

CAREER DEVELOPMENT CENTRE

National Employment Service Department, Government of Kerala has set up Career Development Centre/Mini Employability Centres (CDC/MEC) which acts as a destination where individuals can obtain authentic solutions for all kinds of career issues faced by them. The centre adapts the latest technologies and appropriate tools in Career Management to address the issues of individuals. The ultimate goal of these centres are to link the students with meaningful work, giving them support to shape and manage their careers by building key ingredients necessary for their transformation to become a complete professional. The new initiative is the extension of Vocational Guidance Unit functioning in the District Employment Exchanges. Currently CDCs are operational in Kozhikode and Palakkad districts. The third CDC will be opening at Thiruvananthapuram district shortly.

Through this notification, National Employment Service Department intends to recruit staff through Kerala Academy for Skills Excellence (KASE), exclusively for managing Career Development Centres. Kerala Academy for Skills Excellence (KASE) is the State Skill Development Mission of Government of Kerala under the Department of Labour & Skills is the apex entity to initiate, regulates and co-ordinate focused skill development for different industrial domains. CDCs are functioning with the technical support of KASE. National Employment Service Department shall be sole responsible for the offer of Employment for the selected candidates.

Applications are invited from interested candidates for the following position at Career Development Centres on contract basis for a period of one year.

1. Asst. Centre Manager cum Career Counsellor

- **Qualification:** MA/MSc.in Psychology/MSW with PG Diploma/Diploma in Counselling.
- **Experience:** 3 years experience in Educational/Career Counselling
- **Remuneration:** Rs. 40,000/- per month
- **Period of Contract:** Initially for period of one year and this may be extended as per the performance.
- **Age:** 18- 36 years as on 1st January 2017 with usual relaxation.

2. IT Officer cum Career Guidance Assistant

- **Qualification:** B.Tech Computer science/ IT / MSc. Computer Science/ MCA
- **Experience:** 3 year experience in an IT based company and thorough knowledge in Computer Hardware, Software Preparation, Animation etc.
- **Remuneration:** Rs.30,000/- per month

- **Period of Contract:** will be one year and this may be extended as per the performance.
- **Age:** 18- 36 years as on 1st January 2017 with usual relaxation.

HOW TO APPLY?

Interested candidates satisfying above eligibility criteria may forward their application in the attached format along with their CV, copies of all relevant documents for proof of age, educational qualification, experience etc., and a recent passport size photograph to:

The Managing Director,
Kerala Academy for Skills Excellence (KASE),
3rd floor Carmel Tower,
Cotton Hill,
Vazhuthacaud,
Thiruvananthapuram – 695014.
Ph: 0471 2735949, 0471 2735856.

Applications should be in the attached format only

The envelope should be superscripted with “**Application for the post of _____ in CDC**”

Last date for receipt of application:**20/12/2017 5.00 P.M.**

Place: Thiruvananthapuram
Date: 02.12.2017

Sd/-
MANAGING DIRECTOR



**Format of application for engagement as _____ in
CAREER DEVELOPMENT CENTRE (CDC)**

Name

.....

Date of Birth Age

Correspondence Address:

.....

.....

.....

Contact Number:

Email ID:

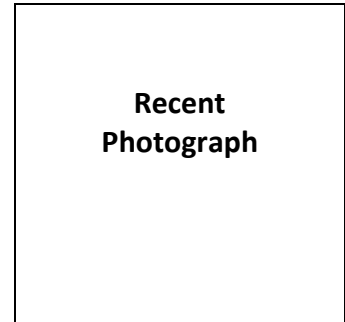
Academic Qualifications:

Sl.No	Course	Course Duration		Institution/ University	Score in %
		From	To		

Other Qualifications (Specify):

1.

2.





Experience Details:

Sl.No	Name and address of the firm	Tenure		Position held	Salary	Reason for Leaving
		From (DD.MM.YEAR)	To (DD.MM.YEAR)			

References

Name of the person:	Name of the person:
Name and Address of Organisation	Name and Address of Organisation
Designation	Designation
Email id	Email id
Contact number	Contact number
Relationship to Applicant	Relationship to Applicant

Declaration:

I hereby certify that the above information is complete and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered to me.

Signature of the Applicant

Place:

Date: