

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram
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Ph. No: 2323198
Dated:11.05.2018

CG&AC/30848/2013/DHSE

CIRCULAR

Sub: Career Guidance and Adolescent Counseling Cell - Selection of District Co-ordinators / Joint Co-ordinators – Application invited-reg

Ref: GO (MS) 66/2014/GI.Edn dated 28/03/2014

Applications are invited from interested HSST/HSST (Jr) working as Career Guide / Souhrida Co-Ordinator to work as District/Joint Co-Ordinators for co-ordinating field level work related to students centric programme under Career Guidance and Adolescent Counseling Cell. The applicants should be willing to co-ordinate the activities of career Guidance and Counseling programme in their respective district.

The applicant should be career Guide/Souhrida Co-Ordinators for a minimum period of three years which should be continuous. He/She should have been associated with the entire programme initiated by the Career Guidance and Adolescent Counseling Cell during the year 2017-18. The interested applicant should forward the application in the attached format duly countersigned by the Principal along with the **bio-data before 25th of May 2018 to the following address**. Late applications will not be considered.

The State Co-Ordinator
Career Guidance&Adolescent Counseling 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 District / Joint Co-ordinators

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 of the school? If so, completed period of Service as Career Guide or Souhrida Co-ordinator				
13	Period of Service as Career Guide/ Souhrida Co-ordinator from 2017-18				
Sl No.	School	Career Guide / Souhrida Co-ordinator	From	To	
14	Whether holding post of Educational District Convener, If so give name of Educational District				
15	Amount received from DHSE for conducting School Level Activities on 2015-16, 2016-17 and 2017-18		Received	Utilized	Balance

16	<p>Details of Programme conducted in the school using the fund allotted from DHSE</p> <p>(Date of Programme, subject of programme and Name of faculty)Add separate sheet if required</p>		
17	<p>Details of records/ registers maintained in school w.r.t career guidance units & Souhrida club</p>	<p>career guidance units</p>	<p>Souhrida club</p>
18.	<p>Whether attended FOCUS POINT Programme during the year 2018</p> <p>If attended, specify the Centre of Focus Point at which worked</p>		
19	<p>Whether students from your school has attended District Wise selection of PATH FINDER Programme during the Year 2017-18</p> <p>If attended, give the name of students attended the programme</p>		

20.	<p>If Souhrida Co-Ordinators</p> <p>Whether students from your school has attended Students Residential Training Programme during the Year 2017-18</p> <p>If attended, give the name of students attended the programme</p>	
21.	<p>Whether participated in DISHA Expo held during 2017-18.</p>	
22	<p>Whether school selected as APTITUDE TEST NODAL School</p>	
23	<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, subject and date of class in separate sheet)</p>	
24	<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>	
25	<p>Whether attended Special Training programme organized at Rajiv Gandhi National Institute of Youth Development</p>	

	If yes, give the date of the training programme attended	
26	Whether attended Special Training programme organized at NIMHANS If yes, give the date of the training programme attended	
27	Details of Unique Programme undertaken in the School as Career Guide/Souhrida CO-ordinator	
28	Details Research Papers presented if any	
29	Details of Published Works	

Signature of the Applicant

Place:

Date:

Countersignature of the Principal with date

(Seal)