

**CG&AC/46250/2014**

Office of the Director of  
Higher Secondary Education,  
Housing Board Buildings,  
Santhi Nagar, Thiruvananthapuram  
**Dated: 17.10.2014**

**CIRCULAR**

**Sub:** Career Guidance: **“Train the Trainers”** -Selection of Trainers for Career Guidance Programmes-reg

**Ref:** G.O.(Rt) 3369/2014/Gl.Edn dated 22/08/2014

Career Guidance units in the Higher Secondary Schools are started to guide the students in planning a career of their own by pursuing the right course to achieve their aim. Activities of the Career Guidance units are aimed to help the students to identify their strength and limitations so as to set the right goal in their career. The Career Guides in the schools will help the students to update on latest trends in career development. As part of the activities, classes on different subjects related to Career Guidance are conducted at schools.

The major problem faced by the department is the non-availability of faculty at schools of remote areas. Hence department has decided to equip teachers who have the skill and ability to conduct classes related to career guidance. Two teachers from each educational district will be selected as Trainers. They will be given four days residential training on handling the classes related to Career Guidance.

Interested teachers who have associated with the activities of the Career Guidance and experience in handling classes related to Career Guidance can apply for the “Trainers” in attached format. Applicants should satisfy following criteria:

1. Applicant should be a Career Guide for a minimum period of two years.
2. Applicant should have submitted the Annual Report and Utilization Certificate for the year 2013-14 in time.
3. Students from the applicant’s school have attended the District Level Screening Test for Civil Service Programme (Path Finder Programme)held on 27.09.2014

4. Applicant should have attended the Refresher Training Programme -2014 at their district.
5. Selected teacher should bring Lap Top and net setter for the Training Programme.
6. The selected teacher should work as Career Guide and Trainer for a continuous period of three years after the completion of training. An undertaking in this regard has to be submitted at the time of applying.

Interested teachers should submit applications to the following address before **29<sup>th</sup> October 2014**.

**The State Co-ordinator**

Career Guidance and Adolescent Counselling Cell,  
Directorate of Higher Secondary Education,  
Housing Board Buildings,  
Santhi Nagar, Thiruvannathapuram

**State Co-ordinator**

**To,**

All Principals

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

**Application for the Selection of TRAINERS FOR CAREER GUIDANCE  
PROGRAMME**

01	Name ( in Block Letters)	
02	Designation with Subject	
03	School Address	
04	Mobile Number	
05	School Code	
06	District in which working	
07	Educational District in which working	
08	Age and Date of Birth	
09	Date of joining in Higher Secondary Education Department	
10	Educational Qualification	

11	Completed period of Service as Career Guide	
12	No. of programmes conducted under Career Guidance in the School during the year 2013-14 and give details	
13.	Remarkable programme organized under Career Guidance unit as Career Guide.	
14.	Whether attended Refresher Training during the year 2014-15 If attended, Venue and date of the Refresher Training attended	
15.	Whether attended FOCUS POINT Programme during the year 2013-14 If attended, specify the Centre of Focus Point at which worked	
16.	Whether students from your school has attended Path Finder Programme(District Level Selection Programme for Civil Service held on 27/09/2014)	
17	Details of Published works related to Career Guidance	

18	Details of Paper Presentation made in the seminars related to Career Guidance and Adolescent Counseling	
19	Whether a Career Board is placed at your school to give information about careers and courses to students	
20	Any experience in taking class related to Career Guidance. If 'yes' give area of interest and years of experience	

Signature of the Applicant

Place:

Date:

Countersignature of the Principal with date

(Seal)

## **UNDERTAKING**

I.....of.....  
.....Higher Secondary School .....

hereby affirm that on completion of the Train the Trainers Programme, I will associate with the district level activities of Career Guidance and Adolescent Counselling Cell, DHSE and work as Trainer of the Career Guidance Programmes at Schools in the district for the ensuing three years.

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

Signature  
Name

Date

Place

Countersignature of the Principal

Seal of the school