

# 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: II NO: 1

Agartala 9-15 May 2021

Date of Publication : 18-05-2021

## Vacancy /Employment Segment:

1. Recruitment by The Ministry of Tribal Affairs through its autonomous body, the National Education Society for Tribal Students to fill **around 3479 vacancies of teaching staff in the Eklavya Model Residential Schools (EMRS) in 17 States across the country** in 4 different posts of Principal, Vice Principal, PGTs and TGTs through a centralized computer-based test followed by inter-views (excluding TGTs) to be conducted by respective States. **Closing date to apply online extended from 30-04-2021 to 31-05-2021.** Please visit recruitment. <https://nta.ac.in> and <https://tribal.nic.in> for detailed information.
2. Recruitment under Security Printing & Minting Corporation of India Limited to fill **131 vacancies for Bank Note Press, Dewas (M.P)** on the posts of Welfare Officer, Supervisor (Ink Factory), Supervisor (Information Technology), Junior Office Assistant, Junior Technician (Ink Factory), Junior Technician(Printing), Junior Technician (Electrical/IT), Junior Technician (Mechanical /AC) and **4 vacancies for India Government Mint, Noida.** For complete details including qualifications, reservation, age relaxation, examination fee, selection process etc, please visit website <https://bnpdewas.spmcil.com>.
3. Direct Recruitment at **All India Institute of Medical Sciences (AIIMS), Gorakhpur** for **127 vacant faculty posts** of Professor, Additional Professor, Associate Professor and Assistant Professor. **Last date of application is 30 days from the date of advertisement published in Employment News/Rojgar Samachar.** For detailed information please visit [www.aiimsgorakhpur.edu.in](http://www.aiimsgorakhpur.edu.in).
4. Recruitment in **State Bank of India** for **5000 vacant posts of Junior Associate (Customer Support & Sales) in clerical cadre** all over India at the pay scale of Rs.17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42600-3270/1-45930-1990/1-47920. The starting Basic Pay is Rs.19900/- (Rs.17900/- **plus two advance increments admissible to graduates**). Candidates can apply for vacancies in one State only. The candidates applying for vacancies of a particular State, should be proficient (reading, writing, speaking and understanding) in the specified opted local language of that State/UT/Special area (mentioned in the under given vacancy table against each state). The test for knowledge of specified opted local language will be conducted as a part of selection process. It will be conducted after qualifying the online main examination but before joining the Bank. Candidates who fail to qualify this test will not be offered appointment. Candidates who produce 10th or 12th standard mark sheet/ certificate evidencing having studied the specified opted local language will not be required to undergo the language test. **There is no provision for Inter Circle Transfer / Inter State Transfer** for Junior Associates to be recruited. **Last Date to Apply Online & Payment of Fee: 20-05-2021 (Extended from 17-05-2021 to 20-05-2021.** Please visit Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> for further details and updates.
5. Recruitment of **100 vacant posts of Coach by Sports Authority of India** on contract basis for an initial period of four years (subject to yearly performance evaluation). Eligibility for Assistant Coaches to be recruited under Contract is Diploma in Coaching from SAI, NS NIS, or from any other recognised Indian/Foreign University **OR** Medal winner in Olympic /World Championship **OR** Twice Olympic Participation **OR** Olympic/ International Participation **OR** Dronacharya Awardee. Pay Range: Rs. 105,000-150,000 /-. **Last date for receipts of application is 20.05.2021.** For detailed information and online application please visit [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) .

6. Recruitment of **220 vacant posts of Assistant Coach by Sports Authority of India** on contract basis for an initial period of four years (subject to yearly performance evaluation). Eligibility for Assistant Coaches to be recruited under Contract is Diploma in Coaching from SAI, NS NIS, or from any other recognized Indian/ Foreign University **OR** Olympic/International Participation **OR** Dronacharya Awardee. Pay Range: Rs. 41,420 -112,400/-. Last date for receipts of application is 20.05.2021. For detailed information and online application please visit [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) .
7. Recruitment by **Directorate General Border Security Force** for **89 vacant posts of Specialist Doctors and General Duty Medical Officers in BSF composite hospitals/BSF hospitals on contractual basis through WALK-IN-INTERVIEW from 21<sup>st</sup> June 2021 to 30<sup>th</sup> June 2021** with a remuneration of Rs. 85,000/- and Rs. 75,000/- respectively. For detailed information please visit [www.bsf.gov.in](http://www.bsf.gov.in) or [www.bsf.nic.in](http://www.bsf.nic.in)
8. Recruitment by **National Highways Authority of India (NHAI) for 41 vacant posts of Deputy Manager (Technical)** in Level 10 of Pay Matrix of 7<sup>th</sup> CPC (Pre-revised), pay band-3 {(Rs. 15,600-39,100/-)+ Grade Pay of Rs. 5400/-} with central DA on Direct recruitment basis **through GATE 2021 scores in the discipline of Civil Engineering. The last date of receipt of online application is 28<sup>th</sup> May 2021 (upto 6:00 PM).** For detailed information please visit NHAI website [www.nhai.gov.in](http://www.nhai.gov.in).
9. Recruitment in **National Water Development Agency (NWDA) for 62 Posts of Jr Engineer, Hindi Translator, Jr. Accounts Officer, UDC, Steno & LDC** for its Headquarter and various field offices located across the country. For the posts of Junior Engineer, Hindi Translator, Junior Accounts Officer and UDC the selection will be made through a competitive Computer Based online Test. For the posts of Stenographer Gr-II and LDC the selection will be made through a competitive Computer Based online Test and Skill Test (Shorthand/Typing). Qualified candidates in online examination test on merit basis will be called for Shorthand/Typing Test (Qualifying only) for post mentioned at Sl. No.5 & 6. Typing Test will be conducted in English or Hindi on computer

only. The last date for online application is Midnight, 25.06.2021 by visiting the NWDA's web site [www.nwda.gov.in](http://www.nwda.gov.in)

10. The **Indira Gandhi Centre for Atomic Research (IGCAR)** has published notification for the recruitment of **337 various vacant posts of technician, UDC and others. The last date of online application is 3<sup>rd</sup> June 2021.** For detailed information please visit [www.igcar.gov.in](http://www.igcar.gov.in). under the "Recruitment" tab.
11. The **Goa Shipyard Ltd.**, a Government of India Undertaking-Ministry of Defence has published notification for **direct recruitment of various 137 vacant posts of General Fitter, Electrical Mechanic, Technical Assistant, Nurse & Others.** The Last date for Submitting Online Applications is 4<sup>th</sup> June 2021. For detailed information please their visit [www.goashipyard.in](http://www.goashipyard.in).

### **Admission/ Entrance Examination Notification in Tripura**

- ❖ **Admission to the Ph.D Programme 2021** in Department of Mathematics, English, Library & Information Science and Political Science **at Maharaja Bir Bikram University. Last date for the submission of application through e-mail is 8<sup>th</sup> June 2021 (4:00 PM).**



Maharaja Bir Bikram University

For detailed information please visit [www.mbbuniversity.ac.in](http://www.mbbuniversity.ac.in).

- ❖ The Central Selection Committee (CSC) will conduct **Diploma Engineering Entrance Examination of Tripura (DEEET)-2021** on the basis of its syllabi. Application must be done through **online mode only**. Candidates seeking admission to Diploma Engineering will **have to appear in Physical Science/ Science, Mathematics/ Standard Mathematics and English**. The examination will be conducted at Agartala, Udaipur, Belonia, Ambassa and Dharmanagar. **The extended last date of submission of online application for DEEET 2021 will be 31<sup>st</sup> May 2021 (31/05/2021).** Candidates are directed to go through the Prospectus for filling-up of application form, in the website [www.highereducation.tripura.gov.in](http://www.highereducation.tripura.gov.in) and [www.deeet.tripura.gov.in](http://www.deeet.tripura.gov.in).

## Career Information Segment:

### Cracking Interviews:

An interview, in a very broad sense, is a conversation between two or more people where the interviewer attempts to elicit information from the interviewee. Employers use interviewing as a method of conducting research and understanding the experiences of the candidates, so that they can be recruited according to suitable profiles and job responsibilities.

#### Types of Interviews

- a) **Structured interview:** In a structured interview, the interviewer asks a set of close-ended questions that have been standardized by the industry and will not deviate or ask clarification on the interviewee's answers. These interviews are conducted when the number of candidates is high and the objective is to screen candidates as per the company's requirements.
- b) **Unstructured Interviews:-** In an unstructured interview, you may have to answer open-ended questions that can be asked in any order without any fixed schedule. They are more conversational. Almost all interviews, except structured interviews, are of this nature.
- c) **One-on-One Interviews:-** In an one-to-one interview, the candidate is interviewed in multiple stages, with each interviewer asking questions on a specific area mentioned in the CV. Generally, these stages are categorized as general, technical and operational.
- d) **Panel Interviews:-** panel interviews give the candidate a chance to interact with representatives from the top management heading different departments, and all at the same time. The interviewee needs to remember that he needs to address everyone in the panel and maintain eye-contact with everyone while answering anyone of the panel's question, as they all are a team.
- e) **Group Interviews:-** Group interviews are conducted in the process of recruiting team-leaders or employees with either team-leading, work-distributing, and prioritizing qualities. The group needs to distribute responsibilities and give presentations.
- f) **Stress Interviews:-** stress interviews test a candidate's ability to stay focused under pressure and uncomfortable circumstances, more than anything else. The interviewer could use various intimidating techniques such as asking irrelevant questions, staring silently, not paying attention, and speaking

sternly. The candidate is expected to stay calm and professional under all circumstances.

