



32

GETTING READY FOR EMPLOYMENT

Once you decide to earn your livelihood by pursuing wage employment you should be ready to work as an employee; work under certain terms and conditions of employment; and get fixed amount of salary or wages as remuneration. But how will you enter into the world of employment? In the present employment situation of our country it is not an easy task to get into any job. It requires serious preparation in addition to having required qualification and experience for any job. You need to find out the vacant position of the jobs in different organisations, prepare and post your resume for the same and be ready to face the employment test. In this lesson you will learn detail about all these points.



OBJECTIVES

After studying this lesson, you will be able to:

- identify the various sources of information about job vacancies;
- explain the meaning and role of employment exchange;
- state the procedure for getting the name registered in employment exchange;
- enumerate the various jobs offered through employment exchange;
- recognise the role of placement agencies in getting the jobs;
- describe the role of advertising media as source of information about the jobs;
- prepare a good bio-data/resume to offer your candidature for any post; and
- prepare yourself for any type of selection test or interview.

32.1 SOURCES OF INFORMATION ABOUT JOB VACANCIES

You must know some people who are employed in different factories, other business units, and offices. If you ask them as to how did they get the information about the vacancies



in those offices, you will learn that they got the necessary information from various sources like:

1. Employment Exchanges
2. Placement Agencies
3. Newspapers and Magazines
4. Employment News
5. Internet
6. Leaflets
7. Notice boards of the Offices and Factories
8. Television and Radio
9. Mobile Phone
10. Friends and Relatives

Let us have a brief idea about all these sources.

- 1. Employment Exchanges:** In our country employment exchanges have been set up by the government for bringing together job seekers and job-providers. The employment exchange maintains the list of job seekers and registers their names for different categories of jobs according to their qualification. When the employers approach the employment exchange for recruitment, it identifies the candidates from its list and informs them about these vacancies so that they can approach the concerned employers.
- 2. Placement Agencies:** These are privately operated organisations whose main function is to introduce the job seekers to their prospective employers. Their role is similar to the government owned employment exchanges.
- 3. Newspaper and Magazines:** The use of newspapers and magazines both at regional and national level, are the most commonly used mode of information for the candidates about the job vacancies. The employers usually advertise their vacancies and invite the prospective candidates to offer their candidature.
- 4. Employment News:** The employment news/Rozgar Samachar is published by Ministry of Information and Broadcasting, Government of India in every week that contains the advertisement of vacancy position of jobs in different organisations. This is simultaneously published in English, Hindi and Urdu languages.
- 5. Internet:** Internet is the most convenient source of getting information about the availability of vacancies. A number of organisations, now-a-days give offer through their websites to fill up the vacancies in their offices. By using internet one can search for various job vacancies as per his/her qualification and experience.



6. **Leaflets:** In cities and towns advertisement for recruitment are sometimes given in leaflets and distributed through newspaper vendors. This is particular suitable where the employer wants to engage the local people for specific jobs only.
7. **Notice Boards of Offices and Factories:** Information about various job vacancies are also displayed on the notice boards of government and private offices and near the factory gates.
8. **Television and Radio:** Sometimes informations about job vacancies are also telecasted through television. It may appear in special programmes or in the form of written message being scrolled during news and other programmes. The cable television operators also give advertisement in the local areas. The advertisements for job vacancies are broadcasted through radio, which is regaining its popularity now-a-days.
9. **Mobile Phone:** Information about job vacancies are sometimes received through mobile phone in the form of SMS. On receiving the message one may show interest to offer his/her candidature. Further information can also be obtained by following the instructions given in the SMS.
10. **Friends and Relatives:** Many times we also get information from our Friends and Relatives about the job vacancies in government, private and business enterprises. The existing staff of the offices may also inform others about the existing vacancies.

32.2 ROLE OF EMPLOYMENT EXCHANGES

The primary objective of Employment Exchanges is settlement of job seekers either through regular jobs or through self-employment. To achieve this objective the employment exchanges in India perform the following functions:

- (a) Registration and placement of job seekers so as to ensure a proper balance between demand and supply of labour;
- (b) Collect comprehensive Employment Market Information on a quarterly basis for creation of data base for use in effective management of the demand and supply of labour,
- (c) Undertake career counselling and vocational guidance with a view to effectively guiding the job seekers.
- (d) Conduct area specific specialised study or surveys to have an assessment of skills available and the marketable skills required for encouraging the job seekers for self-employment particularly in rural informal sector.
- (e) Arrange disbursement of unemployment allowance to certain specific categories of job seekers through the employment exchanges as decided by some of the State Governments.



