

GUIDELINES FOR THE MANUAL ON CAREER COUNSELLING ACTIVITIES WITH REGARD TO CS OLYMPIAD

Objective

“CS OLYMPIAD” Scheme was initiated by The Institute of Company Secretaries of India to propagate brand CS among the schools across the country.

1. Methodology

Every year, the Institute will select a limited number of meritorious candidates shortlisted through Computer-based (online mode) / OMR based (offline mode) Competitive Examination in MCQ pattern. The Institute may conduct the competitive examinations with or without negative marking. Candidates will be given awards and also waiver of fees for registration to the Foundation Programme of The Institute of Company Secretaries of India

2. Eligibility Criteria

Candidates who are appearing in the 11th and or 12th Examinations during the year in which Olympiad is held are eligible to enroll for the competitive examination. This scheme is on Pan India Basis.

3. Enrollment to the Competitive Examinations

Candidates will submit their application along with the prescribed fee for enrolling to the Computer-based (online mode) / OMR based (offline mode) Competitive Examination in MCQ pattern. The details of the Competitive Examinations will be publicized appropriately through different means. The registration fee to enroll for Competitive Examination shall be as decided from time to time.

Responsibility of Career Counselling Officer in promoting CS Profession under CS Olympiad Scheme –

- Career Counselling Officer will coordinate with Concerned Regional/Chapter offices for conducting Career Awareness Programmes in Schools who have participated in CS Olympiad.
- Career Counselling Officer will monitor request letters sent by the Regional/Chapter Offices to the Principal of the School for conducting Career awareness Programme in schools who have participated in CS Olympiad
- Officer will also monitor adequate maintenance of stock of Brochures & Pamphlets to be distributed amongst the participants of the Career Awareness Programmes
- Career Counselling Officer will ensure to provide PPT / Film for screening during the Career Awareness Programme.
- Teachers' Kit is to provided to the Principal /Faculty Coordinator for the Career Awareness Programme
- Career Counselling Officer will ensure that the attendance of the participants and Photograph of the Career Awareness Programme is taken for records by the Concerned Regional /Chapter office while conducting CAP.
- Career Counselling Officer will ensure that the Letter from the School on their Letterhead duly signed by the Principal of the school for the Career Awareness Programmes is arranged for records.
- Career Counselling Officer will also explore the feasibility of Conducting Mega Career awareness Programmes/Career Fairs/Education Fairs/ Education Fests in the schools who have participated in CS Olympiad. The guidelines for Conducting Mega Career awareness Programmes /Career Fairs shall remain same as shared with RC's/Chapter Offices and Career Counselling Officers from time to time.
- Career Counselling Officer will maintain the records pertaining to Career Awareness Programmes/ Mega Career awareness

Programmes /Career Fairs/Education fests conducted by the Regional Offices /Chapters/Counsellors in schools who have participated in CS Olympiad and the same will be updated regularly on monthly basis.

- Career Counselling Officer will process the bills of the Career Awareness Programmes / Mega Career awareness Programmes /Career Fairs/Education fests/Teachers Congress/ Counsellors conducted by the Regional/Chapter Offices/Counsellors during the quarter alongwith the details of the Programmes, Copy of Letter from the University/ College, Photographs, Bills & Vouchers etc.