

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: III NO: 14

Agartala: 18th July -23rd July 2022

Date of Publication: 27-07-2022

TRIPURA RECRUITMENT NOTIFICATION

- ❖ **National Career Service Centre for Differently Aabled (VRC)**, Ministry of Labor & Employment, Govt. of India, Abhoynagar, Agartala, Tripura has notified for recruitment to the post of **Career Assistant**, Gr. C. last date of receipt of application is 16th August, 2022. For details may refer to the Advertisement No. 03/2022, Sr. No. (2) of Central Employment Exchange published in Employment News 18-24 June, 2022.
- ❖ **District Project Co-ordinator, Samagra Shiksha, North Tripura, Dharmanagar** will conduct a walk in interview on **28-07-2022 & 29-07-2022** for the posts of **Part Time Teacher**. Details can be seen at The Dainik Sambad dated 20-07-2022.
- ❖ **Belonia Municipal Council** has notified for recruitment to the post of **SBM Expert** on contract basis **through walk in interview on 28-07-2022** at office of the Belonia Municipal Council, Arjya Colony, South Tripura. Details can be seen be at the Dainik Sambad dated 20-07-2022.

ALL INDIA EMPLOYMENT/RECRUITMENT NOTIFICATION

- ❖ **Rashtriya Chemicals and Fertilizers Limited (RCF Ltd)** has notified for recruitment to the post

of **Officer (Marketing)**. (Total posts=18). Last date for submission of application is **12-08-2022**.

For details please visit

www.rcfld.com

Or

[https://www.rcfld.com/files/DETAILED%20ADVERTISEMENT%20-%20OFFICER%20MARKETING%20\(E1%20GRADE\).pdf](https://www.rcfld.com/files/DETAILED%20ADVERTISEMENT%20-%20OFFICER%20MARKETING%20(E1%20GRADE).pdf)

- ❖ **North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS)**, Mawdiangdiang, Shillong, published an advertisement for **Walk-In-Interviews** from **26th, 27th, 28th & 29th July 2022** for the recruitment of **Senior Resident Doctors** in the Conference Hall, NEIGRIHMS Guest House, Permanent Campus, Mawdiangdiang, Shillong.

For details please visit

<http://www.neigrihms.gov.in/Latest%20News/es>

tt-

[2/2022/July/WALK%20IN%20INTERVIEW%20%20from%2026th,%2027th,%2028th%20&%2029th%20July%202022%20for%20the%20posts%20of%20Senior%20Resident%20Doctors%20\(three%20years%20tenure\).pdf](http://www.neigrihms.gov.in/2/2022/July/WALK%20IN%20INTERVIEW%20%20from%2026th,%2027th,%2028th%20&%2029th%20July%202022%20for%20the%20posts%20of%20Senior%20Resident%20Doctors%20(three%20years%20tenure).pdf)

or

<http://www.neigrihms.gov.in>

- ❖ **Sports Authority of India (SAI)** has published notification for recruitment to the post **Massage Therapist (Total vacancies=104)**. The closing date for submission of application through email is **6th August 2022**. (email:sailncpe@gmail.com).

For details please visit

<https://sportsauthorityofindia.gov.in/sai/>

Or

https://sportsauthorityofindia.gov.in/sai/public/assets/jobs/1657875413_Advertisement%20to%20be%20published%20in%20SAI%20&%20LNCPE%20Website_15.07.2022.pdf

- ❖ **Shipping Corporation of India Ltd (SCI) Ltd** has announced a Notification for the recruitment of **Assistant Manager** (Finance, Management, HR, Law, Fire & Security, Civil Engineering & CS) on **contract basis (Total vacancy= 46)**. The last date to apply online is **16-08-2022**.

For details please visit

<https://www.shipindia.com/frontcontroller/shore>

or

[https://www.shipindia.com/upload/Adv/AMs_on_Contract_2022_\(final\).pdf](https://www.shipindia.com/upload/Adv/AMs_on_Contract_2022_(final).pdf)

- ❖ **Staff Selection Commission (SSC)** has published notification for the recruitment of **Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhypak Exam 2022**. The last date to apply online is **04-08-2022 by 23:30 Hrs**.

