

Interview Book *for* Mechanical Engineers



R. K. Jain

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Investing in Learning

Interview Book

for

Mechanical Engineers

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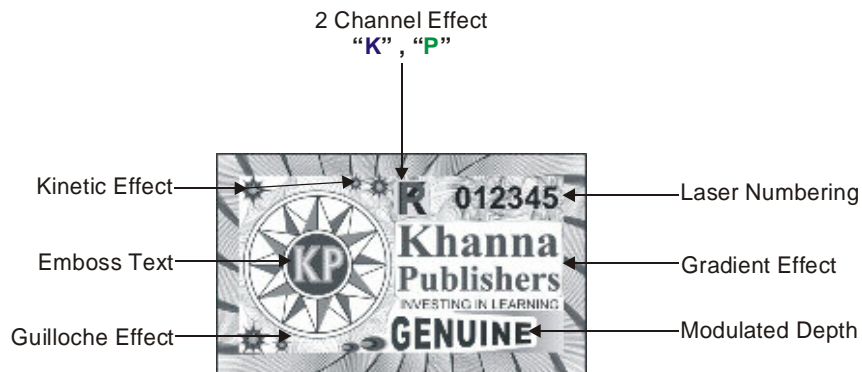
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Preface

Interviews form an important step in the process of recruiting right candidate. Speaking skills and confidence level of candidates can be judged only in interviews and not in written tests. The way a candidate speaks, the words he or she makes use of and the body language enable interviewers to analyze social behaviour and etiquette of the candidate. Interviewers are able to judge suitability of candidate for job by testing their presence of mind and intellectual level through verbal methods.

Written tests judge the technical abilities of a candidate but when meeting in person, company gets opportunity to judge manners, attitude, language proficiency, communication and presentation skills, smartness, and aptitude to learn.

During interviews, selection team is interested in judging the appearance of candidate, how he looks and acts, his attitude and outlook, his intrinsic values like helping others, how he deals with change, self-expression, passion and what motivates him, his skill and networks, the likings and dislikings, strength and weaknesses, how quickly and creatively a candidate thinks and be able to cope with tough environments.

Interview board is never interested in knowing what candidate does not know but to judge his depth of knowledge, analytical skills and how the candidate responds to new and unknown situations. Thus, candidates need not try to be over smart but be truthful and honest. Interviewers would like to judge whether candidate lied or exaggerated on resume and the ability to apply knowledge to problems faced in the organisation, ability to communicate and maintain calm.

Candidates should come prepared knowing about organisation's products, mission, culture and values. Interviewers will always put some tricky questions to judge the suitability of candidate for the job. Candidate should remain comfortable, keep smiling and demonstrate confidence. Whenever opportunity arises, candidate can talk about his/her achievements without boasting of accomplishments and how these will be useful for the organisation.

Success in interviews depends on preparation of candidates, their in built characteristics, ethics and value of life, their information base and presentation, etc. An attempt has been made in the book to enable candidates to prepare thoroughly in all respect. This book has been written to enable students to face interview boards confidently after thorough preparation. All the important aspects of interviews and typical important questions have been included in this book.

A few actual interviews have also been covered in detail.

It is hoped that students will find this book useful. Any suggestions will be welcome.

Delhi
01-07-2020

— R.K. Jain

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1

Preparation for Interviews

1.1. Preparation for Competition

A Mechanical engineering graduate has following options before him. Depending on his aptitude, resources available to him, and his family constraints, he may select any option.

- (a) Higher studies for masters degree either from within the country or from abroad. For admission to masters degree, the candidate will have to either score a high percentile in GATE examination or secure a good position in the examination/interview conducted by the concerned university.
- (b) To earn a degree from a foreign university, the candidate will have to pass the GRE (Graduate Record Examination), TOEFL (Test of English as Foreign Language), GMAT (Graduate Management Aptitude Test), etc.
- (c) Professional courses like MBA/MCA conducted by IIM's (through CAT)/NITIE, IIT's (through GATE)/NIT's/Universities or a host of other organisations awarding these degrees.
- (d) Competitive examinations conducted by UPSC Engineering Services (IES) for Civil Services (IFS/IAS/IPS), Forest Services (IFS).
- (e) Management Trainees/Design Engineers/Executives, etc in Public Sector Undertakings. Most of them select candidates on basis of results of GATE exams.
- (f) Defence/Technical Services in the Armed Forces/ Navy/Air Force/Merchant Navy etc.
- (g) General Insurance Corporation (GIC), LIC, Banks, Financial Institutes.
- (h) Private consultancy organisations and private manufacturing units.

