

## **Lesson-9**

# **GETTING READY FOR WAGE EMPLOYMENT**

### **Introduction**

How will you enter into the world of employment? In the present employment situation of our country it is not an easy task to get into any job. It requires serious preparation in addition to having required qualification and experience for any job. You need to find out the vacant position of the jobs in different organizations. In this lesson you will learn to prepare and post your resume for the same and be ready to face the employment test.

### **Important points from the text:**

1. The various sources of information about job vacancies.
  - a. Employment Exchanges
  - b. Placement Agencies,
  - c. Newspapers and Magazines,
  - d. Employment News,
  - e. Internet,
  - f. Leaflets,
  - g. Notice boards of the Offices and Factories,
  - h. Television and Radio, (i) Mobile Phone, and (j) Friends and Relatives.
2. The **Placement Agencies** bring together the employers and suitable candidates available for a job. They advertise the post, prepare the data bank of job seekers and inform them as per the availability of post.
3. The **advertising media** also play an important role in informing the job seekers about the job vacancies. The advertising media may consist of print media and electronic media.
4. A standard bio-data should have four basic sections.
  - (a) Name and contact details
  - (b) Educational qualifications (academics and technical)
  - (c) Work history (responsibilities, experience and achievements etc.)
  - (d) Details regarding references

# BIODATA



ID PICTURE

Name :  
Present Address :  
Permanent Address :  
Date of Birth : Religion:  
Civil Status : Age :  
Citizenship : Weight :  
Place of Birth : Height :  
Name of Father :  
Name of Mother :  
Address :  
Languages or Dialects Spoken :  
Person to be notified In Case of Emergency :

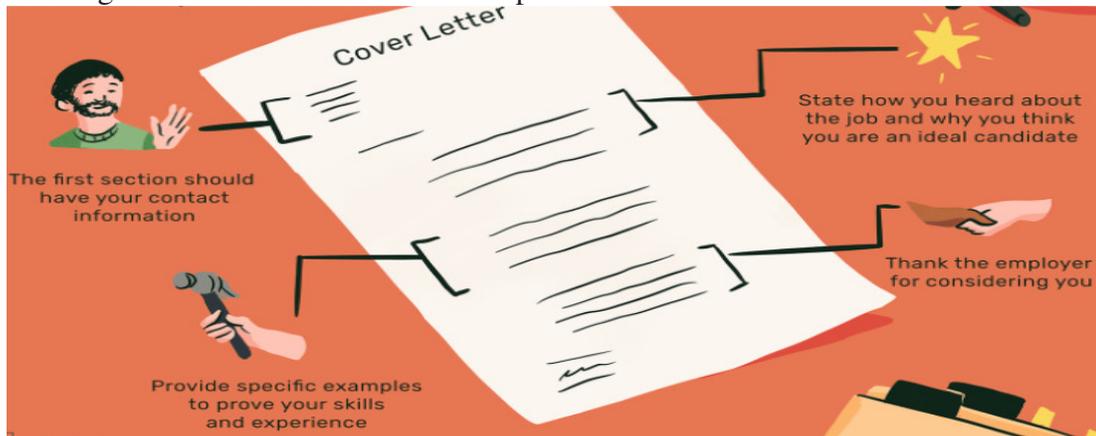
## EDUCATIONAL BACKGROUND:

Elementary : Year Graduated:  
High School : Year Graduated:  
College : Year Graduated:  
Course :  
Special Skills : |

## EMPLOYMENT RECORD:

COMPANY: POSITION: YEAR END:

5. When applying for a job, the bio-data should be accompanied with an appropriate covering letter. This letter contains four parts.



6. The selection test for employment is usually held in the form of written test, physical fitness and interview. The personal interview may be arranged in the form of
- (a) Telephonic Interview;
  - (b) Interview through Teleconference;
  - (c) Chatting through Internet;
  - (d) Face to face interaction.

### Learn new points:

- Bio-data – **Bio data** is a shorter form of resume. It consists of your basic details like your name, dob etc
- Curriculum Vitae- a brief account of a person's education, qualifications, and previous occupations, typically sent with a job application.
- Personal Interview- Personal interview is basically a meeting organized by a recruiter in which he evaluates a potential employee for prospective employment.
- Physical Fitness Test- A physical fitness assessment includes measures of body composition, cardio respiratory endurance, muscular fitness, and musculoskeletal flexibility.
- Placement Agencies – an agency specializing in the recruitment of staff to fill vacant positions.

### Evaluate yourself

1. Create your Bios data with the above mentioned points
2. What are the points to be considered while preparing Resume?
3. Share your point of view about the selection process in employment?
4. When applying for a job, the bio-data should be accompanied with an appropriate covering letter. Prepare your bio data and covering letter.

### Maximize your marks

- Read the chapter carefully
- Go through the learning point
- Get into the little details of the above mentioned important points.