CAREERS AND EMPLOYABILITY COMPANION

A Reference Guide for Teachers and Students

Plan-It Girls Programme, Jharkhand

ICRW
INTERNATIONAL CENTER FOR RESEARCH ON WOMEN
PASSION. PROOF. POWER.

RESTLESS DEVELOPMENT

pravah

About Restless Development

At Restless Development, we support young people to demand and deliver a just and sustainable world for all. We work to make sure young people have a voice, a living, sexual rights and are leaders in preventing and solving the world's challenges. We listen to young people, our work is led by young people and we help young people make lasting change in their communities and countries.

Our programmes and the support we provide are long-term, tailored and embedded into the specific ways of the communities we work with. We know that young people want to take the lead in development and that one young person has the ability to train, influence and support thousands of their peers to do the same. As a result, each of our projects is driven, designed and delivered by passionate, motivated and inspiring young people, a large majority of whom are from the countries in which they work.

India has the world's largest youth population. These young people, if provided with adequate training, support and resources, possess an unparalleled potential for catalysing large-scale community change and holding the political system to account. Restless Development's work in India is centred on unleashing this potential by building young people's economic self-reliance, their ability to influence normative social change and their capacity to advocate for their rights. All our programmes integrate a rights and gender-perspective and are aligned with Sustainable Development Goals, notably those on gender equality, decent work, and good health and well-being. We currently work in four Indian states– Bihar, Delhi, Jharkhand and Rajasthan– across both rural and urban contexts. In the past six years, our programmes on sexual health and reproductive rights, life skills and employability, and leadership and advocacy have directly reached more than 2 million young people and community members.

About International Center for Research on Women (ICRW)

Founded in 1976, the International Center for Research on Women (ICRW) is a premier research institute focused on generating evidence that identifies the societal contributions of women, girls and marginalized persons, and addresses the obstacles preventing them from participating fully in society. ICRW translates data-driven insights into paths of action that honor universal human rights and create the conditions in which all people can thrive.

Headquartered in Washington, DC, with regional offices in New Delhi, India and Kampala, Uganda and a European presence in the Netherlands, ICRW collaborates with partners at all levels to conduct empirical research, provide monitoring, learning, evaluation and strategic guidance, build capacity and advocate for evidence-based, gender-transformative policies, programs and practices.

ICRW first opened an office in New Delhi, India, in 1998 to coordinate a groundbreaking five-year study, one of the first to document the prevalence of domestic violence in the country. That effort ultimately led to large-scale policy changes to protect women. Since then, ICRW has broadened its research work throughout Asia. In 2007, the New Delhi office became a regional hub to expand our efforts to promote gender-equitable development and respond to the pressing challenges facing women, girls and their communities.

Today, the Asia Office, with project offices in Ranchi and Patna, serves the region, including Bangladesh, Myanmar, Pakistan, Cambodia, China, Nepal, Thailand and Vietnam. We collaborate closely with local, regional and international partners to undertake field research and program work. We communicate our findings and experience to policymakers through advocacy efforts that are grounded in sound evidence and data. Some of our key projects focused on adolescents and their health and development are Gender Equity Movement in Schools (GEMS), PARIVARTAN Plus for Girls, PAnKH and Plan-It Girls.

ICRW Headquarters

 ICRWDC   @ICRW

ICRW Asia

 ICRWAsia   @ICRWAsia

About Pravah

Pravah has been working in India since 1993 on developing the leadership capacity of young people and to strengthen their ability to bring about transformational social change. The organisation's mission is to work on the prevention of social conflicts by developing the social responsibility and leadership capacity of young people.

Pravah works with adolescents and youth leaders through psychosocial interventions leading to economic, political and social inclusion. Pravah believes that social change is affected through a deep change in the mind-sets of individuals in powerful decision-making positions. Therefore, it works with young people from diverse backgrounds to build their agency and enable them to take action, so that they become self-aware, deeply empathetic, understand systems and are socially responsible leaders.

Till date, Pravah has supported over 400 social entrepreneurs, and impacted over 5,000,000 youth extensively and 200,000 young leaders intensively. Through its efforts in joint programming and implementation with regional partners, Pravah has established its presence across 11 states in India: Bihar, Delhi, Gujrat, Jharkhand, Madhya Pradesh, Maharashtra, North-east region, Rajasthan, Telangana, Uttar Pradesh and West Bengal. The organisation furthers the sustainable development goals by working on issues such as human rights, peace, social justice, education, sexual and reproductive health, early child marriage, environmental sustainability, social inclusion, gender-based violence, social entrepreneurship and employability, communal harmony and youth development.

Suggested Citation

Disclaimer

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Introduction

The Careers and Employability Companion is intended to be used by schools and teachers to assist girl students in accessing information related to the career paths available to them. The document contains detailed information on both vocational and academic opportunities, with a special emphasis on industries such as Apparel, Beauty and Wellness, Hospitality, Information Technology, and Retail which offer significant scope for employment within India. The document also contains information related to various institutions and training centres available in the Plan-It Girls Programme intervention areas in Jharkhand (Deoghar and Pakur), Santhal Parganas and nearby cities.

This document has been developed as part of the Plan-It Girls programme. Under this programme, girls of classes 9th to 12th in selected government schools in Delhi and Jharkhand received in-classroom sessions on the topics Self, Self- Efficacy, Resourcefulness and Employability over a period of two years (2017-2019). The in-classroom sessions with girls were based on the Personal Advancement & Career Enhancement (PACE) Bronze Curriculum[1], which focuses on enhancing adolescent girls' agency and fostering gender-equitable norms. The curriculum also provides information to adolescent girls on employability and equips them with the information and professional competencies they need for achieving their professional goals.

Under the employability component of the curriculum, students received information relating to goal setting, aspiration-mapping, career development and job-preparedness. In order to ensure the sustainability of the programme, the Companion aims to assist adolescent girls in exploring different career choices, mapping their career paths and accessing the courses available to them for acquiring skills relevant to their chosen professions. In line with the objectives of the Plan- It Girls Programme, the Companion will assist students to make informed decisions about their career goals and identify the best strategy for achieving them, regardless of whether they wish to study further, enter employment or start an entrepreneurial venture. Simultaneously, the document is a reservoir of information relevant to girls' empowerment, employability and entrepreneurship.

The annexe of the document contains information on job-preparedness, which has been adopted from the P.A.C.E. Bronze Curriculum, a copyright of G.A.P. Inc.

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[1] The GAP Inc. P.A.C.E. – Personal Advancement & Career Enhancement – Bronze curriculum is an innovative gender integrated foundational skills program for adolescent girls of ages between 11-17 years. It has been developed separately for Older Girls (14 – 17 years) and for Younger Girls (11 – 13 years). The information contained in this curriculum may be quoted or reproduced partially or in full only with prior permission from ICRW and/or Gap Inc.

1. Job-Oriented Courses after Class 12

The courses that students pursue after completing their class 12 are often closely aligned with the stream and subjects they studied in classes 11 and 12. However, with a diversification of available career options, students now have the possibility of changing their subject areas and exploring non-traditional professions. This section presents college courses available to students of each stream– Humanities, Commerce and Science, as well as the entrance exams required for admission to some of the most popular courses. It also provides a list of the vocational courses offered by universities in Jharkhand. Finally, for those who want to combine their higher education with professional work, or want to enrol in a course offered by a university in another city without leaving their homes, the final section contains a list of all UGC-accredited universities offering distance-learning courses. Although the courses in the first three sections have been divided by stream, even students who did not study the particular stream in classes 11 and 12 might be able to apply for the programme. In fact, most courses listed under the Humanities and Commerce sections are available to students regardless of the subjects they studied in classes 11 and 12.

It is important to note that the lists of courses in this section are not exhaustive and should be used as reference guides. Furthermore, since course curricula, entrance requirements and application procedures are constantly being revised, it is a good idea to regularly check university websites and prospectuses, the website of the University Grants Commission, and the websites of relevant regulatory bodies for updates.

1.1. Social Sciences and Humanities

A career in the humanities or social sciences is a great option for those who want to address pressing social problems or turn their creative passions into professions. There is a wide range of courses that students can choose from such as law, political science, economics, sociology, political science, journalism, design and photography to name a few. In addition to subject–specific knowledge, a degree in humanities will usually equip students with transferable skills such as good communication and writing ability, research skills and an awareness of current affairs, which are helpful in most career paths. The table below lists some popular courses in the social sciences and humanities stream:

Table 1: Popular Social Sciences and Humanities Courses after Class 12

S No.	Name of the course	Description	Duration	Eligibility Criteria
1.	Bachelor of Law (LLB)	There are 2 options for pursuing a law degree: an LLB for 3 years or an integrated LLM for 5 years.	3 years (LLB) 5 years (LLM)	10+2 passed from a recognised board (or equivalent), along with an adequate score in the CLAT (see table below for details about the CLAT)
2.	Bachelor of Business Administration (BBA)	BBA is a general management course. Generally, the course doesn't focus on any specific discipline or sub–field within the subject of management. Instead, it covers all the basic elements of management education.	3 years	10+2 passed) from a recognized board (or equivalent)
3.	Bachelor of Fine Arts (BFA)	In the first year, all students study a Foundation course, which includes topics such as drawing, painting, sculpture, dance, theatre, photography and the history of art. Students can then choose to specialize in a particular visual art.	3–4 years	10+2 passed from a recognized board (or equivalent)
4.	Bachelor of Hotel Management (BHM)	This course focuses on teaching students the nuances of hotel management. The course curriculum includes topics like methods of cooking, food commodities, food and beverage services, control methods,	4 years	10+2 passed from a recognized board (or equivalent)

		restaurant planning, verbal skills, computer applications, hotel accounting etc.		
5.	Bachelor of Journalism & Mass Communication (BJMC)	The course has been designed to offer students basic journalistic skills in various mass media platforms, and to expose them to recent developments in media issues and media research. Students learn how to produce newspapers, prepare radio broadcasts, prepare bulletins, make video films and work on social media platforms. The course normally includes internships with media organisations.	3 years	10+2 passed from a recognized board (or equivalent), with a minimum aggregate score of 50%
6.	Bachelor of Fashion Design (BFD)	This course trains students in fashion history, drawing, costume design, marketing and merchandising, and several other technical aspects of working in the fashion industry.	4 years	10+2 passed from a recognized board (or equivalent)
7.	Bachelor in Social Work (BSW)	This is a semi–professional course which trains students on implementing social interventions in different settings. It usually has a significant field– work component.	3 years	10+2 passed from a recognized board (or equivalent)
8.	Bachelor of Elementary Education (BEE)	The programme covers topics such as the history and evolution of education, education–related state and federal legislative policies, principles for child development, education practice, pedagogical techniques and the role of a teacher in grooming students.	2 years	10+2 passed from a recognized board (or equivalent)
9.	Bachelor of Physical Education (BPEd)	The B.P.Ed includes both theoretical and practical components. The theoretical aspects of the course deal with anatomy, physiology and educational psychology, while the physical component focuses on training in sports and physical exercises.	3–4 years	10+2 passed from a recognized board (or equivalent)

10.	Bachelor of Library and Information Science (BLIS)	The course trains students to become librarians by teaching them the importance of libraries as social institutions, the laws of library science, the types of libraries, legislative acts pertaining to libraries and the professional skills and competencies required to become a librarian.	1 year	10+2 passed from a recognized board (or equivalent)
11.	BSc in Home Science	The course revolves around the field of nutrition and education. It has five streams: food and nutrition; resource management; human development; fabric and apparel science; and communication and extension.	3 years	10+2 passed from a recognized board (or equivalent)
12.	BSc in Animation and Multimedia	The programme trains students in technical skills that will enable them to design games, animation and other multimedia solutions.	3 years	10+2 passed from a recognized board (or equivalent)
13.	BA in Tourism and Travel Management	The programme aims to equip students with foundational knowledge of all facets of the tourism and hospitality industry. It includes courses in tourism management, organisational behaviour, hospitality management, and the environment and ecology.	4 years	10+2 passed from a recognized board (or equivalent)

Table 2: Entrance Exams for Popular Humanities Courses

Name of the Exam	University/ College	Courses	Important Dates
Common Law Admission Test	National Law Universities (NLUs) https://clatconsortiumofnlu.ac.in/	LLB	Registration starts in January Exam is conducted in May
IITM Humanities and Social Sciences Entrance Examination	Indian Institute of Technology Madras (IIT-M) http://hsee.iitm.ac.in/	5-year integrated M.A. in Development Studies or English Studies	Registration starts in December Exam is conducted in April

TISS Bachelor Admission Test	Tata Institute of Social Science (TISS Guwahati, Tripura and Hyderabad) https://admissions.tiss.edu/	B.A. in Social Sciences B.A. in Social Work	Registration starts in October Exam is conducted in April
BHU Undergraduate Entrance Test	Banaras Hindu University (BHU) http://bhuonline.in/	All B.A. courses offered (there are separate exams for each subject)	Exam is conducted in May
Patna Women's College Entrance Exam	Patna University https://patnawomenscollege.in/index.php/ug–courses/	All B.A. courses offered (there are separate exams for each subject)	Rolling Admissions
JMI Entrance Exam	Jamia Millia Islamia (JMI) https://www.jmi.ac.in/studyatjamia/admission/1	All B.A. courses offered (there are separate exams for each subject)	Registration starts in March Exam is conducted in June
JNU Entrance Examination	Jawaharlal Nehru University (JNU) https://www.jnu.ac.in/content/jnuadmission	B.A. (Hons) in Foreign Languages	Registration starts in March Exam is conducted in May
AMU Entrance Exam	Aligarh Muslim University (AMU) https://www.amucontrollerexams.com/	All B.A. courses offered (there are separate exams for each subject)	Exams are conducted from April to June
NCHM Joint Entrance Examination	Institute of Hotel Management (IHM) http://nchm.nic.in/node/244	BSc Hospitality and Hotel Administration	Registration starts in January Exam is conducted in April
IPU Common Entrance Test	Guru Gobind Singh Indraprastha University (GGSIPU) http://www.ipu.ac.in/Pubinfo2019/Admission2019mian/	Bachelor in Journalism and Mass Communication	Registration starts in February, Exam in April

1.2. Commerce

For students who studied commerce in class 12th, Chartered Accountancy is one of the most popular course choices after class 12. The course trains students to manage the financial affairs of companies in accordance with government laws, and includes modules on taxation, financial transactions and, creating audit reports. Other popular course options available to commerce students are Bachelors in Business Management (BBA), B Com. (H), Economics (H), CS, Law, Bachelors in Travel and Tourism etc. These courses can help students build a career as an investment banker, a brand manager, a human resource manager and other such reputable professions. However, students who pursued commerce without mathematics in class 12 might not be eligible for some of these courses:

