

**Career  
counseling  
&  
Education**

**DIRECTORATE OF  
SOCIAL  
EMPOERMENT &  
ECONOMIC  
DEVELOPMENT  
GGSSC**

**Sports**

**Drugs**



**Career counselling  
&  
Education**

**BBE&SA**

**Sports**

**Drugs**

# **CAREER COUNSELLING & EDUCATION**

- **What to do after 10/10+2 or BA – Very typical decision in the life.**
- **Join skilled /Non skilled courses**
- **What are the basic requirements to join these courses, institutions & procedure for joining of these courses etc.**

# Programmes offered by ITIs

<u>Programme Name</u>	<u>Eli</u>	<u>Dur</u>	
<b>Motor Mechanic</b>	<b>10<sup>th</sup></b>	<b>2 Yrs</b>	
<b>Refrigerator &amp; Air Conditioner</b>	<b>-do-</b>	<b>-do-</b>	
<b>Machinist</b>	<b>-do-</b>	<b>-do-</b>	
<b>Turner</b>	<b>-do-</b>	<b>-do-</b>	

<b><u>Programme Name</u></b>	<b><u>Eli</u></b>	<b><u>Dur</u></b>	
<b>Radio &amp; TV Mechanic</b>	<b>10<sup>th</sup></b>	<b>2 Yrs</b>	
<b>Surveyor</b>	<b>-do-</b>	<b>2 Yrs</b>	
<b>Draftsman Civil</b>	<b>-do-</b>	<b>2 Yrs</b>	
<b>-do- Mechanical</b>	<b>-do-</b>	<b>2 Yrs</b>	
<b>Fitter</b>	<b>-do-</b>	<b>2 Yrs</b>	
<b>Plumber</b>	<b>-do-</b>	<b>2 Yrs</b>	

<b><u>Programme Name</u></b>	<b><u>Eli</u></b>	<b><u>Dur</u></b>
<b>Electrician</b>	<b>10<sup>th</sup></b>	<b>2 Yrs</b>
<b>Diesel Mechanic</b>	<b>-do-</b>	<b>2 Yrs</b>
<b>Cutting &amp; Tailoring</b>	<b>-do-</b>	<b>1 Yr</b>
<b>Steno Eng &amp; Punjabi</b>	<b>-do-</b>	<b>1 Yr</b>
<b>Welder</b>	<b>-do-</b>	<b>1 Yr</b>
<b>Computer Hardware</b>	<b>-do-</b>	<b>1 Yr</b>

<u>Programme Name</u>	<u>Eli</u>	<u>Dur</u>	
<b>Carpenter</b>	<b>10th</b>	<b>1 Yr</b>	
<b>Tractor Mechanic</b>	<b>10th</b>	<b>1 Yr</b>	

## Admission Procedure

- a) Through merit marks obtained in Matric & height qualification weightage
- b) Advertisement published in leading newspapers in the month of June & July every year.

# Govt. Sr. Sec. School, Dhelon

10+2 Vocational - Electrical



# Baghwan Mahavir Govt. Sr. Sec. School, Raikot

10+2 Vocational

- Electrical
- Knitting

# Programmes offered by Polytechnics

<u>Programme Name</u>	<u>Eli</u>	<u>Dur</u>
Electrical Engg	10 <sup>th</sup>	3 Yrs
Mechanical Engg	-do-	-do-
Civil Engg	-do-	-do-
Computer Engg	-do-	-do-
D Pharmacy	10+2 (Sci)	2 Yrs

<b><u>Programme Name</u></b>	<b><u>Eli</u></b>	<b><u>Dur</u></b>	
<b>Electronics &amp; Computer Engg</b>	<b>10<sup>th</sup></b>	<b>3 Yrs</b>	
<b>Leather Technology</b>	<b>-do-</b>	<b>-do-</b>	
<b>Modern Office Practice</b>	<b>-do-</b>	<b>-do-</b>	
<b>Liberary and Info Science</b>	<b>-do-</b>	<b>-do-</b>	
<b>Electrical Engg</b>	<b>-do-</b>	<b>-do-</b>	

# Admission Procedure

- a) Through JET held in the month of May & June every year.
- b) Advertisement published in leading newspapers in the month of April & May every year.

