

Guidance for Employment

BY

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“Workshop for Final Year Students – MGNMR College for Women”

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Guidance for Employment

- **As soon as the students pass the graduate / post graduate courses - create a good, attractive Resume / CV (Curriculum Vitae) containing very brief Profile (Name, Mobile Number, E-Mail Address, Contact Address, Nationality, Date of Birth, Married or Single, What qualification you possess and what you are looking for), Education, Relevant Course Work Details and CGPA, Key Skills Gained, Work Experience / Intern, Key Qualifications and Responsibilities, Achievement, Languages, Attach scan copy of the Photo if necessary**
- **Create LinkedIn Account - signup in <https://www.linkedin.com/signup>**

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The job seeker can register for “One Time Registration” in the following portals:

1. TNPSC – Tamil Nadu Public Service Commission
https://apply.tnpscexams.in/registration?app_id=UEIZMDAwMDAwMQ==
2. Staff Selection Commission (Government of India)
<https://ssc.nic.in/registration/home>
3. Union Public Service Commission
<https://upsconline.nic.in/upsc/OTRP/registration.php>

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- **As soon as the students pass the graduate / post graduate courses they can register :**
- **1. Online Employment Registration Portal (Department of Employment and Training – Tamil Nadu Government)**
- **<https://tnvelaivaaiipu.gov.in/Empower/>**
- **Fill up the candidate registration form with all the details , create ID and Password (Aadhar Card, or Driving Licence or Voter ID required)**
- **2. National Career Service (Government of India)**
- **<https://www.ncs.gov.in/>**

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- The jobseeker can also register in the following websites for private companies' jobs.
- <https://www.naukri.com>
- <https://www.monsterindia.com>
- <https://www.timesjobs.com>
- <https://www.shine.com>
- <https://in.indeed.com>
- <https://www.glassdoor.co.in/index.htm>
- <https://www.freshersworld.com>
- <https://www.gulftalent.com>
- Each website gives details of vacancies at various levels in a number of organisations.

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- Look for advertisements in News Papers / concerned websites for UPSC, TNPSC, Staff Selection Commission, Railways , Banks etc.,
 - <https://upsc.gov.in/exams-related-info/exam-not> (For all UPSC posts)
 - <https://www.tnpsc.gov.in/English/Examdashboard.aspx> (For TNPSC posts)
 - <https://ssc.nic.in> (Staff Selection Commission posts All Over India)
 - <http://www.rrbchennai.gov.in> (For Railway Posts in Tamil Nadu)
 - <https://www.ibps.in/> (for Bank Jobs)
 - <https://opportunities.rbi.org.in/scripts/vacancies.aspx> (for RBI jobs)
 - <https://sbi.co.in/web/careers/current-openings> (for SBI jobs)

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- Most of the Government / Public Sector vacancies are published in “Employment News” weekly magazine. In addition it gives good articles on current affairs. Please read.
- <https://employmentnews.gov.in/NewEmp/Home.aspx>
- Also one can see the job vacancies in other portals shown in the previous slides as well as in
- <https://www.careerpower.in/upcoming-bank-exams.html>
- https://www.jagranjosh.com/government-jobs?ref=nav_dd

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- How to prepare for competitive exam:
- Collect study materials for the relevant exams download from internet / purchase good books. Note: Online downloaded pdf links materials alone may not be enough. Possessing good books and studying will be for frequent reference to boost memory and score more marks. There are many websites wherefrom one can download study materials. For e.g.
- For State Government Jobs:
- <https://governmentexams.co.in/tnpsc-group-1-study-material/>
- <https://www.governmentexams.co.in/tnpsc-group-2-study-materials/>
- <https://www.governmentexams.co.in/tnpsc-group-4-general-tamil-notes/>
- <https://testbook.com/ibps-clerk/study-material>
- <https://testbook.com/sbi-po/study-material>

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For Central Government Jobs:

<https://www.jagranjosh.com/civil-services> (IAS, IPS, All India Services, Central Services)

<https://www.careerpower.in/ssc-cgl-previous-year-question-paper.html> (for SSC Combined Graduate Level Exam)

<https://testbook.com/ssc-cgl-exam/tier-2-exam-analysis> (for SSC Combined Graduate Level Exam)

For Competitive Examinations: <https://www.downloadpdfnotes.com/>

Books details : <https://prepp.in/tnpsc-exam/books>

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For particularly Computer / Software Jobs for Computer Science Graduates / Post Graduates in addition to their subject books, please study these books:

- 1. Campus Recruitment Complete Reference (By Praxis Groups authors)
(Contains - 1. Quantitative Aptitude 2. Logical Reasoning 3. Verbal Ability
4. Solved Placement Papers 5. Technical Interview 6. HR Interview 7.
Resume Preparation 8. Job search/apply tips 9. Group Discussion)**
- 2. Wiley's TCS National Qualifier Test**
- 3. Quantitative Aptitude (R S Aggarwal) (Common for all)**

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- **1 . Free course for competitive examinations: Initiative by Virat Hindu Forum in collaboration with Manifest IAS Bangalore.**
<https://youtube.com/playlist?list=PLwYlwJ-z798bDm1Gf2lmH8lWlQpQ8i5Pm>
- **The subjects covered here are for IAS examination: Polity, History, Economy, Geography, Environment, Current Events, Mental Ability, General Science This is for 2022 exam. Current Events need updates.**
- **Study IQ IAS - YouTube Channel (Hindi knowledge required. However subtitles are available in English)**
- **Various YouTube / WhatsApp / Telegram Channels / Coaching Institutes are available for TNPSC, UPSC, SSC, Banking, Railway posts – Google it in the internet – Enquire with others about their performance and select**

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- To be successful in competitive exams:
- Motivation – Be confident that you can achieve your goal
- Know everything about the exam – syllabus, no. of subjects, marks and marking system in objective questions, time allotted for each section / paper, how many students appear and how many get selected etc., – Preliminary, Main, Face to Face / Virtual Interview etc.
- Collect the study materials , previous question papers, various vital resources and identify the areas for focused study in different sections, know the trends, etc.,
- Keep away from social media
- Plan study time, start preparing regularly without distractions , focus on understanding the concepts, eat and drink healthy, give interval in between, rejuvenate and destress.
- Practice writing mock tests daily / weekly as required with good hand writing, ensure to complete it in time, solve previous ten years question papers, do self evaluation and through others.

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Good Luck
Thank You