Table 3: Popular Commerce Courses after Class 12

S No.	Name of the course	Description	Duration	Eligibility Criteria
1.	B Com. in Accounting and Finance	The course offers an understanding of accounting principles and covers topics such as general finance, tax management, corporate finance and financial reporting and analysis.	3 years	10+2 passed from a recognized board (or equivalent), with a minimum aggregate score of 50%
2.	Bachelor of Computer Applications (BCA)	The course includes subjects like database, networking, data structure, and core programming languages like 'C' and 'java'. It prepares students to work in the IT sector as programmers and software developers.	3 years	10+2 passed from a recognized board (or equivalent)
3.	Chartered Accountancy (CA)	The chartered accountancy course in India is a five–year course consisting of three stages– the foundation course, the intermediate course and two years of articled training leading up to the final examination.	5 years	10+2 passed from a recognized board (or equivalent)
4.	Company Secretary (CS)	Company secretaries serve as in–house legal experts who ensure that the organisation is complying with corporate and securities laws. For students joining after completing their secondary education, the course comprises three	3 years	10+2 passed from a recognized board (or equivalent), in any stream

		stages– foundation programme, executive programme and professional programme. Admission to the CS course is open throughout the year.		excluding fine arts
5.	B Com. in Applied Economics	The course builds basic theoretical knowledge and understanding of the structures of an economy, the environment in which it operates, and its processes of governance. It offers students an integrated understanding of important functions within an economy– distribution, consumption and production, and the way in which they interact.	3 years	10+2 passed from a recognized board (or equivalent)

Table 4: Entrance Exams for Popular Commerce Courses

Entrance Exam	College/University	Course	Important Dates
CA Foundation Exam	Institute of Chartered Accountants of India https://www.icai.org/post.html?post_id=6533	Chartered Accountancy	Registration starts in February Exam is conducted twice a year in May and December
BHU Undergraduate Entrance Test	Banaras Hindu University (BHU) http://bhuonline.in/	Bachelor of Commerce	Registration starts in January Exam is conducted in April
Common Law Admission Test	National level law entrance exam https://clatconsortiumofnlu.ac.in/	LLB	Registration starts in January Exam is conducted in May

1.3. Science

1.3.1. Science without Biology

Engineering is one of the most sought-after career options for students who studied Physics-Chemistry-Mathematics (PCM) in classes 11 and 12. However, it is by no means the only profession available to science students. Students can explore careers in areas as diverse as architecture, statistics, aviation and industrial design. Even within the field of engineering, students can specialise in several branches beyond the traditionally favoured mechanical, chemical and software engineering options. Some overlooked but highly lucrative fields of engineering include geoengineering, which aims to counter the effects of climate change; drone engineering, which focuses on developing drone technology; nuclear engineering, which explores technologies for extracting energy from nuclear sources; and biomedical engineering, which studies the use and application of technology in the domain of healthcare:

Table 5: Popular Science without Biology Courses

S No.	Name of the Course	Description	Duration	Eligibility Criteria
1.	Bachelor of Architecture (BArch)	This is a technical course which trains students in the theory and practice of design processes such as preparing blueprints for construction and developing building models.	5 years	10+2 passed from a recognized board (or equivalent), with at least 50% aggregate marks in Physics, Chemistry and Mathematics
2.	BSc in Physics	The course provides students with a strong foundational knowledge in physical concepts like mechanics, electricity and magnetism, quantum mechanics, and thermodynamics, preparing them for careers in research, teaching and business.	3 years	10+2 passed from a recognized board (or equivalent) in science stream

3.	BSc in Aviation	Through this course, students study technical subjects like air regulations, air navigation, airport planning, airport security, passenger forecasting and aerodrome works, along with business skills modules on aviation management. Students can go on to become flight test engineers, aircraft maintenance engineers, and even train to become pilots.	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%
4.	BSc in Statistics	The course includes modules in mathematics and computer science in addition to statistics. It teaches students techniques for collecting, segregating and interpreting data.	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%
5.	BSc in Nautical Science	The course trains students to become deck officers by equipping them with theoretical and practical knowledge for seamanship, chart work, collision prevention, navigation etc. After completing the course, students can join a ship as a trainee cadet officer.	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 60%
6.	BSc in Electronics and Communication	The course introduces students to the fundamentals of electrical circuits, the design of electronic devices, and various other aspects of electronic and communication engineering. Students study the design, testing, and development of electronic equipment used in various electronic devices and communication systems.	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 70%

1.3.2. Engineering Streams

Table 6: Engineering Streams offered in India

List of Subjects		
Aeronautical Engineering	Chemical Engineering	Motorsport Engineering
Aerospace Engineering	Civil Engineering	Nanotechnology Engineering
Agricultural and Irrigation	Computer Engineering	Naval Engineering
Agricultural Engineering	Computer Science Engineering	Nuclear Engineering
Aircraft Manufacturing and Maintenance	Electronics and Communications Engineering	Ocean and Marine Engineering
Applied Electronics and Instrumentation Engineering	Environmental Engineering	Paper Engineering
Architectural Engineering	Geological Engineering	Petroleum Engineering
Architecture Engineering	Information Technology	Production and Industrial Engineering
Automation and Robotics	Instrumentation and Control Engineering	Robotics Engineering
Automobile Engineering	Mechanical Engineering	Structural Engineering
Automotive Engineering	Mechatronics Engineering (for robotics)	Sustainability and Design Engineering
Biomedical Engineering	Microelectronic Engineering	Systems Engineering
Biotech Engineering	Mining Engineering	Textile Engineering

Table 7: Entrance Exams for Popular Science (PCM) Courses

Entrance Exam	College/University	Course	Important Dates
Joint Entrance Examination – Mains	Accepted by all major engineering colleges across the country and used as a screening exam by the IITs https://jeemain.nic.in/webinfo/Public/Home.aspx	All BTech Courses	Registration starts in September (January exam) and in February (April exam) Exam is conducted twice a year in January and April
Joint Entrance Examination – Advanced	Accepted by all IITs https://jeeadv.ac.in/	All BTech courses	Registration starts in May Exam is conducted in May
BITS Admission Test	Birla Institute of Technology and Science (BITS) https://www.bitsadmission.com/	Bachelor of Engineering Bachelor of Pharmacy Integrated MSc	Registration starts in January Exam is conducted in May
SRM Joint Entrance Examination	SRM Institute of Science and Technology http://www.srmuniv.ac.in/admission–india/adm–procedure/all–about–srmjeee	BTech	Registration starts in October Exam is conducted in April
VIT Engineering Entrance Examination	Vellore Institute of Technology (VIT) http://www.vit.ac.in/B Tech.admissions/viteee2019	BTech	Registration starts in October Exam is conducted in April
National Aptitude Test in Architecture	Required by all major institutions offering BArch courses http://www.nata.in/	BArch	Registration starts in January Exam is conducted twice a year in April and July

1.3.3. Science with Biology

Students who studied biology in classes 11 and 12 generally wish to enter the medical profession, either as doctors or as technical specialists and researchers. Popular research areas in the medical domain include (but are not limited to) genetics, microbiology, immunology and neuroscience. However, students need not restrict themselves to mainstream medical sciences, and can explore career options in biotechnology, zoology, agricultural science, physiotherapy, and nutrition and dietetics.

Table 8: Popular Science with Biology Courses

S No.	Name of the course	Description	Duration	Eligibility Criteria
1.	BTech in Agricultural Engineering	This course focuses on the development and management of dairy schemes, irrigation and drainage, flood control, environmental impact assessments, machine and power technology, food and bio-engineering, environmental science, and soil and water conservation.	4 years	10+2 passed from a recognized board (or equivalent) in science stream
2.	BSc in Agriculture	The course curriculum consists of subjects like agronomy, plant pathology, agricultural economics, soil science, genetics and plant breeding, land surveying and water resource management. It trains students to work in improving agricultural productivity.	4 years	10+2 passed from a recognized board (or equivalent) in science stream
3.	BSc in Dairy Technology	Dairy technology deals with the processing, packaging, storage, preservation, transportation and distribution of milk products by applying biochemistry, bacteriology and nutrition sciences. Students also receive in-plant training on dairy plant operation and management.	4 years	10+2 passed from a recognized board (or equivalent) in science stream
4.	BSc in Horticulture	Horticulture is the branch of agricultural science that deals with the cultivation of plants, vegetables, flowers, fruits and herbs; landscaping for gardens; and maintenance of nurseries, green houses, gardens,	3 years	10+2 passed from a recognized board (or equivalent) in science stream

		orchards and plantations.		
5.	Bachelor of Veterinary Science (BVSc)	The subject involves the study of animal physiology, and the treatment and cure of diseases in birds and animals. Veterinarians can work in clinics, where the work would mostly involve the care and handling of domestic pets, in the government's animal husbandry departments or in animal care centres.	5 years	10+2 passed from a recognized board (or equivalent) in science stream
6.	BSc in Biochemistry	Biochemistry is the study of chemical and physic–chemical processes and substances in the human body. It focuses on processes happening at a molecular level and studies components like proteins, lipids and organelles.	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%
7.	BSc in Nursing	The course prepares students for providing preventive, promotive and rehabilitative services in healthcare institutions. It usually includes a 6–month internship with a healthcare organisation.	4 years	10+2 passed from a recognized board (or equivalent) in science stream
8.	Bachelor of Dental Surgery (BDS)	Dentists manage the oral health of their patients by checking for and treating cavities, tooth decay, gum sensitivity and gum disease. Dentists work in hospitals, private and public dental practices, colleges and universities (teaching) and health/wellness clinics.	4 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%, and an appropriate rank in the NEET
9.	Bachelor of Pharmacy (BPharm)	Pharmacy is the science and technique of preparing, dispensing and reviewing medicinal drugs. The course trains students in the properties and impacts of medicines, and equips them with the skills to counsel patients about their use.	4 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%
10.	BSc Microbiology	Microbiology is the study of microscopic organisms, such as bacteria, viruses, arcaea, fungi and protozoa. Microbiologists conduct research in a wide variety of fields such as the development of genetically engineered crops, biofuels,	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 55%

		immunology and even food spoilage.		
11.	MBBS (Bachelor of Medicine)	The MBBS course is divided in three phases. The preclinical phase covers anatomy, biochemistry and physiology. The para–clinical phase covers topics such as forensic medicine, pathology, pharmacology and microbiology. In the final clinical phase, students' study specific branches of medicine like paediatrics, gynaecology and surgery.	5 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%, and an appropriate rank in the NEET
12.	Bachelor of Physiotherapy (BPT)	Physiotherapy is a branch of healthcare that uses techniques such as exercise therapy, massage, and counselling to help people whose movement and function are threatened by ageing, pain, injury, diseases, disorders, or other environmental factors. The course includes modules on human anatomy, physiology, and exercise– and electro–therapy.	4.5 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%
13.	Bachelor of Ayurvedic Medicine and Surgery (BAMS)	The course involves the study of Ayurvedic subjects along with modern medicinal topics like human anatomy, physiology, pathology and diagnostic procedures. Currently, two states in India, Maharashtra and Karnataka, allow BAMS graduates to practice modern (allopathic) medicine.	5 years	10+2 passed from a recognized board (or equivalent) in science stream
14.	Bachelor of Medical Laboratory Technology (BMLT)	The programme trains students in conducting routine and specialised laboratory diagnostic procedures. Students are taught how to handle lab equipment, perform and assess lab tests, and prepare diagnostic test reports.	3 years	10+2 passed from a recognized board (or equivalent) in science stream, with a minimum aggregate of 50%

Entrance Exams for Popular Medical Courses

Table 9: Entrance Exams for Popular Medical Courses

Entrance Exam	College/University	Courses	Important Dates
NEET UG	Mandatory for admission to all colleges run with the approval of the Medical Council of India/Dental Council of India https://ntaneet.nic.in/	MBBS/ Bachelor of Dental Surgery	Registration starts in November Exam is conducted in May
AIIMS MBBS	All India Institute of Medical Sciences (AIIMS) https://www.aiimsexams.org/	MBBS	Registration starts in November Exam is conducted in May
JIPMER MBBS Entrance Test	Jawaharlal Institute of Postgraduate Medical Education and Research http://www.jipmer.edu.in/	MBBS	Registration starts in March Exam is conducted in June

Degree Colleges in Dumka, Deoghar and Pakur under Sido Kanhu University

Table 10: Degree Colleges in Dumka, Deoghar and Pakur under Sido Kanhu University

Name of College	District	Bachelor Degree Courses	Address/Contact Details
S P College, Dumka	Dumka	Hindi, English, Bangla, Maithaili, Urdu, Sanskrit, Santali, Mathematics, Economics, Philosophy, Political Science, Psychology, History, Chemistry, Physics, Botany, Zoology, Commerce	Dumka – Pakur Road, Jharkhand Phone – 06434–123456 Email – contact@spcollegedumka.com Website – www.spcollegedumka.com
Deoghar College	Deoghar	B.A. Hons and B.Sc. Hons	Jatahi More, Deoghar Email – Onlinedeogharcollege@gmail.com Phone – 06432–232389 Website – www.deogharcollegedeoghar.com
A S college	Deoghar	B.A. Hons and B.Sc. Hons, BCA, BBA, Library science	Satsang Chowk, Deoghar, Jharkhand Email – ascollegedeoghar@gmail.com Phone – 06432–232389 Website – www. ascollegedeoghar.com/
K.K.M. College	Pakur	B.A. Hons and B.Sc. Hons	Baliadangal, Pakur – 816107 Phone – 06435-222124,9431784669 Website – info@kkmc.or.in www.kkmc.org.in
S P Mahila College	Dumka	Hindi, English, Bangla, Sanskrit, Mathematics, Economics, Philosophy, Political Science, Psychology, History, Chemistry, Physics, Botany, Zoology, Commerce	Airport road, Behind DC Residence, Dumka Phone – +918002605561 info@spmahilacollege.com Website – www.spmahilacollege.com

1.4. Vocational Degrees

In addition to the academic courses that have been listed above, students can consider pursuing a vocational degree after completing their secondary education. Vocational degrees prepare learners for jobs that are based in manual or practical activities. These are traditionally non-academic courses that aim to equip students with the skills needed to practice a specific trade, occupation or vocation, such as catering, automobile servicing or tourism guidance. The University Grants Commission (UGC) has introduced the Bachelor of Vocation (BVoc) qualification as part of a scheme for skill development-based higher education. It is a three-year degree, but students can leave the course after the first year and secure a Diploma in Vocation (DVoc), or after the second year with an Advanced Diploma in Vocation. Along with the skill-specific components, all BVoc courses also include training in general employability skills like communication, computer fundamentals and personality development. Students of any stream are eligible to enrol in these courses.

