

WEEKLY CAREER BULLETIN

(Information related to Employment & Career)

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TRIPURA RECRUITMENT NOTIFICATION

- ❖ Tripura Renewable Energy Development Agency (TREDA) has given an employment notification for the recruitment of **Lower Division Clerk on fixed pay basis (Total vacancies=03)**. The last date for submission of online application is **06-01-2023**.

For details please visit

<https://treda.nic.in/>

or

<https://treda.nic.in/sites/default/files/adv.t.0122.pdf>

ALL INDIA EMPLOYMENT/RECRUITMENT NOTIFICATION

- ❖ Union Public Service Commission (UPSC) has announced notification of National Defence Academy and Naval Academy Examination I 2023 (**Total vacancies=395**). The last date for submission of online application is **10/01/2023 - 6:00pm**.

For details please visit

<https://www.upsc.gov.in/examinations/National%20Defence%20Academy%20and%20Naval%20Academy%20Examination%20%28I%29%2C%202023>

- ❖ Union Public Service Commission (UPSC) has given a notification of Combined Defence Services (CDS) Exam I 2023 (**Total vacancies=341**). The

last date for submission of online application is **06-01-2023**.

For details please visit

<https://www.upsc.gov.in/examinations/Combined%20Defence%20Services%20Examination%20%28I%29%2C%202023>

- ❖ Satluj Jal Vidyut Nigam (SJVN) Limited has given a notification for the recruitment of Field Engineer & Field Officer Vacancy on Fixed Tenure basis (**Total Vacancies=80**). The last date for submission of online application is **10-01-2023 up to 11:59 PM**.

For details please visit

<https://sjvn.nic.in/current-jobs/94>

or

[https://sjvnindia.com/UploadFiles/JobUploadedFile/1449/Detailed%20Advt%20105-2022%20\(%20Eng\).pdf](https://sjvnindia.com/UploadFiles/JobUploadedFile/1449/Detailed%20Advt%20105-2022%20(%20Eng).pdf)

- ❖ Satluj Jal Vidyut Nigam (SJVN) Limited has given a notification for the recruitment of Field Engineer & Field Officer Vacancy on Fixed Tenure basis (**Total Vacancies=70**). The last date for submission of online application is **16/01/2023**.

For details please visit

<https://sjvn.nic.in/current-jobs/94>

or

<https://sjvnindia.com/UploadFiles/JobUploadedFile/1454/Advt.%20No.%20104-2022.pdf>

- ❖ Bhaskaracharya National Institute for Space Applications and Geo-informatics (BISAG-N) has advertised a notification for the recruitment of Software Professionals (**Total Vacancies=250**).

The last date for submission of online application is **03-01-2023**.

For details please visit

<https://bisag-n.gov.in/>

Or

<https://bisag-n.gov.in/files/ADV201222.pdf>

- ❖ **National Technical Research Organization (NTRO)** has Announced Notification for the recruitment of Aviator-II & Tech. Assistants (**Total Vacancies=182**). The last date for submission of online application is **21-01-2023**.

For details please visit

<https://ntro.gov.in/ntroWeb/loadRecruitmentsHome.do>

- ❖ **Tata Memorial Centre (TMC)** has given a notification for the recruitment of LDC, Attendant, Trade Helper, Nurse – A, B, C Full time Basis (**Total Vacancies=405**). The last date for submission of online application is **10-01-2023 up to 05:30 PM**.

For details please visit

https://tmc.gov.in/m_events/Events/JobDetail?jobId=19564

- ❖ **Tropical Forest Research Institute** has advertised a Notification for the Recruitment of different group 'C' posts at Tropical Forest Research Institute, Jabalpur (**Total Vacancies=15**). The last date for submission of online application is **10-01-2023**.

For details please visit

<https://tfri.icfre.gov.in/vacancy>

or

<https://tfri.icfre.gov.in/jobs/vacancy102.pdf>

- ❖ **Airports Authority of India (AAI)** has published Notification for the Recruitment of Jr Executive, Manager, Jr Asst & Other (**Total Vacancies=364**). The last date for submission of online application is **21-01-2023**.

For details please visit

<https://www.aai.aero/en/careers/recruitment>

or

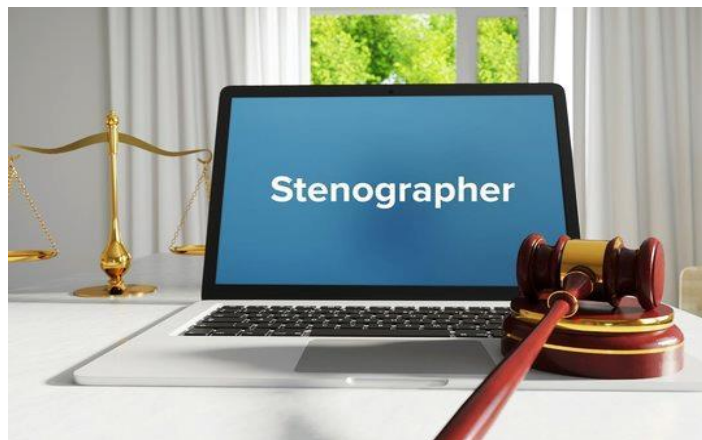
https://www.aai.aero/sites/default/files/examdashboard_advertisement/AAI%20Advt%20No%2007%20of%202022.pdf

- ❖ **Railway Recruitment Cell (RRC), Central Railway** has given a notification for the recruitment of Apprentice vacancies under the Apprentices Act 1961 (**Total vacancies=2422**). The Last date for submission of online application is **15-01-2023 till 17:00 Hrs**.

