

## CONTENT

1. Aerospace and Aeronautical Engineering
2. Architecture :
3. Civil and Structural Engineering.
4. Computers and Information Technology.
5. Engineering.
6. Merchant Navy
7. Plastic Technology
8. Special Class Railway Apprentices

## FINANCE, INSURANCE AND MARKETING

9. Actuary
10. Banking
11. Chartered Accountancy
12. Cost Accountancy
13. Company Secretary
14. Disaster Management
15. Human Resource Management
16. Hospital and Health Management
17. Insurance
18. Management

## GOVERNMENT

19. Career Options with DRDO
20. Civil Services Examination
21. Coast Guard
22. Combined Defence Services Examination
23. Defence
24. Engineering Services Examination

25. Geologist Examination
26. Indian Economic Service Examination
27. Indian Forest Service Examination
28. Indian Statistical Service Examination
29. NDA and NAVAL Academy Examination
30. Women in Defence Services

#### HEALTH

31. Audiology
32. Ayurveda, Siddha, Unani and Naturopathy
33. Dentistry
34. Dietician
35. Homoeopathy
36. Medical Technologist
37. Medicine
38. Nursing
39. Optometry
40. Pharmacy
41. Rehabilitation Medicine
42. Veterinarian

#### MEDIA, ENTERTAINMENT, DESIGN AND FINE ARTS

43. Acting and Dramatic Arts
44. Broadcasting
45. Choreography
46. Computer Animation
47. Dance
48. Design

49. Fashion
50. Films.
51. Fine Arts
52. Footwear Design
53. Journalism
54. Mass Communication
55. Music
56. Photography
57. Publishing
58. Writing
59. Agricultural Sciences
60. Archaeology
61. Environment
62. Forestry
63. Geographer
64. Geological Sciences
65. Horticulture
66. Sports and Physical Education
67. Astronomy
68. Biological Sciences
69. Biotechnology
70. Chemistry
71. Dairy Science and Technology
72. Food Science and Technology
73. Forensic Science
74. Genetics
75. Mathematics and Statistics

76. Space Sciences

## SERVICES

77. Advertising

78. Airline Cabin Crew

79. Air Traffic Controller

80. Archivist

81. Beautician

82. College and University Faculty

83. Computer Networking

84. Entrepreneurship

85. Foreign Languages

86. Home Science

87. Hotel Management

88. Law

89. Library and Information Science

90. Medical Transcription

91. Modelling

92. Private Security Services

93. Psychologist

94. Public Relations

95. Secretarial Work

96. Social Work

97. Special Education Teacher

98. Teaching

99. Technical Writing

100. Travel and Tourism

## **1.Aerospace and Aeronautical Engineering**

Personality Qualities:

- Academic ability, an imaginative and problem –solving approach, reasoning ability, numerical Skills, and Social and Communication skills are useful for these careers.
- Those who have a deep curiosity about the unknowns of the universe and have the patience for systematic observation may have an aptitude for aerospace research.
- Research enquires mental discipline, personal insight, analysis of observation, and prediction of future phenomenon.

## **2.Architecture :**

Personal Qualities:

- An aspiring architects needs to have a flair for environmental design plus numerical ability and technical competence.
- Creativity, artistic/drawing ability, Visual Orientation, and the ability to conceptualize and understand spatial orientation are extremely important.
- Both written and oral communication skills are vital.
- Good health; keen observation and rational and pragmatic approach are useful.

## **3. Civil and Structural Engineering.**

Personal Qualities:

- Students who wish to make a contribution to their environment, who have an eye for design, and three-dimensional concepts, plus a practical approach to solving real problems, could make a successful career as a civil engineer.
- Academic ability , an imaginative approach, social and communication skills are useful for careers in civil engineering .
- Diploma engineers should possess manual dexterity, patience and Self discipline.
- All aspiring civil engineers should begin building a base with solid high school preparation (class 8-12) in English, Mathematics, Chemistry and Physics.

#### **4.Computers and Information Technology.**

Personal Qualities:

- In general clear communication abilities and team working should come high on the list of those aspiring to careers in computing and information technology.
- Typing skills, good comprehension, patience to carry out monotonous, repetitive tasks are important qualities for computer operators.
- Computer programmers require logical and analytical skills, patience and persistence, ingenuity and imagination with the ability for team work.
- Systems analysts require logical, numerical and analytical skills.
- They have to be observant and objective.
- Ability to communicate with students at their level is important for success in teaching .
- Technical and mechanical skills, logical ability are helpful for computer maintenance and support personnel.

#### **5.Engineering.**

Personal Qualities:

- Those scoring above 85% in Physics, Chemistry and Maths from Class 9<sup>th</sup> to +2 demonstrate an academic profile tuned to the demands of an engineering curriculum.
- Observation skills, systematic- problem, a good memory, common sense, imagination and creativity, the capacity to draw inferences from observational and experimental data, the capacity for logical reasoning , manual dexterity are skills for engineering aspirants.

#### **6. Merchant Navy**

Personal Qualities:

- Practically and resourcefully , ability to take responsibility and make instant decisions, willingness to take orders and accept one's place in the hierarchy, along with the ability to supervise and control people at work are considered useful attributes.
- For women, self-sufficiency is important as you will be one of a very few.

## **7. Plastic Technology**

Personal Qualities:

- A career in plastic demands an interest in solving practical problems, the ability to work as one of a team, high standards of professionalism, a scientific bent of mind, mechanical aptitude, powers of observation, resourcefulness, common sense, an analytical mind and practical skills.

## **8. Special Class Railway Apprentices (SCRA) EXAMINATION**

Eligibility Criteria:

- A candidate must have attained the age of 17 years and must not have attained the age of 21 years as on First August of the year of examination.
- The candidate : (a) Must have passed in the first or second division, intermediate or an equivalent Examination of a university or Board approved by the Government of India with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination.
- Graduates with mathematics and at least one of the subjects physics and Chemistry as their degree subject may also apply, OR
- (b) Must have passed in the first or second division the higher secondary (12 Years) Examination under 10 plus 2 pattern of school Education with mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination.

