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## **PHOTOGRAPHY**

Photography today has acquired great commercial value and has become a source of earning and comfortable living. The reason for this is simple, its growing demand. As we all know, photographs are used on admission forms, application for issue of a passport and numerous other official documents. No marriage function or a party is considered complete without a photographer. We see newspapers in the morning, carrying photographs of persons and places to make the news catchy and captivating. All Govt. functions have photographers to record various activities. We see trade advertisements displayed by many commercial and industrial organisations which carry photographs of machines, equipments and other specialities with which the organisation may be dealing. A photographer has thus become an indispensable part of economic and human activity. It is now a profession with great commercial value and a good source of income.

Photography, once upon a time was exclusively a man's profession. But now there are a fair number of well known women photographers although very few have reached the top in this field. Women still have a little more difficulty than men gaining entry, especially to press photography.

### **TYPES OF PHOTOGRAPHY:-**

There are several areas in which photographers may specialise, the most common specialities being (1) portrait work (2) commercial photography (3) industrial photography (4) press photography (5) aerial photography (6) educational photography (7) free lancing work etc.

### **PERSONAL ATTRIBUTES:**

- If one wants to become a successful photographer, he should possess
- (1) manual dexterity and some artistic ability.
  - (2) He should have an eye for form and line.
  - (3) an appreciation of light and shadow.
  - (4) He must be able to use imagination.

If one aspires to become a press photographer, he should possess good health and stamina since he has to work for long hours, work in emergencies, work in all kinds of weather and possibly under many varieties of hardships. A press photographer may have to travel often to distant places.

### **COURSES/TRAINING:-**

Quite a large number of institutions are now offering courses in Photography. These include a number of Government recognised institutions providing diploma courses/training in photography. The courses vary from six months to three years duration in the different institutions. Some of these institutions are :-

<b>COURSE</b>	<b>INSTITUTIONS</b>	<b>REQUIREMENTS</b>	<b>DURATION</b>
Certificate Course	University of Allhabad, Allhabad-211002	No specific academic requirement	1 year
Diploma Course hwavidyalaya,	Bhopal Vis -do- Hoshangabad Road, Bhopal-26	-do-	-do-
-Do- Diploma course (Motion picture Photography)	University of Gorakhpur Film & Television Institute, Law college Road, Pune-411004	-do- -do-	-do- 3 years
Diploma course.	Sri Venkateshwara University, Tirupati,, District-Chitter 517502.Andhra Pradesh.	-do-	1 years
Diploma Course.	Ravi Shankar University, Raipur, Chhatisgarh.	-do-	1 years
-Do-	Academy of Photography, Calcutta.	-do-	-do-
-Do-	National Institute of Design.	-do-	-do-

Most of the metropolitan cities have several Institutes for imparting training in photography. Also art colleges of most universities in the country offer specialization in photography in the Bachelor in Fine Arts courses. Polytechnics also offer courses on photography after +2 or equivalent level of education.

#### **JOB OPPORTUNITIES/PROSPECTS:-**

Photographers have several options, such as freelancing, working in studios, being attached to advertising agencies, Government organisations, research institutes, industries, fashion houses and other specialist organisations such as newspapers, magazines, news bureaus, news agencies, publicity departments and tourism development corporations. The Govt. employs photographers on a regular pay scale to do general photography documentation, for covering day to day events and functions and for making photo features and captioning. If one sets up a studio, he can be sure of safe and comfortable earning.

*N.B.: Given dates are subjects to change.*

## **M O D E L L I N G**

Modelling is a glamorous profession. The past few years have seen an upsurge of interest in modelling as a serious career option. In India until recently it was considered at best a part time occupation for students to earn a little pocket-money and for beauty queens and aspiring actresses waiting for a break in films. This perception has only lately begun to change. Models like Namrata Sirodkar, Madhu Sapre, Sushmita Sen, Aishwarya Rai, Manpreet Brar, Priyanka Chopra, Diya Mirza and Lara Dutt have placed India firmly on the international modelling map. The recent hike in advertising budgets of major companies by an unprecedented 30 to 50 percent has also given a tremendous boost to this glamorous career.

While this career was once open only to women, men have now begun to make an impact. Opportunities are still somewhat loaded in favour of female models but show promise of opening up for men. Men's fashions have become big business. Some advertisers prefer to show pairs - a man and a woman to appeal both sexes.

### **TYPES OF MODELLING:-**

#### **(1) RAMP MODELLING:-**

Ramp modelling means doing the catwalk at a fashion show to display designer collections. Naturally all aspirants need above average height coupled with a proportionate body, poise, grace and the right attitude. Self-assurance, spontaneity, presence of mind and the ability to vibe with the audience are needed. These models should be efficient enough to change dresses and accessories with minimum fuss and time. A graceful, coordinated rhythmic walk is a very basic requirement for models on the catwalk.

Male models vying for ramp modeling assignments should ideally be six feet and above in height and female models at least five feet six inches and above.

#### **(2) ADVERTISEMENT CAMPAIGNS:**

Both electronic and print media require a photogenic face and the ability to emote in front of the camera. Print media involves posing for still photographs used in press advertisements, folders, brochures, calendars etc. The electronic media includes commercials for television, video, films, radio, internet etc.

The age requirement varies according to the content of Ad campaigns. Household products and welfare schemes for instance, generally concentrate on the family unit. Hence models of all age groups may feature in such ad campaigns.

#### **(3)THE SHOW ROOM:**

Export house garment manufacturer or large clothing retailer are the place where models work as mannequins wearing finished designs to display their cut, drape and workmanship to buyers.

### **GENERAL REQUIREMENTS :**

- Model should have
1. above average height- Males should be above six feet & Females at least 5 feet six inches tall.
  2. have a photogenic face, perfect skin, hair and teeth, good health and stamina.
  3. must be hard working, self confident and energetic.

### **CAREER PROSPECTS:-**

Successful models find constant work in product advertising, in fashion shows for designers, export houses, clothing manufacturers and textile companies, showroom and garment fairs with export houses and garment manufacturers. Model also work on a free lance or contract basis.

### **REMUNERATION:-**

Professional modelling is a lucrative career. Earnings are high though dependent on the volume and frequency of assignments as on a individual's popularity ratings. An Established model can earn on an average Rs. 20,000 to 30,000 a month.

### **LENGTH OF CAREER & DIVERSIFICATION :-**

If models are watchful of their diet exercise sleep and grooming, they can hope for a long innings of as many as 10 years. After a successful career models can divert their expertise, to model coordination or set up modelling agencies. Another popular option is to carve a niche in the world of the small screen. Today we are discovering a new role for models on TV- as anchor persons on show biz programmes, talk shows, as comperes and even as actors or actresses.

### **COURSE/TRAINING & FEES:-**

Looking at the high visibility of this career, wide ranging opportunities and emerging popularity, many modeling schools have come all over the country especially in Delhi and Bombay mainly by ex-models. Modeling schools charge fees ranging upward of Rs .5000 per programme including guidance on make-up, hair-styling, dressing, grooming, tips on the right diet and exercise regimen. Some schools also supplement the programme with personality development tips and guide aspirants on how to approach advertising agencies.

Before stepping into the highly unpredictable and glamorous world, one should study oneself objectively and then take the plunge. No school can create what isn't there. They can at best, hone or develop inherent qualities and attitudes. 'Gladrags' promotes modelling models in India and abroad through competitions.

## **MODELLING SCHOOLS & AGENCIES :**

Some of the leading modelling schools and agencies in India are :

- **Face-1** : Headed by super model Mehr Jessia, 797, Jesia Building, Jam-e-Jamshedji Rd., Parsi Colony, Dadar, Mumbai-400014, Tel-4149968/4126878.
- **TSG Worldwide Model & Promotion Agency** : Orient House, 4<sup>th</sup> Floor, Adi Marzban Path, Mumbai-400038, Tel-2616732,2615029.
- **The Tina Factor**: C-31, 1<sup>st</sup> Floor, Defence Colony, New Delhi – 110029, Tel.4690213.
- **Catwalk** : K-40, Hauz Khas, Enclave, New Delhi.
- **The Ramp** : A-22, Gulmohar Park, New Delhi-110049.
- **Glitz** : F-100, Lajpat Nagar-II, New Delhi-110029, Tel-6830921.
- **Aditi Modelling Service** : 324, Upper Palace, Orchard, Bangalaoe-560080, Tel-3342518.
- **Passion** : EC 191, Sector-1, Salt Lake, Calcutta, Tel-3593502/3346319.

For latest information one can log on to one of the web-sites named **[www.fashionindia.net](http://www.fashionindia.net)**, devoted to modelling. Contact email – **[models@fashionindia.net](mailto:models@fashionindia.net)**

### **ELIGIBILITY FOR ADMISSION:**

No special qualifications are required for entry. Those joining as models need to be young, ready to start between the ages of 16 to 18. It is not necessary to be extremely beautiful but should be photogenic. Modelling is a promising career.

# **FASHION DESIGN**

The clothing industry occupies an important place in a country's economy. The changing styles of clothes has given impetus and upsurge to the Indian textile and fashion industry. The fashion industry though only recently established as a high growth sector in India, its multicore annual turnover promises many employment openings.

## **WORKS OF A FASHION DESIGNERS :**

Fashion designers create designs for almost anything which is a part of the garment for men, women and children. Designers create garments and accessories so as to make them functional as well as attractive. The main considerations being the needs of the clients, which obviously are influenced by trends, market-predictions and the climate. The designer needs to keep a close watch on size, fitting, style, colour, texture and material as well as designs outer and inner garments and accessories to go with it. The process begins with sketching the original idea on paper and thus giving it the final shape.

Much time of the designer is spent in exploration and research. Knowledge about fabric, weave, draping qualities, material colour and design and the changing trends are also important.

## **PERSONAL ATTRIBUTES :**

Self confidence, ambition, an eye for detail flair for anticipating new trends, visual imagination, colour sense, a photographic memory, ability for working in groups, are the qualities required of a fashion designer.

## **FASHION DESIGNER PREPARING:**

Begin with drawing and sketching even early at school. Sketch people around you, people with different types and colours of clothing. Draw fashionable looking figures and learn to develop your instinct for putting your ideas down on paper.

Fashion relates to trends, use your imagination to learn about fashion, read all you can get on it – the history and the story of its evolution, the work of famous designers and their distinctive styles. Read fashion magazines such as Gladrags, Femina, Society, Elle etc. you can lay your hands on and study the prevalent trends in design.

## **TRAINING/COURSES/ELIGIBILITY/INSTITUTES :**

Training in various aspects of the fashion industry is imparted at institutions around the country. Eligibility for admission and course work varies with the institution and areas of specialisation. Some of them are :



**FASHION DESIGN COURSES**

<b>INSTITUTIONS</b>	<b>COURSE</b>	<b>ELIGIBILITY</b>	<b>DURATION</b>
National Institute of Fashion Technology, Haus Khas, New Delhi (N.I.F.T)	Diploma - Fashion Design.	10+2 with 50% 10+2+3 with 50% Highly selective entrance test held in Jan/Feb for which application forms are available in November. Admission test(C.E.T) held at Bombay, Madras & Calcutta.	3 years.
-do-	Diploma-Post-Graduate-Garment Manufacturing Technology (GMT)	B.E.(Mech./Textiles)or B.Sc. with Maths or B.Sc.(Maths) with 50% aggregate. Highly selective entrance test held in Jan/Feb for which application forms are available in November. Admission Test(C.E.T) held at Bombay, Madras & Calcutta.	2 years.
National Institute of Design, Ahmedabad.	Diploma Course in Apparel.	10+2 ; Entrance Test	4 years.
Sophia Polytechnic, Breach Candy, Bombay.	Diploma in Fashion & Dress Designing.	S.S.C. or equivalent	2 years
South Delhi Polytechnic, South Extn. Part-1, New Delhi.	Diploma in Fashion Designing.	10+2	2 years.
Pearl Fashion Academy Okhla, Delhi	Diploma/Certificate in Fashion Designing.	Graduation	1 year.
International Polytechnic, N.D.S.E. Part-1, New Delhi.	-do-	10+2	2 years.
Women's Polytechnic, Maharani Bagh, New Delhi	-do-	10+2	2 years.
International Institute of Fashion Technology, N-14, South Extn.-1, New Delhi.	Diploma in a) Garments Production Technology b) Fashion Designing c) Apparel Merchandising	10+2/Graduation	1 year.
Lady Irwin College, Sikander Road, New Delhi	Professional Diploma Course in Textile & Fashion Designing.	Work Experience or Diploma Holder.	1 year.

**JOB OPPORTUNITIES :**

Fashion designers find employment with textile manufactures, garment export houses, garment manufacturers and fashion show organizers and Trade fair authorities. Jobs in the fashion industry are usually extremely well paid. Salaries varies between Rs.5000 to Rs.20,000 per month and could be even more depending upon the size of the organisation.

*N.B.: Given dates are subjects to change.*

## **CAREER OPPORTUNITIES IN OIL & NATURAL GAS COMMISSION**

Oil & Natural Gas Corporation Limited (ONGC), Republic of India's number one corporate with significant contribution to industrial and economic growth of the country, is a leading National Oil Company of India engaged mainly in exploration, development and production of crude oil, natural gas and some value added products. Born over four decades ago in 1956 in a modest corporate house "Tel Bhawan" within serene Himalayan setting at Dehradun - with strategic national objective to explore and exploit hydrocarbon resources of the country,

ONGC today, is endeavouring to become a world class oil and gas company in pursuit of Exploration & Production business in the domestic and international arena and related opportunity specific energy businesses. Their principle business is Petroleum. At home, they explore and produce oil & natural gas from acreages both onland and offshore in diverse logistic conditions, from rugged mountains to deserts and deep oceans. They have the requisite experience to explore and produce from Clastic, Carbonate and Fractured basement reservoirs from depths as deep as 5000 meters.

ONGC is India's largest producers of Crude Oil, Natural Gas and LPG. They also produce other value added petroleum products such as NGL, C2-C3, Aromatic Rich Naptha and Kerosene.

Over 18,000 experienced and technically competent executives mostly scientists and engineers from distinguished Universities/ Institutions of India and abroad form the core of our manpower. They include geologists, geophysicists, geochemists, drilling engineers, reservoir engineers, petroleum engineers, production engineers, Engineering & Technical service providers, financial and human resource experts, IT professionals and so on.

### **CAREER**

If you are looking for a company, with a noble mission. Where technology counts. Where people matter & each individual makes a difference in the working environment. Where the company reciprocates. ONGC is the place to be at.

Oil and Natural Gas Corporation Limited is a company with a global vision and noble mission. Having a strong manpower force of over 41,000 dedicated to the common cause of technological innovation and process of reinventing themselves, it can boast of having experts in all aspects relevant to the entire gamut of E&P business and even those within its pale.

Apart from an excellent atmosphere for growth, the company offers a package of remuneration that compares with the best in the Indian industry. It includes basic pay and dearness allowance, contributory provident fund, conveyance maintenance reimbursement, leave fare assistance/encashment, holiday home facility, medical facilities for self and dependent, gratuity, self contributory post-retirement scheme, composite social security scheme and soft loans etc.

ONGC has various employment opportunities at lower, middle and senior executive levels in a large number of disciplines for which candidates from the following streams can apply:

EXECUTIVE LEVEL	PRESENT SCALE OF PAY(Rs.) *	APPROXIMATE ANNUAL EMOLUMENTS
EXECUTIVE LEVEL – ONE (e.g. Assistant Executive Engineer / P&A Officer / Geologist / Geophysicist etc.)	12,000-17,500/-	2,50,000
EXECUTIVE LEVEL-FOUR	17,500-	3,75,000

(e.g. Superintending Engineer/Manager/ Suptdg. Geologist/ Suptdg. Geophysicist etc.  
**EXECUTIVE LEVEL –SEVEN** 20,500-  
(e.g. General Manager) 26,500

4,50,000

**METHOD OF RECRUITMENT**

ONGC advertises the vacancies in the newspapers and displays the same on line. Only the applications specific to the advertisements are entertained which are received during the time limit stipulated in the vacancy notification/advertisement. Individual's applications which are without reference to specific vacancy notification are neither entertained nor replied.

**QUALIFICATION**

Sl No	Posts	Required Qualification	Minimum passing %age of marks required	
			Gen./OBC	SC/ST
01	AEE (Drilling)	Graduate degree in Mechanical / Petroleum Engineering.	65	60
02	AEE (Electrical)	Graduate degree in Electrical Engineering. Should have Certificate of competency as electrical supervisor.	65	60
03	AEE (Electronics)	Graduate degree in Electronics / Telecom Engineering Or Post Graduate Degree in Physics with Electronics.	65	60
04	AEE (Instrumentation)	Graduate degree in Instrumentation Engineering.	65	60
05	AEE (Mechanical)	Graduate degree in Mechanical Engineering.	65	60
06	AEE (Production)	Graduate degree in Chemical / Petroleum/ Mech. Engineering.	65	60
07	AEE (Reservoir)	Graduate degree in Chemical / Petroleum Engineering OR Post Graduate degree in Chemistry / Geophysics / Geology / Mathematics / Physics. Must have Mathematics / Physics at B.Sc. level.	65	60
08	Geologist	Post Graduate Degree in Geology.	65	60
09	Geophysicist (Surface)	Post Graduate Degree in Geophysics or Physics with Electronics.	65	60
10	Programmer	Graduate Degree in Computer Engineering / Post Graduate in Computer Applications (MCA)/Computer Science or 'B' level Diploma as defined by Deptt. Of Electronics, Govt. of India	65	60
11	Personnel & Admn. Officer	MBA with specialisation in Personnel Management / HRD / HRM or Post Graduate Degree in PM/IR/Labour Welfare.	65	60
12	Finance & Accounts Officer	Graduate Degree with ICWA / CA or MBA with specialisation in Finance.	65 (MBA) / PASS (CA/ICWA)	60 (MBA) / PASS (CA/ICWA)
13	Material Management Officer	Graduate degree in Mechanical / Electrical / Instrumentation / Electronics & Telecom / Petroleum / Chemical / Computer Engineering Or MBA with specialization in Materials Management / Inventory control.	65	60
14	Industrial Relations Officer	Post Graduate Degree in Social Welfare / Labour Welfare / Industrial Relations.	65	60

Candidates who are studying in Final Year of qualifying degree can also apply for the Posts. However, the candidate must possess the requisite qualification with prescribed percentage of marks on or before the date of Interview from a university / institute recognised by the Government of India. The prescribed qualification are minimum and mere possession of the same does not entitle candidates to be called for written test / interview.

Age Limit: Gen.Category-30 years,OBC-33 years, SC/ST- 35 years

## SELECTION PROCESS

- a. Eligible candidates will be required to appear for written test (Objective Type).
- b. The written test will consist of two papers namely
  - i. General Knowledge
  - ii. Subject / Specialization concerned.
- c. The final selection will be made from amongst the candidates who qualify in the written test, shortlisted on merit basis and are called for personal interview, as per the criteria laid down by the Management. The written test is likely to be held towards the end of August, 2000. The exact date of the test shall be communicated to the candidates through admit cards.

## HOW TO APPLY

- a. Candidates are to apply only in prescribed application forms. Application forms along with instructions are available from the following branches of State Bank of India for an amount of Rs.100/- for General & OBC candidates and Rs.20/- for SC/ST candidates.  
**BRANCHES OF SBI** :Agartala, Agra, Ahmedabad, Ajmer, Aligarh, Allahabad, Bangalore, Bareilly, Bhagalpur, Bilai, Bhopal, **Bhubaneshwar**, Bilaspur(MP), Bokaro, Calcutta(Ballyganj), Calcutta(Strand Road), Chandigarh(Sec.-17), Chennai, Chennai(Adyar), Coimbatore, Dehradun (Tel Bhavan), Delhi(Chandini Chowk), Delhi(Parliament Street), Dharwar, Dibrugarh, Durgapur, Faridabad, Gaya, Ghaziabad, Gorakhpur, Guwahati, Gwalior, Hardwar, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamshedpur, Jhansi, Jodhpur, Kanpur, Kharagpur, Kota, Lucknow, Meerut(Cantt.), Mumbai(Dadar), Mumbai(Samachar Marg), Muzaffarpur, Nagpur, Nanital, New Delhi (Ring Rd., Lajpat Nagar), Patna, Pune, Rajahmundry, Ranchi, Roorkee (Univ. Branch), **Rourkela**, Saharanpur, Secunderabad, Shimla, Sholapur, Srinagar(Garhwal), Thiruvananthapuram, Udaipur, Vadodara, Varanasi, Vijayawada & Vishakhapatnam.
- b. Candidates in employment of public sector undertakings/Govt. Service will be required to produce NOC at the time of interview, failing which their candidature will not be entertained.
- c. Applications complete in all respects should reach the Manager (P&A) – Rectt., Directorate of Personnel, Oil and Natural Gas Corporation Limited, Tel Bhavan, Dehradun – 248003 . In case any Gen./OBC candidate fills a form meant for SC / ST Categories (costing Rs.20/-) his application form will get automatically rejected.

## GENERAL INSTRUCTIONS

- a. The applicant should be a citizen of India.
- b. Eligible SC/ST candidates called for written test will be reimbursed second class train / bus fare by shortest route, on production of train ticket number / bus ticket. The fare will be restricted to the nearest test centre from the address of the candidate.

*N.B.: Given dates are subjects to change.*

## **CAREER AS TYPIST/STENOGRAPHERS**

A neatly typed document carries better impression than a hand written one. Hence the need of a Steno/Typist. In almost all official matters e.g. correspondence, notes, drafts etc. need to be typed. A stenographer records dictation and transforms it to typed form. Typist types letters, documents and may prepare stencils for wide circulation.

**TYPIST** : Typists are recruited for Orissa Secretariate, Heads of Departments & District level Offices.

### **Job Description :**

- I) Types manuscripts, reports, statements, prepares Statistical tables using type writer.
- II) Compares typed matter with manuscripts and corrects wherever necessary.
- III) Prepares stencil on the type writer for use in duplicating machine.

### **Orissa Secretariate :**

Qualification Required	:	H.S.C. or above with English Type writing 40 wpm in English and 20 wpm in Oriya.
Scale of Pay	:	Rs. 3050/- plus usual D.A. and H.R.A.
Age	:	18-32 years relaxable as per rules.
Recruitment made by	:	Staff Selection Commission.
Test	:	Language Test (English/Oriya), Type Test 40 w.p.m in English and 20 w.p.m. in Oriya.
Promotional prospect	:	Sr. Typist, Superintendent.

### **Heads of Department :**

Qualification Required	:	H.S.C. or above with English Type writing 40 wpm in English and 20 wpm in Oriya.
Scale of Pay	:	Rs.3050/- plus usual D.A. and H.R.A.
Recruitment made by	:	Staff Selection Commission.
Test	:	Language Test (English/Oriya). Type Test 40 wpm In English and 20 wpm. in Oriya.
Promotional Prospect	:	Sr. Typist, Superintendent.

### **District level Offices :**

Qualification Required	:	H.S.C. or above with English Type writing 40 wpm in English and 20 wpm in Oriya.
Scale of Pay	:	Rs.3050/- plus usual D.A. and H.R.A.
Recruitment made by	:	Collector and District Magistrate.
Test	:	Language Test (English/Oriya). Type Test 40 wpm in English and 20 wpm. in Oriya.
Promotional Prospect	:	Sr. Typist, Head Typist.

**STENOGRAPHER** : Stenographer are recruited for Orissa Secretariate, Heads of Departments, District level Offices and Judicial Courts.

**Job Description :**

- I) Types manuscripts, reports, statements, Prepares Statistical tables using type writer.
- II) Compares typed matter with manuscripts and corrects wherever necessary.
- III) Prepares stencil on the type writer for use in duplicating machine.

**Orissa Secretariate :**

Qualification Required	:	Graduate with knowledge of Stenography : 80 wpm in English and 40 wpm in Typing (English). Oriya Stenography : 80 wpm and 20 wpm in typing (Oriya).
Scale of Pay	:	Rs. 4000/- 6000/- plus usual D.A. and H.R.A.
Age	:	18 to 32 years relaxable as per rules.
Recruitment made by	:	Orissa Staff Selection Commission.
Test	:	Language test (English/Oriya) Speed test 80 w.p.m. in dictation and 40 w.p.m. in English Type test. Speed test of 80 w.p.m. in Oriya dictation and 20 w.p.m. in Oriya Type Test.
Promotional Prospect	:	Personal Asst., Private Secretary.

**Heads of Department :**

Qualification Required	:	Matric with knowledge of Stenography : 80 wpm in English and 40 wpm in Typing (English). Oriya Stenography : 80 wpm and 20 wpm in Typing (Oriya).
Scale of Pay	:	Rs. 4000/- 6000/- plus usual D.A. and H.R.A.
Age	:	18 to 32 years relaxable as per rules.
Recruitment made by	:	Orissa Staff Selection Commission.
Test	:	Language test (English/Oriya) Speed test 80 w.p.m. in dictation and 40 w.p.m. in English Type test. Speed test of 80 w.p.m. in Oriya dictation and 20 w.p.m. in Oriya Type Test.
Promotional Prospect	:	Personal Assistant.

**District level Offices :**

Qualification Required	:	Matric with knowledge of Stenography : 80 wpm in English and 40 wpm in Typing (English). Oriya Stenography : 80 wpm and 20 wpm in Typing (Oriya).
Scale of Pay	:	Rs. 4000/- 6000/- plus usual D.A. and H.R.A.
Age	:	18 to 32 years relaxable as per rules.
Recruitment made by	:	Collector and District Magistrate.
Test	:	Language test (English/Oriya) Speed test 80 w.p.m. in dictation and 40 w.p.m. in English Type test. Speed test of 80 w.p.m. in Oriya dictation and 20 w.p.m. in Oriya Type Test.
Promotional Prospect	:	Personal Assistant.

**Judicial Courts :**

Qualification Required	:	Matric with knowledge of Stenography : 80 wpm in English and 40 wpm in Typing (English). Oriya Stenography : 80 wpm and 20 wpm in Typing (Oriya).
Scale of Pay	:	Rs. 4000/- 6000/- plus usual D.A. and H.R.A.
Age	:	18 to 32 years relaxable as per rules.
Recruitment made by	:	Judicial Courts.
Test	:	Language test (English/Oriya) Speed test 80 w.p.m. in dictation and 40 w.p.m. in English Type test. Speed test of 80 w.p.m. in Oriya dictation and 20 w.p.m. in Oriya Type Test.
Promotional Prospect	:	Personal Assistant.

*N.B.: Given dates are subjects to change.*

## **CAREER AS ASSISTANT**

For smooth functioning of an office the role of office assistants are vital. An efficient assistant can handle official jobs systematically thereby facilitating easy functioning and easy coordination among different branches of an office . Starting from preparation of brief notes to management of day to day office

business, an assistant assists the superiors in official dealings. As assistant one may work at District level, at Heads of Departments or at State Secretariate.

### **SECRETARIATE ASSISTANT :**

Qualification Required	:	Graduation in any discipline.
Scale of Pay	:	3050/- 4590/- plus usual D.A. & H.R.A.
Age	:	18-32 years relaxable as per rules.
Recruitment made by	:	Orissa Public Service Commission, Cuttack. As per the recent decision of the Govt. the Orissa Staff Selection Commission will be the recruiting agency hence forward.
Test	:	The written examination consists of three papers Language Test( English and Oriya), Arithmetic and General Knowledge and Viva.
Promotional Prospect	:	Sr. Assistant/Section Officer/Under Secretary/Deputy Secretary Addl. Secretary/OAS/OFS/Sub-Registrar.
Job Description	:	<ol style="list-style-type: none"><li>1. Prepares notes and drafts.</li><li>2. Summarises the precedents, references, rules and reports statements.</li><li>3. Studies letters and attends correspondences.</li><li>4. Assists the superiors in disposing the replies.</li><li>5. Makes entries in the register regarding nature and number of papers received by him for disposal.</li><li>6. Prepares brief notes/rules.</li><li>7. Prepare brief notes and drafts in the light of the existing orders and puts them for considerations.</li><li>8. Keeps watch on files.</li></ol>

### **HEADS OF THE DEPARTMENT ASSISTANT :**

Qualification Required	:	Intermediate in any discipline.
Scale of Pay	:	3050/- - 4590/- plus usual D.A. and H.R.A.
Age	:	18 to 32 years relaxable as per rules.
Recruitment made by	:	Orissa Staff Selection Commission.
Test	:	The written examination consists of three papers Language Test( English and Oriya), Arithmetic and General Knowledge and Viva.
Promotional Prospect	:	Sr. Assistant, Section Officer, O.A.S., Establishment Officer.
Job Description	:	Same as the Secretariate Assistant.

### **DISTRICT LEVEL ASSISTANT (JUNIOR CLERK) :**

Qualification Required	:	H.S.C. or above.
Scale of Pay	:	3050/- - 4590/- plus usual D.A. and H.R.A.
Age	:	18 to 32 years relaxable as per rules.
Recruitment made by	:	District Collectors.
Test	:	The written examination consists of three papers Language Test( English and Oriya), Arithmetic



Promotional Prospect : and General Knowledge and Viva.  
Sr. Clerk, Head Clerk, Executive.  
Job Descriptions : Same as the Secretariate Assistant.

*At District level for the recruitment of Junior Clerk skill of type writing with 40 w.p.m. in English may be required.*

*N.B.: Given dates are subjects to change.*

## JOBS IN FORESTRY

Forests contribute significantly to the economic development of a nation. In this era of environment consciousness, forests need to be protected, maintained and developed. Hence there is need for trained personnel who looks after the job. A career in forestry is both adventurous and challenging.

### **FOREST RANGER :**

Qualification required : Science Graduate/B.Sc.(Ag.)  
Scale of Pay : 5000/- plus allowances  
Age : 18 to 32 years relaxable as per rules.  
Recruitment made by : Principal Chief Conservator of Forest, through Staff Selection Commission.  
Test(subjects and topics covered): Physical, Written, Viva.

<u>Physical</u>	<u>Gen/SC</u>	<u>ST</u>	<u>Women</u>
Height	168 cm.	158 cm.	153 cm.
Chest	81-86	81-86	-
Walking	25 km/4 hrs.	25 km/4 hrs.	16 km/4 hrs.
Cycling	1.6 km/5 mints.	1.6 km/5 mints.	1.6 km/10mints.

Promotional Prospect : Asst. Conservator of Forest, Divisional Forest Officer,  
Orissa Forest Service, Indian Forest Service  
Perks : Free accommodation, Free dress.  
Job Descriptions : 1. Supervises the duties of Forester and Forest Guards.  
2. Arranges marking and felling of trees within the range  
3. Maintains the record of timber for sale.  
4. Issues transit and pass permits.  
5. Detects, prevents and supervises fire fighting operations in the forest.  
6. Protects forest from theft and poaching.  
7. Develop nurseries and raises plantations.

### **FORESTER :**

Qualification Required : Intermediate in science.  
Scale of Pay : 3200/- - 4900/-  
Age : 18 to 32 years relaxable as per rules.  
Recruitment made by : Divisional Forest Officer of the District/Division.  
Test : Physical, Written, Viva.

<u>Physical</u>	<u>Gen/SC</u>	<u>ST</u>	<u>Women</u>
Height	168 cm.	158 cm.	153 cm.
Chest	81-86	81-86	-
Walking	25 km/4 hrs.	25 km/4 hrs.	16 km/4 hrs.
Cycling	1.6 km/5 mints.	1.6 km/5 mints.	1.6 km/10mints.

