develops and markets systems, equipment and services for the transport sector. Alstom offers a complete range of solutions (from high-speed trains to metros, tramways and e-buses), passenger solutions, customised services (maintenance, modernisation), infrastructure, signalling and digital mobility solutions. Alstom is a world leader in integrated transport systems. The company recorded sales of €7.3 billion and booked €10.0 billion of orders in the 2016/17 fiscal year. Headquartered in France, Alstom is present in over 60 countries and employs 32,800 people. UNIFE report forecasts India's accessible market at 4B€ over 2016-18, with growth of 6.6%. Alstom has established a



Organisation	Short Profile of Organization
	<p>strong presence in India and is currently executing metro projects in several Indian cities including Chennai, Kochi and Lucknow where it is supplying rolling stock manufactured out its state of the art facility at SriCity in Andhra Pradesh. In the mainline space, Alstom is executing signalling & Power Supply Systems for the 343 Km. section on World Bank funded Eastern Dedicated Freight Corridor. Construction of the new electric locomotive factory for manufacturing and supply of 800 units of high horse power locomotives is also in full swing at Madhepura in Bihar. Alstom has set up an Engineering Centre of Excellence in Bengaluru, and this coupled with a strong manufacturing base as well as localized supply chains, is uniquely positioned to serve customers across the globe. Today, Alstom in India employs close to 3,000 people and in line with Government of India’s ‘Make in India’ policy initiative, Alstom has been investing heavily in the country in producing world class rolling stock, components, design, research and development to not only serve the domestic market, but also rest of the world.</p>
<p>Anand Automotive Pvt. Ltd</p>	<p>ANAND has established itself as a global leader by manufacturing world-class automotive products. The Group also offers experiential luxury through its hospitality vertical, SUJÁN. A dedicated pursuit of excellence and longstanding collaborations with global front-runners, has allowed ANAND to be counted among the best in both segments, internationally. The combination of state-of-the-art units, a committed workforce, best-in-class operations and the power of partnerships has allowed ANAND to emerge as a successful and internationally-respected conglomerate. ANAND provides the widest range of solutions to the Indian Automotive Industry and is among the country’s leading manufacturers and suppliers of Automotive Systems and Components. Our customers include every major vehicle and engine manufacturer in India.</p>



Organisation	Short Profile of Organization
Ashok Leyland Ltd	Ashok Leyland, flagship of the Hinduja group, is the 2nd largest manufacturer of commercial vehicles in India, the 4th largest manufacturer of buses in the world, and the 10th largest manufacturers of trucks. A US \$ 4 billion (2017-18) company, and a footprint that extends across 50 countries, we are one of the most fully-integrated manufacturing companies this side of the globe. Pioneers in the Commercial Vehicle (CV) space, many product concepts have become industry benchmarks and norms. The Company's wide-spread customer base is served through an all-India sales and service network, supplemented by close to 3000 touch points.
Axis Bank Ltd.	Axis Bank is the third largest private sector bank in India. The Bank offers the entire spectrum of financial services to customer segments covering Large and Mid-Corporates, MSME, Agriculture and Retail Businesses. With its 3,882 domestic branches (including extension counters) and 12,660 ATMs across the country as on 30th September 2018, the network of Axis Bank spreads across 2,211 cities and towns, enabling the Bank to reach out to a large cross-section of customers with an array of products and services. The Bank also has ten overseas offices with branches at Singapore, Hong Kong, Dubai (at the DIFC), Shanghai and Colombo; representative offices at Dubai, Abu Dhabi, Dhaka and Sharjah and an overseas subsidiary at London, UK.
Bajaj Auto Limited	Bajaj Auto Limited is a flagship company of the Bajaj group. It is a 3.7 billion USD company with an operating EBITDA of 20%, making it the most profitable Automotive company. We are the world's largest three-wheeler manufacturer and world's third-largest motorcycle manufacturer. We are also India's largest exporter of both motorcycles and three wheelers with exports surpassing 2 million vehicles in 2018. With 10 sharp brands and a global sales and distribution network, we have a presence in more than 75 countries. Apart from some of the iconic brands like Pulsar or Avenger, we also own international brands like KTM, Husqvarna and have collaboration with Triumph, the British Motorcycle company. We are the 'The world's favourite Indian'. Join us to have an exciting career in Finance.



Organisation	Short Profile of Organization
Barclays Global Service Centre Private Limited	<p>Barclays is a transatlantic consumer, corporate and investment bank offering products and services across personal, corporate and investment banking, credit cards and wealth management, with a strong presence in our two home markets of the UK and the US. Our goal is to become the bank of choice by providing superior services to customers and clients and supporting our stakeholders via a commercially successful business that generates long-term sustainable returns. Our two clearly defined divisions, Barclays UK and Barclays International, provide diversification by business line, geography and customer, enhancing financial resilience and helping to contribute to the delivery of consistent returns through the business cycle. We have a strong core business with exciting prospects, well positioned to deliver long-term value for our shareholders. Consistent with the objective of delivering long-term sustainable value for all our stakeholders, we have developed our Shared Growth Ambition – our approach to citizenship and the sustainability of the business model we operate. The aim is to make decisions and do business that provides our clients and customers, and the communities which we serve, with access to a prosperous future. The delivery of our strategy is underpinned by the energy, commitment and passion of our people, and we are clear on our common purpose: to help people achieve their ambitions, in the right way.</p>
Bharti Airtel	<p>Bharti Airtel Limited is an Indian global telecommunications services company based in New Delhi, India. It operates in 20 countries across South Asia and Africa. Airtel provides GSM, 3G, 4G LTE mobile services, fixed line broadband and voice services depending upon the country of operation.</p>
Blue Star Limited	Blue Star Limited



Organisation	Short Profile of Organization
BRITANNIA INDUSTRIES LTD	<p>Britannia Industries is one of India's leading food companies with a 100 year legacy and annual revenues in excess of ₹ 9000 Crore Britannia is among the most trusted food brands, and manufactures India's favourite brands like Good Day, Tiger, NutriChoice, Milk Bikis and Marie Gold which are household names in India. Britannia's product portfolio includes Biscuits, Bread, Cakes, Rusk, and Dairy products including Cheese, Beverages, Milk and Yoghurt. Britannia is a brand which many generations of Indians have grown up with and our brands are cherished and loved in India and the world over. Britannia products are available across the country in close to 5 million retail outlets and reach over 50% of Indian homes. The company's Dairy business contributes close to 5 per cent of revenue and Britannia dairy products directly reach 100,000 outlets. Britannia Bread is the largest brand in the organised bread market with an annual turnover of over 1 lakh tons in volume and ₹ 450 crore in value. The business operates with 13 factories and 4 franchisees selling close to 1 mn loaves daily across more than 100 cities and towns of India. We have a presence in more than 60 countries across the globe. Our international footprint includes presence in Middle East through local manufacturing in UAE and Oman, are the No 2 biscuit player in UAE with a strong contention to leadership and have a similarly strong market position in the other GCC countries. We are also the market leaders in Nepal and are in the process of investing a manufacturing facility in the country. Our footprint spreads across North America, Europe, Africa and South East Asia through exports and we are investing in a state-of-the-art facility in Mundra SEZ, Gujarat, to service the exports markets. Our strategic expansion plan is based on the principle of 'One new market a year'. We plan to expand through local operations in Africa and South East Asia in the coming years. Britannia takes pride in having stayed true to its credo, 'Eat Healthy, Think Better'. Having removed over 8500 tonnes of Trans Fats from products, Britannia became India's first Zero Trans Fat Company. Over 50% of the Company's portfolio is enriched with essential micro-nutrients which nourish the body. The company set up the Britannia Nutrition Foundation in 2009, and began working on</p>



Organisation	Short Profile of Organization
	<p>public private partnership to address malnutrition amongst under-privileged children and women. Brand Britannia is listed amongst the most trusted, valuable and popular brands in various surveys conducted by prestigious organisations like Millward Brown, IMRB, WPP Group and Havas Media Group to name a few. Our relentless focus on quality and freshness have won us prestigious accolades including the Golden Peacock National Quality Award and the Ramakrishna Bajaj National Quality Award. However, the award that we cherish the most is the one given by our consumers. Britannia is recognised as one of the most trusted, valuable and popular brands among Indian consumers in various reputed surveys. Britannia believes that ‘Taste & Trust’ are its sobriquet and will constantly endeavor to make a Billion Indians reach out for a delightful and healthy Britannia product several times a day!</p>
BSR & Co LLP	<p>BSR & CO LLP An independent audit of financial statements is essential for the effective operation of business entities and the capital markets. We are committed to providing a constructive and challenging audit, one that is also independent and delivers the messages that matter to management and the audit committee. We add value beyond the financial statement through the insights we bring, based on our knowledge of a client’s business drivers and of individual sectors. Apart from financial statements audit (including IFRS and US GAAP reporting), we also provide other forms of assurance and attestation reporting. Our approach is based on robust audit methodologies, appropriate use of technology and a wide range of compliance tools underpinned by sound judgment and objectivity.</p>
Capgemini Business services	<p>Capgemini SE is a French multinational professional services and business consulting corporation headquartered in Paris, France. It provides IT services and is one of the world’s largest IT consulting, outsourcing and professional services companies with over 200,000 employees in over 40 countries, of whom nearly 100,000 are in India.</p>



Organisation	Short Profile of Organization
Caterpillar India Pvt Ltd	For more than 90 years, Caterpillar Inc. has been making sustainable progress possible and driving positive change on every continent. Customers turn to Caterpillar to help them develop infrastructure, energy and natural resource assets. With 2017 sales and revenues of \$ 45.462 billion, Caterpillar is the world's leading manufacturer of construction and mining equipment, diesel and natural gas engines, industrial gas turbines and diesel-electric locomotives. The company principally operates through its three primary segments - Construction Industries, Resource Industries and Energy & Transportation - and also provides financing and related services through its Financial Products segment.
CHENNAI PETROLEUM CORPORATION LIMITED (CPCL)	Chennai Petroleum Corporation Limited (CPCL), is a leading profit making Public Sector Organization, a Group Company of Indian Oil Corporation Ltd., in the field of Hydro-carbon processing with a refining capacity of 11.5 MMTPA, having Refineries located in Chennai and Nagapattinam, in Tamil Nadu. The Company had achieved a turnover of ₹ 44,135 crore and made a profit of ₹ 913 crore for the year 2017-18.
Christy Group of Companies	Christy Friedgram Industry is one among the pioneer food processing companies in India to implement the Integrated Child Development Scheme (ICDS) scheme. Founded in 1989, it is the flagship enterprise of the Christy Group, a growth oriented philanthropic conglomerate. In fact, CFI is the first brick in the establishment and formation of the Christy group – an INR 700 crore megacorp.
COROMANDEL INTERNATIONAL LTD.	Coromandel International Limited, India's second largest Phosphatic fertilizer player, is in the business segments of Fertilizers, Specialty Nutrients, Crop Protection and Retail. The Company manufactures a wide range of fertilizers and markets around 4.5 million tons making it a leader in its addressable markets. In its endeavour to be a complete plant nutrition solutions Company, Coromandel has also introduced a range of Specialty Nutrient products including Organic Fertilizers. The Crop Protection business produces insecticides, fungicides and herbicides and markets these products in India and across the globe. Coromandel is the second largest manufacturer of Malathion and only the second manufacturer of Phenthoate. Coromandel



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	<p>has also ventured into the retail business setting up around 800 rural retail centres in the States of Andhra Pradesh, Telangana, Karnataka and Maharashtra. The Company clocked a turnover of ₹ 11,049 crore during FY 2017-18. It was ranked among the top 20 best companies to work for by Business Today and was also voted as one of the ten greenest companies in India by TERI, reflecting its commitment to the environment and society. Coromandel is a part of the INR 329 billion (32,893 crores) Murugappa Group.</p>
<p>Crompton Greaves Consumer Electricals Limited</p>	<p>Crompton Greaves Consumer Electricals Ltd. manufactures and markets a wide spectrum of consumer products ranging from fans, light sources and luminaires, pumps and household appliances, such as geysers, mixer grinders, toasters and irons. Crompton has been the market leader in fans, domestic pumps and street lighting for over 20 years. It has manufacturing locations in Goa, Vadodara, Ahmednagar and Baddi. Crompton products are available in nearly 150,000 retail points across the country. The business is rapidly expanding into new categories and expanding its “Reach”. The Crompton Consumer business has been the best performing business in the industry growing nearly @ 16% CAGR over the past 5 years. Last year (2013-14) revenues were ₹ 2,847 crore with 12% operating margins. Crompton customer service is the benchmark in the industry as is the product quality. The CFL lamps have the lowest defects in the lighting industry. Crompton’s portfolio of energy-efficient products include 5 star rated durable light, fans, pumps and appliances for home and offices. It has the largest number of ‘5-Star’ rated energy efficient products. It was the first company to cross sales of a million fans in 1989 and last year the sales crossed 10 million fans, the largest in the world. It is continually introducing smarter products like super efficient LED bulbs, water heaters with the lowest standing costs and patented tank designs made from nano-tech based materials. Crompton pumps are the preferred way to fill overhead water tanks in millions of homes. NEOLA is India’s first microchip controlled mixer-grinder. Amongst other initiatives, Crompton is building “Brand” stores in India to give consumers a more enjoyable shopping experience and create awareness of the wide range of its products.</p>



Organisation	Short Profile of Organization
Desai Haribhakti & Co.	<p>At Baker Tilly DHC, we believe that innovation serves as a framework of distinctiveness and excellence. Driven by innovation, we are powered to provide you with great value, in addition to delivering seamless service. We provide a whole range of accounting, assurance, advisory and consulting services both nationally and internationally through our five service divisions. We are a full service organisation with complete focus on niche services. Our services are not static but are completely tailor-made as per the changing needs of our clients. We continually ensure that our services are benchmarked internationally. Within all our service divisions, we have service specialists and sector specialists to ensure seamless services to our clients. The key differentiators of our services are as follows: Backed by six decades of experience full service organisation tailor-made services regular international benchmarking of service. Sector-wise focus Continuous support for emerging and complex issues Our services can be broadly classified as follows: Assurance Services Corporate Finance Advisory Services Global Knowledge Services Risk and Advisory Services Tax and Regulatory Services.</p>
Deutsche CIB Centre Private Limited	<p>We are Germany's leading bank with strong positions in Europe and significant presence in the Americas and Asia Pacific. We're driving growth through our strong client franchise, investing heavily in digital technologies, prioritising long-term success over short-term gains, and serving society with ambition and integrity. That means a career packed with opportunities to grow and the chance to shape the future of our clients. We're committed to being the best financial services provider in the world, balancing passion with precision to deliver superior solutions for our clients. This is made possible by our people: agile minds, able to see beyond the obvious and act effectively in an ever-changing global business landscape. As you'll discover, our culture supports this. Diverse, international and shaped by a variety of different perspectives, we're driven by a shared sense of purpose. At every level agile thinking is nurtured. And at every level agile minds are rewarded with competitive pay, support and opportunities to excel. About DB Centre DB Centre (operated in Mumbai as Deutsche CIB Centre India Pvt. Ltd.) a Deutsche Bank Group</p>