Table 11: Vocational Courses

S No.	Course Name	Course Description	Prospective Employers
1.	Applied Arts	Students are introduced to layout and design concepts used for graphic design, print production, and basic knowledge of photography and printmaking.	Publishing houses, advertising agencies, photography firms, graphic design companies, PR and marketing firms
2.	Automobile Servicing	The course will provide students with an understanding of the basic concepts of Physics, Chemistry, Mathematics and Engineering and drawing, along with knowledge of the working of automobile components and the procedures for installing and replacing them.	Automobile manufacturing firms, parts and components manufacturing firms, automobile showrooms, automobile service centres
3.	Automotive Manufacturing Technology	The course will equip students with manufacturing know-how of automobiles, and train them to test the performance of automobile components, prepare production layouts and develop devices required for the mass production of automobiles.	Automobile manufacturing firms, parts and components manufacturing firms, automobile showrooms, automobile service centres
4.	Banking Finance Services and Insurance	Course modules include business operation and administration, marketing and accounts, risk management, and depository operations and entrepreneurship. Students will gain	Banks, financial institutions, insurance companies, risk management firms, financial consultancies

		competency in the installation of costing systems, the concept of annuity and policies and marketing.	
5.	Electronic Manufacturing Services	Students will learn the principles of working of basic electronic devices and circuits, the procedures for testing components and circuits by using different instruments and the maintenance of radio, audio and video systems.	Electronic products service and maintenance companies, communication device manufacturers
6.	Food Processing	Students will study subjects like food chemistry, human nutrition, processing technology of food products, food safety regulations and food analysis.	Food product manufacturing firms like Amul, Nestle and Parle, or government agencies like food safe and inspection board
7.	Graphics and Multimedia	Students receive training in testing the performance of multimedia technology, developing 2D and 3D graphics and locating faults at the component level.	Animation companies, advertisement agencies, digital media companies, digital marketing agencies
8.	Industrial Tool Manufacturing (ITM)	The course will ensure students are able to select materials for producing manufacturing tools according to the purpose of the product, test the performance of industrial tools, and identify and rectify production faults due to incorrect tooling.	Manufacturing and automobile industry
9.	Interior Design	Students develop skills in the fundamentals of interior design like sketching, composition, material specification, architectural symbols, and finishing techniques.	Architecture agencies, construction firms, design consultancies, furniture manufacturing firms
10.	Medical Imaging Technology	The course provides students with a basic knowledge of medical imaging procedures and the skills to operate and maintain medical imaging equipment.	Medical imaging labs, diagnostic labs, radiography centres, hospitals, clinics, nursing homes
11.	Mobile Communication	Students acquire knowledge of basic electrical engineering, the design of mobile hardware and software and electronics measurements and instrumentations.	Telecom firms, Mobile phone manufacturing firms, mole hone retail chains ad shops, mobile repair and service centres
12.	Printing and Packaging Technology	Students gain knowledge of the various aspects of printing processes including the types of printing materials, pre–	Publishing houses, printing presses, packaging industry, printing

		press technology, digital printing and finishing techniques.	equipment manufacturing firms
13.	Production Technology	Students are taught the concepts and principles used in mass production processes, the functioning of different machine tools and the skills to develop devices for mass production.	Manufacturing firms and plants
14.	Refrigeration and Air Conditioning	The course introduces students to basic concepts in physics, chemistry, mathematics and engineering, and trains them to select material for RAC systems, design their layout, test their performance and maintain them.	RAC repair and maintenance firms, cold storage, food storage firms, RAC manufacturing firms
15.	Software Development	The course covers foundational aspects of the IT sector, including programming skills in the C-language, data analysis, digital electronics and the basics of electrical engineering.	Software development firms, IT firms, e-commerce firms, banks, consultancies
16.	Travel and Tourism	Students study theoretical subjects like the history of tourism, its impacts and the profile of modern tourism, while acquiring practical skills in entrepreneurship, accounting and finance, tourism marketing and business law.	Travel agencies, tour operators, travel and ticketing websites, hotels, government tourist information offices

1.5. Distance Learning Institutions

For students who cannot or do not wish to be physically present on university campus for their course, either because their desired course is taught by a university in another city, or because they want to work while studying, distance learning is a good option. A wide range of courses across the three streams are offered by universities in their distance– learning or correspondence programmes, and these courses can be pursued from anywhere in India. Below is a list of all UGC accredited distance–learning institutions in India for 2018–19, categorised by state. The courses offered by each institution can be found on the UGC website (www.ugc.ac.in).

Table 12: List of UGC approved distance–learning institutions

Andhra Pradesh	Acharya Nagarjuna University (State University)
	Sri Padmavati Mahila Vishwavidya Layam (State University)
	Sri Krishnadev Araya University (State University)
Arunachal Pradesh	Rajiv Gandhi University (Central University)
Assam	Assam Don Bosco University (Private University)
	Krishna Kanta Handique State Open University (State Open University)
	Gauhati University (State University)
	Dibrugarh University (State University)
	Tezpur University (Central University)
Bihar	Lalit Narayan Mithila University (State University)
	Nalanda Open University (State Open University)
Chandigarh	Panjab University (State University)
Chhattisgarh	Pt. Sundarlal Sharma Open University (State Open University)

	C.V. Raman University (Private University)
Delhi	Indira Gandhi National Open University (Central University)
	University Of Delhi (Central University)
	Rashtriya Sanskrit Sansthan (Deemed To Be University)
	Jamia Hamdard, New Delhi (Deemed To Be University)
	Jamia Millia Islamia (Central University)
Gujarat	Dr. Babasaheb Ambedkar Open University (State Open University)
Haryana	Chaudhary Devi Lal University (State University)
	Maharishi Dayanand University (State University)
	Guru Jambeshwar University (State University)
Himachal Pradesh	Himachal Pradesh University (State University)
Jammu & Kashmir	Kashmir University (State University)
Karnataka	Jagadguru Shri Shivarathre Eswara University (Deemed To Be University)
	Karnataka State Open University (State Open University)
	Mangalore University (State University)
	Bangalore University (State University)
	Kuvempu University (State University)
	Mysore University (State University)
	Jain University (Deemed To Be University)

Kerala	University Of Kerala (State University)
	Calicut University (State University)
	Kannur University (State University)
Maharashtra	Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (Central University)
	Shivaji University (State University)
	Yashwantrao Chavan Maharashtra (Open University)
	Smt. Nathibai Damodar Thackersey Women's University (State University)
	Padmashree Dr. D.Y. Patil Vidyapeeth, Mumbai (Deemed To Be University)
Madhya Pradesh	Barkatullah University (State University)
	M.P. Bhoj (Open) University (State Open University)
	Maharishi Mahesh Yogi Vedic Vishwavidyalaya (Private University)
	Devi Ahilya Vishwavidyalaya (State University)
	M.G. Chitrakoot Vishwavidyalaya (State University)
	Jiwaji University (State University)
Odisha	Fakir Mohan University (State University)
	North Orissa University (State University)
	Orissa State Open University (State Open University)
Punjab	Punjabi University (State University)
	Lovely Professional University (Private University)
Pondicherry	Pondicherry University (Central University)

	Jaipur National University (Private University)
	Jain Vishwa Bharati Institute (Deemed To Be University)
	Suresh Gyan Vihar University (Private University)
Rajasthan	Jagan Nath University (Private University)
	Vardhman Mahaveer Open University (State Open University)
	Jayoti Vidyapeeth Women's University (Private University)
	University Of Madras (State University)
	Anna University (State University)
Tamil Nadu	Tamil Nadu Open University (State Open University)
	Tamil University (State University)
	SRM Institute Of Science And Technology (Deemed To Be University)
Tripura	Institute Of Chartered Financial Analysts Of India, Agartala (Private University)
	Tripura University (Central University)
	Kakatiya University (State University)
	Maulana Azad National Urdu University (Central University)
Telangana	Dr B.R. Ambedker Open University, Hyderabad (State Open University)
	The English And Foreign Languages University (Central University)
Uttarakhand	Uttarakhand Open University (State Open University)
	University Of Petroleum And Energy

Uttar Pradesh	Aligarh Muslim University (Central University)
	Integral University (Private University)
	U.P. Rajarshi Tandon Open University (State Open University)
	Swami Vivekanand Subharti University (Private University)
	Dayalbagh Educational Institute (Deemed To Be University)
West Bengal	Burdwan University (State University)
	Netaji Subhash Open University (State Open University)
	Vidyasagar University (State University)
	University Of Kalyani (State University)
	Rabindra Bharati University (State University)
	University Of North Bengal (State University)

2.Job-Oriented Courses after Class 10

Students who have passed their class 10 exams under the 10+2 system of education and do not wish to or were not able to continue academic education have the option of pursuing vocational, industry-oriented diploma and certificate courses in a vast range of fields. These courses are aimed at increasing students' employability by equipping them with theoretical and practical skills pertinent to the chosen professional domain. This section describes some of the most sought-after ITI, diploma and certificate courses and the institutions in Jharkhand that offer them.

2.1. Industrial Training Institute (ITI) Certificate Courses

Industrial Training Institutes or ITIs of Jharkhand are implementing the Craftsmen Training Scheme. National Council of Vocational Training (NCVT) has been entrusted with the responsibilities of prescribing standards and curricula for Craftsmen Training Scheme. The scheme seeks to impart training in technical and industrial skills to students in both engineering and non-engineering subjects. These courses provide students with highly demanded industrial skills, and the curriculum places significant emphasis on job-readiness. The duration of the certificate courses is between one and two years.

Admission procedure

Admission to ITI certificate courses in Jharkhand is based on the marks obtained by students in their Class 8th and Class 10th examinations. Candidates have to complete an online registration form through Jharkhand Combined Entrance Competitive Examination Board (JCECEB) to apply for admission to any course offered by the ITIs. The important dates regarding Jharkhand ITI 2020 Admission are provided below.

Events	Date
Availability of JCECE ITI Application form 2020	First Week of May 2020
The last date for submission of application forms	2nd week of Jun 2020
Declaration of Provisional Merit List	2nd week of Jun 2020
Declaration of Final Merit List	2nd week of Jun 2020

- **Residential Eligibility:** The native of Jharkhand is only eligible for this admission process.

- **Educational qualifications:** Candidates applying for the Welder, Carpenter, Seat metal worker, Wireman trade, Mason (Building Constructor) must qualify the 8th class examination. Candidates applying for the trades mentioned above must qualify the 10th class examination.

- **Age Limit Criteria:** Aspirants minimum age should be 14 years and maximum 40 years as on 1st August of the examination year except Mechanic Motor Vehicle & Mechanic Tractor Trades in which minimum age should be 17 years. Maximum age limit has been extended upto 45 years in case of Ex-serviceman & widows of soldiers killed in war.

- **Application Fee:** The application fee for Jharkhand ITI 2020 Application Form, as per last year, is provided below:

For General / EWS / BC-I / BC-II candidate – Rs.400/-

SC / ST / Women of all category – Rs.200/-

- **Process to follow ITI Online Application:**

Candidates first need to visit the JCECEB official website (www.jceceb.jharkhand.gov.in).

On the Homepage click on "Click Here for All Online Application Submission- JCECEB 2020" then candidates will have to click on "Online Application Form Submission for Admission in ITI in 2020.

On the Homepage click on "Click Here for All Online Application Submission- JCECEB 2020" then candidates will have to click on "Online Application Form Submission for Admission in ITI in 2020.

Then the candidate simply has to follow 3 steps to apply online – 1. Fill Application form 2. Upload images 3. Fee Payment.

Application fee could be submitted through the payment gateway by using Credit Card, Debit card, Net banking etc. It will be non-refundable.

Keep receipt with you for future reference, until the admission process is over.

Do not send any hard copy to the JCECEB if you have filled the online application form.

Table 13: ITI Certificate Courses

S No.	Course Name	Course Description	Duration of the course	Eligibility Criteria
1.	Tool & Die Maker (P.T.J.& Fix)	Tool and die makers set up and operate a variety of computer-controlled and mechanically controlled machine tools to produce precision metal parts, instruments, and tools.	2 Years	Class 10 passed with Science and Mathematics
2.	Civil Draughtsman	Draughtsmen translate the ideas and rough sketches of engineers, architects and scientists into detailed drawings. Most draughtsmen now use computer-aided drafting (CAD) systems to prepare drawings.	2 Years	Class 10 passed with Science and Mathematics
3.	Interior Decoration & Designing	The course teaches students about different aspects related to interior design and decoration such as planning and execution of the layout, and decoration and furnishing of an architectural interior.	1 Year	Class 10 passed with Science and Mathematics
4.	Electrician	The course focuses on various aspects of electricity such as wiring (residential, commercial and industrial), home appliances, electrical machines, lighting, electrical installations etc.	2 Years	Class 10 passed with Science and Mathematics
5.	Electronics Mechanic	The course covers topics like how to install, repair, replace and overhaul wiring, starters, generators, distributors.	2 Years	Class 10 passed with Science and Mathematics
6.	Mechanic-Motor Vehicle	In this course, students are taught about skills like servicing, repairing and overhauling of motor vehicles.	2 Years	Class 10 passed with Science and Mathematics
7.	Mechanic-Auto Electric and Electronics	The course comprises topics like how to install, repair, replace and overhaul wiring, starters, generators, distributors and other electrical equipment of motor vehicles.	1 Year	Class 10 passed with Science and Mathematics
8.	Mechanic-Auto Body Repair	Auto body technicians fix cars after they've been damaged in an accident or other incident. They use a wide array of tools to cut off old parts, connect new parts to the car, fill holes, and repair scratches, dents and dings.	1 Year	Class 10 passed with Science and Mathematics

9.	Mechanic–Auto Body Paint	An automotive painter is responsible for painting vehicle surfaces with spray paint equipment, power tools, and other relevant equipment. They also prepare the vehicle for painting, through techniques like sanding.	1 Year	Class 10 passed with Science and Mathematics
10.	Refrigeration & A. C. Mechanic	Refrigeration Mechanics repair, install and troubleshoot refrigeration systems. They can work on industrial or residential climate–control systems, such as HVAC units, ice machines, beverage equipment and refrigerated storage units. Refrigeration Technicians also perform preventive maintenance in order to avoid future problems or breakdowns.	2 years	Class 10 passed with Science and Mathematics
11.	Draughtsman Mechanical	This course deals with the designing, fabrication, production, testing , supervision and manufacturing of electronic components, equipment and parts which are widely used in both private and public industries like Defence, Entertainment, Media, Satellite networks and all kinds of manufacturing industries.	2 years	Class 10 passed with Science and Mathematics
12.	Instrument Mechanic	Instrument mechanics install, repair, maintain and adjust instruments used to measure and control industrial processes. They apply their knowledge of electrical engineering to monitor and manipulate various machine–run systems.	2 Years	Class 10 passed with Science and Mathematics
13.	Fitter	A mechanical fitter uses workshop equipment such as milling machines and lathes, sets and adjusts machine tools and equipment, and disassembles and/or assembles large rotational mechanical components and equipment to meet required specifications.	2 Years	Class 10 passed with Science and Mathematics
14.	Computer Hardware & Networking Maintenance	The role of Computer Hardware & Network Maintenance personnel is to support and maintain computer systems, desktops, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware	2 Years	Class 10 passed with Science and Mathematics

		and equipment while ensuring optimal workstation performance.		
15.	Welder–Gas & Electric	The course trains students in skills such as electric arc welding, gas welding, CO2 MIG welding, TIG welding, Plasma cutting and gas cutting.	1 Year	Class 8 passed
16.	Sewing Technology	The course trains students to measure, cut and sew garments using relevant machinery and make different types of dresses.	1 Year	Class 8 passed
17.	Fashion Design Technology	Students are taught various aspects of design including sketching, fabric rendering, embroidery, dyeing and printing, operating sewing machines and designing garments and accessories in Corel Draw.	1 Year	Class 10 passed with Science and Mathematics
18.	Computer Operator & Programming Assistant	The course introduces students to the operation and management of hardware systems, networks and minicomputers, controlling mainframe computers, setting functional controls and codes as instructed by programmers and other types of systems.	1 Year	Class 10 passed with Science and Mathematics
19.	Digital Photographer	The course covers topics such as the operating cameras, types of cameras, lens, angles, lighting, maintaining and repairing a camera, editing and developing photographs, printing photographs etc.	1 Year	Class 10 passed with Science and Mathematics
20.	Basic Cosmetology	The course teaches students the basics of good grooming, wardrobe planning and beauty procedures such as hair removal, manicure and pedicure, facials and hair dressing.	2 Year	Class 10 passed
21.	Stenography & Secretarial Assistant (English)	The course trains students in shorthand and typing and also includes modules on computer fundamentals, operating systems, applications like MS Word, Excel and PowerPoint.	1 Year	Class 10 passed with Science and Mathematics
22.	Technician–Power Electronics System	Electronic Systems Technicians (EST) are skilled in a variety of areas, and they work in both residential and commercial settings. They are tasked with installing lighting, telecommunications equipment, and security systems.	2 Years	Class 10 passed with Science and Mathematics

23.	Mechanic–Consumer Electronics Appliances	Over the three semesters, the students learn about the basics of electricity, measurements for electrical parameters, shaping electronic circuits and the installation of systems like CCTVs, projectors and DTH satellites.	2 Years	Class 10 passed with Science and Mathematics

Institutions

The following institutions in Jharkhand offer the courses listed above. The institutions can be contacted to obtain more details about the course fee and structure:

Table 14: List of ITIs offering Certificate Courses

S No.	List of Industrial Training Institutes (ITIs)	Address	Contact
1	Govt. ITI, Pakur	Sonajhari, Pakur	9430051831, 8825206918
2	Govt. ITI, Deoghar	Bal Kirsan Aawasiy Bidhalaya, Pagal baba road, Jashidih, Deoghar	9931324539
3	Govt. ITI, Dumka	Siriamra, Dumka	8002585188, 06434265334
4	Rampurhat Govt. ITI	Barpahari, Murga Danga, Rampurhat, West Bengal	8944900139
5	Govt. ITI, Madhupur	Madhupur, Chitnari, Jharkhand	8944900139
6	Govt. ITI, Jamtara	Near combined building	
7	Mahadev Pvt. ITI, Deoghar	Shiv Dham, Near Shanti Shivam Hotel, Collage Road	7250962605
8	Baidhnath Dham Industrial Training Institute, Deoghar	Williams Town, Behind Electricity, City Office,Deoghar	7209561834, 6202109264, 9162790428, 6201714773
9	Women Industrial Training Institute	Alisha, G T Road Bypass More, Joteram, Bardhaman	0342 254 0350
10	Arnav Deep PVT ITI	Deoghar	8581029200
11	Daksh ITI College	Ram Janki Mandir Road Near Bal Krishna School, Jasidih, Deoghar– 814142 Jharkhand Website – https://daksh–iti–jasidih.business.site/#summary	062075 11244 062034 61254 082102 96137

2.2. Industrial Training Institute Diploma Courses in Jharkhand

Several government and private polytechnic institutions in Jharkhand provide students with the option to enrol in a diploma course after completing Class 10. These courses are industry-focussed and offer practical training in the chosen stream. These courses also have an advantage over the certificate courses described in the previous section, in that they offer students the possibility of attending college without completing Class 12. Consequently, they are a very popular choice for students who do not want to continue academic schooling after Class 10, and instead want specialized, advanced training in a vocational field. Students can choose from diplomas in engineering and non-engineering subjects.

Admission procedure

Admission to diploma courses offered by both government and private institutions is on the basis of merit obtained in the Polytechnic Entrance Competitive Examination (PECE) conducted by Jharkhand Combined Entrance Competitive Examination Board (JCECEB), Government of Jharkhand. Candidates must register online for the PECE and pay an application fee of Rs. 650 for general/OBC and Rs. 325 for SC, ST and female candidates. Those who qualify PECE are required to participate in a counselling process for seeking admission. Jharkhand Polytechnic Application form was supposed to be out on March 28, 2020. However, no official notification is out yet. Due to the outbreak of COVID-19, postponement in Jharkhand PECE 2020 registration can be witnessed. Entrance has scheduled in 4th week of May 2020. Number of seats varies every year, but 10,790 seats will be available for admission this year (2020-21).

Polytechnic Entrance Competitive Examination 2020

Application

They will be available on the official website http://jceceb.jharkhand.gov.in/Default.aspx of the exam. It should be filled by the candidates only through online mode. Following are the steps for successful completion of online application submission:

a.   Online Registration

- Go to the official website of JCECEB –
- Click on 'JCECEB PECE 2020' tab
- Click on 'Step 1 – New registration'
- Fill details – Candidate Name, Father's Name, Gender, Date of Birth, Category, Mobile No. and Email ID
- Click on the 'Submit' button
- Registration ID will be generated for the candidate

b.   Online Application Submission

- Visit the official website of JCECEB
- Click on 'Login'
- Enter Registration ID and Date of Birth
- Click on the 'Submit' button
- Fill Personal & Educational Details – Service Men's Quota (SMQ), Muslim Minority, Person with Disability, Nationality, Type of Resident of Jharkhand, Correspondence Address, two choices of Examination City, Annual Income, Aadhar No., Passed/appeared in 10th Class, Name of Board, Year of Passing, Roll no. and Percentage of Marks
- Click on the 'Submit' button

b.   Upload Scanned Photograph, Signature and Thumb Impression

- Upload scanned images of passport size photograph, signature and thumb impression
- None of the images should be more than 50 KB
- Click on 'Proceed' button after uploading images

Application fee payment can be done through the following modes:

Online Mode

1. Select 'Online Mode' from the drop–down list of Payment Mode
2. Click on 'Proceed' button
3. Make payment through Credit Card, Debit Card or Internet Banking

Offline Mode

1. Select 'Offline Mode' from the drop-down list of Payment Mode
2. Print e-Challan
3. Send the duly filled Application form along with the necessary documents to the address given below:

Examination Controller
Jharkhand Combined Entrance Competitive Examination Board
Science & Technology Campus, Namkum-Tupudana Road
Sirkha Toli, Namkum, Ranchi, Jharkhand- 834023

Note:

o Candidates must take a print out of the duly filled Application form for future references.
o They must retain the Mobile number and E-mail ID till the completion of the examination process

Jharkhand Polytechnic 2020

1. Admit Card 2020

Admit cards can be downloaded from the official website of JCECEB within **4 days** before the date of examination. **No hard copy** of the admit card will be sent to the candidate by **courier or post.**

Candidates can download Admit Card through the following steps:

- Go to the official website of JCECEB – http://jceceb.jharkhand.gov.in/Default.aspx
- Click on 'Admit Card' tab on the top row of the webpage
- Select 'JCECEB PECE 2020' from the drop–down list under 'Please Select Examination'
- Enter your Registration ID
- Click on 'Submit' button
- Admit card will appear on screen
- Take a print out of Admit card and retain until the end of the process

2. Exam Centres 2020

JCECEB will be conducted at various examination centres in **7 districts** across Jharkhand.

- PECE 2020 will be conducted at following districts –
  - Ranchi
  - Hazaribagh
  - Jamshedpur
  - Dhanbad
  - Dumka
  - Chaibasa and
  - Bokaro
- Candidates will be given the option to select **two preferred locations** of examination centre
- Allotment of exam centre depends on the complete discretion of conducting authority
- Once allotted, the candidate **cannot request the change** in the exam centre

3. Exam Pattern 2020

It is necessary for aspirants to understand the Jharkhand Polytechnic 2020 Exam Pattern in order to prepare for the test accordingly.

Exam Pattern Highlights:

Mode of Examination	Offline
Medium	English and Hindi
Number of Questions	150
Type of Questions	MCQs
Maximum Marks	150
Negative Marking	0.25 marks deducted for every incorrect answer
Duration of Exam	150 minutes (2 hours and 30 minutes)
Sections in Paper	3 – Physics, Chemistry and Mathematics

4. Counselling

JCECEB is likely to commence the Counselling process for Jharkhand Polytechnic 2020 within a week of declaration of result. It will be conducted on the offline basis. Candidates should report to the address as per authority of Jharkhand Polytechnic 2020 counselling.

- Information regarding Counselling will be made available to candidates through primary newspapers of Jharkhand and also official JCECEB website
- Usually, three rounds of Counselling are conducted, but the final decision on the number of Counselling rounds depends on the number of seats that remain vacant after each Counselling round
- The candidate receiving Counselling notification will have to submit a Challan through Post Office
- Challan amount for candidates belonging to General and OBC category is INR 400, while female and SC/ST candidates will have to pay INR 250
- Candidates will have to carry original and one photocopy of each of the following documents, when appearing for Counselling process:

1. Admit card, mark sheet and passing certificate of Secondary/10th or equivalent examination
2. Certificate of Residence issued by Subdivision Officer
3. Category Certificate (if applicable)
4. Income Certificate issued by Subdivision Officer
5. Physical Handicap Certificate, along with full body photograph, issued by Civil Surgeon of District Hospital (if applicable)
6. 1 passport size photograph
7. Admit card of Jharkhand Polytechnic 2020
8. Call Letter for Counselling (if issued by JCECEB)

Address of JCECEB for Counselling

Jharkhand Combined Entrance Competitive Examination Board

Science & Technology Campus, Sirkha Toli, Namkum–Tupudana Road, Namkum

2.2.1. Diploma in Engineering

Students who earn a diploma in engineering after completing their class 10 can apply for entry directly to the second year of a B.Tech or a Bachelor of Engineering programme.

On the basis of academic qualification:

- Candidates must have passed the secondary/10th or equivalent examination with a minimum of 35% marks.
- Candidates appearing for secondary/10th or equivalent examination are also eligible, subject to passing the examination before commencement of Counselling process

Students can skip the first year of the diploma in engineering course and secure direct entry to the second year if they:

c. Passed the analogous 12th Vocational Engineering stream of CBSE or equivalent from schools located in Jharkhand with a minimum 60% marks in aggregate of the best five subjects for which marks are reflected in the mark sheet

<div align="center">OR</div>

d. Passed CBSE class 10 or equivalent and completed 2 years of ITI (Engineering) Certificate Course from ITI s/ITCs, with a minimum 60% marks in aggregate of all subjects reflected in the mark sheet.

Residential Criteria

Candidates falling under either of the following categories are eligible to appear for the entrance test

- o The candidate should be the permanent resident of Jharkhand , or
- o The candidate must be a ward of an employee of Central Government working in Jharkhand, or
- o The candidate should be a ward of an employee of the State Government or organizations operated/recognized by the State Government

Age Limit

There is no minimum or maximum age limit for examination. However, candidates seeking admission into Mining Engineering must turn at least 17 years old on or before July 1, 2018.

The following engineering diplomas are offered by institutes in Jharkhand:

Table 15: Diploma in Engineering Courses

S No.	Diploma Courses	Course Duration	Minimum Eligibility
1.	Automobile Engineering	3 Years	The candidate should have passed 10th class of 10+2 System or Matric or any other examination recognized as equivalent to 10th class examination conducted by CBSS, with minimum 35% aggregate in Science, Mathematics & English. Science, Mathematics and English are compulsory subjects for gaining admission to these diploma programmes, and the candidate should have passed in each of these three subjects. Note: 1. Candidates passing /qualifying class 10th under the grading system should have obtained minimum pass grade in the compulsory subjects i.e., Science, Mathematics and English. 2. Any other criteria as prescribed by CBSE in new pattern.
2.	Metallurgical Engineering	3 Years	
3.	Civil Engineering	3 Years	
4.	Computer Engineering	3 Years	
5.	Computer Science & Engineering	3 Years	
6.	Computer Engineering & Application	3 Years	
7.	Electrical Engineering	3 Years	
8.	Electronics Communication Engineering	3 Years	
9.	Electronics and Electrical Engineering	3 Years	
10.	Architecture Assistantship	3 Years	
11.	Mechanical Engineering	3 Years	
12.	Medical Lab Technology	3 Years	
13.	Mechanical Engineering and Automobile	3 years	
14.	Mining Engineering	3 years	
15.	Hotel Management and Catering Technology	2 years	
16.	Travel and Tourism	3 years	

| 17. | Pharmacy | 2 years | |
| 18. | Food Technology | 4 years | |

Apart from engineering, courses are also offered in the following subjects:

Table 16: Diplomas in Other Subjects

S No.	Diploma Courses	Course Duration	Minimum Eligibility
1.	Diploma Courses in Architectural Assistantship	3 Years	The candidate should have passed 10th class of 10+2 System or Matric or any other examination recognized as equivalent to 10th class examination conducted by CBSE, with a minimum 35% aggregate in Science, Mathematics & English. The subjects Science, Mathematics and English are compulsory and the candidate should have passed in each of these three subjects

Note:

1. Candidates passing /qualifying class 10th under the grading system should have obtained minimum pass grade in the compulsory subjects i.e., Science, Mathematics and English.

2. Any other criteria as prescribed by CBSE in new pattern |
2.	Art for Drawing Teachers	3 Years	
3.	Cosmetology & Health	2 Years	
4.	Commercial Art	3 Years	
5.	Fashion Design	3 Years	
6.	Garment Fabrication Technology	3 Years	
7.	Interior Design	3 Years	
8.	Instrumentation & Control	3 Years	
9.	Library & Information Science	2 Years	
10.	Medical Laboratory Technology	3 Years	
11.	Polymer Technology	3 Years	
12.	Printing Technology	3 Years	
13.	Textile Design	3 Years	
14.	Tool & Die Making	4 Years	
15.	Information Technology Enabled Services & Management (ITES&M)	3 Years	
16.	Diploma in Modern Office Practice (English)	3 Years	The candidate should have passed Senior Secondary School Certificate Examination (Class 12) of the Central Board of Secondary Education (CBSE), Jharkhand in any stream of 10+2 (Academic) or any other examination recognized as equivalent to the Senior Secondary School Certificate with minimum 45% marks (40% for SC/ST) in aggregate of best three subjects including English. The subject English is

			compulsory for Modern Office Practice (English) and the candidate should have obtained pass marks in this subject.
17.	Diploma in Modern Office Practice (Hindi)	3 Years	The candidate should have passed Senior Secondary School Certificate Examination (Class 12) of the Central Board of Secondary Education (CBSE), Jharkhand in any stream of 10+2 (Academic) or any other examination recognized as equivalent to the Senior Secondary School Certificate with minimum 45% marks (40% for SC/ST) in aggregate of best three subjects including Hindi/Sanskrit. The subject Hindi/Sanskrit is compulsory for Modern Office Practice (Hindi).
18.	Diploma in Pharmacy	2 Years	The candidate should have passed the Senior School Certificate Examination (Class–12) of the Central Board of Secondary Education (CBSE) or any other examination recognized by the Pharmacy Council of India as equivalent to the Senior Secondary School Certificate exam of the CBSE with minimum 45% marks (40% for SC/ST) in aggregate of Physics, Chemistry & either Biology or Mathematics .The subjects English, Physics, Chemistry and either Mathematics or Biology are compulsory and the candidate should have pass marks in these subjects. As per the directions issued by the Pharmacy Council of India vide their letter No. 14–2/2007–PCI–13143, dated 27.12.2007, the candidates who have appeared/passed through National Institute of Open Schooling shall not be considered for admission.

Government Institutions offering Diploma Courses

There are 12 Government Institutes of Technology/Polytechnics which offer diploma courses. Of these, 2 are exclusively for girls and 10 are co-educational Polytechnics/Institutes. The polytechnics offer both full-time and part-time diploma courses.

Table 17: List of Polytechnic Colleges offering Diploma Courses

1.	**Pakur Polytechnic** Address:Beside new DC office, Kolajora, Pakur Courses: Civil Engineering, Mechanical Engineering, Electrical Engineering, Mining Engineering, Metallurgy Engineering Email: pakurpolytechnic@gmail.com Contact: 7484840028/29, 9334270975 (Mr. Nikhil) Website: www.pakurpolytechnic.ac.in
2.	**Deoghar Institute of Technology** Address: Nilkant Vihar, Deoghar College road, Near Tiwari chowk, Deoghar Contact: 9931317822
3.	**Madhupur Polytechnic** Address: Rajabitha, 52 Bigha, Madhupur, Deoghar Courses: Civil Engineering, Mechanical Engineering, Electrical Engineering, Mining Engineering, Computer Engineering and application Email: info@madhupurpolytechnic.org Contact: 9040940155, 9337150026, 6200853520, Website: www.madhupurpolytechnic.org
4.	**Government Polytechnic, Dumka** Address: Sonwa Dangal, Shiv Pahar, Dumka Courses: Civil Engineering, Mechanical Engineering, Electrical Engineering, Computer Science Engineering Email: dumkapolytech@rediffmail.com Contact: 06434-222364, 06434-345053, 9431345053 Website/FB page: https://www.facebook.com/gpdumkaa/
5.	**Government Women Polytechnic, Dumka** Address: Telia Chak, Dumka, Jharkhand Courses: Civil Engineering, Electrical and Electronics Engineering Email: dumka.gwp@gamil.com Website: www.gwpdumka.edu.in
6.	**Government Polytechnic, Sahibganj** Address: Adro, Sahibganj – 816109 Courses: Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Email: gp.sahibganj@gmail.com Website/FB page: https://www.facebook.com/gpsahibganj2018/
7.	**Haji MD Serafat Mondal Govt. Polytechnic**

	Address: Pubuididighi, Ningha, Birbhum, West Bengal – 731202 Courses: Civil Engineering, Survey Engineering, Electrical Engineering Email: rampurhat_polytechnic@rediffmail.com Contact: 8900228576, 9933806534, 8348612923, 9732323410 Website: www./rampurhatgovtpolytechnic.org
8.	**Khandoli Institute of Technology** Address: Dighariakala, Motileda Courses: Diploma in Civil Engineering, Diploma in Mechanical Engineering, Diploma in Electrical Engineering, Diploma in Mining Engineering Email: info@kitg.in Contact: 9199012448, 9431395484 Website: www.kitg.in
9.	**Government Women's Polytechnic, Bokaro** Address:Near Gaga Dam, Balidih, Bokaro Steel City Courses: Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering Contact: 9835522536 Website: www.gwpbokaro.com
10	**Government Women's Polytechnic, Ranchi** Address: Tharpakhna, Ranchi – 834001, Jharkhand Courses: Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering Email: tharpakhnapolytechnic@gmail.com Contact: 0651–2212123 Website: www.gwpranchi.com

2.2.2. Diploma in Hotel Management and Catering

This three–year long course can provide students with a strong foothold in the travel and tourism industry. Some of the subjects covered include hotel maintenance and engineering, human resource management, food and beverage production, food hygiene and nutrition and food and beverage service.

Table 18: Institutions offering Hotel Management Courses

S No.	Detail of the institution	Details of the course
1.	Netaji Subhas Institute of Hotel Management and Tourism Institute: Pokhari, Near Bhilai Pahadi, Jamshedpur, Contact No. : 0657–6570666, 9386817857 Courses: Diploma in Hotel Management and Catering Technology, Diploma in Food Technology, Diploma in Travel and Tourism Jamshedpur City Office: Shatabdi Tower, 4th Floor, Sakchi, Jamshedpur, Contact no. : – 06572233022 Email: info@nsihmt.com Website: www.nsihmt.com	Duration: 3 Year
2.	Institute of Science and Management Address: Pundag, Ranchi – 834004 Courses: Diploma in Hotel Management, Certificate Course in Food Production, Certificate Course in Food and Beverage (F & B), Certificate Course in Front office, Certificate course in Accommodation, Certificate Course in Hospitality Contact: 7858001234, Email: info@ismr.ac.in Website: www.ismr.ac.in	Diploma Course: 3 Year Certificate Course: 1 Year

2.2.3. Certificate Course in Mobile Repairing

This short-term certification programme in mobile repairing will train students to fix any defects in the hardware or software of mobile phones.

Table 19: Institutions offering Mobile Repairing Courses

S No.	Detail of the institution	Details of the course
1	Hi Tech Institute of Skills Education Address: 202, Shaligram Complex, Near B.N. College, Ashok Rajpath, Patna Courses: Contact number: 9386386386 Email: hitechmultieducation@gmail.com Website: www.hi-techinstitute.in	Duration: 3-6 Months Type: Certificate course

3. Job-Oriented Courses for All Classes

This section gives a list of potential specialized career paths available to students across different sectors.

3.1. NSDC-Approved Courses in the Domain of Skilling

The National Skill Development Corporation (NSDC) has approved certain vocational training courses in sectors that face significant skills gaps and require trained workers. There are two major schemes under which training is provided– the Pradhan Mantri Kaushal Vikas Yojana scheme and the NSDC Skill Development Scheme.

The table on the next page gives a list of all NSDC approved-courses, grouped by the minimum educational qualification required for enrolment.

Table 20: Courses for Students who Completed Class 8

S No.	Name of the Course	Description	Minimum Educational Qualification
1.	Animal Health Worker	An animal health worker provides preventative health care, assistance in contagious disease control and basic first aid services to farm animals and poultry.	Class 8
2.	Seed Processing Plant Technician	A seed processing plant technician is responsible for operating seed processing machineries for improving the planting condition of seeds and ensuring proper seed quality.	Class 8
3.	Artificial Insemination Technician	An artificial insemination (A.I.) technician uses specific tools to insert semen into female animals to assist with impregnation in the breeding of livestock species.	Class 8
4.	Multi– Cuisine Cook	A Multi–cuisine cook is responsible for cooking a variety of foods for consumers and arranging and managing food resources in the kitchen.	Class 8 preferred
5.	Micro irrigation technician	An irrigation technician is responsible for installing, testing, and commissioning micro irrigation systems at farmers' fields for better water management and increase in yield of crop.	Class 8
6.	Commercial	Commercial drivers are people who drive	Class 8

	Vehicle Driver	commercial vehicles such as trucks, buses and taxis.	
7.	Jam, Jelly and Ketchup Processing Technician	A jam, Jelly and ketchup processing technician is responsible for processing fruits and vegetables to make jam, jelly and ketchup.	Class 8 and 2–3 years of experience in fruit and vegetable processing
8.	Freshwater Aquaculture Farmer	Aquaculture is the culture of aquatic animals or plants. It involves many of the same skills and activities common to agriculture, including animal husbandry and marketing. Aquaculture can be thought of as underwater farming.	Class 8 preferred
9.	Craft Baker	A baker in a craft bakery bakes products to be sold in a small shop or a chain of specialist shops. They may specialise in a certain type of bread or baking process and offer specialist goods and services, such as patisserie and cake decoration.	Class 8
10.	Pesticide & Fertilizer Applicator	Pesticide and fertilizer applicator is a person responsible for spraying and applying pesticides and fertilizers on crops.	Class 8
11.	Ornamental Fish Technician	An ornamental fish technician is responsible for producing, breeding and rearing seeds of fish of ornamental and export value to adult size in tanks or small ponds.	Class 8
12.	Optical Fibre Technician	A fibre optic technician generally works in the telecommunications industry. They install optical fibre cables, which are used to carry internet, telephone, and television connections/services.	Class 8/ ITI/Diploma/Bachelor in Technology (any field) +Technical Training on standard splicing process for both underground and overhead cables preferred
13.	Pickle Making and Processing Technician	A pickle making technician is responsible for the preparation of pickles from fruits and vegetables through the process of washing, peeling, cutting/slicing, curing/brining, blending, filling, oil topping, packaging and storage.	Class 8 and 2–3 years of experience in a pickle making unit preferred
14.	Fitter–Modular Furniture	A fitter is required to assemble furniture by delivering the products to the customer, fitting the parts together and checking the final installed products for any damages.	Class 8

15.	Field Engineer – RACW	The job holder interacts with customers to install appliances like refrigerators, air conditioners and washing machines, and to diagnose problems and assess possible causes of malfunction.	Class 8 or ITI/Diploma (Electrical/Mechanical/RAC)
16.	DAS Set – Top Box Installer and Service Technician	DAS Set–top box technician installs set–top boxes and provides after–sales service.	Class 8 and 2 years as helper
17.	Grinder–Hand and hand held power tools	A grinder grinds surface using hand tools and hand–held power tools on a variety of ferrous and non–ferrous objects.	Class 8
18.	Life Insurance Agent	The main tasks of a life insurance agent are to sell life insurance policies and annuities to clients; and to work with clients and beneficiaries to process insurance claims promptly.	Class 8
19.	Hair Stylist	A hair stylist is a person who cuts and styles people's hair professionally.	Class 8
20.	Home Health Aide (HHA)	A home health aide (HHAs) assists patients with completing important personal tasks such as dressing, bathing and a variety of hygiene needs within a home setting.	Class 8
21.	Housekeeping Supervisor	A housekeeping supervisor manages the work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, educational institutions, and other commercial establishments.	Class 8
22.	Trainee Chef	Also known as the "junior" or "trainee" chef, the commis chef is similar to an assistant chef in that they work under the supervision of the head chef. They may be required to measure ingredients, prepare food and present food, control the settings of the cooking equipment, and also kitchen clean–up.	Class 8

Table 21: Courses for Students who Completed Class 10

S No.	Name of the Course	Description	Minimum Educational Qualification
1.	General Duty Assistant	A general duty assistant looks after patients' daily care, comfort, safety and health needs. A GDA works in collaboration with doctors and nurses and other healthcare providers and delivers healthcare services as suggested by them.	Preferably Class 10, but Class 8 is also considered in certain situations
2.	Sales Associate	A sales associate is responsible for dealing with all customer queries about the products and services the company offers, ensuring a smooth sale process and processing transactions.	Class 10
3.	Service & Maintenance Technician–Farm Machinery	A farm machinery technician diagnoses, adjusts, repairs, and overhauls farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.	Class 10
4.	Solar PV installer	A solar photovoltaic (PV) installer assembles, installs, and maintains solar panel systems on rooftops or other structures.	Class 10 + ITI/Diploma (Electrical, Electronics, Civil, Mechanical, Fitter, Instrumentation, Welder)
5.	Mobile Phone Hardware Repair Technician	A mobile phone hardware repair technician diagnoses problem and repairs the faulty module of the mobile–phone.	Class 10
6.	Greenhouse Fitter	A fitter is responsible for the installation of greenhouse structures as per the structural layout & bill of materials prepared by the supplier.	Class 10
7.	Assistant Electrician	An assistant electrician assists level–4 electricians in electrical work for the installation, repair and maintenance of temporary LV electrical connections at construction sites and permanent connections at residential and commercial buildings.	Class 10
8.	Assistant spa therapist	An assistant spa therapist is expected to assist the senior spa therapist in providing spa services.	Class 10
9.	Auto Service Technician (Two and Three	An auto service technician is responsible for the repair and routine servicing and maintenance of two/ three–wheeler vehicles.	Class 10

	Wheelers)		
10.	Auto Service Technician Level – 4	A Level 4 auto service technician is responsible for the repair and routine servicing and maintenance (including electrical and mechanical aggregates) of vehicles.	Class 10
11.	Beauty Therapist	A beauty therapist provides a range of non-medical face, body and relaxation treatments customised to a client's needs, and recommends appropriate products and after-care.	Class 10
12.	Domestic Biometric Data Operator	A domestic biometric data operator installs and configures computer hardware operating systems and applications; monitors and maintains computer systems and networks, troubleshoots biometric systems and network problems; and diagnoses and solves hardware/software faults.	Class 10
13.	Domestic Data Entry Operator	Domestic data entry operators are responsible for the electronic entry of data from the client's site to the office site or vice-versa.	Class 10
14.	Domestic IT Helpdesk Attendant	The tasks of an IT Helpdesk Attendant include installing and configuring computer hardware operating systems and applications; monitoring and maintaining computer systems and networks; and talking staff/clients through a series of actions to help set up systems or resolve issues.	Class 10
15.	Bulk Milk Cooler (BMC) Operator	A Bulk Milk Cooler (BMC) operator is responsible for operating a large storage tank used for cooling and holding milk at a certain temperature until it can be picked up by a milk hauler.	Class 10/ Diploma /ITI certification preferred
16.	Armed Security Guard	Armed security officers are private security guards that are hired to protect an area, a person or persons from potential attack, hostilities or criminal activities	Class 10
17.	Courier Delivery Executives	Courier delivery executives are on-the-road staff who are responsible for collecting packages from the local office and delivering them to the correct addresses.	Class 10+ Diploma/ Graduate (Engineering, Arts, Commerce, and Science) preferred
18.	Chilling Plant Technician	A chilling plant technician performs work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of chilling systems used for chilling milk.	Class 10/ Diploma /ITI certification

19.	Fitter – Fabrication	A Fitter – fabricator is one who performs fitting operations on metal components using hand tools and manually operated machines, to modify the shape of a component and/or generate components from raw material, and perform basic gas cutting and welding as per given instructions.	Class 10
20.	Painter	Painters prepare, protect, and decorate interior and exterior surfaces by applying materials such as paint, wallpaper and other finishes and special coatings.	Class 10
21.	Tractor Mechanic	The position of tractor mechanic is a specialty within the broader category of farm equipment mechanics. Tractor mechanics are responsible for repairing tractors and have specific expertise in the inner workings of engines, hydraulic systems, and basic small engine repairs.	Class 10
22.	Fitter: Levelling Alignment Balancing	The job involves ensuring the alignment of moving parts (e.g. pumps, blower fans, etc.), checking the vibration of moving parts (blower fan, pumps, motor gearbox etc.) and balancing of equipment shafts (input and output).	Class 10
23.	Floriculturist	A floriculturist is a person who has to undertake various activities involving preparatory cultivation, cultivation and post-harvest management of flowers. Primary responsibilities will be to perform crop cultivation in open fields.	Class 10
24.	Food & Beverage Service – Steward	A steward is responsible for serving food and beverages in a commercial establishment or business.	Class 10 preferred
25.	CNC Operator – Turning	Individuals operate a Computer Numerically Controlled (CNC) lathe machine, in order to perform turning operations on metal and plastic components, according to the specifications provided.	Class 10
26.	Dairy Products Processor	A dairy products processor sets-up and operates continuous flow equipment to process milk, cream, and other dairy products.	Class 10 preferred and 2-3 years' experience in a dairy processing unit