There are more than 940 Employment Exchanges run by the State Governments to provide support to the job seekers. These include State Employment Exchange (S.E.E) District Employment Exchange (DEE), Rural Employment Bureau (REB), University Employment Information and Guidance Bureau (UEI &GB) etc. The Employment exchanges are controlled by Directorate General of Employment and Training (DGE&T).

32.2.1 PROCEDURE OF REGISTRATION

The procedure of getting one's name registered with the employment exchange is as given below: -

1. A candidate can visit any Employment Exchange during specified hours on any working day. He can get from the employment exchange a blank form/ card for registration to be filled up. This card includes entries for the name, father's name, residential address, qualifications, whether general or SC/ST category, N.C.O. Code No., job desired, place where the candidate wishes to serve, salary expected, work experience and other related information.
2. Certain documents have to be enclosed with the card, such proof of age, photocopies of educational qualification, experience, as well as a photocopy of Proof of residence like driving license, Voter's identity Card, PAN card number, passport or ration card. The candidates are required to bring all certificates/documents in original and a set of photocopies of all the above documents. The photocopies are retained at the Employment Exchange.
3. Having filled up the card, and with the enclosures ready, you are to see the Employment Officer with your original certificates and copies. He will verify and attest the copies and your signature on the Card and return the original certificates.
4. The card as attested above will be kept in the Employment Exchange for record and making future calls for employment, and a registration card, bearing code no. of the job (NCO), date of registration, and your specimen signatures will be handed over to you. This registration card is to be renewed after every three years. In case of any correspondence with the employment exchange you are to mention your registration number.

It may be mentioned here that in the present employment scenario, the role of Employment Exchanges are not significant. A large number of recruiting agencies like Staff Selection Commission, Railway Recruitment Boards, Banking Service Recruitment Boards etc. have come up and they have restricted the area of operations of the Employment Exchanges. In fact today almost all the major establishments both in Government and outside have their own recruitment agencies. The judgments of the Supreme Court has made it obligatory on the part of the employers to advertise the vacancies in other media and consider candidates not only submitted by the employment exchanges but also those responding to the open advertisements for selection of candidates. Therefore, Employment Exchanges are left with limited categories that too at the lower levels of appointment.



32.2.2 KINDS OF JOBS AVAILABLE THROUGH EMPLOYMENT EXCHANGES

The Employment Exchanges sponsor the names of registered applicants for different types of jobs. The list of some of such jobs/posts for which the Employment Exchanges generally sponsor the names is as follows:

Aya	Meter Reader
Barber	Motor Mechanic
Booking Clerk	Nurses
Caretaker	Office Assistant
Carpenter	Operation Theatre Technician
Data Entry operator	Peon
Doctors	Pharmacist
Electrician	Physiotherapist
Instructor (Steno / Steno typist)	Plumber
Journalist	Programmer (Computer Software)
Laboratory Assistant	Receptionist
Laboratory Attendant	Safai Karamchari
Laboratory Technician	Sales representative
Librarian	Sanitary Inspector
Library Attendant/Assistant	Security Guards
Lift operator	Stenographer
Mali	Teachers (Aided and Primary schools)
Messenger	Telephone Operator
Typist	Travel Agent
X-Ray Technician	Translator



INTEXT QUESTIONS 32A

1. Which source of information about job vacancy you find convenient and why?

2. Mention any three functions of Employment Exchanges.

- (a) _____
- (b) _____
- (c) _____

32.3 ROLE OF PLACEMENT AGENCIES

The Placement Agencies could be Private Employment Agencies or Management Consultants. Private Employment Agencies bring together the employers and suitable



candidates available for a job. Private agencies advertise the vacancies in the newspapers, periodicals and Internet. They prepare the data bank of all the prospective employers and job seekers. This data bank helps them to find out the suitable employer for a job seeker and vice versa. They keep on informing the job seekers periodically about the employers and the availability of jobs according to their qualifications, skills and experience. Some placement agencies also help the candidates in preparing their bio-data and other documents.

