

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: AWARDS BRANCH
PATRACHAR VIDYALAYA, TIMARPUR: NEW DELHI**

No.F.DE.23/Awards/Misc./2016/412

Dated: 14/10/2016

CIRCULAR

Sub: - Diploma Course in Guidance and Counseling by NCERT.

Kindly find enclosed herewith the copy of letter No.F.PKM/ODL/Dip-Guid/2017-18/DEPFE regarding Diploma Course in Guidance and Counseling by NCERT, for teachers working in schools under Delhi Government.




(Vidya Devi)
DDE (Awards)

No.F.DE.23/Awards/Misc./2016/412

Dated: 14/10/2016

Copy to:

1. P.S to Secretary (Education)
2. P.S to Director (Education)
3. P.S to Addl. DE (School/Awards)
4. O.S (IT) with the request to upload this circular on the website of the department.
5. Guard file.



(Vidya Devi)
DDE (Awards)



राष्ट्रीय शैक्षिक अनुसंधान
और प्रशिक्षण परिषद्



NATIONAL COUNCIL OF EDUCATIONAL
RESEARCH AND TRAINING

Speed Post

Department of Educational Psychology & Foundations of Education

Dr. Anjum Sibia
Professor and Head

No.F.PKM/ODL/Dip-Guid/2017-18/DEPFE
Telefax: 91-11-26560544 (O)
E-mail: idgc.ncertdelhi@gmail.com
Date: 22nd September, 2016

Subject: Diploma Course in Guidance and Counselling
(Distance/Online and Face-to-Face) - Imparting
training to Directorate of Education, Delhi regarding

Dear Smt. Gupta,

As you are aware, the National Council of Educational Research and Training (NCERT) has been offering the Diploma Course in Guidance and Counselling for training professional counsellors for schools and allied settings since five decades or so. In view of the urgency to make the counselling services available in schools and to train professionals in large numbers in the context of universalisation of secondary education as well as adolescence education and mental health, NCERT offers the course for teachers, teacher educators and key personnel from State Education Departments with a combination of distance and face-to-face modes. The one-year course begins from the first week of January every year and is consisting of three phases, viz. Guided Self-learning (6 months; Distance), Intensive Practicum (3 months; Contact Programme at the study centre), and Internship (3 months; in candidate's home town).

I am writing this letter to request you to kindly send at least **10 nominations** of teachers working in schools under Delhi Government, who are likely to use the training to carry forward work in this area in schools. The announcement for admission to this course will be made in the first week of October, 2016 at Council's website (www.ncert.nic.in). Last date for submission of application form will be first week of November, 2016. Selection test will be held in the first week of December, 2016. It is, therefore, requested to kindly identify the potential candidates and send their nominations to us on time, **so that after screening of applications we can send communication to them regarding the selection test.**

There is a nominal fee of Rs.6000/- for Government deputed candidates. Details of the course requirements, eligibility conditions, course fee, application form etc. are available on the NCERT website (www.ncert.nic.in). However, a copy of Course Brochure is enclosed for your kind perusal. Following guidelines may also be kept in mind while making nominations:

- Candidates should be graduate with teaching degree.
- Should have the motivation and aptitude to pursue work in this area after training.

- Candidates should be fit in all respects (including medical fitness) to complete all requirements of intensive theoretical and practical work and travel during contact programme.
- Working knowledge of English is a must.
- Candidates should have at least 10 years service left.
- Candidates who have already attended the course earlier not to be deputed.

Application with complete bio-data as per the prescribed format may be sent electronically or by post to Head, Department of Educational Psychology and Foundations of Education, NCERT, Sri Aurobindo Marg, New Delhi - 110016 by **7th November, 2016**. Candidates can send an advance copy. Once nominations of teachers are received, those found eligible after screening will be contacted to appear for the selection test in the first week of December, 2016. Clarifications, if any, could be sought on +91-11-26560544; 09810237095 (M) by the prospective candidates.

