

WEEKLY CAREER BULLETIN

(Information related to Employment & Career)

Published by the Model Career Centre, Agartala,
Directorate of Employment Services & Manpower Planning, Govt. of Tripura

VOL: IV NO: 14 Agartala: 18th September-23rd September 2023 Date of Publication: 27-09-2023

TRIPURA EMPLOYMENT NOTIFICATION

- ❖ Tripura Public Service Commission (TPSC) has advertised an Employment Notification for recruitment of to the post of **Veterinary Officer (TVS, Gr.-V) (Group-B Gazetted)** under Animal Resources Development Department, Govt. of Tripura vide Advt. No.14/2023 (**Total vacancies=67**). The last date for submission of online application is **14th November, 2023**.

For details please visit

https://tpsc.tripura.gov.in/sites/default/files/advt.no.14_2023.pdf

- ❖ The Health & Family Welfare Department, Government of Tripura has advertised an Employment Notification for recruitment to post of Laboratory Technician, Pharmacist (Ayurved), Pharmacist (Homoeopath) on purely temporary and fixed pay basis (**Total vacancies=190**). The last date for submission of online application is **7th October, 2023 (Upto 5:00 PM)**.

For details please visit

<https://health.tripura.gov.in/?q=jobs>

or

https://health.tripura.gov.in/sites/default/files/upload_contents/Empolymnt%20Notification%20f

[or%20recruitment%20to%20post%20of%20Laboratory%20Technician,%20Pharmacist%20\(Ayurved\),%20Pharmacist%20\(Homoeopath\)..pdf](#)

ALL INDIA EMPLOYMENT/RECRUITMENT NOTIFICATION

- ❖ State Bank of India (SBI) has advertised a notification for the recruitment of Specialist Cadre Officer on regular basis & Contract Basis (**Total vacancies= 439**). The Last date for submission of online application is **06-10-2023**.

For more details please visit

<https://www.sbi.co.in/web/careers#lattelst>

- ❖ The Indian Institute of Technology, Kanpur has released notification for **various Non-Teaching posts (Total vacancies= 85)**. The Last date for submission of online application is **16-10-2023**.

For more details please visit

<https://www.iitk.ac.in/new/recruitment>

- ❖ Reserve Bank of India (RBI) has advertised a notification for the recruitment of Assistant Vacancy (**Total vacancies= 450**). The Last date for submission of online application is **04-10-2023**.

For more details please visit

https://opportunities.rbi.org.in/Scripts/bs_viewcontent.aspx?Id=4315

- ❖ **North Eastern Police Academy (NEPA), Meghalaya**, has advertised a notification for the recruitment of various posts like MTS, Lifeguard etc. (**Total vacancies= 10**). The Last date for submission of online application is **21-11-2023**.

For more details please visit

<https://nepa.gov.in/eng/recruitment.html>

or

<https://nepa.gov.in/pdfs/Advertisement%20for%20Direct%20Recruitment%202023.pdf>

- ❖ **National Small Industries Corporation, New Delhi** has advertised a notification for the recruitment of **Deputy Manager and Various Posts** (**Total vacancies= 30**). The Last date for submission of online application is **29-09-2023**.

For more details please visit

<https://www.nsic.co.in/Career/Careers>

- ❖ **Staff Selection Commission (SSC)** has published notification for the recruitment of **Constable (Executive) Male and Female in Delhi Police** (**Total vacancies= 7547**). The Last date for submission of online application is **30-09-2023**.

For more details please visit

<https://ssc.nic.in/SSCFileServer/PortalManagement/UploadedFiles/Final Notice CEDP2023 01092023.pdf>

- ❖ **Power Grid Corporation of India Limited (PGCIL)** has announced a notification for the

recruitment of Junior Officer Trainee (HR) Vacancy (**Total vacancies= 41**) The Last date for submission of online application is **05-10-2023**.

For more details please visit

<https://www.powergrid.in/job-opportunities>

or

<https://www.powergrid.in/sites/default/files/inline-files/Detail-Advt-CC-07-2023-dtd-13-09-2023.pdf>

- ❖ **Sports Authority of India** has announced Notification for the recruitment of High Performance Analyst Vacancy (**Total vacancies= 64**) on **Contract Basis**. The Last date for submission of online application is **05-10-2023**.

For more details please visit

<https://sportsauthorityofindia.gov.in/sai/latest-information/#job-opportunities>

or

[https://sportsauthorityofindia.gov.in/sai/public/assets/jobs/1694668349_Drfat%20ADVT%20HPA%2010.09.2023%20\(1\).pdf](https://sportsauthorityofindia.gov.in/sai/public/assets/jobs/1694668349_Drfat%20ADVT%20HPA%2010.09.2023%20(1).pdf)

- ❖ **Coal India Limited (CIL)** has Announced Notification for the Recruitment of Management Trainee (**Total vacancies= 560**). The Last date for submission of online application is **12-10-2023**.

