

# WEEKLY CAREER BULLETIN

(Information related to Employment & Career)

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## TRIPURA RECRUITMENT NOTIFICATION

- ❖ **Tripura High Court** has published notification for the recruitment of **14 Personal Assistant, Group-B (Non-Gazetted) post in regular scale of pay.** The last date of submission of Online Application is **20/11/2021, (upto 04:00 PM).**

For details visit

<https://thc.tripura.gov.in/page/Noticedettc.aspx?NoticeId=24951>

- ❖ 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 has been extended from **24/09/2021 (upto 5:30 pm)** till **15-11-2021.**

For details please visit

[https://tpsc.tripura.gov.in/sites/default/files/advt\\_food\\_210821.pdf](https://tpsc.tripura.gov.in/sites/default/files/advt_food_210821.pdf)

and

[https://tpsc.tripura.gov.in/sites/default/files/notification\\_251020211.pdf](https://tpsc.tripura.gov.in/sites/default/files/notification_251020211.pdf)

## ALL INDIA RECRUITMENT NOTIFICATION

- ❖ Online applications are invited by **Bharati College (University Of Delhi)** for the recruitment of **11 (Eleven) Permanent Non-Teaching posts** in the Pay Level as per 7<sup>th</sup> CPC with usual allowances permissible under the University of Delhi/UGC rules. The Last date of submission of Online application **13-11-2021.**

For details visit

<https://www.bharaticollege.du.ac.in/images/media/IM-2279-BC.pdf>

- ❖ **All India Institute of Medical Sciences (AIIMS) Guwahati,** invites Online applications from Indian citizens/persons registered as Overseas Citizen of India (OCI) cardholder under Section-7A of the Citizenship Act, 1955 as permissible under the applicable Act/Rules are invited for the recruitment of faculty posts (Group-A) in various departments at AIIMS, Guwahati on direct recruitment basis-2021. Last Date of the submission of online application is 30 days from the date of publication of advertisement in Employment News/Rojgar Samachar i.e. 30/11/2021.

For details visit

<https://aiimsbhubaneswar.nic.in/admin/Document/WhatNew/WhatNew-1449.pdf>

- ❖ **Indian Oil Corporation Limited,** invites applications from candidates for engagement as Apprentices at its Refineries under Apprentices Act, 1961/1973 (as amended) in the Trade / Discipline. The Last date of submission of online application is **12-11-2021 (17.00 hrs).**

For details visit

<https://iocl.com/admin/img/Apprenticeships/Files/e803e3b4578e40e4ae890585d7e9e457.pdf>

- ❖ **Western Coalfields Limited,** has published an advertisement for the recruitment of Mining Sardar (167 posts) in T&S Grade-C & Surveyor (Mining) (44 posts) in T&S Grade-B. The closing date for submission of Online Application form is **20/11/2021 (5:00 PM).**

For details please visit

<http://westerncoal.in/sites/default/files/userfiles/miningsirdar-surveyor-2021.pdf>

or

<http://westerncoal.in/?q=node/19>

- ❖ **Institute of Banking Personnel Selection (IBPS)** has given a notification for the recruitment of **4135 Probationary Officer (PO)/ Management Trainee (MT) – XI** vacancies for the year 2022-23. The Last Date for On-line registration including Edit/ Modification of Application by candidates is **10-11-2021**.

For details visit

[https://www.ibps.in/wp-content/uploads/PO\\_XI\\_DA.pdf](https://www.ibps.in/wp-content/uploads/PO_XI_DA.pdf)

- ❖ **Union Public Service Commission (UPSC)** has given notification to conduct Central Armed Police Forces (Assistant Commandants) Exam 2021 for **159 vacant posts** in various Units. The Last Date to Apply Online is **05-05-2021 till 18.00 Hours**.

For details visit

<https://www.upsc.gov.in/sites/default/files/Notif-CAPFACs-Exam-2021-Engl-150421.pdf>

- ❖ **Food Safety and Standards Authority of India (FSSAI)** has announced notification for the recruitment of **233 various posts** of Technical Officer, Food Safety Officer, Assistant, Personal Assistant vacancies. The last date to Apply Online is **12-11-2021 (07-11-2021 Extended to 12-11-2021)**.

For details please visit

[https://www.fssai.gov.in/upload/uploadfiles/files/DR\\_04\\_Advt\\_02\\_10\\_2021.pdf](https://www.fssai.gov.in/upload/uploadfiles/files/DR_04_Advt_02_10_2021.pdf)

- ❖ **National Highways Authority of India (NHAI)** invites applications for the **73 posts of Deputy Manager (Technical)** on Direct Recruitment basis from candidates who have appeared for the interview (Personality Test) of Indian Engineering Services (I.E.S) Examination (Civil), 2020 conducted by UPSC. . The last date to Apply Online is **30.11.2021 (6:00 PM)**.