- g) **Informational Interviews:-** informational interviews are conducted not to select candidates or offer jobs. It is scheduled from the candidate's end by requesting for an interview with the HR of a company, so that he can understand details like the working environment, current processes, job responsibilities, etc.
- h) **Competency-Based Interviews:** Competency-based interviews check a candidate's skills of performing in a specific hypothetical situation. One needs to have a detailed knowledge of his or her area of expertise to answer the questions that the interviewers will ask.
- i) **Assessment Center Interviews:-** Assessment Centers are all interviews rolled into one, and as a result, they are carried over two days. The candidate needs to be at the top of his game, and have in-depth knowledge on all spheres of his work.
- j) **Telephonic Interviews:-** Telephonic interviews are fast replacing traditional "on-venue" interviews due to the logistics and the time they can save. It is much easier for candidates to have a conversation over the phone nowadays, as compared to travelling to a distant place to do the same. Although the obvious advantages of a telephonic interview are many – one being that the person doesn't have to be physically present during the time of the interview – this could also be one of its distinct disadvantages.
- k) **Tele-Conferencing (Video Interview)**

#### Tips to Crack Interviews:-

- **Market yourself** with sincerity and confidence, so that the interviewer knows your strengths and areas of expertise as clearly as possible.
- **Give honest, specific and exact answers** under every circumstance, as that proves their integrity and truthfulness.
- **Listen and think** for some time before giving an answer. It gives the impression of a person who takes time to analyze the information.
- **Be prepared** to answer some intensive behavioral questions. These questions will test a candidate's ability of handling responsibility and resources.
- **Be informative** but try to convert the interview to a conversation.
- **Personality is important. Give a good first Impression:-** Your appearance and nonverbal cues play a huge role in creating that image. Smile while

greeting the interviewer, offer a firm handshake (**be mindful of perspiring palms**) and establish eye-contact.

- If you are asked to solve a problem, **talk through your process**. This will help the interviewer to understand your logical approach towards problem-solving.
- **Focus on what value you can add** to the company/organisation beyond the job responsibilities. Candidates who manage to convince the interviewer of their contribution to the company beyond the ones mentioned in the job profile are often preferred.
- Use jargons (industry talk) and acronyms. This shows that you are familiar with the industry.
- Answer the questions in a way that showcases your skills. Try to add your talents and recent achievements into your answers in the form of examples to prove your point and eligibility.
- Graduation degrees and good scores undoubtedly matter, but in addition to that, what employers really look for in a candidate is his **decision-making skills, communication, team-player attitude** and the **ability to plan and prioritize work**.
- **Body Language** – Look the interviewer right in the eye while greeting him the first time. By doing so, you project a confident and assertive image but try not to stare. When offered a seat, sit straight instead of slouching. Speak in a clear voice; avoid mumbling. **Don't cross your arms and legs. Don't rub your nose or bite lips. Don't slouch or sit on the edge of the chair.** This gives a careless impression. **Nod when you agree** but don't bob your head as that signifies inexperience. **Don't sit too close to the interviewer.** Allow personal space. **Don't look away** or turn your face down while answering. **Don't use excessive hand movements.** Articulate and be expressive but moderately and at desk-level.
- **Ex-employers** – Never bad-mouth ex-employers.
- **Know your Resume** – Be ready to discuss anything mentioned in the resume. The interviewers can ask a question on any topic mentioned there. Carry two copies of your CV, one to be presented to the HR and the second one for other referential purposes.

#### • **Keep things at a professional level**

#### **For Telephonic interview:-**

- Speak loud enough to be heard clearly.
- Let the interviewer do most of the talking, as he will be explaining the instructions initially for you to understand. Also, speaking out of turn could irritate the listener.

- Smile and speak in a conversational manner. Smiling while talking changes the shape of your mouth when you pronounce the words, and this change in tone is easily picked up by the listener.
- Place a notepad, pen, and a copy of your resume near you for reference and jot down important information.
- While attending a telephonic interview, try to be in a place with minimum background noise and interference. Even if it is telephonic, it is advisable to dress the part for the interview. This will help you in maintaining a professional mindset throughout the interview.
- Turn off call-waiting and applications that give beeping notification during calls.

#### **Video Interview:**

- Dress up for the part and look professional.
- Try to be in a well-lit area with a suitable background. The ideal background is a white wall or screen.
- Check the internet connection, camera visibility, and microphone audibility well before the interview time.
- Keep a notepad, pen, and copy of the CV near you.
- Inform the people around you to not disturb you for the duration of the interview.
- Keep your phones in silent mode and out of sight to avoid getting distracted.

#### **Preparation Required**

- Blue/Black ball-point Pen and plain paper. Carry a plain paper-sheet with you, in case you need to do any calculations. Gel pens and fountain-pens have inks that can spill or soil on contact with water.
- Documents supporting experience and education as per company specifications for verification purposes.
- Prepare Your Answers & Visit the Company's Website

#### **Social Media platform of MCC Agartala**

- ✓ Follow MCC Agartala YouTube Channel at : <https://www.youtube.com/channel/UCFShAKmjiNNz2C4b8aw8TEcQ>
- ✓ 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/>