

WEEKLY CAREER BULLETIN

(Information related to Employment & Career)

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TRIPURA RECRUITMENT NOTIFICATION

❖ Assam Rifles Public School, Agartala, invites an application for the appointment of TGT (English) & (Mathematics) and PGT (Economics). Appointment will be temporary on probation of 1 (one) year and further extension will be given by the School Managing Committee based on the performance during probation period as per rules of Assam Rifles Welfare Education Society. **Last date to submit is 24-09-2021.** For selection procedure, Qualification etc. contract the school office during office hours.

❖ Online applications are invited by Tripura Public Service Commission for the recruitment of 8 (Eight) Food Safety Officer (Group-B Gazetted). The last date for online submission of application is 24/09/2021 (upto 5:30 pm).

For details please visit

<https://tpsc.tripura.gov.in/>

or

https://tpsc.tripura.gov.in/sites/default/files/advt_foold_210821.pdf

❖ A Walk-in-Interview will be held in the office of Joint Director, ICAR Research Complex, Lembucherra, West Tripura on 29-09/2021 for the posts of Young Professional & Project Assistant. Total seat 03.

For details please visit

icartripura.recruit@gmail.com

❖ National Institute of Technology (NIT) Agartala invites applications for the eligible candidates to apply for recruitment to 88 various non-teaching Posts

(Group-B & C) . The last date of submission of Online application is 30/09/2021.

For details please visit

<https://www.nita.ac.in/NITAmain/news--events/newseventshome.html>

or

https://www.nita.ac.in/NITAmain/news--events/Advt_Non-teaching_Gr_B-C_Sep2021.pdf

❖ National Institute of Technology (NIT) Agartala invites applications for the eligible candidates to apply for recruitment to 17 various non-teaching Posts (Group-A). The last date of submission of online application is 30/09/2021.

For details please visit

<https://www.nita.ac.in/NITAmain/news--events/newseventshome.html>

or

https://www.nita.ac.in/NITAmain/news--events/Advt_Non-teaching_GrA_Sep2021.pdf

ALL INDIA RECRUITMENT NOTIFICATION

❖ South Eastern Coalfields Limited (SECL) has published a notification for the recruitment of 450 Graduate Apprentice Mining, Technician apprentice Mining/Mine Surveying vacancies. Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & Apply Online. Last Date for Apply Online: 05-10-2021 at 12:00 pm only through <https://apprenticeshipindia.org/>

For details please visit

<https://secr.indianrailways.gov.in/uploads/files/1631013494926->

[New %20doc%207%20Sep%202021%2015.44%20\(2\)-compressed.pdf](#)