Organisation	Short Profile of Organization
	<p>company is the front-office services partner delivering innovative financial solutions to most of the Bank’s business divisions around the globe. Structured to mirror the bank’s businesses globally, DB Centre Mumbai through its 1,100 professionals performs cutting-edge modelling, quantitative analytics, extensive structuring and research across multiple asset classes, geographies and businesses. About the business - Corporate & Investment Bank</p> <p>The Corporate & Investment Bank (CIB) combines Deutsche Bank’s Corporate Finance, Equities, Fixed Income & Currencies, Institutional and Treasury Coverage (ITC), Research and Global Transaction Banking (GTB) businesses. The division was created in 2017 with the aim to ensure greater alignment of product and sales efforts, enabling the bank to deliver a better service to clients and a more focused resource allocation. Equities and Fixed Income & Currencies is dedicated to building long-term, sustainable relationships with the bank’s key institutional clients, while delivering strong returns to stakeholders. We combine a market-leading institutional sales force, world-class research with trading and structuring expertise to provide clients with access to liquidity and customized solutions across a wide range of markets, products and regions. Corporate Finance comprises of Investment Banking Coverage & Advisory (IBC&A) and Global Capital Markets (GCM). Investment Banking Coverage & Advisory (IBC&A) is comprised of regional and industry-focused coverage teams that ensure the delivery of the entire range of financial products and services to the bank’s corporate clients. The business includes the Mergers & Acquisitions (M&A) team. Global Capital Markets (GCM) is comprised of debt and equity capital markets (DCM and ECM) teams, and offers debt and equity origination, and liability management solutions to corporate clients. Global Transaction Banking (GTB) is a leading global provider of cash management, trade finance and securities services, delivering the full range of commercial banking products and services for both corporates and institutions worldwide. In Research we have coverage of all key disciplines with deep sector penetration. Timely and in-depth analysis of companies, industries, markets and world economies.</p>



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Evolutionary Systems Private Ltd.	Evosys, an Oracle Platinum Partner with 11 years' experience, focuses exclusively on Oracle Cloud implementation and consultancy to cater to the needs of a market which demands high-quality, future-proof solutions. One of the top, fastest-growing Oracle Cloud partners, with customers who have adopted all Oracle SaaS solutions including ERP, HCM, SCM, CRM, Hyperion (PBCS), BI and PaaS. We are a process-centric organisation that believes in specialized solutions and have demonstrated an exceptional record in implementation for different verticals like Healthcare, Finance, Logistics, Manufacturing, and Distribution across public and private sectors. Evosys is experiencing tremendous growth and is expanding its global operation. Already present in 30+ countries including North America, Europe, the Middle East, Australia, and Asia.
Flipkart Internet Pvt Ltd.	Flipkart is India's largest e-commerce marketplace with a registered customer base of over 100 million. In the 10 years since it started, Flipkart has come to offer over 80 million products across 80+ categories including Smartphones, Books, Media, Consumer Electronics, Furniture, Fashion and Lifestyle. Launched in October 2007, Flipkart is known for its path-breaking services like Cash on Delivery, No Cost EMI and a 10-day replacement policy. Flipkart was the pioneer in offering services like In-a-Day Guarantee and Same-Day-Guarantee at scale. With over 1,00,000 registered sellers, Flipkart has redefined the way brands and Micro, Small and Medium Enterprises (MSME's) do business online. Launched in October 2007, Flipkart has over the years become the preferred online marketplace for leading Indian and International brands. Our acquisition of Jabong and Myntra has been a natural step in our journey to be India's largest fashion platform. We are the only online player offering services such as In-a-Day Guarantee across 50 cities and Same-Day-Guarantee across 13 cities. Our annual subscription service - Flipkart First, is the first of its kind in the country. What we are Known For: *Path-breaking Cash on Delivery service and our 30-day replacement policy. *Pioneers in creating Affordability & Financial products to



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	<p>help grow e-tailing in India, like Buy Now Pay Later, Debit Card EMI, Cardless Credit *Big Billion Days Sale, which is regarded as India’s biggest shopping sale. As a testament to our path breaking work and focus on employees. *Flipkart has been awarded “The most sought-after workplace in India’ by LinkedIn, according to their 2017 Top Companies list for India. *Flipkart’s Android App reached the 4.5 rating mark on the Play Store becoming one of the very few apps globally to have this distinction of having 100M+ App downloads and an App rating of 4.5 on the Play Store</p>
<p>Futures First Info Services Pvt. Ltd.</p>	<p>Futures First is part of the Hertshten Group, its holding company, which has a fast-growing proprietary finance business that continues to raise the international benchmarks for excellence across the finance industry. Futures First benefits from the significant international experience of the Hertshten Group in derivatives markets across global financial exchanges. Futures First has been operating in India for 14 years now and we are proud of the success it has achieved in growing operations and expanding its services to major international financial markets. Today Futures First employs the brightest and most competitive market analysts across five branch offices in India (Bengaluru, Gurgaon, Hyderabad, Jaipur and Kolkata) and continues to recruit the best talent from the most competitive universities and institutes in India. PEOPLE. The success of Futures First is propelled by the intellectual power and financial acuity of its ‘home grown’ high achievers. We work closely with the placement officers at top-tier universities to identify and recruit the most competitive and quick thinking graduates. The average age of our market analysts stands around 25 years. At Futures First we are committed to provide our employees with the best in technology, training, and continuing education which includes training on financial markets and products, risk management, soft skills development and one-on-one mentoring to develop the requisite psychological and endurance skills. CAREERS AT FUTURES FIRST: Futures First offers a unique opportunity in India to work in the world’s most stimulating, liquid, and well-developed derivatives markets. This is an exciting challenge and an excellent opportunity for bright, analytical, highly motivated graduates to join a vibrant business and participate directly in today’s dynamic world markets.</p>



Organisation	Short Profile of Organization
Godrej Properties Ltd	Godrej Properties is among the fastest growing real estate companies in India, having grown by over 5 times in the last 5 years and earned the distinction of being the largest listed real estate developer in India during FY 2015-16. We aim to accelerate this momentum further over next few years and are looking for motivated individuals to be a part of our growth story. Godrej Properties has a unique Joint Venture based development model which helps us to keep an asset light balance sheet, thereby mitigating financial risks associated with a debt heavy structure, supports independent scale-up of local operations across various geographies and create a strong business development pipeline. GPL has been consistently ranked amongst the top 2 places to work in the Real Estate segment in the “Great Places to Work” survey. We take much pride in fostering an inspiring workplace, with an agile and high performance culture. We are also deeply committed to recognising and valuing diversity across our teams. GPL brings the Godrej Group philosophy of innovation, sustainability and excellence to the real estate industry. Each development combines a 119-year legacy of excellence and trust with a commitment to cutting-edge design and technology. Godrej Properties is currently developing residential, commercial and township projects spread across approximately 125 million sq.ft. in 12 cities.
HCL Technologies Ltd.	Our services help create an advantage for our customers in the 21st Century environment Digital and Analytics IoTWoRKS DRYiCE Cloud Cyber Security.
Hindustan Petroleum Corporation Limited	HPCL, a Navratna PSU is an Energy Conglomerate specialising in Oil & Gas. During the year 2017-18, HPCL achieved the highest ever profit after tax of ₹ 6,357 crore because of our robust performance in all spheres including Retail, Direct Sales, Lubes, LPG, Aviation, OD&E, Pipelines, Gas & Renewables and other services. HPCL owns & operate 2 major refineries which have achieved the highest ever combined refining throughput of 18.3 MMT. HPCL also is the No.1 Lube marketer in the country.
HSCC (INDIA) LIMITED	To be filled by company



Organisation	Short Profile of Organization
<p>INDIAN OIL CORPORATION LIMITED</p>	<p>Indian Oil is an integrated energy major with presence in almost all the streams of oil, gas, petrochemicals and alternative energy sources; a world of high-calibre people, state-of-the-art technologies and cutting-edge R&D; a world of best practices, quality-consciousness and transparency; and a world where energy in all its forms is tapped most responsibly and delivered to the consumers most affordably. Indian Oil Corporation (Indian Oil) is India's largest commercial enterprise, with a sales turnover of ₹ 506428 crore and profits of ₹ 21346 crore for the year 2017-18. Indian Oil is ranked 137 among the world's largest corporates (and first among Indian enterprises) in the prestigious Fortune 'Global 500' listing for the year 2018. As India's flagship national oil company, with a 33,000-strong work-force currently, Indian Oil has been meeting India's energy demands for over half a century. With a corporate vision to be 'The Energy of India' and to become 'A globally admired company,' Indian Oil's business interests straddle the entire hydrocarbon value-chain – from refining, pipeline transportation and marketing of petroleum products to exploration & production of crude oil & gas, marketing of natural gas and petrochemicals, besides forays into alternative energy and globalisation of downstream operations. Having set up subsidiaries in Sri Lanka, Mauritius and the UAE, the Corporation is simultaneously scouting for new business opportunities in the energy markets of Asia and Africa. It has also formed about 20 joint ventures with reputed business partners from India and abroad to pursue diverse business interests.</p>
<p>Infosys Ltd.</p>	<p>Infosys is a global leader in next-generation digital services and consulting. We enable clients in 45 countries to navigate their digital transformation. With over three decades of experience in managing the systems and workings of global enterprises, we expertly steer our clients through their digital journey. We do it by enabling the enterprise with an AI-powered core that helps prioritize the execution of change. We also empower the business with agile digital at scale to deliver unprecedented levels of performance and customer delight. Our always-on learning agenda drives their continuous improvement through building and transferring digital skills, expertise, and ideas from our innovation ecosystem.</p>



Organisation	Short Profile of Organization
ITC Limited	<p>ITC is one of India’s foremost private sector companies with a market capitalisation of over US\$ 50 billion and Gross Sales Value (Inclusive of all taxes and net of rebates/discounts) of over US\$ 10 billion. Its robust portfolio of businesses encompass FMCG, Hotels, Paperboards & Specialty Papers, Packaging, Agri-Business, and Information Technology. ITC is today India’s leading FMCG marketer, the market leader in the Paperboards and Packaging segment, a pioneer in rural transformation through its Agri Business, the world’s greenest Luxury Hotel Chain and a digital full services global player in the Information Technology segment. ITC takes pride in its ability to establish winning businesses and brands, build business leaders and create value for India. ITC is a global exemplar in sustainability. Its businesses and associated value chains have created sustainable livelihoods for around 6 million people, many of whom represent the weakest in society. ITC is the only enterprise in the world to be carbon positive (12 years), water positive (15 years), and solid waste recycling positive (10 years). ITC operates a cadre-ised finance function that serves all its businesses. The finance function in ITC proactively partners the various businesses of ITC. The functional role is a dynamic amalgam of three distinct dimensions, namely, value strategist, risk & opportunity manager and service & solution Provider. ITC’s multi-business context provides opportunities for working in a wide range of business environments, enabling growth through professional development.</p>
JSW Steel Ltd.	<p>The JSW Group is known across the country as “strategic first mover”. It is a \$13 billion leading conglomerate, with a presence across all the vital sectors of the Indian economy. The company occupies a pivotal part of the O. P. Jindal Group that has emerged as an undisputable world leader in a short span of three decades. It has a strong foothold across India, South America, South Africa & Europe. JSW Group is spearheading initiatives in core sectors like Steel, Energy, Cement, Infrastructure, Ventures & Sports. It has a diverse workforce of over 40,000 individuals. The Group has proven to play a significant role in the growth of the country.</p>



Organisation	Short Profile of Organization
	<p>Ranked among India’s top business houses, JSW’s innovative and sustainable ideas cater to the core sectors of Steel, Energy, Cement and Infrastructure. The Group continues to strive for excellence with its strength, differentiated product mix, state-of-the-art technology, excellence in execution and focus on sustainability. From its humble beginnings in steel, the JSW Group has expanded its presence across India, South America, South Africa & Europe. Through its CSR projects, it also continues to participate in and initiate activities that assist in improving those areas of our country that lack resources. JSW is known to be the “strategic first mover” to venture away from status quo, have the conviction to make fundamental changes and drive operational excellence on its quest to become better everyday.</p>
<p>Kotak Mahindra Life Insurance Company Ltd.</p>	<p>Kotak Life Insurance is one of the fastest growing insurance companies in India, covering over 20 million lives nationwide (as on 31 st March 2018). We rank #2 in customer loyalty after LIC and in private sector, we rank #1. Our core organisational values are Professional Approach, Innovation, Continuous Improvement, Financial Prudence, Real Value to Customers, People Friendly, Integrity. We aim to become 3X of our size in very near future. We are on the look-out for future leaders who can join us as Management Trainees in our journey towards a synergetic growth. This placement season, we look forward to interacting with talent at your campus where we discover mutually beneficial and exciting opportunities.</p>
<p>L&T</p>	<p>Headquartered in Mumbai, Larsen & Toubro Limited is one of the largest and most respected companies in India’s private sector. With over 80 years of a strong, customer focused approach and a continuous quest for world-class quality, L&T has unmatched capabilities across Technology, Engineering, Construction and Manufacturing, and maintains a leadership in all its major lines of business.</p>



Organisation	Short Profile of Organization
Macquarie Global Services	Macquarie is a global provider of banking, financial, advisory, investment and funds management services, with offices in 28 countries. We are a uniquely diverse business with deep specialist expertise. Gurgaon Office was established in 2007 as a shared services provider of choice for the Macquarie Group and provides capabilities in areas of Treasury, Finance and Technology. The Gurgaon office is an integral part of Macquarie’s global service delivery strategy and has strength of 1200 plus people and continues to experience rapid growth and expansion. The Financial Management Group provides financial, tax and treasury services to all areas of Macquarie. The group is focused on providing strategic analysis and advice to Macquarie’s businesses and senior management, managing Macquarie’s funding, liquidity and capital position, ensuring Macquarie continues to meet regulatory and compliance obligations and managing Macquarie’s corporate communications and investor relations.
MARLABS INNOVATIONS PRIVATE LIMITED.	Marlabs is a US based digital company having presence in different parts of the world.
Maruti Suzuki India Limited	www.marutisuzuki.com
Matix Fertilisers and Chemicals Ltd.	The fertiliser complex of Matix Fertilisers and Chemicals Ltd. is located at Panagarh near Durgapur, West Bengal and upon full completion shall have capacity to produce 3 MTPA urea. In Phase I, the company has already set up a single stream 2,200 Metric Tonnes Per Day (MTPD) Ammonia plant and 3,850 MTPD Urea plant (1.3 MTPA) along with associated offsite and utility facilities. The plant uses energy efficient latest technology from industry leaders Kellogg, Brown & Root (KBR), USA and Saipem, Italy. The plant has been commissioned and commenced urea production. The plant is one of the world’s largest single stream plants and the first with a feedstock supply of coal bed methane (CBM) gas. This is being sourced from the Raniganj block, near Panagarh in West Bengal. This plant is close to all the key markets in Eastern India. The plant production is supported by a strong dealer network and optimised transportation and distribution systems.