Looking forward to your cooperation in this endeavor of training of school personnel in guidance and counselling.

With kind regards,

Yours sincerely,



(Anjum Sibia)

Encl: a/a

Smt. Soumya Gupta, IAS
Director (Education)
Directorate of Education
Govt. of NCT of Delhi
Old Secretariat
Delhi - 110054

Diploma Course in Guidance and Counselling (2017)

INFORMATION BROCHURE

NCERT: THE PREMIER BODY IN SCHOOL EDUCATION

The National Council of Educational Research and Training (NCERT) was established for providing academic support in improving the quality of school education in India. The focus of the Council is reflected in its emblem. The three intertwined swans symbolise the integration of three aspects of the work of the NCERT, namely, Research and Development, Training, and Extension. All these functions are tuned to achieve the main objective of improving the quality of school education. The activities taken up by the NCERT include development of curriculum, textbooks and instructional materials, training of the key functionaries and research in various dimensions of school education. The NCERT functions through its eight constituent units, viz. (a) National Institute of Education (NIE), (b) Central Institute of Educational Technology (CIET) - both located at New Delhi, (c) Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Bhopal and five Regional Institutes of Education (RIEs) at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong. This National Institution draws on the expertise of as many as 600 members of the faculty located in the network of its constituent units.

DIPLOMA COURSE IN GUIDANCE AND COUNSELLING (DCGC)

NCERT, through the Department of Educational Psychology and Foundations of Education (DEPFE), has been training the in-service school teachers, teacher educators, school administrators as well as untrained guidance personnel through its diploma courses for many years. In order to make the course accessible to larger numbers, this course has now been redesigned with components of both distance as well as face-to-face modes. The course is developed and offered by DEPFE, NIE, New Delhi and Regional Institutes of Education of NCERT at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong.

OBJECTIVE

The course aims to train in-service teachers, teacher educators, school administrators and untrained guidance personnel as counsellors/teacher counsellors to guide and counsel students in school and other related settings.

COURSE CONTENT

Theory: The course consists of core components in guidance and counselling processes and procedures, major theories of human adjustment and career development, and their application in counselling, psychological assessment and appraisal, and use of career information in guidance and counselling practices. The content also includes counselling for special groups of students, crisis situations and other issues arising from multicultural forces, globalisation, industrialisation etc. that have implications for guidance and counselling practices.

Practical Work: The course includes intensive training in practical work integrated with the theory components which is later conducted and supervised in schools. Enrichment lectures,

seminars, workshops, demonstrations, self-study and reflective sessions are also important features of the practical training. Field visits and tours are also arranged to provide candidates with the first-hand experience of working of guidance institutions and professionals.

Internship: Internship or 'on-the-job experience' is an important component of this course. Trainees undergo internship in actual work setting to try out and further refine the understanding and skills acquired from theory and practice.

COURSE MATERIAL

Self-learning material in modular form is the mainstay of this course. The material covers the theory topics and provides a foundation for acquiring knowledge, attitudes and skills during practical training.

DURATION AND PHASING

The course is for a period of one year, spread over three phases* as given below:

		Duration
Phase I	Guided Self-learning	6 months (Distance)
Phase II	Intensive Practicum**	3 months (Face-to-Face)
Phase III	Internship	3 months (in Home Town)

* During distance learning phase, tutorials (once a month of two days duration/every two months of five days duration) will be organised at all study centres and learners in small groups will be attached to mentors for seeking clarifications and any other help. Audio-video programmes related to practical work, which are being developed by the department, will also be provided to learners during the distance learning phase. Contact programme consists of intensive practical training and supervised field experience in schools. Duration of contact programme would be three months. It will be followed by a period of three months of internship in actual job setting, i.e. schools, guidance agencies etc.

** In-service candidates must ensure that they will attend the full-time three months' contact programme with due permission from their employers before they take admission. Selected candidates will not be allowed to pursue any other course from any University/Institution, if they join the contact programme.