Nowadays most of the competitions are tough because the number of competing candidates are large compared to the number of available positions. The selectors look for knowledge, abilities, aptitudes and broad personality traits in the prospective candidates. The selectors broadly look for potential in the candidates, basic abilities and aptitudes and personality traits, so that, with proper training and development programmes they could shape them into the right type of officers they need for their organisation. The recruiting organisations adopt a two-pronged approach of testing the abilities of the candidates through objective-type and conventional-type written tests followed by personal interviews. The objective/multiple choice tests have been adopted to facilitate speedy and uniform evaluation. These tests are designed to judge (a) comprehension and writing ability of English, (b) general knowledge, (c) numerical aptitude, (d) test of reasoning and intelligence, and (e) subject matter knowledge. The conventional-type of examination aims at finding out the in-depth knowledge of the candidate

in the concerned subject. The aptitudes, the motivations and the inner urges of the candidates are sought to be judged through interviews, group discussions, etc.

The **interview** is a face-to-face conversation for the specific purpose of evaluating the intelligence, training, progress or aptitude of a prospective candidate. The interview may succeed a written test, a group discussion or sometimes both.

Interviews test the verbal communication skills and an understanding of the candidate's attitude and behaviour. It is the most critical point in the job process. The preparation for the interviews involves both physical preparation and mental preparation. Physical preparation consists of dressing and grooming in a manner appropriate for the occasion. One should portray a pleasant personality with whom anyone would like to deal with. The first impression is very critical. In mental preparation, think about specific questions the interviewer may ask and rehearse the answers in your mind. Your resume and the concerning letter will automatically prompt the interviewer to ask certain questions.

Maintain your calm in interview and keep smiling at every opportunity. Even if you cannot answer certain questions, retain your calm. It is not expected that every candidate should have total knowledge.

It would be good, if in a subtle manner you can direct the interviewer to an area of choice and interest/skill which might be of use to the organisation. Presence of mind can help tide over tricky questions. One should handle questions intelligently. Smile on face is important. Nobody likes angry and serious poses.

Prior to the interview, it would be helpful to know about the organisation, the job etc. It is useful to examine data on the company such as location and age of the company, product and industry position, the turnover and profits earned by company in past year, earning per share of company and earnings and stock market position, growth in the past/prospective growth, and organisation structure.

During interview, posture should be respectful and comfortable. Do not be nervous. Never be appear uncaring or over-relaxed. Do not talk too much. Avoid slang language and negative start.

1.2. What is interview?

The purpose of interview is to know about the capabilities of a person for a specific purpose. It is a method of assessing the suitability of job seekers for a given job. An interview refers to a meeting arranged with a purpose in which conversation takes place between interviewers and the interviewee in the form of questions and answers. The interviewer tries to evaluate the suitability of interviewee for a given job, whereas interviewee tries to convince the interviewers that he/she is the right choice for the job.

never express annoyance on any matter. The basic aim of such interviews is to screen out candidates on the basis of lack of qualification and experience, irrelevance to job, general behavior and nature, physique, expression, etc. The task before screening committee is to select ten candidates for a post, and all the ten should be worthy of being interviewed by the specialists and top executives.

Screening interview could be conducted sequentially, one following another by screening candidates every time. This is usually done when number of candidates are large so that only selected candidates after screening are to be interviewed by a panel of experts.

(iv) *Structured interviews.* Same set of questions are asked to all the candidates with a view to compare the candidate more reliably and accurately. Sometimes same questions are repeated in different words to different candidates. Usually a large number of questions are posed to make the structured interviews more comprehensive. Usually computers are used to store, retrieve and compare the data of all the candidates. Such interviews are time consuming and dull.