Organisation	Short Profile of Organization
Muthoot Finance Ltd.	The Muthoot Group was born in Kerala 130 years ago. The saga progress of the Group which today operates in 29 States including 2 Union Territories across India straddling 20 diversified business verticals with an employee base of over 35000, branch network over 4500 and vast expansion programme in hand epitomises what benevolent entrepreneurship steeped in values working close to the society can achieve. The flagship Company of the Group – Muthoot Finance Ltd., is the largest gold banking company in serving over 2,53,000 customers everyday with pan India presence and abroad viz., UK, US, Sri lanka, UAE through associates/subsidiaries.
N. A. SHAH ASSOCIATES	N. A. Shah Associates LLP is a niche professional services firm rendering suite of value added services since 1965. Situated in the heart of Mumbai the firm represents a balance blend of experience and youth, sharing a common vision. N. A. Shah Associates are leading CA firms in Mumbai. The firm takes pride in its ability to consistently delivering out of the box solutions that are technically sound, innovative and implementable. Many testimonials from highly satisfied clients who have been with us since last four decades establish our reputation.
NLC India Limited	NLC India Limited (NLCIL), a premier “NAVRATNA” Public Sector Enterprise with a present annual turnover of INR. 8496.20 crore (approx.) is spreading its wings in the frontiers of mining (Lignite & Coal), Thermal Power generation and Renewable energy. The Corporate plan of the company has many ambitious expansion schemes for massive capacity augmentation in the years to come.
NTT DATA Information Processing Services Private Limited	NTT DATA Services partners with clients to navigate and simplify the modern complexities of business and technology, delivering the insights, solutions and outcomes that matter most. As a division of NTT DATA Corporation, a top 10 global IT services and consulting provider, we wrap deep industry expertise around a comprehensive portfolio of infrastructure, applications and business process services. Visit nttdataservices.com to learn more.



Organisation	Short Profile of Organization
ONGC Limited	<p>Maharatna ONGC is the largest crude oil and natural gas Company in India, contributing around 70 per cent to Indian domestic production. Crude oil is the raw material used by downstream companies like IOC, BPCL, and HPCL to produce petroleum products like Petrol, Diesel, Kerosene, Naphtha, and Cooking Gas-LPG. This largest natural gas company ranks 11th among global energy majors (Platts). It is the only public sector Indian company to feature in Fortune’s ‘Most Admired Energy Companies’ list. ONGC ranks 18th in ‘Oil and Gas operations’ and 183rd overall in Forbes Global 2000. Acclaimed for its Corporate Governance practices, Transparency International has ranked ONGC 26th among the biggest publicly traded global giants. It is most valued and largest E&P Company in the world, and one of the highest profit-making and dividend-paying enterprise. oil and gas company in India ONGC has a unique distinction of being a company with in-house service capabilities in all areas of exploration and production of oil & gas and related oil-field services. Winner of the Best Employer award, this public sector enterprise has a dedicated team of over 33,500 professionals who toil round the clock in challenging locations. ONGC Videsh is a wholly owned subsidiary of Oil and Natural Gas Corporation Limited (ONGC), the National Oil Company of India, and is India’s largest international oil and gas Company. ONGC Videsh has participation in 41 projects in 20 countries namely Azerbaijan, Bangladesh, Brazil, Colombia, Iraq, Israel, Iran, Kazakhstan, Libya, Mozambique, Myanmar, Namibia, Russia, South Sudan, Sudan, Syria, United Arab Emirates, Venezuela, Vietnam and New Zealand. ONGC Videsh maintains a balanced portfolio of 15 producing, 4 discovered/under development, 18 exploratory and 4 pipeline projects. The Company currently operates/ jointly operates 21 projects. ONGC Videsh had total oil and gas reserves (2P) of about 711 MMTOE as on April 1, 2018. For more information visit: www.ongcevidesh.com.</p>



Organisation	Short Profile of Organization
Price Waterhouse Chartered Accountants LLP	At PwC, our purpose is to build trust in society and solve important problems. We're a network of firms in 158 countries with over 250,000 people who are committed to delivering quality in assurance, advisory and tax services. In India, PwC has offices in these cities: Ahmedabad, Bengaluru, Chennai, Delhi NCR, Hyderabad, Kolkata, Mumbai and Pune. For more information about PwC India's service offerings, visit www.pwc.in .
Pricewaterhouse Coopers Private Limited	At PwC, our purpose is to build trust in society and solve important problems. We are a network of firms in 158 countries with more than 250,000 people who are committed to delivering quality in assurance, advisory and tax services. In India, PwC has offices in these cities: Ahmedabad, Bengaluru, Chennai, Delhi NCR, Hyderabad, Kolkata, Mumbai and Pune. Our Clients: PwC India's clients range from some of the world's largest multinationals to many small and medium-sized enterprises. PwC India also works very closely with Government and public sector companies, providing a wide spectrum of services. Lines of Service (LoS) being offered is Tax and Regulatory Services and hiring locations are Mumbai & Pune.
PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited	PwC SDC Kolkata is a joint venture of member firms of Australia, Canada, India, the UK and the US. Part of PwC's Service Delivery Network (SDN), PwC SDC Kolkata serves as a cornerstone of PwC's global delivery model. Our business is organised into four lines of service — Advisory, Assurance, Risk Assurance and Tax. We have offices in Kolkata and Bangalore. In our eight year of successful operation, we stand as an organisation of repute and an employer of choice.



Organisation	Short Profile of Organization
PwC SDC	<p>Brief Company Description PricewaterhouseCoopers (PwC) US Advisory, Bangalore is the natural extension of PwC’s leading-class global delivery capabilities. We provide premium, cost effective, high quality services for projects based in the United States and global clients focused on key horizontal and vertical end-to-end solutions. Our US owned offices are critical to PwC’s success in the marketplace; in our business landscape a Global Delivery Model has become a competitive necessity. At the core of our firm’s philosophy is a simple construct: People matter. PwC’s high-performance culture is based on a passion for excellence with a focus on diversity and inclusion. We recruit the best talent from traditional and non-traditional sources, and then provide our people with the tools—including enriching professional experiences, everyday coaching, timely and productive feedback, and high-quality learning and education opportunities—to grow as professionals throughout their careers at PwC. PwC US Advisory – Management Consulting Our Management Consulting team works with our global clients to design and implement growth, operational and customer focused strategies for sustainable competitive advantage. Our thought leadership and unparalleled experience help clients turn formidable challenges into market advantage across the value chain and around the globe. Additionally, our extensive expertise in various industries allow us to serve clients with consulting services with a focus on the most profitable elements of the value chain to create scalable businesses that will deliver increased sustainable profits. Our Management Consultants work with the client and project teams to support global engagements from India through activities that are driven towards delivering results – conduct analyses and develop insights, prepare excel models, analyse large sets of data, capture as-is processes, prepare work plans, design to-be processes, support project lead, work directly with client teams and facilitate meetings to enable decision making, organize and prepare recommendations on client issues, and participate actively in new business development, thought leadership and firm building activities.</p>



Organisation	Short Profile of Organization
<p>RASHTRIYA ISPAT NIGAM LIMITED</p>	<p>Rashtriya Ispat Nigam Limited, the corporate entity of Visakhapatnam Steel Plant is a Navaratna PSE under the Ministry of Steel. Visakhapatnam Steel Plant fondly called Vizag steel. It is the first shore based Integrated Steel Plant in the country and is known for its quality products delighting the customers. It is a market leader in long products and it caters to the needs of diverse Industrial sectors.</p>
<p>REC Limited</p>	<p>REC Ltd. (Rural Electrification Corporation Ltd.) is a Navratna enterprise under Ministry of Power. It is engaged into financing of power projects across the value chain. It has also been appointed as the nodal agency for implementation of various flagship programmes of GoI.</p>
<p>Reliance Industries Ltd</p>	<p>At Reliance, the focus on growth is continuous and relentless. Our motto “Growth is Life” aptly captures the ever-evolving spirit of Reliance. Our activities span hydrocarbon exploration and production, petroleum refining and marketing, petrochemicals, retail and telecommunications. In each of these areas, we are committed to innovation-led, exponential growth. Our vision has pushed us to achieve global leadership in many of our businesses – including our position as the largest polyester yarn and fiber producer in the world. Reliance Industries Limited is a Fortune 500 company and the largest private sector corporation in India. As Reliance sets sights on even more ambitious goals, we remain inspired and guided by the story and philosophy of our founder chairman Dhirubhai Ambani. Hailing from modest means, he followed his dream to create India’s largest company. Reliance as an organization has adopted this ethos of converting adversity into opportunity and making the impossible possible by challenging conventional wisdom. Our ultimate aim has always been – and will always be – to touch the lives of people in a positive way.</p>
<p>Royal Enfield (Unit of Eicher Motors Ltd)</p>	<p>Royal Enfield is an Indian motorcycle manufacturing brand with the tag of “the oldest global motorcycle brand in continuous production” manufactured in factories in Chennai in India. First produced in 1901, Royal Enfield is the oldest motorcycle brand in the world still in production, with the Bullet model enjoying the longest motorcycle production run of all time.</p>



Organisation	Short Profile of Organization
RPG Enterprise	Built on a solid foundation of trust and tradition, RPG Group has grown with a relentless focus on excellence. Headquartered in Mumbai, India, the conglomerate has diversified portfolio in the areas of infrastructure, tyres, information technology, health, energy and plantations. Consisting of over fifteen companies across core sectors of the economy, RPG currently has a turnover in excess of US \$3 billion. With a strong commitment to grow and dedication to people, RPG's non-profit organisation, RPG Foundation is passionate about improving the quality of life of local communities and works by identifying critical need gaps, thus maximising social impact.
S. J. CHIRANIA & ASSOCIATES	M/s. S. J. Chirania & Associates was constituted on December 10, 2004 <i>vide</i> Firm Registration No. 0126387W with the Institute of Chartered Accountants of India. The firm's endeavour in providing Audit, Taxation and Corporate Advisory Service & has served various Corporate and other entities. Our mission is to provide the best guidance and professional services to the clients.
S. R. Batliboi & Co. LLP	S. R. Batliboi & Co. LLP is a Limited Liability Partnership firm incorporated on 01 April 2013. It is registered at Registrar of Companies, Kolkata. Its total obligation of contribution is ₹ 109,100,000. As a global leader in assurance, tax, transaction and advisory services, we're using the finance products, expertise and systems we've developed to build a better working world. That starts with a culture that believes in giving you the training, opportunities and creative freedom to make things better. And with a commitment to hiring and developing the most passionate people, we'll make our ambition to be the best employer by 2020 a reality.



Organisation	Short Profile of Organization
<p>Saint Gobain India Private Limited</p>	<p>In 2015, Saint-Gobain celebrated its 350th anniversary. Backed by its experience and capacity to continuously innovate, Saint-Gobain, the world leader in the habitat and construction market, designs, manufactures and distributes high-performance and building materials providing innovative solutions to meet the challenges of growth, energy efficiency and environmental protection. With 2017 sales of €40.8 billion, Saint-Gobain operates in 67 countries and has more than 179,000 employees. Saint-Gobain entered India in 1996, and has achieved strong and profitable growth since then. Today, it is a leader in all its major businesses, has 19 manufacturing sites and about 4,900 employees in India. In 2017, Saint-Gobain registered sales of about ₹ 5785 crore. For Saint-Gobain, India presents a huge opportunity for growth. Two large entities, Grindwell Norton Limited (GNO), a publicly traded company, and Saint-Gobain India Pvt. Ltd. (SGI) and a few smaller entities house Saint-Gobain’s businesses in India. The Group has adopted a systematic focus in launching its individual businesses in India and currently operates in two of Saint-Gobain’s business sectors: Innovative Materials and Construction Products.</p>
<p>SHELL INDIA MARKETS PVT. LTD.</p>	<p>The aim of the Shell Business Operations, Chennai is to provide the Group with operational excellence through highlighting and utilising process improvements and functional efficiencies as well as by leveraging economies of scale. Currently, the Chennai centre provides a wide range of finance, accounting and business services to Shell operating companies across several business sectors globally. Set up in September 2007, the Chennai centre has grown rapidly and now, in its fourth year of operations, it has crossed the 1600 staff mark. The centre is located in the RMZ Millennia Business Park, where the Shell campus is a LEED Platinum building with world class infrastructure. The business is expected to grow further over the next two years and infrastructural additions to support this have been planned. The main focus in Chennai is on Finance Operations which supports delivery of the global Finance functional plan. There is also a ‘Downstream India’</p>



Organisation	Short Profile of Organization
	- Customer Services Team that handles lubricant depot ordering within the country. The Shell Business Operations (SBO Team) manages the centre facilities and supports business partners' operations on site. There is a strong focus at SBO on safety & well being of staff and on its three core values: Compliance, Intervention & Respect.
Singhi & Co	For the last seven decades, Singhi & Co. has been consistently providing high quality services in the fields of Audit and Assurance, Risk Advisory, Internal Audit, Corporate Finance, IFRS, Tax, Business Management services, GST etc.
STEEL AUTHORITY OF INDIA LTD.	Steel Authority of India Ltd. is a Maharatana Company involved in manufacturing and marketing of Steel. It has five Integrated Steel Plants at Bhilai (Chhattisgarh), Bokaro (Jharkhand), Durgapur (West Bengal), Rourkela (Odisha) and Burnpur (West Bengal). It has three special plants at Durgapur (West Bengal), Bhadravati (Karnataka) and Salem (Tamil Nadu). The Company has a Ferro Alloy Plant at Chandrapur (Maharashtra). It has Management Training Institute, Centre for Engineering & Technology, and Research & Development Centre for Iron & Steel located at Ranchi.
Sterlite Tech	We started with being a leading global provider of optical fibre, the fastest known medium for high-speed data networks. Today, we design, build and manage smarter networks. We have over 200 patents to our credit and are developing solutions for 5G, web-scale and software-defined networks, network function virtualisation, next-generation O/BSS and more. Technology innovation is at the core of everything we do. We offer network solutions to telcos, data centres, tower companies, Internet companies and ISPs. We design and build intrusion-proof networks to the Indian Defence. We build citizen networks in cities and villages. In India, 45% of all data travels on our solutions, while globally, we are present in over 100 countries. We share lineage with the Vedanta Group and are listed on BSE and NSE. In the last three years, our market cap, order book and the new services business have grown 10X. We are growing exponentially.