## **FINANCE, INSURANCE AND MARKETING**

### **9. Actuary**

Personal Qualities:

- A practical outlook, problem-solving skill, probing curiosity and business sense with highly developed interpersonal communication skills are useful for aspiring actuaries.
- An aptitude for mathematics is a must for all prospective actuaries.

## **10. Banking**

Personal Qualities:

- Intelligence , ability to work as a team and relate to clients at every level, flexibility, competitive drive, ability to think analytical and practical are the attributes to ensure success in the high powered world of banking services.

## **11. Chartered Accountancy**

Personal Qualities:

- If you are aspiring to become a Chartered Accountant, you should possess above average academic ability; numerical proficiency; high motivation , determination and be prepared for loads of hard work.
- Willingness to take decisions; powers of logical reasoning; an analytical mind; good judgement; tact in dealing with clients and employers; good oral and written skills; resourcefulness; and a confident manner are useful personality attributes for a Chartered accountant.
- Proficiency in maths would be very useful.
- In advisory role such as in taxation, ability for interpreting laws and figures is more important rather than mere mathematical computation.

## **12. Cost Accountancy**

Personal Qualities:

- Cost accountants should have academic ability; imagination ; willingness to take decisions, numerical ability; powers of logical reasoning; an analytical mind; good judgement; tact in dealing with clients and employers; good oral and written skills; resourcefulness; and a confident manner.

## **13. Company Secretary**

Personal Qualities:

- Integrity and Sound judgement with the ability to act with authority for the good of the company.



- High level organizational skills and flair for administration are also important, along with strong communication skills and understanding of figure and information technology.

#### **14. Disaster Management**

No personal Qualities

#### **15. Human Resources/ Personnel Management**

Personal Qualities:

- There is much more to working in human resources than being a 'people person'.
- To base your view on this clichéd view will neither impress employers nor equip you for this career.
- Oral and written communication skills, certain degree of objectivity and a balanced temperament with no trace of negativity are useful skills.
- You must be patient enough to cope with conflicting points of view ; be able to handle the expected and the unusual.
- A good memory for names and faces, lack of prejudice, detachment and understanding of people, the ability to gain their confidence and respect and organizing ability are essential skills.
- Ability to function under pressure , integrity, fair mindedness, a persuasive and congenial personality are important qualities for those who plan to work as HR Managers.

#### **16. Hospital and Health Management**

Personal Qualities:

- A sense of responsibility, Organising ability, ability to work as a team flexibility, Commitment to patient care, Numerical ability, speed in decision making, Communication and negotiating skills are useful for any healthcare manager.

#### **17. Insurance**

Personal Qualities:

- Agents should possess ability to communicate with people from all levels of society and at varied levels of intellect; persuasiveness; meticulous attention to detail; friendly;

- Officers/ managers should possess organizing ability natural authority without authoritarianism; ability to grasp details quickly; good judgement; ability to take decision; systematic approach; discipline; analytical brain; unbiased approach; ability to listen to people's problems objectively; and skill in communicating with a variety of people.

### **18. Management**

Personal Qualities:

- The ability to get along well with and respected by people at all levels, natural authority, business acumen, numerical ability, unflappability in times of crises, organizing ability and self confidence , resilience and a fairly thick skin (to cope with unavoidable clashes of temperament and opinion), enjoyment of power and responsibility, physical and mental energy are important among them.

## **GOVERNMENT**

### **19. Career Options with DRDO**

No personal Qualities available

### **20.Civil Services Examination**

No personal Qualities available

### **21.Coast Guard**

Personal Qualities:

- Courage sense of responsibility, Social adaptability, initiative, Self Confidence, high degree of motivation for serving the country, keen sense of observation, effective intelligence, Physical fitness and liking for team work.
- Officers need leadership skills in abundance while at the sailor level, it is important to have a strong sense of discipline and interest in serving the country.

## **22. Combined Defence Services Examination**

No Personal Qualities available

## **23. Defence**

Personal Qualities:

- Effective intelligence, sense of responsibility, initiative, judgement (under Stress), ability to reason and organize , Communication Skills, determination, Courage, Self Confidence, Speed in decision-making , willingness to set an example, Compassion and loyalty to the Nation are the qualities required of an aspirant to the defence forces.
- Physical fitness is vital and in all recruitments there is a lot of emphasis on the meeting certain set physical and medical fitness standards.

## **24. Engineering Services Examination**

No Personal Qualities available

## **25. Geologist Examination**

No Personal Qualities available

## **26. Indian Economic Service Examination**

No Personal Qualities available

## **27. Indian Forest Service Examination**

No Personal Qualities available

## **28. Indian Statistical Service Examination**

No Personal Qualities available

## **29.NATIONAL DEFENCE ACADEMY (NDA) and NAVAL Academy Examination**

Personality Assessment:

- Those Successful in the written examination are called for:
- Intelligence tests-Verbal and Non Verbal (Pictorial)
- Group Tests (Group Discussion, Group Planning, Outdoor group tasks,
- And brief in a relaxed lectures on specified Subjects.
- Personal interview in a relaxed and informal atmosphere.
- Prospective Candidates for the NDA Should keep themselves in good Physical condition by following the routine:
- Running 2.4 kms in 15 minutes.
- Skipping
- Push-ups and sit-ups (Minimum 20 each)
- Minimum 8 chin-ups
- Rope Climbing 3-4 metres.

## **30.Women in Defence Services**

Personal Qualities:

- Women looking for careers in defence should possess qualities of leadership, initiative, ability to get on with people from all kinds of background, liking for teamwork, adaptability, and physical fitness.
- They must enjoy and be willing to contribute to community life.