(v) *Situational interviews.* In such interviews the idea is to judge the responses of candidate under the real job conditions. Thus a situation of job is hypothetically created and relevant questions in form of 'if' and 'when' concerning the job environment are asked to judge the skills and traits of the candidate. Candidate need to react immediately, but can take time to think, analyse logically and then he can reply providing demonstration of his skills and resourcefulness in handling the situation. If situation is not clear, one may express his inability and request for another question instead of guessing about unknown area. Such frankness often pays as interviewers understand that no one is expert to handle all types of situations.

(vi) *Stress interviews.* Such interviews are conducted for jobs which are very demanding and the candidate is required to maintain his calm under difficult situations. A candidate is subjected to stress by a panelist by asking more than one question at a time, asking unrelated questions one after other without giving adequate time to respond to earlier question, using interrogatory tone and voice, provoking the feelings of the candidate, sometimes even using unpleasant words, etc. A candidate need not get worked up under such conditions, keep pitch of voice under control, need not retaliate. Instead he can pass smile, start answering various questions in a pleasant mood and tone. Candidate may like to answer last question first or in any sequence so as to maintain a logic and coherency.

(vii) *Walk-in-interview.* Such interviews are conducted when companies are in immediate need of middle level managers/officers. Three to five days notice is given by inserting advertisements in leading newspapers and candidates are requested to contact the interviewee on particular days between specified hour. On reaching the office, candidate instead of peeping straight in the office of interviewee may contact the personal secretary first who would arrange interview at the earliest opportunity. Other way could be to fix up the time on telephone in advance. The candidate may reveal his name on telephone while fixing up the time. The prescribed time may be strictly adhered to. This itself will leave a good impression about the candidate.

(viii) *Group discussion.* It is a good method of screening unwanted candidates and picking up prospective candidates who can subsequently be interviewed. Group discussions are held with 5 to 8 candidates who are asked to interact on a given topic. The topic for discussions can be a problem stated inadequately. Alternately it could be based upon a set of data, graphs, facts and figures. The basic theme behind it is to judge the ability of candidates to formulate the problem, analyse their depth of understanding of a situation, to judge their ability to intercept given information. The performance of all the candidates is carefully observed by two or three judges. The initiative, problem solving skills, clarity of thought, presentation and communication skills, team skills of candidates are observed.

For success in group discussions it is important that candidates are able to rephrase the question in quantitative terms, make best use of basic laws, principles, rules and regulations, persuade others to follow his/her line of thought and action, think creatively and hit upon ideas and newer solution, liaise with others in getting information and exchange thoughts, display qualities of leadership, optimise the solutions, show patience in listening to others and hitting and pouncing on getting a chance, summarise the discussions. One can perform well in group discussions if he/she is attentive, has learnt well to express clearly and communicate freely, does not feel shy and is bold, tactful and confident, disciplined. All these qualities need to be developed and practiced. Before starting to speak out in group discussions, one should for a while concentrate on the problem, take brief notes and keep a record of events in mind. On getting a chance one should get started and demonstrate his/her abilities by expressing the viewpoints clearly and logically. To appear dumb is most harmful. One has to control his/her tone in communicating and never get emotional or excited. If one can remember the names of other candidates in groups, it is better to address them with their names to draw their attention towards you. In such discussions one should not interrupt others and should never mumble. In case discussions are deviating from the theme, you can remind speaker politely about the objectives of discussions. If one can take role of leader, that is excellent and should summarise the discussions highlighting the keypoints and the outcome. Every effort needs to be made to leave an impression of your qualities among the group members and the observers.

(ix) *Using resume to screen applicants for interviews.* Interviewers form some opinion about candidate on the basis of biodata like qualification, experience, achievements in previous career, personal interests, etc. A resume [or biodata, or (CV) Curriculum Vitae] is very important document since it forms the starting point to judge a candidate. The CV should be concise, well written and professional looking. Presentation of CV matters a lot. A CV should be prepared in professional way to reflect the achievements, strength, attitudes and skills of the candidate. Presentation of information about education, experience and qualities deserves serious attention. Many times resume forms basis for interviewing and thus it should highlight the strong points so that questions are based on these points. In these days, writing CV is an art which every one should learn. CV should

Knowing about the company before interview is essential because one should prepare application to suit the requirements of the company. The inside information about company can be obtained from study of rise or fall in profits, performance of share of company, reputation of promoters and other companies promoted by them. The desired information about company can also be obtained by writing to them directly. One should also try to know about product and processes, annual production, future expansion plans, organisational structure, the details of collaborators, if any, whether the company is diversifying into other areas. All such information about a company would create confidence in a candidate about his/her future prospects in the company, and enable him/her to face the interview board with greater confidence.

