Weekly Career Bulletin

(Information related to Employment & Career)
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EMPLOYMENT/RECRUITMENT NOTIFICATION

❖ **Indira Gandhi National Open University (IGNOU)** has announced a notification for the recruitment of Teaching post(s) **(Total vacancies=60). The last date** for submission of online application is **31-01-2023.**

For details please visit
http://www.ignou.ac.in/ignou/bulletinboard/advertisements/latest/jobs/detail/IGNOU_invites_Online_Application_for_the_Teaching_posts-1998
or
http://ignou.ac.in/userfiles/Advertisement%20for%20the%20Teaching%20posts%202022%20Employment%20News.pdf

❖ **National Technical Research Organization (NTRO)** has Announced Notification for the recruitment of Aviator-II & Tech. Assistant **(Total vacancies=182).** The last date for submission of online application is **21-01-2023**.

For details please visit
https://ntro.gov.in/ntroWeb/loadRecruitmentsHome.do

❖ **Forest Research Institute (FRI) ICFRE, Dehradun** has announced a notification for the recruitment of various Group-C Posts **(Total Vacancies=72). The last date** for submission of online application is **19-01-2023 (11:59 PM)**.

For details please visit
http://www.nhpcindia.com/career.htm
or
http://www.nhpcindia.com/writereaddata/Images/pdf/TEsTOs-English-2022.pdf

❖ **Central Reserve Police Force (CRPF)** has given a Notification for the recruitment of Head Constable (Ministerial) & ASI (Stenographer) **(Total Vacancies=1458).** The last date for submission of online application is **25-01-2023.**

For details please visit
https://crpf.gov.in/recruitment.htm
or
https://crpf.gov.in/writereaddata/Portal/Recruitment_Advertise/ADVERTISE/1_246_1_62212022.pdf

❖ **RRC, South Central Railway** has given a notification for the recruitment of Act Apprentice vacancies in various trades under Apprentice Act 1961 & Apprenticeship Rules 1962 **(Total Vacancies=4103).** The last date for submission of online application is **29-01-2023.**

For details please visit
https://scr.indianrailways.gov.in/uploads/files/1492774122686-AAT_2017.pdf

❖ **Airports Authority of India (AAI)** has published Notification for the Recruitment of Jr Executive, Manager, Jr Asst & Other **(Total Vacancies=364).** The last date for submission of online application is **21-01-2023.**

For details please visit

https://www.aai.aero/en/careers/recruitment

or

https://www.aai.aero/sites/default/files/examdashboard_advertisement/AAI%20Advt%20No%2007%20of%202022.pdf

❖ **Sanjay Gandhi Postgraduate Institute Of Medical Sciences (SGPGIMS)** has announced notification for the Nursing Officer (Grade-II) **(Total vacancies=905).** The Last date for submission of online application is **25-01-2023.**

For details please visit

https://sgpgims.org.in/

or

https://sgpgims.org.in/Home/adm/2023/recruit/I-68-Rectt-2022-23%20-Advt.%20Nursing%20Officer%20(905%20posts)%20-%20Final.pdf

❖ **National Defence Academy (NDA)** has Announced Notification invites applications for the recruitment of Group C posts **(Total vacancies=251).** The Last date for submission of online application is **21-01-2023.**

For details please visit
https://ndacivrect.gov.in/
or
https://ndacivrect.gov.in/pdf/RECTADVT.PDF

❖ **Gas Authority of India Limited (GAIL)** (India) Limited has advertised a notification for Special Recruitment of Chief Manager, Senior Engineer, Senior Officer & Other **posts (Total vacancies=277).** The Last date for submission of online application is **02-02-2023.**

For details please visit
https://www.gailonline.com/CRApplyingGail.html
or
https://www.gailonline.com/careers/currentOpnning/DETAILEDADVTOPENENG29.12.22.pdf

❖ **National Testing Agency (NTA)** has given a notification for the recruitment of UGC-NET for 'Assistant Professor' and for 'Junior Research Fellowship & Assistant Professor both' in Dec 2022. The last date for submission of online application is **17-01-2023 up to 05:00 PM.**

For details please visit
https://ugcnet.nta.nic.in/

❖ **National Institute of Technology (NIT), Rourkela** has announced a Notification for the Recruitment of Librarian, Principal Scientific Officer, Deputy Registrar & Other posts **(Total vacancies=147).** The Last date for submission of online application is **16-01-2023 (17:00 h IST).**

For details please visit

https://website.nitrkl.ac.in/FacultyStaff/Career/Non-Teaching/

or

https://nitrkl.ac.in/docs/Career/Nonteaching/2022/13122022162726027.pdf

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Important Tips To Crack Any Job Interview

1. Explore The Organization:

Getting knowledge and researching properly about the organization him/her is applying for is directly proportional to his/her chances being higher of getting hired. It will definitely help him/her in answering most of the questions and give him/her some idea about what to expect in the interview. Some of the most important things to know about the company include its vision, mission, relevant people, current milestones and history of the organization.

2. Understand The Job Description

The next important step is to analyze the job profile him/her is applying for, his/her need to understand skills and match them to the ones mentioned to him/her in the job description. He/she can prepare a list of the essential skills with examples from his/her own experience to substantiate why his'/her' are a perfect fit for the job. They can also access the achievements of the top personnel of the company which will further help him/her in knowing what the recruiters are looking for.

3. Revise Some Of His/her Basics

If a fresher is looking to kick-start his/her career, it's important to organize his/her thoughts and prepare answers well. Whichever field he/she have chosen, there is a need to have some basic understanding of the same because there's a high possibility that the interviewers will ask relevant questions related to his/her field of expertise.

4. Prepare For Potential Questions

One must have gone through several common questions that are asked in every job interview. These include questions related to his/her background, skills, knowledge, and what makes him/her the best fit for the job. And in order to answer those, one should have a good command of the language and should know how to present his/her thoughts in the best manner. One can make a

list of all these common questions and prepare his/her answers prior which should include his/her strengths and skills.

5. Be Punctual

The most important thing that will increase one's chances of cracking any interview is being on time; his/her need to understand time management and keep in mind any potential delays due to traffic or other issues and their need to keep some extra time for any emergency and reach the venue well before time. Most individuals who're late are rejected even before their interview.

6. Dress Properly

His/her dressing style makes a lot of difference in displaying his/her personality and creating a good impression. One should be dressed neatly and well-groomed. Dressing "formal" for an interview is not always the best choice. One just need to make sure his/her look is presentable and not too glammed up.

7. Switch On Interview Mode

As soon as one reach the organization, make sure he/she is on his/her best behavior. One never knows who is noticing him/her and has a say in his/her being selected for the job. So make sure one is courteous and respectful outside the interview room as well.

8. Remain Confident

It is completely natural to feel nervous before and during an interview. But whenever that happens, one need to understand that confidence is the key to crack the interview and even for ensuring higher success in his/her career path. Even if one feels worried inside, make sure he/she remains confident on the outside. However, don't be overconfident about one's own skills and knowledge, be wise when choosing his/her words, and know when to say anything.

9. Maintain correct Posture

During Interview Process

- Knock Door and Ask permission before entering   " May I come in Sir / Madam.
- Firm Hand Shake.
- Ask "May I take a seat."
- Place Documents & File on your lap.
- Introduce " My name is Rajeev B.Tech. Student from Holy Kings College of Engg. & Tech.(HKCET), Pampakuda."
- Introduction time maximum 5 minutes.
- Focus on your strengths and achievements than on your family or residing area.
- Ask questions / Clarifications at the end of interview.
- Thanks for the opportunity and time given.

SITTING POSTURE
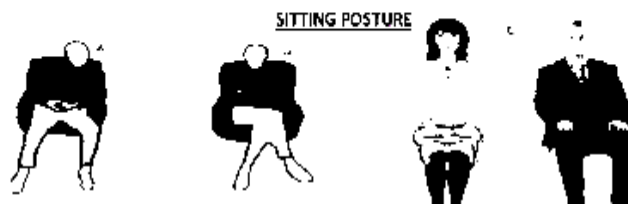
Gestures and body movement are types of non-verbal communication that plays a great deal. The interviewers might know within seconds if they want to hire him/her or not simply based on his/her body language. So make sure one is sitting upright and have a smile on his/her face, maintain eye-contact while answering questions which portrays that he/she is confident and helps build mutual trust.

10. Always End On A Positive Note

No matter how his/her interview went, always try to end it on a positive note and be thankful and courteous to the interviewers for their time. This will ensure a good last impression and might help him/her in getting the job, always try to be composed and polite.

Ref: https://www.careerguide.com/career/working-professionals/10-important-tips-to-crack-any-job-interview

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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/