Promotional Prospect : Rangers, D.F.O.  
Perks : Free accommodation, free dress

Job Description : 1. Supervises the duties of the Forest Guards.  
2. Patrols for marking and felling trees within his belt.  
3. Maintains the record of the timber for sale.  
4. Enquires for prepared reports about the occurrence of theft and poaching.  
5. Estimates quality and volume of the wood available in the section.  
6. Assists in the fire fighting operation.  
7. Supervises the work of the Mazdoors.  
8. Develops nurseries and raises plantations.

**FOREST GUARD :**

Qualification Required : Matriculation  
Scale of Pay : 2650/- plus.  
Age : 18 to 32 years relaxable as per rules.  
Recruitment made by : Divisional Forest Officer.  
Test. : Physical, Written, Viva.

<u>Physical</u>	<u>Gen/SC</u>	<u>ST</u>	<u>Women</u>
Height	168 cm.	158 cm.	153 cm.
Chest	81-86	81-86	Nil
Walking	25 km/4 hrs.	25 km/4 hrs.	16 km/4 hrs.
Cycling	1.6 km/5 mints.	1.6 km/5 mints.	1.6 km/10mints.

Promotional Prospect : Forester, Ranger  
Perks : Free accommodation, free dress.  
Job Descriptions : 1. Patrols in the allotted belt for preservation of trees.  
2. Detects fire and eliminates fire hazards.  
3. Checks theft in the forest.  
4. Maintains forest roads.  
5. Assists the Forester and Rangers in developing nurseries.  
6. Raises plantations.

*N.B.: Given dates are subjects to change.*

## CAREER IN HOME SCIENCE

Home Science is both science and an art related to modern house-keeping. Home Science has been defined as a field of study built upon many disciplines for the purpose of achieving and maintaining the welfare and well being of home and family life in an ever changing society. The subjects that come under the study of Home Science include Chemistry, Physics, Physiology, Biology, Hygiene, Economics, Rural Development, Child Development, Sociology and family relations, community living art, food, nutrition, clothing and textiles and home management.

### COURSES :

Home Science is an approved subject at the +2 level by many State Boards as well as the Central Board of Secondary Education (CBSE.) While the curriculum at the +2 stage barely introduces the student to the study of home science, it is only at the graduate level that the curriculum becomes extensive. At the post graduate level there are separate courses in various branches of home science which include food, nutrition and dietetics, rural community extension, child development, family relation, textiles and clothing, home management, home science education and extension.

### COURSE DURATION :

Bachelor's Degree	-	3 years.
Post Graduate Degree	-	2 years.

### INSTITUTIONS :

The bachelor degree and post graduate level courses in Home Science is offered by around 100 colleges affiliated to various Universities in the country, departments and faculties of the Universities and the Agricultural Universities. In Orissa, the Home Science courses are available in the following Institutions :

UNIVERSITY	COURSE	EDUCATIONAL REQUIREMENTS.
Utkal University, Bhubaneswar.	B.A. (Home Science)	10+2
Sambalpur University, Sambalpur.	-do-	10+2
Berhampur University, Berhampur, Ganjam.	-do-	10+2
Orissa University of Agriculture & Technology, Bhubaneswar.	B.Sc (Home Science)	10+2 with Physics, Chemistry, Biology, Mathematics.
POST GRADUATE COURSES		
Utkal University, Bhubaneswar.	M.A. (Home Science)	B.A. in Home Science.
Sambalpur University, Sambalpur.	-do-	-do-
Sambalpur University, Sambalpur.	M.Sc.(Home Science)	B.Sc. (Home Science).
Berhampur University, Berhampur, Ganjam.	M.A. ( Home Science)	B.A. degree.

**EMPLOYMENT AVENUES :**

People qualified in Home Science have options to enter production jobs such as dress making, food preservation, specialized cooking, technical jobs such as Research Assistants, Food Analysis, Food Scientist etc. They can also take up teaching jobs. B.Sc. Home Science is a recognized qualification for a pre-primary and primary school teacher. Home Science post graduates also take up teaching assignments in Senior Secondary Schools and Home Science Colleges.



## **HOMEOPATHY & AYURVEDIC MEDICINE**

### **HOMEOPATHIC MEDICINE**

Homeopathy is totally a different concept of medical treatment. It commands its own share of loyal believers in its curative powers. It was born in Germany, developed in America and is flourishing not only in India but world over.

#### **COURSES :**

There are two main courses in Homeopathy. Eligibility for both is 10+2 with science (Physics, Chemistry, Biology) Diploma in Homeopathic Medicine and Surgery is a 4 years course and the Bachelor's degree course is of 5 ½ years including one year internship.

#### **ADMISSION PROCEDURE :**

Admission to Bachelor in Homeopathic Medicine & Surgery (BHMS) is based on merit. In several states there is a joint entrance examination along with MBBS & Bachelor Degree in Dental Surgery (BDS) selection. In Orissa, the admission to BHMS courses in the four Homeopathic Medical Colleges is based on the basis of marks obtained at the 10+2 level. The notification for admission appears in the month of July every year. The candidates are required to submit their application form to the Principal, Dr. Abhin Chandra Homeopathic Medical College and Hospital, Bhubaneswar.

#### **INSTITUTIONS :**

There are more than 115 recognized Homeopathic Medical Colleges in the country which offer Bachelor of Homeopathic Medicine and Surgery (BHMS) courses. In Orissa there are four such medical colleges which impart courses in Bachelor degree in Homeopathic Medicine and Surgery (BHMS). They are :

1. Dr. Abhin Chandra, Government Homeopathic Medical College, Bhubaneswar.
2. Co-operative Homeopathic Medical College, Berhampur.
3. Orissa Medical College of Homeopathy and Research, Sambalpur.
4. Utkalamani Homeopathic Medical College & Hospital, Rourkela.

#### **EMPLOYMENT/SELF-EMPLOYMENT :**

Graduates of Homeopathy find employment in Government Medical Services i.e. Central Government Hospitals, State dispensaries, Autonomous/Local bodies, Voluntary Organizations or in private practice and teaching.

#### **➤ AYURVEDIC MEDICINE**

➤ Ayurvedic Medicine is totally a different concept of medical treatment, different from Allopathic and Homeopathic. It is as old as civilization. Even in "Rigveda", Ayurvedic Medicine is found mentioned. It is considered to be the only indigenous system of medical treatment and believed to cure the root cause of every diseases. It is a fast growing field of medicine and the companies like Dabur, Baidyanath etc. have popularised its use in every household.

**COURSE :**

Bachelor of Ayurvedic Medicine and Surgery (BAMS) is of 5½ to 4½ years duration including internship. Eligibility is 10+2 or equivalent examination with Physics, Chemistry and Biology. Some institutes require knowledge of Sanskrit up to class-X. Notification for admission is issued any time between June to August.

**ADMISSION PROCEDURE :**

Most institutes admit students according to their performance in the entrance examination or on the basis of marks obtained at the 10+2 level. In Orissa, the admission to BAMS courses at present is based on the marks obtained at the 10+2 level.

**INSTITUTIONS :**

There are more than 130 recognized Ayurvedic Medical Colleges in the country, In Orissa the following institutes offer Bachelor of Ayurvedic Medicine and Surgery courses:

1. Gopabandhu Ayurveda Mahavidyalaya, Puri.
2. Indira Gandhi Memorial Ayurvedic Mahavidyalaya, Bhubaneswar.
3. Govt. Ayurveda College, Balangir.
4. K.A.T.S. Ayurvedic College, Ankuspur, Ganjam.
5. S.S.N. Ayurved College and Research Institute, Nursingnath Affiliated to Sambalpur University.
6. Mayurbhanj Ayurvedic Mahavidyalaya, Baripada, Mayurbhanj.

**EMPLOYMENT/SELF-EMPLOYMENT OPPORTUNITIES :**

Graduates of Ayurvedic Medicine find employment in Govt. Medical Services i.e. Central Govt. Hospitals, State dispensaries, autonomous/local bodies, voluntary organisations or in private practice and teaching.



## **M E D I C I N E** **(Allopathic)**

Medicine, the traditionally sought after career, still attracts hordes of hopefuls every year. It offers rewarding career opportunities both in service sector as well as in private practice. It offers an opportunity to serve the people and make good earning. But the study of medicine is not an easy go. It involves almost burning one's midnight oil during the 5 ½ years course of study. And equally difficult is getting admitted to the course particularly in view of the limited number of seats available in the existing Medical Colleges and comparatively huge number of aspirants competing for these seats.

### **ENTRANCE PROCEDURE :**

Generally the syllabus of the entrance examination for admission to the MBBS course consists of subjects of Physics, Chemistry and Biology at the senior secondary (+2) level. Certainly those who are career conscious and start preparing for the entrance examinations well in time generally have an edge and finally succeed in their aim.

### **INSTITUTIONS :**

There are approximately 120 Medical Colleges all over the country with a total admission capacity of about 12,000 students. Though most of them are affiliated to state universities, some colleges admit a number of students on the basis of an all India test. They are:

1. All India Institute of Medical Science, New Delhi.
2. Maulana Azad Medical College, New Delhi.
3. St. Johns Medical College, Bangalore.
4. Armed Forces Medical College, Pune.
5. Christian Medical College, Ludhiana and Vellore.
6. Jawaharlal Nehru Institute of Medical Education and Research, Pondicherry.
7. Institute of Medical Sciences, Banaras Hindu University, Varanasi.
8. Mahatma Gandhi Institute of medical Sciences, Sevagram, Wardha.

The Medical Colleges falling under the purview of Universities, run and managed by the different state Governments admit students to the entrance examination on the basis of state domicile.

The All India Institutes conduct separate entrance examinations for admission to their courses.

### **ALL INDIA ENTRANCE EXAMINATION :**

The Central Board of Secondary Education conducts an All-India entrance examination for admission to the MBBS course against 15 percent of the total seats in all medical colleges run by the Union of India, State Governments and other Local bodies except in Andhra Pradesh and Jammu and Kashmir.

### **ELIGIBILITY :**

A candidate must have secured minimum of 50% marks in aggregate in +2 Science with Physics, Chemistry, Biology as subjects.

**PATTERN OF EXAMINATIONS :** Objective type (Multiple Choice).

Name of the Subject	No. of Questions	Total Marks	Total Duration 2 ½ hours.
Physics	50	200	
Chemistry	50	200	
Botany	50	200	
Zoology	50	200	

The advertisement for the above examination appears in all leading National Dailies and also in Employment News during the month of January/February. The Entrance Examination is held during the month of May every year.

**MEDICAL COLLEGES OF ORISSA :**

- (1) MKCG Medical College, Berhampur, Ganjam, Total seats-107
- (2) SCB Medical College, Cuttack, Total seats-107
- (3) VSS Medical College Burla, Total seats-107

**JOINT ENTRANCE EXAMINATION MBBS/ENGINEERING & MEDICAL ORISSA :**

Admission to MBBS degree in these colleges is made through Joint Entrance Examination. The test is conducted by the Regional Engineering College, Rourkela or a College as notified for admission to engineering courses at the following colleges :

- a) College of Engineering and Technology, OUAT, Bhubaneswar.
- b) University College of Engineering Burla.
- c) Indira Gandhi Institute of Technology, Talcher (Sarang).
- d) Regional Engineering College, Rourkela.

**ELIGIBILITY :**

10+2 Science or its equivalent with Physics, Chemistry, Biology as subjects.

AGE : 17 to 25 Years.

**PATTERN OF EXAMINATIONS :** There will be short answer and objective type questions. The candidate has to write the answers to the objective type questions. No multiple choices will be available to choose from. A correct answer to an objective question will fetch two marks and wrong answer/no-attempt will carry Zero mark. To qualify in JEE, a candidate has to secure minimum qualifying marks in Physics, Chemistry and Mathematics/Biology separately.

Name of the Subject	Total Marks	Duration
Physics	100	1 hour
Chemistry	100	1 hour
Botany	100	1 hour
Zoology	100	1 hour

The advertisement for JEE appears in all local dailies during the month of February/March and the examinations held during the month of May.

**POST GRADUATE STUDIES :**

After MBBS, those who wish to specialize in a particular branch of medicine proceed to complete their post graduate studies. In general post graduate studies are of two to three years duration and admission is on the basis of entrance examination.

### **COACHING INSTITUTES :**

In recent years a number of coaching institutes like Brilliant Tutorials, Sachadeva New PT College, N.M. Tutorials, Padhee Tutorials, Books etc. have come into existence in the various cities of Orissa. They are providing coaching facilities for JEE Medical conducted for admission into the Medical Colleges of Orissa and also for the All India Medical Entrance Examination conducted by the Central Board of Secondary Education. In fact, earlier the performance of Oriya Boys and Girls in All India Entrance Examination was not so encouraging. As a result of these coaching facilities performance has gone up substantially.



# N U R S I N G

Throughout the world, Nursing is seen as one of the noblest professions. Florence Nightingale, whose patience and compassion touched hundreds of soldiers wounded in the Crimean war, epitomizes the ideal Nurse. In a hospital, from the general ward to the operating theatre, nursing is the most important component of patient care.

Traditionally, more women than men have taken up this profession. Nurses today form the largest single group of female health workers in the world.

## **PERSONAL ATTRIBUTES :**

Interest and care for people is important in Nursing. No matter how skilled nurses may be in the techniques of the profession, they will find the work a burden unless they like people and have a strong desire to help those who are ill. In addition nurses should be patient and intelligent and they should be in good health. They should have the ability to work for long, unusual hours.

## **TYPES OF NURSING :**

There are many specialised fields in the Nursing profession e.g. (1) Psychiatric nurse (2) Paediatric nurse (3) Industrial nurse (4) Midwives (5) General nurse etc. The Psychiatric nurse works with the patients who are suffering from mental and emotional disorders. They may be employed in a mental hospital, a ward of a general hospital or in a sanatorium. Some Nurses enter Paediatric Nursing and are primarily concerned with the care of sick babies and children. Industrial Nurses provide preventive and other services under the direction of an industrial physician. They also render first-aid in case of accidents and emergencies. Midwives look after mothers and children from early pregnancy until about four weeks after the birth of the baby. Other specialised fields may be Nursing Administration and Nursing Education, Orthopaedic Nursing, Public Health Nursing etc.

## **COURSE/TRAINING :**

All professional nurses must have proper training for the work they do. There are three kinds of courses which prospective nurses may choose.

### **1. *B.Sc. Nursing* :-**

This course extends over a period of four years. The minimum qualification for entry to this course is 10+2 with Physics, Chemistry, Biology and English.

### **2. *General Nursing and Mid-wifery (GNM) course* :-**

**3.**

The purpose of this programme is to prepare general nurses who function as a member of the Health team to hold first level positions in both hospital and community. This course is of three and half years duration and the admission requirement is 10+2 with Physics, Chemistry, Biology, English. Every year there is an examination conducted by the Nursing council.

#### 4. Auxiliary Nurse/Midwife/Health Workers (Female) :-

The minimum qualification for this course is 10<sup>th</sup> class and the course is spread over 18 months. Job opportunities for ANM/HW exist in municipalities, community projects and health centres. These workers should be prepared to work in rural areas to look after their health needs and particularly of mothers and children.

#### METHOD OF SELECTION :

Most Nursing training courses admit students on the basis of their performance in entrance examination which basically test their knowledge of Physics, Chemistry and Biology up to the Class-XII or equivalent level. Some also admit on the basis of marks secured in the qualifying examinations.

#### INSTITUTES :

Normally Nursing colleges are attached to medical colleges. There are also some all India Institutes of high repute. While the all India institutions admit students on the basis of an all-India entrance examination, the state colleges of nursing do so on the basis of state domicile.

Colleges of Nursing of all-India statute include :

1. College of Nursing, SNDT Womens' University, Bombay.
2. Rajkumari Amrit Kaur College of Nursing, New Delhi.
3. College of Nursing, AIIMS, New Delhi.
4. College of Nursing, Christian Medical College, Ludhiana.
5. College of Nursing, Christian Medical College, Vellore.
6. Armed Forces Hospitals in various parts of the country have their own colleges of Nursing.
7. College of Nursing, Postgraduate Institute, Chandigarh.

#### INSTITUTES OF ORISSA :

Course	Institution	Eligibility	Duration
B.Sc. Nursing	Sri Rama Chandra Bhanja Medical College Hospital, Cuttack, Orissa.	17 years. 50% in 10+2 PCB(SC/ST-45%) Entrance Exam.	4 Years
-do-	Maharaja K.C.Gajapati Medical College Hospital, Berhampur, Orissa.	17 years. 10+2 PCB. Entrance Exam.	-do-
-do-	College of Nursing, Berhampur.	-do-	-do-
-do-	Christian Hospital for women & Children Berhampur, Orissa.	17-25 years. 40% in 10+2 PCB(For SC/ST/OBC pass Mark)	-do-
-do-	V.S.S.Medical College Hospital, Burla Sambalpur.	-do-	-do-
-do-	Ispat General Hospital, Rourkela, Sundargarh, Orissa.	-do-	-do-

#### JOB PROSPECTS :

After registration, qualified nurses can find employment wherever nursing services are required, e.g. Hospitals & General Nursing homes, Sanatoriums in both Private and Public Sector,

military hospitals, public health services, schools, crèches, orphanages, old age homes, institutions for the mentally and physically handicapped, private homes etc.

*N.B.: Given dates are subject to change.*

## **MEDICAL REPRESENTATIVE**

Medicines are in the form of drugs and formulations. These are produced by pharmaceutical companies. Different pharmaceutical companies may specialise in the manufacture of different kinds of drugs and formulations as a cure for different types of diseases. For the cure of the same disease also, different pharmaceutical companies may be producing medicine under different brand names having the same curing effect. The survival of a pharmaceutical company depends upon the sales of its products which it is manufacturing. There comes in the need for employing Medical Representatives. They are engaged to boost the sales. They are appointed by private and public sector pharmaceutical companies. Besides handsome salary and promotional avenues the field does have a bit of glamour also.

### **DUTY :**

In order to promote the sample of medicines a medical representative has to contact physicians, hospitals, nursing homes, druggist, etc. in specified areas to introduce medical products of his company to promote sales. He is required to plan daily visits to doctors, hospitals, nursing homes, chemist shops, etc. in his area. He is required to introduce to physician and others the medical products of his company and to explain their merits. He is required to follow up his visits to ascertain the views regarding the products of his company and induce clients to prescribe his company's products to customers.

### **ELIGIBILITY/SELECTION :**

Although a degree in pharmacy or science with Biology is preferred, any degree holder with a flair for selling or marketing and one who can deliver the goods is considered suitable. Appointments are made mainly by selection/interview in response to advertisements which appear in leading newspapers. While established pharmaceutical companies prefer 1 or 2 years experience as medical representative, other may not consider it essential.

### **PERSONAL ATTRIBUTES :**

To be a successful medical representative one should have (1) skillful communication abilities, command over spoken and written English and local language (2) He/She should possess initiative and strong motivation to achieve extraordinary results (3) should be career conscious and willing to work hard (4) should be prepared for extensive travelling and willing to reside anywhere in India (5) should have a pleasing personality and analytical abilities. The job is quite lucrative but demanding and the aptitude of a person counts a lot in this career.

### **DRESS BAG :**

A medical representative is required to dress himself in a neat and presentable manner. While on duty, a medical representative is required to carry a detailing bag and keep it in good condition all the time. The bag should normally contain literature, samples, sales aids, diary etc, which are required for the planned work of the day. The



medical representative is required to maintain his diary daily so as to keep a record of his daily visits to doctors/chemists/stockists etc.

**TRAINING :**

After selection, a medical representative is generally given special skill development training of varying duration by various companies. Theoretical training is provided on anatomy, physiology, pharmacology, salesmanship, profile of Indian doctors, product knowledge followed by field training in which he is familiarised with selling techniques. During field training, a fresher is supposed to work with a senior medical representative, who in turn demonstrates the practical aspects of the job.

**PROMOTION/PROSPECTS :**

A medical representative can make a very promising career in pharmaceutical marketing on the basis of his sales performance and ability to manage on the basis of his sales performance and ability to manage customers. His sales performance is assessed on the basis of his ability to achieve targets fixed by the company. He can rise to the posts of:-

1. Area Manager
2. Regional/Zonal Manager.
3. Divisional Sales Manager/Divisional Controller.
4. Dy. Marketing/Dy. Sales Manager.
5. Marketing/Sales Manager.

Promotions to the next higher positions is purely on merit. These having a degree in Pharmacy can also be promoted on the manufacturing side as (i) Product Manager (ii) Group Manager, (iii) Marketing Manager.

A medical representative who has a flair for marketing and can show extra-ordinary results can rise to the highest position of marketing managers

# **CAREERS IN MEDICAL TRANSCRIPTION**

## **INTRODUCTION :**

In a short span of three to four years the Medical Transcription Industry has grown to @ Rs.150 Crore Industry. Increasing need of doctors and medical firms in the USA to out source transcription services has allowed the industry to grow at a whopping rate of 25 percent each year.

A Medical Transcriptionist's job would involve transcribing doctor's digitised audio reports, and sending back the text to the Medical Fraternity in the USA or Europe Via Satellite after quality check.

## **How do you become one ? :**

Knowledge of English and set of deft fingers on the keyboard are the pre-requisites for this career option. Graduates from any discipline can take a course in MT. A fluency in the English languages is very essential.

Several Institutes that offer 4-12 months diploma/certificate training for Medical Transcription have come all over the country. These Institutes provide training on Computer usage, listening to dictation and transcribing and familiarising candidates with medical terms.

## **SKILLS REQUIRED TO BECOME A MT :**

1. A sound knowledge of spoken and written English is a must with good comprehension and listening skills.
2. They should always be ready to update their knowledge and keep to learn medical terminology.
3. They need to learn medical terminology, American English Grammar and Punctuation and Computer basics concerning Medical transcription.

## **COURSE FEES :**

Generally, a Four month course is around Rs.10,000 and a one year course around Rs.30,000.

Where do you get in ? :

There are more than 30 transcription firms all over India. These are primarily located in Software technology parks in cities like Bangalore, Chennai, Delhi, Hyderabad and Mumbai. Health Scribe India in Bangalore, Selectronics in Delhi, care in Hyderabad and Nittany Decision Services in Chennai are some of them.

**In Orissa**, Centre for IT Enabled Services, Saheednagar, Bhubaneswar and Aztek Systems Pvts. Ltd., Bhubaneswar is offering Training for Medical Transcription.

## **SALARIES :**

Entry level salaries are in the range of Rs.4,000-6,000 per month and can go up to more than Rs.12,000 per month in a year's time. At the end of five years, they may get Rs.25,000/- and more.

## **ORISSA CIVIL SERVICE**

Orissa Public Service Commission, Cuttack-753001 conducts the Combined Competitive Recruitment Examination for appointment to Orissa Civil Services. The Services/posts to which recruitment is to be made through the competitive examination are:

### **CATEGORY: I**

- (A)-Orissa Administrative Service (Class-II) O.A.S.
- (B)-Orissa Finance Service (Class-II)O.F.S.
- (C)-Orissa Employment Service(Class-II) O.E.S.
- (D)-Orissa Co-operative Service(Class-II) O.C.S.
- (E)-Orissa Welfare Service (Class-II) O.W.S.

### **CATEGORY- II**

- A-Sub-Registrar(Specially Declared Gazetted).
- B-Orissa Settlement & consolidation Services(Specially Declared Gazetted) O.S.C.S.

### **VACANCIES/RESERVATION:**

The number of vacancies depends upon exigencies at the discretion of the State Govt. and may vary year to year. There is a provision for reservation by the Govt. of Orissa for women, Scheduled Caste(SC), Scheduled Tribes(ST), Socially and Educationally Backward Classes(SEBC), sports persons and Ex-servicemen.

### **EDUCATIONAL QUALIFICATION:**

He must hold a Bachelor's degree from any university incorporated by an act of the central or State legislature in India or an Educational institution established by an act of parliament or deemed to be a university under section-3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Govt.

### **AGE:**

A candidate shall be under thirty-two years of age and over twenty-one years of age on 1<sup>st</sup> August of the year of examination. The upper age limit is relaxable by three years for candidates belonging to SEBC and five years for candidates belonging to the categories of SC, ST, Women and eligible Ex-Servicemen.

### **PLAN OF EXAMINATION:**

The examination will consist of the following successive stages:

- 1.Preliminary Examination for selection of candidates for the main examination.
- 2.Main Examination.
- 3.Personality Test (Viva voce Test)

**NO. OF ATTEMPTS :**

Candidates appearing in the Orissa Civil Services Examination shall be permitted 4 (four) attempts This restriction will not apply in case of S.C & S.T. candidates. For OBC & SEBC candidates the number of permissible attempts is limited to 7(seven). It must be remembered that an attempts at a preliminary examination shall be deemed to be an attempt at the examination.

**PRELIMINARY EXAMINATION:**

Candidates will be required to appear at a test which consists of two papers:  
Viz. Oriya and English,  
Each paper will be of 300 marks and of 3 hours duration. The preliminary written Examination shall be of matriculation (High School) standard and is meant only to serve as a screening test for selection of candidates for the main examination. The qualifying marks at the preliminary Examination shall be such as may be fixed by the commission. The marks obtained at the preliminary Examination shall not be counted for ranking of candidates in the final selection.

**MAIN EXAMINATION:**

The main examination will consist of written test in six papers, each of 300 marks and of three hours duration. Of these two papers will be on general studies and two papers on any two of the prescribed optional subjects to be selected by a candidate.

**LIST OF OPTIONAL SUBJECTS:**

(I) Agriculture (II)Animal Husbandry and Veterinary Science (III)Anthropology, (IV)Botany (V)Chemistry, (VI)Civil Engineering, (VII)Commerce & Accountancy (VIII)Economics (IX)education, (X)Electrical Engineering (XI)Forestry, (XII)Geography (XIII)Geology, (XIV)History (XV) Home Science, (XVI)Law, (XVII) Literature of one of the following languages- Oriya/Hindi/Sanskrit/Persian/English/Urdu, (XXII) Management, (XIX)Mathematics, (XX)Mechanical Engg. (XXI)Philosophy, (XXII) Physics, (XXIII)Political Science & International Relations, (XXIV) Psychology, (XXV)Public Administration, (XXVI)Sociology, (XXVII) Statistics and (XXVIII) Zoology.

Candidates are not allowed to opt for the following combinations of subjects:

- a) Oriya,Hindi, Persian, Sanskrit.
- b) Civil Engineering, Mechanical Engineering, Electrical Engineering.
- c) Mathematics and Statistics.
- d) Anthropology, Sociology.
- e) Political Science & International Relations, Public Administration.
- f) Commerce & Accountancy, Management.
- g) Agriculture, Animal Husbandry and veterinary Sciences.
- h) Management, Public Administration.
- i) Education, Psychology.
- j) Geology, Geography.

The question papers for the examination shall be of conventional essay type.

**PERSONALITY TEST\_(Viva-voce):**

The personality test will carry 200 marks. The candidate who secure such qualifying mark in the main Examination as may be fixed by the commission, will be called to appear at the interview for a personality test.

**FEE:**

A candidate is required to pay a non-refundable and un-adjustable fee of Rs.70/- only in shape of deposit of the amount in a Govt. Treasury under the Head of Account “0051-P.S.C.-104-State P.S.C.-Examination Fee”. No other mode of payment of fee is acceptable.

**CENTRES OF EXAMINATION:**

Balasore, Berhampur, Bhubaneswar, Cuttack and Sambalpur.

**OTHER ELIGIBILITY CONDITIONS:**

A candidate-

1. shall be a citizen of India.
2. shall be able to speak, read and write Oriya and shall have Oriya as language subject in the H.S.C.Examination or an equivalent examination or has been declared to have passed a test in Oriya language equivalent to the middle English School standard conducted by the Education Dept. of the Govt. of Orissa.
3. who has more than one spouse living will not be eligible for appointment unless the State Govt. has exempted his/her case.
4. who has been selected for appointment to any post of service mentioned under category-II, subject to his eligibility, be allowed to compete again for any post or service mentioned under category-1.
5. can avail of not more than four attempts for appearing at the examination. This restriction shall not, however apply to SC/ST candidates.
  1. Govt. Servants shall have to apply through proper channel.
  2. Must be of good mental and bodily health and free from any physical defects.

**FURTHER DETAILS:**

For the details of the scheme of examination, syllabus etc. one can write to the Secretary, Orissa Public Service Commission, 19-Dr.P.K.Parija Road, Cuttack-753001. The advertisement for combined competitive recruitment examination also appear in the Oriya daily News papers and Employment News.

**INSTITUTES OFFERING COACHING FACILITIES :**

1. Orissa IAS Study Circle, Near Kalpana Square, Bhubaneswar.
2. Lisas' Study Circle, 3-Budhanagar, Bhubaneswar.

**STAFF SELECTION COMMISSION**  
**COMBINED MATRIC LEVEL EXAMINATION**  
*(For Central Government Offices)*

**PRELIMINARY EXAMINATION :**

The Staff Selection Commission conducts a combined preliminary examination for selecting candidates for the main examination for the following recruitments:

2. Clerk Grade.
3. Grade 'D' Stenographer.
4. Grade 'C' Stenographer.

The recruitment to the above posts are held in the following groups of services/offices:

- (a) Group X
- (b) Group Y (for clerks and steno 'D' only)

The posts under Group X are in the ministries/departments of central Govt. and mainly located in Delhi. The posts under Group Y are mainly in subordinate and other offices of Central Govt. located in different States/Union territories.

**ELIGIBILITY :**

**AGE :** A candidate for this examination must have attained the age of 18 years and must not have attained the age of 27 years as on 1<sup>st</sup> August. The upper age limit is relaxable for a period of five years for SC and ST and by 3 years for OBC candidates.

**QUALIFICATION :**

Must have passed matriculation or equivalent or higher examination.

**SCHEME FOR COMBINED PRELIMINARY EXAMINATION**

TEST	MARKS	TIME ALLOWED
Part-I: General Intelligence	100	2 hours.
Part-II: General Awareness	100	2 hours.
	200	

**EXAMINATION PATTERN :**

The questions in all the tests will be objective multiple choice type. Candidates will be required to qualify in each of the two tests separately. The commission will have full discretion to fix the minimum qualifying marks in each of the two tests. The questions will be set in English and Hindi.

**COMBINED MAIN EXAMINATION :**

Candidates declared successful in the preliminary examination by the Staff Selection Commission are admitted to the main examination.

**SKILL TEST :**

The candidates who qualify in the main examination are admitted to the skill test.

**SCHEME OF MAIN EXAMINATIONS :**

**(A) MAIN EXAMINATION FOR GRADE ‘C’ STENOGRAPHER :**

*(Conventional Type) :*

PAPER-I	MARKS	DURATION
Part-A: General English	100	2 hours.
Part-B: General Studies	100	2 hours.
Paper-II: Essay	100	2 hours.

**SKILL TEST :**

Stenography Skill Test: 100 words per minute – 300 marks.

Stenography test will be conducted later for those candidates who qualify in the main examination.

**(B) MAIN EXAMINATION FOR LDC(Lower Division Clerk)**

*(Conventional Type) :*

TEST	MARKS	TIME ALLOWED
Part-A: General English	50	2 hours.
Part-B: General Studies	100	2 hours.
Part-C: Arithmetic	50	2 hours.

**SKILL TEST :**

Typing Test (Qualifying in nature) will be conducted for those candidates who qualify the main examination.