## **HEALTH**

### **31. Audiology, Speech and Language Therapists**

Personal Qualities:

- These therapists should have clear speech and a keen ear.

- They need to have a cool And calm temperament, patience, sensitivity, tact a sense of responsibility, objective, ability to work with detail, understanding of all types of people of all ages, concern for the needs of others and a keen desire to help.

### **32.Ayurveda, Siddha, Unani and Naturopathy**

Personal Qualities:

- Practitioners must have an interest in people, be a good listener and communicator and possess the ability to consider and interpret information.
- Self motivation, emotional stability, the ability to survive the pressures and long hours of medical education and practice are important.
- For these practitioners, passion for healthy living and lifestyles is an asset.
- A research-oriented approach can be extremely helpful for higher studies and more specialized practice and research.

### **33.Dentistry**

Personal Qualities:

- Since dentist use a variety of equipment including X-ray machines, drills and instruments such as mouth mirrors, probes, foceps, brushes and scalpels manual dexterity and perception of space and shape are important skills.
- Dentists for the most part of their feet so a high level of physical fitness , should health and stamina come into play.
- In private one might be required to look after administrative tasks too.

### **34. Dietician**

Personal Qualities:

- An interest in science, people and food is a good starting point.
- You must possess the ability to communicate complex things in layman's language, a positive and motivating attitude and an understanding, non-discriminating approach.
- Aspiring dieticians must take interest and enjoyment in communication with people from all walks of life ; have confidence, strong interest and aptitude in subjects such as

physiology , microbiology, biochemistry, health education, catering and economics would be ideal.

### **35. Homoeopathy**

Personal Qualities:

- Aspiring homoeopaths must have an interest in people an ability to consider and interpret information and be good listeners and communicators.
- Aptitude for physics, Chemistry and biology and the ability to survive the pressures and long hours of medical education and practice are important aspects to consider.

### **36. Medical Technologist**

Personal Qualities:

- You must have the capacity and willingness to work hard, possess the zeal to serve and be a keen observer with a scientific temperament.
- Mechanical aptitude and the ability to follow detailed instructions is a must.
- A questioning attitude , keen interest in the diagnosis and cure of medical problems, and deep abiding love for life and the living are necessary qualities even for putting patients at ease driven jobs.
- A pleasant, relaxed manner for putting patients at ease is an asset in those occupations where patients contact is involved.

### **37. Medicine**

Personal Qualities:

- If you are inquisitive by nature, want t take care of people, are responsible, like biology, demonstrate ability in scientific subjects and are hardworking, then medicine is a field that offers tremendous opportunities.

### **38.Nursing**

Personal Qualities:

- You should be cheerful , possess a desire to help others and the mental strength to work with even the seriously ill.
- Common sense, practical bent of mind, unflappability, sympathy for the old, young and the sick without sentimentality, an interest in medicine without morbid curiosity about illness, sensitivity with a certain amount of toughness so as not to get too emotionally involved, organizing ability, patience, a sense of humour to put up with the inevitable short tempers and difficult people, the ability to judge when to be firm and how to be firm but not rude, powers of observation, ability to take responsibility one moment and to do exactly as instructed the next, and good health cover the major character traits a nurse will require in the work environment.

### **39. Optometry**

Personal qualities:

- Optometrists need mathematical and scientific interest to make accurate observations and calculations.
- Patience, manual dexterity, a confident manner are important skills for the work of an optometrist.

### **40.Pharmacy**

Personal Qualities:

- Prospective pharmacists should have scientific aptitude, manual dexterity, accuracy and precision, a high degree of concentration, good interpersonal skills.

### **41.Rehabilitation Medicine**

Personal Qualities:

- For a therapist one should have the capacity and willingness to work hard. Possess the zeal to serve and possess an abundance of patience.

- A cool and calm temperament , and boundless energy and empathy with the patient are important qualities to have or to cultivate if you plan to join these fields of medicine.
- In addition one must be observant, resourceful, tolerant, be able to communicate with people, combine firmness with kindness and above all, have a genuine interest in people, their comfort and well-being.

#### **42.Veterinarian**

Personal Qualities:

- Scientific interest in animal, their behavior and development is more a determine factor for a career as veterinarian than a sentimental fondness for pets.
- Powers of observation, a fir hard, The ability to inspire confidence in animals which can only come through total lack of nervousness when handling animals, self reliance, adaptability and indifference to occasionally physically disagreeable conditions of work are the other traits that indicate the potential to take up a career as a veterinarian.
- High academic interest and ability in physics, chemistry and Biology are important to gain admission to the degree in Bachelor of veterinary science and Animal Husbandry (BVSc and AH) which trains one to become a veterinarian.
- Veterinarians need good manual dexterity and should be able to calm animals that are upset get along well with animal owners and be able to make decisions in emergencies.

### **MEDIA, ENTERTAINMENT, DESIGN AND FINE ARTS**

#### **43.Acting and Dramatic Arts**

Personal Qualities:

- Talent, creativity, the ability to communicate, Personal drive and luck are considered the vital ingredients for success in acting.
- Intelligence, receptivity to direction and ability to work in a team, self-confidence, imagination and sensitivity to interpret any part, grim determination are the personality requirements for the profession.



#### **44. Broadcasting**

##### Personal Qualities:

- For all jobs in broadcasting staff must have a wide range of interests possess a sociable nature, be committed and enthusiastic.
- They should be able to think fast, possess enormous stamina, remain calm in crisis, slow speed of action, creative imagination, possess an appreciation of what.
- Resilience, tact, self confidence, a sense of responsibility, presence of mind, clear, quick, logical mind and ability to handle, criticism are other useful skills.
- Announcers, whether on radio or television, should possess a warm, friendly personality, well modulated voice and for TV, also a pleasant appearance.
- A presenter must have a good Voice (radio) and also a presentable appearance (for TV).
- A Producer in any genre must be a good manager
- As the independent sector grows and more producers own and run production companies which are commissioned by broadcasters to produce and deliver finished products and deliver finished products, a producer also requires the skill to raise money.
- Performers are those people who are happiest in front of an audience.
- If the urge to perform is strong, then you will not be put off by the precariousness of the life or the cut-throat competition.
- Acting which is the most obvious kind of performing may or may not be learnt at acting/ drama school but a certain indefinable quality-stage presence-is required for attaining heights.
- Artists must be intelligent and receptive to direction and able to put in team work.

