## 1. Aptitude Test

### A. Graphical Interpretation

- **Line Chart**
- **Bar Chart**
- **Pie Chart**
- **Donut Chart + Bar Chart**
- **Heat Map**
- **Pattern Charts**
- **Tree Chart**
- **Organogram**
- **Logical Framework**
- **Infographic Charts**

### B. Numerical Reasoning

- **Word Problems:** Real-life business scenarios and solutions
- **Applied Geometry:** Area, volume, angles in workplace applications
- **Number Series:** Pattern recognition and logical progressions
- **Business Mathematics:** Profit/loss, interest, discount, inventory analysis
- **Arithmetic Problems:** Percentages, ratios, averages, time & work
- **Algebra:** Linear equations, expressions, word-based algebra
- **Probability & Statistics:** Probability rules, central tendency, data analysis

### C. Verbal Reasoning

- **Analogy:** Word pair relationships
- **Blood Relation:** Logic-based family relationship puzzles
- **Text Completion:** Grammar, vocabulary, sentence construction
- **Reading Comprehension:** Extracting meaning, tone, inference from passages

### D. Visual / Abstract Reasoning

- Pattern recognition, sequence prediction, matrix solving
- Visual logic puzzles and spatial arrangement tests

## 2. Business Ethics, Communication, and Compliance

**A. Business Ethics**

- Workplace ethics and dilemmas in:

  - **Marketing** (e.g., misleading ads, data ethics)

  - **HR** (e.g., discrimination, recruitment fairness)

  - **Finance** (e.g., fraud, reporting standards)

  - **Production** (e.g., safety, waste management)

  - **Sales & Supply Chain** (e.g., fair pricing, vendor ethics)

  - **Digital Marketing** (e.g., ad targeting, cookies)

  - **Project Management** (e.g., scope honesty, resource use)

  - **Official Communication** (e.g., truthful reporting, tone)

**B. Business Communication**

- Professional communication in the same departments:

  - Email etiquette, pitch writing, HR letters, finance memos, etc.

**C. Compliance**

- Regulatory, legal, and company-specific compliance in:

  - **Marketing, HR, Finance, Production, Sales, Digital Marketing, Project Management, Official Communication, Technical**

  - Case studies & scenario-based compliance questions

## 3. Digital Technology and Artificial Intelligence

**A. Productivity Tools**

- **Microsoft Office (Word, Excel, PowerPoint):** Editing, formatting, data functions

- **Google Suite (Docs, Sheets, Slides):** Real-time collaboration, document management

**B. Communication Tools**

- **Email Management:** Folders, scheduling, auto-responders

- **Mail Merge:** Personalized bulk messaging

- **Video Conferencing Platforms:** Zoom, Microsoft Teams, Google Meet – features & etiquette

**C. Collaboration Tools**

- **Google Workspace, Microsoft 365:** Shared drives, calendars, workflows

**D. Data Management**

- Basics of databases, data entry accuracy, and visualization using Excel/Tableau

**E. Digital Marketing & Social Media**

- Facebook Ads, Google Ads, LinkedIn, Instagram for business

### F. AI Awareness and Tools

- **Generative AI:** Text/image/video generation (ChatGPT, DALL·E, Sora, etc.)

- **Explainable AI:** Understanding AI decision-making for business use

- **AI Tools for Businesses:** Planning, content creation, automation

- **Prompt Engineering:** Crafting effective prompts for AI tools

- **AI Ethics:** Bias, data protection, fairness in algorithms

### G. Cybersecurity

- Password hygiene, phishing, secure data sharing, and privacy protocols

## 4. Official Correspondence

### A. Email Correspondence

- Writing effective subject lines, salutations, formal tone

### B. Minutes of Meeting

- Capturing decisions, responsibilities, and next steps

### C. Office Orders and Announcements

- Structuring clear and actionable internal communication

### D. Letters and Official Correspondence

- Formal business letters, internal/external memos, official notifications

## 5. Skills-Based Scenario Assessments

- Integrated exercises based on real-world business cases across all departments and different production / service areas
    - Ethical dilemma simulations
    - Communication breakdown scenarios
    - Compliance audit simulations

## 6. Personality Assessment

### A. Behavioral Dimensions Covered

- **Conscientiousness:** Organization, diligence, reliability

- **Emotional Stability:** Stress tolerance, calm under pressure

- **Openness to Experience:** Creativity, innovation, curiosity

- **Teamwork Orientation:** Collaboration, empathy, adaptability

- **Leadership Potential:** Initiative, influence, accountability

## 7. Customized Test – Job Specific

In addition to the standard RTCAT categories, the Job-Specific Test is designed to prepare candidates for customized, role-aligned assessments tailored to the unique requirements of each hiring company. Whether applying for entry-level, mid-tier, or specialized professional positions, this test provides a flexible and targeted evaluation of the technical competencies essential for the job. The content and structure of each job-specific test vary based on the employer's specifications, ensuring that candidates are assessed on the exact skills and knowledge relevant to the position.