Weekly Career Bulletin

(Information related to Employment & Career)
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TRIPURA RECRUITMENT NOTIFICATION

❖ The **Model Career Centre, Agartala, under the Directorate of Employment Services & Manpower Planning,** invites applications from those who are interested to take classes on Soft Skills, Spoken English, Competitive Examinations etc. via VOCATIONAL GUIDANCE PROGRAMME to be held from 15th September 2021 till 4th October 2021. **The last date for submission of CV in the mail ID cmdesmp.phagt-tr@gov.in is 9th September 2021.**

For details please visit
https://www.facebook.com/mccagt/photos/a.24012386 3134043/1230373100775776

❖ Online applications are invited by **Tripura Public Service Commission** for the recruitment of **8 (Eight) Food Safety Officer (Group-B Gazetted).** The last date for online submission of application is **24/09/2021 (upto 5:30 pm).**

For details please visit
https://tpsc.tripura.gov.in/
or
https://tpsc.tripura.gov.in/sites/default/files/advt_foo d_210821.pdf

❖ **Department of Horticulture, College of Agriculture, Tripura** invites eligible candidate to appear for a "Walk-In-Interview" for a Junior Research Fellow on 13th September 2021 at 11:00 am under DBT funded project entitled 'Development and promotion of horticulture based women friendly entrepreneurship for livelihood improvement as an alternative to substinence farming in rural Tripura".

❖ A **Walk-In Interview** will be held **at NIELIT Agartala** for engagement of Faculty (Computer), Faculty (Electronics), Technical Assistant, Web & App Developer, Faculty (Chemistry), Faculty (Physics), Faculty (Accounts), Faculty (Soft Skill) **w.e.f. 9th September 2021 to 15th September 2021** respectively with consolidated pay for short term contract basis.

For details please visit
https://www.nielit.gov.in/agartala/recruitments
or
https://www.nielit.gov.in/sites/default/files/Agartala/ Advt%2008_2021.pdf

ALL INDIA RECRUITMENT NOTIFICATION

❖ **New India Assurance Co. Ltd (NIACL)** has announced notification for the recruitment of **300 Administrative Officer (Generalist) (Scale-I).** Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & Apply Online. Closing Date to Apply Online & Fee Payment is **21-09-2021.**

For details please visit
https://www.newindia.co.in/portal/readMore/Recruit ment
or
https://www.newindia.co.in/cms/336f90c8-319f-46a6-8269-c94f5a53c1d9/Detailed%20Advt.%20NIACL%20AO %20RECTT.%202021%2024.08.21.pdf?guest=true

❖ **Hindustan Urvarak & Rasayan Limited (HURL),** a joint venture company incorporated by Indian Oil Corporation Limited (IOCL), NTPC Limited (NTPC), Coal India Limited (CIL) with Fertilizer Corporation of India Limited (FCIL) and Hindustan Fertilizer Corporation Limited (HFCL), invites online applications from eligible candidates to **Engage 44 vacant Executive positions on FTC basis. The last date for submission of application is 15.09.2021.**

For details please visit
https://hurl.net.in/careers
or
https://hurl.net.in//hurl-admin/uploads/vacancy/Engaging%20execuitves%20on%20FTC%20basis_.pdf

❖ **Electronics Corporation of India Limited (ECIL)** has published a notification for the recruitment of **243 ITI Trade Apprentice.** Eligible candidates who are interested in the vacancy details & completed all eligibility criteria can read the notification & apply Online. **The Last Date for Online Registration of Application is 16-09-2021 at 16:00 hrs.**
For details please visit
http://www.ecil.co.in/jobs.html
or
http://www.ecil.co.in/jobs/Advt_ITI_29_2021.pdf

❖ **Centre for Development of Advanced Computing (C-DAC),** under the Ministry of Electronics and Information Technology, Government of India, i**nvites online applications for the post of Project Engineers, Project Associate & Project Support Staff purely on contractual basis for various projects for its Pune center (Total 259 posts).** The last date for online submission of application is September 25, 2021 (upto 1800 hrs.).