1.8. Preparation for Interviews

Warm up stage involves how a candidate enters the room after taking permission and greets the interviewer/panel and take a seat when told to do so.

Question-answer stage is the most time consuming part of an interview. During this stage, the interviewer will ask questions on your resume, and specific subject-related questions. At this stage, avoid yes or no answers. Elaborate your points clearly and speak clearly to the point. Try to guide the discussion to the topic of your choice and interest and listen carefully with your eyes and ears.

Wait for the interviewer to formally close the interview process and do not rush for a conclusion. At the end, thank the interviewers with smile on face.

Dress must be clean, neat and well-fitting, and it need not be costly, superior, expensive or brand new.

Your dress must be suited for the environment, occasion and custom, otherwise you might appear quite conspicuous and feel self-conscious. This, in turn, will divert your attention and inhibit concentration. Shoes must be well-polished and free of any dirt. Nails must be trimmed and clean. Hair should be trimmed properly and no stubs or ragged growth of beard must be seen on your face. If you sport a beard, see that it is also trimmed properly. Breath must be free of any odour.

Speak in a clear and normal tone. Keep a cheerful note to the tone of your voice. Do not speak at the top of your voice and strain yourself unnecessarily. Do not speak in a hushed tone or whispers. The flow of words should match your tone and desire.

Possible questions can be asked from resume/bio data, nature of work handled in previous organisation and reasons for leaving and joining present organisation, short term and long term objectives, if academic performance was poor at a particular stage and on favourite subject.

Other questions could be relating to games, hobbies and extra-curricular activities, significant achievements, weaknesses and strengths and reasons for selection for this particular job.

On the interview day, allow yourself plenty of time to get ready and to travel to the venue of the interview in time, do not feel nervous, take the blessing from your parents/other elderly members of your family and the Almighty; dress assertively and comfortably to feel confident; take only file

or folder, or a briefcase to hold any papers you may have to refer to.

While entering the interview room, greet the interviewers politely, stand with good posture, smile and meet the interviewers eyes. Sit only when you are asked. While sitting, say "Thank You". Sit upright, with your back firmly supported by the chair and wait for questions. After all the questions are over, say "Thank you" while leaving the room, and close the door gently.

Interview Board, normally makes efforts to make a candidate as comfortable as possible and try to create homely environment by asking question about the name of the candidate, his place and year of birth, family background, academic record, hobbies, extra-curricular activities, and earlier jobs undertaken, if any, etc. The representative of the personnel department is generally a non-technical person and he may ask questions to judge general knowledge and general mental ability, etc. The technical persons shall ask you questions from the field of mechanical engineering to judge your aptitude for taking up the required assignment. In addition to the knowledge of mechanical engineering subjects, emphasis is laid to find out about modern developments in the field of mechanical engineering. Normally the opinion of the technical persons carry much higher weightage.

Group discussion test has assumed great significance and has become an integral part of personality tests. This test is reckoned as one of the most effective means to select a few from a large number of aspirants. It judges the power of expression, ability to speak well, to speak eloquently and forcefully to create an impact and make presence felt.

Group discussion also tests the ideas and knowledge of the specified subject. The quality and quantity of your knowledge on the subject, and the unflagging zeal, confidence and fluency could make your contribution outstanding. What you say during the discussion must be relevant, rational, convincing and, above all, interesting and appealing to your audience. If you lack ideas you will either keep repeating yourself or become dumb. This test also finds out the leadership ability and coordinating capacity.