For details please visit

<https://www.rccr.com/Home/Home>

CAREER TIPS

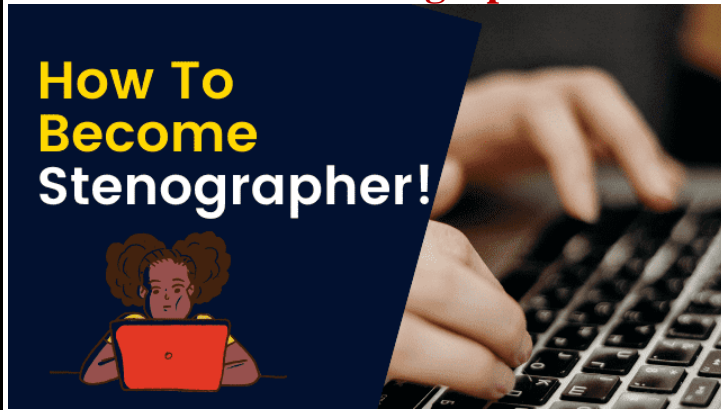


What is a stenographer?

- ✓ A stenographer is a trained professional who can translate a spoken language into a coded form known as Shorthand. Shorthand is a coded form where long conversations and arguments are recorded and documented.
- ✓ A stenographer is a professional responsible for creating written records of live events. They typically transcribe the spoken word and may also note gestures, facial expressions and other forms of nonverbal communication. Stenographers often work in legal, scientific, scholastic, medical, business and entertainment environments. Stenographers may also transcribe:
 - Podcasts
 - Webcasts

- Talk radio shows
- Insurance adjustment procedures
- Lectures
- Court proceedings.

How to become a stenographer?



1. Complete secondary school:

To begin your career as a stenographer, you typically need to complete a secondary program such as a high school. During your secondary education, developing a firm command of the English language can help you prepare for a successful stenography career.

2. Consider joining a post-secondary program

There are two main types of post-secondary programs for stenographers: vocational school and community college.

During your post-secondary program, you may take courses covering English grammar, typing, stenography shorthand and the use of specialized stenography machines. Student stenographers also learn vocabulary used in fields in which stenography is common, including legal, business and medical terminology. In addition, stenography courses may review judicial ethics and explain how to record a jury charge, or a judge's instructions to a jury about their responsibilities. After completing a post-secondary program, you may consider seeking on-the-job training.

3. Complete on-the-job-training

Whether you've finished secondary school or a post-secondary stenography program, pursuing on-the-job training can offer you practical stenography experience, which can help advance your career. On-the-job stenography training often involves:

- Reading and reviewing equipment instruction manuals with trainers

- Becoming familiar with stenography machines
- Observing experienced stenographers in action

4. Choose an industry

After completing your post-secondary education or on-the-job training, you can think about which specific field of work interests you most. Researching the speed and accuracy requirements for different industries can help you choose an industry that's right for you. Stenographers often work in the following fields:

- Medical
- Legal
- Business
- Entertainment

5. Become a certified stenographer in your state

Each state has unique certification requirements for stenographers. Most states require candidates to earn a Registered Professional Reporter (RPR) certificate before beginning an entry-level stenography position. To get an RPR certification, new stenographers typically pass an exam covering foundational stenography competencies such as typing, legal terminology and ethics. Researching your state's requirements for your target position can help you prepare for a successful career in stenography.

6. Continue your education

Stenographers need to complete continuing education courses and pass a speed test periodically to maintain their credentials. For example, the National Court Reporter Association (NCRA) requires stenographers with the RPR certification to earn a minimum of three continuing education units every three years. In continuing education courses, you may learn new stenography skills, which can help ensure your qualifications are up to date as technology develops in the field.

7. Consider earning additional qualifications

After completing the RPR certification, there are a few additional certifications stenographers often pursue, including:

- ✓ **Registered Merit Reporter (RMR) certification:** This is an advanced certification for mid-career court reporters who are interested in increasing their potential salary and networking opportunities.

- ✓ **Certified Electronic Court Reporter (CER) certification:** The American Association of Electronic Transcribers offers this certification for voice reporters and digital transcribers.
- ✓ **Certified Realtime Reporter (CRR) certification**:** Individuals with the RPR certification often pursue the CRR certification. The CRR is useful for stenographers who want to demonstrate their competency in recording live events and broadcasts.**
- ✓ **Registered Diplomat Reporter (RDR) certification:** This is the highest certification available for stenographers. It shows a court reporter's advanced ability to produce verbatim records of court proceedings, which includes both verbal and nonverbal communication.



Skills Required to Become a Stenographer

Some of the key skills that are essential to become a Stenographer are tabulated below for your reference,

Tenacity	Curiosity to learn new things	General Knowledge
Organizational Skills	Disciplined	Typing Speed

What are the different types of stenographers?

- **Courtroom stenographers:**
These stenographers transcribe court proceedings to capture statements from witnesses testifying at court hearings and depositions.
- **Broadcast stenographers:**
Broadcast stenographers provide closed captions for movie and television audiences. These stenographers can specialize in post-production captioning for viewers with hearing impairments.
- **Real-time captioning stenographers:**
These stenographers provide real-time captioning for news programs and live events.

➤ Legislative stenographers:

Legislative committees draft and finalize legislation for use by cities or countries. Throughout the legislative process, stenographers keep a record the committee's discussions.

➤ Military stenographers:

These stenographers record military proceedings, such as courts-martial and tribunals.

➤ Voice reporting stenographer:

These stenographers create text transcriptions by repeating what people say in the courtroom into an electronic transcription system.

Ref: <https://www.indeed.com/career-advice/finding-a-job/how-to-become-stenographer>
<https://collegedunia.com/courses/bachelor-of-arts-ba-english/how-to-become-a-stenographer>

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/>