For details please visit

<https://www.nhai.gov.in/#/vacancies/current>

- ❖ **The National Testing Agency (NTA)** invites Applications on behalf of National Highways Authority of India (NHAI) for 17 posts of Deputy Manager (Finance & Accounts) in NHAI. The Last Date for receipt of Online applications is 29.11.2021 (Monday).

For details please visit

<https://nhai.gov.in/#/vacancies/current>

or

<https://recruitment.nta.nic.in/WebinfoEMRSRecruitment/Page/Page?PageId=5&LangId=P>

- ❖ **Tata Memorial Centre, Mumbai**, invites application to recruit various medical and non-medical posts (total posts=40). Last date for online application is **22.11.2021 upto 05.30 p.m.**

For details please visit

[https://tmc.gov.in/m\\_events/Events/JobDetail?jobId=8948](https://tmc.gov.in/m_events/Events/JobDetail?jobId=8948)

- ❖ **Food Corporation of India (FCI), Haryana** has published a notification for the recruitment of **380 Watchman vacancies**. The Last Date to Apply Online & Fee is **19-11-2021 till 23:59 Hrs**.

For details please visit

<https://fciharyana-watch-ward.in/login>

or

<https://documents.fciharyana-watch-ward.in/notification>

- ❖ **Food Corporation of India (FCI), Punjab** has announced notification for the recruitment of 860 Watchman vacancies. The Last Date to Apply Online & Fee is **10-11-2021 till 23:59 Hrs**.

For details please visit

<https://fci-punjab-watch-ward.in/login>

or

<https://documents.fci-punjab-watch-ward.in/notification>

## Admission/ Entrance Examination Notification in Tripura

- ❖ Applications are invited from the eligible candidates for December 2021 Session admission to the Doctor of Philosophy (PhD) programmes of IIT Guwahati. Application Submission Process Ends on: November 08, 2021 (5 pm).

For details please visit

<https://www.iitg.ac.in/acad/dec21phd/>

- ❖ RIPSAT Under Health & Family Welfare Department, Agartala invites application for admission to D.Pharm, M.Pharm & B.Pharm till 10-11-2021.

For details please visit

<https://www.ripsat.nic.in/>

## CAREER TIPS



### What are communication skills?

Communication skills are the abilities you use when giving and receiving different kinds of information. Communication skills involve listening, speaking, observing and empathizing.

#### Active listening

You can be an active listener by focusing on the speaker, avoiding distractions like cell phones, laptops or other projects and by preparing questions, comments or ideas to thoughtfully respond.

### Adapting your communication style to your audience

Different styles of communication are appropriate in different situations. To make the best use of your communication skills, it's important to consider your audience and the most effective format to communicate with them. Depending on the situation, you may even need to send a formal, typed letter over other forms of communication. In the workplace, you may find it's easier to communicate complex information in person or via a video conference than in a long, dense email.



#### Friendliness

Small gestures such as asking someone how they're doing, smiling as they speak or offering praise for work well done can help you foster productive relationships with both colleagues and managers.

#### Confidence

In the workplace, people are more likely to respond to ideas that are presented with confidence.

#### Giving and receiving feedback

Strong communicators can accept critical feedback and provide constructive input to others. Feedback should answer questions, provide solutions or help strengthen the project or topic at hand.

#### Volume and clarity

When you're speaking, it's important to be clear and audible. Adjusting your speaking voice so you can be heard in a variety of settings is a skill and it's critical to communicating effectively.

## Empathy

Empathy means that you can understand and share the emotions of others. This communication skill is important in both team and one-on-one settings. In both cases, you will need to understand other people's emotions and select an appropriate response.

## Respect

In a team or group setting, allowing others to speak without interruption is seen as a necessary communication skill.

## Understanding nonverbal cues

When you're listening to someone, you should be paying attention to what they're saying as well as their nonverbal language.

## Responsiveness

Whether you're returning a phone call or sending a reply to an email, fast communicators are viewed as more effective than those who are slow to respond.

## How to improve your communication skills?



- ✓ Ask a close friend or colleague for constructive criticism.
- ✓ Practice improving communication habits.
- ✓ Attend communication skills workshops or classes.

- ✓ Seek opportunities to communicate.
- ✓ Communicating effectively in the workplace
- ✓ Be clear and concise.
- ✓ Practice empathy.
- ✓ Assert yourself.
- ✓ Be calm and consistent.
- ✓ Use and read body language.

## What Employers look for?

- Communication Skills
- Personality Development
- Knowledge and Skill sets

## Bad Communication in the Workplace

Communication drives workplace success. Although the detriments of poorly communicating with others may not be apparent in the short term, it has a crippling effect on the workplace in the long-term. Here are some signs of bad communication:

- ✓ Lack of specific communication
- ✓ Using the incorrect mediums to convey important messages
- ✓ Passive-aggressive communication
- ✓ Lack of follow-through and consideration
- ✓ Blaming and intimidating others
- ✓ Failing to listen

## 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/>