#### **45.Choreography**

##### Personal Qualities:

- Aspirants must examine if they possess a visual sense, knowledge of music, lights and stage, the power of observation, a good sense of fashion, passion for music, the ability, a rational and impartial approach, a good sense of matching the right products with the right models and the music etc., dance experience and good communication skills.

- While still rigorous, the work of a choreographer does not demand the exact precision, timing and grace required of dancers in performance.
- The more important skills for a choreographer are the originality of concepts and the ability to bring those concepts to the stage through their dancers.

#### **46. Computer Animation**

##### Personal Qualities:

- Animators must be creative; they must generate ideas, although they are known to collaborate with writers for ideas.
- They must be able to feel the pulse of the people.
- A good sense of humour is useful and they must also have an observant eye to detect people's distinguishing characteristics and society's interesting attributes or incongruities.
- For animators imagination and imaging are crucial.

#### **47. Dance**

##### Personal Qualities:

- For performing artistes, attractive appearance, stage presence, a strong back, intuition, emotional depth, a strong constitution, flexibility, agility, coordination, grace, complete dedication, creativity, versatility, sense of rhythm and an appreciation for drama and music are important attributes.
- Performers must possess the ability to take criticism without resentment.
- The capacity for expression is important as Indian dance is usually performed as an enactment of a theme aided by verse, gestures and facial expressions, which in combination with establish the 'language'.
- For teaching dance, one must have a liking for people of all ages, tact; endless patience, the ability to explain verbally and to demonstrate the steps and movements of a dance, a fine sense of rhythm, some proficiency in music, good appearance, grace movements, a friendly confident manner, energy; and enthusiasm.

- Choreography is the art of creating and arranging dances or ballets [discussed in a separate chapter].
- Dancers who have exceptional imaginative powers and the ability to interpret music in terms of dancing may ultimately take up choreography.

## **48. Design**

### Personal Qualities:

- A vibrant imagination coupled with the capacity to translate ideas on paper and in form constitute the basic qualities for a career in design.
- The element of creativity is very crucial to establish yourself in a design career.
- You should have good visual and spatial apperception and sketching skills. To establish yourself professionally in designing you should be innovative, enterprising and persevering.
- A designer has always to be ahead of his time, anticipating and setting trends.
- The aptitude for drawing/ sketching has to be supplemented by a sensitivity for the use of colours, a sense of proportion and a very definite feel of what is right- the right style.
- You must have originality and your ideas should have appeal for the customer you have in mind.
- If you seen to have some of the above mentioned traits in their personality should definitely keep a look-out for the professional design courses conducted by the prestigious institutes in the country.
- Students passing out from these places wind up with very good placements in their areas of specialization in design.
- Even while they are working and earning a living can continue to do something which fulfils them while beautifying the world for all of us.
- As technical knowledge is becoming increasingly important, artistic skills need to be supplemented with the ability to use various computer packages like Quark Xpress, Illustrator, Photoshop, etc.

- Perseverance and education is the key and the more skills you gain either through work experience or through more structured courses, the more likely you are to find the job you are looking for.
- Hours tend to be fairly long and irregular coupled with the pressures of working against deadlines.
- For a designer, technological skills and the ability to work well with clients and other members of your team are pivotal Qualities.

#### **49. Fashion**

Personal Qualities:

- An aptitude for visual expression-drawing, painting, cutting, making, exploring colour and texture; interest in how clothes are made.
- Curiosity and interest in society and the environment; fascination with change and development; organising and analytical ability and facility for making reasoned judgements are qualities required for fashion as hours of work are fairly long and demanding and you have to work in a team against tight deadlines.
- Talent is highly prized but without the right attributes to back it up, you may easily be passed over for a less talented but more dependable candidate.

#### **50. Films.**

Personal Qualities:

- Most jobs involve long, unsocial hours so aspirants must have resilience, stamina and the capacity to perform well even under pressure.
- Visual imagination; creative ability; a knack of getting the right effect; wide range of interest to appreciation and understanding of technology constitutes the right mix of skills and attitudes for careers in films.
- One must Keep in touch with industry events and create and nurture a network of friends and contacts.

## **51.Fine Arts**

Personal Qualities:

- A good hand in drawing and sketching, and ability to think creativity , to visualize are important attributes for a career in fine art.
- Resilience and dedication are critical for success.
- Few People manage to make a success of themselves as practicing artists or designers without going through an art or design education.
- Art education provides tuning.

## **52.Footwear Design**

Personal Qualities:

- Footwear designing demands artistic and Scientific Skills.
- It requires creativity and a Keen eye for colour and texture.
- One must understand the markets consumer Preferences

## **53. Journalism**

Personal Qualities:

- As an aspiring journalist you need to be able to demonstrate an interest in current affairs at all levels; in a style which is easy to understand; good spelling, grammar and punctuation an appreciation of the community; a willingness to accept irregular hours, an ability to work under pressure to meet deadlines and not the least, determination and persistence.
- If you've and not the least, determination and persistence.
- If you've got what it takes, journalism could be the career for you.