The group for such test generally consists of eight to ten candidates, contesting or competing for the same post. By and large, the age, educational qualifications and background experience of the contestants will be of the same level. A controversial subject will be announced for discussion with a set time limit of 25 to 30 minutes. The candidates will be seated in a closed circle and identified. After briefly explaining the nature and scope of the test and finally announcing the subject to be discussed, the examiner will retire from the scene to observe the proceedings from the background and the group would be left to proceed with the task on the lines of an informal and friendly chit-chat. You must display initiative, tact, understanding, enterprise, persuasive ability, coordinating skill and other leadership qualities to motivate and influence other candidates.

1.9. Types of Questions

The interviewers may ask any type of question depending on their first impression, their mood and requirements of

selection of the candidate ; what can the candidate do in the proposed position ; reaction of candidate if he/she finds job unsatisfactory ; the details of ambitions and goals of candidate in life and how the present job will help him/her ; how important is the career to the candidate ; whether candidate likes taking responsibilities and accepts challenges ; how his/her performance can be assessed by management ; the reaction of candidate for outside posting ; what does candidate look for after serving for sometime in proposed job ; why the company should select him/her ; whether candidate can manage time and whether he/she is an organised person and how ; reaction of candidate to a colleague who is not helpful; whether candidate wants to learn further and undergo training; whether candidate is interested in money, power, or satisfaction ; how candidate will react if his/her boss asks to do a thing which he/she feels will not be in the interest of the company ; any evidence to show that targets were not missed ; methods to motivate others, what kind of people are difficult to get on, kind of people you get on best with, your reaction in case you are fired for mistake of others, what you have learnt from your failures, what you would do if not selected in this interview ; happiest moment of life ; most depressing moment of life ; whether the candidate is introvert or extrovert ; who has influenced the life of candidate the most; description of difficult situation handled successfully ; concept of ideal boss ; how candidate would handle woman subordinates ; concept of ideal subordinate ; how you judge your friends ; how do you overcome your weakness in performing the job, etc.

(x) *Frequently asked questions.* A candidate should be fully prepared for generally asked questions about background, ambition and goals, work experience, personality, hobbies and interests, etc. Since such questions have relevance for everyone, and these are frequently asked, the candidate should spend some time to review answers for them. Fumbling in answering such questions would leave poor impression. As information about these aspects is provided in the biodata, the answer should fall in line with information provided in the biodata. It is thus essential that the candidate reads his biodata carefully before interview to avoid any contradiction.

A classic opener in most interviews is — Tell us something about yourself. Although very easy question but one has to prepare for such simple questions with good care. The opening statement should be a summary of professional capabilities, achievements, background, strengths, professional objectives, relevant and interesting aspects about personality. A recital of what is stated in biodata may be boring and uninteresting. Same facts have to be put up in an interesting way. Take opportunity to lead interviewers in the direction of your strength, speciality and achievement. Irrelevant aspects of background may be ignored. Encouraging, positive and enthusiastic attitude can be stressed. Cover those aspects which are relevant and help in selection. Negative aspects of home background should be ignored. Avoid speaking for the sake of speaking.

Some generally asked questions are as follows. The analysis of various responses is also given to educate the candidate.

(a) Why do you want to leave present job ?

Four different candidates replied as under

- (i) I did not get promotions.
- (ii) I wish to leave present job because I can do better in new job due to my qualities.
- (iii) I find my present job monotonous and I get meagre salary.
- (iv) I am doing well in present job but I can do better in new job as it is to my liking and I have all the skills for new job.

Here first candidate; though frank and candid but nobody would like to hear this reason. It also reflects on candidate that there might have been some shortcomings with the candidate. Second candidate gives no reason to leave the job but only uses general type of language and adjectives. This is also not satisfactory. Third candidate appears to be disgusted and complaining type which may not be liked by others. Response of fourth candidate is satisfactory because he has shown satisfaction with present job and given good reasons for seeking better prospects.

(b) How do you keep yourself upto date ?

- (i) I remain very busy in my work and learn new things there only.
- (ii) I often revise my notes.
- (iii) I read journals and attended a training course recently.
- (iv) I look for good courses and often watch educative programmes on TV.