The placement agencies also screen the applicants against the requirements specified by the employer. They supply a list of candidates, and the organisation only conducts the final round of interview. These agencies function primarily in the Metropolitan cities and they charge a fee from the employer as well as employee for their services. Fake placement agencies are also found in different parts of the country. These fake agencies collect money from the jobseekers and arrange fake interviews. Job seekers, therefore may be careful in utilizing their services.

Management Consultants specialize in the placement of executives at middle and top level of management. These are basically executive searching agencies. These agencies work at a nation wide level and they charge a substantial amount of fee from employer as well as employee. Some of the nationally known Management Consultants are ABC Consultants, Ferguson Associates, The Search House and Analytic Consultancy Bureau.

The placement agencies basically help in informing the availability of jobs in private sectors. Most of the small and medium size business enterprises rely upon the placement agencies for all types of manpower requirement. The big enterprises often advertise the vacancies directly through newspapers and internet. The job seekers can register their name with the placement agencies for the post of office assistant, typist, salesperson, marketing executives, accounts assistant, computer operators etc.

32.4 ROLE OF ADVERTISING MEDIA

You learnt about the role of Employment Exchanges and Placement Agencies in helping the job seekers to get the job of their liking. The advertising media also play an important role in informing the job seekers about the job vacancies and procedure to be followed in applying for the same. You know that advertisements for the job vacancies can be given in print media and electronic media. Print media includes daily Newspapers, Employment News, Journals and Magazines etc. Similarly electronic media mainly includes Internet, Television and Radio.

32.4.1 PRINT MEDIA

Newspapers are the most common print medium for advertisements of job vacancies. All small and big companies advertise their job vacancies in popular newspapers both at regional level and national level. The Employment News is a weekly publication that only carries advertisements for job vacancies. Some of the popular newspapers carry their employment news editions on weekly basis.

The advertisement for job vacancies in print form receives tremendous response from the



job seekers because it contains detail about the eligibility criteria, proforma of application form, necessary instruction to fill up the application form etc.

32.4.2 ELECTRONIC MEDIA

With the advancement of Information and Communication Technology, electronic media has become the most common and convenient source of recruitment. There are so many websites that provide information about employment opportunities. Some of such sites are www.naukri.com, www.monsterindia.com, www.carerindia.com, www.placementindia.com. They provide the facility of searching various jobs as per:

- the category (like computer, academic, engineering, sales and marketing, finance etc.)
- the required post (fitter, electrical, office assistant, teachers etc.)
- the place of job (i.e. the city or state within which the job seeker wants to search job)
- the experience(number of years of experience)
- expected salary (annual package from 2 to 3 lakhs, 3 to 5 lakhs, 5 to 10 lakhs etc.)

The job seekers can find out the information about various types of job on the basis of the above criteria just by visiting the websites of different placement agencies. The job seekers can also post their resume to these placement agencies to find out suitable job for them. They get information about the availability of jobs as per their qualification and experience through email and accordingly take the action to contact the employers for interview. The employers can also use those resumes and directly contact the job seekers as per their requirement.



INTEXT QUESTIONS 32B

1. List any three functions of placement agencies.
 - (a) _____
 - (b) _____
 - (c) _____
2. List the criteria on the basis of which one can search the job vacancies through internet.
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____



32.5 APPLYING FOR A JOB

In the earlier sections of this lesson you have learnt the various sources from where you could get the information about the availability of job vacancies, qualification and experience required and details about the employer. Now suppose for a particular post you would like to offer your candidature. What would you do? Obviously you have to prepare an application containing your qualification and experience and other details to justify yourself as the most suitable candidate for that post. This brief account of one's professional or work experience and qualifications is termed as the Bio-data (Biographic Data) or Resume, Curriculum Vitae (CV).

32.5.1 PREPARATION OF A BIO-DATA

Let us learn how to prepare a Bio-data. In most of the cases the employers want to receive the application in their prescribed proforma that makes their job easier in screening the applications. In that case you need not to be worried about preparing your own bio-data in different style to attract the attention of the employer. But in other cases, mostly for jobs in private sectors you should pay special attention to the style, language, presentation as well as contents of your bio-data. Your bio-data should contain factual details. Avoid preparing lengthy bio-data. Briefly present your qualifications, responsibilities, experience and achievements etc.