# Polytechnics Colleges

Tarn Taran

Govt. Polytechnics College, Bhikhiwind  
Shaheed Bhagat Singh Polytechnics College,  
Patti

Amritsar

Mai Bhago Polytechnics College for Girls, Majitha  
Road, Amritsar

Govt. Polytechnics College, Amritsar

Punjab Institute of Textile Technology, Amritsar

# Programmes offered Engg Colleges

<u>Programme Name</u>	<u>Eli</u>	<u>Dur</u>
<b>B.Tech in Electronics Engg</b>	<b>10+2</b>	<b>4 Yrs</b>
<b>B.Tech in Computer Sci &amp; Engg</b>	<b>-do-</b>	<b>-do-</b>
<b>B.Tech in IT</b>	<b>-do-</b>	<b>-do-</b>
<b>B.Tech in Civil Engg</b>	<b>-do-</b>	<b>-do-</b>

<b><u>Programme Name</u></b>	<b><u>Eli</u></b>	<b><u>Dur</u></b>	
<b>B.Tech in Electrical Engg</b>	<b>10+2</b>	<b>4 Yrs</b>	
<b>B.Tech in Mechanical Engg</b>	<b>-do-</b>	<b>-do-</b>	
<b>B.Arch</b>	<b>-do-</b>	<b>-do-</b>	
<b>B.Pharma</b>	<b>-do-</b>	<b>-do-</b>	

# Admission Procedure

- a) Through CET conducted by PTU May & June every year.
- b) Advertisement published in leading newspapers in the month of March & April every year.



# **JOBS AND SALARY PACKAGES**

<u><b>Engineering College</b></u>	<u><b>Polytechnic</b></u>	<u><b>ITI</b></u>
Placement providing by every Engg College – minimum salary package – 3 to 4 lacs p.a.	Placement providing by every Polytechnic– minimum package – 1 to 1.5 lacs p.a.	Minimum Salary Rs.4,000/- to 5,000/- p.m. in various private industries. You can also establish your own SS Industries. Govt is also giving subsidy for establishment of SSI

<http://www.punjabteched.com>

<http://www.ptu.ac.in>

[www.lovelyinstitutes.com](http://www.lovelyinstitutes.com)

# DETAILS OF MEDICAL PROFESSIONAL COURSES

<u>Courses</u>	<u>Eligibility</u>
MBBS/BDS	10+2 (Science)
MDMS(RG)	MBBS
D. Pharmacy (Punjab state Board of Tech. Edu.)	10+2 (Science)
Dip. in Lab. Technician	10+2 (Science)
Nursing	10+2 (Science)

# Admission Procedure

- a) Through AIPMT/PMT for MBBS, BDS, BAMS held in the month of May & June every year.
- b) Advertisement published in leading newspapers in the month of Mar & Apr every year.

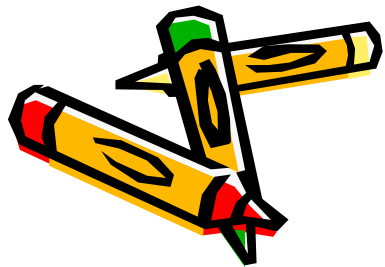
<http://www.pmc.edu>

# Procedure for admission in IIT (Indian Institute of Tech) Only 07 IITs in India



## Eligibility :-

- 10+2 with minimum 60% marks (PCM)
- Clear it on two attempts only
- Age – 16 to 22 years
- Form - Every year in the month of Nov
- Test conducted in the month of April
- Minimum Salary package – Rs.1.0 lac p.m.