For details please visit

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

or

https://ssc.nic.in/SSCFileServer/PortalManagement/UploadedFiles/notice_jht_20072022.pdf

- ❖ **Export-Import Bank of India** has published notification for recruitment of **Officers on Contract (OC)** for the proposed Factoring operations (**Total vacancies=19**). The last date to apply online is **06-08-2022**.

For details please visit

<https://applyonlineeximb.com/landing.aspx>

- ❖ **National Bank for Agriculture and Rural Development (NABARD)** has announced for the recruitment of **Assistant Manager** (Total Vacancy=170). The last date to apply online & payment of fee is **07-08-2022**.

For details please visit

<https://www.nabard.org/careers-notices1.aspx?cid=693&id=26>

CAREER TIPS



What is an NGO?

An NGO, or non-governmental organization, is a nonprofit organization, which means it provides free services and does not seek to make a profit from its activities. While some people use the terms "nonprofit" and "NGO" interchangeably, others use "nonprofit" to refer to an organization serving a community or local area and "NGO" to refer to an international organization. NGOs might represent many social causes, including:

- ✓ Environmentalism and wildlife preservation
- ✓ Corporate and financial lobbying
- ✓ Medical aid
- ✓ Political empowerment
- ✓ Human rights advocacy
- ✓ Labor rights
- ✓ Disability activism
- ✓ Religious activism

What do NGOs do?

An NGO's specific tasks might depend on the size of the organization, the cause it represents and the needs of the people it helps. Many NGOs perform the following tasks:

a) Raise funds:

Because NGOs don't make a profit, they receive much of their funding from donations. For that reason, many NGOs have large fundraising

staffs of paid employees and volunteers, who ensure that the organization has enough money to achieve growth goals. NGO fundraising events might include donor dinners, telethons, online auctions, donor drives and community events.



b) Provide services:

Members of some NGOs travel to different states or countries to provide aid, distribute supplies and direct educational programs for people in need.



c) Increase awareness:

A key part of an NGO's mission might be to tell people about the particular cause it represents. The NGO's employees and volunteers might create print and digital material educating people about the cause, visit schools and community centers to talk to the public and seek media engagements with local and national news outlets.

Types of NGOs

The World Bank has two classifications for NGOs, which are advocacy NGOs and operational NGOs. While some large organizations might fit into both categories, the two types of NGOs have different goals and procedures. Here are the differences between the two types:

➤ Advocacy NGOs:

These non-governmental organizations focus on raising awareness of a specific cause or group of causes. They might educate people about certain health conditions, bring attention to human rights issues, encourage people to learn about deforestation or create informative resources about educational topics. Advocacy NGOs often combine their awareness campaigns with attempts to influence public policy.

➤ Operational NGOs:

Operational NGOs plan, administer and assess programs for people, animals and environmental areas in need. The kinds of programs administered might depend on the NGO's size and focus. Programs might involve giving goods and money to people in need, establishing schools and vocational training programs, administering vaccines or improving the environment.

Qualifications for NGO Jobs

Contrary to the popular beliefs, now a days NGOs have become more specialized and business oriented. Owing to the nature of their work and their target group they aim for recruiting specialists for their jobs viz. **a Non Government Organization working in the field of women's issue would prefer a specialist (say Gynecologist to provide better medical care) on the issue.**

Likewise some NGO working on issues relating to international issues would prefer postgraduates in international relations, one dealing with issues of industrial workers prefer post graduates in industrial worker's laws or trade disputes. In this way a person has to be careful in choosing NGO which is related to his/her (job aspirant) qualification.

A post graduation degree in Social Work is desired for but even otherwise a degree in post

graduation in the subject close to the target area of the NGO assures a beginning. An NGO like WWF (World Wide Fund for Nature) is most likely to prefer students who post graduate in environmental sciences.

Skills and attributes:

- The candidate should be initiative driven, passionate about the cause of the NGO, serious, and committed towards his work.
- He/she should be highly motivated and should have a strong desire to work in any condition. As NGOs play the role of conscious keepers of the society the person should be driven by the urge to act as whistleblowers in the society.



How to get a job at an NGO in 5 steps

1. Decide what you want to do:

The first step to building a career in an NGO is choosing a career path that fits your skills and passions. Because NGOs focus on such a large range of topics and causes, there are many career paths that can allow you to work in an NGO. For example, if you want to work for an NGO but are also interested in a career in health care, you might become a doctor and serve an NGO like Doctors.