For details please visit
https://cdac.in/index.aspx?id=job_Cons_Sep_2021

❖ **Medical Officer Selection Board (CAPFs)** has announced Notification for the recruitment of Super Specialist Medical Officers (Second-in-Command), Specialist Medical Officers (Deputy Commandant), Medical Officers & Dental Surgeon (Assistant Commandant) in Central Armed Police Forces (BSF, CRPF, ITBP, SSB and Assam Rifles), Ministry of Home Affairs, Government of India **(Total 553 vacancies).** Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & Apply Online. **The Starting Date for Apply Online & Payment of Fee is 13-09-2021 (00-01) and the Last Date to Apply Online & Payment of Fee is 27-10-2021 at 11:59 PM.**
For details please visit
https://recruitment.itbpolice.nic.in/statics/news

❖ **Border Security Force (BSF)** has announced notification for the recruitment of **269 Constable (GD)** vacancies in Group C on temporary basis. Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & apply online. Last Date to Apply Online is 22-**09-2021 at 11:59 pm.**
For details please visit
https://rectt.bsf.gov.in/#bsf-current-openings
or
https://rectt.bsf.gov.in/static/bsf/pdf/Recruitment%20of%20Meritorious%20Sportspersons.pdf

❖ **Bank of Maharashtra, Pune** has published notification for the recruitment of **190 Specialist Officer in Scale I & II vacancy**. Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & Apply Online. Last Date to Apply Online & Payment of Fee **is 19-09-2021.**
For details please visit
https://www.bankofmaharashtra.in/current_openings
or
https://www.bankofmaharashtra.in/writereaddata/documentlibrary/eb99a900-aca8-4617-963e-2c55b7e950ad.pdf

❖ **NIT, Warangal** invites Online applications for direct recruitment on regular basis/direct recruitment on contract basis/deputation from eligible Indian Citizens to fill up 129 various posts of Senior Medical Officer, Asst Registrar, Asst. Engineer & Other. Facility for submission of online application will be available from 23-08-2021 at 11:00 am to 23-09-2021 23:59 pm on website of NITW i.e. www.nitw.ac.in under the tab "Recruitment".
For details please visit
https://recruit.nitw.ac.in/register/?next=/
or
https://recruit.nitw.ac.in/static/main/staff4.pdf

ADMISSION/ ENTRANCE EXAMINATION NOTIFICATION

❖ **Maharaja Bir Bikram University** invites online applications for admission to 6 (six) months Certificate Courses in Entrepreneurship, Yoga, Video Production and Organic Farming for the Academic Session 2021-

2022. The last date of submission of online application form is 15th September 2021 (4:00 PM).

For details please visit
www.mbbuniversity.ac.in

CAREER TIPS

Employability skills is an umbrella term for a set of highly desirable, transferable skills that turn you into a very attractive candidate or employee. They can be defined as a set of skills employers want from a potential employee.

Here are 10 of the most important employability skills that employers look for.

1. **Problem-solving**: Problem-solving is part and parcel of everyday life at any company, and it involves:
   - ✓ analyzing facts and figures
   - ✓ defining challenges
   - ✓ devising contingency plans
   - ✓ assessing processes
   - ✓ creating and implementing solutions

2. **Communication skills:** If you want to succeed in your professional (and personal) life, you need to be able to effectively communicate with others. To be called a good communicator, you need to:
   - ✓ listen
   - ✓ empathize
   - ✓ draw logical conclusions
   - ✓ build rapport
   - ✓ adapt language to your audience
   - ✓ act accordingly upon the information you gather

3. **Adaptability:** New technologies, new kinds of competition, new business models—all these require you to think on your feet and have the courage to propose new, yet-to-be-tested solutions.
   It should come as no surprise that adaptability ranks high among top employability skills. If you're open-minded and like to learn, you will draw conclusions from your mistakes to invent new, more efficient ways of performing your tasks.

4. **Collaboration:** Collaboration means:
   - ✓ being able to work with people of different backgrounds, ages, religions, and political options
   - ✓ recognizing each team member's strengths and weaknesses to assign tasks accordingly
   - ✓ accepting accountability for the results
   - ✓ resolving conflicts within the team

5. **Time management:** Time-management is part of a larger skill set, often referred to as *resource management*, where resources are understood as time, effort, and others. To be recognized as efficient at time management, you must know how to:
   - ✓ Plan the use of available resources (time, effort, people, money, etc.)
   - ✓ Establish task or project time frame
   - ✓ Set schedules and milestones.

