

Office of the Director of  
Higher Secondary Education,  
Housing Board Buildings,  
Santhi Nagar, Thiruvananthapuram  
[Cgacdhse@gmail.com](mailto:Cgacdhse@gmail.com)  
Ph. No. 2323198.  
**Dated: 13/08/2018**

**CG&AC /2115/2018/DHSE**

## **CIRCULAR**

**Sub:** Career Guidance: **"Introductory Training"** –Application form Career Guides invited-reg.

**Ref:** G.O.(Rt) 2200/2018/Gl Edn dated 13/06/2018

Career Guidance units in the Higher Secondary Schools 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, who handles the school level activates helps the students to update on latest trends in career development and classes on different subjects related to Career Guidance are conducted at schools.

Basic training on career planning, is needed to implement career guidance related activates. Hence it is proposed to provide Introductory training to all Career Guides who had **not attended either TOT or Special training**. The Career guides should submit the applications on the Performa attached.

Applicants should satisfy following criteria:

1. Applicant should be a Career Guide.
2. Applicant should have submitted the Annual Report and Utilization Certificate for the year 2017-18.
3. Students from the applicant's school should have attended the District Level Screening Test for Civil Service Programme (Path Finder Programme) held on 28<sup>th</sup> September 2017/03 October 2017.
4. Applicant should have attended the Educational District Level Meeting -2018.

5. The selected teacher should work as Career Guide & Trainer at least 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.
6. Selected teacher should bring Lap Top for the Training Programme.

Career Guides 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. 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 on before **20<sup>th</sup> August 2018**

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

Sd/-  
***Joint Director (Accademic)***

**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	Whether the school is selected as a K-DAT Nodal School ?	
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 .....

..... here by affirm that on completion of the  
Introductory Training Programme, I will associate with the district level activities of Career  
Guidance and Adolescent Counselling Cell, DHSE.

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

Countersignature of the Principal

Signature  
Name

Seal of the school