**(C) MAIN EXAMINATION FOR STENOGRAPHER GRADE ‘D’**

*(Conventional Type) :*

PAPER-I	MARKS	DURATION
Part-A: General Studies	100	2 hours.
Part-B: Language Comprehension	100	2 hours.

**SKILL TEST :**

Stenography Skill Test-200 Marks-80 words per minute. Stenography test will be conducted later for those who qualify in the main examination.

**SELECTION OF CANDIDATES :**

After the main examination and the skill test, the commission will draw up All India Merit List for each examination on the basis of aggregate marks finally awarded to each candidate and the same will be recommended for appointment.

Details regarding the examination and syllabus can be available from the Employment News at the time of advertisement.

**STAFF SELECTION COMMISSION**  
**COMBINED (GRADUATE LEVEL) EXAMINATION**  
**(For Central Government Offices)**

The Staff Selection Commission conducts a combined preliminary examination for selection of candidates for the main examinations for the following recruitments.

1. Assistants Grade-(Group 'B' Non-Gazetted) in the pay scale of Rs. 5500-9000 for the group of services/offices like AFHQ, CSS, Railway Board, IFS(B) and posts in offices like Research Designs and standards organisations, central vigilance commission etc.
2. Sub-Inspectors in CBI, in the pay scale of Rs.5500-9000.
3. Inspectors of central Excise, Income Tax, Preventive Officer in Custom Houses, Assistant Enforcement officers etc. in the pay scale of Rs.5500-9000.
4. Divisional Accounts/Auditors/Junior Accountants/UDCs in various central Govt. Departments in the pay scale of Rs.5000-8000.

**ELIGIBILITY :**

**AGE :**

- (A) 20 to 27 years as on 1<sup>st</sup> August of the year of recruitment for the Assistants grade and Sub-Inspector in CBI.
- (B) 18 to 27 years as on 1<sup>st</sup> August of the year of recruitment for Inspector of Central Excise/Income Tax and Div. Accts/Auditors/UDCs etc.
- (C) 20 to 25 years as on 1<sup>st</sup> August of the year for Sub-Inspectors in central police organisation.

The upper age limit as prescribed above will be relaxable up to a maximum period of 5 years for SC or ST category, 3 years for OBC, up to a maximum of 5 years (8 years for OBC and 10 years for SC/ST for the post of Assistants in case of Ex-servicemen and commissioned officers).

**QUALIFICATIONS :**

Degree of a recognised university or equivalent. A matriculate Ex-servicemen who has put in not less than 15 years of service with Armed Forces of the Union shall be considered eligible for appointment to the posts being advertised through this examination.

**FEE PAYABLE :**

Rs.40/- in shape of "Central Recruitment Fee stamps" No fee for scheduled Caste/Scheduled Tribe, Ex-servicemen and Physically Handicapped.

**SCHEME OF PRELIMINARY EXAMINATIONS**

<b><u>Paper</u></b>	<b><u>No. of Questions Marks</u></b>		<b><u>Duration</u></b>
Part-A: General Intelligence & General Awareness	100	100	2 Hrs.
Part-B: Arithmetic	100	100	



Both parts A & B will be objective type (multiple choice type). Question papers for both the parts in preliminary examination will be set both in English and Hindi.

The combined preliminary examination is meant to serve as a screening test only. The marks obtained in the preliminary examination by the candidates who are declared qualified for admission to the main examination will not be counted for determining their final order of merit.

**MAIN EXAMINATION :**

Candidates who are declared by the commission to have qualified in the preliminary examination in a year will be eligible for admission to the main examination.

The Combined Main Examination will be of conventional type as per the scheme at A and B given below :

A. Scheme and subjects for the main examination for recruitment to the post of Assistant Grade/Inspectors of Central Excise/Income Tax, Sub-Inspectors of CPO's/CBI.

The main examination will consist of two parts- Part-I :Written Examination and Part-II : Personality Test.

**PART-I : WRITTEN EXAMINATION :**

PAPER	NAME OF TEST	MARKS	DURATION
I	English	100	2 Hours.
II	Language comprehension (English)	100	2 Hours.
III	Communication skill and writing ability (option to answer either in Hindi or English)	200	3 Hours.
IV	Arithmetic (Option to answer either in Hindi or English)	200	3 Hours.
V	General studies (option to answer either in Hindi or English)	200	3 Hours.

All the question papers for the main examination will be of conventional type.

- (A) Paper I will be compulsory for all candidates. However this will be of qualifying nature only for the candidates who are opting for the posts of Assistants.
- (B) Paper II will be compulsory for all the candidates except those opting for post of Assistants.
- (C) Paper III will be compulsory for candidates opting for the post of Assistants only.
- (D) Paper IV and Paper V are compulsory for the candidates appearing for all the categories.

Candidates will have the option to answer Paper III, Paper IV and Paper V either in Hindi or English medium opted in preliminary examination (Hindi or English) will remain the same in main Examination.

**PERSONALITY TEST :**

The personality test will carry a maximum of 100 marks for all the posts/services.

**(B) SCHEME AND THE SUBJECTS FOR THE MAIN EXAMINATION**

(Conventional type) for recruitment to the posts of Divisional Accountants/Auditors/UDCs.

The main examination will consist of the following papers :

PAPER	NAME OF TEST	MARKS	DURATION
I -(Part-A)	General English	50	2 Hours.
(Part-B)	General Studies	50	

(Option to answer in Hindi or in English)

## **II ARITHMETIC :**

The question paper for the main examination will be of conventional type.

After the Examination and the interview wherever applicable, the commission will draw up all India Merit list on the aggregate marks and will recommend the candidates on the basis of the aggregate marks and options given by the candidate.

Details regarding the examination and syllabus can be available from the Employment News at the time of advertisement.

N.B.: Given dates are subjects to change.

## INDIAN FOREST SERVICE

Forests are a renewable resource and contribute substantially to economic development. Forests yield fuel wood, fodder, timber, industrial raw material, preserve our ecological balance and are the natural habitat of our wildlife. Our forest policy lays emphasis on protection, conservation and development of forests. Implementation of this policy is a major responsibility of the Indian Forest Service.

Indian Forest Service (IFS) is an all India class-I service. Entry to this service is through a written examination followed by a personality test conducted by the Union Public Service Commission, New Delhi.

### QUALIFICATION :

A Candidate must hold a Bachelor's degree with atleast one of the subjects, namely Botany, Chemistry, Geology, Mathematics, Physics, Statistics and Zoology or a Bachelor's Degree in Agriculture, Forestry or in Engineering of any University incorporated by an Act of the central or state legislature.

### AGE :

A candidate must have attained the age of 21 years and must not have attained the age of 30 years on 1<sup>st</sup> July. Age relaxation to SC/ST categories is up-to five years. Relaxation in age is also granted to certain other specialized categories.

### NUMBER OF ATTEMPTS :

Candidates who are otherwise eligible may appear a maximum of four attempts.

### PLAN OF EXAMINATION :

The competitive examination for the Indian Forest Service comprises in written examination followed by personality test.

A) The written examination consists of the following papers :

Paper-I	General English	300 Marks
Paper-II	General Knowledge	300 Marks
Paper-III	Any two subjects to be selected from the list of optional subjects.	200 Marks for each paper.
Paper-IV		
Paper-V		
Paper-VI		

B) Interview for personality test – 300 Marks.

### List of Optional Subjects :

Agriculture, Agricultural Engineering, Animal Husbandry, Veterinary Science, Botany, Chemistry, Chemical Engineering, Civil Engineering, Forestry, Geology, Mathematics, Mechanical Engineering, Physics, Statistics, Zoology.

The candidates will not be allowed to offer the following combination of subjects.

- Agriculture and Agricultural Engineering.
- Agriculture and Animal Husbandry and Veterinary Science.
- Chemistry and Chemical Engineering.
- Mathematics and Statistics.

**NOTIFICATION :**

Notification for the examination is published in the Employment News and some other prominent national news papers during January.

**FUTURE PROSPECTS :**

Candidates recruited for IFS are initially appointed as Assistant Conservator of Forests. Four to five years after joining as Assistant Conservator the incumbents move up to (DCF) District Conservator of Forest and can go up to the rank of Chief Principal Conservator of Forests.

## **UNION PUBLIC SERVICE COMMISSION. (CIVIL SERVICES EXAMINATION)**

A country as vast and thickly populated as India needs a well organised government machinery for proper governance. There are two facets to the administration of a country. One is security for which the country has its defence services and the other is the non-military part, which is taken care of by the Civil Services. Union Public Service Commission, Dholpur House, New Delhi-110011 conducts this competitive examination for appointment to the Indian Civil Service. Some of the services to which appointment is to be made are as follows.

**1. All India Services :**

Indian Administrative Service  
Indian Police Service  
Indian Foreign Service

**2. Central Service Group A/B :**

Indian P & T Accounts & Finance Service Group A  
Indian Audit & Accounts Service Group A  
Indian Customs & Central Excise Service Group A  
Indian Defense Accounts Service Group A  
Indian Revenue Service Group A  
Indian Civil Accounts Service Group A  
Indian Postal Service Group A  
Indian Civil Accounts Service Group A  
Indian Railway Traffic Service Group A  
Indian Railway Accounts Service Group A  
Indian Railway Personal Service Group A  
Indian Railway Protection Force Assistant Security Officer Group A  
Indian Defense Estate Service Group A  
Indian Information Service (Junior Grade) Group A  
Indian Information Service (Junior Grade) Group A  
Indian trade Service Group A  
Central Industrial Security Force-Assistant Commandant Group A  
Central Bureau of Investigation-Deputy Superintendent of Police Group A  
Central Secretariat Service Group B (Selection Officer Grade)  
Railway Board Secretariat Service Group B (Section Officer Grade)  
Armed Forces Headquarters Civil Service Group B (Assistant Civilian Staff Officer Grade)  
Customs Appraisers Service Group B  
Delhi and Andaman & Nicobar Islands, Lakshdweep Daman & Diu and Dadar & Nagar Haveli Civil Service Group B  
Delhi and Andaman & Nicobar Islands, Lakshdweep Daman & Diu and Dadar & Nagar Haveli Police Service Group B  
Pondicherry Civil Services Group B.

**METHOD OF ENTRY :**

The Union Public Service Commission (UPSC) carries out the whole process of selection for entry into the Civil Services. The whole process of selection takes a full calendar year starting with the preliminary examination and going on to the main written examination concluding with a personal interview.

**ELIGIBILITY :**

Nationality : For Indian Administrative Service and the Indian Police Service a candidate must be a citizen of India. For other services the candidate must be either (1) a citizen of Indian or (2) a subject of Nepal or (3) A subject of Bhutan or (4) a Tibetan Refugee, who came over to India before 1<sup>st</sup> January 1962 with the intention of permanently settling in India or (5) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, United Republic of Tanzania, Zambia, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India. Candidates belonging to categories 2,3 & 4 shall be person in whose favour a certificate of eligibility has been issued by the Govt. of India.

**AGE :**

A candidate must have attended the age of 21 years and must not have attended the age of 30 years as on 1<sup>st</sup> August of the year of the Examination. The upper age limit is relaxable for SC & ST candidates by 5 years and by 3 years for OBC candidates. The age limit is also relaxable for certain other categories also i.e. displaced persons, certain categories of Commissioned Officers of the armed force.

**QUALIFICATION :**

A degree of any of the Universities incorporated by an Act of the Central or State Legislature.

**NUMBER OF ATTEMPTS :**

Every eligible candidate appearing at the Civil Service examinations shall be permitted 4 (four) attempts only. This restriction will not apply in case of SC & ST candidate. For OBC candidates the number of permissible attempts is limited to 7 (seven). It must be remembered that an attempt at a preliminary examination shall be deemed to be an attempt at the examination.

**FEES :**

Rupees 50/-(Fifty) for the preliminary examination and Rs.60/- for the main examination. No fees charged from the SC & ST candidates.

**PLAN OF EXAMINATION :**

- The competitive examination comprises two successive stages:
1. Civil Service preliminary examination (Objective Type) for the selection of candidates for main examination and
  2. Civil Service main examination (written) and Interview test.

**PRELIMINARY EXAMINATION :**

It will consist of two papers of Objective Type (multiple-choice questions) and carry a maximum of 450 marks. This examination is meant to serve as a screening test

only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies to be filled in the year in the various Services and Posts. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in a year will be eligible for admission to the main Examination of that year, provided they are otherwise eligible for admission to the main Examination.

*Paper I – General Studies. 150 multiple choice questions each carrying one mark.*

*Paper II- Optional. 120 questions each 2.5 marks.*

One subject out of Agriculture, Animal Husbandry and Veterinary Science, Botany, Chemistry, Civil Engineering, Commerce, Economics, Electric Engineering, Geography, Geology, Indian History, Law, Mathematics, Mechanical Engineering, Medical Science, Philosophy, Physics, Political Science, Psychology, Public Administration, Sociology, Static”, Zoology. Both the above papers are it objective type, of two-hour duration and in Hindi 7 English.

1. Both the question papers in the Prelim Test will be of the Objective Type (Multiple choice questions).
1. The question papers will be set both in Hindi and English.
2. The course content of the syllabi for the optional subjects will be of the degree level.
3. Each paper will be of two hours’ duration.

**MAIN EXAMINATION :**

The main examination consists of a written and an interview test.

The written examination (main) will consists of 9 (Nine) papers.

**PAPER-I** One of the Indian Language to be selected by the Candidates  
300 Marks.

From the language included in the 8<sup>th</sup> Schedule of the Constitution.

**PAPER-II** English 300  
Marks.

The Paper I and Paper II are only qualifying in nature.

**PAPER-III** English Essay 300  
Marks.

**PAPER-IV & V** General Studies 300  
Marks.

**PAPER-VI & VII PAPER-VIII & IX** Any two subjects to be selected from among the list of  
(300 Marks in each Paper)  
optional subjects. Each subject will have two papers.

**LIST OF OPTIONAL SUBJECTS :**

Agriculture, Animal Husbandry & Veterinary Science, Anthropology, Botany, Chemistry, Civil Engineering, Commerce & Accountancy, Economics, Electrical Engineering, Geography, Geology, History, Law, Management, Mathematics, Mechanical Engineering, Medical Science, Philosophy, Physics, Political Science & International Relations, Psychology, Public Administration, Sociology, Statistics, Zoology.

**INTERVIEW(PERSONALITY) TEST:**

The candidates will be interviewed by a Board who will have before them a record of his career. He will be asked questions on matters of general interest. The object of the interview is to assess the personal suitability of the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental calibre of a candidate. In board terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical power of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate. The interview is not intended to be a test either of the specialised or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own State or country as well as modern currents of thought and in new discoveries which should rouse the curiosity of the well-educated youth.

**TRAINING :**

Initially after appointment, candidates are sent for a certain period of training to the Academic College linked to their allotted Service. Thereafter they are placed in the various Departments in the actual work environment.

**REMUNERATION :**

In the Civil Service the pay structure is good. There is job security. From the 1<sup>st</sup> day of joining service, Civil Servants are entitled to subsidized accommodation, telephone and transport facilities. The social status enjoyed by a civil Servant is unparalleled.

The Government of India has fixed salary grades for Civil Servants. Approximately the range of salaries drawn at various levels is as follows :

- Junior Officers: Rs. 8000-275-13500
- Senior Officers: Rs. 10650-325-15200
- Junior Administrative Grade: Rs.12,750-375-16,500
- Selection Grade: Rs.15,100-400-18,300
- Additional Secretary : Rs.22400-525-24500

Secretary/Cabinet Secretary: Rs.26,000/30,000 (The above scales only provide an idea of the pay scales. Different branches of the service have different scales of pay.)



**FOR DETAILS :**

For details regarding Scheme and Syllabus, Centres of Examination, Instruction for filling of application form, List of designated Head Post Offices/Post Offices for availability of forms etc, candidates must consult UPSC's Notification for Examination as published in Employment New/Rozgar Samachar. Correspondences to be made to Secretary, Union Public Service Commission, Dholpur House, New Delhi-110011. Or log on to [www.upsc.nic.gov.in](http://www.upsc.nic.gov.in) for more detail.

**Institutes Offering Coaching Facilities :**

1. Orissa IAS Study Circle, A-99 Budhanagar, Bhubaneswar,751006
2. Rao Study Circle, 44, Dakhineswar Building, 10 Haileys Road, New Delhi-1
3. Lisas' IAS Study Circle, 3, Budhanagar, Bhubaneswar.
4. Sachdeva New P.T. College, Bhubaneswar/Cuttack.

## **CAREER AS COMMERCIAL PILOT**

Commercial Pilot is one of the elite careers. A Commercial Pilot flies passenger aircraft or cargo aircraft. The Commercial Pilots carry a lot of responsibilities viz., they have to be well versed with air navigation, meteorology, intricacies of the sophisticated equipments. Literally, the Pilot is at the helm of an aircraft.

### **PERSONALITY TRAITS :**

Perfect physical, mental and emotional stability. A positive attitude, disciplined nature, attitude for technical studies, leadership qualities and self confidence.

### **COURSE TRAINING :**

#### ***Student Pilot Licence (SPL) :***

This is the first towards a Commercial Pilot career. SPL can be acquired from govt. sponsored flying clubs located in different cities. Minimum eligibility is H.S.C. and candidate should be 16 years of age. His/her Physical fitness should be as per the standards prescribed by the Central Medical Establishments at New Delhi.

#### ***Private Pilot Licence (PPL) :***

Flying training for the PPL includes an initial 15 hours on a dual flight with a flying instruction. A total of 60 hours of flying have to undertaken, of which 5 hours have to be cross-country and 20 hours solo flying. After completion of the practical training, theoretical examinations have to be taken in subjects like air regulation, air navigation, aviation meteorology and aircraft engines.

### **ELIGIBILITY :**

10+2, 17 years of age, Medical fitness declaration by the Armed Forces Central Medical Establishment (AFCME).

This PPL training is provided in all govt. sponsored flying clubs across the country.

### **Commercial Pilot Licence (CPL) :**

After obtaining a PPL licence one can go for a CPL. A further 190 hours of flying experience is needed. This flying duration should be on wide range of aircrafts with specific hours of solo flying, cross-country flying, instrument flying and night flying.

The Director General Civil Aviation (DGCA) requires the CPL applicant to have done a minimum of 10 hours of flying in the six months preceding the date on which he/she applies for the licence. This period must also include at least 5 hours of night flying with not less than 10 takeoffs and landings.

### **LEADING FLYING CLUBS :**

Mumbai Flying Club, Delhi Flying Club, Govt. Flying Training School, Bangalore.

Indira Gandhi Rastriya Uran Akademi (IGRUA), Fursatganj, Dist-Rae Bareli (UP). Entry into the IGRUA is through a competitive examination in which knowledge of aviation subject as per PPL standards and G.K/Intelligence test is evaluated. Those who qualify in the written test will have to appear in the interview and aptitude test.

Eligibility for Entry into IGRUA :

10+2, PPL Licence and AFCME medical certificate.

Training fee at IGRUA is approximately Rs.2 Lakhs. A CPL course duration usually lasts 18 months but a candidate may take upto 3 years to clear all subjects. Total cost of going through PPL and onto CPL works out to be around Rs.3 to Rs.4 Lakhs.

**PLACEMENT :**

Apart from the public sector Air India and Indian Airlines a lot of private sector airlines like, Jet Air, Alliance Air, Modiluft, Sahara Airlines etc. offer ample placement opportunities to CPL holders. A Commercial Pilot's salary now ranges from 2.5 lakhs to 3 lakhs per month.

## **AIR HOSTESS**

Of all the career opportunities available for women, Air Hostess is the most glamorous and interesting job for young women who want to pursue this career.

### **DUTY REQUIRED :**

The Air Hostess is the first person to welcome a passenger aboard an aircraft. She helps to check them in and supervise their seating arrangements, helps them in arranging their baggage in the proper manner. She takes care of the comforts, convenience and safety of passengers in aircraft, attend to their enquires, serve them meals and render first-aid in times of need. She ensures cleanliness of the cabin and extends hospitality.

### **PERSONALITY TRAITS :**

Attractive appearance, a well-modulated pleasant voice, a proportionate figure with a graceful carriage, helpful, friendly nature and capacity to work for long hours on one's feet are the qualities required of the Air Hostess.

### **ELIGIBILITY CRITERIA :**

Airlines recruit Air Hostess on the basis of certain eligibility criteria.

Age: 19 to 25 years.

Height: Minimum Height should be 157.5 c.m. (bare-foot)

Weight: Proportionate to height as per the company's standards.

**STATUS (Marital) :-** Unmarried.

Haemoglobin level should be normal at least 12.

### **VISION :**

Preferable normal eyesight without glasses: However minimum uncorrected vision (distant) should be 6/24 in each eye.

### **QUALIFICATION :**

Graduate degree from a recognized university or +2 or its equivalent with three year Diploma in Hotel Management and Catering Technology from a recognized institute.

### **LANGUAGE QUALIFICATION :**

Fluency in English and Hindi is required. Knowledge of at least one international language will add to one's chances of qualification.

### **PROCEDURE OF RECRUITMENT :**

After the initial screening of applications the Airlines calls them for a written examination usually of the objective type, comprising of English, Mathematics, Genral Knowledge and Aptitude Test. Those who qualify in the written examination have to appear for a group discussion followed by a personal interview.

**TRAINING INSTITUTE IN INDIA :**

4. Sophia College, Mumbai
2. S.N.D.T. University, Mumbai.

**CAREER PROSPECTS :**

Air Hostess can look for monthly emoluments in the range of Rs.20,000 to Rs.50,000. An Air hostess with experience is eligible for promotion as senior Hostess, Deputy Chief Air Hostess and Chief Air Hostess. They can work till the age of 58. Prospects of successful absorption in other cadres in the travel and tourism sector are good.

**NAMES AND ADDRESS OF SOME AIRLINES :**

**Indian Airlines :**

Chairman-cum-Managing Director,  
Indian Airlines, Airlines House,  
113, Gurudwara Rakabganj Road,  
New Delhi-110001.

**Air India :**

Managing Director,  
Air India Ltd.,  
Air India Building, Nariman Point,  
Mumbai-400021.

**Jet Airways :**

Chairman,  
41/42,  
Maker Chambers-III, Nariman Point,  
Mumbai-400021.

*N.B.: Given dates are subjects to change.*

# **CAREERS IN PACKAGING TECHNOLOGY**

## **INTRODUCTION :**

Packaging has become a highly specialised area. Due to the tough market competition, the new products released by the companies need attractive packing to meet buyer's expectation with regard to functionality and aesthetic looks to win over their competitors and get recognition for their products. Wrapping, box packing or bottling go under the name of packaging.

It is one of the fast growing industry. The scope of work is expanding as the packaging of canned and frozen foods, toiletries, tobacco products, gifts and other products is increasing day by day. Besides, when the persons working in Govt. and Private Sectors get transferred from one city to another, their goods require to be packed in such a manner as to reach safely. Thus, packaging expert plays an important role here also.

Consider bacteria free fruit juices in tetra packs, milk that does not spoil for several days or tea leaf packages that retain the flavour for months. These diverse issues are those of packaging experts.

## **COURSE STRUCTURE/ELIGIBILITY :**

The foremost institution offering a packaging course is Indian Institute of Packaging, Mumbai. It has been set up by the Government of India. It offers a P.G. Diploma in packing, besides other certificate courses and distance education programmes.

The P.G. Diploma Course is of 2 years duration and is open to graduates in Science with any two of the subjects (Physics/Chemistry/Mathematics/Electronics/Microbiology/Engineering or Technology) of a recognized University or equivalent with minimum 50% .

The certificate programme is of 3 months duration and is open to persons having working experience in packaging industry.

## **BASIS OF SELECTION :**

Candidates are selected for the post graduate programme on the basis of the performance in All India Entrance Examination comprising of a written test (Physics, Chemistry and Mathematics) and interview. Entrance Tests are held at Mumbai, Chennai, Kolkata and Delhi.

## **ANNOUNCEMENT AND DATES :**

Application forms will be available in May-June for the Examination in July.

## **COURSE FEES :**

Rs. 5000 per semester for the Post Graduate programme. Hostel fees is Rs.2000/- per semester.

## **MAJOR INSTITUTIONS :**

1. The Indian Institute of Packaging, Plot E-2, MIDC Area, Chakala, Post Box-9432, Andheri (E), Mumbai-400093.
2. The Indian Institute of Packaging (Regional Centre), Block CP, Sector-V, Salt Lake City, Bidhan Nagar, Kolkata-700091.
3. The Indian Institute of Packaging (Regional Centre), B/28, 29, Flatted Factories Complex, Jhandewalan, Rani Jhansi Road, New Delhi-110055.
4. The Indian Institute of Packaging (Regional Centre), Plot No-169, Industrial Estate, Perungudi, Chennai-600096.

**EMPLOYMENT OPPORTUNITIES :**

The packaging technologists find placement in the companies manufacturing packing materials and packing systems, food processing and beverages industries that depends on packaging technology to improve shelf life and transportability.

**JOB PROFILE :**

The job of a packaging expert is design and development of appropriate packing systems taking into account the material to be packed, compatibility with materials to be packed, testing and evaluation and environmental compliance.

N.B.: Given dates are subjects to change.

## CAREERS IN MUSEOLOGY

Every nation with a cultural heritage preserves momentous of the past for the future generations. Museum is a place for the collection of those artifacts which reflect the life-patterns of a bygone era. It may be in the form of manuscripts, coins, journals, photography etc. The main functioning of a museum include the collection, preservation and display of national treasures. Museums attract both domestic and foreign tourists.

Museums need professionally trained and dedicated personnel for them maintenance. Some of the posts in the museum are that of curator, librarian, designer and lecturer. A person interested for this career should have the following attributes.

### PERSONAL ATTRIBUTES :

1. Love for art and culture.
2. A genuine interest in the legacy of the past.
3. Patience and commitment to the job.

### COURSE/TRAINING :

For a career in museum one can be professionally trained by pursuing a course in 'Museology'.

COURSE	ELIGIBILITY	INSTITUTION
B.A. (Museology)	10+2	University of Ajmer, Ajmer-305001.
B.A.(Museum & Tourism)	10+2	Kurukshetra university, Kurukhetra, Haryana.
M.A.(Museology)	B.A(2 <sup>nd</sup> Division)	B.H.U., Varanasi.
Post Graduate degree course in Museology.	Graduation.	M.S. University, Department of Museology, Faculty of Fine Arts, Maharaja Shahajirao University, Baroda.
M.A.(Museology) 1 year diploma in Museum Administration; 1 year diploma in museum modelling; 1 year diploma in museum photography; 5-6 months course in Art Appreciation; M.A. in Conservation of works of Art.	Graduation with high second class proficiency in foreign language.	Institute of History of Art Conservation and Museology, National Museum, Janpath, New Delhi-110011.
2 years diploma in Museology.	Graduation	University of Calcutta, Senate House, Kolkata-700073.
1 year diploma in Museology	M.A. with History.	Aligarh Muslim University, Aligarh,U.P.-202001.
1 year diploma in Museology	M.A. with Ancient History, Culture, Archaeology or	Osmania University, Administrative Building, Hyderabad (A.P).-500007.



	Medieval History with 50% . In service candidates need Bachelor's degree with 3 years experience.	
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Some of the well known Museums in Orissa are: State Museum at Bhubaneswar, Tribal Museum at Bhubaneswar and the Museum at Ratnagiri (having Buddhist Artefacts).

**CAREER PROSPECTS :**

Apart from the state-run museums, these days new museums are also being developed on private initiative. Hence young people with the right academic and intellectual background can surely find placement in museums.

*N.B.: Given dates are subjects to change.*

## CAREERS IN FIRE SERVICES

Increasing urbanisation, mounting industrial activity, the use of electrical devices, appliances in all types of houses and offices, heating and cooling systems etc. contribute to enhance fire hazards. Fire Services have to keep abreast with fresh and increasing demands. Each state government maintains a fire department to look after preventive and precautionary aspects of fire safety. Moreover, not only for fire safety but in all kinds of national calamities like earthquake, flood etc. the only organisation that is remembered is fire service.

In the protective role the fire service advises and assists various organisations in taking protection against fire hazards.

### PERSONALITY TRAITS :

Being a technical profession a scientific bent of mind is obviously required. Other qualities required include a sense of self discipline and responsibility, peak physical condition, presence of mind to handle crises, calmness of mind under potentially dangerous circumstances, the ability to lead men, motivate them, supervise and guide them to discharge their duties. Ability to plan for all eventualities in advance.

### Available Careers :

Fire Fighter, Sub-Officer, Station Officer, Assistant Divisional Officer, Divisional Officer, Dy. Chief Fire Officer, Chief Fire Officer.

### Training/Course :

National Fire Service College, Nagpur is the leading institute offering training courses in fire services.

Every course has just 30 seats and admission is based on performance of the candidate in written test which is usually conducted in the month of May-June every year at Mumbai, Kolkata, Madras, Nagpur and New Delhi.

The written entrance examination is normally of the objective type, held in two sessions. The Physics paper is followed by the Chemistry paper and the level of knowledge tested is of the Bachelor's degree in Science. The papers are given in both Hindi and English. Candidates declared passed/qualified in the written examination are called for a viva voce and final selection is made on the combined performance in both these tests. Since peak physical condition is a pre-requisite for the profession the College expects the applicants to be physically fit.

### Physical Standard :

Height: 165 cms. Weight: 50 kgs. Chest: 81 cms with 5 cms on expansion.

Course	Educational Qualification	Physical Standards	Age	Duration (years)	Remarks
B.E. (Fire Engineering)	B.Sc.P/C/M/	Height 165 cms Weight 50 kg Chest 81 cms with 5 cms expansion	19-23	3 and half years	Advertisement in leading Newspapers in May/ June every year.

Certificate (Sub-Officer)	10+2	As above	18-23	25 weeks	---
Diploma (Station Officer)	10+2 , Preferably Science & 3 years experience as a leading Fireman/ Sub- Officer	---	Not more than 45 years	22 weeks	---
Diploma (Divisional Officer)	10+2 with Diploma (Fire) 3 years experience as Station Officer with Heavy Driving Licence.	---	23-45	22 weeks	

**Prospects/Placements :**

The professionally trained people qualify for placement in the managerial/officer cadre in Fire Service usually in the government/public sector. Fire Stations all over the country employ Fire Engineers. Due to urbanisation in cities skyscrapers have come up and for the basis requirement of fire safety employing fire service personnel is a must. Therefore, the private sector has also opened ample job opportunity for fire engineers.

*N.B.: Given dates are subjects to change.*

## TEACHERSHIP IN SCHOOL

Teaching is one of the noblest profession. Teachers shape the lives of their students who constitute the future generations. The values imparted at the school level remains with person for a long time. Hence teachers play a vital role in the educational as well as nation-building process. Teaching offers a good career option at Nursery, Primary and Secondary level.

### PERSONALITY TRAITS :

1. Love for children,
2. A genuine interest and understanding of children,
3. Patience, enthusiasm to teach
4. Ability to communicate well,
5. A pleasing personality with a good voice

Career in teaching can be pursued either in Private Schools or Government Schools.

### PRIVATE SCHOOLS :

#### (A) Nursery Level :

Nursery schools are meant for toddlers. Teachers have to inculcate manners, discipline, and social habits in the children as part of their daily schedule. They have to be fully involved with their students and gradually and informally introduce them to oral learning.