[www. iitd.ac.in](http://www.iitd.ac.in)



- ✓ B.Tech Marine Engg,
- ✓ B.Tech Aeronautical Engg.,
- ✓ B-Tech Electronics and Electrical
- ✓ B.Tech Computer Sc & Engg,
- ✓ B. Tech Architect,
- ✓ B.Tech in Civil Engg,
- ✓ B.Tech in Textile Engg.
- ✓ B. Pharma,
- ✓ B.Tech in Agriculture Engg.
- ✓ B.Tech in Agriculture Engg.



# Procedure for admission in AIEEE (All India Engg Entrance Exam) - 21 NIT (National Institute of Tech)

**Eligibility :-**

**10+2 with minimum 50% marks (PCM)**

**Age – 16 to 22 years**

**From every year in the month of Nov**

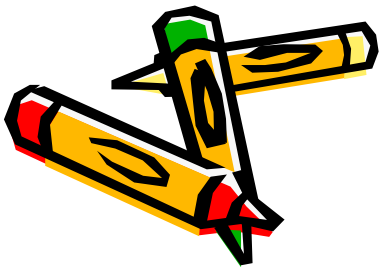
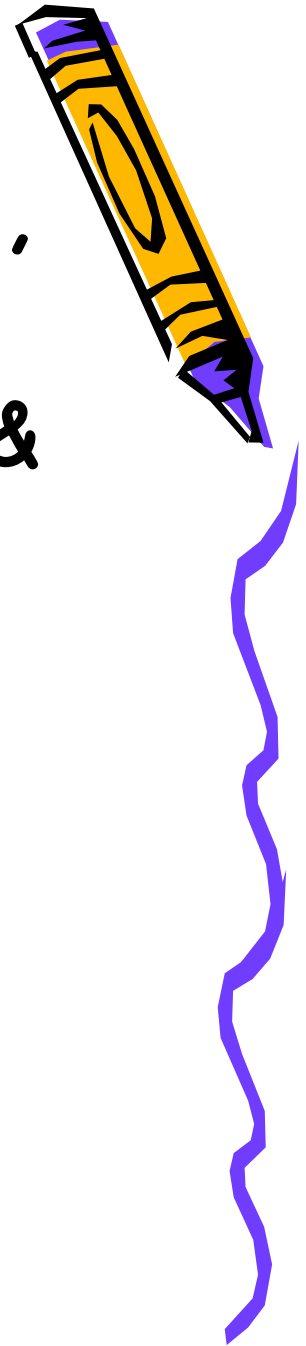
**Test conducted in the month of April**

**Min Salary package—Rs.30,000/- to 50,000/-  
p.m.**

**[www.aieee.nic.in](http://www.aieee.nic.in)**



- Punjab Engg College,  
Chandigarh - 9<sup>th</sup> Rank
- Thaper Institute of Engg &  
Tech, Patiala - 08<sup>th</sup> Rank
- NIT Jalandhar - 12<sup>th</sup> Rank



**COURSES RUN BY PUNJAB, PUNJABI  
UNIVERSITIES, GNDU UNIVERSITY & LOVELY  
INTITUTE**

**FACULTY OF ARTS & SOCIAL SCIENCES**

- **B.A., BBA, B.Com., B.Sc. (Hons) Agriculture**
- **B.ED, B.Sc. Physics/Chemistry, B.Sc. (Hons) Economics**
- **B.Sc. (Home Science),**
- **M.A. in different Subjects**
- **M.Sc. (Hons) Agriculture**
- **M.Sc. (Hons) Economics**
- **MBA**
- **M.Com**
- **M.Sc. Physics, Chemistry**
- **LL.B (3 Yrs), LL.B (5 Yrs)**



# HOTEL MANAGEMENT & TOURISM

- DIPLOMA IN HOTEL MANAGEMENT & TOURISM
- DIPLOMA IN HOTEL MANAGEMENT & CATERING
- PG DIPLOMA IN HOTEL MANAGEMENT & TOURISM
- B.Sc. HOTEL MANAGEMENT & TOURISM
- M.Sc. HOTEL MANAGEMENT & TOURISM