Table 22: Courses for Class 12 Graduates

S No.	Name of the Course	Description	Minimum Educational Qualification
1.	Food Packaging Technician	A food packaging technician sets up, operates, and tends machines to prepare industrial or consumer products for storage or shipment.	Class 12+ 2–3 years' experience in a bakery unit preferred
2.	Front office Associate	A front office associate is responsible for managing customer interaction for entities such as hotels, banks, schools and other commercial organisations.	Class 12
3.	Supply Chain Field Assistant	A supply chain field assistant arranges for the flow of agricultural produce from farmers to buyers. They manage the flow of goods and ensure the continuity of supply by identifying procurement needs, packing and transporting the goods, and make arrangements for ensuring the quality of the stock.	Class 12
4.	Vision Technician	A vision technician is an allied healthcare professional who possesses comprehensive knowledge and experience in vision management, and assists ophthalmologists and optometrists to treat people with vision problems.	Class 12 in Science preferred, Class 10 may be considered in certain situations
5.	Jewellery Retail Sales Associate	A jewellery retail sales associate is in–charge of the sales counter in the retail store.	Class 12
6.	Seed Analyst	Seed analysts conduct the scientific analysis and testing of seeds and other materials through laboratory tests and other procedures to determine germination ability, purity and content of a sample of seeds and their compliance with established standards.	Class 12
7.	Instrumentation Technician (Control Valve)	A Control Valve is a vital part of a closed control loop in industries such as Oil & Gas, Petrochemicals, Fertilizers, Power Plants and Chemicals. It consists of measuring transmitters, controllers and final control elements. An instrumentation technician ensures proper operation, availability, performance and maintenance of the control valve and its accessories.	Class 12+ ITI–Instrumentation/ Electrical/ Electronic preferred

8.	Jr. Instrumentation Technician (Process Control)	A junior instrumentation technician carries out duties related to general site / plant readiness and usability and assists in preventive maintenance under supervision and guidance in process industries like Oil & Gas, Petrochemicals, Fertilizers, Power Plants and Chemicals.	Class 12
9.	Tower Technician	Tower technicians climb communication towers to install, replace, or repair antennas or auxiliary equipment used to transmit and receive radio waves.	Class 12
10.	Corporate Travel Manager	The responsibilities of a corporate travel manager include handling and overseeing all travel arrangements (air, lodgings etc.) and operations, and for managing relationships with travel agencies and vendors.	Class 12
11.	Phlebotomy Technician	A phlebotomy technician draws quality blood samples from patients or blood donors and prepares those specimens for medical testing.	Class 12 with Science
12.	Mutual Fund Agent	A mutual fund agent is a representative of a bank or similar financial institution, who offers mutual funds to prospective investors, maintains records of their investments and conducts regular market research to advise customers.	Class 12
13.	Fitter Electrical Assembly	An electrical assembly fitter is responsible for identifying the operations required to assemble various components of a machine and electrical panel by studying their engineering drawings, fitting different components of the machine to perform assigned task and testing the assembled machine.	Class 12/ ITI
14.	Milk Tester	Milk testers perform standardized qualitative and quantitative tests to determine physical or chemical properties of milk and ensure they meet standards.	Class 12
15.	Dialysis Technician	Dialysis technicians are medical specialists trained in the operation of a dialysis machine. Their primary duties include monitoring patients undergoing dialysis treatment, ensuring usage of the machine is safe and adjusting patient fluid removal rates as required.	Class 12
16.	Emergency Medical Technicians	Emergency medical technicians respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.	Class 12

17.	CAD Designer	CAD or computer-aided design technicians use software to create design plans for buildings and machinery.	Class 12
18.	Medical Laboratory Technician	A medical laboratory technician is responsible for performing laboratory investigations relating to diagnosis, treatment and prevention of diseases.	Class 12 in Science
19.	Dairy farm supervisors	Dairy farm supervisors oversee farm workers who operate, inspect, monitor, maintain, clean, and repair the farm's facilities and equipment. These professionals also oversee workers who feed, milk, and tend to the animals.	Class 12 preferred with 1-2 years' experience in a Dairy Farm
20.	Cardiac care technicians	Cardiac care technicians are the medical professionals who administer various tests that assist the doctor in diagnosis. Cardiac care technicians assist physicians during invasive cardiovascular testing, where a tube is inserted into one of the blood vessels that carry blood into the heart.	Class 12 in Science or Level 3 ECG Technician with minimum 3 years' experience

Table 23: Courses for Undergraduates/ Diploma-Holders

S No.	Name of the Course	Description	Minimum Educational Qualification
1.	Associate – CRM	The duties of a customer relationship manager (CRM) include planning and delivering CRM strategies across the company, encouraging customer retention and customer loyalty.	Graduate/ Diploma in any subject
2.	Associate – Desktop Publishing (DTP)	Desktop publishing (DTP) is the creation of documents using page layout software on a personal computer.	Bachelor's degree in any discipline
3.	Associate–F&A Complex	Finance and Administrative (F&A) associates are responsible for activities such as collection, analysis, summarization and presentation of the financial performance of a business.	Bachelor's degree in Commerce/Accounts/ Finance
4.	Building Automation Specialist	Building automation engineers supervise the installation and maintenance of automation systems that control such features as lighting, temperature, and water heating.	Diploma in Mechanical/ Civil/ Industrial/ Instrumentation/ Electrical, Mechatronics, Electronics

5.	Calibration technicians	Calibration technicians test, adjust, and maintain chemical, dimensional, electrical, mechanical, and optical equipment. They troubleshoot equipment failures and repair components. Calibration technicians also compile calibration reports and issue calibration certificates.	Diploma in Electrical/ Mechanical/ Electronics/ Mechatronics
6.	CCTV Installation Technician	A CCTV installation technician provides after– sale support services to customers, typically, at their premises.	ITI Diploma + At least 6 months experience as helper
7.	Field Technician – Computing and Peripherals	A field technician is responsible for attending to customer complaints, installing newly purchased products, troubleshooting system problems and configuring peripherals such as printers, scanners and network devices.	Graduate/ Diploma in any subject
8.	Hatchery manager	Hatchery managers oversee all aspects of a poultry hatchery. They manage and coordinate, through supervisory personnel, hatchery activities such as egg pickup and delivery, care, incubation and hatching, grading, vaccination, preparation and shipping of chicks.	Bachelor's degree in Fisheries Science/ Marine Biology
9.	Industrial Automation Specialist	Industrial automation specialists provide solutions to automation problems for manufacturing and process industries.	Bachelor's degree in Engineering (Electrical, Electronics, Mechatronics, Instrumentation) or MSc in Electronics
10.	An Infrastructure Engineer	An infrastructure engineer is responsible for designing, coordinating and maintaining the infrastructure of an apartment complex, public facility or entire cities. "Infrastructure" refers to the systems that support a community, including road and highway networks, water and sewage, electricity, railways, telecommunications and gas lines.	Graduate/ Diploma in any subject
11.	Medical Sales Representative	Medical sales representatives are employed by pharmaceutical companies to sell medicines, prescription drugs and medical equipment, to a variety of	Graduate/ Diploma in any subject

		customers including general practitioners (GPs), hospital doctors, pharmacists and nurses.	
12.	Travel Consultant	Travel consultants assist clients in making travel arrangements for both business and holiday purposes. They help provide quotes to find the best value options and make bookings for transport, accommodation, sightseeing activities and other travel-related activities a client may need.	Post-Graduate diploma preferred
13.	Web Developer	Front-end web developers are responsible for how a website looks. They create the site's layout and integrate graphics, applications (such as a retail checkout tool), and other content. They also write web design programs in a variety of computer languages, such as HTML or JavaScript.	Graduate/ Diploma in web design/ media design or any other related field

3.2. Pradhan Mantri Kasuhal Vikas Yojana (PMKVY)

The PMKVY offers short-term courses of 1 to 6 months in industry-relevant skills to students who dropped out of school/college or are unemployed. Additionally, candidates are provided training on soft skills and financial and digital literacy. These courses are free of cost for candidates as the training and assessment fees are paid for by the government.

Admission Procedure

The exact admission procedure and time duration differs by course and the training centre providing the course. Candidates can access a list of the training centres offering their chosen course and their contact details at this online directory: https://pmkvyofficial.org/find-a-training-centre.aspx.

Important Links

- A list of all the courses offered under the PMKVY scheme:
  https://pmkvyofficial.org/App_Documents/News/Job-categories-under-State-Engagement.pdf

- Official website of PMKVY:
http://pmkvyofficial.org/Index.aspx

- Online directory of PMKVY Training Centres
https://pmkvyofficial.org/find-a-training-centre.aspx

3.3. NSDC Skill Development Scheme

The NSDC Skill Development Scheme provides vocational training in industry-relevant skills through courses developed by relevant skill councils. The courses last between 1 and 2 years and unlike the PMKVY courses, these courses have a fee attached.

Admission Procedure and Fee Structure

The admission procedure and fee structure for the courses is determined by individual training centres, who can be contacted for this information. Candidates can access a list of the training centres that offer their chosen course and their contact details through this online directory: https://nsdcindia.org/find-nsdc-training-centre.

Important Links

- Official website of NSDC:
https://nsdcindia.org/

- Online directory for course information and curriculum:
https://nsdcindia.org/qp-nos-results

- Online directory for NSDC training centres:
https://nsdcindia.org/find-nsdc-training-centre

- NSDC helpline number for candidates:
+91 – 88000 – 55555

3.4. Deen Dayal Upadhyaya Grameen Kaushalya Yojana

The Ministry of Rural Development (MoRD) announced the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), on 25th September 2014. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objectives of adding diversity to the incomes of rural poor families and cater to the career aspirations of rural youth.

DDU-GKY is uniquely focused on rural youth between the ages of 15 and 35 years from poor families. As a part of the Skill India campaign, it plays an instrumental role in supporting the social and economic programs of the government like the Make In India, Digital India, Smart Cities and Start-Up India, Stand-Up India campaigns. Over 180 million or 69% of the country's youth population between the ages of 18 and 34 years, live in its rural areas. Of these, the bottom of the pyramid youth from poor families with no or marginal employment number about 55 million.

Jharkhand State Livelihood Promotion Society (JSLPS) is leading major initiatives under DDU-GKY in Jharkhand. More information can be availed from JSLPS website.

3.5. Saksham Jharkhand Kaushal Vikas Yojana (SJKVY)

Saksham Jharkhand Kaushal Vikas Yojana (SJKVY) is a special implementation by the Government of Jharkhand with an aim to enhance the employability of the youth and enable them to participate in the economic growth of Jharkhand and India.

Objectives of the Scheme
a) To enhance the employability of the youth to diminish poverty, unemployment, under-employment and socio-economic inequality.

b) To ensure skill development training to the youth of the State.

c) To establish entrepreneurial skills and self-employment for youths of Jharkhand.

d) To help in the formation of an enabling environment to draw investment in the professional and skill development sector.

3.6. Jobs in Beauty & Wellness Sector

Table 24: Beauty and Wellness Sector Jobs

S No.	Course/Job role	Basic Job Description	Minimum Educational Qualification
1.	Mehendi Specialist	A mehendi specialist performs various duties such as manicure and pedicure and application of mehendi design as a temporary form of skin decoration.	Class 8
2.	Barber	A barber is a professionally trained individual who specializes in men's haircuts and fulfils the same roles as a hairstylist.	Class 8
3.	Bridal Fashion and Photographic Make-up Artist	A bridal fashion and photographic make-up artist is a professionally trained individual in bridal make-up techniques. The make-up artist consults, advises, markets and sells a range of beauty treatments in addition to applying makeup.	Class 10
4.	Tattoo Artist	A tattoo artist applies a permanent design directly to a client's body.	Class 10

3.7. Jobs in Information Technology (IT) Sector

Table 25: IT Sector Jobs

S No.	Course/ Job role	Basic Job Description	Minimum Educational Qualification
1.	Junior Data Associate	Junior data associates are responsible for designing and implementing processes and layouts for complex, large-scale data sets used for modelling, data mining, and research purposes.	BSc (Stat, Math, Physics, Chemistry, Geology) or BE/ B Tech..

3.8. Jobs in Retail Sector

Table 26: Retail Sector Jobs

S No.	Course/Job role	Basic Job Description	Minimum educational Qualification
1.	Cashier	Individuals in this position service and process all payments for sales done in a retail establishment.	No Minimum Qualification
2.	Distributor Salesmen/ Saleswomen	Individuals in this position visit retail /wholesale outlets as per daily route plan & make sales calls. Distributor salespeople identify new outlets to increase sales of their company's products and resolve trade problems related to the products and company being represented by the salesman.	Class 10
3.	Departmental Manager	Individuals in this position should be able to build / manage a store's operations team and also possess a good understanding of customer segments and their product and brand preferences; competition and sales techniques; and incentives that affect incremental customer purchases.	Bachelor's degree

3.9. Jobs in Tourism & Hospitality Sector

Table 27: Hospitality Sector Jobs

S No.	Course/Job role	Basic Job Description	Minimum Educational Qualification
1.	Tour Vehicle Driver	A tour vehicle driver is responsible for understanding the work schedule from transport coordinators, coordinating with the customers, picking them up, driving them safely to the agreed destinations, and maintaining trip sheets.	Class 8
2.	Guest Relations Manager	A guest relations manager engages with the clients of hotels and other commercial residential establishments, fulfils guest requests, handles guest complaints, supervises the front office, conducts training and monitors staff performance.	Class 12
3.	Tour manager	A tour manager designs tour packages and administers the company's operations and staff. The individual also manages client relations and develops new business ideas.	Diploma

4. Opportunities and Institutions in Deoghar, Pakur and adjoining areas

Table 28: List of Skill Training Centers and Job role/Courses:

S No.	Location	Training Centre Name	Job Role
1.	Pakur	Ashpra Skills PrivateLimited (An NSDC approved training partner) Address: Plot No – 621, Ambedkar Chowk, Opp. HP Petrol Pump, Pakur – 816107 Web: www.ashpraskills.com Email: shashipkr017@gmail.com Contact: 6202592450, 9122205951	Assist. Electrician (10th pass) Fitter fabrication (10th pass) SMO (Swing Machine Operator) – 5th pass IT Help desk – 10th pass
2.	Pakur	PanIIT Alumni Reach for Jharkhand (PReJHA) Foundation Address: Basic school campus, Hiranpur, Pakur Website: www.parfi.org Contact: 7484067607	Masonry, Pipe fitting, Plumbing, Bar Bending, Scaffolding, Water proofing, Sewing Machine Operator
3.	Pakur & Deoghar	Pakur: SBI Rural Self Employment Training Institute (RSETI) Address: Block office, Pakur Website: www.sbi.co.in/web/agri-rural/rural/rural–self–employment–training–institutes–rsetis Contact: 9931977885, 9439372909 Deoghar: SBI Rural Self Employment Training Institute (RSETI) Address: Satsang Rohini Road, Rohini, Deoghar – 814152, Jharkhand Contact number – 7781011695	Tailoring (30 days) Beauty parlour (30 days) Mobile repairing (30 days) Fridge and AC repairing (30 days) Fishery (10 days) Vegetable cultivation and agriculture (10 days) Pig farming (10 days) Bee keeping (10 days) Goat keeping (10 days) Four wheeler Driving (30 days) Painter (10 days) Dairy and Vermicomposting (10 days) Fast food chef (10 days) Computerized accounting (30 days) Jute craft (13 days) Mushroom cultivation (10 days) Computer hardware training (45 days) Electric Motor Winding and repairing (30 days) Incense sticks making (10 days) Home nurse (13 days)

4.	Pakur	Jan Jyoti Educational and Charitable Trust Golden Cinema Hall, Maheshpur, Pakur(Jharkhand) Contact: 7295953181, 7759821555	Mobile repairing Computer repairing
5.	Pakur	IICT (Ideal Institute of Computer & Technology) Ambedkar Chowk, Pakur Email: pakur.rupesh@gmail.com Contact: 9334448526	NDLM courses
6.	Pakur	Kampa Bhai Vocational Training Institute Limited State office: Flat No: 502, 4th Floor, Tiwary Enclave, Beside Hotel Landmark, Circular Road, Lalpur, Ranchi Pakur: Littipara, Near CHC, Pakur Email: kampabhaigroupsbgr@gmail.com Contact: 9311226229 Website: www.kbvtiindia.org	SMO (Swing Machine Operator) Electrician and Domestic solution
7.	Pakur	Pas projects Pvt. Limited Shaharkol, Pakur Contact: 9870745935	Domestic Data entry operator General Duty Assistant
8.	Pakur	Sonayukti Pvt. Limited Address: Aparana Market Complex, Plot No – 1249, Holding Number – 1041, Thanapara road, Haatpara, Pakur Contact: 8709445182, 9971707348 Email: ashutoshkumarpandey.g@sonayukti.com mohammedashif.m@sonayukti.com Website: www.sonayukti.com	Domestic CRM Retail Trainee Associate Auto Sales Consultant Domestic Electrician
9.	Deoghar	Shambhavi Consults Address: Near Jasidih B.Ed College Dabargram , Jasidih Road ,B. Deoghar (Jharkhand) Contact: 9955098045	General Duty (12th pass) Duration: 4 months Warehouse Packer (8th Pass) Duration: 3 months Warehouse Picker (8th Pass) Duration: 3 months Housekeeping Attendant and Manual Cleaning (8th Pass) Duration: 3 months

10.	Deoghar	All India Institute for Local Self Government Address: Hatgarh, Kunda More (By pass road), Deoghar– 814153, Jharkhand Contact Number: 7004732828, 7352433401, 7992379175 Website: www.aiilsg.org	Health Care Sector: Operating Theater Technician (+2 Science) Duration: 6 months Medical Laboratory Technician (+2 Science) Duration: 9 months General Duty Assistant (10th pass) Duration: 3 months Electronics Sector: Assistant Electrician (10th pass) Duration: 3 Months Solar Installation (10th pass) Duration: 3 Months
11.	Deoghar	Surya Wires PVT. Ltd Address: Holding number – 320, Ward no – 22, Chakachak Hamuman Mandir, Upper Bilasi Town, Deoghar – 814112 Contact number: 8789432128	Mobile Hardware Solar Panel Installation Plumber General
12.	Deoghar	J R S Technology Private Limited Address: Ward no–08 Ashoka palace Durgabari Road Belabagan B Deoghar Jharkhand (814112) Contact Number: 9709150093 Email Id– raja.adityaraj789@gmail.com info@jrstechnology.in jrst.aman@gmail.com Website: www.jrstechnology.in	Self–Employed Tailor Field Technician Computing and Peripherals
13.	Deoghar	VIPS Foundation Deoghar Address: 254 plot no.7 ward no–7 khewat no.31 Barmasiya Nandan Pahar, Deoghar Contact number: 9312423606 Email Id: deoghar.vipsfoundation@gmail.com Website: www.vipsfoundation.org	Make–Up Artist

14.	Dumka	SGRS Academy (DDU Mega Skill Centre) Address: Shree Amoda, Close to Ring Road, Dumka Contact number: 8084465526, 7004648839, 9546771798	Plumbing – Water and Sanitation Sewing Machine Operator (SMO) Fashion Designing Beautician Banking Welding
15.	Dumka	Aerosoft Healthcare Private Limited Address: Plot no–20 Dag No–130 Vill– Nawadih Po– Basukinath Ward no–6 Contact number: 7679406207 Email Id: aerosoftbasukinath@gmail.com Website: www.aerosofthealthcare.com	Self Employed Tailor Domestic Data Entry Operator
16.	Dumka	AISECT SKILLS Development Centre Dumka Address: Vindavan, Nonihat, Dumka Contact number: 7004700030 Email Id: aisectdhumka@gmail.com aisectdelhi@aisect.org aisect@aisect.org Website: www.aisect.org	Gardener Documentation Assistant
17.	Dumka	Ashpra Skills Private Limited Address: Plot No 4 Khata no 32/20/ K Bandarjori Lic colony dumka Jharkhand Contact number: 8929503249 Email Id: pmkk.dumka@ashpraskills.com Info@ashpraskills.com Website: www.ashpraskills.com	Sewing Machine Operator – Knits Hair Stylist Assistant Electrician Front Line Health Worker Medical Sales Representative Customer Care Executive–Relationship Centre In–Store Promoter

5.Annexure

Table of Contents

1. Preparing for Work

1.1. Writing a CV

> **Key Note**
>
> 1. A CV is an important document required while applying for jobs, regardless of what stage you are at in your career.
>
> 2. A CV should be carefully constructed and constantly revised and up-to-date.
>
> 3. A CV should follow the 'STAR' criteria: short; true to your experiences; action words used; reviewed thoroughly:
>
>   **Short**: Your CV should be brief and to the point (not more than 2 pages!)
>
>   **True**: Your CV should give an honest summary of your educational qualifications and work experience. Avoid exaggerating your skills or making up placements
>
>   **Action**: Use action words in your resume to describe your work experience– eg. I organised an event; I managed a project; I conducted tuition classes
>
>   **Review**: Review your resume to ensure there are no spelling or grammatical errors and it is neatly presented

Key Components of a CV

1. **Personal Information**: Your full name (do not use nicknames) should be written on top of your CV, followed by your home address and contact information (including your phone number and email id). This allows prospective employers to easily contact you when they wish to. It is not necessary to state your age, sexuality, caste/class, or marital status in this section. The information in this section should always be up-to-date.

2. **Summary**: It is a good idea to summarize your skills, educational background, main areas of interest in the field you are applying to, as well as your motivation for applying to the job before providing more detailed information.

3. **Educational Background**: As students, this section will be one of the most important aspects of your CV. Be sure to fill out the information thoroughly and accurately. If you have attended more than one secondary school, list the most recent one. Later on if you choose to attend college, you can update this section with your college details. Other educational courses and training that you might have completed, such as certificate courses in computer fundamentals or communication, can also be added in this section. The section 'Last Standard Completed' refers to the standard you have most recently completed. For example, if you are currently in the 11th standard and have not yet finished the school year, the 'Last Standard Completed' would be the 10th. If you are filling out an application and have not yet completed your 12th standard, write your expected date of completion under 'Dates of Attendance'.

4. **Work and Volunteering Experience**: This section may not be applicable for some of you right now, but could be in a few years. If you have worked before or are currently working, be sure to include information about your employer, their location, your dates of employment, and the job title. As a student, this job could have been short term, paid or unpaid, or under the guidance of a parent/relative, e.g. working at your uncle's shop over the summer holidays. It is also important to briefly list your main responsibilities and achievements during the placement. Once again, remember to use active words to describe the tasks that you completed. At an early stage of your career, especially if you do not have much job experience, you can always write about your volunteering experiences. Volunteering may be some kind of informal, unpaid work you have completed at school or in your community.

5. **Skills**: It is important to inform employers about any machine-based/specialized skills you have. These could include proficiency in using Microsoft Excel, Word, or any other software; internet and emailing skills; community mobilization experience; sewing; and languages that you can speak.

6. **Awards and Scholarships**: Any formal recognition you have received in the form of awards or scholarships should be listed on your CV, as they give employers a clear indication of your merit. You can also include details of leadership positions you might have held, such as being a member of the student council, captaining a sports team, being a house prefect and so forth.

7. **Extracurricular Activities**: If you have actively participated in extracurricular activities like sports, theatre and debate at school, list them out since these activities indicate your all-round development, as well as your time management skills.

Sample CV

GITA SHARMA
12/13 Mahatma Gandhi Road,
New Delhi, India 88888
gita.sharma@gmail.com
+91 98-888-88888

SUMMARY

- 12th standard graduate interested in working in the retail sector.
- Strong English communication and customer relation skills.
- Skilled at basic computer knowledge and accounting.
- Experienced in managing a shop and inventory stocking.

EDUCATION

12th Standard Graduate in Commerce, Completion: April 2015.
Higher Secondary (10th) results: 70%
Senior Secondary (12th) results: 75%
Mahatma Gandhi Senior Secondary School for Girls, No. 3 -15/16 Mahatma Gandhi Road, New Delhi India, 888888

WORK AND VOLUNTEERING EXPERIENCE

1. Part-time Sales Clerk
22 January 2015 to 30 September 2015
Rakesh Sharma's Convenience Store
10/11 Mahatma Gandhi Road, New Delhi, India 888888
–   Duties included selling groceries and basic household items to customers, ensuring all items were in stock, keeping a note on items that were out of stock, counting and keeping a record of money earned at the end of each working day.

2. Personal Math Tutor
June 2014 to September 2014
–   Duties included teaching 9th grade mathematics to three neighbourhood children, post-school hours. Taught algebra and geometry and prepared students for the 10th board exam using previous math board exam papers.

SKILLS

- Able to sell retail items, utilize a cash register, and compute end-of-the-day sales.
- Can use computer for Internet use, e-mail writing, and documentation.
- Can proficiently speak, read, and write English and fluently speak, read, and write Hindi.

AWARDS AND SCHOLARSHIPS

- First Prize in Class 11th Mahatma Gandhi Senior Secondary School's Sports Day 2014.

EXTRA CURRICULAR ACTIVITIES

- Athlete in Sports Club, Mahatma Gandhi Senior Secondary School for Girls, 2014.
- Bharatnatyam Dancer in Kriti's Dancing School, 2012 – 2015.

References
Name, Title, Company Name, Phone, Email Contact

Signed & Date
Shows ownership of CV & CV is up to date.

1.2. Writing a cover letter

Key Note

1. A cover letter is a descriptive document that elaborates on skills and experiences that are pertinent to the job.

2. It should always be tailored to the particular job and organisation to which you are applying.

3. It should be written in a concise manner and should usually not exceed a page.

A cover letter is a descriptive document that is sent along with the CV when applying to jobs. It complements your CV by elaborating on the skills and experience that make you a good candidate for the job, and explains your motivation for applying for the role. Entry-level job vacancies may not require you to submit a cover letter, but as you progress in your career and start applying for more senior positions, you are likely to have to submit a cover letter as part of your application.

It should not be longer than a page, should be written in simple, effective language, and should always be tailored to the role and organisation to which you are applying.

Format of a Cover Letter

- Opening paragraph: This should only be a couple of sentences long. It should mention the position for which you are applying as well as the experience and skills that make you a good candidate.

- 2nd to 4th paragraph: The body of the letter should elaborate on your relevant experience and demonstrate how your skills match the job requirements. It is important that you cover all or most of the required skills mentioned in the job description, and give an example to show that you possess that skill. The examples can be from previous jobs that you have done, from your school life or from extracurricular activities. For example, if you want to show that you are a good team-worker, you can talk about a group project you completed in school. Similarly, if you want to demonstrate your organisational skills, you can talk about organising a community event. It is also a good idea to mention the impact that your initiatives had.

- 5th paragraph: Use this paragraph to explain why you are applying for the role, why you want to work the organisation and how the job matches your interests and career ambitions.

- Closing paragraph: Reiterate your suitability for the position, and if the vacancy announcement asks you to do so, mention the dates on which you are available for interview. Finish by thanking the employer.

Tips for writing a good cover letter

- Carefully read the job description and ensure that you include all or most of the skills listed
- You do not need to give a detailed description of all the jobs you have done, or describe all the tasks that you performed in a role. Only mention the tasks and roles that are relevant to the job that you are applying for.
- Proofread your document carefully. If you are typing your letter, do not rely only on the Spelling and Grammar check of MS Word. If possible, give the document to your teachers, parents, elder siblings, or friends for feedback.
- Ensure that the font style is clear and the document is legible. Times New Roman and font size 12 are safe choices.

1.3. Applying for jobs

> **Key Note**
>
> 1. There are both online and offline sources for searching for job vacancies.
>
> 2. When applying for jobs, read the job description carefully to ensure that you meet the minimum requirements.
>
> 3. Ensure that you submit all the documents and information that the job description requests.

Things to remember while applying for jobs

- Read the job description carefully, especially the eligibility criteria or required skills. If you meet most of the eligibility criteria, or only lack one or two desirable skills, you should still apply to the job as employers generally don't expect candidates to possess all the skills they list out. However, if you do not meet the basic requirements, such as the minimum educational requirements or computer skills, then it would be a better idea to look for a job that matches your skill set more closely.

- Edit your CV and cover letter according to the job requirements, and don't use the same cover letter for all jobs and employers.

- Do not make your CV longer than two pages, and try to keep it to a page if possible.

- Carefully draft the email for applying to the job, checking for grammatical errors and typos, and don't forget to send all the documents requested by the employer in their job advertisement. Below is a sample email for applying to a job:

To,
Recruitment Team,
(company name)

I am writing to apply for the position of <job position>, as advertised on <website/newspaper name>.

I have attached the following documents for your consideration:
· CV
· Cover Letter
· Sample of Work

Please let me know if you require any further information or documents from me. Thank you for taking the time to consider my application. I look forward to hearing from you.

Warm regards,
<Full Name>

Applying for jobs through online portals

Some of the popular online job portals in India are:
- Monster: www.monsterindia.com
- Naukri: https://www.naukri.com/
- Times Jobs: http://www.timesjobs.com/
- Shine: https://www.shine.com/
- NGO box: http://ngobox.org/
- Devnet: http://www.devnetjobsindia.org/
- LinkedIn: https://www.linkedin.com/

Tips for applying for jobs through online portals

- When using these sites, save time by searching for jobs specific to your area of interest. For example, if you want to work in the 'Retail Industry', search for job availabilities only under the heading of 'Retail Industry'.
- Post your CV online, as many prospective employers scan through posted CVs when searching for candidates. Be sure to check every site's privacy rules and ensure your

information will be stored safely. Do not list information such as your 'PAN Number', 'Aadhar Card Number', and 'Voter ID Number' on your CV.