Organisation	Short Profile of Organization
Superhouse Limited	Superhouse Group, is a multi-unit and multi-product conglomerate with brand leadership in the field of footwear manufacturing and exports. The Group is well equipped with the most modern machineries and a specialized workforce and produces all types of quality leather, leather goods and textile garments that are appreciated all over the world.
Suresh Surana & Associates LLP	Suresh Surana & Associates LLP (SSA Group) along with its affiliates, is one of the leading accounting and consulting groups in India, with group personnel strength of over 1,500. Suresh Surana & Associates (SSA) LLP offers a wide range of specialised, multi-disciplinary professional services that meet the immediate as well as the long-term business needs of clients. SSA Group has a pan-India presence with offices in Mumbai, New Delhi-NCR, Bangalore, Chennai, Kolkata, Surat, Ahmedabad, Gandhidham and Jaipur. SSA Group provides a wide range of professional service with special focus on the fields of Internal/ Management Audits, Corporate Advisory, Risk Management and Attestation. SSA Group's international affiliation and experience enables it to meet the cross-border services requirements of its clients. SSA Group's focus has been on building strong client relationships through consistency of services. Over the years, we have built a strong competitive presence in all our focus sectors. We work with both Indian and international companies whose inherent quality and business potential position them well as top class organizations, current or potential.
TATA CAPITAL LIMITED	Subsidiary of Tata Sons Limited. Trusted and Customer Centric, one-stop financial solutions partner. Caters to the diverse needs of retail, corporate and institutional customers directly or through its subsidiaries.
Tata Consultancy Services Ltd.	TCS is one of the largest Indian companies by market capitalization. TCS is now placed among the most valuable IT services brands worldwide. In 2015, TCS ranked 64th overall in the Forbes World's Most Innovative Companies ranking, making it both the highest-ranked IT services company and the top Indian company. It is the world's 2nd largest IT services provider. As of 2017, it ranked 10th on the Fortune India 500 list. In April



Organisation	Short Profile of Organization
	2018, TCS became the first Indian IT company to breach \$100 billion market capitalisation, and second Indian company ever (after Reliance Industries achieved it in 2007) after its m-cap stood at ₹ 6,79,332.81 crore (\$102.6 billion) in Bombay Stock Exchange.
The Federal Bank Limited	Federal Bank Limited is a major Indian commercial bank in the private sector headquartered at Aluva, Kerala having more than thousand branches and ATMs spread across different States in India. The Bank is a pioneer among traditional banks in India in the area of using technology to leverage its operations and was among the first banks in India to computerise all its branches. The Bank offers its customers, a variety of services such as Internet banking, Mobile banking, on-line bill payment, online fee collection, depository services, Cash Management Services, merchant banking services, insurance, mutual fund products and many more as part of its strategy to position itself as a financial super market and to enhance customer convenience. The history of Federal Bank dates back to the pre-independence era. The Bank was incorporated on April 23, 1931 as the Travancore Federal Bank Limited, Nedumpuram under the Travancore Companies Regulation, 1916. Late K. P. Hormis, the visionary banker and founder took up the reigns in 1945 and built the bank a nationwide institution. The Bank's name was changed to The Federal Bank Limited on December 2, 1949. The Bank was licensed under the Banking Regulation Act, 1949, on July 11, 1959 and became a scheduled commercial bank under the Second Schedule of Reserve Bank of India Act, 1934 on July 20, 1970. Today the bank is present in 25 States, Delhi NCT and 4 Union Territories and the bank is listed in BSE, NSE and London Stock Exchange.
TVS Motor Company Limited	TVS Motor Company is the third largest two-wheeler manufacturer in India, with a revenue of INR 15,129 Cr (2017-18). The company has an annual production capacity of 4 million 2 wheelers & 120,000 3 wheelers. TVS Group spans across industries like Automobile, Aviation, Education, Electronics, Energy, Finance, Housing, Insurance, Investment, Logistics, Service and Textiles. Has over 90 Companies under the umbrella. TVS Group turnover including all key subsidiaries and associates is ₹ 59,400 Cr for FY 2018. At a conversion rate of USD 70, this represents 8.5 Billion



Organisation	Short Profile of Organization
V. SINGHI & ASSOCIATES	V. Singhi & Associates, Chartered Accountants is one of the leading auditing and advisory firms in India. We have presence in 7 major cities i.e., Kolkata, Mumbai, New Delhi, Bengaluru, Hyderabad, Jaipur and Guwahati. We drive beyond service and add value to our clients.
VE Commercial Vehicles	VE Commercial Vehicles Ltd. (A Volvo Group and Eicher Motors joint venture).
Vedanta resources Pvt. Ltd.	We operate on the belief that our people are our core assets and we consistently endeavour towards developing their potential to be our future leaders and key employees. We currently operate in India, Zambia, Namibia, South Africa, Liberia, Ireland and Australia through our various subsidiaries. We seek to attract talent especially in mining, metallurgy, geology, smelting and sustainability for our worldwide operations. Empowerment of the community requires a synergic satisfaction of human needs and our view is that a shared destiny approach will benefit the community and boost economic prosperity. With a business model of growth, constant value creation and improved operations, the company's vision is focused towards sustainably satisfying the needs of all our stakeholders by engaging the community we operate in. We have adopted a positive attitude to make our Sustainable Development initiatives successful for all. Vedanta has completed 10 years as a London Stock Exchange listed company. In this decade Vedanta's revenue has grown from \$1289.5 million to \$12.9 billion.
VINOD KUMAR & ASSOCAITES	VINOD KUMAR & ASSOCIATES (VKA) is a multi-disciplinary firm of Chartered Accountants, promoted by a Group of highly qualified and experienced professionals on 4th February, 1980 to offer a full range of services that include management Consultancy, corporate finance, audit, tax and legal advisory services. Each step in its corporate existence has taken a step closer towards the fulfilment of its goal. After a modest beginning in 1980, VKA has established its various divisions to provide high quality resources and integrated services to Industrial and Business Houses in India and abroad. Over these years VKA capabilities and performances have won the utmost trust and confidence of a richly varied and strong client base ranging through small & medium enterprises and big league corporate and multinational



Organisation	Short Profile of Organization
	<p>Business Houses, both in India and abroad. Today VKA has attained prominence as India's leading management consultant rendering highly specialised client specific solutions for the widest spectrum of activities including: Audit and Assurance Services. Income Tax, Service Tax, VAT and Excise consulting, representations. Accounting, MIS and Internal Control Systems. Litigations before Company Law Board, BIFR, ITAT, DRT and SAT. Regulatory compliances, advisory, approvals and representation before authorities and regulators. Corporate Structuring, Restructuring, Succession Planning. Company Incorporations in India and Overseas, Exchange control and Corporate Law Advisory. Transfer Pricing, International Tax Advisory's of 150 plus countries Valuations, Due Diligence, Mergers and Acquisitions</p>
VIRAJ PROFILES LIMITED	<p>Today Viraj is one of the largest manufacturers and exporters of Stainless Steel long products in the world. With turnover of USD 1.5 Billion, the company is exporting its stainless steel products (Wire Rods, Wires, Welding Wires, Flanges, Fasteners, Bright Bars and Profiles) to more than 1300 customers based across 90 countries spread over 6 continents. With melting capacity of 528,000 tonnes per annum, the company produces more than 50,000 SKUs in various grades like Austenitic, Ferritic, Martenistic, Duplex and Electrode in various shapes and sizes.</p>
VISA STEEL LTD.	<p>VISA Steel is operating a 225,000 TPA Blast Furnace, 300,000 TPA Sponge Iron Plant & 500,000 TPA Steel Plant through Electric Furnace route and 150,000 TPA Ferro Chrome Plant at Kalinganagar in Odisha.</p>
VKC Group Division 1 (M/s. U4ic International Pvt. Ltd.)	<p>VKC started with Hawaii products in 1984, moved into PVC footwears before starting PU footwear manufacturing in 2007. Thanks to the widespread market acceptance of PU footwear, VKC today has 69 PU machines spread over 27 manufacturing units across Kerala, Tamil Nadu, Karnataka, West Bengal, Andhra Pradesh, Gujarat, Haryana, Madhya Pradesh, and Uttar Pradesh. This enabled the company to become one of India's leading footwear manufacturer with a sales turnover of over ₹ 2000 crore. The VKC brand already has a domineering market in the Southern States and has since expanded its footprints to other States in Western and Eastern markets like Maharashtra,</p>



Organisation	Short Profile of Organization
	<p>Gujarat, West Bengal, and Odisha. In the recent past, VKC has rolled out marketing set up in North Indian markets which are growing rapidly. Apart from the domestic market, VKC footwear has found acceptance in GCC countries, Singapore and Malaysia. VKC has also started 2 new manufacturing units in Sri Lanka and Bangladesh. VKC after establishing in mass market segment, made entry into economy segment through its brand Walkaroo. VKC has plans to enter into The Premium segment in leather with its premium product – “BOTOWI” (Born To Win). The vision of VKC Group is to reach a turnover of ₹ 3,500 Cr by the year 2020. VKC Group had ventured into 2 new business in this FY 2018-19. One in Bags & Luggage under the brand “Strabo” and another in Apparels under the brand name “Blue Tyga”. The business has currently been launched in South India and is picking up sales very fast. As a part of VKC Group Division-1’s rapid expansion plans, a Corporate office has been setup at Coimbatore, Tamil Nadu. The company’s business approach is characterised by the values and beliefs prevailing within the Group. Employees are provided opportunities for growth in a conducive professionalised work environment.</p>
<p>WALKER CHANDIOK & CO LLP</p>	<p>Grant Thornton in India is a member of Grant Thornton International Ltd. It has over 3,000 people across 15 locations around the country, including major metros. Grant Thornton in India is at the forefront of helping reshape the values in our profession and in the process help shape a more vibrant Indian economy. Grant Thornton in India aims to be the most promoted firm in providing robust compliance services to dynamic Indian global companies, and to help them navigate the challenges of growth as they globalise. Firm’s proactive teams, led by accessible and approachable partners, use insights, experience and instinct to understand complex issues for privately owned, publicly listed and public sector clients, and help them find growth solutions.</p>



Organisation	Short Profile of Organization
Wealthtree Advisors Private Limited/MyCFO	<p>WealthTree Advisors Private Limited, a Cross Border Consulting Company, headquartered in Mumbai. We are VC invested since 2015 and remain India’s only VC invested company in this space, till date. WealthTree’s service’s flagship brand, ‘MyCFO’ is the market leader in the CFO services category (www.mycfo.in). The brand of MyCFO (www.mycfo.in) is India’s largest CFO services provider, offering two service lines: end-to-end CFOing and project-based Office of CFO solutions. We also operate as Practus Inc. (www.practusinc.com) outside India. MyCFO/ Practus execute projects in 6 countries (mainly US, Middle East, UK and CIS) and in 8 cities in India. About 160+ finance professionals drawn from some of the best names in the industry work with MyCFO/ Practus, on a full time ‘on-rolls’ basis. We have access to another 1200+ professionals who are available to work with us on a project basis. MyCFO/ Practus remain an implementation focused, problem solver in the Finance and IT space, bringing a combination of top class professionals, best practices from our IP library and third-party IT tools to create clearly measurable results for our clients. Most projects are high impact, transformational and have a clear outcome in the form of improved profits, cashflows, efficiencies and enterprise valuations. Buyers of our services are Boards, PE/ VC funds, Banks/ ARCs, CEOs, CFOs and entrepreneurs. Our clients are mid to large MNCs and Indian groups including the likes of Unilever, Dun & Bradstreet, Danone, Star TV, Glaxo Novartis, Blue Star, VFS, Tata, Mahindra, JK, Piramal, Mafatlal, apart from an interesting mix of entrepreneur run companies, Family Managed Businesses, startups and several PE/ VC invested firms. MyCFO/ Practus has assisted over 500 companies till date. We play a highly hands on, operational, client driven, practical implementation service. Tangible, time bound results are delivered through a strong project management system and real time visibility to Promoters, Management and the investors. Our team members come with several years of practical, ‘hands on’, industry work experience.</p>



Organisation	Short Profile of Organization
Whirlpool of India Ltd.	WHIRLPOOL CORPORATION #1 Fortune 500 Company in Consumer Durable category No 1 in North America(NAR), Latin America(LAR) & Europe Middle East, Africa(EMEA) No 1 western company in Asia Annual sales turnover of \$21 billion 70 manufacturing & Technology centers around the Globe 3 Manufacturing Locations in India We are known for our Innovative products, reflected in the multiple awards we have received. • Our major products include Refrigerators, Washing machines, Air conditioners, Microwaves, RO water purifier & Built-in appliances Awarded the Best Employers to Work With by Aon Hewitt and Great Place to Work (GPTW) consistently
Wipro Ltd.	Wipro Limited (NYSE: WIT, BSE: 507685, NSE: WIPRO) is a leading global information technology, consulting and business process services company. We harness the power of cognitive computing, hyper-automation, robotics, cloud, analytics and emerging technologies to help our clients adapt to the digital world and make them successful. A company recognized globally for its comprehensive portfolio of services, strong commitment to sustainability and good corporate citizenship, we have over 160,000 dedicated employees serving clients across six continents. Together, we discover ideas and connect the dots to build a better and a bold new future.
ETG Group	ETG is globally recognised as one of the fastest growing integrated agricultural supply chain groups. Our multinational operating entities are strategically located across 40 countries and are responsible <i>inter alia</i> for procurement, warehousing, processing and/or manufacturing of finished goods. We also specialise in transporting and distributing our products, driving brand growth.
ORAVEL STAYS PRIVATE LIMITED	OYO Hotels and Homes is South Asia’s largest, one of China’s top 5, and the world’s fastest growing chain of hotels, homes & spaces, with footprints in more than 500 cities across India, China, Malaysia, Nepal, the UK, UAE and more recently Indonesia. OYO Hotels & Homes is one of a kind and has pioneered world’s first full stack technology led hospitality model, where it currently has over 12,000 franchised or leased hotels and over 3,000 (7500 rooms) as a part its chain. Beyond these there are multiple categories which are being build out.



Organisation	Short Profile of Organization
Genpact India Pvt. Ltd.	<p>We are a global professional services firm that makes business transformation real. We drive digital-led innovation and digitally-enabled intelligent operations for our clients, guided by our experience running thousands of processes for hundreds of Global Fortune 500 companies. From New York to New Delhi and more than 20 countries in between, Genpact has the end-to-end expertise to connect every dot, reimagine every process, and reinvent companies' ways of working. Our focus is to make sure we have the right set of people delivering what we promise. People who think with design, dream in digital, and solve problems with data and analytics. People who obsess over operations, focus on the details, and lead change by being curious, incisive and courageous in everything they do—on a foundation of unyielding integrity. We are Genpact. Transformation happens here. Come, be a part of our exciting journey!</p>
The Karur Vysya Bank Ltd.	<p>The Karur Vysya Bank Ltd is a leading private sector bank with more than 102 years of banking wisdom. We continue to delight our customers by blending tradition with technology and delivering innovative digital products.</p>
Hetero Drugs Ltd.	<p>Hetero is one of India's leading generic pharmaceutical companies and the world's largest producer of anti-retroviral drugs for the treatment of HIV/AIDS. Backed by over 25 years of expertise in the pharmaceutical industry, Hetero's strategic business areas spread across APIs, Generics, Biosimilars, Custom Pharmaceutical services and Branded Generics. The company is globally recognised for its strengths in Research and Development, manufacturing and commercialization of a wide range of products. Hetero has 36 state-of-the-art manufacturing facilities strategically located worldwide, audited and approved by stringent regulatory authorities like US FDA, EU, TGA-Australia, MCC-South Africa and others. Our portfolio includes 300 plus products encompassing major therapeutic categories such as HIV/AIDS, Oncology, Cardiovascular, Neurology, Hepatitis, Nephrology, Urology, Diabetes, Ophthalmology, Hepatology and Immunology etc. Hetero has a strong global presence in over 126 countries and focuses on making affordable medicines accessible to patients worldwide.</p>



Organisation	Short Profile of Organization
Pracaya Financial Services Pvt Ltd	Prachay Group is a diversified group in the field of finance. The group started as a boutique investment bank with industry specialisation of Real Estate. Over a period, the group expanded its outreach to various industries and sectors and is now one of the leading players in capital advisory. The group now also has a finance company - a RBI registered ND – Non SI NBFC.
Jubilant FoodWorks Ltd	Jubilant FoodWorks Ltd is the master franchisee owner for Domino’s Pizza in India, Sri Lanka, Bangladesh & Nepal. Additionally, we also have the franchisee for Dunkin’ Donuts in India. Domino’s Pizza is the largest QSR chain in India.
Tata Advanced Systems	TATA ADVANCED SYSTEMS LIMITED (TASL) is pioneering the foray of the Tata Group into the niche areas of Aerospace & Defence. This is a strategic investment of the Tata Group, with a vision to become a leading player in aerospace domain. With joint ventures and alliances with the top aerospace OEMs of the world viz., Lockheed Martin and Sikorsky Aircraft Corporation, TASL is a fast growing company and is leading the development of the Indian Aerospace story. Within 10 years, the company has successfully garnered huge appreciation from the leading aerospace OEMs in the world. The TATA Group has a century old history of pioneering industries focused on nation building. The aerospace ventures are also envisioned to develop the Indian aerospace manufacturing capability, thereby making TASL and India, the destination of choice for all aerospace OEMs. TASL is expanding its business development team to identify, evaluate and fructify new opportunities. The Aerospace team seeks to focus on revenue enhancement by meeting the aerospace manufacturing and assembly requirements of the Indian & Global aerospace industry. At present we are in the process of expanding our business portfolios with TAL Manufacturing Solutions, Nagpur, Tata Advanced Materials, Bangalore, Tata Motors Land Mobility solutions, Tata Power Strategic Engineering Division, Bangalore and TASL coming together to form Tata Aerospace and Defence. With the expansion we present a wider business horizon across multiple locations for the fresh CAs to begin their careers.