## **54. Mass Communication**

### Personal Qualities:

- Although difficult to pin down typical Character traits, Some generalizations have been made by professional to help aspirants prepare/assess themselves for a career in this field.
- To get in, you will have to be better than average at whatever you do.
- Sometimes getting in isn't that difficult but staying on and progressing is extremely difficult.
- Since most jobs involve long, unsocial hours you should be able to prove cent commitment.
- Working against tight deadlines requires the ability of performing well even under pressure.
- Being a good team player skills and persistence are indicated.
- While there are wonderful opportunities in media for creative people, for a newspaper editor, factual accuracy would rate higher than imagination.
- Physical Stamina, Strength of purpose mind and will count in your favour for mass communication jobs.
- A keen sense of observation, an intuition to perceive what is not directly revealed, attention to deta sound general awareness are essential.

## **55. Music**

### Personal Qualities:

- You should be creative sociable, level headed , broad minded, enthusiastic, knowledgeable about music, possess a lot of self confidence, stamina ,tenacity and be able to work under pressure.
- A genuine love of music is vital if you want to survive in this tough and cutthroat business.
- For Performing or teaching careers in the classical side of music, Professional qualifications are definitely an asset.

## **56. Photography**

### Personal Qualities:

- Photographers require a blend of artist and technical skills, the ability to put them at ease, good eyesight and colour vision. Interest and visual awareness are the vital factors for successful photographers along with knowledge of the technical rules of the trade.
- He/she must be reliable and inventive, know when to break rules successfully to achieve an effect that would not occur to others.
- It is important for all professional to retain the enthusiasm characteristic of a keen amateur.
- If they to a loss of ideas and innovation.

## **57. Publishing**

### Personal Qualities:

- A good command of the English language (regional if you are into regional language publishing), an eye for detail, an active interest in the media and basic computer skills.
- Since publishing is usually deadline based, it is important to be organised and dedicated.
- Certain skills will be specific to the type of work you are assigned.
- So if you are to write for a sports magazine, you are writing, you need a sound knowledge of sport, if you are writing for a photography magazine you need concrete background knowledge of the subject.
- Design staff must have good colour vision, and commissioning editors need imagination and creativity.
- A publisher is usually the director of a publishing company who should have a certain amount of flair for the literary and artistic in combination with business acumen and marketing skills.

## 58. Writing

### Personal Qualities:

- Enthusiasm is the start-up quality required.
- You also need to choose the subject: should it be fiction or Non-Fiction? Cookery, fashion, Photography, decoration, adventure, travel, wildlife, biographies, autobiographies, etc.?
- Once the subject is chosen, begins the process of researching the idea.
- As one author put it, writing is rather like decorating a room , the more time you spend on the preparation, the better will be the finished result’.
- Exhaustive research from books, magazine, professional journals, press offices, libraries, people etc. give you a better perspective of the subject.
- Practice, practice and more practice’, is the basic advice a publisher and author extends.
- She says that you have to first concentrate on quality rather than quantity.
- Though when come back to the quality .
- You might find that much of it was rubbish, it is possible to salvage quite a bit of it.
- If instead of getting on with the business of writing, you sit around waiting for inspiration to strike, you may wait a very long time.
- The Persistence to keep trying is critical.

## 59. Agricultural Sciences

### Personal Qualities:

- The ability to work on one’s own as well as part of a team, good health and a strong back for frequent bending and lifting, indifference to unpleasant weather conditions, sometimes to dirty work, practical ability, good powers of observation to detect early signs of disease in plants, animals and poultry with the ability to deal with the unexpected calamity and interest in scientific developments are important for active work in agricultural production.
- Advisory ,managerial or supervisory work requires also the ability to get on well with people, tact and diplomacy along with agri business management training.



- Teaching requires the ability to communicate and the interest in doing so; ability to provide practical and factual information in simple language; patience and ability to infuse enthusiasm for learning in students with masters / doctoral degrees.
- Researchers should have the ability to work for long periods with intense concentration, possess a keen analytical mind with a strong scientific bent.

## **60.Archaeology**

Personal Qualities:

- Archaeology attracts people for many reasons; it involves team work; it appeals to those who like combine outdoor physical activity with more academic study; and there is a strong element of occasional excitement and sense of discovery even if preceded by hours of painstaking and unglamorous- effort.
- Students of archaeology usually deal with primary evidence at first hand, and even the most blasé get a kick out of such direct contact with the past.

## **61.Environment**

Personal Qualities:

- Qualities required vary with the occupations taken up.
- However, commitment to working in a team is essential.
- Preference for working outdoors is desirable.

## **62.Forestry**

Personal Qualities:

- Interest and willingness to work outside, in all weathers and in all remote areas.
- Physical fitness is important.
- Organising ability and managerial skills are very important.

### **63.Geographer**

Personal Qualities:

- Keen interest in the physical surroundings; powers of observation; good colour vision; precision; patience; perseverance; interest in outdoor work; indifference to unpleasant weather conditions; good physical health; scientific approach; and love for exploration.

### **64.Geological Sciences**

Personal Qualities:

- Geoscientists must be fit as field work is a part of their work and they may be required to work in difficult climatic conditions or even underground.
- Ability for teamwork and organizational skills are required.
- Relevant language skills can be an asset.

### **65.Horticulture**

Personal Qualities:

- While it is helpful if you have green fingers, it is more important to have a scientific bent of mind science one needs to continuously upgrade knowledge in the upcoming technologies and their applications.
- It is vital to have motivation, patience and dedication and the understanding that a floriculture or horticulture unit is not made up of nuts and bolts but of living plants.
- You must understand nature and learn how to nurture.

### **66.Sports and Physical Education**

Personal Qualities:

- You should have a keen interest in sports and games, a high level of physical fitness, mental and physical stamina, a competitive spirit, leadership qualities, organizing ability, stamina, resilience and will-power to cope with injuries and setbacks, self confidence, self-discipline, mental toughness, dedication and perseverance.

## **67.Astronomy Personal Qualities**

Personal Qualities:

- Above average intelligence, mathematical ability, Computer skills, an inquisitive mind, enthusiasm, great Powers of Concentration, Persistence, imagination and the ability to work independently (patiently and for long hours) are important traits for those who are planning a career in Astronomy.
- Good oral and written communication skills are important because most astronomers are expected to work a part of a Team or have contacts with other agencies.
- Keeping abreast of Current affairs in fields outside your purview are also important.

