

Vocational Guidance

This department has set up a network of 22 Vocational Guidance Units at 17 District Headquarters (except Jhajjar and Fatehabad), Hansi, Charkhi Dadri and in 3 Universities to provide career guidance to youngmen and women. These units disseminate occupational and other relevant information to the applicants through Group Guidance, Career Talks, Career Weeks, Individual Information and Individual Counselling.

Employment Information Centres have been set up in 233 villages throughout Haryana till date wherein latest information about training facilities and job opportunities are regularly displayed for the general benefit of the unemployed youth. Employment Officers update the information at these Information Centres fortnightly. This effort has been highly appreciated by Panchayats and general public at large.

The Vocational Guidance Units are providing Vocational Guidance to the youth to enable them to comprehend the world of work, to know about occupations and to think about their resources in terms of their match worthiness with jobs, to set a vocational goal and pursue it by selecting a proper course of study.

The Employment Officers collect and maintain up-to-date and accurate information on occupations, training facilities, educational Courses, Scholarships, stipends, Direct entry jobs and about self Employment avenues. The Employment Officer also advise the suitable applicants about vacancies that are advertised in daily newspapers/other sources. Employment Officers maintain upto date library on occupational and Vocational Guidance literature and prospectuses of Educational and Technical Institutions .In order to make the best use of the complimentary copies of the career literature published by DGE&T and other sources, V.G. units of the Employment Exchanges distribute the same to the various educational institutions of its area. Each of the three UEI&GB's publish career literature fortnightly for the use of the students and alumni of the universities, wherein useful information about employment opportunities, part time employment, admissions, competitions, training facilities, scholarships, self employment opportunities and topics of general interests are incorporated. The Directorate of Employment has launched a "Newsletter" which is being compiled every fortnight and sent to all the Employment Exchange of the state for its wide publicity for the benefit of the public at large.

A District Coordination Committee for Vocational Guidance of High/Higher Secondary Schools has been established in each Distt., and the concerned Employment Officer is the member Secretary of this Committee. The main purpose of this committee is the proper utilisation of occupational and Employment market information produced by the Employment Department and other agencies for proper guidance of the public in the choice of courses and careers..Similarly an Advisory committee has been established in each of the three UEI&GB's for monitoring the functioning of these special guidance Bureau in the concerned universities and the Employment Officer of the Bureau is the ex-officio secretary of this advisory committee.

Career Guidance weeks are also being celebrated twice in a year with a view to :-

- (a) acquainting the students/school leavers with guidance facilities available in the Employment exchanges.
- (b) disseminating information on jobs and training facilities available for them and
- (c) assist them in making judicious choice of their careers in accordance with their achievements ,aptitudes, interests and employment market trends.

Further with a view to inspire confidence among the employment seekers , the cases of applicants who have been on the live register for a long time but have not been submitted anywhere or those who have been submitted unsuccessfully several times are regularly reviewed by the Employment Officer (VG) to guide them individually to get early and suitable employment and to provide some useful and timely information about vacancies and admissions
