

Questionnaire for the Post: Administrative cum Liaison Officer

(Answer all questions)

1. Can you communicate your ideas to people easily, tactfully, and courteously? – Yes / No.
2. Can you work cooperatively as a member of a team?– Yes / No.
3. Can you work with all ages and types of people?– Yes / No.
4. Can you recognize& respect different perspectives. Open to the ideas & views of others? – Yes / No.
5. Can you direct and plan activities for others? – Yes / No.
6. Can you handle several responsibilities at once?– Yes / No.
7. Can you plan your work and follow instructions without close supervision? – Yes / No.
8. Are you able to decide what steps are needed to achieve particular goals and then implement these? – Yes/ No.
9. Can you multi-task? – Yes/ No.
10. Can you direct and plan activities for others? – Yes /No.
11. Can you handle several responsibilities at once? – Yes / No.
12. Can you plan your work and follow instructions without close supervision? – Yes / No.
13. Are you able to decide what steps are needed to achieve particular goals and then implement these? – Yes / No.
14. Can you multi-task? – Yes / No.
15. Can you make decisions based on logic, information, and your own observations? – Yes / No.
16. Can you figure out the best way to do something; work with details? – Yes or No.
17. Can you figure out how things work, answer questions, investigate new things and new technologies? – Yes or No.
18. Can you follow procedures and rules precisely, doing routine, organized, and accurate work? – Yes / No.
19. Can you manage your own time and the time of your supervisors well? – Yes or No.
20. Are you strictly punctual in a professional setting?– Yes / No.

21. Can you express yourself clearly and understand directives in written form? – Yes / No.
22. Can you proofread documents? – Yes / No.
23. Can you understand foreign cultural contexts and respond respectfully to outsiders? – Yes/ No.
24. Do you have competence in foreign languages? – Yes / No.
25. Do you have an appreciation of cultural diversity, and an interest and curiosity in languages and intercultural communication? – Yes / No.
26. Do you have the ability to understand spoken messages, to initiate, sustain and conclude conversations and to read, understand and produce texts appropriate to the individual's needs? – Yes / No.
27. Are you Detail oriented? – Yes / No.
28. Can you visualize data and requirements and quickly propose clever solutions to non-trivial circumstances? – Yes / No.
29. Are you aware and confident about your knowledge about the Indian Legal System? – Yes/r No.
30. Did you work/live/study in foreign Country and for what period of time?
31. How many visits have you made to different countries for which purpose and for how long? –
32. What are your achievements in such endeavors? –
33. What are your areas of interest and hobbies if any? –

Questionnaire for the Post: Support Staff-Accountant/ Executive Assistant / MTW

(Answer all questions)

1. Can you communicate your ideas to people easily, tactfully, and courteously? – Yes / No.
2. Can you work cooperatively as a member of a team?– Yes / No.
3. Can you work with all ages and types of people?– Yes / No.
4. Can you recognize& respect different perspectives. Open to the ideas & views of others? – Yes / No.
5. Can you work with computers?– Yes / No.
6. Can you prepare reports and presentations in MS-Office? – Yes / No.
7. Can you make decisions based on logic, information, and your own observations? – Yes / No.
8. Can you figure out the best way to do something; work with details? – Yes / No.
9. Can you figure out how things work, answer questions, investigate new things and new technology ? – Yes / No.
10. Can you follow procedures and rules precisely, doing routine, organized, and accurate work? – Yes / No.
11. Did you work/live/study in foreign Country and for what period of time?–
12. How many visits have you made to different countries for which purpose and for how long? –
13. What are your achievements in such endeavors? –
14. What are your areas of interest and hobbies if any? –

Questionnaire for the Post: Training Advisor

(Answer all questions)

1. Can you communicate your ideas to people easily, tactfully, and courteously? –Yes / No
2. Can you work cooperatively as a member of a team –Yes / No
3. Can you work with all ages and types of people –Yes / No
4. Can you recognize& respect different perspectives. Open to the ideas & views of others? –Yes / No
5. Can you direct and plan activities for others?–Yes / No
6. Can you handle several responsibilities at once? –Yes / No
7. Can you plan your work and follow instructions without close supervision? –Yes / No
8. Are you able to decide what steps are needed to achieve particular goals and then implement these? –Yes / No
9. Can you multi-task? –Yes / No
10. Can you make decisions based on logic, information, and your own observations? –Yes / No
11. Can you figure out the best way to do something; work with details? –Yes / No
12. Can you figure out how things work, answer questions, investigates new things and new technologies? –Yes / No
13. Can you follow procedures and rules precisely, doing routine, organized, and accurate work? –Yes / No
14. Can you manage your own time and the time of your supervisors well? –Yes / No
15. Are you strictly punctual in a professional setting? –Yes / No
16. Can you express yourself clearly and understand directives in written form? –Yes / No
17. Can you proofread documents? –Yes / No
18. Can you understand foreign cultural contexts and respond respectfully to outsiders? –Yes / No
19. Do you have competence in foreign languages? –Yes / No

20. Do you have an appreciation of cultural diversity, and an interest and curiosity in languages and intercultural communication? –Yes / No
21. Do you have the ability to understand spoken messages, to initiate, sustain and conclude conversations and to read, understand and produce texts appropriate to the individual's needs? –Yes / No
22. Are you Detail oriented? –Yes / No
23. Can you visualize data and requirements and quickly propose clever solutions to non-trivial circumstances? –Yes / No
24. Can you collect literature and data regarding job-openings outside national boundaries? –Yes / No
25. Can you model job requirement forecasts based on foreign market dynamics? –Yes / No
26. Are you adept with the international emigration and immigrations rules and laws? –Yes / No
27. Are you adept with the VISA requirements for various nations and the procedure to fulfil the same? –Yes / No
28. Did you work/live/study in foreign Country and for what period of time? –
29. How many visits have you made to different countries for which purpose and for how long? –
30. What are your achievements in such endeavors? –
31. What are your areas of interest and hobbies if any? –

Questionnaire for the Post: Legal Advisor

(Answer all questions)

1. Can you communicate your ideas to people easily, tactfully, and courteously? –Yes / No.
2. Can you work cooperatively as a member of a team –Yes / No.
3. Can you work with all ages and types of people –Yes / No.
4. Can you recognize & respect different perspectives. Open to the ideas & views of others? –Yes / No.
5. Can you make decisions based on logic, information, and your own observations? –Yes / No.
6. Can you figure out the best way to do something; work with details? –Yes / No.
7. Can you figure out how things work, answer questions, investigate new things and new technologies? –Yes / No.
8. Can you follow procedures and rules precisely, doing routine, organized, and accurate work? –Yes / No.
9. Can you express yourself clearly and understand directives in written form? –Yes / No.
10. Can you proofread documents? –Yes / No.
11. Are you Detail oriented? –Yes / No.
12. Can you visualize data and requirements and quickly propose clever solutions to non-trivial circumstances? –Yes / No.
13. Are you adept with the international emigration and immigrations rules and laws?
14. Are you adept with the VISA requirements for various nations and the procedure to fulfil the same?
15. Are you aware and confident about your knowledge about the Indian Legal System?
16. Did you work/live/study in foreign Country and for what period of time?
17. How many visits have you made to different countries for which purpose and for how long?
18. What are your achievements in such endeavors?
19. What are your areas of interest and hobbies, if any?

Questionnaire for the Post: I.T. Advisor

(Answer all questions)

1. Can you communicate your ideas to people easily, tactfully, and courteously? –Yes / No.
2. Can you work cooperatively as a member of a team –Yes / No.
3. Can you work with all ages and types of people –Yes / No.
4. Can you recognize& respect different perspectives. Open to the ideas & views of others? –Yes / No.
5. Can you work with computers –Yes / No.
6. Can you prepare reports and presentations in MS-Office? –Yes / No.
7. Can you make decisions based on logic, information, and your own observations? –Yes / No.
8. Can you figure out the best way to do something; work with details? –Yes / No.
9. Can you figure out how things work, answer questions, investigate new things and new technologies? –Yes / No.
10. Can you follow procedures and rules precisely, doing routine, organized, and accurate work? –Yes / No.
11. Can you manage your own time and the time of your supervisors well? –Yes / No.
12. Are you strictly punctual in a professional setting? –Yes / No.
13. Can you express yourself clearly and understand directives in written form? –Yes / No.
14. Can you proofread documents? –Yes / No.
15. Are you Detail oriented? –Yes / No.
16. Can you visualize data and requirements and quickly propose clever solutions to non-trivial circumstances? –Yes / No.
17. Can you collect literature and data regarding job-openings in the state of Bihar? –Yes / No.
18. Can you model job requirement forecasts and identify emerging sectors for employment opportunity in Bihar? –Yes / No.

19. Did you work/live/study in foreign Country and for what period of time? –

20. How many visits have you made to different countries for which purpose and for how long? –

21. What are your achievements in such endeavors? –

22. What are your areas of interest and hobbies if any? –

Questionnaire for the Post: Employment Advisor

(Answer all questions)

1. Can you communicate your ideas to people easily, tactfully, and courteously? –Yes / No.
2. Can you work cooperatively as a member of a team –Yes / No.
3. Can you work with all ages and types of people –Yes / No.
4. Can you recognize & respect different perspectives. Open to the ideas & views of others? –Yes / No.
5. Can you work with computers –Yes / No.
6. Can you prepare reports and presentations in MS-Office? –Yes / No.
7. Can you make decisions based on logic, information, and your own observations? –Yes / No.
8. Can you figure out the best way to do something; work with details? –Yes / No.
9. Can you figure out how things work, answer questions, investigate new things and new technologies? –Yes / No.
10. Can you follow procedures and rules precisely, doing routine, organized, and accurate work? –Yes / No.
11. Can you manage your own time and the time of your supervisors well? –Yes / No.
12. Are you strictly punctual in a professional setting? –Yes / No.
13. Can you express yourself clearly and understand directives in written form? –Yes / No.
14. Can you proofread documents? –Yes / No.
15. Can you understand foreign cultural contexts and respond respectfully to outsiders? –Yes / No.
16. Do you have competence in foreign languages? –Yes / No.
17. Do you have an appreciation of cultural diversity, and an interest and curiosity in languages and intercultural communication? –Yes / No.
18. Do you have the ability to understand spoken messages, to initiate, sustain and conclude conversations and to read, understand and produce texts appropriate to the individual's needs? –Yes / No.

19. Can you collect literature and data regarding job-openings outside national boundaries? –Yes / No.
20. Can you model job requirement forecasts based on foreign market dynamics? –Yes / No.
21. Can you collect literature and data regarding job-openings in the state of Bihar?–Yes / No.
22. Can you model job requirement forecasts and identify emerging sectors for employment opportunity in Bihar? –Yes / No.
23. Did you work/live/study in foreign Country and for what period of time? –
24. How many visits have you made to different countries for which purpose and for how long? –
25. What are your achievements in such endeavors? –
26. What are your areas of interest and hobbies if any? –