First candidate finds excuse in not keeping himself upto date. Remember that a person can always find time if he has will, howsoever busy he/she may be. Nobody likes to hear excuses. Second candidate does not realise that revising earlier notes alone will not help and has taken no steps for further advancement. Third candidate keeps himself upto date by reading journals but has not planned for himself properly. Fourth candidate does right things for a progressive person and that is what is really required.

(c) How is your effectiveness measured in present job ?

- (i) I am sincere worker. Why any body should measure my effectiveness.
- (ii) My bosses keep a watch on me and see to it that I do my job well upto their expectation.
- (iii) My company has a system of monthly appraisal vis-a-vis objectives and my boss reports regularly about my performance.
- (iv) I monitor my performance on week to week basis and evaluate the same against weekly targets set.

Here first candidate appears to be totally ignorant about assessment. The response of second candidate is inadequate. Third candidate though aware of assessment by boss but makes no self appraisal. Fourth candidate has proper system of periodic self-evaluation and that is what people look for and like.

(d) How do you plan and manage your time ?

- (i) I keep so busy there is no time to plan for time.
- (ii) I spend most of my time in good activities and watch TV and relax in spare time.

concerned, always be your nature self even if you have some regional touch to your accent. You should speak with clarity and a little louder so that every member of the board can hear. The aspect of time pause after the interviewer has finished his question and before you have started answering is very important. You should never rush your answer and should always give yourself a second or two before you start replying rather than blurting out the first thing that comes to your mind.

1.11. Success in Interview

If a candidate is satisfied that he meets the requirements specified by a company, he surely stands good chances for selection. To be sure that you are right candidate, you must ensure basic things that you have right age desired by them, you have sufficient experience desired, you are properly qualified etc.

After satisfying above basics, you must fill up the application form carefully. It must be neat and tidy, all questions being answered to the point—using additional sheets if need be, leaving no blanks. On the day of interview the candidate should look fresh, be well dressed and provide physical good look and be confident of impressing. In the interview, you should be a good listener and think twice before, responding. Answers should be to the point, accurate and precise there being no beating about the bush or deviating from main content. If answer is not known, there is no harm in accepting and saying no with smiling face and confident look instead of showing dejection and defeated attitude. Whenever you answer to a question for which you are prepared, try to show the desired level of confidence and moderate level of assertion.

When a person is answering in an interview, his/her spoken image is being observed by experts. Remember spoken image basically is judged by physical and as well as stylistic features. Physical factors include voice (ensure throat not getting hoarse during interview), pace of speech (no excitement or nervousness and speaking clearly and normal way, no murmuring), gestures (sit comfortably, let your hands and head have free movements, use body language). Stylistic features include language and technique, (use simple language using your own accent, use past tense to narrate an incident, be concise and speak clearly and fluently, use direct and active style of speech — when a person talks, his personal qualities and excellence must come out of his talk), level of enthusiasm and energy (project your voice and do not shout, be in high spirits, be courteous and keep good humour).

In interview your personality must be impressive and you must appear enthusiastic to take the challenge, display your knowledge and managerial qualities, respond to the point, show your skills and the right attitudes and adaptability to job, show your capacity to grasp and learn and deliver goods, use flawless expression.

Leadership skills are rated high but some have to be demonstrated through character, commitment, and competence, and not merely by talking about it.

Lastly you must remember that some interviewers have strong likes and dislikes and they tend to perpetuate their

ideas and beliefs. Factors like similarity of thought, attitudes, similarity of education, training and past experience increase chances of selection. A candidate can make use of such factors, if possible. Job reservation, personal preferences and prejudices, preference for female if she demonstrates her capacity to learn and grow are natural factors in interviews.

One has thus to take interviews little seriously and not in a casual way. Chances of success are very high if one takes care of all the points illustrated above.

1.12. Tackling Nervousness

Remember that nervousness is not a sign of inadequacy on part of candidate. Over-anxiousness often results in nervousness. Physical effects of nervousness are pounding heart, dry mouth, stiff face muscles, sweaty palms, tension in the back or shoulder.

If there is feeling of going to lavatory, this sensation should not be suppressed. Deep breathing will calm down candidate and get into a more rhythm. A candidate has to understand that being nervous will only harm and not allow the candidate to show his better self.