2. Complete an undergraduate degree:

Once you've decided on a career path, you can earn a degree that can help you meet your goals. Some colleges and universities have programs for nonprofit management or administration, which might be ideal for people who want to become NGO directors. Other majors that NGO employees study include business management, psychology and history. You might combine two subjects in a

major and minor program. For example, NGO financial professionals might have degrees in business management or economics, with minors in sociology or global studies.

3. Get professional experience:

After you complete your degree, you can develop your skills and gain experience in an entry-level job in your chosen field. You might work for a nonprofit organization, but you might also work for a private company or government agency. For example, if you plan to become a fundraiser for an NGO, you might start with a sales position at a for-profit company. Some people who want to work in an NGO gain professional experience in the private sector while volunteering for an NGO in their spare time, which can help them build connections in the nonprofit field.

4. Consider an advanced degree:

Depending on the role you want to take in an NGO, you might benefit from getting a graduate degree in a subject related to nonprofit administration. Many graduate schools offer Master's programs in nonprofit administration, leadership and social entrepreneurship. In these programs, you can learn about project management, organizational structures and laws governing nonprofits. If you want to work for a specialized NGO, like a medical assistance group, you might earn a medical degree or other advanced certificate that relates to the NGO's focus.

5. Apply for jobs:

NGOs often post their job openings on general job boards and on specialized nonprofit and social action job boards. As you search for a job at an NGO, you might research the nonprofit job boards for your preferred cause and check those boards frequently. If you want to work for a specific NGO, you can look at their website for job openings or contact them directly. Sending a resume and cover letter to the organization's hiring manager can help you develop professional relationships, which might give you an advantage in the hiring process for your ideal job.

Jobs in NGOs

1. Fundraiser
2. Administrative assistant
3. Marketing coordinator
4. Program director
5. Project manager
6. Data scientist

Famous NGOs in India

- ✓ **Aadhar** : Action for Gender Justice and Empowerment.
- ✓ **Aashray**: Centre for Child Welfare.
- ✓ **Action for Autism**: Deals with health issues.
- ✓ **Aadhar**: Dealing with rural development.
- ✓ **BAHA'I Office for Advancement of Women**: Deals with Child welfare, education, human .
- ✓ **Bastar Sewa Mandal**: Deals with tribal issues and children.
- ✓ **ICONGO**: Deals with street children.
- ✓ **Indian Institute of Ecology and Environment**: Deals with environmental issues.
- ✓ **INTACH (Indian National Trust for Art and Cultural Heritage)**: Deals with issues of the preservation of Art and heritage.
- ✓ **Helpage India**: Deals with the problems of the aged.
- ✓ **Prayas Juvenile Aid Society**: Deals with the issue of street children.
- ✓ **Prayatn Social Service and Public Welfare Organization**: Deals with the disadvantageous sections of the society.
- ✓ **LORDS**: Centre for Logical Research and Development Studies.
- ✓ **Lupin Human Welfare and Research Society**: Deals with the issues of Education, Environment, Health and Rural issues.
- ✓ **Sahayoga**: Deals with orphaned and destitute children.

- ✓ **Institute For Conflict Management**: Deals with issues of internal security and environmental issues.
- ✓ **Smile**: Deals with situational management & Inter learning Establishment Society.
- ✓ **Sewa Bharti**: Deals with rural development programmes.
- ✓ **TERI (Tata Energy Research Institute)**: Deals with financing education.
- ✓ **WWF(World Wide Fund for Nature)**: Deals with environmental issues.
- ✓ **ORF (Organizer Research Foundation)**: Deals with international politics.

International NGOs

- ✓ **UNICIEF**
- ✓ **UNICEF voices of youth**
- ✓ **International Federation of Red Cross and Red Crescent Societies**
- ✓ **Bill & Melinda gates foundation**
- ✓ **CARE**

Ref: <https://indiaeducation.net/careercenter/humanities/career-in-ngo/>
<https://www.indeed.com/career-advice/career-development/ngo>



Social Media platform of MCC Agartala

- ✓ Follow MCC Agartala YouTube Channel at : <https://www.youtube.com/channel/UCFShAKmjNNz2C4t8aw8TEcQ>
- ✓ 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/>