



# UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

**Functioning under the National Employment  
Service department of Kerala**

**Hon. Chief:** Sri. Lukose George, Professor, Physical education department

**Dy. Chief:** Sri. Rex Thomas E

The University Employment Information and Guidance Bureau Kalady, is a joint venture between the National Employment Service (kerala) and Sree sankaracharya University of Sanskrit Kalady. It commenced it's activities in 2006. The Guidance Bureau is monitored by an Advisory Committee under the Chairmanship of the Honorable Vice Chancellor. The Chief of the Bureau is appointed by the Vice Chancellor and the Deputy Chief and other staff members are from National Employment Department.

## Objectives of the Bureau

- To collect and disseminate Career Information.
- To highlight opportunities for higher studies.
- To disseminate information on the scholarship, fellowships, financial assistance, available in India and abroad.
- To render vocational guidance to students.
- To assist students for securing employment.
- To give information on various competitive examination.
- To conduct career guidance classes, seminars, webinars and career talks and give guidance on group discussions to equip students for better performance and personality development.
- Conducting Job fairs.
- Working as the PSC facilitation centre for Ernakulam District.

The Guidance Bureau provides individual guidance to candidates to choose professional courses and jobs by assessing the talents, interest, skill, aptitude, family background etc. Another objective of the Bureau is to equip the candidates to face interviews, Group Discussions. The Bureau also conducts coaching classes for the competitive examinations conducted by the Public Service Commission, Banking Recruitment Boards, Staff Selection Commission, State Eligibility Test for teachers, UGC/CSIR NET etc. These coaching classes were conducted without charging any fee from the participants. The University and the National Employment service(kerala) department provide funds for the conduct of these programmes.

Bureau conducts Career Seminars in colleges and Higher Secondary Schools to create awareness among the students on career and Higher education opportunities. The career seminars focus on motivating the students for higher studies, how to select a course to help them to have a career plan etc. Bureau also conducts career exhibitions to know about various academic programmes and leading academic Institutions. In addition the above activities, Deputy Chief visits colleges and other educational institutions for delivering career talks. Career talk mainly focus on employment trends, competitive examination, interview techniques, job oriented courses etc.

The Bureau has a functional library containing books and other study materials. Publications like The Hindu, Employment News, PSC Bulletin, Thozhil Vartha, Thozhil Veedhi, Competitive Success Review, Banking Service Chronicle, Civil Service Chronicle, Yojana, Prathiyogita Darpan etc are readily available for the reference. The bureau has produced excellent results in UGC-NET examination as well as in other competitive examinations. Bureau also played a very important role in the conduct of Mega Job Fairs 'Niyukthi 2018 and Karmika 2019.



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