



All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Post of Vocation Counsellor

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

Section A

40% Questions covering the following topics:-

General Intelligence & Reasoning: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Quantitative Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

Computer Knowledge: Candidates' understanding of the Basics of Computer Knowledge, its parts, functions, emails, MS office, etc.

Section B (SUBJECT KNOWLEDGE)

60% Questions to be based on the subject specific to the post with following topics:-

Nature and concept of guidance, types of guidance

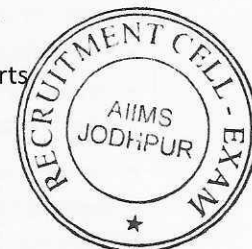
- Nature and scope of guidance.
- Concept, definition, basic assumptions and principles of guidance.
- Importance of understanding the individual, Barriers to understanding, Aids in understanding, measurement and application of self-understanding, Guidance movement in India.
- Educational Guidance: Nature, Pupil personnel work, pupil appraisal information.
- Role of teacher, Preparation and training, School curriculum and guidance,
- Vocational guidance: Nature, study of occupations, occupational information,
- Theories of occupational choices, Job placement and Satisfaction.
- Personal Guidance: Nature of emotional problem, adjustment problems of adolescents and delinquents: prevention and treatment.

Information and techniques essential for effective guidance

- Achievement and aptitude tests, Personality and interest inventories, School records and reports
- Occupational information: Collection, Classification and dissemination.
- Individual and Group guidance.
- Organization of guidance programmer: Types and basic procedures.

Stages of human development and areas of guidance

- Characteristics of different stages of development (Physical, Cognitive, Emotional, Social and Moral).
- Problems of childhood and adolescence.
- Problems of adulthood and aged.



- Role of teacher in providing guidance services.

Meaning & types of counselling

- Meaning, Historical development and Importance of Counselling
- Individual and Group Counselling
- Emerging Trends in Counselling

Approaches of counselling

- Approaches of Counselling: Directive, Non directive, and Elective.
- Qualities and Professional Ethics of a Counsellor.

Areas of counselling (Counselling skills)

- Counselling Families Concerning Children, Counselling with Parents, Counselling the Delinquent, Marriage, Counselling, Premarital Counselling, Counselling the Handicapped, Career Counselling, and Adolescent Counselling.
- Role of Counsellor in developing Good Mental Health.
- Building Trust: Listening, Attending, Observing, Building Rapport, Demonstrating Empathy.
- Specialized Concerns in Counselling: Substance Abuse, Drug Addiction; HIV AIDS; Child Abuse (Trauma); Internet and Technological Abuse.

Counselling for exceptional children and adolescents Types, needs and problems of special children

- Types of different abilities.
- Needs & Problems of children and adolescents with different abilities Importance of counselling of students with different abilities and their parents, family and peers.

Identification and diagnosis of problem areas

- Identification of personal, Social & academic problems of children (5-12 year) at elementary level
- Identification of academic, social & vocational needs & problems of adolescents (13 to 18 years) at secondary level.
- Diagnosis of Problem areas, stress as a cause of Mental, Emotional, Physical, Social behaviour and academic problems.

Intervention programmes

- Individual and group counselling of children and adolescents for emotional, social, behavioural and academic problems.
- Relaxation strategies, yoga & meditation therapies for children and adolescents for reducing stress and other related problems.

Career development

- Meaning and historical development of career counselling.
- Concept of Career development.
- Different stages of career development.
- Emerging career options in present context.
- BASES OF CAREER DEVELOPMENT
- Vocational Development: reports of various educational commissions and committees.
- Identifying and analyzing career choices and career talents.
- Need for career education in schools.
- PRESENT CONDITIONS AND CAREER EDUCATION
- Changing economic conditions of society and the job market.
- Psycho-social conditions of the individuals.



- Advancement of technology and survival skills.
- Problems pertaining to work, family, education and leisure.
- CAREER CHOICE AND DECISION MAKING
- Career maturity: concepts and factors.
- Empowering students in career decision making (strategies) Matching career talents with career decision making.
- Guidance for developing life goals & choices
- PILLARS OF EDUCATION AND LIFE SKILLS
- Need for Life Skills Education.
- Importance of Life Skills for Growing Minds.
- Components of Life Skills. Importance of Emotional, Social and Thinking Skills.
- Concept of Four Pillars of Education: Learning to Know, learning to Do, learning to Live Together, and Learning to Be.