#### (B) Primary Level :

From Class-I to Class-V teachers have to stimulate the children's natural enthusiasm for learning and thus widen their experience. In primary classes teachers usually teach a range of subjects to their own class. Some schools, however, have subject teachers separately for the second language and mathematics. Primary teachers have to spend time and effort in preparing lessons for teaching and also organize periodic assessment to check the students' progress.

#### (C) Secondary Level :

At this stage each subject is taught by a different teacher. Hence the teachers usually hold higher and specialised qualifications. The studies get serious and regular assignments are given to the students. Some schools appoint TGT (Trained Graduate Teachers) and some prefer PGT (Post-Graduate Teachers) at the secondary level.

### GOVERNMENT SCHOOLS :

At the Government level teachers are recruited in the Primary, Upper Primary (U.P), Middle English (M.E), and High Schools. Recruitment for Primary, U.P., and M.E. School teachers is done by the Circle Inspector of Schools. For High School teachers the recruiting agency is the Orissa Staff Selection Commission which conducts competitive examinations consisting of Written and Viva

### TRAINING FACILITIES IN ORISSA :

#### A. Govt. Secondary Training Schools (CT)

Number of Schools: 50 General Schools & 2 Urdu Schools.

Number of Seats: 50 each  
Eligibility: 10<sup>th</sup> pass

**B. Training Colleges for B.Ed.**

Number of Institutes:

- Three(3) Institutes of Advance Studies in Education (IASE)
  1. Radhanath IASE- Cuttack, No. of Seats – 120
  2. Dibakar IASE- Berhampur, No. of Seats-60
  3. Dr. Parshuram IASE-Sambalpur, No. of Seats-90
- Six(6) Colleges of Teachers Education at Angul, Balasore, Bolangir, Bhanjanagar, Koraput and Bhubaneswar. Total No. of Seats 460.
- Four(4) Govt. Training Colleges at Rourkela, Baripada, Kalahandi and Fakirpur.  
No. of seats 50 each.

**EMPLOYMENT PROSPECT :**

‘Education’ is one of the prime concern of the govt. Spreading the literacy map and educating the masses has assumed much importance. Thus teachers are in demand both in the public and private sectors. The Staff Selection Commission hold periodical selection examinations to recruit trained graduate teachers (TGT) to be appointed in the Government High Schools.

**COURSES FOR ENTRY INTO SPECIAL SCHOOLS :**

**Institutes in Orissa:**

- Training Centre for Teacher of the Hearing Impaired, SIRD Campus, Unit-8, Bhubaneswar, Orissa-751012. Conducts Diploma for Teachers of 15 months duration.
- Training Centre for Teacher of the Visually Handicapped, SIRD Campus, Unit-8, Bhubaneswar, Orissa-751012. Conducts Diploma for Teachers of 15 months duration.
- Jewels International Chetana Institute for the Mentally handicapped, A/3, Nayapalli, Bhubaneswar-751013.

**National Institutes:**

National Institutes conduct 1 year Diploma Course after +3 or 4 years Integrated Course after 10+2.

- National Institute of Visual Hindicapped, 116, Rajpur Road, Dehradun-248001
- National Institute of Orthopedically Hindicapped, B.T.Road, Hughly, Kolkatta-700090
- Ali Yavarjung National Institute of Hearing Handicapped, Krishnachand Marg, Bandra West, Mumbai-400050.
- National Institute of Mentally Handicapped, Manovikash Nagar, Bowenpalli, Secunderabad-500011 (A.P).

**PROSPECTS :**

After completion of the special courses one can get into integrated schools, special schools or NGOs dealing with disability sector.

# ADVERTISING

Advertising is the business of communicating a message to an audience through the media newspapers, magazines, radio, television, hoardings in public places etc. Every product that is available in the market, needs to be advertised. Advertisement helps in the publicity of the product by creating awareness among the consumer. The consumer comes to know about the different features of household goods (like T.V. fridge, cooking oil, soap etc) or a service provider (Airlines, Insurance etc.) An attractive advertising campaign helps in popularising a product/service and gives a boost to the sales figures. It forms the basis of marketing.

Advertising offers jobs on the executive side or the creative side. While the executive department deals with client servicing media planning and market research the creative department employs copywriters and visualizers along with the scriptwriters, storyboard artists, typographers, etc.

## PERSONALITY TRAITS :

- I. Good power of observation,
- II. An insight into the psyche of the people,
- III. A creative visual imagination,
- IV. Patience and perseverance.

## COURSE/TRAINING :

In order to be a successful advertiser one does not need any formal qualification as such. Any one with a talent to understand public perception and preferences can excel in this field. However, training is also available in the field of executive and creative departments.

**Executive Department** : In this department students are taught marketing, media planning, graphics, and group campaigns with all other aspects of advertising and public relations.

- (i) Graduation in any discipline with a flair for writing.
- (ii) Diploma or degree in Mass-Communication/Advertising/Social Communication.
- (iii) MBA Graduates with specialization in marketing.

## Creative Department :

- i. Bachelor of fine arts (BFA) can be taken after +2. The duration is four or five years.
- ii. The National Institute of Design at Ahmedabad offers a School Leaver's Professional Education Programme (SLPEP).

## PROSPECTS :

With the growth in markets and ever-increasing number of consumer goods, advertising is here to stay. Well-known Advertisement Agencies have openings for copywriters, editors, visualisers and even musicians. One can also be self-employed by opening up own advertising agency.

**INSTITUTIONS :**

1. Indian Institute of Mass Communication, Aruna Asaf Ali Marg, New Delhi-67 and Amalpara, Dhenkanal, Orissa.
2. Xavier's Institutions of Communication, Mumbai.
3. Mudra Institute of Communication, Ahmedabad.
4. Jannalal Bajaj Institute of Management, Mumbai.
5. Mass Communication Research Centre, Jamia Milia Islamia, New Delhi.

## **FOREIGN LANGUAGE**

The world community today has become a global village. Nations are interacting with each other like never before for different reasons, be it political, economics, diplomatic or peace missions. Since there is no universal 'lingua franca'. In the global community, the job of an interpreter is much in demand. Learning foreign language certainly opens up avenues for career in this field. A qualified person well versed with more than two Indian-Foreign languages can work either as a teacher, translator, interpreter or foreign correspondent. He may also be absorbed in travel and tourism industries, foreign embassies, airlines, shipping companies or in the electronic media.

### **PERSONALITY TRAITS :**

6. Flair for languages.
7. Awareness about the world happenings
8. Interest in people
9. Meticulous and patient approach
10. A pleasing personality

### **COURSE :**

Most of the important universities in the country conduct diploma, degree or certificate courses in many foreign languages. The eligibility conditions differ from university to university, but mostly the degree courses are open to graduates in any discipline. There are many foreign language training institutes which offer specialized training in a particular language at different levels. Some courses are pursued after +2 and some after graduation.

### **INSTITUTIONS :**

1. School of Languages, JNU, New Delhi-67.
2. Central Institute of English and Foreign Languages (CIEFL), Hyderabad.
3. Bharatiya Bidya Bhavan, Kasturba Gandhi Marg, New Delh-1.
4. Max Muller Bhavan at Mumbai, Bangalore, Calcutta, Madras, Hyderabad and Delhi (for German).
5. Alliance Francaise Centres at Calcutta, Mumbai, Ahmedabad, Bangalore, Goa, New Delhi, Pure, Hyderabad (for French)
6. Italian Consulate at Mumbai (for Italian).
7. Indo-Japanese Association Mumbai (for Japanese).

### **FACILITIES IN ORISSA :**

The Department of Political Science, Utkal University conducts a course on Chinese language. The duration of the course is one year and the fee is Rs.3000/-. There are 16 seats and the candidates are selected on the basis of career and performance in the entrance test.

*N.B.: Given dates are subjects to change.*



# INTERIOR DESIGN

## INTRODUCTION :

Everyone wants to work in an atmosphere which is taste-fully decorated and aesthetically appealing. Interior decorators are professionally trained to suggest about colour schemes, wall paper and curtains, furniture arrangement etc. Whether it is Homes, Offices, Retail shops, Show rooms, Hotels, Airports, Exhibition halls, Conference centres, Theaters, TV & Film Studios, Commercial establishments, Interior decorators help in making the place more beautiful.

## PERSONALITY TRAITS :

Artistic sense, ability to get along with the people, patience, colour, sensitivity, manual dexterity, imagination and creativity.

## QUALIFICATION & DURATION :

The minimum eligibility +2 pass or equivalent. The duration of the course varies from state to state and may range from 2 to 3 years.

The School of interior design, Ahmedabad offers a 5 year programme for those who have completed 10+2 or equivalent in the science students.

## BASIS FOR SELECTION :

The selection is based on entrance test to check out aptitude for such a career. Admission is on the basis of aptitude tests which evaluate artistic sensibility, technical drawing skills, spatial appreciation, sense of colour, attention to details and idea of proportion.

## MAJOR INSTITUTIONS :

1. J.J. School of Arts, Fort, Mumbai-400001.
2. Nirmala Niketan, 49, New Marine lines, Mumbai-400020.
3. School of Interior Design, Centre for Environmental planning Technology Kasturabhai Lalbhai Campus, Navarangpura, Ahmedabad-380009.
4. S.N.D.T. Womens' University, Church gate, Mumbai-400020.
5. Sophia College, B.K. Somani Polytechnic, Bhulabhai Desai Road, Mumbai-400026.
6. South Delhi Polytechnic for women, Lajpat Nagar-IV, New Delhi-110024.

## JOB PROFILE :

Interior decorators may find placement in Corporate Houses, Companies, Architect Firms or can work as consultants on a freelance basis. The entry level salary ranges anywhere from Rs.3000/- to Rs.10,000/- and over Rs.15,000/- in the middle level management level.

*N.B.: Given dates are subject to change.*

# LEATHER TECHNOLOGY

## INTRODUCTION :

Leather and Footwear is a huge industry that touches the need of the entire population. There is also a huge export market in footwear. The total number of footwear pairs that are exported annually from India is around 300-400 million . Total export and the existence of huge domestic market make it a huge industry.

## ELIGIBILITY AND COURSE DURATION:

To enter into the industry different Footwear Design institutes offer diploma programmes in footwear technology. These courses are of 1 to 1 ½ year duration.

The Footwear Technology Management programme is open to those with degree in Mechanical Engineering (or) production Engineering, graduates in Leather Technology, or Post graduates in Physics/Chemistry.

Central Leather Research Institute offers short and long term courses for 10+2 pass outs. The duration of the courses may be up to 1 ½ years.

There are Leather and Footwear Technology courses at various levels. There are diploma, degree and Post Graduate programmes. Some of the programmes are in engineering, while others are design and arts oriented.

Each of institutions have their own admissions and entrance procedure. One has to contact the Individual Institutions for detailed Information.

## MAJOR INSTITUTIONS :

### Leather

1. Alagappa College of Technology, Guindy, Chennai-600025.
2. Harcourt Butler Technological Institute, Kanpur-208002, Uttar Pradesh.
3. College of Leather Technology, Canal South Road, Calcutta-700015.
4. Central Leather Research Institute, Adyar, Chennai-600020.

### Footwear Science & Technology :

1. Alagappa College of Technology, Guindy, Chennai-600025.
2. College of Engineering, Guindy, Chennai-600025.
3. Institute of Government Leather Working School, Kherwadi, Bandra(E), Mumbai-400051.
4. Central Footwear Training Centre, 65/1, GST Road, Guindy, Chennai-600032.
5. Central Footwear Training Centre, 428, Kaushalpur, Agra-282005.
6. Footwear Design and Development Institute, D-2, Sector-10, NOIDA-201301 (UP).

## EMPLOYMENT :

The large number of production units from primary processing to products manufacturing constitute the job market for those who specialise in design and manufacturing. Domestic Distribution Companies and the export trading houses are major employers for design and marketing specialists.

*N.B.: Given dates are subject to change.*

## **CAREERS IN MARINE SCIENCE**

### **INTRODUCTION :**

Marine Science is the study of marine life forms and their usefulness to human beings. Under this, biology of fish and other aquatic life forms are studied. Geological and mineral wealth of the ocean and its impact on human and aquatic life are also studied.

### **ELIGIBILITY:**

Students who have completed bachelor degree in biological sciences or in some cases, other streams of science are eligible to apply.

### **BASIS FOR SELECTION:**

In most programmes the selection is through entrance test. Some institutes consider career of the candidate for entry.

### **ANNOUNCEMENTS & DATES :**

Dates for entrance examinations are advertised in December-January. Announcements about the programmes are usually made between January and March in local and National Dailies.

### **MAJOR INSTITUTIONS :**

1. Berhampur University, Bhanja Bihar, Berhampur-760007, Orissa.
2. Utkal University, Bhubaneswar offers a course in M.Sc. in Marine Zoology.
3. Andhra University, Vishakhapatnam-530003
4. Cochin University, Cochin –682022 Kerala.
5. Fisheries Institute, Seal Shell, J.P. Road, 7 Bungalows, Mumbai-400058.
6. Goa University, Goa-403005
7. Mangalore University, Mangalore-575003, Karnataka.
8. Marine Engineering Research Institute (MERI), P-19, Taratolla Road, Calcutta-700088.
9. Marine Engineering Research Institute, Hay Bunder Road, Mumbai-400033.
10. School of Marine Sciences, Cochin University of Science & Technology, Cochin-682016, Kerala.
11. University of Bombay, Mumbai-400032
12. University of Madras, Chennai-600005.

### **EMPLOYMENT OPPORTUNITIES :**

One can start as a Researcher or Scientist after completion of the course. There are opportunities in public sector, research organisations ,academics etc. One of the leading institutes of national stature is Central Institute of Freshwater Aquaculture, (CIFA) Kaushalyaganj, Bhubaneswar . Opportunities also exist in private companies having own hatcheries and cultivation of fish processing and packaging units. These units are located mainly in Kerala, Goa, Andhra Pradesh ,Tamilnadu coasts and other coastal regions of India.

### **JOB PROFILE :**

Depending upon the type of organisation, the incumbent will be concerned with issues ranging from the seeds (or fish eggs), breeding, farm maintenance, hygiene, quality assurance, disease control, processing, packaging and marketing.

# CAREERS IN FORESTRY

## INTRODUCTION :

Forestry involves protection of forests and farming of trees to ensure continuing timber supply. A forester cares for the forest resources by protecting them from fire, pests and diseases and encroachment. A forester would also be in charge of felling, which is cutting down of trees scientifically when there is over crowding and dying of trees.

## SPECIALISATION :

At the Bachelor's level, there is generally no specialisation. At the Masters level, it is possible to specialise in subjects such as Forest Management, Commercial Forestry or Forest Economics.

## Major Institutions :

### Bachelors & Masters Programme in Forestry/Forestry Management :

1. Orissa University of Agriculture & Technology, (OUAT), Bhubaneswar- 751003.
2. Indian Institute of Forest Management, (IIFM) Nehru Nagar, Bhopal-462003.
3. College of Agriculture, Krishinagar, Akola-444104, Maharashtra.
4. G.B. Pant University of Agriculture & Technology, Pant Nagar-263145, Nainital District, U.P.
5. Kerala Agricultural University, Vellanikkara, Trichur-680654, Kerala.
6. Birsa Agricultural University, Kanke, Ranchi-834006, Bihar.
7. Punjab Agricultural University, Ludhiana –141008.
8. Tamil Nadu Agricultural university, Coimbatore-641003, Tamil Nadu.
9. Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Solan-173230, Haryana.
10. Konkan Krishi Vidyapeeth, Dapoli-415712, Ratnagiri Dist, Maharashtra.

## Basis for Selection :

The bachelor programme is open to those who have a 10+2 or equivalent with Physics, Chemistry and Biology or Agriculture as the chosen subjects. In some states like Kerala, entrance is through the common entrance examination for other states, the entrance is based on the candidate's performance in the qualifying examinations.

## Announcements and Dates :

The announcements for the Bachelor Programmes are made during May-June for most Universities.

## Fees :

Bachelor Programmes at the Universities cost between Rs.2000/- to Rs.4,000 for tuition per year. For the Master's Programme at the Indian Institute of Forest Management, the tuition fees costs are Rs.30,000/- and Rs.25,000/- for the first and second years respectively.

## Employment Opportunities:

Employment opportunities exist with government, non-governmental organisations interested in preservation of forest resources, corporates having own plantations for timbering, corporate that buy forest products from satellite companies, research and consultancy organisations. They can be absorbed in environment and pollution control departments

## **CAREERS IN SHIPPING INDUSTRY**

Merchant Navy Ships consists of Bulk Careers that carry cargo, Tankers that carry petroleum crude and derivatives and Liners that carry passengers. The navigation of these ships and their maintenance require qualified personnel on land as well as at sea. The industry is a highly specialised one and it needs trained manpower.

### **Specialisation :**

The two broad areas of specialisation are navigation and engineering. Navigation involves the navigation of ship and over all responsibility of the ship. Engineering involves running the ship and engineering of the ship.

### **Navigation :**

Training of navigation is offered at “Training Ship Chanakya” – a land based institution. This programme in Nautical Science is of three years duration and covers principles and practices of navigation, use of navigational equipment, seamanship, basic principle of ship design, and ship repairs. Successful completion of the programme earns for the candidates a B.Sc. in Nautical Sciences from the Bombay University. Following this, a training of one year on the deck is required for obtaining second mate’s certificate of competency. This allows appointment to foreign going ships. From the second mate upwards, the officer has to clear regular examinations to go up the hierarchy on the navigation side. Another route to becoming a navigating officer in the merchant navy is to join as a deck cadet in the ships. After a minimum of three years, the cadets can apply for appearing for a written examination that evaluates their competency to become navigating officers.

### **Marine Engineering :**

The Engineering stream is concerned with the maintenance of the ship. This includes the engine, navigation systems, auxiliary systems such as the air conditioners, heating systems, equipment for loading and unloading and safely equipment. Some of the marine engineers who opt for a share job are absorbed in design, building and dry dock maintenance of ships.

### **Major Institutions :**

1. T.S. Chanakya, Karas, New Mumbai-400706
2. Marine Engineering & Research Institute (MERI), Hay Bunder Road, Mumbai-400033.
3. Marine Engineering & Research Institute (MERI), P-19, Taratolla Road, Calcutta-700088.
4. Ministry of Surface Transport (Govt. of India), Directorate General of Shipping, “Jahaz Bhavan” Ballard Estate, Opp Indira Dock (Red Gate), Walchand Hira Chand Marg, Mumbai-400038.

### **Basis for Selection :**

Entrances to T.S. Chanakya and MERI are based on performance in Joint Entrance Examination (JEE) jointly conducted by Indian Institutes of Technology (IIT). Eye sight is important for those who aspire to get into navigation stream a normal vision of 6/6 or better is required. For those in engineering stream, up to plus minus 2.5 is allowed.

The competency examination for moving from cadet’s level to officer level is conducted by the Directorate General of Shipping.

### **Employment :**

Employment could be with international and domestic shipping companies. Jobs are usually on a contract basis.

*N.B.: Given dates are subjects to change.*

## **TOURISM AND TRAVEL**

Tourism and travels serves as the promoter of national and international goodwill. It is the third biggest industry in the world. In India tourism was declared an industry only a few years ago. It has however become the second biggest foreign exchange earner next only to gems and jewellery export. However, inspite of this India with its rich and diverse culture and numerous places of tourist interest, still lags behind. Today, with a conscious effort from the Government, the future of the industry holds tremendous promise for growth.

### **MAIN AREAS :**

The travel and tourism industry operates in the private as well as in the public sector.

### **PRIVATE SECTOR :**

In this sector activities are divided into two distinct sections.

#### **(1) Travel Agents :**

Travel agents are concerned with the marketing of travel and tourism. They are basically retailers, who plan and sell trips to individuals or groups. They book passages for air, rail, sea and road travel, arrange hotel reservations or other accommodations, hire cars and coaches. All travel agents take on both international and domestic bookings. Some specialise in areas, like business trips, group tours or conferences.

#### **(2) Tour Operators :**

Tour operators deal in travel and destination management. They put together and sell package holidays. These could be for individuals or groups and include incoming tourists from abroad, outbound tours to foreign destinations or domestic travelers. Tour operators could offer special interest packages that range from archaeology to golf, wildlife to astrology.

### **PUBLIC SECTOR :**

This sector's main concern is the promotion of tourism in India. To this end, most public sector organisations connected with tourism not only run a network of hotels, information centres and other facilities and services for visitors to the country, but also involved in larger development projects aimed at improving tourism infrastructure and expanding the industry. They are aided in this task by other semi-government bodies, including the Indian Railways and the two national airlines.

### **THE WORK :**

Work in the travel and tourism industry is essentially concerned with providing services for people who are away from home, on business or holiday. Work at every functional level in the industry involves dealing directly with people. A great deal of mobility is also required in certain jobs where contact must be maintained with representatives of the myriad services provided to clients or individuals or groups that are to be accompanied to and around their destinations. Besides this, it is vital that all tourism staff in marketing, counter sales, or guide services, be acquainted about the places their clients visit, in terms of general background, air read and rail connections and facilities available.

**PERSONALITY TRAITS :**

(1) An outgoing nature (2) willingness to travel (3) ability to communicate with people of different backgrounds (4) enthusiasm for meeting people, (5) awareness of the country's history and culture etc.

**TRAINING/INSTITUTES :**

After completing +2 level of education, a student can enroll himself/herself in a specialised tourism course.

The vocational colleges in the country offer tourism as a discipline and completion of such a course leads to a graduate degree.

Polytechnics also offer training programmes in certain aspects of tourism and travel, for example in ticketing and reservation. This level of qualification leads to jobs in travel agencies, as well as in Govt. departments, air lines and hotels but does not offer prospects for much growth and promotion in the industry.

The most professional training in travel and tourism is available in the form of the postgraduate diploma and degree programmes of one or two years duration provided by many Universities and institutes in the country. Important among them are-

<b>COURSE</b>	<b>INSTITUTIONS</b>	<b>ELIGIBILITY</b>	<b>DURATION</b>
MTA(Master of Tourism Administrator)	Kurukshetra University, Aligarh Muslim University; Jiwaji University, Gwalior; Anantpur University, Anantapur, Marathwada University, Aurangabad.	Graduate/PG	2 years.
Management of Visitor Service/Tourism Dev./ Planning in Tourism Travel & Transportation/ Enginornmental Parameters of Tourism Development/ Management of issues in Tourism & Travel/ Computer Technology & Communication in tourism.	Kerala Institute of Tourism and Travel, Thiruvananthipuram; Garware Institute of Career Education and Development, University of Bombay. Indian Institute of Travel and Tourism Management, Chanakyapuri, New Delhi. (All three are regional chapters of Indian Institute of Tourism and Travel Management, New Delhi.	Graduate with 3 years experience at junior or middle management level, maximum age-30 years.	24 credits programme (cyclic programme scheduled in April, July, October and Dec.)
Diploma in Tourism Management	Indian Institute of Travel & Tourism Management, Agra university; Annamalai University; Berhampur university, Orissa; Bombay University; Delhi University; Indore University; H.S. Gour University; Goa University; Guru Ghasidas university, Bilaspur; Jiwaji University, Gwalior. University of Keral, Trivandrum; Kota Open University; Kumaon University, Nainital; Kurukshetra university, Madurai University; Madras University, Manipur University, Imphal; Marathwada University; Pondicherry University, Ravi Shankar university, Raipur; Utkal University, Bhubaneswar.	Graduate with 60% marks	1 year (August to July).
Graduate integrated course in Tourism.	College of Vocational studies, Delhi, University	10 + 2	3 years
Language Training Course for Professionals in Tourism.	Cultural organisation of foreign countries	Graduation	-do-
Full-time Diploma course in Travel & Tourism	Cultural organisation of foreign countries.	Graduation	1 year
Basic Course in Air Travel Fares & Ticketing.	The Ministry of Tourism & Delhi Tourism, 9 Nyaya Marg, Chanakyapuri, New Delhi-110021.	Graduation	3 months
Basic Course in Air & Seal Carriage Services management.	The Ministry of Tourism & Delhi Tourism, 9 Nyaya Marg, Chanakyapuri, New Delhi-110021.	Graduation	2 months

Basic course in Computer application in Tourism & Travel Industry	The Ministry of Tourism & Delhi Tourism, 9 Nyaya Marg, Chanakyapuri New Delhi-110021.	Graduation	2 months
Basic Course in Airlines, Travel Agency & Tour Operation Management.	The Ministry of Tourism & Delhi Tourism, 9 Nyaya Marg, Chanakyapuri, New Delhi-110021.	Graduation	2 months
Courses in Spanish, Japanese, French, & Russian Language.	The Ministry of Tourism and Delhi Tourism, 9 Nyaya Marg, Chanakyapuri, New Delhi-110021.		6 months.

**JOB OPPORTUNITES :**

- (1) Positions in travel agencies, Air Lines, Transport and Cargo Companies.
- (2) Government jobs in Tourism Department including ITDC & State T.D.Cs.
- (3) Work as tour operators.
- (4) or be self-employed.

**SELF EMPLOYMENT :**

This requires capital and minimum experience of having worked as a manager in a travel agency. A single enterprising individual can, after a few years of experience, start by handling all travel requirements of a client and gradually build up business.

*N.B.: Given dates are subjects to change.*



## **BUSINESS MANAGEMENT**

Management has emerged as a highly coveted career option in recent times. In most modern organisations in the private and public sector, whether engaged in commercial activity or social service, there is a demand for professionally qualified managers.

### **DURATION OF THE COURSE :**

Business management or MBA (Master of Business Administration) is usually the study programme of two-years duration taken up after successful completion of graduate studies in any discipline.

### **ELIGIBILITY :**

Graduates with a minimum of 50% marks are eligible to apply for admission to management programmes.

### **BASIS OF SELECTION :**

A candidate has to clear a written test and an interview. Sometimes, other forms of selection tests may also be involved, e.g. psychological tests, group discussions, group problem solving etc. The written tests commonly assess the candidates skills in mathematics, logical analysis and written English. Candidates with a proficiency in dealing with numbers, a large vocabulary in English, an ability to think quickly and logically and a trained eye for details are likely to do better in these written tests. Examples of such tests are Common Admission Test (CAT) which is held in the month of December every year for admission to prestigious Indian Institutes of Managements, Ahmedabad, Kolkata, Lucknow, Bangalore, Indore and Kozhikode, MAT(Management Admission Tests), XLRI (Xavier Labour Relations Institute) Jamshedpur, etc. Universities conduct their own tests for admission to MBA programme.

The more reputed the Institute/University, the tougher is the selection process and better is the placement prospects.

### **INSTITUTIONS :**

Management courses are conducted by specialised institutes as well as by more than 50 Universities in the country. Among the premier Institutes/Universities for management studies are:-

1. Indian Institutes of Management, Ahmedabad, Bangalore, Calcutta, Lucknow, Indore and Kozhikode.
2. Faculty of Management Studies, New Delhi.
3. Jamanalal Bajaj Institute of Management Studies, Bombay.
4. Xavier Labour Relations Institute Jamshedpur.
5. Tata Institute of Social Sciences, Bombay.
6. Symbiosis Institute of Business Management, Pune.
7. S.P. Jain Institute of Management and Research, Bombay.
8. Xavier Institute of Management, Bhubaneswar.
9. Institute of Management Technology, Ghaziabad, U.P.

**SOME INSTITUTES OF ORISSA :**

1. Xavier Institute of Management, Bhubaneswar.
2. Deptt. of Business Administration, Utkal University, Bhubaneswar.
3. Deptt. of Business Administration, Berhampur University.
4. Regional College of Management, Bhubaneswar.
5. Institute of Co-operative Management, Bhubaneswar.
6. Deptt. of Business Administration, Sambalpur University.

The great demand for MBA degree has led to mushrooming of business schools around the country. However, an MBA aspirant must ensure the credibility of an institution before enrolling in the same.

**JOB OPPORTUNITIES :**

The career prospect of professionally qualified managers from India's top management schools has been excellent in the recent years. Every year during January and February scores of blue chip companies, banks and financial institutions and construction houses, both Indian and foreign, throng to the campuses to recruit management students. Most students in top schools end up with lucrative job-offers with foreign postings.

*N.B.: Given dates are subject to change.*

## **LIBRARY SCIENCE**

Libraries are the reservoirs of knowledge and agencies of communicating information. Libraries are now universally recognized as important institutions. A public library is an important element in the life of a community, an academic library is an essential part of an educational institution, a business or special library is indispensable in Govt. department and large business and industrial organisation. Libraries require proper maintenance and care. Hence the need for a special branch of knowledge, called the Library Science.

### **WORK OF A LIBRARIAN :**

A Librarian's work generally involves classification, indexing, cataloguing, shelving of publications. In addition it may be preparation of abstracts of articles/books and bibliographies. Further he/she has to guide readers in selecting books or in finding pieces of information from internal as well as external sources.

### **PERSONALITY TRAITS :**

A Librarian should have (1) A wide range of interest, (2) patience with readers queries (3) a helping nature, (4) a methodical approach, (5) love for books and (6) a good memory etc.

Different types of libraries require a varied combination of these qualities.

### **COURSE/TRAINING :**

Professional training is essential for entry into the field of librarianship. This is partly due to the technical nature of the work and also because special qualifications are a prerequisite for promotion to higher grades.

Various Universities, Colleges, Polytechnics as well as distance learning institutions around the country offer certificate diploma and graduate and post graduate degree course in library and information science.

### **ELIGIBILITY :**

Eligibility varies with courses and institutions. In general guidelines are :-

1. Certificate/Diploma in Library Science : HSC or equivalent school leaving examination.
2. Bachelor's Degree in Library Science : Graduation in any discipline.
3. Master's Library Science : Graduation in any discipline.
4. M.Phil/Ph.D. in Library Science : M.Lib.Sc. degree.

### **SELECTION PROCEDURE :**

Selection of candidates is mainly merit based. Some institutions hold admission tests in order to shortlist students.

### **DURATION :**

Course duration varies with the programme and the institutions that is conducting it. Short term certificate courses are between three and eight months. Bachelor's degree and master's degree courses are for one year. Some universities also offers 2 years master degree courses.

Specialised courses in the field of Library Science considered equivalent to the M.Lib.Sc. Courses are available at :-

1. Documentation Research and Training Centre (DRTC), Bangalore.
2. Indian National Scientific Documentation Centre (INSDOC), New Delhi.

**COURSES AVAILABLE IN ORISSA:**

Bachelor in Library Science and Master in Library Science are available in Utkal University, Berhampur University and Sambalpur University.

**JOB OPPORTUNITIES :**

Trained library professionals can find considerable opportunity for employment as well as job satisfaction in areas that include Govt. public library services, Govt. departmental libraries, universities and other academic institutions, National archives, cultural and educational institutions, private collections and special libraries information centres, photo/film libraries, companies and organisations with large information handling requirements, museum and galleries which usually have reading rooms and research facilities attached.

Now Information Technology has made it possible to have an easy access to information. It further helps in improving efficiency of functioning of the libraries and the entire education system. With the introduction of computer based facilities like compact Disks, Electronic-mail, Internet, etc. the field of library and information science presents exciting opportunities for work.

N.B.: Given dates are subjects to change.

# HOTEL MANAGEMENT

With the growth in the communication network, the world has become a global village. In this context travel and tourism industry has given a great fillip to the hospitality industry. Thus careers in Hotel Management has a bright future.