- ❖ **UPSC** invites online application for the 28 various posts of Regional Director, Central Intelligence Officer, Assistant Engineer, Senior Scientific Officer, JRF and Assistant Engineer. Last date of submission of Application is 01-10-2021.
For details visit
www.upsconline.nic.in
- ❖ Online application are invited for the recruitment of **36 posts of Medical Officer under Kolkata Municipal Corporation** from 13-09-2021 to 04-10-2021.
For details visit
www.mscwb.org
- ❖ **Ghani Khan Choudhury institute of Engineering and Technology** invites application for **6 non-teaching** positions of Security Officer, Assistant Engineer, P.A to Director, Assistant and Sorter (Library). Last date of submission of Application is 30-09-2021.
For details visit
www.gkciet.acv.in/notice/recruitment/online
- ❖ **The National Health Mission (NHM), UP** invites application for posts of **5000 Contractual vacancy on Auxiliary Nurse Midwife**. The Closure of Online Application form is on 30/09/2021 at 11:59 PM (Midnight).
For details visit
<http://upnrhm.gov.in/uploads/2988624079157012.pdf>
- ❖ **NHPC** Offers Exciting opportunities on 173 various posts of Sr. Medical Officers, Assistant Rajbhasha Officer, Junior Engineer & Sr Accountant. The last date to apply is 30-09-2021 (11:55 PM).
For details visit
<http://www.nhpcindia.com/career.htm>
or
http://www.nhpcindia.com/writereaddata/Images/pdf/Adv_t_for_Recruitment_02-2021.pdf
- ❖ **Railway Recruitment Cell, Northern Railway, Lajpat Nagar, New Delhi** has published notification to recruit 3093 apprentice. The last date to apply is 20/10/2021.
For details visit
www.rrcnr.org.
- ❖ **Maharashtra Metro Rail Corporation Ltd** invites application for experienced candidates for **28 various posts** of Chief Project Manager, Additional General Manager, Joint Chief Manager, Joint General Manager & Sr. Deputy General Manager etc. **The Lasts date to apply is 28-09-2021.**
For details please visit
<https://www.mahametro.org/Career.aspx>
or
https://www.mahametro.org/pdf/MAHAMetro_HR_04_2021_08092021.pdf
- ❖ **Himachal Pradesh Govt.** invites application for the posts of **1243 Constable**. The last day to apply online is **31/10/2021.**
For details please visit
www.recruitment.hppolice.gov.in.
- ❖ **Pawan Hans Limited**, (A Govt. of India Enterprise) is looking for dynamic and result oriented candidates to be inducted as **Trainee Technicians (Total 18 vacancies)**. Candidates are requested to visit www.pawanhans.co.in regularly for corrigendum if any, and other instructions / notifications pertaining to this advertisement as the same will be hosted on the said website. Candidates may forward their applications duly sealed in an envelope super scribing on top of the envelope "Application for the post of Trainee Technician" and forward to the following address so as to reach on or before **30/09/2021.**
For details please visit
<https://www.pawanhans.co.in/english/CareerDetailsN.aspx?id=2265>
- ❖ **National Institute of Open Schooling (NIOS)** has published a notification to recruit **112 various posts** of Director, Joint Director, Dy Director, Asst Director Stenographer & Other. The last date to apply is 10/10/2021.
For details please visit
<https://recruitment.nios.ac.in/>

- ❖ **Indian Navy** has given a notification for the recruitment of **181 Short Service Commission Officer** for course commencing Jun 2022 onwards at Indian Naval Academy (INA) Ezhimala, Kerala. Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & Apply Online. The Last Date to Apply Online is **05-10-2021**.

For details please visit

<https://www.joinindiannavy.gov.in/en/event/short-service-commission-entries-jun-2022-course.html>

- ❖ **Chittaranjan Locomotive Works** has given a notification for the recruitment of **492 Act Apprentice** vacancies from the candidates fulfilling the ITI passed out (NCVT- Final & Provisional). Those Candidates who are interested in the vacancy details & completed all eligibility criteria can read the Notification & Apply Online. The Last Date for Online Registration is **03-10-2021, 24.00 hrs** though www.apprenticeshipindia.org.

For details please visit

<https://img.freejobalert.com/uploads/2021/09/Notification-Chittaranjan-Locomotive-Works-Apprentice-Posts.pdf>

CAREER TIPS



What is a resume?

If truth be told, your resume is more of an advertisement about you. It gives your prospective employers an overview of your qualifications, your experience and your strengths. It is after gauging this document that they decide whether you are suited for a particular job opening or not.



Your resume needs to speak volumes about you. When looking for a job, this is the first thing that your prospective employers see to get to know you better.

Opening Statements of the resume

When starting to design the resume, you need to start with a catchy title that would summarize your professional skills and immediately grabs the attention of the screening team in the organization. Make sure it is not superfluous and avoid exaggerations, as companies generally do not fall for such things.

Follow the title with a summary statement which highlights your strengths and gives a clear picture of what career goals you have. Try to sum everything up in three or four lines, as it is easier to scan through.

