

RECRUITMENT PROCESS OF ZONAL OPERATING OFFICER

Steps:

1. Filling up of application form.
2. Filtering of the applications.
3. Selected applications to be send to next round which will be an online aptitude test (which would also include questions testing your computer knowledge) along with psychometric test.
4. Shortlisting based on the responses received
5. Telephonic interview of the shortlisted candidates.
6. After this, the final selected ones will be called for the assessment in person in respective zones.
7. Choosing the ZOO.

Application form:

Name:

Dob:

Place of residence:

Photograph and signature upload:

Resume pdf format upload:

Why do you think you are the right person to be selected for this post? (250 words)

What makes you inclined towards the field of social sector? (250 words)

Aptitude and psychometric test:

Basic maths questions to test the aptitude, computer knowledge based questions and situational based questions.

(To be prepared)

Telephonic interview

Questions:

What do you know about UPAY?

Vision and mission of UPAY?

What are your strengths and weaknesses?

Any situation when you worked as a leader and lead your team to success?

What do you think are the qualities of a good leader?

As the zonal operating officer, you any face some challenges which may include conflict with a fellow team member. How would you deal with the situation?

(some more questions have to be added)

Assessment centre:

Full day process (9 am-6 pm)

1. Reporting at 8 30 AM

2. Session starts at 9 AM
3. Briefing about UPAY by Zonal director/Zonal Sec PR (9:30-10:00 AM)
4. 1st exercise- Group discussion (9:30-10: 30 AM)
 - Parameters to be judged:
 - a. Communication skills.
 - b. Critical thinking.
 - c. Team player
 - d. Ability to deal with pressure situations.
5. Tea break
6. 2nd session- Team challenge- Operational activity- (11:00 – 1 :00 PM)
 - Dividing the participants into teams and giving them the same challenge. The challenge will be mentored by our zonal team members who will be observing the participants.
7. Lunch break- 1:00 – 2:00 PM
8. Personal interviews – 2:00- 5:00 PM.
9. 5:00 – 6:00 PM- Experience sharing by the participants and closing with Tea.