The main department in a hotel set up are (1) Front office (2) House keeping (3) Food and Beverage (4) Finance (5) Personnel (6) Engineering and Security. The functions of the front office are providing relevant information, making room reservation etc. Looking after the comfort of the guests, restaurants, offices etc. is the duty of the house keeping department. The food and beverage wing is mainly responsible for all the food prepared and served. Finance Department controls all monetary transactions of the hotel, security department is equally essential as it looks after the security arrangements of the hotel premises and the engineering staff looks after the various plants and equipment deployed in the Hotel.

## PERSONAL ATTRIBUTES :

- (1) A friendly and charming personality
- (2) Excellent communication skills
- (3) Outgoing personality
- (4) Organising ability, tactfulness
- (5) Positive approach a good sense of humour are some of the qualities required of a person who want to pursue a career in Hotel Management.

## TRAINING/INSTITUTE :

If one chooses hoteliering as a career one will have to undergo specialised training programmes after passing CI-XII of 10+2 system or equivalent with 50% marks. Training in different Trades of the Hotel Industry is offered at a number of institutes established in different parts of the country.

## 1. NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY :

Pusa, New Delhi-110012 offers to the Indian National admission to the 1<sup>st</sup> year of the 3-year Diploma Course at the Govt. sponsored Institutes of Hotel Management, Technology/Applied Nutrition at Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Mumbai, Calcutta, Chandigarh, Delhi, Goa, Gurudaspur, Guwahati, Gwalior, Hyderabad, Jaipur, Lucknow, Chennai, Srinagar and Thiruvanthapuram. At Bhubaneswar the Institute of Hotel Management Catering Technology and Applied Nutrition located at VSS Nagar.

## QUALIFICATION :

A candidate should have passed XII Class of the 10+2 pattern with English as compulsory subject.

## AGE :

Not more than 22 years as on 1<sup>st</sup>. July. Maximum age relaxable up to 25 years for SC/ST Candidates.

## MODE OF SELECTION :

Candidates are called for an objection type written entrance examination held in April at the specified centres which tests the candidates ability in

- (a) Reasoning and Logical Deduction
- (b) Numerical Ability and Scientific Aptitude.
- (c) General Knowledge
- (d) English Language.

On the basis of performance in the written examination candidates are called for interview which are held at Delhi, Mumbai, Calcutta, Chennai and Lucknow.

#### **FOOD CRAFT INSTITUTES :**

There are several food craft institutes in different parts of the country. These food crafts Institutes provide training courses of six months to 1 year duration in various trades such as Cookery, Bakery and Confectionary, Restaurant and Computer Service, Hotel reception and Book Keeping, House Keeping and canning and food preservation. These courses are open to those who have passed 10<sup>th</sup> class of 10+2 system with 50% marks. The enrolment for these courses starts in may through an entrance Examination. The 18 Hotel Management Catering and Nutrition Institutes in the Govt. Sector whose activities are co-oriented by the National Council for Hotel Management offer these course.

#### **PRIVATE SECTOR TRAINING INSTITUTES :**

Besides the Govt. Sector, there are training institutes in the private sector. The so called trinity of the Indian Hotel Industries- Oberois, Welcome group and the Taj group fulfil the need to train professional of the Industry.

(1) The Oberoi School of Management, Sham Nath Marg, New Delhi- It offers four key programmes to graduates and Hotel Management students. Selection to the various programmes is through campus recruitment. The Oberoi does not advertise.

(2) Welcome group graduate school of Hotel Administration, Valley View Hotel, Manipal, Karnataka.

This is the only institute which offers a three year bachelors degree course in Hotel Management. It takes 100 trainees per a year Admission announcement is normally advertised in April. It is affiliated to Mangalore University. Eligibility is atleast 50% marks in aggregate in 10+2 Exam. in any discipline.

(3) The Taj Group, Rauza Bagh, Aurangabad, Maharashtra.

The Taj Group of Hotels have their three year training programme at Indian Institute of Hotel Management, Aurangabad, where students with a minimum of 45% marks in Class-XII are eligible to apply. In addition the Taj Group have started two year graduate management training programme which imparts skills in every aspect of Hotel Management, Food Preparation, Service, Maintenance, Accounting, Engineering, Interior Design, Sales and Marketing in Hotel premises.

A host of Institutes offering Hotel Management courses have Mushroomed recently. It is necessary to carefully assess an institute before joining with respect to faculty, infrastructure and its links with the industry for placements.

#### **JOB OPPORTUNITIES :**

The employment rate of students graduating from the established institutes of Hotel Management is cent percent. They join hotels through campus interviews, some of them also join the Railways, Airlines, Shipping lines in their catering services or the defence sector. The industrial canteens absorb about 10 percent of the Hotel Management professionals. A few proceed to pursue post graduate studies in Hotel Management and opt for teaching jobs. Hospital and other institutions also engage hotel management professionals. Besides all these trained persons can do outdoor catering, run small hotels, bakeries and confectionaries etc.

# L A W

Laws are an essential ingredient in the social fabric of every civilized nation. They make the life of the citizens organised, safe and secure. Lawyers are needed to interpret laws and safeguard the rights of the citizens. The job of a lawyer is challenging and also satisfying.

## MAIN AREAS :

Lawyers may specialise in a particular branch of legal work, such as :-

**Civil Law** : This pertains to the private rights of individuals and also to legal proceedings connected with these rights.

**Criminal Law** : This deals with crime or its punishment.

**Labour Law** : This pertains to workers, their associations, their usual conditions, rights and duties. Lawyers in this branch usually have to sort out problems between the management and the workers.

**Tax Law** : This pertains to different types of taxes such as income tax, commercial tax and indirect tax.

Other branches includes:- Family Law, Constitutional Law, Company Law, Excise and Customs Law etc.

## PERSONAL ATTRIBUTES :

- (1) Power of logical reasoning, a quick brain
- (2) powers of concentration, patience and perseverance and
- (3) ability to discuss matters with all types of people, great self-confidence
- (4) good communication skills and the gift of expression and
- (5) a good voice.

## COURSE/TRAINING :

The basic qualification required for establishing one in the legal profession is a law degree. (LLB). The degree in law can be obtained at two stages :-

- (1) After graduation in any discipline, one can take up a three year LLB programme from any recognized University in the country.
- (2) Five year programme after successful completion of +2 or equivalent examination. This scheme came in to operation in the last few years with the Governments intention of attracting young talent to this profession.

The National Law School of India University (NLSIU) at Bangalore, set up by the Bar Council of India is a Premier Institute for the study of Law. It admits students to the five year BA LLB programme on the basis of an entrance examination which is of objective type comprising numerical aptitude, English usage and comprehensions, general awareness and legal aptitude. The curriculum entails a high level of teacher student interaction. Teaching here involves pedagogical and practical techniques etc. Campus placements are part of the facilities extended by the NLSIU.

Many Universities have already switched over to the five year law programmes while others are in the process of doing so. Other institutions offering the five year law degree programmes are :-

1. Symbiosis Society's Law College, Pune.
2. Osmania University.
3. Shivaji University, Kolhapur.
4. Marathiwada university, Aurangabad.
5. University of Kerala.
6. University of Nagpur.
7. University of Madras.
8. University of Calcutta.
9. University of Pondicherry.
10. The Madurai Kamraj University.
11. Jodhpur University, Jodhpur, Punjab.
12. Guru Nanak Dev University, Amritsar, Punjab.
13. Utkal University, Bhubaneswar, Sambapur and Berhampur University.
14. Allahabad University, Allahabad, Uttar Pradesh.
15. Delhi University, Delhi.

Post Graduate studies in law lead to an LLM degree after a two year study period.

**JOB OPPORTUNITIES :**

Legal profession is one of the growing and lucrative profession all over the world. It offers exciting opportunities as an Advocate Magistrate, Judge, Counsellor, Teacher, Social Worker, a legal correspondent etc. With the entry of multinational companies scope for lucrative job opportunities has further increased. Multinational companies are taking law graduates as law officers in their companies on the basis of campus selection and offering very good perks. Besides jobs available to the law graduates, self-employment opportunities are plenty in this line. One has to enroll one self with the local state central Bar Council. After enrolment as an advocate he is in a position to practise law in any of the courts as per rules. There is also scope in Defence Services in Executive branch Cadre Posts.

Moreover, legal matters span national and international boundaries and provide tremendous opportunities.

*N.B.: Given dates are subject to change.*



# JOURNALISM

## **INTRODUCTION :**

The flair of writing and reporting the day to day happenings normally covers the job of a Journalist. It is one of the lucrative careers in the contemporary world which offers name, fame and money. Both the print and the electronic media require journalists for reporting, writing, editing, photography and broadcasting. Generally a journalist should have –

1. The ability to understand national and international events
2. A basic knowledge about the world around
3. A flair for writing
4. Clarity in thinking and perception
5. An unbiased approach to issues.

**CAREER OPPORTUNITIES:** Openings for journalists are available in Newspapers, Magazines and Periodicals, News Agencies/Bureaus, Television and Radio, Ministry of Information & Broadcasting, related Govt. Agencies like DAVP (Directorate of Audio, Visual Publicity) and some on-line web-sites.

A journalist can work in different capacities, viz. as Reporter, Sub-Editor, News-Editor, Feature-Writer, Columnist, Editor or freelance writer.

## **REPORTER :**

A reporter is said to be the eyes and ears of a newspaper. He/she is always supposed to stick to facts and give accurate information only. They are required to cover a political gathering, an exhibition or an inaugural function. For this he/she has to stay in touch with police station, courts, hospitals, and he/she also makes use of press releases issued by various local bodies or private organisations. He may be a specialist in a particular field such as politics, sports, cinema, environment, crime etc, and receives invitations for press conferences, parliamentary or legislative sessions etc. A reporter is required to select the significant news items for printing.

## **SUB EDITOR :**

The sub-editor deals with most of the editing work. All news items articles, etc. are checked and rechecked by him. He improves the language, inserts punctuation deletes the irrelevant portions and even rewrites the whole story. Not only this he even composes suitable headlines. The main aim behind so much of hardwork is to make the article clear, simple, appetising and genuine.

## **THE NEWS EDITOR :**

The news editor heads the news desk. He controls the vast network of correspondents and other news sources like the news agencies, wire services etc. He is the right hand man of the editor and also a vital link between the editor and the newsroom i.e. sub-editors, reporters, feature writers, photographers etc. He keeps an eye on how news is featured, how it is edited and headlined.

**FEATURE WRITERS :**

Feature writers produce ideas for and write articles about a variety of subjects of general interest. They may also specialize in particular subjects. They collect information and opinions about current topics and may also do interviews with well known personalities. Feature writers often have to do a good deal of research for their articles.

**COLUMNIST :**

A columnist usually has years of experience of feature writing. He/She writes more or less about what interests him/her.

**EDITOR :**

The Editor is the keeper of public conscience, He comments editorially on important matters in an unbiased manner and he is the one who decides the topic for editorial column. The personality of a newspaper is dependent on the dynamism or otherwise of the editor.

**INSTITUTIONS :**

Courses in Journalism are offered by various institutions around the country. The eligibility and duration varies with the institution. Some of these institutions are :-

- 1) Indian Institute of Mass Communication, J.N.U. Campus New Delhi-110067 and Dhenkanal (Orissa) offers 1 year Postgraduate Study in Journalism and mass communication. Eligibility- Graduation, Age- maximum 25 years as on 31<sup>st</sup>. December.

*In May every year the IIMC conducts an All India Entrance Test for entry. There are 40 seats each in Delhi and Dhenkanal, Orissa branch. The result of successful candidates is generally announced in 2<sup>nd</sup> week of June. Sale of forms usually begins from the month of February and advertised in leading National Dailies and Employment News.*

- 2) South Gujarat University, P.B-49, Surat, Gujarat. Eligibility- H.S. Exam. of the GSEB or equivalent. It offers degree course in journalism. Duration-3 years.
- 3) Bangalore University, Jnana Bharati, Bangalore-560056 offers 3 years B.A. Journalism. Eligibility- must have passed 10+2 examination.
- 4) Goa University, PO-Santacruz, Bambolin-403005 offers 3 year B.A. with mass media communication. Eligibility- must have passed 10+2 examination.
- 5) Pune University, Ganeshkhind, Pune-411007 offers 3 years BA with journalism. Eligibility- must have passed 10+2 examination.
- 6) University of Calcutta, Senate House, 87 College Street, Calcutta-700073 offers 2 years BA with journalism. Eligibility-10+2.
- 7) University of Delhi, Delhi-110007 offers 3 years bachelor of journalism. Eligibility- must have passed 10+2 with 55% marks.
- 8) University of Mysore, Manas, Gangotri, Mysore-570005 offers 1 year Bachelor with Journalism. Eligibility- must have passed 10+2 exam.  
3 years BA with journalism, Eligibility- must have passed 10+2 examination.
- 9) Rabindra Bharati university, Calcutta-700007 offers Bachelor degree course in mass communication. Eligibility-Graduates with 45% marks.
- 10) Bombay University, Bombay-400032 offers degree courses in journalism. Eligibility- must have passed 10+2 examination. Duration 3 years.
- 11) Mass Communication Research Centre, Jamia Melia Islamia, New Delhi offers courses in Journalism and mass communication. Entry through entrance test.

**In Orissa**, the Berhampur University is offering graduate and post-graduate level courses in Journalism.

## BIOTECHNOLOGY

If new technology is the key to tomorrow's job market, Biotechnology is one of the fastest growing fields. It finds application in every aspect of industrial and daily life, from the chemical, medicine, textile industries, environment conservation, animal husbandry to genetics and agriculture. In fact, the use and application of biotechnology spans a wide range of activities including developing new varieties of seeds, improving livestock breeds creating pesticides of various kinds and developing industrial enzymes that hasten the production process. Biotechnology is a rapidly expanding collection of tools and techniques. It holds immense potential in changing the quality of life in years to come.

### THE WORK :

The work of biotechnologist is related to medical and health care and aims at the application of technology to the improvement of life. Biotechnologists are therefore involved in research, production and marketing.

### COURSES AVAILABLE :

A person with a background in science, especially biology, Chemistry, Physics or Agriculture would do well as biotechnologist. Several industries however, prefer biotechnologists with an engineering background, since the principles of technology would come easily to them.

Graduates in all science/Engineering technology/Medicine are eligible for the postgraduate (M.Sc.)course in biotechnology.

The following Institutes offer Biotechnology courses :-

1) *Khaaz, New Indian Institute of Technology, Delhi, Hauz Delhi-110016.*

It offers a five year integrated M.Tech programme. Admission is open after class 12 or 10+2 or equivalent examination with Physics Chemistry and Mathematics. Admission is made through a joint Entrance Examination.

2) *Indian Institute of Technology, Kharagpur.*

It has recently introduced the five and a half years M.Tech. programme in Biotechnology. Students who have passed 10+2 or equivalent examination with Physics, Chemistry and Mathematics are eligible. Admission is made through a joint Entrance Examination.

3) Osmania University Offers a three year B.Sc. in Biotechnology Programme. It is open for students who have passed their 10+2.

4) At the post graduate level, there are the two year M.Sc., M.Tech., M.Sc(Agr.) Biotechnology and M.V.Sc.(Animal) Biotechnology as well as one year specialised programmes. About 15 leading universities offering these programme admit science graduate through a combined Biotechnology Entrance Examination organised by Jawaharlal Nehru University, New Delhi. Graduates of Physical, Biological, Agricultural, Veterinary and Fishery Sciences, Pharmacy, Engineering, Technology or Medicines are eligible for these programmes. These fifteen Universities are :

1. Banaras Hindu University, Varanasi.
2. Pondicherry University.
3. M.S.University, Baroda.
4. Poona University.

5. Devi Ahilya Vishwaviadyalaya, Indore.
6. Goa University.
7. Guru Nanak Dev University.
8. Central University, Hyderabad.
9. Madurai Kamaraj University.
10. Punjab University, Chandigarh.
11. G.B.Pant University of Agril. and Tech., Panthnagar.
12. Jawaharlal Nehru University, New Delhi.

For M.Sc.(Agricultural Biotechnology) :

- (i) Tamil Nadu Agril. University, Coimbatore.
- (ii) G.B.Pant University of Agril. And Tech., Pantnagar.

For M.Tech. (Biotechnology) :

- (i) Anna university, Madras.
- (ii) Jadavpur University, Calcutta.

Other Universities and institutes in the country also offer post graduate, doctoral and post-doctoral programme in Biotechnology with individual admission processes. For instance, the National Institute of Immunology, National Dairy Research Institute, Indian Agril. Research Institute and the Indian Institute of Science, Bangalore offer programme in Biotechnology. The International Centre for Genetic Engineering and Biotechnology (ICGEB) is offering Ph.D studies in affiliation with JNU apart from its other short term training programme for details one can contact ICGEB, NII Campus, Aruna Asaf Ali Marg, New Delhi-110067.

These programmes are being promoted by the Department of Biotechnology (DBT) of the Ministry of Science and Technology. Keenly aware of the shortage of trained manpower for industry, DBT is promoting the subject in schools and colleges through seminars and conferences. Biotech consortium India Limited (BCIL) a DBT venture, organises short term hands on training for biotechnologists keen to work in the industry.

**FOR STUDIES ABROAD :**

For those desirous of training abroad entry to Foreign Universities and institutions is easiest at the post-doctoral level. Interested students may contact Department of Biotechnology about research programmes at the TRISTE, ITALY Unit of International centre of Genetic Engineering and Biotechnology. The Ministry of Science and Technology awards the Biotechnology overseas Associateships for advanced research in basic molecular biology, RDNA Technology, Microbial Genetics, Virology, Plant Tissue Culture, Animal Tissue Culture, Protein and enzyme engineering, genetic disorders and gene therapy, besides other subjects. For details contact Department of Biotechnology Block-2, 7<sup>th</sup> floor, CGO Complex, Lodhi Road, New Delhi-110003.

**PLACEMENTS/PROSPECTS :**

A biotechnologist can go in for research activities in Govt. Institution and Organisations. The Department of Biotechnology has openings for Scientific Officers in different Biotechnology disciplines. The Rajiv Gandhi Centre for Development of Education, Science and Technology at Thiruvanthapuram recruit Scientists, Technical and Research Staff in diverse Biotechnology disciplines. Besides there are several other Agricultural and Horticultural Institutes that require M.Sc.s, M. Techs. And Ph.Ds in related fields. Biotechnologists can also work in R & B Units of industries keen to upgrade the quality of their products. Companies like Dabur, Assian Paints, Ranbaxy, Hindustan Lever are a few companies where Biotechnologists can find employment. The biotech business is growing at an accelerated rate and the number of companies in this business is multiplying fast with biotechnology making itself lucrative to the Indian corporate sector, prospects of a career in this field are bright.

*N.B.: Given dates are subject to change.*

## **INFORMATION TECHNOLOGY**

Careers in Information Technology (IT) sector has boomed all over the country. With the efforts of the government to put India at the forefront of IT revolution the IT companies are all set to turn their employees into young millionaires.

In the era as information explosion, if one is not “net savy”, one is likely to be left behind in the race. Bringing about changes in our lives are the professionals in IT companies and the ever-sprouting dot com companies. If one wants to be part of this fast paced industry, ready to work with or develop cutting edge technologies, one could consider to become an IT professional. Areas within the IT Sector that one could look at are wide and varied- IT enabled services, Internet technologies are the next growth sectors within the IT industry. The various career choices in IT are listed below:-

### **IT ENABLED SERVICES:**

#### **(1) CALL CENTRES: EXECUTIVE-CUSTOMER RELATIONS:**

A call centre provides round the clock information support to customers, these centres are manned by trained personnel with access to a wide data base of information and a thorough knowledge and the product or service being offered by the company.

The employment base in the call centre business is expected to touch 2.5 million by the year 2007-08. Many call centre businesses of Australia and the U.S.A. have started setting up base in India.

How do you become one?: Graduates are preferred for this option. Basic skill required to join a call centre is language understanding (accent and dialect). The recruiting companies provide on-the-job training.

Where do you get in: Companies like ICICI, GE & Bechtel have set up in house call centres and provide support to own employees worldwide.

#### Salaries:

Call centre operators can expect more than Rs.4,000/- at entry level. With two years experience one could grow to a supervisory level and draw around Rs.8,000- 10,000 per month.

#### **(2) GEOGRAPHIC INFORMATION SYSTEMS:**

Government Departments, telecom companies and utilities are increasingly depending on GIS data for environmental resource analysis, land use planning, network analysis, etc. marketing and distribution strategies. The job would involve conversion of data (maps, records, aerial photography, etc.) to digital data that can be used for modelling and analysis.

How do you become one? : A BE graduate with knowledge of operating systems is eligible for such an opportunity. Knowledge of tools like C& C++, specific GIS package or CAD is an advantage.

Pixel Infotech, Bangalore provides a course for 3 months for those keen in entering this area. The GIS certificate course offered by Pixel is Rs.10,000 and the two and half month. GIS certificate course offered by Pentasoft is Rs.50,000.

Where do you get in ?: One can get recruited in GIS solution providers, research institutes, the Government Sector and the GIS user industries. A few companies

recruiting personnel for GIS are Rolta, Intergraph, Seimens, L&T information Technology and Pentafour.

Salaries:

Entry level salaries range from Rs.6,000 to 8,000 per month. In two to three years, one can expect to earn over Rs.18,000-20,000 per month.

**TELECOM TECHNOLOGY :**

With advancement of technology the telecom sector is heavily dependant on internet technology. Starting from WAP (Wireless Application Protocol) Service to satellite communication, telecom technology has extended its wings. Telecom Engineers specialising in information technology are on high demand. B.E. graduates with telecom engineering are preferred. Leading multinational companies like Motorola, Nokia, Ericsson, Panasonic etc. need telecom technologists. Generally the entry level salary ranges from Rs.18,000 to Rs.20,000 per month.

**INTERNET TECHNOLOGIES:**

➤ **WEB DESIGNER:** A Web Designer is responsible for creating an appealing web site that is easy to navigate.

“Web Designing requires high level of skills and people with both creative and computer friendly skills come at a very high cost to any organisation”.

**How do you become one ? :**

Fresh graduates with creative skills can start as designers. Graduates equipped with a diploma/certificate course in Internet Technologies can get into this field. Skills required: ASP, XML,HTML, Cgi, Perf, VB script, Java script, TCP/IP. A typical 9 months Diploma in Web engineering offered by Arena Multimedia is around Rs.27,000; 3 months Diploma in Multimedia Course by Pentafour is around Rs.21,000.

Where do you get in ? One can find recruitment in ‘dot com companies’, advertising agencies, companies specialising in web designing , Internet Service Providers etc. Pentasiu.com is one such company recruiting web designers.

**Salaries :**

Entry level salaries are in the range of Rs.5,000 to 10,000 and goes over Rs.15,000 at middle level.

➤ **NET WORKING :**

**Careers :**

Network designer, Network Manager, Network data Administration, Network Services and Support Manager, LAN service/Support Manager.

Convergence of technologies primarily calls for a networked environment. In such an environment, network engineers are required to keep the system up and running all the time.

A net working professional should have well-honed technical skills, specialisation in certain areas is preferred. Technical skills are considered more important than conceptual skills at the entry level. The entry level personnel are likely to be focussed on tasks like trouble shooting, monitoring LAN performance and its security, adding or deleting of users, adding on new servers.

**How do you become one :**

BE graduates could opt for this career option. BE in computer science, electricals communication preferred. In Addition certification programmes are available from Microsoft, IBM, Novell and Lotus Development Corporation.

The Microsoft certification curricular (22 days) costs around Rs.28,000; Lotus Certification Curriculum (26 days) costs around Rs.20,000.

**Where do you get in :**

Scope appears to be unlimited in the IT Sector, telecom companies, manufacturing and service sector. A few companies who have recruited people for networking include WIPRO, Microland, BFL Software and Infosys.

**Salaries :**

Entry level salaries are upward of Rs.10,000 and can go up to Rs.20,000 at mid level.

➤ **E-COMMERCE :**

E-Commerce is the emerging paradigm in the world of business today. Most IT companies appear to be focusing on building e-commerce capabilities.

An e-commerce professional's work would involve understanding operations of companies, web enable their businesses and connect them with their vendors and customers. It would essentially means reorient businesses to be performed on the Net.

**How do you become one ? :**

Basic qualification required is B.E./B.tech, DCA/MCS. In addition, knowledge of VC ++, Oracle, SQL, ASP, HTML, Java, Servtets, EJB,CORBA, COM/DCOM is essential.

Most computer institutes offer the above courses. Some of the reputed institutes offering e-commerce courses are STG, NIIT, APTECH, OCAC etc. A six month e-commerce programme in a reputed institute costs Rs.50,000 upwards.

**Where do you get in ?**

IT companies working in the area of E-commerce, companies which are developing e-business solutions and the user industries would recruit e-commerce specialists.

A few companies that have recruited the e-commerce specialists are CBSI, BFL, Satyam Infotech, Mastek and Infosys.

**Salaries :**

Entry level compensation packages can start anywhere between Rs.10,000 to Rs.14,000. In two to three years one can expect to draw around Rs.18,000 to Rs.20,000 per month.

➤ **DATA WAREHOUSING :**

Data warehousing, which is a repository of organised data, facilitates on-line analytical processing, decision support and data mining data marts are smaller versions of the enterprise data warehouses.

Data warehousing essentially helps users in drawing conclusions from a set of data, which are not necessarily logical.

The popularly known data warehousing tools are the Rapid data, SQL bench and Red Brick (a product of Informix).

**How do you become one ? :**

ABE Computer Science/B.tech/MCA with a minimum of one year experience in the IT industry are preferred, knowledge of RDBMS is essential.

Institutes like RCS Education, Bangalore (offers courses on Red Brick) and OBSI, Chennai are now offering product specific training.

**Where do you get in ? :**

You could join any of the data warehousing solution providers or user industries. Currently data warehousing companies like TCS, Sonata, Tata Infotech and IBM do recruit data warehousing professionals.

**Salaries :**

The salaries start upwards of Rs. 15,000 and for some one with more than two years experience it can go up to Rs.25,000 to 30,000.

**➤ SYSTEMS :**

Systems Software specialists continue to be in demand. However, specialisation is the need of the day. Hence right from the start one needs to focus on areas in which one would like to specialise. For instance, telecom software would involve writing programmes, coding and module testing of sub-systems, source code documentation in the areas of digital signal processing, wireless application and related telecom domain areas.

How do you become one ? A B.E./B.tech in electronics, communication or computer science or M.tech with specialisation in systems are preferred. In addition, basic knowledge of skills like C, C ++ is a must. Some specific technical skills preferred include GSM, TDMA, CDMA, WLL, etc.

**Where do you get in ? :**

Companies working in the systems domain are likely to recruit such professionals. Motorola, Philips, Lucent, Texas Instruments and SAS are some such companies.

**Salaries :**

Starting salaries range from Rs.12,000 to 15,000 per month. After two to three years in the industry, salaries could be more than Rs.25,000. Most companies are now adopting performance-based packages.



## CAREER IN INDIAN RAILWAYS

Being one of the largest employers Indian Railways offer various employment opportunities. Direct Recruitment to the class-I Railway Services is made through annual competitive examination conducted by the Union Public Service Commission. Recruitment to class-II Services is manned by personnel promoted from subordinate ranks from class-III by a process of selection on the basis of merit.

Recruitment to various cadres and groups of posts in the Railways is done through various sources mentioned below:

### 1. Union Public Service Commission, New Delhi

(A) UPSC recruits all Gazetted posts such as Indian Railways Accounts Service, Indian Railways Traffic Services, Indian Railways Protection Force, Indian Railway Personnel Service, through all India Civil Services Examination. The details of the said examination are given in the brochure on All India Civil Services Examination.

(B) For recruitment of engineers such as Civil Engineers, Electrical Engineers, Signal Engineers, Mechanical Engineers, Electronics and Telecommunication Engineers etc, the UPSC conducts the All India Engineering Services Examination every year. The details of the said examination are given in the brochure on All India Engineering Services Examination.

*UPSC conducts examination for the above services regularly and the advertisements are generally published in National Dailies and Employment News.*

2. **Various Recruitment Boards**: Railways have constituted various Railway Recruitment Boards for recruiting group 'C' staff through competitive tests/interviews. Recruitment of the non-technical categories in Class III services, i.e. Clerks, Assistant Station Masters, Ticket Collectors, Train Clerks, etc, is done through direct recruitment through competitive examination.

GROUP	AGE	QUALIFICATION
(Non-Technical) – Office Clerk, Commercial Clerk, Ticket Collector, Trains Clerk.	18-30	Matric etc.
(Graduate Non-Technical Categories) i) Asst. Station Master, (ii) Sr. Clerk, Accounts Clerk Enquiry cum Reservation Clerk, Jr. Stenographer (Hindi/English) (iii) Traffic and Commercial Apprentice	18-30	Graduate in any discipline.
(Technical Skilled Categories) (i) Diesel/Electrical Asst. Engine Driver. (ii) Skilled Artisan Mechanical/Electrical (iii) Radiographer	19-30 18-30 18-30	Matric & ITI in any trade. Matric & ITI in relevant trade. Matric & Diploma in Radiography.
(Skilled Technical Supervisors) Mechanical Chageman, Signal Inspector, Telecom Inspector, Inspector of works, Permanent Inspector, Bridge Inspector, Train Examiner, Depot Stores Keeper, Electrical Chageman etc.	20-32	Diploma in Engineering Civil/Way Mech/ Electrical/ Electrical/Electronic.
(Senior Technical Supervisors) Permanent Way Inspector, Mech. Foreman, Dy. Shop Superintendent, Signal Telecommunication Inspector, Bridge Inspector, Electrical Foreman, etc.	18-35	Degree in Civil, Mech, Electrical, Electronic Engineering.
(Specialised Technicians/Trades) (i) Health Inspector Grade IV (ii) Junior Chemist & Met. Assistant. (iii) Pharmacist (iv) Lab Superintendent (v) Catering Inspector (vi) Staff Nurse (vii) Lab Superintendent	18-35 20-35 20-35 20-35 20-35 20-45 20-35	B.Sc.(Chem). Diploma in Sanitary Insp. B.Sc. (Chem/Physics). Matric, B. Pharma. M.Sc. 10+2 Diploma in Catering. H.S.C. & Nursing Certificate. MSc.
(Teaching) (i) Primary School Teacher, Crafts Teacher, School Teacher (ii) Trained/Post - Graduate Teacher	20-45 20-45	10+2 Diploma (CT) in teaching. Master Degree with B.Ed

**How to apply:**

Candidates are to apply in accordance with the application format published in the Employment News and prominent National Dailies from time to time. One can also directly contact the nearest Railway Recruitment Board Office for further details. In Orissa the Railway Recruitment Board Office is located at Chandrasekharpur, Bhubaneswar.

**INSTITUTE OF RAIL TRANSPORT, RAIL BHAVAN,  
RAISINA ROAD, NEW DELHI-110001 :**

The Institute of Rail Transport (IRT) conducts a one year Diploma course in Rail Transport and Management commencing from June every year. The Ministry of Railways have recognized this Diploma as an additional desirable qualification for recruitment to the Category of Assistant Station Masters, Traffic/Commercial Apprentices and supervisory grades in the Electrical, Mechanical Civil and signal Engineering Departments.

**ELIGIBILITY :**

Minimum two-year Diploma in any Engineering Discipline after passing Higher Secondary Examination or Degree in any subject.