**INDIRA GANDHI NATIONAL OPEN**  
**UNIVERSITY (IGNOU)**  
**(DISTANCE EDUCATION)**

**[www.ignou.ac.in](http://www.ignou.ac.in)**

## Prominent Features

- International jurisdiction
- Flexible admission rules
- Cheap and best
- Easy study
- Study Centre in all Districts

<b><u>Programme Name</u></b>	<b><u>Eli</u></b>	<b><u>Dur</u></b>	<b><u>Fee</u></b>
<b>BA, B.Sc/ B.Com, BSW, B.Sc(Hosp &amp; Hotel Admin) &amp; Nursing &amp; BA(Tourism Study), BCA,</b>	<b>10+2/10 with BPP</b>	<b>3 Yrs</b>	<b>1,500/-</b>
<b>Bachelor Preparatory Programme</b>	<b>No formal qualification</b>	<b>6 M</b>	<b>600/-</b>

<b><u>Programme Name</u></b>	<b><u>Eli</u></b>	<b><u>Dur</u></b>	<b><u>Fee</u></b>
<b>Diploma in HIV &amp; Family Edu</b>	<b>10+2</b>	<b>1 Yr</b>	<b>1,800/-</b>
<b>Dip. in Women's Empowerment &amp; Devl.</b>	<b>-do-</b>	<b>1 Yr</b>	<b>1,900/-</b>
<b>Diploma in youth in Devl work</b>	<b>10+2</b>	<b>1 Yr</b>	<b>2,000/-</b>
<b>Dip. In Early Childhood Care &amp; Edu.</b>	<b>10+2</b>	<b>1 Yr</b>	<b>1,400/-</b>

<b><u>Programme Name</u></b>	<b><u>Eligibility</u></b>	<b><u>Dur</u></b>	<b><u>Fee</u></b>
<b>Cert. in Disaster Magt</b>	<b>10+2</b>	<b>6 M</b>	<b>1,300/-</b>
<b>Cert. in youth in Devl Work</b>	<b>10+2</b>	<b>6 Yr</b>	<b>1,700/-</b>
<b>Cert. in Environmental Studies</b>	<b>10+2</b>	<b>6 M</b>	<b>1,300/-</b>
<b>Cert. in Human Rights</b>	<b>10+2</b>	<b>6 M</b>	<b>1,200/-</b>
<b>Cert. in Computing</b>	<b>10+2</b>	<b>6 M</b>	<b>3,000/-</b>

# **NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)**

## **Salient Features**

- **No age limit**
- **For academic courses – Minimum 14 years for Sec and 15 years for Sen Sec.**
- **Choice of Medium Instructions – Write your examination in any Indian language**
- **Choice of Subjects**
- **Combination of Academic and Vocational subjects**
- **Nominal fee**
- **Study centre in all Districts in India**

# DETAILS OF VOCATIONAL COURSES RUN BY NIOS

## Two years duration courses

<u>S.No.</u>	<u>Course Name</u>	<u>Eligibility</u>	<u>Fee</u>
1.	Dip in Radiography	12 <sup>th</sup> with Sci	12,000/-

## One year certificate courses

2.	Certificate in care of Elderly	10 <sup>th</sup> or 8 <sup>th</sup>	2500/-
3.	Diploma in Modern Secretarial Practice	12 <sup>th</sup>	3,600/-
4.	Certificate in Toy making and Joyful Learning	10 <sup>th</sup>	2,500/-
5.	Secretarial Practice	10 <sup>th</sup>	2,500/-
6.	Certificate in Library Sci	10 <sup>th</sup>	1,000/-