Organisation	Short Profile of Organization
ANI Technologies Pvt Ltd. (Ola)	Founded in 2011 by Bhavish Aggarwal and Ankit Bhati, Ola is one of the world’s largest ride-hailing companies. Ola integrates city transportation for customers and drivers onto a mobile technology platform ensuring convenient, transparent, safe and quick service fulfilment. Ola is focused on leveraging the best of technology and building innovative solutions ground-up, that are relevant at global scale. Notably, in 2016, Ola Play the world’s first connected car platform for ride-sharing was launched, transforming commuting experiences and setting the tone for global innovation in this space. Using the Ola mobile app, users across 125+ cities, can connect with over a million drivers across a diverse range of vehicles. Driven by a hyperlocal approach, Ola is committed to its mission of building mobility for a billion people.
Luthra & Luthra Chartered Accountants	The Firm was established in 1979, with its Head office at New Delhi and branches at Mumbai & Bengaluru. The firm has 8 Partners and many qualified professionals in the areas of Assurance, Tax and Company Law, who are ably supported by many team persons comprising of semi-qualified professionals, financial, audit and administrative staff and Article trainees. The professionals engaged with the firm have expertise in diverse fields i.e., Audit (Statutory, Internal, Systems and Management etc.), IFRS and Ind AS, Internal Control Systems Development & Testing, Valuation, Financial Due Diligence, Accounts, Direct Taxation, Foreign Collaboration, Company Law, Foreign Exchange Law, Goods and Service Tax (GST), Insolvency and Bankruptcy Advisory Services etc.



Organisation	Short Profile of Organization
<p>Varroc Engineering Ltd.</p>	<p>Founded in 1988, Varroc group is a global tier-1 automotive component manufacturer and supplier of exterior lighting systems, plastic and polymer components, electricals-electronics components, and precision metallic components to passenger car, commercial vehicle, two-wheeler, three-wheeler and off highway vehicle (“OHV”) OEMs directly worldwide. With 36 world-class manufacturing facilities and 16 R&D centres in 10 countries, Varroc group is on an exponential growth trajectory clocking a sale of 1.5 billion USD in 2016-17. The company is one of the leading global passenger car lighting suppliers and amongst the top 2-wheeler automotive component supplier in India. Varroc offers best design solutions that give customers a competitive edge in their markets.</p>
<p>The Mission Hospital</p>	<p>The Mission Hospital (A unit of Durgapur Medical Centre Pvt. Ltd.) is a state of the art centre of excellence with cutting edge technology in Durgapur, West Bengal. It is an NABH accredited hospital catering medical needs of people of entire South Bengal, Jharkhand, North Bengal, Sikkim, Bhutan. Overseas patients from Pakistan, Afghanistan and Bangladesh come to this centre for their treatment. It is 350 bed superspeciality hospital with all medical facilities and services.</p>
<p>Adani Ports & SEZ Limited</p>	<p>APSEZ is the seamless integration of 3 verticals consisting of Ports, Logistics and Special Economic Zone. The company has pan India presence in ten locations with the flagship Mundra port in the Gulf of Kachchh, also India’s largest commercial port. APSEZ represents a large network of ports with India’s largest SEZ at Mundra. APSEZ Port Business is integral to its Logistics Business and is India’s largest private port operator with presence across 10 locations.</p>



Organisation	Short Profile of Organization
CATHOLIC SYRIAN BANK LTD	<p>The genesis of Indian Banking is associated to a large extent with Swadeshi Movement, which inspired many Indians to promote Swadeshi Banks in the beginning of the 20th Century. The enterprising founders of Catholic Syrian Bank Ltd also found this period to be a moment of opportunity to promote the establishment of a bank. Thus was born The Catholic Syrian Bank Ltd., Nine decades ago, on 26th November 1920 to be exact at Thrissur, which in later years acquired the unique distinction of being a centre with the highest concentration of banks in the South. The founder directors of the bank were people of eminence known for their foresight, integrity and initiative. The policy they laid down has been consistently upheld by the successive generations who guided the destiny of the institution.</p>
The Tata Power Company Limited	<p>Tata Power is India's largest integrated power company with a significant international presence. From Fuel and Logistics to Generation and Transmission to Distribution and Trading-exploring various renewable sources of energy in India and globally, we now have a significant presence in wind, solar, hydro and geothermal energy space. Our technology leadership is legendary, and we have demonstrated successful public-private partnerships in Generation, Transmission and Distribution - "Tata Power Delhi Distribution Limited" with Delhi Vidyut Board for</p>



Organisation	Short Profile of Organization
	<p>distribution in North Delhi, ‘Powerlinks Transmission Ltd.’ with Power Grid Corporation of India Ltd. for evacuation of Power from Tala hydro plant in Bhutan to Delhi and ‘Maithon Power Ltd.’ with Damodar Valley Corporation for a Mega Power Project at Jharkhand. Tata Power has been associated with the growing legacy of Mumbai as a business city for almost a century now. Mumbai’s growth has been literally powered by Tata Power’s reliable power supply. The Company has since spread its footprint across the country and abroad. Outside Mumbai, the Company now has generation capacities in the States of Jharkhand, Gujarat and Odisha. The thermal power stations of the Company are located at Trombay in Mumbai, Jojobera and Maithon in Jharkhand and Mundra in Gujarat. The hydro stations are located in the Western Ghats of Maharashtra and the wind farms in Maharashtra, Gujarat, Tamil Nadu and Karnataka. An optimum mix of hydel and thermal capacity enables the company to supply power at competitive tariffs to its customers. At 1.9% the Company’s transmission & distribution losses are among the lowest in the country. Also, at the core of reliable power supply to the city is the unique ‘Islanding’ system pioneered by Tata Power, due to which the city of Mumbai has the advantage of assured uninterrupted reliable supply of power. In case of a grid failure, an “Islanding system” ensures power supply within the city limits. Today, 100 years since, the Company is poised for multi-fold growth. Tata Power today is one of the largest renewable energy players in India and it has developed the country’s first 4000 MW Ultra Mega Power Project at Mundra in Gujarat, based on super-critical technology. The Company’s international presence includes strategic investments in Indonesia through 30% stake in coal mines and a geothermal project; in Singapore through Trust Energy Resources to securitise coal supply and the shipping of coal for its thermal power generation operations; in South Africa through a joint venture called ‘Cennergı’ to develop projects in South Africa, Botswana and Namibia; in Australia through investments in enhanced geothermal and clean coal technologies and in Bhutan through a hydro project in partnership with The Royal Government of Bhutan. Dedicating the Company’s 100</p>



Organisation	Short Profile of Organization
	<p>years of ‘Invisible Goodness’ to the nation, and in line with its nationalistic spirit, the Company also dedicated the Tata Power Skill Development Institute (TPSDI) for the development of the country. Tata Power is proud to be a sustainability steward and is working towards embracing the challenges of climate change and leading the industry towards responsible growth. The Company’s sustainability initiatives comprise investing in clean energy production, building a strong renewable portfolio, focusing on bio-diversity conservation, streamlining water use, and planting thousands of trees in the vicinity of the plants to reduce the carbon footprint. The Company has also created a sustained platform called the Tata Power Energy Club for the youth of the country to practise energy conservation. The club teaches students from more than 300 schools on how to curb energy wastage. Over three million citizens across nine cities in India, i.e., Mumbai, Pune, Bengaluru, Kolkata, Delhi, Ahmedabad, Jamshedpur, Lonavala, and Belgaum have benefitted from this programme and have saved 2.5 million units of electricity. Over the last 30 years, Tata Power has continued to contribute to eco-restoration and eco-development programme.</p>
Toyota Kirloskar Motor Private Limited	<p>Toyota Kirloskar Motor Pvt. Ltd. (TKM) is a subsidiary of Toyota Motor Corporation, Japanese car manufacturing giant with manufacturing facility in 52 countries and products sold in more than 170 countries. Toyota is one of the world’s leading auto manufactures, offering a wide range of passenger car models. TKM was established 1997, at Bidadi Industrial Area, Bidadi, Bengaluru. We have around 10 thousand employees in India and we produce around 7 models in India, like e.g.: passenger car, MPV, SUV segment. We produce more than 1.5 lakh cars per year. At Toyota, we uphold the philosophy of continuous improvement (Kaizen), because we believe that there is always scope to do better. It is this very philosophy that drives us towards quality, making it a way of life at Toyota. The tradition at Toyota has always been to provide premium quality cars, backed with reliable services to our customers. We ensure that the quality meets the international standards while keeping in mind the local sensitivities. To make this success, we need equally competent resources and we believe in investing in human resources for individual development through strong culture of on job training.</p>



Organisation	Short Profile of Organization
Merrill India Services Pvt. Ltd. (Toppan Merrill)	Merrill Technology Services is a part of Toppan Vintage, a leader in financial printing and communications solutions, is part of the Toppan Printing Co., Ltd., the world's leading printing group, headquartered in Tokyo with approximately US\$ 14 billion in annual sales. We are a pioneer and trusted partner in the financial markets for three decades, serving the financial, legal and corporate communities with meticulous, responsive service and unparalleled local market expertise and capabilities.
Baring Private Equity Partners India	Baring Private Equity Partners India is one of the oldest and amongst the largest PE funds in the Indian subcontinent with over US\$ 1 billion of Assets under Management. Having partnered with Indian entrepreneurs for over two decades, Baring India has an enviable track record of building outstanding businesses in the country. Its focus is to use private equity skill-set to ensure sustainable, long-term growth of portfolio companies. Baring India has invested in over 55 companies across diverse verticals such as IT, ITeS, Life Sciences, Banking and Financial Services, Infrastructure, Real Estate, and Consumer goods. It's first venture in India was rated as the best performing fund of 1998 vintage.
WIPRO Enterprises (P) Ltd.	Wipro Enterprises (P) Limited comprises of two main businesses namely Wipro Consumer Care, primarily into Personal Care products, Lighting solutions & Office furniture and Wipro Infrastructure Engineering business, which provides Hydraulic Solutions for a wide range of applications including Aerospace & Defence and complete end-to-end solutions in Water and Wastewater treatment for industrial applications.
MINDA INDUSTRIES LTD.	Minda Industries Limited (MIL) is a flagship Company of UNO MINDA Group. UNO MINDA, a technology leader in Auto Components Industry is a leading supplier of proprietary automotive solutions to OEMs as Tier-1. It manufactures automobile components for Original Equipment Manufacturers (OEMs). It is an INR 70 billion (US\$ 1.06 billion) Group as in 2017-18 and is rapidly expanding with growing market share across all its product lines. The Group is a global player in the automotive sector with overseas manufacturing facilities in Indonesia, Vietnam, Spain, Mexico, Morocco & Colombia as well as Design Offices in Taiwan, Japan & Spain. It has over 59



Organisation	Short Profile of Organization
	manufacturing plants globally and has JVs/Technical Agreements with world renowned manufactures from Japan, Italy and Taiwan. It endeavours to deliver high technology and quality products to its customers globally.
Home First Finance	Home First is young housing finance company built on a single premise: we believe everyone should own their dream home. We blend technology and personification, so the loan process is easy and hassle-free. Simply put: our customers always come first.
Clifford Chance Business Service Pvt. Ltd.	The Clifford Chance Delhi Office was established in 2007 and with a current team strength of approximately 500+ members, it is responsible for supporting various functions and geographies across the Clifford Chance network. The finance function is one of the earliest adopters of the Clifford Chance Delhi Office and has the largest presence supporting the majority of the finance processes including Control and Accounting, Planning & Analysis, Pricing and Client Profitability, Accounts Payable & Billing & Financial Planning & Governance.
KALYAN SILKS TRICHUR P. LTD.	Kalyan Silks, the world largest silk saree showroom network, has been the most trusted brand in Kerala for more than a century now. Today Kalyan Silks prides itself in with 25 world-class showrooms across Kerala, Karnataka, Tamil Nadu, UAE & Oman.
Sarmangal Synthetics Pvt. Ltd.	We, at Sarmangal Synthetics produce fine yarns from smart fibers with soft touch and specialize in manufacturing all dyed 100% Polyester yarns, Poly-cotton blended & Melange yarns, Poly-viscose blended & melange yarns and newly introduced extensive range of Fancy yarns in the count range of 18s to 40s.
Kalpataru Power Transmission Ltd.	Kalpataru Power Transmission Limited (KPTL) is amongst the largest players firmly entrenched in the global power transmission and infrastructure EPC space. With proven experience and expertise spanning over three decades, KPTL today has established its footprints in over 50 countries, executing marquee projects with comprehensive capabilities that deliver complete solutions covering design, testing, fabrication, erection and construction of transmission lines, oil and gas infrastructure and railways projects on a turnkey basis. KPTL is part of the Kalpataru Group established in 1969. It is a diversified conglomerate spanning Real Estate, Power Generation and Transmission, Construction