For more details please visit

<https://www.coalindia.in/career-cil/jobs-coal-india/recruitment-management-trainees-basis-gate-2023-score/>

or

<https://d3u7ubx0okog7j.cloudfront.net/documents/Detailed Advertisement MTYA1jq.pdf>

CAREER TIPS



What is Tally?

- The tally in full form is Transactions Allowed in Linear Line Yards.
- Tally's primary objective is to conduct accounting activities in a detailed and systematic manner. Tally ERP 9 is the latest version of the tally software.

Components of Tally-

- | | |
|--|--|
| <ul style="list-style-type: none"> • Taxation (GST, Income Tax, VAT, TDS, TCS). • Execution of Sales and profit analysis. • Preparation of Trial, Profit, and Loss & Balance sheet • Vouchers Creation (Purchase, Sales, Payment, Receipts, Debit Note, Credit Note, and Journals.) • Statutory & Taxation information • How to create multiple ledgers • Stock Market Guidance • Computerized Billing Process • Bank Reconciliation • Stock Maintenance • Preparation of Receipt & Expenditure account | <ul style="list-style-type: none"> • Understanding Ration Analysis • Comparative Statements Data • Batch Transfer • Audit & Compliance facts • Multi User Interface (Tally.net) • Cash Management • Backup & Restore • Bar code Integration • Email Integration • Book Printing, Cheju Printing, Deposit Slip Printing, Voucher Printing, etc. • Payroll (maintaining Employees' Records, Salary, wages, etc.) • Multi Accounting Printing • Advanced learning of XML, Excel, HTML etc. |
|--|--|

- Knowing Cash Flow Statement

Eligibility Criteria

- One must complete 10+2 or equivalent level in any stream (preferably in Commerce stream) to apply.
- One who has basic knowledge of Business Management and Accounting is preferred.
- Those who have completed graduation can also apply for this course. It will give you an upper hand if you are applying for a job in the field of Accounting.
- Tally courses are best suited for Finance, Accounts, Business, and Business Management students.



Uses Of Tally Course

- Tally accounting software manages inventory, stocks, invoicing, purchase orders, discounting, stock valuations, etc.
- All major file transfer protocols are supported by Tally software, allowing files to be transferred between offices.
- Tally Software provides information on receivables turnover, cash flow statements, activity consolidation, and branch accounting.
- Tally reduces the chances of error to a great extent.
- Business management can be made more efficient and accurate using Tally. It is time-saving and cost-effective.

- Bills and signatures are digitalized, allowing the company to stay up-to-date on technology.

	Kolhapur, etc.	etc.
--	----------------	------

Certificate Tally Course VS Diploma

Tally Course

Parameters	Certificate Tally Course	Diploma Tally Course
Objective	It provides a fundamental understanding of the Tally software and its functions, account creation, management, financial report generation, and inventory management.	The primary goal is to provide comprehensive knowledge of tally through computer accounting software. Accounting principles, taxation, financial analysis, and advanced Tally features and functions are among the topics covered in these courses.
Stream	Commerce	Commerce
Educational Level	Certification Level	Higher Secondary Certificate (HSC)
Duration	2-4 months	1-2 years
Eligibility	10+2 with commerce	10+2 with commerce securing a minimum of 50%
Top Institutes	National Institute of Electronics & Information Technology(NIELIT), Lucknow; Parul University, Gujarat; Shivaji University,	Aptech Computer Training; HK Computer Training Institute,Ahmedabad; DiSHA Computer Institute,Pune,

Tally Course at a Glance

Full-form	Transactions Allowed in Linear Line Yards
Course Level	Certificate and Diploma levels.
Course Type	Online and Offline
Course Duration	Certification courses: 2 to 4 months Diploma courses: 1 to 2 years
Eligibility Criteria	10+2 or equivalent with a minimum of 50% marks
Course Fee	INR 3,000 to INR 10,000
Job Profiles Available	Banking, MNCs, and Corporates, such as Accountants Officer, Tally Operator, Service Coordinator Tally, Account Executive, Financial Analyst, Executive Assistant, etc.
Employment Areas	Industrial Houses, Public Accounting Firms, Foreign Trade, Banks, Budget Planning, Inventory Control, Merchant Banking, etc
Top Recruiting Companies	Accenture, IBM India, Genpact, Reliance Industries, Deloitte, PricewaterhouseCoopers, Ernst & Young, KPMG, Grant Thornton International, RSM Tenon,Smith & Williamson, etc.
Average Salary	INR 15,000 – INR 25,000 per month

Ref: <https://collegedunia.com/courses/tally>
<https://www.vaibhavk.com/tally-course-fees/>

Social Media platform of MCC Agartala

- ✓ Follow MCC Agartala YouTube Channel at : <https://www.youtube.com/channel/UCFShAKmjN Nz2C4b8aw8TEcQ>
- ✓ 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/>