Important Do's

- Take care of physical appearance and look a little better than on a normal day.
- Take a deep breath, calm yourself and enter interview room with a cheerful face.
- Walk smartly and modestly from the entrance to the interview table.
- Carry a smart folder.
- Greet the members with a smile and look them in the eyes when you meet them first and when you leave.
- Maintain an upright posture, may be slightly leaning forward. Stay calm and composed and enthusiastic.
- Conduct yourself gracefully.
- Maintain lot of eye contact and use your body language.
- Can mention your views politely if you disagree.
- Portray what you wish to be observed. Play in areas of your strength.
- Take your time in answering questions. Concentrate on question before leaping.
- Listen to question carefully and respond accurately and precisely.
- Put forth information that is likely to get you job without sounding irrelevant.
- Be informed about latest developments.
- Defend your viewpoint in a friendly way.
- Demonstrate your abilities by your expression and communication.
- If in doubt, ask a question/clarification.
- Speak clearly and little loudly. Keep your pace of speech normal.
- Be polite and aggressive, show enough tact and prudence.
- Be brief and to the point in your response.
- Try to demonstrate that you are objective about your

- Nobody likes people having craze for money and luxury.
- It is the spoken image of a person which is observed during interview.
- Facial expressions speak louder than words.
- There are no stumbling blocks in life, these are only stepping stones of progress.
- Know your strengths in order to base your career on your strengths.
- When you speak, your body language usually supports the spoken words.
- Thou shalt prepare thyself in order to fit the job description.
- A well drafted resume improves your chances of being picked.

1.14. Generally Asked Interview Questions in Beginning

Q.1. Tell us about yourself.

Tips. Here interviewers look for your confidence, enthusiasm, passion and your communication skills.

(Have a smiling face. Make eye to eye contact. Speak politely)

- Mention your name.
- Tell where you live.
- Provide details of education, in short professional courses done, basic qualification.
- Tell about your skill and experience. Cover areas where you are best saying you are quite good in ...
Mention about years of experience.
- Provide details of your family members, saying so far my family is concerned, we are 5 members in family.
- Cover some personal traits like– fond of hobbies.
- What you prefer to do in spare time
- Conclude saying– “that’s all about me”.

Q.2. What do you know about this organisation?

Tips. Candidate should do thorough search about company on internet before attending interview. Study about organisation, its branches, CMD, products, competitors, problems being faced by organisation and useful suggestions, if any.

Q.3. What are your strengths?

Tips. — Do not add adjectives.
— Cover qualities with small example.

A few tips in this regard:

- Conclude saying– “that’s all about me”.
- I am good public speaker as I got opportunity to interact well with my colleagues in one seminar in college and also in several debates.
- I am good in time management as I have always met the targets set for me.
- Whenever I get opportunity, I help needy people. I have organised classes for poor students, provided help to patients in hospital. Cover qualities like adaptability, pay attention to details, honest, hard working, willing

to work anywhere, positive attitude person, fast decision taker, persistent, self-motivated.

Q.4. What are your weaknesses?

Tips.

- Do not avoid the answer. Every person has weaknesses and he should be aware of them and take corrective measures to correct.
- Do not get over honest and negative about yourself as some mistakes could be made unintentionally.
- Reveal those negative qualities which will not affect work.
- Relate your weakness with past life and your intention to improve them.
- Cover weaknesses like
Straight forwardness, sensitive, more talkative, trust people quickly, can’t say no for help, get nervous talking to new persons, can’t tell lies, bit lazy.

Q.5. Why should we hire you?

Tips.

- Show your eagerness and willingness.
- If you do not have past experience, say I have no experience but I have great aptitude for this job.
- Focus towards achieving success and career goal and do not talk about salary.
- Share your talent and skills with interviewers.
- Talk about growth potential.
- Conclude saying – I possess minimum requirements for this job. My work can’t justify my action until I get right opportunity. I shall be privileged if you provide the same.

Q.6. What are your salary expectations?

Tips. — Evaluate your own value and be fair. Do not behave as if you are for money only.

- Do not behave like dumb.
- Do not speak exact figure.
- Ask interviewer what they can offer based in your qualification and experience. What is their opinion about your value.
- Do not negotiate till offer is indicated by interviewer.
- Fresher can say he will be happy as per company norms.

