

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
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Ph: 2323198

Dated: 24/06/2016

CG&AC/30848/2013

CIRCULAR

Sub: Career Guidance and Adolescent Counselling Cell- Selection of Educational District Convenors, Educational Districts for Kasaragode, Kozhikkode, Thirurangadi, Ottappalam, Muvattupuzha, Kaduthuruthy and Kuttanadu - Application invited –reg.

Applications are invited from interested HSST/HSST(Jr) working as Career Guide/Souhrida Co-ordinator to work as Educational District Convenors Kasaragode, Kozhikkode, Thirurangadi, Ottappalam, Muvattupuzha, Kaduthuruthy and Kuttanadu educational districts. The applicants should be willing to co-ordinate the activities of Career Guidance and Adolescent Counselling programmes in their respective educational districts. The tenure of the educational district convenors will be Two years.

At present the applicant should be Career Guide/Souhrida Co-ordinator and working a minimum period of three years which should be continuous. He/She should have been associated with all the programmes initiated by the Career Guidance and Adolescent Counseling Cell during the year 2015-16. The interested applicant should forward the application in the attached format duly countersigned by the Principal along with the **bio-data before 5th July 2016 to the following address**. Late applications will not be considered.

The State Co-ordinator,
Career Guidance & Adolescent Counselling Cell
Directorate of Higher Secondary Education
Housing Board Building
Santhinagar
Thiruvananthapuram

**Sd/-
DIRECTOR**

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

Application for the Selection of Educational District Convenors of CG & AC

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	Additional Qualification, if any			
12	Whether Career Guide or Souhrida Co-ordinator in the school. Completed period of Service as Career Guide or Souhrida Co-ordinator			
13	Period of Service as Career Guide/Souhrida Co-ordinator from 2012-13			
SlNo	School	Career Guide /Souhrida Co-ordinator	From	To
14	Amount received from DHSE for conducting School level activities.			
15	Details of Programme conducted in the school using the fund allotted from DHSE (Date of Programme, Subject of Programme and Name of Faculty) Add separate sheet if required			

16	<p>Whether attended FOCUS POINT Programme during the year 2015-16</p> <p>If attended, specify the Centre of Focus Point at which worked</p>	
17	<p>Whether students from your school has attended District wise selection of PATH FINDER Programme during the year 2015-16. (Civil Service Programme)</p> <p>If attended, give the name of students attended the programme</p>	
18	<p>If Souhrida Co-ordinator-</p> <p>Whether students from your school has attended Students Residential Training Programme during the year 2015-16</p> <p>If attended, give the name of students attended the programme</p>	
19	<p>Whether attended AFTER PLUS TWO workshop conducted during the year 2013-14.</p> <p>If yes specify the subjects handled in preparation of the handbook.</p>	
20	<p>Whether attended APTITUDE TEST WORKSHOP conducted during the year 2014-15 & 2015 - 16</p> <p>If yes, give the details of workshops attended.</p>	
21	<p>Whether attended Train the Trainers Programme at Child Development Centre of Souhrida Club.</p> <p>If so give the details of class taken in other schools (with name of school,</p>	

	subject and date of class in separate sheet)	
22	<p>Whether attended Train the Trainers Programme of Career Guidance.</p> <p>If so give the details of class taken in other schools (with name of school, subject and date of class in separate sheet)</p>	
23	<p>Whether attended Special Training Programme organized at Rajiv Gandhi National Institute of Youth Development.</p> <p>If yes give the date of training Programme attended.</p>	
24	<p>Whether attended Special Training Programme organized at NIMHANS.</p> <p>If yes, give the date of training programme attended</p>	
25	Details of unique programme undertaken in the School as Career Guide/Souhrida Co-ordinator	
26	Details of Research Papers presented. If any	

27	Details of Published works related to Career Guidance and Adolescent Counseling	
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Signature of the Applicant

Place :

Date :

Countersignature of the Principal with date

(Seal)