TRANSACTION OF THE COURSE

- Distance Learning Phase:* The distance learning phase begins from January 2017 and will continue up to a period of six months. Faculty attachment and provision of tutorials during this phase would facilitate learners in seeking clarifications and solving difficulties.
- Face-to-Face Contact Programme:* The contact programme will be organised at all study centres for a period of three months to give intensive training in practical work related to theory components. Keeping in view the convenience of the learners, extra time of fifteen days will be provided to them to complete their reports related to various practicals.
- Internship:* Candidates will be attached to a school, agency or any other guidance institution for internship for a period of three months in their home town/country under the supervision of an expert.

HEME OF EVALUATION

Evaluation of candidates in the course is based upon a system of continuous and comprehensive evaluation which includes assessment of assignments, practical work, portfolio preparation, internship project and written examination.

AWARD OF DIPLOMA

Diploma will be awarded on fulfilling requirements for successful completion of each phase and attaining a certain level of proficiency in each aspect of the course.

COURSE FACULTY

The course faculty comprises professionals and experts in the field of guidance and counselling and psychology, having rich experience of teaching in the field. In addition, faculty from universities and distinguished practitioners are invited to participate in the course as guest faculty.

NETWORK OF STUDY CENTRES

Candidates from different regions of the country will be enrolled on regional basis at NIE, NCERT (DEPFE), New Delhi and Regional Institutes of Education at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong.

ELIGIBILITY

- In-service teachers - Graduates with teaching degree.
- Presently not working - Graduates with teaching degree and at least two years of teaching or related experience.
- Postgraduates in psychology/education/social work/child development/special education. Preference will be given to those with at least one year of teaching or related experience.
- Candidates from outside India who are not graduates but have teaching degree are required to have three years of work experience in the relevant area. However, admission committee set up for the course will see the academic equivalence of qualifications of these candidates.

Minimum % of marks for all target groups is 50% (5% relaxation for SC/ST).

INTAKE CAPACITY

The total number of seats at each of the six centres (NIE, NCERT (DEPFE), New Delhi and five RIEs at Ajmer, Bhopal, Bhubaneswar, Mysore and Shillong) is maximum 50. Reservation of seats will apply as per the Government of India norms.

MEDIUM OF INSTRUCTION

The medium of instruction for the course is English and Hindi.

ADMISSION PROCEDURE

Candidates desirous of seeking admission into the course are required to fill-in the prescribed application form which can be downloaded from NCERT website (www.ncert.nic.in) or can be obtained in person from any of the six centres. Shortlisted candidates based on the eligibility and other criteria will be called at the study centre in their regions for selection test which includes essay writing and interview.

No TA/DA will be given for travelling to the study centre to take admission test.

In-service candidates can appear in the selection test, if found eligible, with prior permission from their employers if deputation orders take time.

COURSE FEE AND OTHER EXPENSES

Course fee to be paid by different categories of candidates before commencement of the course is:

Category	Course Fee
Government Deputed Candidates from Centrally Funded Organisations (Indian)	Rs.19,500/-
Government Deputed Candidates from State/UT Departments (Indian)	Rs. 6,000/-
Private Candidates (Indian)	Rs.30,000/-

Expenditure for board, lodging and medical aid (if required) during contact programme will be borne by the candidates. Board and lodging facilities are available on request in the PG Hostel, NIE, NCERT Campus, New Delhi for non-local candidates at the following rates (for NCERT (DEPFE), New Delhi centre only). Candidates should indicate their requirement in the application form and pay the entire amount in advance on their arrival in the hostel.

Charges for three months (subject to revision) excluding tax	
Accommodation	Meals
PG Hostel Rs.7,000/- (approx.)	Rs.12,000/- (approx.)