Q.7. Why you want to join our organisation?

Tips. — Be very clear yourself why you want to join and whether you really understand the business of organisation. Be sure that your experience relates with this organisation. Also examine how this job helps you to achieve your career goals. With this preparation you can impress the interviewers in answering this question.

- Tell what you like about organisation.
- Relate it to your long-term career goals.

- Interact more with each other
- Arrange more social services
- Build mutual trust amongst all team members
- Recognise/Reward the individual and the team
- Share success stories
 - Publish news
 - Record success stories and share lessons learned
- Deliver on promises made (integrity)
 - Be realistic with your targets
 - Do not over promise and under deliver
 - Be transparent when you can't keep your promises
- Care about people
 - Offer assistance – advice
 - Show compassion to others
 - Share ideas and make people feel important.
- Recognise excellence
- Maintain good health
 - Adapt and live the safety culture
 - Take a step forward towards good health, exercise, take balanced diet and be helpful to all.

1.18. Open Book Examinations

In open book examination, students are allowed to refer to either class notes and summaries or textbooks, or other approved materials while answering questions. The questions are designed such that students are required to answer in more critical and analytical ways, encouraging high order thinking skills as compared to closed book or traditional exams that tend to encourage rote learning and more superficial application of knowledge.

Q.1. What is meant by Open Book Examination? How it is different from conventional exams?

Ans. Open Book Examination is ideally suited to teaching programmes that especially aim at developing the skills of critical and creative thinking. In open book exams, the main focus of teaching is on the skills of acquiring, modifying and creating knowledge, that is, on processing information, rather than on the information content itself. The focus shifts from rote learning to the development of certain mental faculties.

In Conventional examination, what the student is expected to do is to understand information from the textbook, retain it, and retrieve it during the final examination. In this type of examination, success depends on the quantity of information memorised, and the efficiency with which it is reproduced.

Q.2. How questions are designed in Open Book Exams?

Ans. Questions in open book exams are devised to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.

Case based exam questions require students to apply critical reasoning skills in response to a trigger scenario.

Usually questions are clear and unambiguous to limit confusion and time spent interpreting the question so that students can spend their time making use of their textbook

or memory aid to effectively answer the questions.

The questions are designed so that student can apply and make use of the information from their textbook or notes rather than simply requiring them to locate and re-write this information. The questions assess the skills and knowledge of students. The exam questions could be around problem-based scenarios or real-world cases, requiring students to apply their skills and knowledge to the given problem or scenario.

The questions could present relevant qualitative or quantitative data and then ask students interpretative and application questions. Content or topic questions could be presented in a way that tests for an ability to apply, analyse, evaluate, create, synthesise, interpret etc.

Q.3. What is the difference between closed book and open book exams.

Ans. An open book exams places the focus on higher level learning. Open book exams do not have the same emphasis on memorization, questions can move up Bloom's Taxonomy of Educational Objectives, and ask students to analyze, evaluate, or synthesize knowledge, rather than just remember it.

Q.4. What are the advantages and disadvantage of open book exams?

Ans. Advantages.

Availability of reference material allows more freedom and flexibility in constructing exam question.

- Emphasizes higher order skills, de-emphasizes "cramming" or rote memorization
- Broader in scope—
 - students can call upon more information than they could have ever been expected to memorize
 - questions can be longer and more involved and require students to integrate information from multiple sources or types.
 - exams can address a greater variety of subjects and learning objectives.
- Permits more realistic exam questions that mimic professional work where information is available and the skill is in determining the appropriate application
- Easier to include multi-step problems
- Encourages students to develop new learning strategies to ensure their success by enhancing information retrieval skills, and place greater focus on knowing how to use information.

Disadvantages

- Student may place too much emphasis on their reference materials.
- Students may believe that they don't need to study as much, or may underestimate how long it will take them to locate the information in their reference materials.
- Student workload may be increased by the need to create reference materials before exams.
- Depending on the reference material being used, limited desk space may be a problem.
- Students may be unfamiliar with the format and will need to be provided with clear procedures and rules.

Interview Book for Mechanical Engineers

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