6. **Organization**: Organizational skills tie in nicely with time-management skills and include:
   - ✓ Being self-motivated and focused
   - ✓ Effective use of mental capacity, physical space, and resources, among others
   - ✓ Managing tasks and people
   - ✓ Prioritizing
   - ✓ Delegating

7. **Technology use:** To stay employable you must keep abreast of technologies relevant to your profession.

8. **Information use:** In the 21st century information is the new currency. Sometimes a single piece of data can become a make or break factor for an entire organization. So, it's pretty clear employers look for people who can:
   - ✓ find the right information in any medium
   - ✓ organize it in a meaningful way
   - ✓ analyze it and draw conclusions
   - ✓ communicate it to others

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9. **Personality traits:** There are certain character traits that make you more employable than others:
- ✓ Professionalism
- ✓ Drive
- ✓ Enthusiasm
- ✓ Confidence
- ✓ Creativity
- ✓ Transparency

You may want to do your best to come across as enthusiastic, confident, and transparent in your job interview.

10. **Leadership:** Finally, the ability to lead others is incredibly important. Leadership skills mix management skills and people skills with charisma, empathy and strategic thinking, just to name a few. Leadership is incredibly difficult to get right, and good leaders are worth their weight in gold.

IMPROVING EMPLOYABILITY SKILLS

How to Improve Problem-Solving
- ✓ Never give up if you face a problem—try out different solutions, ask others for guidance, look for patterns and exceptions
- ✓ Get involved in helping your coworkers solve their problems, even if you're not sure how to solve the problem yourself
- ✓ Adopt a learning mindset, be curious
- ✓ Ask others how they found a solution to a problem they faced, ask about the steps they took to solve it
- ✓ Try fixing broken things at home, learn from online tutorials
- ✓ Join online communities and exchange your opinions

How to Get Better at Communication
- ✓ Improve your email writing skills—try to be clear and concise
- ✓ Start blogging—practice writing longer forms, structure your blog posts logically, and make sure the text has a nice flow
- ✓ Prepare and deliver presentations—ask for feedback, practice speaking in front of live audiences
- ✓ Get involved in clubs or societies, such as Toastmaster's International for example

- ✓ Practice your body language—record yourself or speak in front of the mirror
- ✓ Start conversations with strangers

How to Develop Adaptability
- ✓ Embrace change by setting yourself with new challenges—start a new hobby, learn new skills, do things you're afraid of, do what you can't
- ✓ Ask for new responsibilities at work

How to Improve Teamwork
- ✓ Be an active member of your project team—offer help, ask for help, discuss proposed solutions, speak up if you're having doubts, offer your expertise
- ✓ Volunteer
- ✓ Join a sports team

How to Work on Time Management and Organizational Skills
- ✓ Monitor how much time you spend doing work and learn to plan your days more effectively
- ✓ See how much of your time is taken up by distractions—try to minimize them
- ✓ Try using time management methods, such as the Pomodoro Technique
- ✓ Use productivity apps, such as Tasks, Google Calendar.
- ✓ Find the ones that work for you!
- ✓ Tidy up your working and living space
- ✓ Sleep well
- ✓ Go for a walk

How to Improve Your Technology Use
- ✓ Read industry blogs, websites, and magazines to stay up to date
- ✓ Learn from free online tutorials you can find on YouTube
- ✓ Enroll in online classes

How to Develop Information Use
- ✓ Take online logical reasoning tests
- ✓ Learn Google Analytics or other analytical software
- ✓ Take free online verbal reasoning tests
- ✓ Read a lot

Social Media platform of MCC Agartala
- ✓ Follow MCC Agartala YouTube Channel at : https://www.youtube.com/channel/UCFShAKmjNNz2C4b8aw8TEcQ
- ✓ Follow and subscribe our Facebook Page for updated information https://www.facebook.com/mccagt
- ✓ Follow our Twitter handle address at https://twitter.com/MCCAgartala
- ✓ Login to National Career Service Portal for getting https://www.ncs.gov.in/