Note: *The candidates can, however, make their own arrangement for board and lodging.*

Applications complete in all respects should be sent electronically (through e-mail) as well as by post to one of the following study centres based on the regional basis:

Study Centre	States/UTs Covered	Study Centre	States/UTs Covered
Head Department of Educational Psychology and Foundations of Education NCERT Sri Aurobindo Marg New Delhi-110016 Centre Code 01 Phone: +91-11-26560544 E-mail: idgc.ncertdelhi@gmail.com	Delhi-NCR (viz., Delhi, Gurgaon, Faridabad, Noida, Ghaziabad and other surrounding areas) Chandigarh	Principal Regional Institute of Education Sachivalaya Marg Bhubaneswar -751022 Centre Code 04 Phone : +91-674-2540534 E-mail: idgc.ncertbhu@gmail.com	Andaman and Nicobar Islands Bihar Jharkhand Orissa West Bengal
Principal Regional Institute of Education Capt. D.P.Choudhary Marg Ajmer - 305 004 Centre Code 02 Phone: +91-145-2990140/ 2644630 E-mail: idgc.rieajmer@gmail.com	Jammu and Kashmir Haryana Himachal Pradesh Punjab Rajasthan Uttarakhand Uttar Pradesh	Principal Regional Institute of Education Mysore - 570006 Centre Code 05 Phone : +91-821-2514095 E-mail: idgc.ncertmys@gmail.com	Andhra Pradesh Karnataka Kerala Lakshadweep Puducherry Tamil Nadu
Principal Regional Institute of Education Shyamala Hills Bhopal -462013 Centre Code 03 Phone : +91-755-2661463 E-mail: idgc.ncertbho@gmail.com	Chhattisgarh Dadra and Nagar Haveli Daman and Diu Goa Gujarat Madhya Pradesh Maharashtra	Principal North East Regional Institute of Education (NERIE), NCERT Umiam, Barapani Shillong - 793103 Centre Code 06 Phone : +91-364- 2570009/2570062 Email: idgc.ncertshill@gmail.com	Arunachal Pradesh Assam Manipur Meghalaya Sikkim Nagaland Tripura Mizoram

Candidates should send their applications through proper channel so as to reach by **7th November, 2016** to the respective study centres. However, an advance copy must be sent. Self-attested copies of marks/grade sheets/degrees/certificates in support of qualifications and work experience mentioned in the application form should be enclosed.

List of Course Material

1. Course Guide

Major inputs include objectives, scope, rules, syllabi as well as procedures for admission, transaction and evaluation for all the three phases of the course.

2. Course Modules*

- | | | | |
|-------|--------------|---|---|
| i. | Module- I | : | Introduction to Guidance |
| ii. | Module-II | : | Counselling Process and Strategies |
| iii. | Module-III | : | Guidance for Human Development and Adjustment |
| iv. | Module-IV | : | Career Development-I |
| v. | Module -V | : | Career Information in Guidance and Counselling-I |
| vi. | Module -VI | : | Assessment and Appraisal in Guidance and Counselling-I |
| vii. | Module -VII | : | Basic Statistics in Guidance and Counselling-I |
| viii. | Module -VIII | : | Guidance in Action |
| ix. | Module -IX | : | Special Concerns in Counselling |
| x. | Module -X | : | Developing Mental Health and Coping Skills |
| xi. | Module-XI | : | Career Development-II |
| xii. | Module -XII | : | Career Information in Guidance and Counselling-II |
| xiii. | Module -XIII | : | Assessment and Appraisal in Guidance and Counselling-II |
| xiv. | Module -XIV | : | Basic Statistics in Guidance and Counselling-II |

* Each module consists of number of self-learning units.

3. Practical Handbook

Provides areas and strategies for conducting and undergoing practicum, field experience and internship.