Your bio-data should have four basic sections. The first being your name and contact details, the second your educational qualifications (academics and technical), then your work history (responsibilities, experience and achievements etc.) and finally details regarding references. The list enclosures may be given at the end of our bio-data. In brief, your bio data should have the following points: -

1. Full Name (in Block Letters)
2. Father's/Husband's Name
3. Date of Birth
4. Residential Address
5. Details of Educational Qualifications
6. Details of Technical or Professional Qualifications, if any
7. Experience
8. Name of References
9. List of Enclosures
10. Signature of Candidate

The above points may be presented in different format and style. Now-a-days the employer wants to scan a bio-data quickly rather than reading page after page about your qualifications



and achievements. Therefore, be brief and clear with just enough details to convey your message. A brief guide to help you to arrange the above-mentioned details in a proper order is as follows.

1. Begin your resume with your name, address, phone number, and email address, generally centered on the page.
2. Describe the type of position you are seeking in a sentence or two under a heading labeled 'Objective'.
3. Now, give your educational details - the name of the school, college, institute, board, percentage of marks secured, year of passing the examinations etc. in summary form.
4. Details of any technical education or skills you have may be mentioned. It may include other information about any such skills or experience like computer skills, additional training, foreign language or any other professional association you may belong to.
5. Work experience with job description and responsibilities handled should be described.
6. Personal details like marital status, date of birth, Father's/Husband's name or family details, hobbies and interest can be given under separate heading as 'Personal Details'.

32.5.2 COVERING LETTER

When applying for a job, the bio-data should be accompanied with an appropriate covering letter. You must be thinking how to write a covering letter. In this section let us learn about different aspect of writing a covering letter.

- (a) **The Opening:** This is where you tell the employers 'who you are', 'why are you writing' and 'how you came to know about the vacancy'! The 'who are you' part is a brief introduction of yourself. Just mention the basic facts about you. In the 'why you are writing' part you mention which position you are applying for. Then be sure to mention how you heard about the organization or the job. You might write "This is with reference to your advertisement in Hindustan Times dated 29 February 2008 regarding the vacancy of a trainee in your sales department".
- (b) **Suitability of Your Candidature:** The objective of this part of the letter is to mention the reason why the employer should see you as a viable candidate. It is best to start with a statement that provides an overview of your qualifications and emphasizing that they match their requirements. A typical sentence may be "As a trained Graduate in Management I offer the following skills and accomplishment".
- (c) **About the Organisation:** In this section of the letter you may tell something positive about the organisation and mention why you would like to be a part of them by working there. You might mention the reputation of the organization, past record, sales records, size, corporate culture, management or anything that they take pride in. Prospective employers like to know that you have chosen them for a reason and they are not just one of hundreds of the companies you are applying to.



- (d) Request for further Action: This is the closing paragraph of the letter. The closing paragraph is about thanking the employer for spending time to read your letter or for considering you as a candidate for a job. It is an important thing to end the letter in a courteous way by taking the initiative to follow up.

Finally check your letter for typographic, misspellings and grammatical errors. Now you are ready for 'complimentary close'. Do not forget to put your signature at the end of your letter.

32.5.3 SOME DO'S AND DON'TS WHEN APPLYING FOR A JOB

So you have just seen that applying for a job means all about having your bio data and covering letter as the best sales documents about you. The following list of do's and don'ts will help you in preparing your application in a better way.

- (a) Follow all the instructions given in the advertisement. If it says send three photographs or three copies of resume, do send as asked! The employer may have his own reasons to ask you to do that.
- (b) Make sure your application is sent and received on time. Many companies do not even acknowledge late applications as they reflect on the poor time management skills of the applicants.
- (c) Do include all documents in one application. Make sure all your documents are in order and tied up properly with your covering letter on top.
- (d) Don't use the same covering letter every time you apply for a job. Write a fresh covering letter every time you apply by making changes appropriate for the vacancy you are applying for. Do not customise it.
- (e) Don't assume that your application has been received. Confirm from the employer or the placement agency if they have received your application. Applications may be misplaced in post even e-mail should be confirmed.
- (f) Don't include written references in your application. Include them only if asked for.
- (g) Try to get all the facts before applying for a job and tailor your application accordingly.
- (h) If your application is not considered then do find out the reason. Learn from it. Knowing your weaknesses will help you to improve while applying second time.



INTEXT QUESTIONS 32C

1. What are the informations one should give in the opening part of the covering letter.

- (a) _____
- (b) _____
- (c) _____



2. Name the different basic sections a bio-data should contain.

- (a) _____
- (b) _____
- (c) _____
- (d) _____

32.6 EMPLOYMENT TESTS

The selection test for employment usually held in the form of written test, physical fitness and interview. Let us learn about these tests in brief.