**COURSE CONTENTS :**

The Course consists of 56 lessons in 11 subjects consisting of Transport, Economics, Management Concept, Material, Financial, Commercial, Operating Management, Civil, Signal and Tele-communication. Mechanical and Electrical Engineering. Printed lessons are supplied by post.

Prospectus and application forms can be had from February 1 till end of March from the Registrar of the institute.

The Institute also conducts one year Correspondence Diploma course in 'Multi Modal Transport (Containerisation) and Logistics Management'. The Ministry of Railways have recognized this course as a desirable additional qualification for recruitment to posts in the Commercial (including Marketing), Operating, Electrical, Mechanical and Civil Engineering Departments.

This course gives an unique opportunity to Managers and Staff and candidates seeking employment in all transport organisation, rail, road, sea, airports and also allied institutions like Banking, Insurance, Warehousing, Freight Forwarders, Customs, Customs House Agents, Shipping lines, Shipping Agents to make themselves familiar with the latest developments in intermodal transport and containerisation.

**ELIGIBILITY :**

Candidates having a Degree in any subject or a minimum two years Diploma in any Engineering discipline from recognized University/Institute are eligible.

Prospectus with application forms can be obtained from the Institute in the month of April/May.

*N.B.: Given dates are subjects to change.*

## **ENGINEERING**

The technological and industrial infrastructure of a country is laid down by engineers. Engineers help build roads, bridges, buildings, construct aircrafts, power-generating units, cars computers and do so many other things which make modern life comfortable. Engineers apply scientific principles, theories and methods to achieve practical ends.

### **PERSONAL ATTRIBUTES :**

Engineers need a good background in Mathematics, Physics and Chemistry. Mechanical aptitude, good mental ability, logical reasoning and problems solving skills are essential attributes for engineers. Understanding physical and mechanical concepts, being able to express ideas in sketches, and a precise language is expected of engineers. In short, engineers have to use their imagination and technical knowledge to solve practical problems and provide a better standard of life to mankind.

### **BRANCHES OF ENGINEERING :**

Engineering is a field which offers specialization in a number of fields. Some of the principal branches are :- (1) Aeronautical/Aerospace Engineering (2) Agricultural Engineering (3) Automobile Engineering (4) Ceramic Engineering (5) Chemical Engineering (6) Civil Engineering (7) Computer Engineering (8) Environmental Engineering (9) Electrical /Electronics/Electrical Communication Engineering (10) Energy Engineering (11) Instrumentation/Production Engineering (12) Marine Engineering (13) Mechanical Engineering (14) Metallurgical/Materials Engineering (15) Mining Engineering (16) Micro-Electronic Engineering (17) Plastic Engineering (18) Telecommunication Engineering (19) Architectural Engineering (20) Information Technology etc.

### **ADMISSION INTO ENGINEERING COLLEGE OF ORISSA :**

Admission into various engineering colleges of Orissa is held through a joint entrance examination popularly known as Joint Entrance Examination (JEE) Engineering & Medical, Orissa. The details regarding the colleges, the number of seats and various branches are given in the table below :

### **JOINT ENTRANCE EXAMINATION (JEE) ENGINEERING & MEDICAL,ORISSA :**

The test is conducted by the Regional Engineering College, Rourkela or a college as notified for admission to engineering courses at the following colleges :

- (a) College of Engineering and Technology, OUAT, Bhubaneswar.
- (b) University College of Engineering, Burla.
- (c) Indira Gandhi Institute of Technology, Talcher (Sarang).
- (d) Regional Engineering College, Rourkela.
- (e) Other Regional Engineering Colleges of India (Orissa quota seats).

Private Engineering Colleges numbering 24 where 50% seats are free and the rest 50% are paid seats.

### **ELIGIBILITY :**

10+2 Science or its equivalent with Physics, Chemistry, Mathematics and English taken together in one attempt.

### **AGE LIMIT :**

17 to 25 years as on 31<sup>st</sup> December of the year of examination.

**PATTERN OF EXAMINATION :**

There will be short answer and objective type questions. The candidate has to write the answers to the objective type questions. No multiple choices will be available to choose from. A correct answer to an objective question will fetch two marks and wrong answers/no-attempt will carry Zero mark. To qualify in JEE, a candidate has to secure minimum qualifying marks in Physics, Chemistry and Mathematics separately.

Name of the Subject	Total Marks	Duration
Mathematics	200	2 hours
Physics	100	1 hour
Chemistry	100	1 hour

The advertisement for JEE appears in all local dailies during the month of February/March and examination is held during the month of May. All information regarding admissions to the Entrance Examination can be had from the Chairman, Admission Sub-Committee, at the address that may be specified in the advertisement issued in this behalf in January/February every year.

For admission into Bachelor in Architecture a candidate in addition to qualifying in the Joint Entrance Examination has to appear in an aptitude test.

**ALL INDIA ENTRANCE (JEE):**

An All Indian Entrance for admission for B.Tech./B.E. courses of 4 years duration for the following institutes are held every year. One of the IITs acts as the organising Institute for overall operation of the JEE.

Indian Institutes of Technologies (IIT's) located at Delhi, Bombay, Madras, Kanpur, Kharagpur and Guwahati.

- a) Banaras Hindu University
- b) Indian School of Mines, Dhanbad
- c) Birla Institute of Technology, Mesra, Ranchi
- d) Punjab Engineering College (Limited seats)
- e) U.P. Engineering Colleges (Limited seats)
- f) National Dairy Institutes- Karnal, Haryana
- g) Aligarh Muslim University, Aligarh
- h) Manipal Institute of Technology, Manipal (Karnataka)
- i) All Regional Engineering Colleges (Limited seats).

**ELIGIBILITY :**

**Age :** 17 to 21 years

**Qualification :** Candidates must have passed the final examination of 10+2 system or equivalent with a paper each in Physics, Chemistry and Mathematics. Those appearing in 10+2 or equivalent examination may also write JEE for consideration of provisional admission provided they can submit the proof of having passed the examination before 30<sup>th</sup> September of the year of admission.

**PATTERN OF JEE EXAMINATION :**

From the year 2000 the Joint Entrance Examination is held at two stages.

- A) 1<sup>st</sup> Stage : Preliminary Examination
- B) 2<sup>nd</sup> Main Examination

**PRELIMINARY EXAMINATION :**

The advertisement for the preliminary examination appears in all the National Dailies and selected Local News papers during the month of October/November. The preliminary examination is held during the month of December.

**PATTERN OF PRELIMINARY EXAMINATION :**

Name of the Subject	Total Marks	Duration
Mathematics	35	Total Duration 3 hours.
Physics	35	
Chemistry	35	

The question in the preliminary examination is of objective (Multiple choice) in nature.

Candidates successful in the preliminary examination in the main examination which is held during the month of May.

Candidates successful in the preliminary examination are admitted in the main examination which is held during the month of May.

**PATTERN OF MAIN EXAMINATION :**

Name of the Subject	Total Marks	Duration
Mathematics	100	2 hours
Physics	100	2 hours
Chemistry	100	2 hours

The question in the main examination is of descriptive nature.

**COACHING INSTITUTES :**

In recent years a number of coaching institutes like **Padhee Tutorials** Brilliant Tutorials, Sachadeva New PT College, N.M. Tutorials, , Books etc. have come into existence in various cities of Orissa. They are providing coaching facilities for both the JEE conducted for admission into the Engineering Colleges of Orissa and also for the All India Institutions. In fact, earlier the performance of Oriya Boys and Girls in All India JEE entrance examination was not so encouraging. As a result of these coaching facilities performance has gone up substantially.

**JOBS/STRUCTURE :**

Graduate engineers may find employment with public and private sector organisations or, in government departments through the Indian Engineering Service examinations conducted by U.P.S.C. Engineers can opt for research studies and work as consultants with the government/private industries and scientific/research organisations. Most of the organisations impart training to selected candidates.

## **CAREER IN ARCHITECTURE**

Where question of construction of a house or a building comes there comes the role of an Architecture. An Architect prepares plan for the building, estimates the cost and looks after its construction till completion. While designing the Architects take various things in consideration e.g. functional aspects, safety, economy and need of the people who use them etc. Architecture is a specific area of study and work which deals with design, plan of buildings and structures. The construction industry is one of the largest organised economic sector of our country. Architects often work with engineers, urban planners, interior designers, landscape architects and others.

### **NATURE OF WORK :**

The design of a building involves a lot more than just appearance. So an architect takes a lot of things into consideration, such as safety, function, economy and suitability. As such, this duties demand a variety of skills-designing, engineering, managerial and supervisory. One can specialise in Naval Architecture which involves designing ships, ships building yards, construction of oil rigs on high seas etc.

### **PERSONAL CHARACTERISTICS :**

Drawing, design and mathematical ability is essential. Architects should be practical, creative, self-disciplinarians and decisive.

### **ADMISSION PROCEDURE :**

Admission to architecture courses are on the basis of an admission test to evaluate a candidate's aptitude in Physics, Chemistry and Mathematics as well as proficiency in drawing. The minimum educational qualification to appear for this admission is 10+2 Science or equivalent level of education. Most institutions select students through an entrance examination. The B.Arch. pre-entrance test is the same as the pre-engineering test (except that it has an aptitude test) when the Architecture Department is in an Engineering Institute. Most Institutes including IITs take students through Joint Engineering Entrance Test. B.Arch. is a 5 years course after 10+2 with PCM. The P.G. course is generally for 18 months to 2 years.

### **THE CAREER PROFILE OF ARCHITECTS :**

The students of Architecture during their final year have to undergo a practical apprenticeship with an architectural firms, where they do work, related to design and drawings. After graduation, architects join architectural agencies or firms and manage small assignments. They learn under senior architects the technicalities involved in design. After a few years of brushing up with basic skills, the young architects learn to handle small projects, can make architectural plans and can use their knowledge and judgement in presenting initial proposal.

### **INSTITUTES OF ARCHITECTURE :**

There are around 86 institutions which impart training in Architecture. The well known institutions are :- The School of Planning and Architecture, New Delhi, The Centre of Environment and Planning Technology, Ahmedabad, Chandigarh College of Architecture, Chandigarh, J.J. School of Architecture, Mumbai, Naval College of Engineering INS Shivaji Lonavla, Mumbai, IIT, Kharagpur, IIT New Delhi, University of Roorkee, Roorkee.

Some institutes who specialise in different aspects of Architecture are :

1. Kasturba Lal Bhai Campus, Ahmedabad-381009. Offers a P.G. Course in Urban Design and Landscape Architecture.
2. NICMAR (National Institute of Construction Management) offers Masters in Construction Management, an 18 months course. Eligibility : B.E./B.Tech./MBA/MA in Social Sciences with minimum of 55% marks.

**Address For Reference :**

- NICMAR Pune Campus, 25/1, Balewadi, NIA Post Office, Pune-411045
- NICMAR Trust Office, Walchand Centre, Tardeo Road, Mumbai-400034
- NICMAR Gurgaon Campus, Sushant Lok (Phase I), Gurgaon, Haryana-122001
- NICMAR Study Centre, 48, Vijayaranga, MRCR, 17<sup>th</sup> Class, Vijayanagar, A.P.

**In Orissa, College of Engineering & Technology, OUAT, Bhubaneswar, Womens' Polytechnic, Bhubaneswar and Ajay-Binay Institute of Technology, Cuttack offer courses in Architecture.**

**EMPLOYMENT AVENUES WITH GOVERNMENT ORGANISATION :**

They can work with various Governmental and autonomous organisation such as Urban Development Department, Central Public Works Department, National Building Organisation, New Delhi, Town & Country Planning Organisation, New Delhi, HUDCO, City Development Authorities like B.D.A., C.D.A., etc.

**SELF-EMPLOYMENT :**

One can set up his/her own firm for providing service privately. For an efficient Architect there will be no dearth of jobs.

# **COST AND WORK ACCOUNTANCY**

## **INTRODUCTION :**

In the face of increasing competition and other economic pressures, the task of management has undergone radical change. Cost and Management Accountancy has been intimately interwoven into the fabric of management itself. It assists in stabilising budgets and standards, evaluating operating efficiency and effectiveness of production and service management, formulating the profit planning program, guiding the management decisions, identifying accountability for cost and profit variances, etc.

## **THE JOB :**

Cost and Management Accountant advises on product pricing, production planning and inventory control, profitability, product wise return on capital employed, economic feasibility studies, investment proposals, and highlights the ultimate effect of changes in production and sales volume, and other cognate factors of manufacturing, marketing and finances over the cost, profit and return on fixed and net current assets employed in the business.

Cost of production must be kept within the budgeted limits through efficient and economic production if desired profit targets are to be achieved. Cost and Management Accountant realises that cost of products, process and service units including budgets, standards and other management reports are valuable. The cost and management accountant helps to diagnose the areas of uneconomic activities through cost and management information system. The services of the Cost and management Accountants are therefore, essential to the sound and profitable operations of all types of business enterprises.

## **ENTRY :**

**Preliminary Examination :** These are held in June/December every year.

**Eligibility :** 16 years and 10 +2.

## **Subjects :**

- a) English comprehension and communication.
- b) Elements of Mathematics.
- c) General Knowledge.

## **DIRECT REGISTRATION :**

### **Eligibility :**

- a) Minimum 18 years of age on the date of application.
- b) Graduation with 50% .
- c) Post Graduate/Engineering Graduate.

It is obligatory on the part of the registered students of the Institute to undergo and complete satisfactorily a course of tuition either postal or oral before they are permitted to appear at the intermediate or final examination of the Institute.

In addition to the compulsory theoretical education by the Board of Studies, students have option to attend oral classes.

## **ADDRESS FOR REFERENCE :**

### **Headquarters :**

The Institute of Cost and Works Accountants of India,  
12, Sudder Street, Calcutta-700016.

### **ADDRESS OF BHUBANESWAR CHAPTER :**

The Institute of Cost and Works Accountants of India,  
333, Acharya Vihar, Bhubaneswar-751013,  
Phone No: 541258/540891.



## **CHARTERED FINANCIAL ANALYST**

In the era of liberalisation and globalisation the field of finance has widened to its fullest extent. Financial experts and their expertise in financial fields has been on high demand by the advanced countries of the West, namely UK and USA. As India has amalgamated with the globalisation trend the need of financial experts has gone up as well. However, in the new Millenium the fast moving world of finance with its immense opportunities is attracting the analytical bent of mind.

Chartered Financial Analyst (CFA) is the designation awarded by the I.C.F.A.I (Institute of Chartered Financial Analyst of India) which was established as a non-profit educational society with the active collaboration of ICFAI, Virginia, USA.

### **COURSE :**

The Chartered Financial Analyst course turns out competent financial analysts and investment managers. It is a unique professional programme aimed at providing insights into the understanding of the students in the three core areas of Corporate Finance, Investment Managers and Financial Services. The programme addresses itself more to the broader managerial issues in the above core areas than to traditional accounting related programmes like book-keeping auditing and taxation.

### **HOW TO ENTER :**

Admission to the Chartered Financial Analyst programme which is a Post Graduate programme, based on an admission test, which assesses verbal and quantitative reasoning abilities. In an overall analysis the admission test aims to evaluate candidates aptitude for studies in financial analysis.

### **ELIGIBILITY :**

Graduation is the minimum qualification. Students in the final year of graduation can also take the admission test. Their enrolment would be confirmed only when their degrees are completed.

Direct enrolment to the CFA programme, that is, exemption from the admission test is available to professional such as MBAs, CAs, Cost Accountants and officers in Banks, Insurance companies, Class-I All India Services etc.

The CFA admission tests are held in the months of January, April, July and October at more than 20 centres all over the country.

### **DURATION OF THE COURSE :**

The students enrolled in the programme are allowed a maximum period of three years to complete the preliminary level of the programme and a maximum period of seven years for the entire programmes. Three months after enrolment in the programme, one can take the examination in the foundation module. Students can proceed with the next stage of the programme only after successful completion of the foundation module.

### **STRUCTURE OF THE PROGRAMME :**

It is divided into three levels – Preliminary, Inter and Final with two groups of papers at each level.

Basically, the course is administered at a distance learning/home study programme by the ICFAI . Therefore, all the study material, necessary in the form of text books, manuals of sample solutions, assignments, model questions as well as select readings are provided by the Institute to the students so that they can study at home. To facilitate self study a plan of study is also given so that the learning can take place in a structured manner.

To clarify concepts and supplements of the self-study programme, ICFAI also holds weekend workshops in cities like Bombay, Bangalore, Calcutta, Delhi, Hyderabad and Madras. Where sufficient students in other centres are interested the institute can also extend this facility to those centres too on request.

Students can appear for the examination at each level after passing the previous level. An average of 55% for the two papers in each group is essential for passing with a minimum of 45% in each paper.

**FULL TIME CFA PROGRAMME :**

Campus CFA programme of two year full time duration or three year part time can be done at various business schools in the country.

1. Xavier Institute of Management, Bhubaneswar.
2. Narsee Morjee Institute of Management Studies, Bombay.
3. S.P. Jain Institute of Management of Research, Bombay.
4. K.J. Somaiya Institute of management Studies and Research, Bombay.
5. Institute for Financial management and Research, Madras.
6. Institute for Technology and Management, Bombay.
7. Goa Institute of Management, Panaji, Goa.
8. Birla Institute of Science and Technology, Pilani.

**JOB OPPORTUNITIES :**

The ICFAI also provides placement to its qualified CFAs in areas of Corporate Finance, the Investment Management Sector (Portfolio Management) or in the Financial Services such as leasing, merchant, banking, hire purchase or in developmental Financial institutions. Representatives of companies like TELCO, INDAL, Zurac Agro Chemicals and Finance and leading companies regularly attend ICFAI placement meets. Apex financial institutions such as RBI, ICICI, IDBI and EXIM Bank absorb CFAs in their specialized departments. The scope for employment of CFAs is indeed phenomenal.

## CHARTERED ACCOUNTACY

The most prestigious of careers in accountancy is that of a Chartered Accountant. A Chartered Accountant is one who is accepted as a member of the Institute of Chartered Accountants of India (ICAI) after having passed the final examination for the chartered Accountancy course conducted by the institute.

### FOUNDATION COURSE :

The foundation course is the gateway to enter the professional course of Chartered Accountancy immediately after school education.

#### (A) ELIGIBILITY CRITERIA FOR FOUNDATION COURSE :

**Minimum Eligibility** :- +2 Pass. Students doing graduation or graduates may also take this course except for

- a) Commerce graduates with Accountancy and Auditing and mercantile law or commerce law as full papers and with 50% of the total marks .
- b) Non-Commerce graduates with Mathematics as one of the subjects and with 60% of the total marks.
- c) Non-commerce graduates with subjects other than mathematics and with 55% of the total marks.

For the purpose of the above exemption the term graduates will not cover a graduate or a Postgraduate in Music, Painting, Photography, Sculpture and the like.

#### (B) REGISTRATION FOR THE FOUNDATION COURSE:

Candidates who would like to register with the Board of studies as students of the foundation course have to forward their applications in the prescribed form with a crossed demand draft of the requisite amount drawn in favour of Secretary, The Institute of Chartered Accountants of India payable at New Delhi, Mumbai, Chennai, Kolkata and Kanpur as the case may be to the respective officers of the institute depending on the state in which they reside.

#### WHERE TO REGISTER:

Candidates have to submit their application along with registration and tuition fee to the concerned Regional Offices whose addresses are given below.

- 1., Joint Director of Studies, The Institute of Chartered Accounts of India, Indraprastha Marg, New Delhi-110002.
2. Deputy Director of Studies, The Institute of chartered Accountants of India, Anveshak, 27 Cuffe parade, Mumbai-400005.
3. Asst. Secretary, The Institute of Chartered Accountants of India, 122, Uttamar, Gandhi Salai, P83314, Nungambakkam, Chennai-600034.
4. Asst. Secretary, The Institute of Chartered Accountants of India, 16/77, Civil Lines, Kanpur -208001.
5. Joint Director, of Studies, The Institute of Chartered Accountant of India, 7- Russel street, Kolkata-700071.

#### ADDRESS OF BHUBANESWAR CHAPTER :

Institute of Chartered Accounts of India  
Plot No.750, Saheed Nagar,  
Bhubaneswar-7  
Tel.No: 503390.

**FOUNDATION EXAMINATION:**

The foundation examination is held in May and November every year. A candidate can appear for the foundation examination after satisfactory compliance with the requirements of the Board of Studies and on completion of 10 months from the date of registration.

**AFTER FOUNDATION COURSE:**

After passing the foundation examination candidates are eligible for admission to Chartered Accountancy course which consists of Intermediate course and the Final course. For this purpose and for eventually becoming a Chartered Accountant one has to:

1. Register as an Articled Clerk with a practising Chartered Accountant for undergoing practical training and as a student with the Board of Studies for undertaking theoretical education, for period of three years.
2. Appear for Intermediate examination after 12 months of training.
3. Appear for final examination during the last six months of training.

**MEMBERSHIP OF THE INSTITUTE:**

A person who has qualified in the Institute's CA final examination and completed the practical training becomes eligible for admission as a member of the Institute.

**FUTURE PROSPECTS :**

There will always be opportunities for financial/accounting and tax consultancy in every business, however big or small. With growth, industrialisation and the current turn towards globalisation, the corporate sectors require the services of more and more Chartered Accountants. Hence, it is evident that the future of Chartered Accountants is very secure.

Further information may be obtained from the office of the Board of studies, C.I.Sector-I, Noida-201301, Ghaziabad District, Uttar Pradesh or any of its decentralised offices mentioned earlier.

*N.B.: Given dates are subjects to change.*

## **COMPANY SECRETARY**

A company secretary has been recognised by various enactments as one of the principal officers of the company. The knowledge and training acquired by him makes him versatile to carry out various functions in finance, accounts, legal, administrative and personnel areas in addition to his own secretarial duties and responsibilities. In fact, his role starts from the very moment when the idea of formation of a company is conceived.

In India there is a legal requirement that every company having a paid-up share capital of not less than Rs 50 lacs must appoint a company secretary who should be a member of the ICSI. Companies with lesser paid-up share capital or other corporate bodies and commercial and industrial organisation also appoint the members of the ICSI in view of their utility and professional acumen.

### **THE INSTITUTE:-**

The Institute of company secretaries of India was constructed under the Company Secretaryship Act, 1980 to develop and regulate the profession of company secretary in India. The Institute of Company Secretaries offers the following courses:-

### **COURSES/TRAINING:-**

#### **FOUNDATION COURSE:-**

Professionalism studies towards becoming a company secretary can commence right after completion of the +2 level of education through the foundation course. This course covers four papers in business communication, business laws and management, Principles of accountancy, economics and statistics. The foundation course is covered in eight months after which students have to clear the foundation examination. The Institute conducts examination by registering students and imparting coaching through distance education as well as optional oral classes for the company secretaryship course.

#### **IMPOTANT DATES:-**

Enrollment for foundation course is open throughout the year. For appearing in June examination, enroll by 30<sup>th</sup> September and for appearing in December examination, enroll by 31<sup>st</sup> March.

#### **EXEMPTION FROM FOUNDATION COURSE:-**

All graduates in any discipline (other than Fine arts) and persons who have passed the final examination of ICWAI will however be eligible to seek exemption from foundation course of the company secretaryship.

#### **WHAT AFTER PASSING CS FOUNDATION COURSE:-**

The programme after this stage is divided into two parts –Intermediate and final.

**INTERMEDIATE COURSE:-**  
The intermediate course is of nine months duration. Subjects in the intermediate course include management and industrial laws, tax laws, general laws general laws and procedures Cost and management Accounting, economic and other legislation, company law and practice and theory and practice of company accounts.

B.A./B.Sc/B.Com students of any discipline excluding fine arts are eligible. Those who have passed foundation course examination can seek direct registration to the Intermediate course of company Secretaryship.

#### **FINAL COURSE:-**

A student is admitted to the final examination only after a minimum period of nine calendar months has elapsed since his passing the Intermediate examination. He will however be eligible to appear in only one group of the final examination held following

the session of examination in which he completes Intermediate examination, subject to completion of coaching.

The final course includes subjects such as financial management, management control and information, corporate tax management related to indirect and direct taxes, secretarial and management audit and corporate laws and practice.

**PRACTICAL EXPERIENCE AND TRAINING:-**

A candidate who has passed the final examination of the institute is required to possess practical

Experience of 2-3 years and also undergo four months practical training including 15 days secretarial training programmes designed by the Institute and organised by the Institute and its Regional counsels and chapter for becoming eligible to seek associate membership of the Institute candidates not possessing the requisite practical experience are required to undergo management training for a period of 15 months or apprenticeship for a period of one year on full time basis and two years on part-time basis under a full time practising company secretary or in a firm of practising company secretaries.

**MEMBERSHIP OF THE ICSI:-**

Only after the aforementioned conditions have been fulfilled a candidate becomes eligible for admission to Associate membership of the ICSI.

The course is conducted under a system of compulsory postal tuition against payment of requisite fees. The necessary study material is provided to the student by the ICSI.

**Institutes address:-**

The Institute of company secretaries of India ICSI House, 22 Institutional Area, Lodi Road, New Delhi-110003, Telex-31-62164 ICSI IN (STD 011) faxz-91-11-4626727.

**PLACEMENTS/PROSPECTS:-**

Qualified company secretaries can find well paid positions in the private sector and public corporate sector, Banks and financial institutions, stock exchanges, the Department of company affairs, company law boards and Government departments. The larger the company and wider its fields of activity, the better the emoluments earned by the CS. Private consultancy jobs are a very lucrative option. ACS could also become an adviser to a single company or to many companies.

Liberalisation and globalisation have given a massive boost to corporate activity and along with it the openings for company secretaries continue to grow. In the present age of mergers acquisitions and tie-ups this profession looks forward to rich dividends.

# MUSIC

India is a culturally vibrant country with a rich past. Music has always been an inherent part of her heritage and continues to be so. Music offers a choice of career either in vocal or instrumental form. A person may choose to become a performer or a teacher of the concerned arena of study. In the field of vocal one can either choose Hindustani or Oddisi. As far as instrumental music is concerned one can choose violin, sitar, tabla, flute, pakhawaj, or Karnataki veena etc. In every sphere of music- vocal or instrumental, classical or light, stage or playback- the competition is keen and opportunities are plenty. The electronic media- Radio and TV- offer openings to talented musicians. Playback singers are in demand for lending voice to movies. Apart from this one may form a musical troop with like minded people and perform live on stage.

## **PERSONALITY TRAITS :**

1. An understanding of music,
2. Outstanding talent,
3. Creative imagination,
4. Patience and perseverance,
5. Confidence and indifference to set-backs.

## **COURSE TRAINING :**

Training in music may start very early in life under a qualified and acknowledged 'guru'. Early training is especially important for those children who reveal interest in and aptitude for, music at a very young age so that their talent may be nurtured and allowed to blossom. Almost every state has institutions for professional training in music. Some of them are recognized for their diplomas or degrees or they are affiliated to recognized bodies such as the Prayag Sangeet Samiti (Allahabad) or Bhatkhande Sangeet Vidyapeeth (Lucknow) for Hindustani Classical Music.

Apart from college education major universities in India offer a five-year Bachelor's degree course in Music after successful completion of the plus two or equivalent stage of education. The Bachelor's degree programme may be followed by the Master's degree programme of two-years duration.

1. Banaras Hindu University.
2. Kalakshetra, Adyar, Madras.
3. Rabindra Bharati University, Calcutta.
4. Visva Bharati University, Sangit Bhawan, Bolpur (Birbhum, West Bengal).
5. Bhatkhande Sangeet Vidyapeeth. Lucknow.
6. Prayag Sangeet Samiti, Allahabad.
7. Kala Academy, Goa.

## **FACILITIES IN ORISSA :**

Utkal Sangeet Mahavidyalaya, Jayadeva Bhawan, Near Rabindra Mandap, Bhubaneswar offers courses in Music. One can specialize in the subjects like Oddisi, Vocal, Hindustani Vocal, Tabla, Pakhwaj, Flute, Sitar, Violin and Drama.

1. Intermediate in Music after 10<sup>th</sup> Pass.
2. Bachelor of Music after 10+2 Pass.
3. Master's in Music after Graduation.

## **JOB OPPORTUNITIES :**

Employment prospects for talented and qualified artists are available in Radio, T.V and Govt. departments of Culture and Public Relations. Appointments are competitive and based on performance in audition and screen tests. Professionally trained musicians may set up their own schools and offer training programmes for different age groups. Apart from this they may seek a career in play-back singing for movies, T.V serials and for advertisement jingles. Playback singing is financially rewarding and offers fame. Singers or instrumentalists can also perform live on stage as part of musical troops.

## **CAREER IN DEFENCE SERVICES**

### **CAREER PROSPECTS :**

A career in Armed Forces offers a rare blend of adventure, good career prospects, honour and high social standing. Several special concessions are offered by the Armed Forces to its officers which are not available in any other services. This includes provisions of free rations, facility from Departmental canteen stores where goods of day-to-day use are available at concessional rates, free first class railway warrant once in every year up to the home town to avail the leave, concessional railway warrants for subsequent journeys, two months annual leave, concessional furnished family accommodation, furnished bachelor accommodation in the officers' mess at every station and free medical services through its various Military Hospitals and Regimental Medical Inspection Rooms. These special benefits are in addition to normal admissible benefits like the casual leave. Army Group Insurance Scheme. Provident Fund etc. Defence personnel after retirement from service are never out of opportunities for placements in industry administration, security services, etc.

### **SELECTION :**

The advertisement for recruitment to the various branches appears from time to time as per requirement normally twice every year in most of the national and important regional newspapers and also in the Employment News. The format of application is usually given in the advertisement. After short-listing of eligible candidates, short-listed candidates are then required to appear in the written examination conducted by the U.P.S.C. Women candidates are exempted from written examination they then appear before the Service Selection Board (SSB). Such candidates are allowed second class to and fro railway fare for the first time only. The selected candidates are then required to undergo a medical examination which is usually done by a special Medical Board at the nearest Military Hospital. The aspiring candidates must therefore ensure that they are in good physical and mental health and free from any disability which is likely to interfere with the efficient performance of their official duties. The Broad indications of medical standards are that the height and weight would not be less than 36 Kgs. and 142 Cms. respectively for women candidates. Corrected distance vision should be at least 6/6 for better eye and 6/18 for the worse eye and myopia of not more than minus 5.5 D including astigmatism.

### **ELIGIBILITY & SELECTION :**

The candidates must either be citizen of India or a subject of Nepal or Bhutan or of Tibetan Origin but of Indian Domicile, whose parents entered India as refugee prior to 1<sup>st</sup> January, 1962 with the intention of permanently settling in India. Any person of Indian origin who migrated from the countries like Pakistan, Myanmar (Burma), Sri Lanka, Kenya, Uganda, Tanzania, Zambia, Malwai, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India is also eligible. However, all the candidates who are not the citizens of India but are otherwise eligible under any of the above mentioned categories, must obtain and attach certificate of eligibility along with her application which is issued by the Government of India.

While the age limit for ASC, AEC and JAG is 21 to 27 years, this age limit is 19 to 25 years for all other branches including AOC, Engrs. Int. Corps. EME and Sigs. Minimum qualification, however varies from service to service.



The advertisement for recruitment of lady Officers under the WSES (O) appears from time to time as per requirement, normally twice every year in most of the national and important regional newspapers. The candidates are required to apply to the Additional Directorate General of Recruitment (Women Entry Section), West Block-III, R.K.Puram, New Delhi-110066.