National Council of Educational Research and Training

APPLICATION FORM

DIPLOMA COURSE IN GUIDANCE AND COUNSELLING (2017)

1. **Full Name:** Mr./Dr./Ms. _____
(in capital letters)

2. **Gender:** Male ☐ Female ☐ Transgender ☐

3. **Date of Birth:**
DAY MONTH YEAR

Affix
Passport
Size
Self-attested
Photograph

4. **Nationality:** _____ 5. **State/Country:** _____

6. **Study Centre:** _____
(see enclosed list of centres)

7. **Permanent Address:** _____

City _____ State _____

Pin Code

8. **Contact Address:** _____

City _____ State _____

Pin Code

9. **Phone (with STD code):** _____ (O) _____ (R)
_____ (M)

Fax _____ E-mail _____

10. *Present Occupation
and Official Address:*

City _____ State _____

Pin Code

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11. *Details of Educational Qualifications (final school examination onwards) (attach self-attested copies)*

Examinations Passed	Examining Body	Year	Percentage of Marks or Grade Point Average	Subjects

12. *Details of Professional Qualifications (attach self-attested copies)*

Examinations Passed	Examining Body	Year	Percentage of Marks or Grade Point Average	Subjects

13. *Work/Professional Experience (attach self-attested copies)*

S. No.	Employer	Position Held	From	To	Nature of Duties

Short-Term Course /Training Attended in the Related Fields

Name of Course/Training	Institute	Year	Duration of the Course/Training

15. Disability, if any (extent may be mentioned)
(attach certificate)

16. Category: General ☐ SC ☐ ST ☐ OBC ☐
(attach certificate if belonging to SC, ST, and OBC category)

Declaration

1. I hereby declare that the above information is true to the best of my knowledge.
2. I hereby declare that I am fit in all respects to meet all the requirements of the course.

Place :

(Signature of the Applicant)

Date :

List of Enclosures

Name and Full Address of Two Referees

1. _____ 2. _____

Pin Code

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Pin Code

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Phone (with STD Code) _____

Phone (with STD Code) _____

E-mail _____

E-mail _____

**Sponsoring Agency/Organisation
(Name and Address)**

Pin Code

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Certification by the Head of the School/Institution (for presently employed candidates)

It is certified that no disciplinary matter is pending/contemplated against Mr./Dr./Ms. _____ and she/he bears a good character.

She/he is permitted to undergo this one-year Diploma Course of which she/he will be allowed to attend three months' contact programme at her/his respective study centre and complete three months internship in the chosen school/institution.

Signature of the Head of the School/Institution with stamp

Name: _____

Designation: _____

Address: _____

Pin Code

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For Office Use Only

Study Centre on Regional Basis

(a) DEPFEE, New Delhi

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(d) RIE, Bhubaneswar

☐

(b) RIE, Ajmer

☐

(e) RIE, Mysore

☐

(c) RIE, Bhopal

☐

(f) NERIE, Shillong

☐

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Principal Regional Institute of Education Capt. D.P.Choudhary Marg Ajmer - 305 004 Centre Code 02 Phone: +91-145-2990140/2644630 E-mail: idgc.riajmer@gmail.com	Jammu and Kashmir Haryana Himachal Pradesh Punjab Rajasthan Uttarakhand Uttar Pradesh	Principal Regional Institute of Education Mysore - 570006 Centre Code 05 Phone : +91-821-2514095 E-mail: idgc.ncertmys@gmail.com	Andhra Pradesh Karnataka Kerala Lakshadweep Puducherry Tamil Nadu
Principal Regional Institute of Education Shyamala Hills Bhopal -462013 Centre Code 03 Phone : +91-755-2661463 E-mail: idgc.ncertbho@gmail.com	Chhattisgarh Dadra and Nagar Haveli Daman and Diu Goa Gujarat Madhya Pradesh Maharashtra	Principal North East Regional Institute of Education (NERIE), NCERT Umiam, Barapani Shillong - 793103 Centre Code 06 Phone : +91-364- 2570009/2570062 Email: idgc.ncertshill@gmail.com	Arunachal Pradesh Assam Manipur Meghalaya Sikkim Nagaland Tripura Mizoram

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