32.6.1 WRITTEN TEST

Most of the organisations particularly in government sector conduct written test for the selection of candidates. This test may be conducted to test the subject knowledge or general aptitude of the candidates. Descriptive or multiple-choice questions are framed for the written test. To test the general aptitude questions are asked from current affairs, general science, reasoning, arithmetic, languages etc. The job seeker must prepare seriously and make thorough practice for the written test.

32.6.2 PHYSICAL FITNESS TEST

In certain categories of jobs like Defence, Police and Forest services physical fitness of the candidate is essential. So they conduct physical fitness test for selection of right candidate. In almost all cases medical test is also conducted by giving offer for appointment. This test is arranged to know whether the candidate is suffering from any serious disease that might affect the normal functioning of his job.

32.6.3 INTERVIEW

To judge the communication skill, presentation skill, subject command, leadership quality, personality etc. the employers usually arrange for interview. This may be done in the form of group discussion and personal interview. For group discussion, small groups are formed to discuss on any specific topic. During the discussion the employer judge the communication and leadership qualities of the candidate. The employer can observe the candidates' performance sitting in the discussion room or through at close circuit television. This process can also be carried out in teleconferencing mode in which the employer can observe the process sitting at distant places even sitting in a foreign country.

In personal interview the prospective employer and employee interact with each other by using different mode. Here the prospective employer tries to evaluate the candidate from different angles like his/her personality, communication skill, subject command, judgment, honesty, integrity, tolerance, patience, politeness, promptness etc. The personal interview



can be held in the form of:

- (a) Telephonic Interview
- (b) Interview through Teleconference
- (c) Charting through Internet
- (d) Face to face interaction

Face to face interview is the most common form of personal interview in which the candidate is asked to interact with the interview board. The interview board is headed by a chairperson and comprises of senior officers from the same organisation and outside experts. The other forms of personal interview like telephonic interview, interview through teleconferencing and charting through internet are common in corporate sector.

32.7 PERSONAL INTERVIEW

The main purpose of holding personal interview is to assess the suitability of the candidate for a particular post. So it is very important for you to prepare for the interview physically, mentally and psychologically. In this section you shall learn about the different aspect of personal interview that would help in to face the interview board comfortably and confidently. Let us discuss those points by classifying the entire procedure into three different stages – (i) Preparing for the interview; (ii) On the day of the interview; and (iii) During the Interview. Let us learn in detail.

(i) Preparing for the Interview:

At this stage you are advised to do the following:

1. Keep yourself well informed about current affairs, important current national and international problems and issues, and topics of general interest through regular reading of newspapers and listening to radio and watching the discussions on television.
2. Gather information about the organisation, its main activity, background, expansion / takeover plans etc. All these informations can be obtained from the Annual Report of the organisation or from its website.
3. Know the job profile of the post applied for.
4. Refresh your area of specialisation. A revision of your own subject of studies is desirable.
5. List out your strength and weakness.
6. Visit the site of interview, if possible. Prior visit will help to ensure punctuality on the day of interview and also will reduce nervousness.
7. Put all your documents and certificates including the call letter for the interview in a folder.



(ii) On the Day of the Interview

1. Have a good sleep in the previous night and wake up early in the morning.
2. Do your daily chores.
3. Ensure that your appearance is neat and tidy. Use well-pressed clothes, well-polished footwear.
4. Carry your document folder and reach the interview site on time.
5. After reaching the site go to the washroom, comb your hair and watch your appearance.
6. Then wait at the interview place for your turn.
7. During the waiting time you can even ask for the literature of the company and read it.

(iii) During the Interview

Take care of the following points inside the interview chamber.

1. Entry to the interview room is most important. Knock, greet, and close the door while facing the interviewer as gently as possible. Walk in confidently. Do not sit till you are asked to. If the interviewer gives a hand, give him warm, confident and firm handshake. Remember first impression is very important. In your entry you are being observed for your gait, confidence and manners.
2. The body language of the candidate is observed carefully. Sit properly and bend forward slightly to show an attitude of interest and attention. Do not fiddle with anything - pen, paper, spectacles, other items on table like paperweight etc. Fidgeting, twitching, scratching etc. show lack of confidence and concentration.
3. While answering questions the following points need to be observed.
 - Listen, think and then talk.
 - Do not be in hurry to answer. Take your own time.
 - If you have not heard or understood the question, politely ask for a repeat. Do not assume things and give wrong position.
 - If you do not know the answer, tell frankly that you do not know.
 - If you make a mistake, admit it gracefully.
 - Be brief and clear in your reply. No one likes a talkative person.
 - Do not tell a lie. Be honest in your response.
 - Do not get angry and lose your cool even if the questions are insulting or irrelevant. Remember it may be asked to check your patience or attitude.