**SSB INTERVIEW :**

SSB interview is a comprehensive test of one's personality which is the basis of selection to the Armed Forces. Even for selecting the Lady Officers under the WSES(O) the candidates have to qualify the SSB interview. While the basic design of the interview remains the same, the standards of physical fitness however are relaxed for the women candidates. As usual, the SSB interview lasts for 5 days in which the candidates are examined thoroughly by the psychologist. Group Testing Officer (GTO) and the **Interviewing Officer.**

SSB interview is a scientifically designed system of personality test in which physical fitness, mental robustness, leadership qualities, psychology and intelligence of a candidate are tested by conducting several tests. Tests are divided into two parts viz. Stage-I and Stage-II. Stage-I consists of Verbal Intelligence, Social Psychology, Picture-Story Writing and Group Discussion. Therefore tests are evaluated on the spot by three Examiners. The result of Stage-I is announced after two hours . Candidates who qualify Stage-I, are given Stage-II , either the same day or the next day. Stage-II has a screening test which contains 100 questions of verbal and non-verbal.

Psychology test contains four parts namely Thematic Apperception Test (TAT), Word Association Test(WAT), Situation Reaction Test(SRT) and Self-Description(SD). VIVA is one of the major tests, wherein each candidate has to face an interview lasting 40 minutes to an hour.

The GTO Test commonly called group test has nine parts such as Group Discussion, Group Planning, Progressive Group Task, Group Obstacle Race, Half group Task, Lecturette, Individual Obstacle Test, Command Test and Full Group Task. After conclusion of 19 Tests both in Stage-I and Stage-II, in four days, each candidates is seen by the entire board. On fifth day, the Conferences' treated as a mini interview and each candidate has to appear before 10-member board which marks the end of SSB tests. After Conference, the result is announced and finally selected candidates go for medical examination which takes about 3-4 days.

Selected candidates, after successfully qualifying the medical examination, are then required to wait for a call to join the Officers Training Academy (OTA) Chennai for 9 months training. On successful completion of the training the candidates are granted commission in the rank of Lieutenant.

**COMMISSIONS FOR WOMEN IN THE ARMY (SHORT SERVICE)**

<b>Branch</b>	<b>Age requirements</b>	<b>Educational Qualification</b>	<b>Selection</b>	<b>For application contact</b>
Army Service Corps (ASC) (Food scientists)	21-27	M.Sc. in Organic Chemistry/Biochem/ Micro Biology/Biochem of foods.	Initial short listing of application is done at Additional Directorate General Recruiting Army HQ. Short listed candidates will be tested at Service Selection Board by Psychologist Group testing officer and interviewing Officer.	Additional Directorate General of Recruiting (Women Entry Section) West Block-III, R. K. Puram New Delhi-110066
Army Ordinance	19-25	Graduated (min.60%) in any subject with Dip	Same as above	Same as above

Corps (AOC)		in Comp.Sc/Material Management/or with Commerce/Economics Science graduates with any subject with Dip. In Comp. Sc/Material Management/or with Physics/Chemistry.		
Army Education Corps (AEC)	21-27	Post Graduate Degree	Same as above	Same as above
Army Engineers (Engrs.)	19-25	B.E.Civil/Electrical/Mechanical/ Architecture	Same as above.	Same as above
Corps of Signals (Sigs.)	19-25	B.E Telecommunication/ Telecommunication and Electronics/Computer Science/ Computer Engg.	Same as above.	Same as above
Electrical & Mechanical Engeers Corps. (EME)	19-25	M.Sc (Computer Science/ MCA / BE/Computer Sc. And Engg.). BE (Electronics/BE(Electronics & Comp. Sc./ BE (Automobile)	Same as above	Same as above
Intelligence Corps (Linguistic Officer)	19-25	Graduates with Interpretership level qualification in any of the following languages (1) Chinese (2) Sinhala (3) Burmese (4) Pushto (5)Tibetan	Same as above	Same as above
Judge Adjutant General Bureau (JAG)	21-27	LLB (3 Yrs. Course) after graduation or 5 yrs. composite Course after 10+2 .	Same as above	Same as above

**PHYSICAL STANDARDS REQUIRED :**

The following are the minimum physical standards :

- Height and Weight- The minimum acceptable height and weight for women is 142 cm and 36 kg. respectively.
- Vision- Visual acruity (min) Distant Vision(Corrected) Better eye 6/6 worse eye 6/18 Myopia of not more than minus 5.5D including astigmatism. To be passed if a candidate must be in good physics and mental health and free from any disability likely to interfere with the efficient performance of duty.

**COMMISSION FOR WOMEN IN THE AIR FORCE (SHORT SERVICE)**

Branch	Age	Educational Eligibility	Selection
Flying Branch (Transport/Helicopter pilots and Navigators) Commission for 10 years.	19-23 yrs, 25 yrs for CPL* holders (Unmarried or widows of service personnel killed on duty but without any child.)	Graduate with Physics and Maths. Upto 10+2 level.	Applications are directly called for by Air HQ followed by Air Force Service Selection Board Interview. Selection is based on merit in SSB and Interview.
Technical Branches (Commission for 6 years)	19-28 yrs. (unmarried or widows of service personnel killed on duty but without any child.)	Engineering Degree in notified discipline.	
Ground Duty Branch (Administrative Logistics Accounts) Education& Meterology.	20-23 yrs. (unmarried) 20-25 yrs. 27 yrs. for higher qualification.	1 <sup>st</sup> Class Graduates Post Graduates 1 <sup>st</sup> /2 <sup>nd</sup> Class.	

**PHYSICAL REQUIREMENTS :**

Same as army. For flying branch minimum height 162.5 cms. leg length 99-120 cm. Should not be colour/night blind at wearing glasses.

**COMMISSION FOR WOMEN IN NAVY (SHORT SERVICE)**

<b>Branch of Entry</b>	<b>Age</b>	<b>Educational Eligibility</b>	<b>For detailed information</b>
EXECUTIVE BRANCH Direct entry Law Cadre	22-27 yrs.	A Degree in Law qualifying for enrolment as an advocate, Act, 1961 with minimum 55% marks	Advertised in newspapers and Employment News twice a year depending on vacancies.
Direct Entry	19½-25 yrs	B.A.(Economics)II Divn. Or B.Com.II Div.or Graduation in any subject with Degree/ Diploma in Material/Financial Management.	
Direct Entry ATC (Air Traffic Control)	19½-25 yrs	B.Sc.II Div. With minimum 50% marks with Physics and Math.	
EDUCATION BRANCH Direct Entry Logistic Cadre	21-25	A Second Division Master's Degree In *Physics (with Maths in B.Sc) or *Maths.(with Physics in B.Sc) or *Chemistry (with Physics & Maths) in B.Sc. *Computer Application/ Computer Science with either physics or Maths. At Graduation level) or *Humanities (English/ Economics/ History/Pol.Sc/or An Engineering Degree in Mechanical/ Electrical/Computer Science/Technology.	Look for advertisement given in Employment News & regional News paper.

**PHYSICAL STANDARD :**

Height & Weight-Minimum acceptable height 148 cms. weight 38.6 kgs. The correlated weight should not however, vary from the average by more than 10%.

Vision- 6/36, 6/60 correctable to 6/6 (in each eye with glasses)

**SELECTION AND TRAINING :**

Candidates recommended by Naval Headquarters after short listing are required to appear before the Naval Selection Board at Bangalore and Bhopal and undergo tests in leadership qualities and physical fitness. Initial training is conducted at Naval Academy (NAVAC) situated amidst the scenic beauty of Goa, followed by training at other centres like Bombay, Cochin and Visakhapatnam.

**COACHING FACILITY BY GOVERNMENT OF ORISSA :**

Each year Director of Employment, Orissa invites applications through press and select eligible women candidates for free coaching . Training is imparted at Kalinga Academy, 4, Ashok Nagar, Bhubaneswar, Tel.No.-532700/471127 and the cost is borne by the Government of Orissa. This Academy conducts training programmes to women candidates for making them eligible to appear before the Service Selection Board for their career in Defence Services.

*N.B.: Given dates are subjects to change.*

**INDIAN NAVY**  
**Career as Commissioned Officers**

The life of a Naval Officer is a pleasant mix of hard work, professionalism and adventure. Navy gives the opportunity to move around and visit different places within India and abroad. There exist openings for a wide cross-section of aspirants ranging from fresh 10+2s to Post Graduates, in fields as diverse as electronics, law, economics or physics/mathematics. The service comprises of five branches, Executive, Marine Engineering, Electrical Engineering, Naval Architecture and Education.

Branch/Type of Entry	Unmarried Men/Women	Age Limit (Years)	Educational Qualifications
<b><u>EXECUTIVE BRANCH</u></b>			
<b>Permanent Commission</b>			
(a) Cadet Entry (NDA)	Men	16 ½-19	10+2 or equivalent with Physics & Maths
(b) Cadet Entry (10+2) (Executive) Naval Academy, Goa (Through NDA Exam.)	Men	16 ½ -19	10+2 or equivalent with Physics & Maths
© Graduate Special Entry Naval Academy, Goa (Through CDSE)	Men	19-22	B.Sc (Physics & Maths) or B.E.
(d) NCC Special Entry Naval Academy (Goa)	Men	19-24	B.Sc (Physics & Maths) or B.E. with Naval Wing Senior Div NCC 'C' Certificate
(e) Direct Entry Naval Armament Inspection Cadre	Men	22-27	A Degree in Electronics/Elect/Mech. Engg. or Post Graduate Degree in Electronics or Physics
(f) Direct Entry Law Cadre	Men	22-27	A Degree in Law qualifying for enrolment as an Advocate under the Advocates Act 1961 with minimum 55% marks.

**Short Service Commission**

(g) Law Cadre	Men & Women	22-27	A Degree in Law qualifying for enrolment as an Advocate under the Advocates Act 1961 with minimum 55% marks
(h) Logistics Cadre	Men & Women	19 ½ - 25	BA (Economics) II Div or B.Com II Div, or B.Sc Physics & Maths II Div, or B.Tech/BE or Graduation in any subject with Degree/Diploma in

			Material/Financial Management
(j) ATC (Air Traffic Control)	Men & Women	19 ½ - 25	B.Sc II Div with minimum 50% marks with Physics and Maths.
(k) Hydro Cadre	Men	19 ½ - 25	B.Sc II Div with minimum 50% marks with Physics and Maths

### **EDUCATION BRANCH**

Permanent Commission	Men	21-25	A Master's Degree in one of the following with at least 55% marks: (a) Physics (with Maths in B.Sc) or (b) Maths (with Physics in B.Sc) or (c) Chemistry (with Physics & Maths in B.Sc) (d) Computer Application/Computer Science (with either Physics or Maths at Graduation level) or (e) Humanities (Eng./ Eco/Hist/Pol. Sc) or (f) An Engineering Degree in Mech/Elect/Computer Science/Tech.
Short Service Commission	Men & Women	21-25	-do-

### **ENGINEERING BRANCH (MARINE ENGINEERS)**

#### **Permanent Commission**

(a) Cadet Entry (NDA)	Men	16 ½ - 19	10+2 or equivalent with Physics & Maths
(b) 10+2(Tech) Cadet Entry	Men	16 ½ - 19	10+2 or equivalent with Physics, Chemistry & Maths (minimum 70% marks in aggregate of PCM, minimum 50% marks in English either in 10 <sup>th</sup> or 12 <sup>th</sup> class)
© Direct Entry	Men	19 ½ - 25	A degree in Marine/Mech/Aeronautical/Control/Metallurgy/Production Engineering or any other qualification recognized by the Institution of Engineers (India) – as equivalent to a degree course.

#### **Short Service Commission**

(d) Direct Entry	Men	16 ½ - 25	Degree in courses mentioned at (c) above
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### **ENGINEERING BRANCH (NAVAL ARCHITECTS)**

#### **Permanent Commission**

(a) 10+2 (Tech)	Men	16 ½ - 19	10+2 or equivalent with Physics, Chemistry & Maths (minimum 70% marks in aggregate of PCM, minimum 50% marks in English either in 10 <sup>th</sup> or 12 <sup>th</sup> class)
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(b) Direct Entry	Men	21-25	A degree in Naval Architecture/Mech/Aeronautical/Civil/ Metallurgy Engineering.
<b><u>ELECTRICAL BRANCH</u></b>			
<b>Permanent Commission</b>			
(a) Cadet Entry (NDA)	Men	16 ½ - 19	10+2 equivalent with Physics & Maths
(b) 10+2 (Tech) Cadet Entry	Men	16 ½ - 19	10+2 or equivalent with Physics, Chemistry & Maths (minimum 70% marks in aggregate of PCM, minimum 50% marks in English either in 10 <sup>th</sup> or 12 <sup>th</sup> class)
© Direct Entry	Men	19 ½- 25	A Degree in Elect/Electronics/ Telecommunication/ Engg. or any other qualification recognized by the Institution of Engineers (India) or Institution of Telecommunication Engineers (India) as equivalent to a degree course
Short Service Commission	Men	19 ½- 25	A Degree in courses mentioned at (C) above.

**SERVICE SELECTION BOARD TEST (SSB) :**

SSB tests for Army are divided in two stages :

Stage I : Stage - I is designed to ascertain the mental fitness of the candidates and to determine whether or not the candidates is fit to take on Stage-II tests. Stage-I test contains four parts as under :

- (a) Screening test of verbal intelligence.
- (b) Psychological test (Social Psychology)
- (c) Thematic Apperception Test (one only)
- (d) Group Discussion based on TAT.

State-II : Broadly it is divided into four parts. These are :

- (i) Screening test
- (ii) Psychological test
- (iii) Group Testing Officers' Test
- (iv) Interview.

**DETAILS OF INDIVIDUAL OBSTACLES :**

Zig Zag , Vertical rope climbing, Tarzon Swing, Commando Walk ,Double Jump ,Tiger leap, Monkey Crawl ,Wall climbing, Making figure 8 ,Going through Tyre.

**PHYSICAL STANDARD :**

Height in Centimetres (Without Shoes)	Weight in Kgs.		
	15 Years	16 Years	18 Years
152	43	44	45
155	44	45	46

157	45	46	47
160	46	47	48
162	47	48	50
165	49	50	52
168	51	52	53
170	52	53	55
173	54	55	57
175	56	57	59
178	58	59	61
180	60	61	63
183	62	63	65

**VISUAL STANDARDS :**

Distant Vision - 6/6, 6/9 correctable to 6/6  
Near Vision - N-5 each eye  
Colour Vision - CPI (MLT)  
Manifest - Must not exceed  
Hypermetropia - +2.00 DSpH.

Myopia is not to exceed 0.75 dioptres in either eye and Hypermetropia not more than +1.5 dioptres in the better eye and 2.5 dioptres in the worse eye. Ocular Muscle Balance Heterophoria with the Maddox Rod Test must not exceed.

**FURTHER DETAILS :**

For further details one can refer to the advertisement which appears in the Employment News and other prominent national dailies or nearest Headquarter Recruiting Zones. For more information on selection into the Indian Navy, one can contact Naval Recruitment Cell, DMPR, Naval Headquarters, Sena Bhawan, DHQ PO, New Delhi-110011.

*N.B.: Given dates are subjects to change.*

**NEAREST HEADQUARTER RECRUITING ZONES :**

**The Commanding Officer, INS Chilka, Dist. Khurda (Orissa) 752037.**

**INDIAN NAVY**  
( MATRIC ENTRY SCHEMES )

Branch	Unmarried Men/Women	Age Limit	Qualification	Medical Standard
SEAMAN	Unmarried Man	17-20 years	Matric or equivalent with at least 55% marks. Candidates having less than 55% marks in Matric are also eligible provided they have obtained 55% or more marks in any higher board examination.	Minimum Height-157 cms with co-related weight proportionate chest with minimum 5 cms expansion. Good mental and physical health, free from any disease/disability. No Cardio-vascular, surgical deformities of infection of ears. No history of fits or psychiatric ailment.
ARTIFICER APPRENTICE	Unmarried Man	14-17 yrs.	Matric or equivalent with Science & Maths with 60% and above marks in aggregate or 55% or more marks in aggregate in any higher Board examination with Science & Maths.	Minimum Height-152 cms with co-related weight and proportionate chest with minimum expansion of 5 cms. Good mental and physical health, free from any disease/disability. No Cardiovascular, surgical deformities or infection of ears. No history of fits or psychiatric ailment.

**HOW TO APPLY :**

Candidates are to apply in accordance with application format published in the Employment News alongwith the notification. For further details you may refer to the advertisement which appears in the Employment News and other prominent national dailies or nearest Headquarter Recruiting Zones. For more information one can contact Naval Recruitment Cell, DMPR, Naval Headquarters, Sena Bhawan, DHQ PO, New Delhi-110011.

**ADDRESS OF THE NEAREST HEADQUARTER RECRUITING ZONES :**

The Commanding Officer, INS Chilka, Dist. Khurda (Orissa) 752037.

*N.B.: Given dates are subjects to change.*



## INDIAN AIR FORCE

The Indian Air Force is the guardian of our skies. It is the most important arm of national defence and is recognized as one of the largest Air Forces in the world. The Indian Air Force offers opportunities to the aspiring, educated, talented and healthy youngmen to join its ranks. So you can join this prestigious service and become a proud partner in the national defence.

Branch/Type of Entry	Age	Qualification	Type of Commission
<b><u>FLYING</u></b>			
(a) National Defence Academy (NDA).	16 ½ -19 yrs	10+2 with Physics and Maths.	Permanent Commission
(b) Combined Defence Services Examination (CDSE)	19-23 yrs.	B.Sc. Physics and/or Maths or BE.	-do-
(c) NCC Special Entry	19-23	B.Sc. Physics and/or Maths or BE and Air Wing 'C' Certificate.	-do-
(d) Short Service Commission (Transport & Helicopter)	19-23 yrs 19-25 yrs for Commercial Pilot Licence Holders)	B.Sc. Physics and/or Maths or BE.	Short Service Commission-Women.
<b><u>TECHNICAL</u></b>			
(a) Direct Entry Scheme	18-28 yrs.	Degree in Engineering in Electronics/Mechanical/ Allied Subjects.	PC & SSC – Men SSC – Women.
(b) University Entry	18-28 yrs.	Pre-Final/Final year of Engineering degree in Electronics/Mechanical or Allied subjects.	PC & SSC – Men
<b><u>GROUND DUTIES</u></b>			
(i) Administrative	20 to 23 yrs. 20 to 25 yrs. -do- -do- -do-	1 <sup>st</sup> Class Graduate .	PC – Men
(ii) Accountants		IInd Class Graduate in	SSC- Women
(iii) Logistics		subjects as given in the	
(iv) Metereology		Newspaper Advt.	
(v) Education			
<b><u>SSC FOR ADMIN.</u></b>			
Fighter/Air Traffic Controller	20 to 23 yrs. 20 to 25 yrs.	Ist Class Graduate IInd Class Graduate	SSC - Men

**AIR FORCE SELECTION BOARD (AFSB) :**

At present PABT (Pilot Aptitude Battery Test) : is conducted in place of Stage-I (as applied in SSB). PABT has the following tests :

- (a) Written test or Meter test
- (b) Light Test
- (c) Drum Test.

This test is Mandatory for all candidates aspiring for flying branch. This is a life-time test. Candidates applying for any other branch of airforce other than flying branch are not given PABT.

**DETAILS OF INDIVIDUAL OBSTACLES :**

1. Zig Zag, Vertical rope climbing, Tarzon Swing, Commando Walk, Double Jump, Tiger leap, Monkey Crawl, Wall climbing, Making figure 8, Going through Tyre.

**PHYSICAL STANDARD :**

Height in Centimetres (Without Shoes)	Weight in Kgs.		
	15-16 Years	16-17 Years	17-18 Years
152	41.0	42.5	44.0
155	42.0	43.5	45.3
157	43.0	45.0	47.0
160	45.0	46.0	48.0
162	46.0	48.0	50.0
165	48.0	50.0	52.0
167	49.0	51.0	53.0
170	51.0	52.0	55.0
173	52.5	54.5	57.0
175	54.5	56.0	59.0
178	56.0	58.0	61.0
180	58.5	60.0	63.0
183	61.0	62.5	65.0

**VISUAL STANDARDS :**

- Distant vision - 6/6, 6/9 correctable to 6/6
- Near Vision - N-5 each eye
- Colour Vision - CPI (MLT)
- Manifest - Must not exceed +2.00 D SPh
- Hypermetropia.
- Myopia - Nil
- Astigmatism - +0.75 Cyl.

**FOR DETAILED INFORMATION :**

Detailed information about the above examinations appears in the Employment News and other National Dailies from time to time. One can also contact ADP03(B), Air Headquarters Room No.17, 'J' Block, M.N. Marg, New Delhi-110011.

## CAREER AS AN AIRMAN

You can join the Indian Air Force as an Airman if ....

AGE	EDUCATIONAL QUALIFICATION	TRADES ELIGIBLE FOR
16 to 22 Years	Passed Intermediate/10+2/Equivalent examination with Mathematics, Physics and English with a minimum of 50% marks in aggregate. Or Three Year Diploma in Engineering (Mechanical/ Electrical/ Electronics/ Automobile/Computer Science/ Instrumentation Technology) from a Government recognized Polytechnic/Institute.	Group 'X' Technical Trades.
16 to 20 Years	Passed Matriculation/Equivalent examination with English and a minimum of 60% marks in aggregate.	Group 'Y'
16 to 20 Years	Passed Matriculation/Equivalent examination with a minimum of 45% marks in aggregate and atleast pass marks in English.	Group 'Y' Non-Technical Trades.
16 to 20 Years	Passed Matriculation/Equivalent examination with English as a compulsory subject.	Group 'Y' Driver Mechanical Transport (MTD) Trade.
20 to 25 Years	One of these or higher qualification (i) BA (Hons.)/BSc. (Hons.) (ii) BA/B.Sc. with one year teaching experience in a recognized Educational Institution. (iii) BA/B.Sc. And a teaching degree or diploma.  O R	Group 'X' Education Instructor Trade
20 to 28 Years	Passed M.A/M.Sc. with minimum II Class.	
17 to 35 Years	Should be able to read and write English and have knowledge of elementary Arithmetic. Should be proficient in playing at least one musical instrument out of Trumpet/Bass/Violin/Saxophone/Clarinet/Euphonium/ Jazz Drum/Piccolo/Bass Trombone/Key Board.	Group 'Z' Musician Trade.

### **MEDICAL STANDARD :**

Physical Height: 152.5 cms. Chest : Expanded not less than 75 cms. with minimum range of expansion of 5 cms. Weight : Proportionate to height. Vision : Minimum vision of at least 6/12 each eye or 6/6 in better eye and 6/36 in worse eye with spectacles.

**DETAILED INFORMATION :**

Detailed Information about the above examinations appears in the Employment News and some other prominent National & Local Dailies. Eligible candidates have to apply in response to the advertisement to the Central Airmen Selection Board, Post Box No.3004, New Delhi-110011 or Airmen Selection Centre located at the Regional Level. In Orissa the Airmen Selection Centre is located at Bhubaneswar the Address of which is given below :

**9, Airmen Selection Centre,  
Near Aerodrome Gate,  
Bhubaneswar-751009.**

*N.B.: Given dates are subjects to change.*

## INDIAN ARMY

Indian Army constitutes one of the branches of the defence services where the forces are trained to fight on land. The regular Army consists of armed personnel (troops) their equipment, weapons and military bases. Almost all nations have their army for defending the mother land. The Indian Army offers opportunities to the aspiring, educated, talented and healthy young men to join its ranks. One can join this prestigious service and become partner in national defence.

### ENTRY :

*Army (Commissions) :*

Branch/Type of entry/Month of commencement of course each year.	Age Limit	Educational eligibility/ Mode of selection.
<u>PERMANENT COMMISSION:</u> National Defence Academy . Jan & July.	16 ½ -19 yrs.	Minimum 10+2 with Physics & Maths. Through a written examination conducted by UPSC followed by a Services Selection Board interview for those who pass the written examination.
Indian Military Academy, Dehradun (For Army only)	19-24 yrs.	Degree or equivalent. Combined Defence Services Examination (CDSE) conducted by UPSC and SSB interview.
Direct Entry : Civilians (32 vacancies are reserved for NCC 'C' Certificate Holders for Army Wing) Jan. and July.	19-24 yrs.	Degree or equivalent. Combined Defence Services Exam.(CDSE) and SSB interview.
Engineering Graduates as Permanent Commissioned Officer. Jan. and July.	20-27 yrs.	Engineering Degree in Civil/Mechanical/Electrical/Architecture/Production/Aeronautical Electronics/Metallurgy Tele-Communication. SSB Interview.
University Entry Scheme Engineering Graduates. Jan. and July.	19-23 yrs.	Pre Final/Final year students of Engg. Degree Courses. Campus interview followed by SSB Interview.
Army Education Corps and Army Ordnance Corps. Jan. and July.	23-27 yrs.	Post Graduate Degree in subjects notified for each course. M.A/M.Sc. degree in 1 <sup>st</sup> or 2 <sup>nd</sup> division in the following : (a) Physics, (b) Mathematics, (c) Computer application, (d) Psychology, (e) Political Science. SSB Interview.
Military Farms. Jan. and July.	20-27 yrs.	Degree in Dairying/Agriculture. SSB Interview & Departmental Screening Board.
<u>SHORT SERVICE COMMISSION :</u> Officers Training Academy, Madras (For Army only). May and Oct.	19-25 yrs.	Degree or equivalent at the time of joining the course. CDSE conducted by the UPSC and SSB Interview.
Technical/Engineering. May and Oct.	20-27 yrs.	Engineering Degree in notified discipline. SSB Interview.
Law Graduates for JAG's Department.	21-27 yrs.	Law Degree (professional) with 50% marks.

October.		Written Exam. conducted by JAG's Deptt. in March SSB Interview in July detailed advertisement in November.
Remount Veterinary Corps	21-32 yrs.	BVSC/BVSc. With AH Animal Husbandry from any Indian Univ. or its equivalent foreign degree. SSB Interview.
Women Special Entry Scheme (Officers) in Education/Law Administrative/Logistics branch. March and Sept.	19-27 yrs.	Post Graduate/Graduates with diploma in specified subject/ LLB (Professional)/Engineering Degree. SSB Interview.

**SERVICE SELECTION BOARD TEST (SSB) :**

SSB tests for Army are divided in two stages :

Stage I : Stage - I is designed to ascertain the mental fitness of the candidates and to determine whether or not the candidates is fit to take on Stage-II tests. Stage-I test contains four parts as under :

- (e) Screening test of verbal intelligence.
- (f) Psychological test (Social Psychology)
- (g) Thematic Apperception Test (one only)
- (h) Group Discussion based on TAT.

State-II : Broadly it is divided into four parts. These are :

- (v) Screening test
- (vi) Psychological test
- (vii) Group Testing Officers' Test
- (viii) Interview.

**DETAILS OF INDIVIDUAL OBSTACLES :**

Zig Zag, Vertical rope climbing, Tarzon Swing, Commando Walk, Double Jump, Tiger leap, Monkey Crawl, Wall climbing, Making figure 8, Going through Tyre.

**PHYSICAL STANDARD :**

Height in Centimetres (Without Shoes)	Weight in Kgs.		
	15-16 Years	16-17 Years	17-18 Years
152	41.0	42.5	44.0
155	42.0	43.5	45.3
157	43.0	45.0	47.0
160	45.0	46.0	48.0
162	46.0	48.0	50.0
165	48.0	50.0	52.0
167	49.0	51.0	53.0
170	51.0	52.0	55.0
173	52.5	54.5	57.0
175	54.5	56.0	59.0

178	56.0	58.0	61.0
180	58.5	60.0	63.0
183	61.0	62.5	65.0

**Visual Standards\_:** The minimum acceptable visual acuity are : Distant Vision (corrected) Better eye 6/6, worse eye 6/18, Myopia of not more than minus 5.5 D including astigmatism. To be passed fit, a candidate must be in good physical and mental health and free from any disability likely to interfere with the efficient performance of duty.

**DETAILED INFORMATION :**

For detail information one can refer to the advertisement which appears in Employment News and other National Dailies. One can also contact The Addl. Dte. Gen. of Recruiting Army Headquarters, West Block-3, R.K. Puram, New Delhi-66.

**RECRUITMENT OF SOLDIERS**

Sl. No	Category	Age as on 31, Jul,2001	Height in Cms.	Weight in Kgs.	Chest in Cms.	Educational Qualification
(a)	Soldier GD	16-21 Yrs.	169	50	77/82	Matric.
(b)	Soldier Technical	16-23 Yrs.	169	50	77/82	Matric with Maths, Science and English.
(c)	Soldier TDN.	16-25 Yrs.	167	50	77/82	Under Matric.
(d)	Soldier GD. (Adivasi).	16-21 Yrs.	162	50	77/82	Under Matric.
(e)	Soldier Clerk	16-23 Yrs.	162	50	77/82	Matric.
(f)	Soldier (Nursing Assistant)	16-23 Yrs.	169	50	77/82	Matric with Science and Biology.

**PHYSICAL TEST :**

Candidates meeting the laid down standards are required to qualify in each of the following tests :-

- (a) 1.6 Kilometers Run.
- (b) Beam.
- (c) Balance.
- (d) 9 Feet ditch.

**MEDICAL EXAMINATION :**

Successful candidates will undergo medical examination. Candidates should get their ears cleaned before coming for medical examination.

**WRITTEN EXAMINATION :**

Candidates declared medical fit will be eligible to appear in the written examination comprising General Knowledge and Arithmetic of Matric level standard.

**FOR DETAILED INFORMATION :**

For detail information one can refer to the advertisement which appears in Employment News and other National Dailies. One can also contact The Addl. Dte. Gen. of Recruiting Army Headquarters, West Block-3, R.K. Puram, New Delhi-66 and also to the nearest Branch Recruiting Offices. In Orissa there are three Branch Recruiting Offices located at Cuttack, Sambalpur, Golabandh-Gopalpur, Dist. Ganjam.

**RECRUITMENT RALLIES :**

For entry into non-commissioned category in the Armed Forces recruitment rallies are held in different district headquarters from time to time. Under the aegis of

Directorate of Employment, Orissa Pre-recruitment training is imparted to equip the candidates for physical as well as written test. For Soldier Technical and Nursing Assistant, training is imparted at Kalinga Academy, Bhubaneswar free of cost. For more information candidates are advised to contact the Branch Recruiting Officer situated at Cuttack, Berhampur and Sambalpur or local Dist. Employment Offices.



## MERCHANT NAVY

Merchant Navy as its very name connotes is a commercial fleet handling cargo to far off countries located in different direction of the globe. Merchant Navy offers a career, very different from others. It offers not only good prospects of earning and promotion but makes you a successful globetrotter as well.

### **PERSONAL ATTRIBUTES :**

Medically and Physically one should be sound to face the rigorous life at sea, mentally, one should be prepared to be away from home and family for an extended period of time. There is no place for the weak. To someone who is adventurous, extrovert and wants to enjoy life with others, merchant navy offers a very suitable career.

### **MAIN AREAS OF WORK :**

There are two streams in the Merchant Navy- Navigating and Engineering.

(1) Navigating officers are responsible for the navigation of the ship, for efficient leading and discharge of cargo, the safe operation of the ship, safety of passengers and observation of international and national codes of conduct.

(2) Marine Engineers are responsible for keeping the ships engine in fine fettle.