- Create a profile which lists your basic personal information and mentions your job interests and salary expectations. If the job site finds a position that matches your profile, you will receive a notification via email or may receive communication from the prospective employer directly. Some of these websites also have options to 'pay', to upgrade to a premium pack e.g. 'LinkedIn', which makes your profile more accessible to hirers.
- Narrow down your search by using 'filters' on job search websites to refine your search results. Filters are your preferences towards options such as industry, location, job duration, salary, education requirements etc.
- Sign up for e-mail job alerts through online job to keep track of new postings based on your interest, such as the location of job, industry, or salary. You can decide how often you want to receive these job alerts – daily, weekly, or monthly.

Other Ways of Searching for Jobs

If you are aware of any local businesses, schools, shops that you patronize and would like to work with, you can personally approach them for employment. You can give them a copy of your resume, express your interest in working with them, and ask them for a time to meet in order to discuss any potential work opportunities that they may have available.

You can also discuss the kind of employment you are looking for with your teachers or college professors, and ask them to keep an eye out for you in case they come across anything that matches your job interests.

Even though online portals have become very popular, there are also offline options that one could look at such as the 'Job Classifieds' section in newspapers. Alternatively, there might be monthly or quarterly magazines are available at your local newspaper shop that list vacancies in government organisations or in your area. You may choose to subscribe to more than one newspaper when searching for jobs. Also, look out for any local and/or regional newspapers as those may offer you information on available job listings in your immediate location or nearby areas. You can ask the person who delivers your newspaper for these. Make sure you check the local community centre news boards, as they sometimes post local job openings that might interest you.

1.4. Job Interviews

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Key Note

1. Preparing and practicing for interviews increases one's confidence and the likelihood of success.

2. Do not feel disheartened or give up if you do not get the job in spite of taking all these efforts. Stay focused, patient, and persistent, and eventually, your efforts will yield results.

</div>

Preparing for Interviews

- Research the organisation and make sure you are aware of the type of work they do

- Identify the skills, interests and experiences that the organisation wants by carefully going through the job description

- If possible, contact the organisation to find out who will be interviewing you, and read up a little about their career interests and specialization

- Research the issues, trends and opportunities affecting the organisation

- Think about your answers to commonly asked questions (see below for some examples)

- Request a teacher, counsellor, parent or friend to have a practice interview with you

Before the Interview

- Check directions and plan your journey, aiming to arrive 10–15 minutes before the scheduled time

- Leave home in plenty of time

- On the night before your interview, avoid staying out late with your friends, prepare your outfit and get plenty of sleep

- Take a bottle of water, a pen and notebook, your photo id, a few copies of your CV, and your academic certificates with you

What to Wear to an Interview

- Wear something that is formal and comfortable– your clothes should not distract or bother you during your interview. Dark trousers and a formal shirt are the safest options. Boys can wear a tie.

- Wash and iron your outfit

- Cut and clean your fingernails

- Avoid wearing too much make–up, perfume or aftershave

- Get a haircut and make sure your hair is arranged tidily and professionally

What Makes a Good Interview

- Make sure to keep your phone on silent before entering the interview room

- Give a firm handshake to your interviewers

- Make frequent eye contact with the interviewers. Don't look at the floor, the ceiling or the wall

- Do not slouch while sitting or lean on the desk

- Do not fidget with your hands or shake your legs

- Never speak badly about previous employers, your school or teachers

- It is completely alright to take some time to think before answering questions or asking the interviewer for a clarification if you are not sure what the question means

- Remember– the interview is ultimately a professional conversation between you and the employer– so speak brightly, enthusiastically and naturally

- Thank the interviewers for their time and shake their hand at the end

Commonly asked questions at interviews

1) **Can you tell me a bit about yourself?**

   a) Keep the answer to about three minutes
   b) Begin with an overview of your educational qualifications and then describe your work experience and the skills you have gained. At the end, explain your interests and motivation for applying to the job

2) **Why do you want to work here?**

   a) Discuss the skills and interests that led you to apply
   b) Use examples from your academics, professional or extra–curricular life that show your motivation and suitability for the job
   c) Use the question to show your understanding of the role and the work of the company

3) **What are your strengths?**

   a) Pick three or four attributes from the job advertisement
   b) Give examples of situations where you demonstrated these skills. Once again these examples can be from your academic, professional or extracurricular activities
   c) Common strengths are– teamwork, leadership, strong communication skills, dedication

4) **What are your weaknesses?**

   a) Choose genuine weaknesses and explain to the interview how you are trying to improve them
   b) Don't evade the question by saying that you have no weaknesses or that you are a perfectionist

5) **What is your greatest achievement?**

   a) Choose an achievement that displays a skill relevant for the job– you can talk about organising an event in your community, completing a project, or an award or scholarship you received
   b) Explain why this achievement is so valuable to you and what it says about your qualities

6) **What are your goals?**

   a) Show ambition, determination and knowledge of the sector you are applying for a job in

7) **Why should the company hire you?**

   a) Demonstrate our unique selling point, highlight your strengths and explain what you can bring to the organisation– how can you improve the product and why you will perform really well in the role

8) **Do you have any questions?**

   a) You can ask the employer about the work environment, about the companies' business priorities, if the job has any travel requirements, and the expected start date

1.5. Key Points to Remember

Devote adequate time and effort to preparing your job application. However, do not feel disheartened or give up if you do not get the job in spite of taking all these efforts. Stay focused, patient, and persistent, and eventually, your efforts will yield results. If possible, ask the company for feedback on your application to understand what you can improve.

2. Work Management

2.1. Conduct and Attitude at Work

Key Note

1. The way you conduct yourself at work is as important as the work you do.

2. For good workplace conduct, ensure that you dress smartly, are on time, are responsible, and communicate effectively.

Some important notes related to attitude at work

1) **Be presentable:**
   - It is important to dress appropriately for work.

   - If you work in an environment that requires you to wear a uniform like in a factory or a company, make sure that your uniform is ready every day.

   - If you do not have a uniform, wear clothes that are professional and comfortable. Ask your supervisors and colleagues about the company's preferred dress code, and dress accordingly. While some places might require you to wear formal business attire, other places might have a more relaxed attitude to clothing. Regardless of the company's preferences, take care to keep your appearance professional.

   - Remember, dressing appropriately is not about wearing expensive or fancy clothes, but about maintaining a neat and tidy appearance.

   - It is not acceptable for colleagues or supervisors to be judgmental about your clothing or comment negatively on it. You should never feel pressured to wear clothes you are uncomfortable in, and if you receive any unwelcome remarks about your appearance or clothes, do not hesitate to raise such behaviour with the management.

2) **Be punctual:**
   - Always ensure that you arrive to work on time. If you are running late due to traffic, delays in public transport or a personal emergency, always inform your colleagues and supervisors.

   - Manage your time by prioritizing important and urgent tasks, so that you are able to complete your tasks by the deadline. Do not use your time at work for personal tasks.

3) **Be responsible:**
   - Being responsible at work means doing your work to the best of your ability; giving others the confidence that you are dependable–that when you are given a task it will be done.

   - Do not miss deadlines or turn in poor quality work. Pay attention to detail and quality. Hold yourself to the highest standards.

   - Be someone your boss and co-workers can TRUST.

4) **Be ready to take on new work and have a positive attitude:**
   - Approach all the tasks that you are assigned with an open mind and a positive attitude, even if you haven't performed a similar task before. If you feel stuck, do not hesitate to ask your supervisors or colleagues for guidance.

   - If you avoid taking on new work, you will miss important opportunities to grow personally and professionally. Confidence is in knowing that if you try your best, you can do it.

5) **Be proactive:**
   - Once you are done with your assigned task, move on to the next one on your to-do list. If you are taking initiative and moving on to the next task without waiting for directions or instructions, it shows that you are being proactive.

   - If you see something that needs to be done, do it.

   - Provide help and support to your colleagues whenever the need arises.

6) **Communicate effectively:**
   - Effective communication is extremely important in the workplace, as it facilitates teamwork and avoids misunderstandings

   - Keep your colleagues and supervisors in the loop about progress on your tasks, and highlight ideas and suggestions as well as any concerns you might have.

－ Always speak in a calm, clear and friendly manner.

7) **Be respectful:**
   － Demonstrate respect for your employer, supervisors, and colleagues by always being polite and correct in all your interactions with them.

   － Do not allow yourself to be disrespected either.

8) **Ask questions:**
   － If you do not understand something, ask questions.

   － If you need to talk about something with your supervisors or colleagues s, do so keeping in mind the time, situation, and context.

9) **Plan ahead:**
   － Plan your schedule ahead in order to ensure that you are able to meet all deadlines and don't have to rush any tasks

   － Maintain a work calendar, on paper or on Google/Outlook, and input all important deadlines, meetings and appointments in the calendar as this will allow you to be organised

10) **Be discerning:**
    － While it is important to be helpful and cooperative at work, do not let people take advantage of you or overload you with work that is their responsibility.

    － Remember that you have the right to be respected and acknowledged for your work.

    － Identify potential committees/units within the workspace to address any grievance immediately. In many offices, grievances or concerns are either reported to the Human Resource Manager or to Anti Sexual Harassment Committees.

Behaviours to Follow	Behaviours to Avoid
Being on time for work	Coming to work late
Having a neat and clean appearance	Appearing shabby and unkempt
Dressing as per the required office dress code	Dressing casually

Being clear and precise while communicating	Fumbling/being unclear while communicating
Being respectful to your boss and colleagues	Being disrespectful
Being responsible; completing work on time	Being irresponsible; missing deadlines
Being sincere at work	Being impolite with your colleagues
Being motivated and keen to learn	Engaging in gossip
Being proactive	Making personal comments about others

If you are starting your own business

Some of you might not want to work in an organisation nor an office or factory, but aspire to start your own business or enterprise.

However, irrespective of whether you work for someone in an office or have your own setup or business, the same etiquettes of good workplace behaviour and attitude apply.

If you are running and managing your own business, it is very likely that you will have a few employees and/or would have to present yourself in a customer–facing role as a part of your business. Hence, even when you have your own business enterprise, you are likely to be dealing with people, and it is therefore advisable that you follow the workplace behaviours and attitudes outlined above. This will not only ensure a healthy work environment for you and your employees/colleagues, but it will also create more synergy amongst people and enable them to work more productively with each other.

3. Money Management

3.1. Priority baskets

Key Note

1. People spend money on lots of things – some are necessary, like health and education, and some are for things we want to make us happy. It is important that we are able to identify and distinguish between our own needs and wants.

2. Needs and wants are different for everyone.

3. Making wise spending decisions is the key to saving and having enough money for the things we need.

What are Priority Baskets?

- A need is something that is a basic necessity – something you cannot do without. On the other hand, a want is something that is not essential for every–day survival.

- Needs and wants are different for everyone.

- Making wise spending decisions is the key to saving and having enough money for the things we all need.

- Everything is dependent on the choices we make.

- People spend money on a lot of different things. Some of these things are necessary, such as health, or education, etc., while others are things that they want, things that make them happy.

3.2 Budgeting and Saving

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Key Note

1. A budget is a summary of income and how it will be spent over a period of time. It can be pre–determined and is useful to track how expenditure and saving.

2. A budget has to be balanced, that is, it can't have more expenses than income. If we keep an account of our income, we will also have an account of which expenses could be altered to save more money if we want to.

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The Importance of Maintaining a Budget

- Maintain a worksheet of your income and expenditure, as this will help you I get an idea of how and where you spend or would like to spend your money.

- Remember that a budget has to be balanced, and your expenses cannot be more than your income.

- If you keep an account of your income, you will also have an account of which expenses could be altered and how you can save more money if you want to.

- While you engage in this assignment, keep in mind the differences between your needs and wants.

3.3. Prioritizing Saving Goals

Key Messages

1. It is important to make conscious and deliberate choices on what you choose to buy and not buy by making a budget plan or a spending plan.

2. Having a personal budgeting and savings plan is a lifelong habit that helps you to manage your finances better.

3. It is never too early to begin saving for yourself and for your future. There is no amount that is too little to save and the sooner you get into the habit of saving, the likelier you are to keep this habit in the long–term.

What are Savings?

- The word 'savings' refers to a certain amount of 'money reserve' set aside for the purpose of future use.

- Savings are usually decided based on individual needs. Not everyone has the same saving goals or priorities.

- When you plan your 'saving goals', think of what you need to save money towards. Savings can help in unseen future emergencies, such as a disease or accident, or be used for investing in education, a house or even for a holiday! It should be something that will help you better your future life path

- Sometimes we may have more than one reason to save money but may have limited resources. However, we have to carefully decide what our most important saving goals are and work towards fulfilling them.

- Remember that no amount of savings is small. Even if you are only able to save a small amount each week or month, the money will accumulate and be useful in the future.

- Savings are normally used for three main purposes

- o For possible emergencies, e.g. medical bills, etc.
- o For future goals and opportunities, e.g. education fees, courses or training, property investments, etc.
- o For personal or family use, e.g. buying gifts, going to the movies, going on holiday, etc.

Setting and Fulfilling Saving Goals

1. Why is it important to know what you are saving for?

   – It is easier to save once you have defined your priorities and know what you want to save for and why. That way you have a tangible and purposeful reason to save and a motivation to fulfil your savings goal on a regular basis.

2. Where can you store your saved money?

   – The bank is one safe place where you can store your saved money.
   There are various types of accounts you can open. You can deposit or withdraw your savings from here.
   A lot of banks offer schemes whereby you can increase the amount of your savings by depositing them in a particular type of account. This is called 'interest'. It is an additional sum of money is given to you by the bank over a specific period of time, based on how much money you have deposited. These type of schemes are often used for savings purposes.

   – Another place you can store a small amount of money is at home. Ensure that you keep your savings in a safe place where you are not tempted to spend it, such as a savings jar.

   – Keep an account of how much money you are saving each month. If you think you are saving quite a bit, it may be in your best interest to open a savings account at a bank.

3. How is 'budgeting' linked with 'saving'?

   – Budgeting and saving are interlinked. As you plan your saving goals, you need to budget because the amount you are able to save depends on your budget (e.g. how much you are earning and how much you are spending).

4. What you would do if you didn't have job?

    –   If you do not have income from a job, it can come from somewhere else. For example, it can
        be from giving tuitions to younger children in the neighbourhood, or from elders who may
        sometimes give you money during events, festivals or holidays, or from monthly pocket
        money you receive from your parents, etc.

3.4. Key Points to Remember

It is important to make conscious and deliberate choices on what you choose to buy and not buy by making a
'budget' or a 'spending plan'.

Having a personal budget and savings plan is a lifelong habit that helps you to manage your finances better.

It is never too early to begin saving for yourself and for your future. There is no amount that is too little to
save, and the sooner you get into the habit of saving, the likelier you are to do so in the long term.

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