

Office of the Director of
Higher Secondary Education, Housing
Board Building,
Santhi Nagar, Thiruvananthapuram.
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Ph.No. 0471-2323198
Dated: 08/02/2016

CG & AC 3436/2016

CIRCULAR

Sub: Career Guidance-Special Training for Career Guides at ***Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Tamil Nadu***-Applications invited-reg

Ref: G.O.(Rt) 2927/2015/Gl.Edn dated 20/07/2015

With a view to update the Career Guides in modern trends and development in career guidance, department is organizing a four days residential workshop at India's premier institute in career guidance, Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Tamil Nadu. It is proposed to conduct the training from 29th February to 3rd March 2016 at RGNIYD, Tamil Nadu.

Teachers who have been working as Career Guide for the last two years and are willing to associate with the activities of Career Guidance Programme in the district for a minimum period of three years can apply for selection to the Special Training Programme. Applicants should satisfy following criteria.

1. Applicant should be Career Guide for the last two years.
2. Applicant should have submitted the Annual Report and Utilization Certificate for the year 2014-15 in time.
3. Applicant should have attended the Educational district level meeting -2015 at their district. Copy of the duty certificate should be attached with the application form.
4. Career Guide should have completed all the school level programmes of 2015-16 in his/her school.
5. Students from the applicant's school should have attended the Preliminary Selection test of Path Finder and SMILE conducted at their district.
6. Preference will be given to applicants who have attended Introductory Training Programme and Train the Trainers Programme.

Interested teachers should submit application for selection to the Special Training Programme in the prescribed format along with the following documents.

1. An undertaking by the teacher in the given format duly countersigned by the Principal.
2. Write up on "Scope of Career Guidance Programme in Higher Secondary Schools"-The write up should be neatly typed in A4 size paper (Not more than 2 pages).
3. Copy of the Duty Certificate of the Educational District level meeting attended.

The application with all the enclosures should be forwarded to the following address before **15th February 2016**. Late and incomplete application will be rejected.

**The State Co-ordinator
Career Guidance and Adolescent Counselling Cell
Directorate of Higher Secondary Education
Housing Board Buildings
Santhi Nagar, Thiruvananthapuram-1**

**Sd/-
K.V MOHANKUMAR IAS
DIRECTOR**

To,

1. Regional Deputy Directors
2. The Principals
3. Career Guides

**DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELLING CELL**

**Application for the Selection to the Special Training Programme-2015-16
at RGNIYD, Tamil Nadu**

1.	Name (in Block Letters)	
2	Designation with Subject	
3	District in which working	
4.	Educational District	
5	School Postal Address with Pin code	
6	School Code	
7	Age and date of birth	
8	Mobile No.	
9	Completed years of service in Higher Secondary	
10	Educational Qualification	
11	Whether presently Career Guide of the school in which working	
12	Completed years of experience as Career Guide	

12	Whether Annual Report and Utilization Certificate of the fund allotted for the academic year 2014-15 has been submitted to DHSE		
13	Whether attended Educational District Level Meeting organized during the academic year 2015-16. If so, give the name of venue and date of programme attended. Attach a copy of the duty certificate		
14	Name of students from your school that attended the District Level Selection Test of Path Finder Programme		
15	Name of Students from your school that attended the district level selection test of SMILE		
16	Amount received for school level activities of career guidance programme in the school from the Directorate during the academic year 2015-16.		
17	Details of class conducted during the year		
	Subject	Name of faculty	Date of the programme
	Science		
	Humanities		
	Commerce		
18	Whether attended four days residential introductory training programme organized by DHSE. If yes, specify the venue and date of the programme attended		
19	Whether attended Train The Trainers Programme organized by DHSE at Kozhikode. If yes give the date of programme attended		

20	If you are a trainer of Career Guidance approved by DHSE, give the details of classes taken in other schools		
	Name of the school	Date of the Programme	Subject of the class taken
(Attach separate sheet if required)			
21	Details of documents attached		
a.	Undertaking duly countersigned by the Principal		
b.	Write up on Scope of Career Guidance Programme in Higher Secondary Schools		
c.	Duty certificate of Educational District meeting attended		

Signature of the Applicant

Place
Date

Countersignature of the Principal

Place
Date

Seal

Name
Signature

UNDERTAKING

I of
..... Higher Secondary School
..... hereby affirm that on completion of the
Special Training Programme at Rajiv Gandhi National Institute of Youth Development, Tamil
Nadu, I will associate with the district level activities of Career Guidance and Adolescent
Counselling Cell, DHSE for the ensuing three years.

If any lapse occurs from my part in fulfilling the above obligation, I shall be liable to
refund the whole expenses incurred for my training.

Date

Signature

Place

Name

Countersignature of the Principal

Seal