Organisation	Short Profile of Organization
	<p>of Roads, Factories, Buildings and Oil and Gas Infrastructure and Agri-Logistics spaces. Over 2000 strong technical manpower of KPTL delivers compelling advantage, combining in-house research, engineering and manufacturing that ensure the highest value proposition to clients. The Company has an annual production capacity of over 180,000 MT of transmission towers at its state-of-the-art manufacturing facilities in India and an ultra-modern tower testing facility, making it amongst the global largest power transmission EPC Company. KPTL’s wide reach and presence includes international geographies like Africa, CIS countries, the Middle East, SAARC, Asia-Pacific and the Americas. In India, the Company has been partnering India’s accelerating infrastructure push by executing EPC projects in Oil & Gas infrastructure and Railways infrastructure as well as undertaking power transmission projects on Build, Operate, Own, and Maintain (BOOM) model. KPTL’s Oil & Gas business includes providing EPC contracting services for cross-country pipelines, terminals and gas gathering stations across diverse territories. The Company provides end-to-end solutions through a well-qualified engineering and designing team for successful and timely completion of projects. KPTL’s Railway Infrastructure EPC vertical aids in accelerating economic development in domestic and international markets by leveraging proven expertise in project management capabilities, engineering & construction experience combined with strong technical and financial support. The Company is providing railways EPC services for executing civil infrastructure, track laying, signalling & telecommunication and over-head electrification projects for railways in India. KPTL has successfully positioned its High Voltage Sub-station business both in air insulated (AIS) and gas insulated (GIS) segment in domestic as well as international market. KPTL has expanded its operations under the promising transmission line BOOM projects under Public Private Partnership (PPP) mode. The Company has successfully developed two projects in Jhajjar (Haryana) and Satpura-Ashta (Madhya Pradesh). Both these projects were completed ahead of schedule and are operational. KPTL is in the process of developing its third transmission line BOOM project under the SPV Alipurduar Transmission Limited. KPTL has achieved Financial Closure for its</p>



Organisation	Short Profile of Organization
	<p>fourth BOOM Project under SPV Kohima-Mariani Transmission Limited and the Project is progressing well. As an integral part of its long-term asset creation goal, KPTL has expanded its scope into Civil Construction, Infrastructure Projects, Road BOOT Projects as well as Agri-Logistics through its subsidiaries JMC Projects (India) Limited and Shree Shubham Logistics Limited. Quality, Environment and Occupational Health & Safety are at the core and fore of every KPTL project. The unwavering focus on global quality standards has ensured ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007 certifications.</p>
UV Asset Reconstruction Company Limited	<p>UV Asset Reconstruction Company Limited (UVARCL) is one of the fastest growing ARCs in India. UVARCL is engaged in the business of acquiring non-performing financial assets from banks and financial institutions and unlocks the value of such stressed assets by adopting effective means of resolution. Amongst others, UVARCL has equity participation from major public sector banks, insurance companies and other corporate bodies. UVARCL maintains highest degree of corporate governance with board driven supervision and strict adherence to systems and procedures. UVARCL ensures transparency in all its business transactions and focuses on value maximisation for all stakeholders.</p>
Ashwath Quippo Infraprojects Private Limited	<p>Ashwath Quippo Infraprojects Pvt. Ltd. (AQIPL) is a joint venture initiative of Ashwath Infratech and Quippo Infrastructure. AQIPL is an integrated solution provider for urban water and sewage infrastructure projects. Ashwath Quippo Infraprojects Pvt. Ltd. (AQIPL) is a leading provider in India of repair, restoration and renewal services for deteriorated underground dialogue essay example non-pressure pipelines and pressure mains. The Company uses patented technology supported by world-leading products and techniques that eliminate or minimise the need for excavation. Pipeline diameters can range from 100 mm to over 3,000 mm, and the full range of ancillary services are offered. Today AQIPL has become India's leading pipeline rehabilitation specialist, working across India.</p>



*“The journey of a thousand miles
begins with a single step”*

LAO TZU



Section II

Personality to Succeed

In this section...

1. Good Grooming
2. Communication Skills



***“Your appearance should say what you
desire others to know about you”***

***A wise old man once said, “eat what you
like, but wear what others like.”***



Good Grooming

The process of judging starts as soon as you enter the interview room. It is important that your first impression on the panellist is very good. You should keep a number of tips in your mind. Some of these should form part of your daily routine.

- Wear formal clothes.
- Use talcum powder or mild deodorants to avoid body odour.
- Avoid use of strong perfumes as many people have strong aversion and even allergic to them.
- Make sure that your hair is well shampooed. Avoid oily hair.
- Bring a professional looking folder to carry resume, mark sheets, certificates and testimonials with you.
- Keep your cell phone switched-off or in silent mode before entering the room. Keeping it even on vibrating mode may distract you.

STANDARDS FOR MEN

Hair

- Hair should be neatly combed. Nicely trimmed, not extending below the ears.
- Avoid using colours unless and until it is essential.

Face

- The face should be clean shaven and there should be no stubbles.
- If there are moustaches, they should be well trimmed, above the lip level and not drooping.
- Beards should be avoided except in cases of religious reasons.

Hands

- Avoid sweaty palms, wipe them before entering the interview room.
- Nails should be clean and well manicured.

Interview attire

The following are the dress requirements needed for formal interview attire, as well as suggestions on how to achieve an overall professional look:



- Your dress should be sober, clean and well ironed.
- Wear a pastel colour shirt which should be full sleeved with contrasting tie.
- Wear formal trousers. The best colours to go for are conservative ones like black or blue.
- The shirt pocket should not be loaded with stuff.
- Wear business suit or formal coat.
- Avoid jewellery.

Shoes

- Should be of black or dark brown colour and must be co-ordinated with the clothes worn.
- Should be in good condition and properly polished.
- Laces should be tied neatly at all the times. Avoid shoes without laces.
- The colour of the socks should match with the colour of the trouser.

STANDARDS FOR WOMEN

Hair

Long hair

- Should be left open only if they are of shoulder length. The following are to be avoided:
 - Elaborated hairstyles, knots or coils. Low loose knots tied at the nape of the neck.
 - Oily hair.

Short hair

- Should be cut in an elegant contemporary style which is manageable and looks neat.

Face

- Eyebrows should be neat and well-shaped, skin should be well-cared for facial hair should be bleached or removed regularly.



Make up

- Should be light and must look neat.

Hands

- Should always be clean and well manicured. 'Mehndi' designs should be avoided.
- Nails should be well shaped with a light to medium colour application of nail polish.
- Extremely long nails with very bright or dark shades of nail polish should be avoided.
- Nail polish should not be chipping off.

Shoes

- Low-heeled or high-heeled shoes or sandals are appropriate with most clothes.
- Shoes and sandals with back straps should be in good condition.

Jewellery

- Light authentic jewellery, e.g., a thin gold chain, a light gold bangle, small gold, pearl or diamond earrings add to style.
- Artificial or costume jewellery in oxidized silver or plastic should be strictly avoided at work.
- Bangles should not jangle.
- Avoid anklets.

Interview attire

- Women should wear a well tailored business suit in conservative colours such as black, dark blue or dark grey with a fine print.
- Scarf and shoes must be well coordinated with the business suit.
- Sarees must be well-ironed. If cotton, a little starch adds wonders. The falls must be well-stitched on, with no bits hanging apart.



Communication Skills

Communication is a two way process of exchanging messages in form of information, views or ideas. It involves transmitting and receiving verbal and non-verbal messages. Communication is considered effective if it achieves the desired response from the receiver.

Communication skills, both inter-personal and intra-personal, are essential to be successful in group discussion and interviews. This is because, though all chartered accountants, no doubt, are very capable and strong in the knowledge of the subject which they have studied the hard way. The presentation of their knowledge has to stand the test conducted.

It is therefore intended to design the various aspects of the winning communication, in order to enable the young chartered accountant to place him/her in a better position and in a satisfactory manner, when he/ she faces the interview panel.

Non-verbal communication

Are you aware that only a small percentage of the impression you make on other people stems from purely verbal communication, i.e. from the words you use ? What makes a much greater impact is the so-called non-verbal messages.

These include all forms of communication other than the actual words and their meanings, i.e.

- Voice pitch and emphasis.
- Pupil size.
- Speed of speech.
- Distances/territories.
- Breathing.
- Gestures/movements.
- Posture/stance.
- Clothing/dress.
- Footwear, jewellery and accessories.
- Facial expressions.
- Status symbols/other objects.



- Eye contact.
- Eye movement.

A mass of literature has appeared in recent years on this topic and there is a range of different groupings and names for the various elements of non-verbal communication, which we have detailed here. The term “body language” is often used to mean non-verbal communication.

The most significant features of non-verbal communication are body language (visual) and voice (sound attributes, not spoken words).

How do we communicate?

Purpose: To establish the significance of non-verbal communication.

What to do: Imagine you are meeting someone for the first time.

Ask yourself how much you communicate by:

- The actual words you say.
- The way you say those words, e.g., tone and speed.
- Your body language.

Put in basic terms, body language is the message you receive when you watch a silent film, or a television programme with the sound turned down.

Body language tells you more about what people really mean than all the words in any spoken language in the world. Anyone you communicate with—male or female, customer, colleague, family, friend, child, sales person, politician - all use non-verbal communication.

At any given moment, your brain can assume a certain attitude and communicate this to various parts of your body, which promptly responds with specific actions or expressions, i.e. Body language. Many of the gestures and signals sent out by the body are communicated to the surrounding world without us consciously realizing it.

Body language includes

Movements, posture, sitting position, use of the arms, facial expression, emotions, eye movements, handshake, way of walking, distance from others (territories), dress, etc. Even apparently very small, ordinary gestures are noticed.

It is one thing to be able to interpret other people’s body language but it is quite another to be able to master your own body language and realize its relevance to the message you are giving.



If you want some cast iron examples of the importance of body language, consider actors, teachers, instructors, salesmen (and service-givers with direct customer contact).

The words they use are often the same (or most), but whether they are good or bad in the role, succeed or not, depends entirely on their mastery of body language and the degree to which their words and body language convey the same message. When you have learned how to interpret body language you will have opened the door to a new world!

Words may lie but the body seldom does!

It requires training to interpret other people's body language, but it can be done. You can ascertain whether the people you are communicating with are lying, bored, impatient, sympathetic, defensive, agreeing or disagreeing. You can decide whether they are open, nervous, calculating, suspicious, angry, worried, insecure, etc.

The importance of this to people in a service situation is obvious. You can also learn to see hidden, social, emotional and other intentions in the gestures of someone you know or want to know.

Body language during an interview

During an interview, your body language is telling the interviewer many things.

He/she can tell if you are nervous or self confident and poised.

The language of nervousness

- Sitting tensively at the edge of a chair, ready to run
- Cracking one's knuckles.
- Anxious look on one's face.
- Not looking directly at the face and eyes of the person speaking to you. Instead, looking down or shifting eyes around the room.
- Feet, knees, hands, fingers tapping in an endless way.
- Playing with keys, mobile phone or tapping a pencil.
- Nervous laughter or constant fixed smile.
- Coughing, voice cracking while speaking.



The language of arrogance

- Sitting too relaxed in your chair.
- Lounging back with legs crossed widely at the knee.
- Head thrown back and looking and speaking down over the nose.
- Talking while playing with keys or tapping a pencil.
- A patronizing and over-confident manner puts people off and makes one a most unacceptable candidate.

The language of confidence

- Sitting well back on the chair.
- Body still and upright but not rigid.
- Looking directly at anyone talking to you.
- Turn by turn creating eye contact with all the members of the board you speak to.
- Speaking naturally.
- Sometimes smiling when you speak (not giggling or simpering).
- Exuding pleasantness, confidence and poise.

How to Improve English

- Read good informative English books, professional journals, etc.
- Refer English dictionary on a regular basis, for meanings associated with new words and improvement of vocabulary.
- Try to communicate with friends and near and dear ones in English to improve fluency.



***“The more you are willing to
accept responsibility for your actions,
the more credibility you will have”***

BRIAN KOSLOW



Section III

How to succeed in a Group Discussion



***“Always bear in mind that your own
resolution to succeed is more
important than any one thing”***

Abraham Lincoln



How to Succeed in a Group Discussion

Group discussion is a forum for free exchange of information/views in order to achieve consensus. Group discussions are meant to judge your communication and inter-personal abilities. The observers will be looking for verbal and non-verbal skills, clarity of thought, leadership abilities and other inter-personal skills.

Background

It is increasingly used as a tool for screening the candidates. It has been included as a vital part of selection process by the employers because these days decision making in the organization is effected through meetings, brainstorming sessions and group discussions. Every employee must be an effective communicator to be able to participate in the group decision making process in an organization. With this premise, it is considered fit to test the candidates' skills in a group setting.

How can it help you on your job ?

Imagine yourself working in a corporate setting. You are required to prepare an investment plan to manage the organisation funds optimally to earn maximum money from the company finances. You do your analysis and plan a basket of investments. You are required to discuss the findings in your department with other team members.

In such a setting, you would realize that your skills to put forth your point in a group setting come to play. If you can manage your group, and have an effective discussion with all, your proposal can be accepted. On the other hand, if you feel bogged down or overpowered by group members, your proposal may be rejected because of your inability to discuss it in a group.

Objectives of group discussion

Basic objective

To assess the ability of candidates to participate and present their view point in a team environment.

Higher level objective

To assess the candidate's ability and skill to ensure participation of all and to generate a consensus.

Very often everyone in a group will say different things which may or may not be identical. Sometimes the candidates may make incoherent points which may have no



or remote relation with the topic assigned. First and foremost, the attention of the group should be brought back to the topic of discussion, and not waver ambiguously.

If members present divergent views, the different points should be discussed and a conclusion should be drawn. At the end of the discussion, the entire group must have arrived at some degree of common understanding and generated consensus i.e. Reached a decision/understanding acceptable to all.

If all members keep making points of their own without establishing any connectivity between the points floated, it would be more like a crowd or a cacophonous setting. A group leader is one who synergizes the energy of all by discussing each view point in the common forum and establishing common understanding on the issues discussed. Unless this activity is carried out, it would be more a motley crowd seated together and saying different things, than a group heading towards a fruitful discussion.

The objective is to assess if one is a good team player, has leadership potential, is facilitative by nature, empathizes with others, encourages others and at the same time displays good communication skills and stays focused on the subject.

Topic for discussion

A topic of common interest is floated by the interview board. A member of the board announces a topic and leaves the forum open for the members to participate in. The interview board usually does not introduce the topic or give any qualifying remarks.

The candidates should keep a paper and pencil handy to jot down their thoughts and keep their points ready before speaking in the group. It is usually a good practice as it helps to organize oneself and also to make a note of the point of view of others, which they may want to question.

The first milestone in a group discussion is understanding the objective and relevance of the topic in the context of the post being interviewed for, though there need not be any clear linkage. The importance of understanding the title of the topic can't be over emphasized. In case you are confused on the subject, wait for others to start and try to decipher the import of the topic.

However, if you feel that the title of the topic is nowhere close to your imagination, do not hesitate to put up the issue of clarifying the meaning of the topic. You may instead earn credit points for your candour. Take care not to ask the meaning of presumably well known topics that you may be unaware of as that would be tantamount to displaying your ignorance.

To facilitate the process, familiarize yourself with the topics that are very much in the news during the last one-month and have relevance to the interview. Other



topics, which may bring milestone type changes in business world e.g., ‘Sustaining Development in the Era of Financial Crisis’, should also be studied.

Who begins the discussion ?

One who initiates the discussion usually earns credit points to himself, a fact very well noted by the board. In a test setting, everyone’s eyes are keen on who begins the discussion. As soon as the topic is announced you must gather your thoughts and determine if you have matter worthy of an opening remark. If you have command over the topic, you may begin the discussion with an opening remark that will be registered.