### **FUNCTIONAL SET UP :**

The captain (Master) holds the highest rank in navigation and the Chief Engineer in Engineering. On joining the ship, the cadet is appointed third mate in case of navigation and fifth engineer in case of engineering. The promotional routes are from third mate to second mate, first mate and captain and from fifth engineer to fourth, third and second engineer and then Chief Engineer.

### **COURSES/TRAINING :**

The two internationally recognized training institutes in India are training ship Chanakya (formerly Rajendra), New Bombay and Marine Engineering and Research Institutes (MERI), Calcutta. Both operate under the Ministry of Surface Transport. The former produces navigating officers while the latter marine engineers.

### **ELIGIBILITY AND SELECTION PROCEDURE :**

The selection for admission to the 3 year course leading to a B.Sc.(Nautical Science) Degree at T.S. Chanakya and a 4 year Marine Engineering Degree Course at Marine Engineering and Research Institute (MERI), Calcutta is made through the Joint Entrance Examination conducted by IITs. Those interested to seek admission to TSC/MERI have to submit JEE-form as per instructions given in the advertisement released by IIT every year.

### **A G E :**

Even though the age limit for admission to IIT are slightly different candidate seeking admission to T.S.Chanakya/MERI, must not exceed the age limit of 20 years as on 1<sup>st</sup> October of the year of admission. The upper age limit for SC/ST is 25 years.

### **QUALIFICATION :**

The minimum qualification required for admission is a pass in the final examination standard XII of 10+2 system or its equivalent, having passed individually in Physics, Chemistry and Mathematics as elective subjects.

**PHYSICAL FITNESS :**

Good vision is very important for navigation and people wearing spectacles are discouraged. In the engineering stream, glasses up to 2-5 D are allowed but defective colour vision is a disqualification. So one in his own interest should have his eyesight thoroughly tested by an Ophthalmic Surgeon.

**OTHERS ROUTES FOR ENTRY :**

Instead of entering the merchant navy through the training programmes at TS Chanakya and MERI, interested persons may directly approach shipping firms/lines, which from time to time recruit deck cadets and train them for a marine career. Minimum eligibility to apply for deck cadets is a pass in +2 or equivalent examination with Physics, Chemistry and Mathematics. In case of engineering officers shipping lines follow their own recruitment policies. Sometimes candidates with BE qualifications are taken directly after they complete on eight month attachment with a naval dockyard in Bombay, Cochin, Calcutta or Vishakapatnam. Unlike the marine engineers from MERI these candidates have to pass additional competency examination.

**ENTRY OF WOMEN :**

The image of the bearded captain in white uniform may no longer signify the typical mariner, soon women, too will done that cap. With Sonali Banarjee of Allahabad joining the marine engineering courses the Indian merchant navy is finally entering the unisex time zone. More and more women are now opting for training in marine engineering which will eventually lead to their employment in the merchant navy.

**JOB OPPORTUNITIES :**

Among all developing countries, India ranks as one of the countries having the largest merchant shipping fleets. Therefore, there is enough scope for employment in Indian as well as foreign ships. Campus interviews are a regular feature at these institutes and among the reputed foreign companies that recruit Indian seamen are Neptune orient, Maersk, Wallem, Angle Eastern and Chevron leading the Indian companies are the shipping corporation of India. Essar and the Great Estern Shipping Corporations. The salary range for both streams varies from Rs.15000/- to Rs.One lakh and more on Indian ships and 600 Dollar to 6000 dollar and more on foreign ships. Enterprising officers may gain their promotions very early in life. A career in the merchant navy thus offer high salaries, challenge and adventure-all in one package.

## **CAREER IN PARA-MILITARY FORCES** ***(CRPF, ITBP, CISF, BSF, COAST GUARD)***

The para-military forces are responsible for maintaining civil discipline during peace, defending our borders and ensuring internal security. The personnel of the para-military services are entrusted with all-India jurisdiction. The para-military services viz, the Indo-Tibetan Boarder Police, the Boarder Security Force, the Central Reserve Police Force, the Central Industrial Security Force and Indian Cost Guard offer a life full of challenge, adventure without monotony.

### **PERSONALITY TRAITS :**

Above average intelligence, courage, sense of responsibility, love for challenge, sense of adventure and sense of loyalty to the nation.

### **SELECTION FOR OFFICER CADRE :**

Selection for Asst. Commandant/Dy. Superintendent of Police/Company Commander in the BSF/CRPF/ITBP/CISF is organised and conducted by the Special Selection Board (SSB) of the Central Police Organisations. Eligible, interested candidates have to go through a three stage selection process which includes:

1. The written examination carries 300 marks split among two papers. Paper-I (200 marks) has selection on: general awareness, general intelligence and reasoning and numerical ability. Paper-II (100 marks) includes: essay writing (in Hindi/English), precis writing (in English only) and comprehension of passages (in English only).

***Physical Standard*** : Height-165 cm (for men), 157 cm (for women)

Chest-81 cm. Unexpanded, 86 cm. Expanded for men only.

Weight-50 kg. for according to height (men), for women according to height but not less than 46 kg.

### **INDO-TIBETAN BORDER POLICE**

#### ➔ **Naik or Head Constables (Combatant Ministerial) :**

**Eligibility** : Matriculation or equivalent. Preference will be given to Graduates for Naik (CM) and Senior Secondary Certificate (10+2) for Head Constable (CM).

**Technical Qualification** : Minimum 30 wpm in English Typing or 25 wpm in Hindi Typing.

**Physical Student** : 170 cms. 5 feet 4 inches for ST candidates. Chest-80 cm. Expandable by 5 cms. 157 cms. for female candidates.

**Selection** : Eligible candidates shall be put through a Physical Efficiency Test. Those who qualify will be put through written tests comprising General Knowledge, General English and Arithmetic. Then follows typing test and interview.

#### ➔ **Constable (Stenographer) :**

**Eligibility** : Matriculation or equivalent.

**Age Limit** : Between 18-25 years. Relaxable upto 30 years for STs.

**Technical Qualification** : 100 wpm in English Stenography and 30 wpm in English Typing or 80 wpm in Hindi Shorthand & 20 wpm in Hindi Typing.

Other details are same as for Naik (CM) mentioned above.

**Address for Reference** :

Directorate General, Indo-Tibetan Border Police (MHA),  
Block-2, CGO Complex, Lodhi Road, New Delhi-110003.

**CENTRAL RESERVE POLICE FORCE**

➔ **Sub-Inspector/Constable** :

A. Sub-Inspector (Stenographer Gr.III or 'C'/Assistant Sub-Inspector(Clerk)/ Assistant Sub-Inspector (Ministerial).

**Eligibility:** Intermediate (10+2 or equivalent). Typing speed 30 wpm in English & 25 wpm in Hindi & 80 wpm in Shorthand (English, Hindi).

B. Constable (General Duty or GD)/Ct. Fitter and Tradesmen/Head Constable or Draftsman/Constable (Drivers).

**Eligibility :** For Ct/Fitter : Motor Mechanic Fitter Certificate from I.T.I. For Head Constable or Draftsman: Draftsman two years diploma course. For Constable Driver: Heavy Motor Driving Licence.

**Age Limit :** For Category 'A' : 18-25 years. Category 'B': 18-23 years.

**Physical Standard** :

**For Category 'A'** : (Male) Height-165 cm., Chest-77 cm., Weight-48 kg. Relaxation for STs.

For Female : Height-157 cm., Weight-43 kg.

**For Category 'B'** : For Male : Height-170 cms. Chest-80 cms. Weight-50 kg.

For Female: Height-157 cms. Weight-43 kg.

**Address for Reference** :

Central Reserve Police Force CGO Complex,  
Lodhi Road, New Delhi-110003.

**BORDER SECURITY FORCE**

➔ **Sub-Inspector (Stenographers) and Assistant Sub-Inspector (Clerk)** :

**Eligibility :** 10+2 or equivalent, Shorthand English or Hindi 80 wpm and Typing English 40 wpm, Hindi 30 wpm. English 30 wpm & Hindi 25 wpm for ASI(Clerk).

**Age Limit :** 18 to 25 years, relaxable to certain categories.

**Physical Standard:** Height-167.5 cms. Chest-81 cms. unexpanded with 5 cms expansion.

**Selection :** Made on the basis of (a) Written Examination (b) Shorthand Test, Type writing Test for ASI(Clerk) (c) Interview and (d) Medical Examination.

➔ **Constable (Operator/General Duty)** :

**Eligibility :** H.S.C. with Physics, Chemistry and Mathematics. For Constable (GD) only H.S.C.

**Age Limit :** 18 to 22 years (27 years for SC/ST).

**Physical Standard** : Height-170 cms. Chest-80 cms. unexpanded with 5 cms. expansion.  
**Selection** : Selection is made on the basis of Physical Test, Written Test and interview.

➔ **Engineering Directorate : SI/JE (Civil),SI/JE (Electrical) :**

**Eligibility** : 3 years diploma in Engineering Civil & Electrical.

**Age Limit** : 18 to 25 years, relaxable by 5 years for SC/ST.

**Physical Standard** : Height-167.5 cms. Chest-81, unexpanded.

**Selection** : Physical Test and Written Test.

**Address for Reference :**

Deputy Director (Pers),  
BSF HQ, Block No.10 CGO Complex,  
Lodhi Road, New Delhi-110003.

**INDIAN COAST GUARD**

➔ **Assistant Commandant (General Duty-Pilot/Navigator) :**

**Eligibility** : 10+2 or B.Sc. with Physics & Mathematics, Commercial Licence Pilot.

**Age Limit** : 19 to 27 years, as on July 1<sup>st</sup> of the year of admission (32 years for SC/ST).

**Physical Standard** : Height-162 cm. Leg length-Minimum 99 cm.(for Pilot Navigator only).

Weight-91 kg. maximum, Eye sight-6/6 without glass.

**Selection** : Short-listed candidates are called for selection test/interview of New Delhi and other specified centres. Candidates with extra curricular activities and NCC are given due weightage

➔ **Yantriks (Technical Soldiers) :**

**Eligibility** : (a) H.S.C. (b) Diploma in mechanical/Electrical/Electronics/Aeronautical Engineering.

**Age Limit** : Below 22 years relaxable by 5 years for SC/ST.

**Physical Standard** : Height-157 cm. Chest-Proportionate to height, Eyesight-6/12 (good eye)

6/24 (bad eye).

**Selection** : Short-listed candidates will be called as per the marks obtained in Matric, Diploma and N.C.C. and Sports.

**Address for Reference :**

Director (Training) Recruitment Cell,  
Coast Guard Headquarters National Stadium,  
Purana Quila Road, New Delhi-110001.

**CENTRAL INDUSTRIAL SECURITY FORCE**

➔ **(A) Assistant Sub-Inspector (Clerk/Typist) :**

➔ **(B) Sub-Inspector (Steno) :**

**Eligibility :** 10+2 and for Category A: 30 wpm in English Typewriting or 25 wpm in Hindi, for Category B : 80 wpm in Stenography and 35 wpm in English Typewriting and 30 wpm in Hindi.

**Age Limit :** Minimum 18 years for Category A and 19 years for Category B, relaxable by years for SC/ST.

**Physical Standard :** Height-167 cms. Chest-81 cms. unexpanded, 153 cms. for female candidates, Eyesight-6/6 with or without glasses.

**Selection :** Written Test in General Knowledge, Arithmetic and Language (English & Hindi)

➔ **Inspectors & Sub-Inspectors (Fire Wing) :**

➔ **(A). Sub-Inspector (Mech./Fire) :**

➔ **(B). Sub-Inspector (Fire) :**

**Eligibility :** *For Category A:* H.S.C. with 3 years Diploma in Mechanical/Electrical/Automobile Engineering or equivalent.

*For Category B:* Degree in Science with PCM or H.S.C. with 3 years diploma in Aeronautical/Telecommunication Engineering or equivalent.

**Age Limit :** 19 to 25 years, relaxable by 5 years for SC/ST.

**Physical Standard :** Same as for candidates of CISF ASI (Clerk/Typist).

**Selection :** Written Test in G.K. and Language Test in English and Hindi, Physical efficiency Test and Interview.

➔ **Constable (General Duty) :**

**Eligibility :** H.S.C.

**Age Limit :** 18 to 23 years, relaxable for SC/ST/OBC.

**Physical Standard :** Height-167 cms. Chest-80 cms. Eyesight-6/6. Candidates should not have knock knee, flatfeet and squint eyes.

**Selection :** Written Test and Interview.

**Address for Reference :**

**For applicant from West Bengal, Orissa, Andaman and Nicobar:**

DIG, CISF (East Zone), 41, Karaya Road, Park Circus, Calcutta-700017.

Relaxation in age and physical standard is given to different categories. For details contact the respective headquarters.

*Before appearance at the recruitment test candidates should thoroughly prepare themselves for physical tests like cross-country, high jumping , long jumping etc.*

**N.B.** Prescribed applications format and other details are published in Employment News/Leading Newspapers.

*N.B.: Given dates are subjects to change.*

## **B E A U T I C I A N**

Beauty has been a concern of men and women since the earliest times. The complexities of modern living leave us less time for personal grooming now than we had ever before. This has caused more people essentially women – to turn increasingly to professionals for treatment that enhance and maintain their looks. Moreover, as a large number of women begin to work outside their homes, the need to appear well groomed and attractive has assumed greater importance. This area was once almost exclusively a woman's preserve. Now, as consciousness for good appearance grows, more and more men and women are coming in as both providers and seekers of beauty care. Today a beautician is well equipped to cater to the needs of a 16 year-old as well as a 60 year-old.

### **MAIN AREAS :**

As a part of their work beauticians give treatment in the following areas.

#### **(A) Beauty Therapy:**

This covers treatment of face, skin, nails and body. It also includes non-specialist make-up for weddings and other occasions.

#### **(B) Hair Dressing :**

Includes treatment of the hair and scalp as well as styling and cutting.

#### **(C) Beauty Consultancy :**

Usually provided by larger cosmetics firms involving sales and promotion of beauty products through talks and demonstrations.

#### **(D) Fitness & Exercise :**

This is a lively up coming area that covers everything from health clubs, yoga and aerobics to workout gyms.

### **PROVIDERS OF BEAUTY CARE :**

Often two or more of these Services are provided under the same roof. Locations for these treatments range from Luxurious saloons at Five Star Hotels to more functional commercial establishments and small intimate owner – run parlours that operate

from the spare room or garage of the proprietor's home.

### **PERSONAL ATTRIBUTES :**

Excellent communication skills, patience and deep rooted interest in beauty culture. A successful beautician is one who has the capability of introducing and promoting a new look every now and then. Innovative ideas and an adventurous streak can definitely take you to great heights.

### **COURSES/TRAINING :**

Beauty and hair care are specialist areas that require not only professional training but also a great deal of hands- on practice to gain proficiency. Skills can be acquired either through apprenticeship at a good saloon or by enrolling for a course at a reputed beauty school. India has a number of good training schools for beauty and hair care.

Polytechnics conduct diploma courses in beauty culture and hair dressing. Degree level courses are also available.

**DURATION :**

Varies from six months to two years. The longer duration courses are more comprehensive.

**QUALIFICATION :**

For polytechnics, the minimum qualification required is +2. In some institutes courses are available after finishing school education. Broadly speaking there is no specific entry qualification or age required except for an interest and inclination in the field.

**JOB PROSPECTS/PLACEMENT :**

Beauticians are easily absorbed in hotels, private beauty clinics, cosmetic companies, health clubs and as make up artists in TV and Film Industry.

**SELF-EMPLOYMENT :**

One can have a beauty clinic of his/her own.

Some of the well-known Institutes in this field for training are as follows :

1. Akbar Peerbhoy Girls Polytechnic, Fort, Bombay-400001.
2. Women's Polytechnic, Maharani Bagh, New Delhi- 110065.
3. South Delhi Polytechnic for women, South Extension-1, New Delhi-110049.  
Offers course in Beauty Therapy and Hair Dressing.
4. Shannaz Husain's Womens' world, International Institute of Beauty (affiliated to ITEC(UK), M.106 Greater Kailash-1, New Delhi-110048.
5. Delhi Institute of Management and services, A-3, Akashdeep, New Delhi, offers courses in Beauty Therapy and Saloon, management.
6. Habib's Hair Academy. M-3 South Extension-11, New Delhi-110049 offers courses in make up and Hair style.
7. Women's Career Institute,3721/1, Kanhaiya Nagar, Tri Nagar Delhi.
8. Labella Electrolysis Clinic,Unit-3,Sriya Square, Bhubaneswar.

For details regarding the course, Duration, Course fees etc. one can directly write to the above institutes.

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*N.B.: Given dates are subjects to change.*



## **ACCESSORY AND JEWELLERY DESIGN**

The term accessory includes belts, hand bags, shoes, wallets, scarves, Jewellery etc. In short, all those items that enhance the beauty of any outfit. Jewellery designer creates, designs and provides a new look to ornaments made out of gold, silver, and precious gems. They have to keep up with the changing trends, styles and demands of the people. They make specialisation as Gemologists who are experts in assessing the value of precious stones.

### **PERSONAL ATTRIBUTES :**

Artistic and creative mind, the ability to imagine and draw clearly.

### **EMPLOYMENT OPPORTUNITIES :**

Jewellery designers work for established goldsmiths or as freelancers. Accessory designers who specialize in designing belts, handbags, shoes etc. work for established dress designers or manufacture and supply to accessory stores, garment houses and boutiques.

### **INSTITUTES & COURSES :**

- (i) National Institute of Fashion Technology, HAUZKHAS near Gulmohar Park, New Delhi-110016.

It offers 3 years Diploma in Accessory Design Courses. Candidates who have completed 10+2 or are in their 12<sup>th</sup> Std. from any recognized Board with a minimum of 50% (45% for SC/ST) marks are eligible. Admission is made on the basis of written test and Group Discussion.

Some Other Institutes are :-

1. Srimati Nathibai Damodar Training (SNDT) Womens' University, Mumbai.
2. St. Xavier's College, Gemology Department, Mumbai.
3. Small Industries Services Institute, 65/1, G.S.T. Road, Chennai-600032.
4. Jewellery Export Promotion Council, D.15 Commerce Centre, Tardeo, Mumbai-400034.
5. Gemology Institute of India, 29, Gurukul Chambers, Mumbadevi Road, Mumbai-400002 offers Grading and cutting course.
6. Gem and Jewellery Export promotion council, Rajasthan Bhavan, Jaipur-302003.
7. Indian Diamond Institute, Sumul Dairy Road, Katargam, Post Box-508, Surat-395008 offers courses in Jewellery Design and Machine cast Jewellery.

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*N.B.: Given dates are subjects to change.*

## **SPATIAL DESIGN**

The modern term used for designing of SPACES is spatial design. This term encompasses both interior and exterior design. Spatial designers are in great demand because of growing consciousness for style and décor. They are not only creative but technically sound professionals who work as a part of a team which includes architects, furnishers, craft designers etc. They plan the entire structure of homes, offices in such a way that along with style their planning does not ignore the practical aspects involved like proper ventilation, drainage system, water supply, safety etc. They have to keep in mind the latest colour schemes, fabrics, light effects, directions of different rooms etc.

### **PERSONAL ATTRIBUTES :-**

Spatial designers must be artistic, creative and imaginative. They should have numerical ability enabling them to calculate dimensions etc. The ability to draw is important. They should be able to express their ideas in sketches and translate them into accurate working specifications: Interior designers should have an analytical mind and the ability to understand the technicalities involved. They should possess excellent communication skills, patience and team spirit.

### **EMPLOYMENT OPPORTUNITIES:-**

The best way is to join any established designer as an assistant. Later on designers generally start their own business or work as free lancers.

### **INSTITUTES AND COURSES:-**

The only-5 years professional course in interior design is available at the following Institute:

School of Interior Design,  
Centre for Environmental Planning and Technology (C.E.P.T),  
University Road, Nawrangpur, Ahmedabad 380009.

### **ADMISSION REQUIREMENTS:**

Must have passed 10+2 or equivalent examination in the science stream. For admission one is required to appear a written Test followed by interview.

### **OTHER INSTITUTES:-**

1. SNDT WOMENS' UNIVERSITY, NATHIBAI THAKERSEY ROAD, MUMBAI, offers 3 years course in Interior Design.
2. School of Interior Design and Institute of Environmental Design, Vallabh Vidya Nagar, Gujarat, 388120, Offers 4 years Interior Design Course.
3. Polytechnics and Vocational training schools in most cities conduct short term courses in Interior Design.

For details regarding course fees, Admission procedures etc. One can write to these Institutes.

## CAREERS IN BANKING (CLERICAL CADRE)

Banking offers a clean, peaceful and dignified work atmosphere and lifestyle. The banking sector embraces the entire society. A Career in banking offers promise of good remuneration and benefits. Prospects of promotion are good. Service condition ensure a secure and comfortable lifestyle. By sincerity and efficiency one can win respect and recognition in society.

### **CAREER STRUCTURE :**

The Reserve Bank of India, the State Bank of India and Associate Banks and Nationalised banks advertise in Newspapers from time to time inviting applications from candidates who are willing for a career in banking according to their vacancies. Now Private Sector banks like ICICI, Standard Chattered Bank, Times Bank, ABN Amro, HSBC etc., also facilitate entry for clerical cadre.

### **BANKING RECRUITMENT TO CLERICAL CADRE POSTS IN PUBLIC SECTOR BANKS :**

#### **ELIGIBILITY :**

- (i) Any Graduate or 50% marks in Higher Secondary or pass with 50% marks in Diploma in Banking or 60% marks in Matric/SSC/SSLC/10<sup>th</sup> of 10+2+3. Relaxable for SC/ST, Ex-Service man and Orthopaedically handicapped Hr Sec/Inter/Pre-Univ. or equivalent or pass with 50% marks matric/SSC/SSLC or equivalent. For the post of Typist speed 25 wpm Hindi and 30 wpm in English.
- (ii) Age Limit :- Not below 18 years and not above 28 years. Relaxation in upper age limit: SC/ST: 5 years. Orthopaedically Handicapped: 10 years. Other Backward Class: 3 years.

Ex-service man: 3 years in addition to the actual period of service rendered in Defence services subject to maximum age of 50 years.

#### **STENOGRAPHERS :**

Eligibility :- Matric or SSC or both of 10+2 pattern or equivalent. Proficiency in operation of EPABX/PBX/PABX Board. Age : 18-28 years.

#### **Competitive examination consists of :**

1. Written Test : Objective Type :- Reasoning Ability, Clerical Aptitude, Numerical Ability, English Language.
2. Descriptive Type :- Short Essay or exposition on given preposition, situations etc.
3. Skill Test :- For these who qualify the written test.
4. Interview.

#### **RESERVE BANK OF INDIA**

#### **CLERK GRADE-II/COIN-NOTE EXAMINER GRADE-II**

#### **AGE :**

The age limit for the post is between 18-28 years. The upper age limit will be relaxed as under :-

1. SC and ST Candidates by 5 years, OBC candidates by 3 years.
2. Ex-Service men (in addition to the number of years service rendered in the Armed Forces) by 3 years, maximum age up to 50 years.
3. Physically Handicapped by 10 years.

#### **ACADEMIC QUALIFICATIONS :**

Bachelor's degree with 45% marks.:

**SELECTION PROCEDURE :**

(a) Written exam. will have two parts, each part carrying 50 marks. Part-I will be of Objective type and part II will be of Descriptive type. Part-I will consist of five tests viz.(i) Test of Reasoning (ii) Test of English Language (iii) Test of Numerical Aptitude (iv) Test of Clerical Aptitude and (v) Test of Hindi Language. Part-II will consist of Essay, Office correspondence or Precis writing and arguments for and against a proposition to judge the candidates ability to express his/her thoughts. The question papers excepting test (ii) and (v) of Part-I will be bilingual. Under Part-II the candidates have the option to write essay and precis in Hindi or English. The remaining question of Part-II is to be answered in English only.

A candidate has to qualify in each of the Objective and Descriptive tests separately.

Candidates qualifying in written examination will be called for a Skill-Test and interview. The Skill-Test will be of word processing on MS OFFICE package and the candidates will be required to pass the same in accordance with the prescribed standard. The Skill-Test will carry 50 marks.

(b) Final selection will be on the basis of candidate's performance in the written exam. Skill-Test and interview taken together in the order of merit.

**PRIVATE SECTOR BANKS**

Generally the Private Sector Banks prefer experienced candidates. Respective Private Banks advertise in the Newspapers and conduct their recruitment examination separately.

**COACHING FACILITIES :**

1. Coaching-cum-Guidance Centre for SC/ST persons imparts training as per the availability of funds. 414, Saheed Nagar, Bhubaneswar.
2. National School of Banking, Saheed Nagar Bhubaneswar.
3. Sachdeva New PT College, Bhubaneswar and Cuttack.
4. Arifin Academy, Goutam Nagar, Bhubaneswar and Cuttack.

*N.B.: Given dates are subject to change*

## **CAREER IN BANKING** **(OFFICERS CADRE)**

Within the past 15 years, banking sector has been going through many changes. The growing need for bank facilities in connection with nationwide and international trade have all contributed to changes in the banking environment. These changes have resulted in a general upgrading of banking jobs, calling for more people with technical and professional backgrounds who are expected to be judicious in carrying out their responsibilities. Banking offers a clean, peaceful and dignified work atmosphere and lifestyle. The banking sector embraces the entire society. A Career in banking offers promise of good remuneration and benefits. Prospects of promotion are good. Service condition ensure a secure and comfortable lifestyle. By sincerity and efficiency one can win respect and recognition in society.

### **CAREER STRUCTURE :**

The Reserve Bank of India, the State Bank of India and Associate Banks and Nationalised banks advertise in Newspapers from time to time inviting applications from candidates who are willing for a career in banking according to their vacancies. Now Private Sector banks like ICICI, Standard Chattered Bank, Times Bank, ABN Amro, HSBC etc., also facilitate entry for officers cadre.

### **RECRUITMENT OF PROBATIONARY OFFICERS**

#### **Age Limit :-**

21 to 30 years. Relaxation in upper age limit is granted to certain specified categories including SC/ST by 5 years, Ex-service man-5 yrs., OBC- 3 yrs., Handicapped persons- 10 yrs. etc.

#### **Educational Qualification :-** Graduation.

*Selection Procedure* :- Candidates will be called for written examination which will be both objective and descriptive type. Question papers will be in bilingual form i.e. in Hindi and English. Objective type examination will consist of Test of Reasoning, Quantitative Aptitude, General Awareness and English Language. There will be negative marks for wrong answers in the objective type tests. There will also be a descriptive type question paper consisting of short questions on a given situation which a candidate has to comprehend, analyse and express his views. A candidate will have to pass in each of the tests but only marks obtained in Test of Reasoning, Quantitative Aptitude and General Awareness will reckon for merit ranking. Only those candidates who qualify by being ranked sufficiently high in written exam. will be called for interview.

### **RESERVE BANK OF INDIA OFFICERS IN GRADE - A**

Reserve Bank of India Services Board, Bombay conducts a competitive exam. for the post of Officers in A-Grade in RBI for Indian Citizens, subject of Nepal and Bhutan, Tibetan refugees )who came over with the intention of permanently settling in India and in whose favour eligibility certificates have been issued by Govt. of India.

#### **ELIGIBILITY :**

Qualifications:- (i) Second Class Bachelor's or Master's Degree with 50% marks in aggregate. (ii) Chartered/Cost Accountant with a Bachelor's Degree OR (iii) Post Graduate Diploma in Management, Ahmedabad, Bangalore and Calcutta.

SC/ST candidates with mere graduate degree or equivalent recognised qualifications are eligible to apply.

**AGE :**

21 to 30 years. Relaxation in upper age limit is granted to certain specified categories as per rules.

**SCHEME OF SELECTION :**

All those sending their applications with prescribed fee (unless specifically exempted) within closing date will be admitted to a written examination. The Scheme is as under :

Written Examination will consist of both Objective and Descriptive Type papers.

----- Max. Marks.	Duration hours.
1. Paper-I. Objective Type consisting	2 to 3      100
a) Test of Reasoning	
b) Test of Quantitative Aptitude	
c) Test of English Language	
2. Paper-II.	3      100
i) Section-I. English (50 marks) Essay, Precis writing/ Comprehension.	
ii) Section-II. General Studies (50 marks)	
3. Paper-III. Economic and Social Problems.	3      100
----- Total :	300

**Note:-**

A candidate has to qualify in each of the Objective Type tests and Descriptive papers separately. The Descriptive papers will be assessed only of such candidates who qualify in each of the Objective tests and score sufficiently high in order of merit on the aggregate marks of Objective test. On the basis of these aggregate marks candidate will be eligible to be called for interview, the merit for this being decided by the Board on the number of vacancies to be filled. Final selection will be on the basis of the candidates performance in the WE and interview taken together.

**R.B.I. OFFICERS IN GRADE-B**

Reserve Bank of India Services Board, Hongkong Bank Building, 6<sup>th</sup> Floor, Ma. G. Road, Hutama Chawk, P.B. No.10009, Mumbai-400023 conducts written exam. for appointment to the posts of officers in Grade-B.

**ELIGIBILITY :**

(i) A Bachelor's Degree with 60% marks in aggregate or equivalent grade OR (ii) A Master's Degree with atleast 55% marks in aggregate or equivalent grade OR (iii) A Doctorate Degree with a Second Class Master's Degree or equivalent grade (where Class/Grade is not awarded by the examining body, atleast 50% marks in aggregate) OR (iv) Chartered/ Cost Accountant with a Bachelor's Degree OR (v) A Post Graduate Diploma in Management from a Management Institute of repute like Indian Institute of Management, Ahmedabad, Bangalore or Calcutta with a Bachelor's Degree.

SC/ST candidates with 50% marks (or equivalent grade) in Bachelor's Degree exam. or pass class on post graduate degree exam. or equivalent recognised qualifications are eligible to apply.

**AGE :**

21 to 30 years for candidates who apply on the basis of Bachelor's Degree. Upper age is relaxable for certain specified categories.

**SELECTION :**

The scheme of selection is as under :

Written Test will consist of both descriptive and objective type papers.

<u>Marks</u>	<u>Duration (Hours)</u>	<u>Max.</u>
1. Paper-I. English (Essay, Precis writing, comprehension, Business/Office Correspondence).	3	100
2. Paper-II. Social and Economic Problems	3	100
3. Paper-III. Objective Type Test consists of (i) Test of Reasoning (ii) Test of Quantitative Aptitude (iii) Test of General Awareness (iv) Test of English Language.	3	200
<b>Total:</b>		<b>400</b>

**SYLLABI :**

Paper-I. English: The aim of the paper is to test the candidate's ability to read and understand serious discursive prose and to express his ideas clearly and correctly in English. The pattern of questions would broadly be as follows : (I) Short Essay (ii) Precis Writing, Comprehension, Business/Office Correspondence.

Paper-II. Social & Economical Problems , Economic Problems Facing India, International Problems.

Paper-III. Objective type test is to measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness.

**PRIVATE SECTOR BANKS**

Generally the Private Sector Banks prefer experienced candidates. Respective Private Banks advertise in the Newspapers and conduct their recruitment examination separately.

**COACHING FACILITIES :**

1. National School of Banking, Saheed Nagar Bhubaneswar.

2. Sachdeva New PT College, Bhubaneswar and Cuttack.
3. Arifin Academy, Goutam Nagar, Bhubaneswar and Cuttack.

*N.B.: Given dates are subject to change.*