<u>S.No.</u>	<u>Course Name</u>	<u>Eligibility</u>	<u>Fee</u>
7.	Certificate in Early Childhood Care & Edu	10 <sup>th</sup>	1,500/-
8.	Certificate in two wheeler mechanism	5 <sup>th</sup>	2000/-
9	Certificate footwear Design and Production	10 <sup>th</sup>	12,500/-
10.	Electrical Technician	5 <sup>th</sup>	3,000/-
11.	Radio and TV Technician	10 <sup>th</sup> or 08 <sup>th</sup>	3,000/-
12.	Cutting, Tailoring & Dress making	Literate	1,400/-



<u>S.No.</u>	<u>Course Name</u>	<u>Eligibility</u>	<u>Fee</u>
13.	Library Clerk	10 <sup>th</sup>	800/-
14	Refrigeration & Air Conditioning	8 <sup>th</sup>	3,000/-
15	Certificate in Computer Applications	10 <sup>th</sup>	2,500/-
16	Certificate in Homeopathy Dispensing	10 <sup>th</sup>	6,000/-
17	Certificate in four wheeler mechanism	8 <sup>th</sup>	4,000/-
18.	Jute production	8 <sup>th</sup>	3,00/-
19	Carpentry	-do-	1,400/-
20	Solar Energy Technician	-do-	8,00/-
21	Bio gas Energy Technician	-do-	8,00/-

<u>S.No.</u>	<u>Course Name</u>	<u>Eligibility</u>	<u>Fee</u>
22.	Laundry Services	8 <sup>th</sup>	400/-
23	Bakery and confectionery	8 <sup>th</sup>	2,500/-
24	Welding Technology	8 <sup>th</sup>	3,000/-
25	Typewriting Hindi, English & Urdu)	10 <sup>th</sup>	1,400/-
26	Word processing (MS Word)	-do-	800/-
27	Steno (Hindi, English & Urdu)	-do-	1,400/-
28	Plant protection	-do-	700/-
29	Water management for Crop production	-do-	700/-

<u>S.No.</u>	<u>Course Name</u>	<u>Eligibility</u>	<u>Fee</u>
30.	Mushroom production	10 <sup>th</sup>	700/-
32	Furniture & Cabinet making	10 <sup>th</sup>	1,400/-
33	Poultry Farming	-do-	700/-
34	Preservation of Fruits and Vegetables	-do-	2,000/-
<b><u>Six months Certificate courses</u></b>			
35	House wiring & Electrical Appliance repairing	5 <sup>th</sup>	1,500/-
36	Motor & Transformer rewinding	10 <sup>th</sup> or 08 <sup>th</sup>	1,500/-
37	Radio & Type recorder repairing	-do-	-do-

<u>S.No.</u>	<u>Course Name</u>	<u>Eligibility</u>	<u>Fee</u>
38.	TV repairing	10 <sup>th</sup> or 08 <sup>th</sup>	1,500/-
39	Cutting & Tailoring	Literate	700/-
40	Dress making	-do-	700/-
41	Library Attendant	8 <sup>th</sup>	400/-
42	Basic computing	Literate	1,200/-
43	Desk top publishing	10 <sup>th</sup>	2,500/-
44	Security service	-do-	600/-
45	Computer hardware Assembly & maintenance	10 <sup>th</sup>	2,500/-
46	Bee keeping	8 <sup>th</sup>	400/-
47	Web designing	10 <sup>th</sup>	4,000/-

# NATIONAL INSTITUTE OF OPEN SCHOOLING ADDRESS & EMAIL

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)



NATIONAL INSTITUTE OF OPEN SCHOOLING

(UNDER MHRD, GOVT. OF INDIA)

B-13b, Kailash Colony,  
New Delhi – 110 048

Website : [www.nos.org](http://www.nos.org) or  
[www.nios.ac.in](http://www.nios.ac.in)

Mata Ganga Girls College, T.T.  
Vocational Training Centre Jandiala  
Road, Tarn Tarn

## JOBS AFTER THESE COURSE/STUDY

- 10<sup>TH</sup>/10+2 - Clerical jobs/join Indian Army/ Air force/ Navy PMF/Private i.e. Call Centres, Private Air Lines, Private Banks etc.