- Do not interrupt. Maintain eye contact.
- Avoid words like ‘I mean’, ‘Okay’ etc.
- Display enthusiasm, courage and energy while answering the questions. This shows that you are genuinely interested in the job.
- Ask questions if you are asked to ask.
- Be well mannered during the whole interview. Words like ‘Thank you’ ‘I beg your pardon’ ‘yes please’ at appropriate places reflect your manners.
- Be natural. Don’t try to copy anyone.
- At the end of the interview, thank the interviewer politely with smile.
- Your picking up things from the table, getting up and leaving the room is also observed. Do these movements confidently.
- Walk confidently. Open the door while facing the interviewer and close the door after you leave.
- Do not forget to wish the receptionist or secretary before you leave the premises.

Analyze the interview to know what went wrong. Accept your failure and get ready for next interview.

Some typical questions asked at an interview	What do interviewers look for in a candidate?	Some common reasons for rejection at an Interview
<ul style="list-style-type: none"> • Why do you consider yourself suitable for this job? • Tell me something about yourself or your family background. • What are your strength and weaknesses? • Why do you want to join this company? • Why have you chosen this line/field? • What are your goals in life? • What are your hobbies and how do you spend your free time? • What are your salary expectations? 	<ul style="list-style-type: none"> • Personality • Knowledge of the subject/intelligence • Education and experience • Communication Skills • Past achievements • Personal qualities like honesty, integrity, tolerance, patience, politeness, promptness etc. 	<ul style="list-style-type: none"> • Poor physical projection • Lack of courtesy/manners • Lack of sincerity • Dishonesty • Poor communication skills • Disorganized and vague answers • Telling lies • Non punctuality • Lack of knowledge/intelligence • Loud voice • Under/over confident • Poor grooming



INTEXT QUESTIONS 32D

1. Name two terms/phrases a candidate should avoid during an interview.

(a) _____

(b) _____

2. Name three term/phrases one may use during an interview to show his/her good manners.

(a) _____

(b) _____

3. Name the different forms of personal interview

(a) _____

(b) _____

(c) _____

(d) _____



32.8 WHAT YOU HAVE LEARNT

- The various sources of information about job vacancies are (a) Employment Exchanges, (b) Placement Agencies, (c) Newspapers and Magazines, (d) Employment News, (e) Internet, (f) Leaflets, (g) Notice boards of the Offices and Factories, (h) Television and Radio, (i) Mobile Phone, and (j) Friends and Relatives.
- Employment Exchange helps the job seekers in registering and sponsoring their names for various job vacancies. It also undertakes career counselling and vocational guidance to the job seekers. It collects comprehensive 'employment market information' on a quarterly basis for creation of data base for use in effective management of the demand and supply of labour. It conducts area specific specialised study or surveys to have an assessment of skills available and the marketable skills required for encouraging the job seekers for self-employment
- The Placement Agencies bring together the employers and suitable candidates available for a job. They advertise the post, prepare the data bank of job seekers and inform them as per the availability of post. Some placement agencies also perform the screening of applications on behalf of the employers. The Management Consultants perform the placement of executives at middle and top level of management.
- The advertising media also play an important role in informing the job seekers about the job vacancies. The advertising media may consist of print media and electronic media. Print media includes daily Newspapers, Employment News, Journals and Magazines etc. Similarly electronic media mainly includes Internet, Television and Radio.



- While applying for a job one should give more attention to prepare well balanced bio-data. A standard bio-data should have four basic sections – (a) Name and contact details; (b) Educational qualifications (academics and technical); (c) Work history (responsibilities, experience and achievements etc.); and (d) Details regarding references.
- When applying for a job, the bio-data should be accompanied with an appropriate covering letter. This letter contains four parts. The opening part contains the information about candidate, why is he writing and how he came to know about the vacancy. The second part contains the suitability of the candidate for that particular post. The third part highlights the reasons for choosing that organisation to serve there. Finally, the candidate makes a formal request to consider his application and taking suitable action.
- The selection test for employment usually held in the form of written test, physical fitness and interview. The interview may be taken in the form of group discussion and personal interview. The personal interview may be arranged in the form of (a) Telephonic Interview; (b) Interview through Teleconference; (c) Charting through Internet; and (d) Face to face interaction.



