

## **Standard Operating Procedure for Publication of Weekly Career Bulletin by MCC Agartala**

In order to help the Job-Seekers by providing them Career/ Employment related news, "Weekly Career Bulletin" will be prepared and published by Model Career Centre, Agartala under the Directorate of Employment Services and Manpower Planning, Govt. of Tripura for dissemination of Employment information to Job seekers. The Career Bulletin will be available in all the Employment Exchanges in Tripura in soft copies for disseminating to the Job-Seekers.

### **Procedure for publishing weekly Career Bulletin is as follows:**

1. Collection of Employment Information
2. Compilation and Approval of Career Bulletin
3. Publishing/Making them available for job seekers every week

#### **1. Collection of Employment/ Career Information:**

Job information will be collected from the Weekly journal- Employment News, published by the Ministry of Information & Broadcasting, Govt. of India, local newspapers, websites of UPSC, SSC, Railway Recruitment Board, India Post, IBPS, and Departmental websites under govt. of India and Govt. of Tripura and the from NCS web-portal.

A 3 (three) member team from MCC Agartala will perform the work by collecting Employment Information from all the sources stated above. From Monday or first working day of the week to Saturday or last working day of week, the team will collect data and submit to the team-leader on daily basis for compilation.

#### **2. Compilation and Approval of the Career Bulletin:**

The above team will also compile the information on daily basis. The Format for compilation of Employment news is as below:

##### **Format of Compilation of Information:**

Every Employment News will include: Name of the Recruiting Organization /Name of the Post / Total Vacancy with breakup (category wise)/ Eligibility /Experience /Other Skill required (if any) /Mode of Application with Postal address, website address, email, etc /Salary /Last Date of Application, others if any.

The proposed Bulletin would be prepared with Four-segments like (1) Vacancy /Employment Segment (2) Admission/Competitive Exam Segment (3) Training /Skill Development Segment (4) Career Information Segment in a Particular Sector.

The Career Bulletin will be published both in English and Bengali. The team-leader of the Compilation team will submit the complete compiled information to the Approval team and Editorial team.

**Editorial and Approval Team:** An Editorial and Approval team formed with the Officers and Officials of the Directorate of ES&MP and MCC Agartala will edit and scrutinize the Employment Bulletin submitted by the Compilation Team. The team will approve the bulletin after proper scrutiny. The Hard and Soft copy will be sent to the Publication and Dissemination Cell:

- 3. Publication & Dissemination:** A two member Team with the staff of MCC Agartala to be formed for this task. The Cell will circulate the Soft-copy of the Employment Bulletin to all the MCC /CC / District Employment Exchanges. The soft copy of the same will be uploaded in the Departmental Website and the Social Media Pages of MCC/CC. Hardcopy of the Career Bulletin will be available with the Employment Exchanges and the same may be circulated to the Job-Seekers on payment of photocopy charges.

**Frequency:** Career Bulletin will be published in every week.

  
(Dr. Naresh Babu N, IFS)

Director  
ES&MP, Govt. of Tripura

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Government of Tripura  
Directorate of Employment Services & Manpower Planning

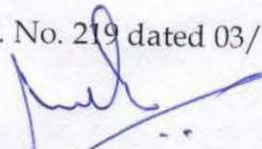
October, 06, 2020

**Memorandum**

A detailed Standard Operating Procedure (SOP) is formulated in relation to publication of weekly Career Bulletin in both Bengali and English by Model Career Centre, Agartala of this Directorate for the benefit of the Job-Seekers of Tripura.

The detail SOP is circulated herewith.

This is issued with approval of the Government vide U.O. No. 219 dated 03/09/2020 of the Special Secretary (Labour).

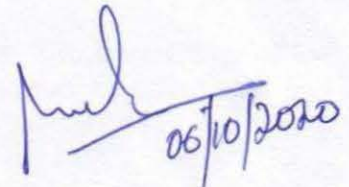
  
(Dr. Naresh Babu N, IFS)  
Director

--To:

1. In-charge, MCC Agartala
2. In-Charge, District Employment Exchange, \_\_\_\_\_
3. In-Charge of Employment Information & Assistant Bureau (EI&AB) \_\_\_\_\_
4. Jt. Director, ES&MP, Govt. of Tripura

Copy also for kind information to:

1. Spl. Secretary to the Hon'ble Chief Minister of Tripura
2. PPS to the Chief Secretary to the Govt. of Tripura
3. Spl. Secretary, Department of Labour, Govt. of Tripura
4. Director, Information and Cultural Affairs, Govt. of Tripura

  
06/10/2020