Take care not to miss the bus, thinking that a point should be made only if it is extremely good. You can quickly chip in to make your point otherwise someone else will state that point. It is also important to remember that what you speak will automatically capture the attention of the rest of the members of the group. You would realize that after you have made your presence in the discussion felt, your nervousness/hesitation will wear off. If you are able to change the course of discussion and give it a new direction by factual data and logic, you may perhaps win a point.

Approaches

Two approaches may be followed to determine the order of member’s participation.

Unregulated: Any candidate can participate in any sequence. No rule or order is defined for participant to speak. It may be important to understand that in real life situations, nobody will necessarily give specific time to all to express themselves and thus this approach may actually be more realistic.

Regulated: The order in which members will participate is predetermined by the candidates themselves at the beginning of the discussion. All candidates are asked to speak in sequential order to present their ideas. After each one has spoken his/her point, the forum becomes open and unregulated by any order or sequence.

A variation of this method may also be followed where all the participants may be required to summarize the session in a determined sequence.

The opening remark and/or closing remark may be made by the group nominated leader or by any one at random chosen by the supervisor. It is at the discretion of the supervisor.

Example: At the end of the group discussion, the members of the board say “we would like each one of you to summarize the outcome of the discussion in 2 minutes”. Please remember clearly that the summary has to be of the discussion which actually took place. Some students make a mistake by incorporating the points which they wanted



to emphasise but they could not because of time constraints or loss of memory at the desired time. Here, they try to achieve two objectives:

- 1 Give everyone a chance to speak.
- 2 Find out how attentive a candidate is and how well he/she has grasped the gist of the discussion.

A time limit is predefined at the start of the discussion. A specific time will be given to the participants to go through the reading material given to them if the discussion is to be based on case situation. Usually 10 to 20 minutes are allotted for the discussion. The candidates discuss the topic for the specified time with no interference.

Group size: The size of the group may vary from 6 to 10, beyond which however such a group becomes unmanageable. Ideally a group should have 7 to 8 members.

Test of skills: Broadly speaking group discussions test two types of skills. They are managerial skills and leadership skills.

- **Managerial skills to be tested:** communication (clarity of thought and expression and appropriate language), catch presentation (forceful argument to the attention of others), interpersonal skill (ability to interact with others, place others, objectivity, listening to others), problem solving (analytical and logical approach, creativity and innovation).
- **Leadership skills to be tested:** team building (involve others), initiative and drive (provide direction), self confidence, ability to work under stress, vision and foresight.

Points to improve the performance in group discussion

Take Initiative

- Enter the discussion in a measured manner.
- Choose the correct point of entry.
- Present each view forcefully and convincingly.
- Conclude each argument at the right time.

Personal skills

- Be relaxed.
- Be pleasant and courteous to others.
- Be confident about what you want to say.



- Address each person by his/her name.

Thinking/reasoning

- Think in a logical and rational sequence.
- Show consistency of ideas: all points stated should have consistency of thought.
- Be quick in thinking and react to points made by others.

Display knowledge

- Have the facts right, before expressing them before the group.
- Try to relate disparate day-to-day events to the point being discussed.

If you are not able to understand the technical term/Abbreviations used by another member, it is in order to ask for clarifications (as long as that is not your own area of specialization)

- Display your grasp of knowledge on the subject.
- Quote examples of recent developments that have taken place in the USA and Europe or changes that are in the pipeline in those places and in India in the related field covered by the topic.

Participation

- Speak as often as possible.
- Participate in a sustained way: do not leave long gaps without speaking.
- Participation is not necessarily the duration and frequency of your speaking, but the number of value inputs you give to the discussion.
- Allow others to speak as well; be facilitative.
- Listen emphatically. Remember that a great leader is also a good listener.
- It is not necessary that your participation has to be by making a fresh point. At the same time, just agreeing to what someone else mentions is no real contribution. You can disagree with the views of others by giving logic as to why you disagree.
- Get in the midst of discussion only when the current speaker has completed a sentence and given a pause. This is to ensure that he/she is not unduly interrupted. Otherwise, he/she may put you down by saying, 'Let me finish'.

Value addition

- Each point you make should enhance the quality of the discussions.



- Make original points rather than expressing opinions about someone else's points.
- Decide what stand you would take about the topic and stick to it.
- Do not be repetitive.
- Do not digress from the topic into an unrelated field.

Communication skills

- Express your ideas clearly. Clarity of expression comes naturally to those who have clarity of thought. So think clearly before communicating to the group.
- Modulate your voice.
- Listen attentively to others point of view. Not only should you listen to others carefully, it is your duty to show it to others. For example you should not look around when others are making their points, though physically you are listening.

Group skills

- You should be able to gain attention of the group.
- You should be able to draw the non-participants into the discussion.
- You should be able to state clearly whenever the group agrees on any point, before passing on to the next.
- Generate a feeling to represent that you are a team player.
- Display your leadership skills.
- Towards the end, try to develop a team consensus on the subject and make concluding remarks.
- If you feel, right in the middle of the discussion, that things are not moving in the right direction, take the initiative to set things right.

Points to note

- In group discussions, it is important not to get agitated even if some one contradicts your argument in an unfair manner.
- There should not be any attempt to sneer at the observations of the team member's statement
- A quote from a learned authority on the topic of discussion always provides an edge over others.



- Statistics do add weight-age to one's observations but these should be quoted only when they are relevant and accurate.

Indicative topics for group discussion

1. Can women be good managers ?
2. Will India get a seat at the UN security council ?
3. Has WTO been hijacked by the developed countries ?
4. Nuclear power- a boon or a curse ?
5. Is administered price mechanism actually dismantled in the oil and gas sector ?
6. Should all the subsidies be removed ?
7. Should there be reservation in educational institutions ?
8. Can anybody predict rise / fall of stock market index predicted ?
9. Is futures market gambling or a risk management tool ?
10. Restoring the stakeholders confidential in financial statements.
11. How to deal with international terrorism ?
12. How friendly are we to our neighbouring countries ?
13. Corruption is the price we pay for democracy.
14. Foreign TV channels are destroying our culture.
15. How to deal with high oil prices ?
16. Beauty contests degrade womanhood.
17. Should there be private universities ?
19. Should the public sector be privatized ?
20. Is globalization really necessary ?
21. Value based politics is the need of the hour.
22. Religion should not be mixed with politics.
23. Virtual learning - a substitute for classroom learning ?
24. Impact of smart phones on young minds



25. Is RERA a Game Changer for Indian Real Estate Development?
26. Artificial Intelligence - Will man be ever replaced by machines?
27. How GST can change the business scenario of India?
28. Impact of Demonetization.
29. Startup India and its impact on startup culture in India.
30. Swachh Bharat Abhiyaan: Is it just a movement or is it the changing attitude of people?

“Education is both a tool of social justice as well as a fundamental driver of economic development”

Kevin Rudd

“Nothing great was ever achieved without enthusiasm”

Ralph Waldo Emerson



Section IV

Facing The Interview

In this section...

1. Preparing Yourself for an Interview
2. Common Interview Questions



Preparing Yourself for an Interview

Below are some of the basic requisites before job interviews:

- Find out about the organization
- Brush up the details you have mentioned in the resume
- General awareness
- Study thoroughly your favourite subjects
- Have structured answers

On the day of the interview

Be punctual

Leave early to arrive on time. Have ample margin for eventualities such as vehicle breakdowns, traffic snarls, getting lost etc. Reach the interview venue at least 10-15 minutes in advance so that you are well settled to face the interview before you set off, make sure you have:

- Directions to the location of the interview venue well in advance of the interview time.
- Important certificates to serve as documented proof for all the information given in the resume.
- Stationery, envelopes, stamps and stapler.
- A copy of the day's newspaper: you could read it on the way to relieve your tension. Also, you could be asked some questions from the same.
- Enough cash and loose change so that you do not waste time trying to get change for say ₹ 500 or ₹ 100 note to pay for transport.
- An umbrella, especially during the monsoon season else you could get yourself and your original certificates drenched.
- Carry notes on your objectives in life, your skill sets, your strengths and weaknesses.



Before the interview

Knock at the door gently before entering the interview room. On entering, smile at each of the interview panel members and greet the time of the day, softly. Wait standing straight, with arms resting easily and sit only after being asked to.

After being asked to sit, draw the chair gently and swiftly and sit setting into a convenient posture. Avoid making creaking noise by dragging the chair or by violently flopping into the chair. Sit comfortable, but erect.

Maintain eye contact with each of the interview panel members, but avoid looking defiantly. It is ok to bend forward but if there is a table in front, you should not put the elbows/hands on the table.

Remember, all your actions and body language are observed by the interviewer. It is essential that the first impression you make of yourself is a very good impression.

During the interview

- If a panel of members conducts the interview, it is advisable to look at all the persons while answering and not only at the person who has asked the question. If a member of the panel interrupts while answering a question of some other members, it is advisable to politely ask him to hold on till the current answer is completed.
- Maintain very comfortable poise throughout the interview by maintaining interest and eye contacts even if you feel that you may not be selected. Keep a smiling face and show high level of confidence while you speak. Maintain the difference between confidence and arrogance.
- If you have not heard a question properly or understood it clearly, you can request the interviewer to repeat the question rather than answer a question heard/understood wrongly.
- There is nothing wrong in admitting that you do not know the answer to a question rather than trying to confuse, bluff and give a long winding answer.
- Keep ready extra copies of your resume and testimonials-the same may be required during the interview. Unless specifically asked, do not volunteer to show your testimonials or achievement certificates.
- Do not look nervous or over confident. Do not show too much need or anxiety to get the job and at the same time do not give the impression that you are not interested in the job.
- Complete your sentences rather than leaving them incomplete and do not use only yes or no or shake your head by way of approval or disapproval.



- If for any reason, the interview is halted in between, do not start wandering around or start reading whatever is lying in front of you. Also do not show your displeasure if the interruption takes some more time you must trust the judgment of the employer about his priorities. Do not show that you are in a hurry to complete the interview-unless specifically asked to do so or you are really in a hurry to catch your train/flight.
- You should be able to describe your significant knowledge acquisitions during your articleship period.
- You should be convincingly able to describe what new improvements were brought about during the audit period as also how you dealt with any “conflict situation” which may have arisen.
- You should reasonably be up to date on the recent changes in the professional world, be it all the new accounting standards, amendment to laws, economic/financial developments, fiscal changes etc.
- On general topics, you should not worry about correct answers but should answer honestly what you feel. You should not be afraid of giving controversial answers as long as you have the logic to support them. Never give answers which you think the interviewer wants to hear.
- Any gaps in the career should be confidently presented, without feeling defensive, emphasizing how you utilized the period constructively. If you did not clear an exam in the first attempt, do not feel defensive or try to hide the fact.

Avoid the following during the interview

- Frequently shifting your positions in the chair.
- Blinking.
- Scratching.
- Stretching.
- Yawning/burping.
- Giggling.
- Cracking knuckles.
- Fiddling with a pen or mobile.
- Answering in tense undertones or in a shrill voice.



- Avoid asking pointed question on the salary. However on being asked for salary expectations you should give a broad range, commensurate with relative market worth *vis-à-vis* the industry you are desirous of joining.

At the end of interview

At the end of the interview, the interviewee is usually asked if he has any questions to the panel. Some of the questions to be asked are:

(Candidates are also advised to refer to the presentations of the companies. Information already available should not be asked.)

- Exact profile being looked for.
- More details about the organization.
- Location of posting.
- If there is a probation or if one would be confirmed immediately.
- If there is a formal induction programme planned.
- When and how would the result be conveyed ?
- Enquire about reimbursement of train or air fare if not already committed.

At the end of the interview if the panel has nothing more to ask, you should usually conclude by thanking the panel for giving opportunity for being interviewed.

You should shake hands only if offered by the panel members. You should wish the panel the time of the day with a smiling face and take their leave. Put back the chair in position, collect your things in a swift motion and softly walk out of the room. Avoid slamming the door.

Tips for an outstation interview

- Reserve confirmed tickets in advance for the travel.
- Decide on the travel date, time and mode, giving a clear margin for any delays etc.
- Reserve if possible in advance for a hotel stay room preferably near the interview location.
- Wear separate clothes during outstation travel and at the time of Interview.
- Locate the local overnight or one hour dry cleaner.
- Keep sufficient money with you for any prolonged stay for interview as sometimes companies conduct more than one round of interview and keep the other rounds on subsequent days.



What the Interviewer checks in an Interviewee?

1. Does the interviewee communicate in open, candid, clear, complete and consistent manner?
2. Whether the interviewee has developed and communicated a clear, simple and user focused vision?
3. Whether the interviewee has futuristic outlook, stretches horizons, challenges and visions?
4. Whether the interviewee can inspire and energize others & make them commit to a vision?
5. Whether the interviewee can update his vision to reflect constant and accelerating change impacting the business?
6. Does the interviewee inspire & demonstrate a passion for excellence in every aspect of work?
7. Is the interviewee quality conscious?
8. Whether the interviewee is willing to make commitments and assume responsibility for mistakes and shortcomings?
9. Does the interviewee practice ethical conduct?
10. Is there credibility between his/her actions/behaviour with words?
11. Whether the interviewee has the ability to demonstrate courage/confidence to stand for his/her beliefs and ideas?
12. Does the interviewee care for relationships while making difficult decisions?
13. Does the interviewee listen effectively and constantly probe for new ideas?
14. Does the interviewee use facts & rational arguments to persuade others?
15. Can the interviewee form teams across multiple functions and layers?
16. Does the interviewee encourage & promote shared ownership for team vision and goals?
17. Whether the interviewee has the potential to spot talent in other people; provide coaching and feedback to develop team members to their fullest potential?



18. Does the interviewee possess knowledge & intellect to handle the job?
21. Does the interviewee delegate tasks; empowers team to maximize effectiveness?
22. Can the interviewee fully utilize diversity of team members (cultural, race, gender) to achieve success?
23. Is the interviewee a good and a fast learner?
24. Can the interviewee make good decisions with limited data?
25. Can the interviewee simplify complex issues and initiate action?
26. Can the interviewee anticipate problems and initiate innovative ways to solve them?
27. Does the interviewee treat others with dignity, trust and respect?
28. Whether the interviewee possesses the entrepreneurial skills and has willingness to work like an entrepreneur.
29. Whether the interviewee has sufficient level of Intellectual Quotient (IQ) and Emotional Quotient (EQ) like pressure handling skills.
30. Whether the interviewee has the ability to act both as a good team leader as well as a good team member.



Common Interview Questions

Companies are looking forward to hire the right talent. It is important for them to know if a candidate will be a team player, a good leader and an enthusiast.

The answers given below are in the forms of hints just to provide general idea to the candidates about how to approach an interview. The candidates should give original answers based on their own experiences.

PERSONAL QUESTIONS

1. What are your strengths?

Describe your strengths that match the job profile being offered to you. Emphasize up on your practical strengths, experience and reliability in the tasks undertaken. Narrate a few incidents where you have demonstrated these qualities. Inform the panel that you have completed the tasks efficiently.