### PROCEDURE & ELIGIBILITY CONDITION FOR JOINING OF CLERICAL JOB

**Matric/Intermediate Pass**

**Typing Speed : 30 w.p.m. in English or 25 w.p.m. Punjabi or Hindi or Computer is desirable.**

**Selection producer : Through written test at Matric level & typing test only.**

Vacancies published : Every year Matric Level Clerk exam conducted by the SSC [www : ssc.nic.in](http://www.ssc.nic.in)

Private Organization : Join as DTP Operator  
Computer Oprt/Data Entry Operator/Clerk in any Newspaper  
Agencies, Law Firms, Banks, Private Firms, School, Colleges etc.

Salary Packages : Govt Salary Rs.8,000/- &  
Private firm Rs.5,000/-

## CALL CENTRE JOB'S

- Job titles** : **Customer Service Officer/Operator or Call Centre Adviser/ Rep, Customer Service Representative, Technical Support Staff etc)**
- Qualification** : **Intermediate/ Undergraduate**
- Personal Skill** : **A very good command over English language is the main skill required. Computer literacy, typing speed, knowledge of consumer behaviour.**
- Selection producer** : **Only through Interview in English Language**



**Training** : Providing training after selection by the firms which include accent trg, listening skills, 'slang' training, accent neutralization, telephone etiquette, telesales etiquette and cyber grammar, interaction skills, customer relationship, management skills and call centre terminology

**Salary Packages** : Earns between Rs.8,000-12,000 per month

# **PROCEDURE & ELIGIBILITY CONDITION FOR JOINING OF AIR LINES JOB**

<b>Job titles</b>	<b>:</b>	<b>Flight attendant jobs, Airhostess jobs, Front desk jobs in airlines, Airline Ground crew jobs</b>
<b>Qualification</b>	<b>:</b>	<b>10+2</b>
<b>Personal Skill</b>	<b>:</b>	<b>A very good command over English language, Computer literacy, good personality etc</b>
<b>Selection producer</b>	<b>:</b>	<b>Only through Interview in English Language &amp; personality development</b>

**Training** : Providing three month trainings about procedure of air lines.

**Salary Packages** : Earns between Rs.5,000-10,000 per month

# JOIN INDIAN ARMY

## CATEGORIES OF ENTRY AND THEIR ELIGIBILITY CONDITIONS ~

Category	Education	Age
Soldier General Duty	SSLC/Matric	16-21 Years
Soldier Technical	SSLC/Matric (Maths, English & Science) 45% marks in Class Xth	16-23 Years
Soldier Clerk/ Store Keeper Technical	SSLC/Matric (English & Maths) 45% marks in Class Xth	16-23 Years
Soldier Nursing Assistant	SSLC/Matric (Maths, English & Biology) 45% marks in Class Xth	16-23 Years
Soldier Tradesman		
(i) General Duties	Non Matric	16-20 Years
(ii) Specified Duties	Non Matric	16-25 Years

# JOIN INDIAN AIR FORCE

## CATEGORIES OF ENTRY AND THEIR ELIGIBILITY CONDITIONS ~

Category	Education	Age
Group -X Education Instructor	10+2 with Math, Phy & English (50% marks)	16-22 Years
Group-Y Ground Trg Instructor Air Field Safety Opr/ Telephonist / Radio / Telephone Operator/ Clerk, General Duties, Medical Assistants, Mechanical Transport Drivers, Catering Assistant	SSLC/Matric with 50% marks  More details contact <a href="http://www.careerairforce.nic.in">www : careerairforce.nic.in</a>	16-20 Years

# JOIN INDIAN NAVY

## CATEGORIES OF ENTRY AND THEIR ELIGIBILITY CONDITIONS ~

Category	Education	Age
Cadet Entry	10+2 with Math & Phy	16 ½ -19 Years

More details contact [www : indiannavy.nic.in](http://www.indiannavy.nic.in)