Structure of a resume

Once you have the resume title in place and have put in a well-thought out summary statement, you need to add in all the other important information about yourself:

- ✓ Start by adding your name and your contact details. This should include your home address, phone number and email.
- ✓ Include details of extracurricular activities you are interested in, if they apply to your professional goals.
- ✓ Educational qualifications should be listed from your most recent to the oldest.
- ✓ Work experience should also be listed with the most recent position first. Include your responsibilities and the skills you acquired.
- ✓ Don't forget to include linguistic abilities, conferences and workshops attended, speaking engagements, and professional publications you may have.

Important elements

When writing a resume, make sure you do not get too carried away. Keep the design as simple as possible. A complicated layout can be confusing and may put off the prospective employers.

Do not go for superfluous fonts to write in the details. The ideal fonts for resumes are Times New Roman, Verdana or Arial. Also, make sure to stick to font size 10 or 12 as this makes for a professional look and is easy to read.

The length of the resume matters too. It should not exceed more than two pages, as this may get boring for the employers when screening it. Generally, the screening team looks for only relevant information and is not interested in anything that doesn't count. Most people still stick to the belief that a resume should be a single page, so make sure you know what is expected in your industry.

Things to avoid

While writing a resume, you may feel tempted to lie, or stretch the truth, about your abilities. This is not a good idea. Sooner or later your employers may find out about this, which can lead to loss of your credibility in the company.

Writing in first person or adding unfamiliar abbreviations should be avoided when writing your resume.

A resume should be concise and the same time should have a consistent tone. It should be tailor made to suit the job for which you are applying. Before forwarding a resume, make sure to go through it a number of times to ensure that there are no mistakes.

Tips For Writing A Resume:



✚ **Take out the objective.** Seeing that you're already applying for the job, it should be obvious you want it. You can cover your desire for the role in your cover letter, or if you're changing industries, it may be useful to include a brief introductory summary in the resume.

✚ **Brief is best.** While you may have aced making milkshakes at the cafe you worked for in high school, it's time to get rid of that clutter if it's not related to the role you want to pursue now. Give more space to detail about your current or recent jobs and less about the past. If it doesn't fit on one to two pages - it's not worth writing about! Make sure you include specific skills that are relevant to the job you're applying for, even if that

means adjusting your resume for each new application.

✚ **Take a pass on unnecessary info.** That includes your age, marital status, religion or nationality. This might have been the standard in the past, but all of this information is now illegal for your employer to ask you, and there's no need to include it. For security reasons we suggest that you don't include your date of birth, and definitely not your bank account details. As for an address, a suburb and postcode will suffice.

✚ **Make it clear and straightforward.** Use simple text in one modern, standard font that is easy to read, and that everyone can understand. As everything in your resume is about your experiences, avoid writing in first or third person. For example, instead of writing "I managed a team of three", or "Sarah managed a team of three" rather write "responsible for managing a team of 3" in concise bullet points below headlines where necessary.

✚ **Be professional and discreet.** You may still be using the same email address that you set up when Hotmail came about in the 90's, but if it's anything that looks unprofessional, it might be worth your while setting up a new one for the purpose of your job applications. Avoid using your current work email address, or phone number for that matter, unless you want to get yourself into trouble!

✚ **Keep to the employer's submission requirements.** Above all, you won't get noticed if you don't follow all of the specific requirements that have been instructed in the job description. Often both resumes and cover letters are requested in a certain file format (doc, pdf, docx, rtt). Sometimes advertisements request applications be sent or addressed in a particular way. Adhere to these, and you'll be one step ahead of any other applicants who didn't bother to tune into this detail!

Avoid using cluttered or complicated layouts with headers, footers, tables or other items that may not look right when viewed on different computers with varying software versions.

Social Media platform of MCC Agartala

- ✓ Follow MCC Agartala YouTube Channel at : <https://www.youtube.com/channel/UCFShAKmjNNz2C4b8aw8TEcQ>
- ✓ 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/>