## **68.Biological Sciences**

Personal Qualities:

- Biological Scientist must be systematic in their approach to solving the problems they face.
- A probing, inquisitive mind and an aptitude for biology, chemistry and mathematics are essential.
- Patience and imagination are also required since a lot of time is spent in observation and analysis.
- Biological scientist must also possess good communication skills in order to effectively gather and exchange data and solve various problems that arise in the course of their work.

## **69.Biotechnology**

Personal Qualities:

- Aspiring biotechnologists need well above average intelligence; ability to concentrate for long hours; an inquiring mind; imagination; capacity for original thought; perseverance; interest in acquiring knowledge beyond immediate requirement; organizing ability; ability for team work; methodical, practical approach to scientific problems; resourcefulness; and ability and willingness to get to the bottom of a problem.
- An aptitude for biology, chemistry and mathematics are essential.

- Patience and imagination are also required since a lot of time is spent in observation and analysis.

## **70.Chemistry**

- Personal Qualities:
- An enquiring mind, practical ability, curiosity, ability to concentrate on ideal and work independently are useful skills for an aspiring chemist.
- Much of the work of a chemist involves research and development so aspirants should be creative as well as analytical.
- Due to its nature, development work often involves a degree of repetitive experimentation and testing, so patience and a methodical approach to work are important.
- Computer literacy is essential as computers are generally used for the analysis and design of new chemicals, particularly when there is a significant amount of data to analyse.
- Research often lasts for years so you need persistence and dedication
- For those involved in marketing, knowledge of the subject provides the scientific backup to be convincing, but success is a function of the right mix of attitudes and personality skills important for marketing.

## **71.Dairy Science and Technology**

Personal Qualities:

- Aspirants should have an academic bent of mind with above average intelligence.
- Patience and Perseverance to wait for and achieve the required results, common sense and power of observation, interest in theoretical and practical applications of principles and techniques are helpful traits.
- Researchers should be able to work for long hours on their own and at the same time should be team players.

## **72. Food Science and Technology**

Personal Qualities:

- Communication skills, numerical ability and management potential as well as intellectual ability are important qualities.
- Also useful are willingness to work as one of a team, a practical approach, and a sound theoretical knowledge and scientific ability.

## **73. Forensic Science**

Personal Qualities:

- Apart from a logical, practical methodical approach, forensic scientist must pay great attention to detail and be willing to try every permutation.
- An inquisitive nature and a concern for accuracy are important.
- One Should also not be squeamish.

## **74. Genetics**

Personal Qualities:

- Well above average intelligence , ability to concentrate for long hours, an inquiring mind, imagination, capacity for original thinking, organizing ability, methodical, practical approach to scientific problems, resourcefulness, an interest in acquiring knowledge beyond immediate requirement, teamwork skills and tenacity to get to the bottom of a problem.

## **75. Mathematics and Statistics**

Personal Qualities:

- Good reasoning ability, persistence in order to identify, analyse and apply basic principles to technical problems.
- Numerical and analytical skills are important for all mathematicians/statisticians.

- Good communication skills are important to be able to interact with others, including professionals from other fields to be able to explain and discuss proposed solutions to problems.
- A solid understanding of business and economy is important for those who plan to work in private industry.
- Mathematic statisticians who plan to take on government jobs through competitive examinations should have an interest in politics and social affairs, analytical powers, resilience to be able to persevere when suggestions are being ignored, the ability to explain complex research findings to lay people.
- Bureaucratic jobs require a high level of patience, scrupulous attention to detail, a sense of responsibility, willingness to take orders, ability to work both independently and as a team.

## **76. Space Sciences**

Personal Qualities:

- Above average intelligence, mathematical ability, Computer skills, an inquisitive mind, enthusiasm, great powers of concentration, Persistence, imagination and the ability to work independently (patience for long hours) are important qualities for a career in the space sciences.
- However, depending upon the work profile and responsibilities, other skills and abilities too may be called for.

## **77. Advertising**

Personal Qualities:

- You should be enthusiastic, capable of developing a passionate interest in the most unlikely subjects as long as they are connected to the product or service that you are working on.
- You should possess resilience, people skills, creativity, Common sense, communication and problems solving skills.
- Your strength lies in being a superb salesperson.
- To this list of impressive list of qualities add perseverance.

## **78.Airline Cabin Crew**

### Personal Qualities:

- An attractive appearance; a well modulated pleasant voice; and a proportionate figure are what airlines look for on the surface.
- Those aspiring for cabin crew openings with airlines should also be confident, intelligent, patient, possess abundant common sense and good humour who can keep calm in crisis and take the initiative.
- Resourceful, efficient , sensitive to anxious passengers needs, congenial and tactful manner with the public, well-groomed appearance, poised all cabin crew must have excellent health, good vision and be able to speak clearly.

## **79.Air Traffic Controllers**

### Personal Qualities:

- ATCs require good eyesight with normal colour vision, a cool and calm temperament, a good quick brain, ability to concentrate, high level of physical fitness, quick reactions and the ability to make quick decisions.
- They require intelligence and a good memory to group, interpret and remember the constant flow of information.
- ATCs need to be articulate and with good English language listening and speaking skills.
- High standards of eyesight, and hearing are required.

## **80.Archive**

### Personal Qualities:

- Being a small profession and very specialized, not much is known about the right qualities for an aspiring archivist.
- To assess if you have what it takes, examine if you have a strong sense of history, an interest in heritage and information management, liking for painstaking research, curiosity, a practical approach, can give attention to detail and possess the ability to communicate with a wide variety of people.

- Analytical ability is needed to understand the documents and the context in which they were created.
- Technical competency and ease with technology is vital.