- Before facing an interview the candidates must be mentally prepared with a list of strengths they possess.
- A few traits that an employer would seek in their employees are loyalty, integrity, hardworking, positive attitude, good communication skills dedication, confidence, punctuality, determination, ability to prioritize etc.

2. What are your weaknesses?

Try to turn negatives into positives i.e., present a strength of yours disguised as a weakness. The interviewer is not interested to know your personal deficiencies; instead concentrate on professional traits that you are developing.

For example: I am too focused on work and need to develop some after office hours hobbies. Or I have to work on having more patience and giving myself a break because I always want everything to be done at once.

3. Why should we hire you?

Mention your skills and experience and elaborate that you are the best suitable candidate for the profile they are offering. Tell them how beneficial you are for the overall development of their company. Elaborate on your past experiences where you have proved yourself as an asset to the company.

- Try and uncover what the employer actually requires, this will help you understand what is he actually looking for and you can mould your answers accordingly.



4. What are your short term goals ?

Highlight what you want to achieve in the next three to five years in terms of responsibility, personal growth and professional acumen. Job seeker should demonstrate clear purpose, enthusiasm and commitment to own goals, plans ahead, do they see the company intervened with their short term goals.

- Never simply state your short term goal but move a step further by stating the steps you are taking to achieve them

For example: I want a good start in a company like yours and those responsibilities and roles which will use and improve my skills and capabilities. I want to work with a great energy and enthusiasm for the growth of both my career as well as the organization.

5. Tell me about yourself

A good answer to this question focuses on work-related skills and accomplishments. Tell the interviewer why you think your work-related skills and accomplishments would be an asset to the company. You could describe your education and work history (be brief) and then mention one or two personal character traits and tell the interviewer how the traits helped you accomplish a task at work.

Do not describe yourself with tired old clichés such as “I’m a team player,” “I have excellent communication skills,” unless you can prove it with an illustration. For example, one might say “I would describe myself as a self-starter. At XYZ Corporation, there was a problem with materials management so I created a new inventory system (give details) that reduced expenses by 30 per cent.”

6. According to you, what is your USP?

Talk about your skills and experience - why do they make you unique? This answer will make the interviewer assess your skills and traits: mention specific skills. “With a combination of financial acumen and the ability to develop relationships with clients, I am able to use my knowledge to provide information that is user friendly.

- One must try to avoid conventional answers such as: “I’ll give 200% to this position” or “I’m a workaholic.” Interviewers have heard such answers a number of times and these answers sound stereotypical and artificial.

7. Can you tell me about a problem you have dealt with?

Give an example of a practical problem that you faced by including the following points in your answer: You were calm and composed, you were clear headed, you looked at the problem from various angles and you kept your manager informed.



8. What is more important: speed or accuracy?

Both are important - you work with speed and accuracy. Mention that you manage your work load so that you can achieve both. Also inform the interviewer that apart from speed and accuracy, you firmly believe in associating quality with your work.

9. How do you update your knowledge?

Mention that there are various means with which you are constantly updating your knowledge, such as, reading professional magazines, attending courses and seminars, through interaction with your clients, through professional contacts.

10. What is your way of dealing with challenges?

State that challenge stimulates you and gets the best work out of you as you have the will to succeed when facing any challenge. You must mention a few examples of the challenges you have faced and tasted success.

11. Are you able to deal with criticism?

Show that you are able to take criticism. State that you are mature to handle constructive criticism as it would only help you to improve your performance. You must give an example of a situation where you learnt something useful.

12. How often are you able to meet the deadlines?

You can answer this question by saying that deadlines can be met if jobs and tasks are scheduled properly and you always make a schedule of the tasks to be performed. Say that you would never miss a deadline as it would result in a loss of reputation, loss of a client or even money for the organization. You may give an example where you were able to meet a tight deadline.

13. Are you a leader or a follower?

An organization would look for a person with leadership qualities; at the same time it would also look for someone who listens to its clients and be guided by their requirements. "I have leadership qualities- my colleagues would agree with my statement. At times, depending on the circumstances, it pays to be a follower too. One should be versatile."

14. Would you define yourself as ambitious?

Mention the positive qualities of being ambitious - focused, goal oriented, committed. Don't give the impression of being over competitive. "I have the drive and enthusiasm to achieve what the Company wants me to achieve through my commitment and dedication. I would overcome difficulties as I am very focused in doing what I am expected to do."



15. Do you ever get angry ?

Losing your temper would not get you anywhere - it's the ugly side of your nature. If you lost your temper with a client you would lose the client. "I rarely lose my temper but would not be able to tolerate injustice just like anyone else. At work, I can't remember when I actually lost my temper."

JOB RELATED QUESTIONS

16. Why do you want to join us?

Specify what excites you about the organization you want to join. Tell them why you wish to work in that sector and what appeals to you about the organization you want to join: brand, professionalism, reputation etc.

- For answering this question, it is advisable to browse through the organisation's website and gather relevant information regarding its working environment.

17. Why did you leave or are you leaving your job?

If you are not employed mention in positive terms the reason for leaving. If you are employed focus on what you want in your next job: I am looking for a company which is team focused.

- While answering this question, never say anything bad about your previous company, boss, or peers etc. The interviewer may perceive that you might end up saying negative about his company the next time you are looking for a job.

18. What are your salary expectations?

Salary scales differ in industrial sectors. Do some research on the industry you are joining and find out your individual worth before committing an answer, unless of course the employer tells you the range before the interview - then it's to your advantage!

19. What do you know about this organization?

Basic information on the organization, such as, management, products/services, location of unit(s), manpower, profit, corporate social responsibility (if applicable), any well acknowledged recent news item (if applicable), whether a listed company, market cap or any other relevant information about the organization must be on your finger tips.

20. Do you like your current job/profile?

Answer in an affirmative manner and show the relevance of your current assignment to the new job you are applying for ; state your specific role along with your duties and responsibilities in your current assignment, any particular achievements and



recognition in the organization where you are presently employed. You may also say: “The position you are offering will allow me to develop in a particular direction by utilizing my skills and aptitude.”

21. You have been in your present employment for a long time? Will you be able to adjust in your new job/organisation?

Inform the interviewer that you don't lack drive and initiative and you can take on any challenge as you have done in the previous organization; mention that you have a temperament to adjust in any situation and your inter-personal skills help you to get along with people.

22. What are the reasons for long gaps in your employment history?

If there's a gap in your resume, be ready to explain it. Reassure the interviewer that now you would like to settle down and move ahead with your career. Be honest with your answers because the employer would do an antecedent verification in any case.

23. Aren't you over qualified for this position?

Assure the interviewer that you would not have applied if you were not right for the job.

This question is also asked with the concern that you might leave your new job as soon as you get a better job opportunity. While answering this question, you must assure the interviewer that you are here to stick with the company for long.

24. Have you ever had a problem with your boss?

If you have had a problem, don't criticize the boss, just say that jobs get done with constructive criticism and guidance from the boss and you never really faced any problem with your superior.

25. Explain with an example your keenness to take initiative?

Mention that in the absence of any clear guidelines, and if it was urgent and you were not able to contact your boss, you would take a decision based on your experience in similar circumstance, keep a note of your actions and inform your boss as soon as possible. This question is important for the job where you would require to work independently most of the time. For such a job, you will need to find solutions to the problems on your own, and will have to learn how to be creative for getting the job done.

26. What are you looking for in a job?

You are eager to start your chosen career and want to apply the theoretical knowledge and skills you have acquired, into practice. You would like to learn new skills to make a valid contribution at the junior level.



OTHER QUESTIONS THAT MAY BE ASKED IN THE INTERVIEW ROUND

Answers to the below mentioned questions differ according to a candidate's own requirement. So, answers should be drafted accordingly.

1. How will you handle job stress?
2. How do you feel about working on weekends?
3. Are you willing to relocate or travel (if yes, then how much- 50%, 80% or 100%)?
4. May I contact your present employer for reference?
5. What's the most difficult part of being a (Job title)?
6. What are your professional goals?
7. What according to you is success?
8. Where do you see yourself 5 years down the line?
9. What do you consider as your greatest achievement?
10. What is your philosophy towards work and ethics?
11. Why did you choose this particular career?
12. What are your expectations from this job?
13. Would you agree to put interest of the organization ahead of your personal goals?
14. What are your extra-curricular activities?
15. What are the types of job you like to do and why?
16. What do you think KRAs (Key Result Areas) and ICAs (Individual contribution Areas) should be, if we select you, for the position?
17. What is your family background?
18. How does this assignment fit in your career plan?
19. How do you think your skills will be useful in discharge of your duties?
20. What is your total notice period? (If the candidate is already in some employment the numbers for the answer should be correct, as joining time is dependent on the same).

ARTICLESHIP TRAINING

1. Tell us about the work done by you in articleship training.
2. Where have you done your training from? What type of audits have you dealt with?
3. What were your roles and responsibilities in the firm?
4. Why have you changed the firm?
5. What are the major findings during articleship and how have you dealt with the issues?
6. What are the major contributions made by you in the process of audit work?



7. Any major point which you would like to highlight about your work experience during your training.
8. What role has your articleship played in your growth?

GENERAL TECHNICAL QUESTIONS (SUGGESTED)

1. What is XBRL?
2. Explain Investors Education & Protection Fund?
3. What is the importance of CSR in an organization?
4. What do you know about the recent Companies Bill?
5. What is the importance of Credit Rating in today's Economic scenario; Name a few credit rating agencies in India?
6. How will the FDI in Multi Brand retail impact Indian Counter Part?
7. What is the current GDP growth rate and current Inflation rate in India?
8. What do you understand by the term Fiscal Deficit?
9. What is the function of SEBI?
10. What is Finance Commission?
11. What is the ongoing repo rate issued by RBI?
12. What do you understand by CRR and what is the ongoing CRR?
13. What is RTI?
14. How is GDP and NDP calculated?
15. How is inflation calculated?
16. What are P-Notes and what has SEBI done to regulate P-Notes?
17. What does Brexit mean?
18. What are Green Bonds and Masala Bonds?
19. What is Zero Based Budgeting and its significance?
20. Why the term 'Financial Stability' is assuming significance?
21. What is Stagflation?
22. What does GST mean and could be its implications on Indian economy?
23. What's the rationale behind introducing CSR?
24. Describe briefly about Insolvency and Bankruptcy Code?
25. Key highlights of Real Estate (Regulation and Development) Act, 2016?
26. What is Digital Transformation & Innovation?
27. What is Bitcoin?



Section V

Preparing A Resume



Preparing a resume

Prospective employers look for the following personality characteristics

- Being pleasant.
- Determination.
- Energy.
- Team spirit.
- Enthusiasm.
- Drive.

Prospective employers look for the following employability skills

- Communication skills
- Maintaining personal rapport.
- Leadership qualities.
- The will to accept challenges.
- Adept in solving problems.
- Exploiting your inner potential.
- Ability to achieve targets.
- Maintaining excellent working relationships.
- Having good analytical abilities.
- A general awareness of the business environment and its impact on the organization.

The covering letter of a resume

A cover letter must always accompany the resume. In the opening paragraph adopt one of the following:

- If you have been referred to a prospective employer, mention the contact by name.
- If you are responding to a job advertisement, do mention where you have learned about the opening.



In the next paragraph

- If you are responding to a job opening, mention your qualifications; how your skills are transferable and relate to the position applied for.
- If enquiring about a job opening, mention how your skills can meet the Employer's expectations.

In the concluding paragraph

- Request for an appointment at a mutually convenient time.
- Mention that references can be made available on request.

Writing a resume

Resume is the first contact point of the candidates with the prospective employers. It therefore needs to be given at least the same level of importance as the interview itself. This is so because in most cases the questions would relate to or emerge from the resume sent by the candidate. Whatever is mentioned in the details of the job in the advertisement must be covered either in the resume or in the covering letter. It may thus make sense to consider the job requirements of each prospective employer and revise the resume to suit the requirements. Thus writing resume need not be and should not be the one that fits all kinds of jobs:

1. The length should not exceed two pages. In the first screening round, the Resume gets scrutinized in a few minutes. Therefore, a good presentation is a must. Remember that your resume is not your biography and hence only relevant and material information should be furnished.
2. Check for grammatical errors and mistakes. Ask someone to review the resume. Apart from using standard spell check features of office-suite function, one needs to go through each and every word of the resume to see its appropriateness and proper placement.
3. Emphasize your skills, accomplishments and experience. Wherever you can see the linkage of your skills and achievements with the job, you stand better chances of selection-give it a thought before you list down your skills, achievements and experience details.
4. Make an honest presentation even if you have been out of employment. Prospective employers verify antecedents.
5. Make a presentation in the skills oriented format if you are unemployed. For those in employment, the chronological format will be relevant.



6. Try and use key words and phrases as stated in the advertisement, which match the position applied for.
7. Don't respond to every advertisement that you see. If you are not qualified for the position, do not apply.
8. Do not attach testimonials. These must be carried to the interview.
9. Short sentences with bullets create a better impact. Avoid lengthy Paragraphs.
10. Follow the same style of numbers and bullets throughout the resume so that you are methodological in your approach to everything.
11. As it is said, in the resume talk about your career journey and not your carrier journey.

Always

1. Print your resume on standard letter size, white or ivory rag paper.
2. Have the resume professionally typed, but not typeset, with plenty of space between paragraphs, and allow for adequate margins.
3. Use conventional English. Stay away from a multi-syllable word when a one or two syllable word is clearer. Understand that resume is not a test of English language and thus using very flowery and ornamental language should be avoided.
4. Use short paragraphs-preferably not longer than five lines.
5. Make sure the resume and the cover letter are error-free, proofread.
6. Rewrite a resume for a specific company, it's extra work, but may well pay off.
7. Include your significant contributions at each one of your jobs.
8. Allow the most space to the jobs that are most relevant to the job you're applying for.
9. List your activity with professional, trade and civic associations-but only If they're appropriate.
10. Keep a permanent file of your achievements, no matter how inconsequential they may appear to be. This is the basis for a good resume, and it is also essential information to get a raise or promotion.
11. Give each of your reference a copy of your resume.
12. Re-read your resume before the interview. Chances are the interviewer did just that too.



Never

1. Give reasons for termination or leaving a job on the resume. In almost all cases, the reader can find negative connotations to even the best reason. You're far better off explaining it in person.
2. Take more than two lines to list hobbies, sports and social activities. When in doubt, leave them out.
3. List references on the resume.
4. Use exact dates. Months and years are sufficient.
5. Include the date your resume was prepared. If your search takes longer than a few months, the resume will appear outdated.
6. State your company's phone number.
7. Include your height, weight or remarks about your physical appearance or health.
8. State your objectives in your resume unless the resume is targeted to that job or occupation.
9. Use professional jargon unless you're sure the resume will be read by someone who understands the buzz-words.
10. Do not provide salary information on the resume. Save it for interview. If you are required to give that information, reveal it in the cover letter.
11. Do not exaggerate your skills beyond reasonableness.

After sending your resume, it will be a better idea to follow-up over phone regarding its receipt with relevant organization.

An example

This is (name of the candidate) calling. A few days ago, I had applied for the (position) in your organization (dept./division). I would like to ascertain whether you have received my resume and to reiterate my interest to the position.