32.9 KEY TERMS

Bio-data	Curriculum Vitae	Employment Exchanges
Employment News	Internet	Interview
Management Consultants	Personal Interview	Physical Fitness Test
Placement Agencies	Resume	



32.10 TERMINAL QUESTIONS

Very Short Answer Type Questions

1. Enumerate any four sources of information of vacancies of job.
2. State the role of management consultants in the process of recruitment.
3. What is meant by the term 'resume'?
4. Name any four personal qualities of a job seeker.
5. What are the qualities an interviewer can judge from 'Group discussion'?

Short Answer Type Questions

6. Employment Exchanges are not playing significant role in the process of recruitment. Do you agree with this statement? Give reasons.
7. Explain any two sources that provide information about job vacancies.
8. State the functions performed by placement agencies in the process of recruitment.
9. State any four points one should mention in his/her bio-data.



10. Describe the role of print media in providing information about the vacancies in job position.

Long Answer Type Questions

11. Briefly describe the procedure for getting the name registered in employment exchanges.
12. Explain the role of employment exchanges in India.
13. Describe the role of electronic media in helping the job seekers to get the jobs of their liking.
14. What are the points one should consider while preparing a covering letter for sending bio-data to a company?
15. Describe in brief the interview form of selection test.



32.11 ANSWERS TO INTEXT QUESTIONS

- 32A** 2. (a) Registration and placement of job seekers
(b) Career counselling and vocational guidance
(c) Collection of information about employment market
- 32B** 1. (a) Prepare the data bank of employers and job seekers
(b) Advertise the vacancies
(c) Help the job seekers in preparing their bio-data
2. (a) Category of jobs (b) Post (c) Place of job
(d) Expected salary
- 32C** 1. (a) Brief introduction of the applicant
(b) Purpose of writing the application
(c) Sources of information about the vacancy
2. (a) Name and contact details (b) Educational qualifications
(c) Work history (d) Details regarding references
- 32D** 1. (a) I mean (b) Okay
2. (a) Thank you (b) I beg your pardon (c) Yes please
3. (a) Telephonic Interview (b) Interview through Teleconference
(c) Charting through Internet (d) Face to face interaction



DO AND LEARN

- (1) Visit the nearest Employment Exchange and watch the process of registration of name.
- (2) Familiarize yourself with the important documents to be filled up to get vocational guidance in Employment Exchange.
- (3) Take out one week's newspapers and identify the job vacancies for which you qualify after passing 10+2 examination.



ROLE PLAY

Meena and Reena are two friends. After completing the studies Meena joined in a nationalised bank as an officer and Reena started an export business. Reena did very well in her business at the beginning. But after a period of three years she observed that her business is not yielding good result and finally decided to wind up the business. Both the friends met each other after a gap of five years. They started interacting.

Meena: Hi! Reena. What are you doing now?

Reena: Nothing. I am trying get into some job. But I am not successful till now.

Meena: What is the problem?

Reena: I don't know. I am doing very well in the written test. But during the personal interview I failed each time.

Meena: Okay, my friend. Don't worry. I will give some tips. Definitely you will be successful next time.

Both the friends started discussing the various points to be considered while preparing for the personal interview.

Assume the role of Meena and ask your friend to play as Reena and continue the conversation.

Chapter at a Glance

- 32.1 Sources of Information about Job Vacancies
- 32.2 Role of Employment Exchanges
 - 32.2.1 Procedure of Registration
 - 32.2.2 Kinds of Jobs Available through Employment Exchanges
- 32.3 Role of Placement Agencies
- 32.4 Role of Advertising Media
 - 32.4.1 Print Media
 - 32.4.2 Electronic Media
- 32.5 Applying for a Job
 - 32.5.1 Preparation of a Bio-data
 - 32.5.2 Covering Letter
 - 32.5.3 Some do's and don'ts when applying for a Job
- 32.6 Employment Tests
 - 32.6.1 Written Test
 - 32.6.2 Physical Fitness Test
 - 32.6.3 Interview
- 32.7 Personal Interview