

**National Institute Open Schooling**  
**Senior Secondary Course: Business Studies**  
**Lesson 9: Getting Ready for Wage Employment**  
**Worksheet-9**

1. Mr.Saurabh is looking for a job. But he does not know the sources of information about job vacancies. According to you, from where he will get the information about the vacancies in different offices.
2. Discuss the role of Employment Exchanges in India.
3. Your friend wants to register his name in an employment exchange. Explain to him the procedure of getting his name registered in an employment exchange.
4. How do the placement agencies help an individual in the employment process?
5. Advertising media play an important role in informing the job seekers about the job vacancies. In the light of the statement, discuss the role of advertising media in India.
6. Is it necessary to have a covering letter while applying for a job?
7. What is the information one should give in the Bio-Data.
8. Discuss the various types of employment tests that can be conducted for selecting a candidate for employment.
9. Describe the different aspects of a personal interview that would help individuals to face the interview board comfortably and confidently.
10. Describe in brief the Do's and Don'ts one needs to follow while applying for a job.