### **81. Beautician**

#### Personal Qualities:

- A friendly, confident manner, pleasant demeanour and an outgoing personality, tact, courtesy, good health and good skin, cool, dry hands, smart and well groomed appearance are all important.
- Maintaining good relations with your co-workers is as vital as having great client relationships.
- Familiarity with the tools of your profession and with the different lines of cosmetics is important.
- Since many clients really look for your advice, equip yourself to guide them by extensive reading and attending seminars.
- Good business sense, and the ability to express oneself easily are assets on this job.
- Proficiency or familiarity with foreign language/s is an advantage especially when you are in a salon dealing with foreigners, ensuring high standards of hygiene is crucial.
- Practice, patience, perseverance are the three P's needed for success in beauty business.

### **82.College and University Faculty**

#### Personal Qualities:

- College faculty need to be able to establish proper rapport with students and as models for them.
- They need intelligence, an inquiring and an analytical mind combined with a strong desire to pursue and disseminate knowledge.
- They must be able to communicate clearly and logically, both orally and in writing.



### **83. Computer Networking**

Personal Qualities:

- Computer work is complex, detailed and often very frustrating.
- Computer network specialists must be well organised and patient.
- They should enjoy challenges and problem solving and think logically, also possess a wide range of skills, and an ability to deal with stress, excellent communication skills, an ability to remember a wide range of facts on an even wider range of products.
- Like any computing professional, network specialists should be naturally curious about the computing field and must always be willing to learn more about new and different technologies.

### **84. Entrepreneurship**

Personal Qualities:

- Required by those aspiring to be entrepreneur is good physical, mental and emotional health to handle the long hours and pressures of business; tolerance of uncertainty; skill to seek and use feedback; genuine enjoyment of challenge of authority understanding and accepting personal responsibility; strong but realistic belief in yourself; versatility; versatility; flexibility; desire for independence; sense of purpose; achievement-oriented ; technical resources ; respect for money and learning how to deal with it wisely; selling ability; ability to communicate effectively with investors/bankers employees and customers alike; courage; commitment; sociability, consideration, cheerfulness, cooperation and tact.
- Certain personal qualities found frequently among successful entrepreneurs include unquenchable resilience, tenacity, personal commitment, organizing ability, initiative and independence, decisiveness, exceptional stamina, business acumen, risk taking resourcefulness, ability to work well under pressure , high sense of personal efficacy, problem solving approach, optimism, interest in social and economic trends.

### **85. Foreign Languages**

Personal Qualities:

- Keen interest and desire; fluency in the spoken language of country or your medium of communication in business; patience, ability and willingness to work hard.

- Ideally, the best way of using a language is to go and live in the country where it is spoken but if this not possible, there are many ways of learning locally too.
- First class language skills, a razor sharp mind, quick reactions, good memory, stamina, a cool head, a wide knowledge of public affairs, technical and scientific subjects is required.

### **86. Home Science**

Personal Qualities:

- Home science is the right training for girls with scientific aptitude, common sense; manual dexterity, practicality, organizing ability, an open attitude for acquiring domestic skills, ability to interact with people, an academic approach to household problems; ability to express oneself.

### **87. Hotel Management**

Personal Qualities:

- This industry requires people with a firm head on their shoulders, who can keep their cool, and have an outgoing personality.
- Excellent communication skills, tact, diplomacy and the ability to handle pressure and short tempers under trying conditions are useful skills.
- You should have a healthy respect for labour, be prepared to work hard, be on your feet for long spells and adapt yourself to long and/or irregular hours.

### **88. Law**

Personal Qualities:

- A career in law demands good communication skills, (listening, speaking, comprehending, writing, etc) ability to use words as your tools; patience; sympathetic, attitude, being well informed; ability to absorb facts fast and analyse them quickly, retentive memory and a sense of drama (for the court room).

## **89. Library and Information Science**

Personal Qualities:

- For those who love books, are patient, helpful, methodological, possess organizing ability, a logical mind and a good memory there is a great, though less known, career in library science and information science.
- Libraries being the society's link with information and entertainment librarians should be able to deal with a large variety of people objectively.
- A wide range of interests and an outgoing personality helps.
- Management skills and an interest in working with computers are important assets.

## **90. Medical Transcription**

Personal Qualities:

- Medical Transcription is right for those who are self motivated, responsible and reliable; effective at controlling distractions; able to work independently with little supervision, but know when to ask, individuals must be result-oriented, able to concentrate for long periods of time, with a passion for perfection and working knowledge of computers willing to develop high grade typing skills.

## **91. Modelling**

Personal Qualities:

- A sufficiently thick skin, and lots of courage and resilience are vital for modeling.
- It helps to have your wits about you.
- An agent or relative could coordinate and help fix up watertight clearcut deals for you.
- Modelling is a very self centered career and you may be need to spend a lot of time, money and effort to break into the modeling scene.
- It means a lot of discipline.
- You have to be responsible for proper and adequate rest, regular, balanced meals, enough fresh air and exercise.

- It's easy to ride on a high but to maintain it you must be vigilant and have firm head on your shoulders.
- Girls aspiring to be fashion models should ideally walk tall, atleast 5'6".
- For the international scene 5'7" or 5'8" is better.
- The Perfect 10' when it come to vital statistics good hair and skin, expressive eyes, even teeth and complete lack of self consciousness are some of the other ingredients for making it as a model.
- Young men aspiring to be models on the ramp should be at least 5'10" tall, with clear complexion, straight carriage, well proportioned physique, even teeth and good hair.
- Ramp modeling calls for typical statistics of height, shape and good deportment .
- In photographic modeling for editorial publications, T V commercials, advertising catalogues, etc., a photogenic face emoting effortlessly in front of the camera is more important than the ideal physique or physical beauty.

