

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram
Cgacdhse@gmail.com
Ph. No. 2323198.
Dated: 19/10/2017

CG&AC /90973/2017

CIRCULAR

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

Ref: G.O.(Rt) 2195/2017/Gl. Edn dated 05/07/2017

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 “Train the Trainers” Programme in attached format. Applicants should satisfy following criteria:

1. Applicant should be a Career Guide for a minimum period of 2 years.
2. Applicant should have submitted the Annual Report and Utilization Certificate for the year 2016-17 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 28th September 2017/03 October 2017.

4. Applicant should have attended the Educational District Level Meeting -2017 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.
7. A write up on any one of the following subjects not less than 500 words should be submitted along with the application
 - a. Career Planning –Need and Importance
 - b. Careers in Science stream
 - c. Careers in Humanities stream
 - d. Careers in Commerce stream
 - e. Scholarships
 - f. Competitive examinations for students after Plus two

Interested teachers should submit applications in the attached format with following enclosures:

- a. Application in prescribed format duly countersigned by the Principal of the School.
- b. Copy of the duty certificate of the Educational district level meeting.
- c. Write up on any one of the subject specified above.
- d. Undertaking duly signed by the applicant and countersigned by the Principal of the school.

Application with all the enclosure should be forwarded to the following address before **6th November 2017**

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

Sd/-
Director(i/c)

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	Whether career guide of the school? If so, completed period of Service as Career Guide	
12	No. of programmes conducted under Career Guidance in the School during the year 2016-17 and give details	
13.	Remarkable programme organized in the school under Career Guidance unit as Career Guide.	
14.	Whether attended Educational district level meeting? If attended, Venue and date of the meeting attended. (Attach a copy of the duty certificate)	
15.	Whether attended FOCUS POINT Programme during the year 2017-18 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 28/09/2017 or 03/10/2017	
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	
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Signature of the Applicant

Place:

Date:

Countersignature of the Principal with date

(Seal)

UNDERTAKING

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

..... here by 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.

Date

Place

Signature
Name

Countersignature of the Principal

Seal of the school