# **RURAL DEVELOPMENT AND SELF EMPLOYMENT TRAINING INSTITUTE (RUDSETI)**

- **Motivate, Train and Assist the rural unemployed youth to take up self employment ventures**
- **Train village level workers to work in rural development**
- **Counselling and Project consultancy**
- **Provide training on self employment courses free of cost including boarding and lodging.**
- **Also provide bank loan from Canara & Syndicate Bank**
- **RUDEST is run by the Bank of Canara & Syndicate**

# PROGRAMME RUN BY RUDEST INSTITUTE

<u>S.No</u>	<u>Programme Run</u>	<u>Duration</u>
1.	Motor Winding & Electricity Fitting	01 M
2.	Repairing of Television (B&W) & Radio/Tape Recorder	01 M
3.	Tailoring & Dress Designing	15 D
4.	Repairing of Scooter & Motorcycle	1 M
5.	Entrepreneurship Dev. Programme (Industry, Trade Service etc)	2 M
6.	Mushroom Farming	1 W
7.	Repair of Refrigerator & AC	1 M
8.	Screen Printing	2 W
9.	Bee Keeping	1 M



# PROGRAMME RUN BY RUDEST INSTITUTE

<u>S.No</u>	<u>Programme Run</u>	<u>Duration</u>
1.	Motor Winding & Electricity Fitting	01 M
2.	Repairing of Television (B&W) & Radio/Tape Recorder	01 M
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6.	Mushroom Farming	1 W
7.	Repair of Refrigerator & AC	1 M
8.	Screen Printing	2 W
9.	Bee Keeping	1 M

<b><u>S.No</u></b>	<b><u>Programme Run</u></b>	<b><u>Duration</u></b>
10.	Beauty Parlour	01 M
11.	Phography & Video-graphy	02 W
12.	Lamination & Book Binding	02 W
13.	Repair of Generator Sets	03 W
14.	Plumbing	02 W
15.	Making of Shoes	02 W
16.	Making of Football	02 W
17.	Making of Soft Toy	02 W
18.	Mobile Repair	1 M
19.	Embroidary & Patch Work	1 M
20.	Computer Hardware	45 D

**Address of Rudest Institute :- Rudest Institutes are runs in 12 States including in Punjab at Jalandhar only :-**

**RUDEST Institute, Soundh Complex, Atwal Colony, Cantt Road, Jalandhar – 144 005,  
Phone No.0181-2453749 – www site –**

**[www.rudestitaining.org](http://www.rudestitaining.org)**

**IMPORTANT THING FOR PURSUING  
FURTHER EDUCATION AND GETTING GOOD  
JOBS READ FOLLOWING LEADING  
NESWAPERS**

<b>Employment Newspaper</b>	<b>:</b>	<b>Published on every Friday Cost – Rs.5</b>
<b>Hindustan Times</b>	<b>:</b>	<b>Tuesday, Wednesday &amp; Thursday</b>
<b>Times of India</b>	<b>:</b>	<b>Wednesday</b>
<b>Tribune</b>	<b>:</b>	<b>Wednesday &amp; Friday</b>
<b>Punjab Kesari</b>	<b>:</b>	<b>Sunday</b>

# JOIN PARA MILITARY FORCES I.E BSF/CRPF/ITBP ETC

## CATEGORIES OF ENTRY AND THEIR ELIGIBILITY CONDITIONS ~

Category	Education	Age
Constable	Matric	18-23 Years
HC(Clerk)	10+2 with one year Diploma in Computer & Type	18-25 Years
Sub Inspector (General Duty_	Graduate	18-25 Years
Assistant Commandant	Graduate	18-25 Years
Class fourth		
Cook/Sweeper/ Carpenter/Cobbler/ Barber/Water Carrier	Non Matric Non Matric	18-23
HC/Operator	10+2 with PCM	18-25