## **92. Private Security Services**

### Personal Qualities:

- Problem solving, Organisational and self management skills strong interpersonal communicator, and writing/ reporting skills, research and computer skills are the special skills, that will mark out your potential for effectiveness and success in this industry.
- Honesty, integrity and discretion are vital.
- As a private, investigator/detective you will need to be patient, persevering, adaptable and be self motivated.
- You should have the ability to work on your own initiative and possess an outgoing personality.
- Having linguistic skills helps.
- A background in psychology, sociology, law, physical education, business can be helpful.

### **93. Psychologist**

#### Personal Qualities:

- A psychologist who works in counseling, psychotherapy, clinical practice, counseling practice needs good communication skills (listening first patiently, asking pertinent questions, drawing out responses with tact) and a confident manner.
- Empathy with patient and family is important in counseling practice but this has to be maintained only upto the stage of gathering case material; analysis of the case must be objective.
- Psychotherapy case material; analysis of the case must be objective.
- Psychotherapy needs understanding, analysis and communication skills and loads of patience.
- Since the field of psychology is people-oriented each psychologist must be comfortable dealing with people.

### **94. Public Relations**

#### Personal Qualities:

- To be successful in PR one should possess the ability to get on exceptionally well with people of all kinds, be they hard-hitting journalist or less confident members of the public.
- It is not necessary that to be in PR you have to like people, but it is important that you wish to serve them.
- It is good if people like you.
- Being cheerful is an asset.
- A sense of curiosity about words, people, things, and places is useful.
- A wide reading range helps one to acquire a command for words since the flair for words is important for a PR Specialist.
- The good PR Person is sensitive to atmosphere, to other peoples feelings, to situations, to appreciate what is happening-something that is in the nature of sixth sense.

- Other important qualities required are a reasonably good knowledge and understanding of the ways in which the country is governed, the laws prevailing, some knowledge of psychology, an appreciation of art, colour, form, design, type, and print, business experiences, buying, selling, commerce and banking knowledge of films process of film making, an interest in television and radio.

### **95. Secretarial Work**

#### Personal Qualities:

- Self Confidence and organizing ability coupled with willingness to take orders and responsibility are useful traits for an individual contemplating a secretarial career.
- The ability to be at ease with people; a logical and analytical mind; a social temperament; business acumen (for those who wish to progress to executive cadre), a sympathetic nature; a keen desire to be of use; indifference to blame or lack of appreciation; willingness to take on odd job; overall general awareness and language fluency are other useful qualities.

### **96. Social Work**

#### Personal Qualities:

- No amount of professional training can inculcate all the right attitudes and abilities required to be a social worker.
- Aspirants should have a genuine concern for the welfare of people, the ability to communicate with people at all levels of intelligence, culture, social background or emotional state.
- They should have the capacity for perseverance in the face of apparent failure when clients/groups show no signs of improvement or appreciation of efforts made for or on behalf of them.
- Stability, maturity, a ready understanding of other people's way of life and point of view; sympathy and tolerance of human failings; beliefs in the individuals potential to do better; good verbal and written skills to record and report; ability to take an interest in other people's problems without getting emotionally involved; a sense of humour, patience and empathy.

- In order to maintain a sense of proportion a social worker should have wide interests unconnected with social work.

### **97. Special Education Teacher**

#### Personal Qualities:

- Special Education Teachers should possess the ability to communicate, a broad Knowledge of the arts, Sciences and history and a love of children.
- A great deal of patience and persistence, Creativity, flexibility is essential and one has to be accepting of the differences in others.
- Physical and mental strength, stamina and energy are essential for all special education teachers.
- Working with slow learners in your preparatory years before taking on the course could help you to assess yourself for the profession.

### **98. Teaching**

#### Personal Qualities:

- Teaching requires a great variety of skills and a great deal of commitment.
- You must be a good communicator, persuasive, organised, energetic, firm and understanding.
- Teachers must possess unbounded enthusiasm for their and inventiveness in their approach to inspire students to learn.
- Being a facilitator in the process of learning is what makes teaching so absorbing and interesting.

## 99. Technical Writing

### Personal Qualities:

- Technical writing is a great field for those who are self motivated, flexible individuals who have a knack for taking the complicated and making it clear.
- You have to like writing, enjoy explaining science to non scientist friends, have wide scientific/ technological interest and knowledge, an inquiring , analytical mind, quick learning ability and the ability to search out information.
- You should be in the habit of pursuing knowledge actively and tenaciously, be able to sift the matter relevant for a particular purpose from the irrelevant, and able to explain complex matters lucidly and concisely.
- You need to pay close attention to details but not ne consumed by it.
- Your grammar and spelling must be flawless and your content as accurate as possible.
- Individual with technical skills to work on the internet may find it easier to find a job as a technical writer or editor.
- It is not enough to have a way with words.
- Good technical writers have knowledge of specialized software such as frame Maker, Page Maker, CAD and Quark Express, graphic design, illustration and page layout capabilities and proficiency in HTML, Java or other Programming or authoring languages.
- Soft skills are also important for a technical writer.
- One should be able to analyse audiences, be good at interviewing people, facilitating meetings, working productively as a team, understand the product, possess analyzing, planning and organizing skills and capable of working without direct supervision, meeting deadlines even juggling multiple Projects.



## 100.Travel and Tourism

### Personal Qualities:

- Although levels of entry and duration of training vary most Jobs in Travel have certain common requirements:
- General Knowledge including Basic English, the national language, arithmetic, geography, history and civics of the class 10 (secondary school) level is useful.
- Your appearance should be neat and clean, fashionable but fairly conventional.
- Your appearance should look acceptable and efficient to a wide variety of clients.
- Most jobs in travel and tourism involve passing on information so speech should be clear and confident.
- Neither speak too fast, nor too slowly.
- A smile can put a friendly tone in your voice and create the right image.
- Interest and enthusiasm for your work is the right attitude for success.
- Hardworking individuals who are self-starters, persuasive, sensitive and adaptable can provide qualities, you can start now to improve your geography, grooming, speech and attitudes.

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