



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OF
EMPLOYMENT AND TRAINING
COACHING-CUM-GUIDANCE CENTRE
FOR SC/ST CANDIDATES
CHENNAI - 600 004.



SUB-REGIONAL EMPLOYMENT OFFICER
Coaching-cum-Guidance Centre for SC/STs.

3rd Floor, Jaya Prakash Narayan
Building, 56, Santhome High Road,
Chennai - 600 004.

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The Coaching-cum-Guidance Centre is a Central Government office for developing Employment Potential of the Scheduled Castes and Scheduled Tribes youth under Directorate General of Employment and Training. The constructive programmes of this Centre are helpful to the candidates of this category in obtaining employment and vocational rehabilitation. Following are the objectives of this Centre.

OBJECTIVES

The main objective of the Scheme of Coaching-cum-Guidance Centre are:

1. To channelise the available educated SC/ST manpower into appropriate vocations.
2. To increase their employability through Coaching/Training and
3. To provide them Vocational Guidance and Career information at the appropriate stages.

FUNCTIONS

In order to achieve the above objectives the Coaching-cum-Guidance Centre is expected to perform the following functions:-

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FUNCTIONS

In order to achieve the above objectives the Coaching-cum-Guidance Centre is expected to perform the following functions:-

- i. Provide Vocational Guidance and disseminate Career information of SC/ST job seekers.
- ii. Plan and execute 'Confidence Building' and related programmes.
- iii. Organise and conduct job-development programmes.
- iv. Afford facilities to SC/ST job seekers for practicing Shorthand & Typing, and Computers-MS Office 2000, Training for 3 months/ 6 months.
- v. To organise Pre-Recruitment Training Programmes for candidates appearing in various competitive examinations, specially Group 'C' and equivalent posts.
- vi. Implementation of 11 months Special Coaching Scheme for SC/ST job seekers.

I. COMPETITIVE EXAMINATION OF UPSC

S. No.	Name of Examination	Source of information
1.	Civilservice (IAS/IPS/IFS) Examination	Employment News / Leading News Paper
2.	Indian forest service Examination	do
3.	Combined Defense Service Examination (C.D.S)	do
4.	Engineering service Examination	do
5.	Indian Economics/Statistical service Examination	do
6.	National Defense Academy (NDA) Examination	do
7.	Combined Medical Service Examination	do
8.	Geologist's Examination	do
9.	Central police force Asst. Commandants Examination	do

II. COMPETITIVE EXAMINATION OF STAFF SLECTION COMMISSION

S. No.	Name of Examination	Source of information
1.	Combined Graduate level Examination (for recruitment of Income Tax Inspector, Central Excise Inspector, UDC / Auditor etc.,	Employment News / Leading News Paper
2.	Assistant Grade Examination/ Clerks Grade Examination	do
3.	Recruitment of sub-inspector of Police in C.P.O.	do
4.	Recruitment of Sub-Inspector of CBI	do
5.	Delhi Police Sub-Inspector Examination	do
6.	Stenographer's grade 'C' & 'D' Examination	do
7.	Junior / Senior Hindi Translator Examination	do
8.	Investigators' Examination	do
9.	Transmission Executive / Duty Officer (for AIR / Door Darshan) Examination	do
10.	Library & Information Asst. Examination	do
11.	Section Officer Examination (Audit / Commercial)	do
12.	Hindi Pradhypaks Examination	do

III. BANKING SERVICE RECRUITMENT BOARD

S. No.	Name of Examination	Source of Information
1.	State Bank and its Associate Bank Probationary Officer's Examination.	Employment News / Leading News Paper
2.	Nationalised Banks Probationary officers Examination.	do
3.	Clerical Examination by Individual Bank.	do
4.	Reserve Bank Grade 'A' & 'B' Officers Examination.	do

IV. RAILWAY RECRUITMENT EXAMINATION

S. No.	Name of Examination	Source of Information
1.	Competitive Examination for Recruitment of Reservation clerks, enquiry clerk, Commercial Clerk, Accounts Clerk etc.,	Employment News / Leading News Paper
2.	Assistant Station Master Examination	do
3.	Examination for other Technical Posts.	do

V. LIC / GIC COMPETITIVE EXAMINATION

S. No.	Name of Examination	Source of Information
1.	LIC Asst. Administrative Officer's Examination	Employment News / Leading News Paper
2.	GIC Asst. Administrative Officer's Examination.	do
3.	LIC Development Officer's Examination.	do
4.	LIC & GIC. Assistants / Stenos / Typists Examination	do

VI. DEFENCE SERVICE EXAMINATION

S. No.	Name of Examination	Source of information
1.	IAF Airman (Tech.Trades) Examination	Employment News / Leading News Paper
2.	IAF Airman (Non-Tech Trades) Examination.	do
3.	IAF Airman (Education Instructor's Trade) Examination	do
4.	Indian Navy Sailors Matric Entry Recruitment Examination.	do
5.	Indian Navy Artificer Apprentices Examination	do
6.	Indian Navy Dockyard Apprentices Examination.	do
7.	Indian Army Soldiers (Technical) M.E.R. Examination.	do
8.	Indian Army Soldiers Nursing Assistant's (MER) Examination.	do
9.	Indian Army Soldiers General duty(MER) Examination.	do
10.	Indian Army Soldier Clerks' Examination.	do

VII. TAMILNADU PUBLIC SERVICE COMMISSION

S. No.	Name of Examination	Source of information
1.	Recruitment of Gr.A * Gr.B. Gazetted post examination for different State Govt.Depts.	Local Tamil Daily news Papers.
2.	Recruitment of Gr.B Non Gazetted Post	do
3.	Recruitment of Gr.'C' Assistant and Clerical Grade Examination	do

Please contact this Centre for the following services

1. Registration Guidance.
2. Individual Guidance.
3. Review of old cases (for employment opportunities)
4. Mock Interviews (Techniques)
5. Individual Information / Guidance
6. Parents / Guidance Counselling
7. Career Information
8. 11 months Special Coaching Schemes in General English, G.K. Shorthand & Typing.
9. Refresher Course in Stenography, 3 months Computers Training in MS Office 2000, & 6 Months Course in Computer Training.
10. Self and Special Employment Guidance.

Comments and Suggestions for better Service are Welcome

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