



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI  
DIRECTORATE OF EDUCATION: SCHOOL BRANCH  
OLD SECRETARIAT: DELHI-110054

No. DE.23(399)/Sch.Br./2025/979

Dated: 28-10-2025

CIRCULAR

**Sub: Diploma Course in Guidance and Counselling (DCGC-2026)- Sponsorship of teachers /teacher educators regarding.**

Please find enclosed herewith a letter received from NCERT regarding the above subject which is self-explanatory.

All Heads of Govt. Schools are hereby directed to disseminate the information regarding the above mentioned letter from NCERT among all eligible teachers. The last date for application to the above course is 05.11.2025.

Out of the teachers who apply for the above said Diploma Course from NCERT, each Zone shall forward through concerned DDE (District) names of up to two teachers for nomination as Govt. Deputed Candidates. The concerned DDEs (District) shall forward the names of such teachers to School Branch, DoE HQs through e-mail (schbranch@hotmail.com) on or before 07.11.2025.

This issues with prior approval of the Competent Authority.

Encl: As above

*[Signature]*  
(Dr. Sudhakar Garkwad)  
DDE (School)

No.DE.23(399)/Sch.Br./2025/979

Dated: 28-10-2025

**All Heads of Govt., Govt. Aided and Unaided Private Recognized Schools of DoE through DEL-E.**

**Copy to:-**

1. Secretary to Hon'ble CM.
2. Secretary to Hon'ble MoE.
3. PA to Secretary (Education).
4. PPS to Director Education.
5. All DDEs (District/Zone) to ensure compliance.
6. DDE (ASB/ PSB) for issuing similar directions.
7. Programmer (MIS) for uploading on MIS.
8. Guard File.

*[Signature]*  
28/10/25  
(Naresh Draveriya)  
OSD (School)

**Department of Educational Psychology & Foundations of Education**

Prabhat K. Mishra  
Professor and Head

No.F. 6-1/AS-N/DCGC/DEPFE/2025-26  
Telephone: 91-11-26560544  
E-mail: dcgc2026.ncert@gmail.com  
Date: 08 October, 2025

Subject: Diploma Course in Guidance and Counselling (2025) - Sponsorship of teachers/ teacher educators regarding

Dear Sir/Madam,

As you are aware, the National Council of Educational Research and Training (NCERT) has been offering the Diploma Course in Guidance and Counselling for training professional counsellors for schools and allied settings for many years. In view of the need to make the counselling services available in schools and to train professionals, NCERT offers One-year Diploma Course for teachers, teacher educators and key personnel from State Education Departments with a combination of distance and face-to-face modes. The one-year course begins from the first week of January every year and consists of three phases, viz. Guided Self-learning (6 months; Distance), Intensive Practicum (3 months; Contact Programme at the study centre), and Internship (3 months; in candidate's home town).

You are requested to kindly depute school teachers from your organisation for admission to the Diploma course in Guidance and Counselling- 2026. The announcement for admission to this course has already been made on Council's website ([www.ncert.nic.in](http://www.ncert.nic.in)). **Selection test and interview will be held on 5<sup>th</sup> December, 2025.** It is, therefore, requested to kindly identify the potential candidates and send their deputation to us on time, **so that communication can be sent to them regarding the selection test and interview (after screening of their applications).**

There is a nominal fee of Rs.6000/- for State Government deputed candidates. Details of the course requirements, eligibility conditions, course fee, application form, etc. are available on the NCERT website ([www.ncert.nic.in](http://www.ncert.nic.in)). However, a copy of Course Brochure is enclosed for your kind perusal. Following guidelines may also be kept in mind while making nominations:

- Candidates should be graduate with teaching degree.
- Candidates should have the motivation and aptitude to pursue work in this area after training.

- Candidates should be fit in all respects (including medical fitness) to complete all requirements of intensive theoretical and practical work and travel during contact programme.
- Working knowledge of English is a must, though the medium of instruction is Hindi and English.
- Candidates should have at least 10 years service left.
- Candidates who have already attended the course earlier not to be deputed.

It may be noted that candidates would be enrolled at NIE, NCERT (DEPFE) at New Delhi. Applications complete in all respects should be submitted online mentioning clearly the above mentioned study centre. The last date for submission of online application is **05th November, 2025**. Candidates can send an advance online copy. Clarification could be sought on +91-9079176360 (M) by the prospective candidates.

We are looking forward to an adequate number of deputations at the earliest so that the deputed candidates could be considered for screening and selection test.

With kind regards,

Encl: As stated

Additional Director (School)  
Directorate of Education  
Govt. of NCT of Delhi  
12, Old Secretariat  
Delhi- 110054

Yours sincerely,



(Prabhat K. Mishra)

आचार्य एवं विभागाध्यक्ष/Professor & Head  
शैक्षिक मनोविज्ञान एवं शिक्षा आधार विभाग/D.E.P & F.E  
रा.शै.अ.प्र.प./N.C.E.R.T.  
श्री अरविन्दो मार्ग/Sri Aurobindo Marg  
नई दिल्ली-16/New Delhi-16



# **Diploma Course in Guidance and Counselling (2026)**

## **INFORMATION BROCHURE**

### **NCERT: THE PREMIER BODY IN SCHOOL EDUCATION**

The National Council of Educational Research and Training (NCERT) was established for providing academic support in improving the quality of school education in India. The focus of the Council is reflected in its emblem. The three intertwined swans symbolise the integration of three aspects of the work of the NCERT, namely, Research and Development, Training, and Extension. All these functions are tuned to achieve the main objective of improving the quality of school education. The activities taken up by the NCERT include development of curriculum, textbooks and instructional materials, training of the key functionaries and research in various dimensions of school education. The NCERT functions through its nine constituent units, viz. (a) National Institute of Education (NIE), (b) Central Institute of Educational Technology (CIET) - both located at New Delhi, (c) Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Bhopal and six Regional Institutes of Education (RIEs) at Ajmer, Bhopal, Bhubaneswar, Mysuru, Shillong and Nellore. This National Institution draws on the expertise of the faculty located in the network of its constituent units.

### **DIPLOMA COURSE IN GUIDANCE AND COUNSELLING (DCGC)**

NCERT, through the Department of Educational Psychology and Foundations of Education (DEPFE), has been training the in-service school teachers, teacher educators, school administrators as well as untrained guidance personnel through its diploma courses for many years. In order to make the course accessible to a larger number, this course has now been redesigned with components of both distance as well as face-to-face modes. The course is developed and offered by DEPFE, NIE, New Delhi and Regional Institutes of Education of NCERT at Ajmer, Bhopal, Bhubaneswar, Mysuru and Shillong.

### **OBJECTIVE**

The course aims to train in-service teachers, teacher educators, school administrators and untrained guidance personnel as counsellors/teacher counsellors to guide and counsel students in school and other related settings.

### **COURSE CONTENT**

*Theory:* The course consists of core components in guidance and counselling processes and procedures, major theories of human adjustment and career development, and their application in counselling, psychological assessment and appraisal, and use of career information in guidance and counselling practices. The content also includes counselling for special groups of students, crisis situations and other issues arising from multicultural forces, globalisation, industrialisation etc. that have implications for guidance and counselling practices.

*Practical Work:* The course includes intensive training in practical work integrated with the theory components which is later conducted and supervised in schools. Enrichment lectures,

seminars, workshops, demonstrations, self-study and reflective sessions are also important features of the practical training. Field visits and tours are also arranged to provide candidates with the first-hand experience of working of guidance institutions and professionals.

*Internship:* Internship or 'on-the-job experience' is an important component of this course. Trainees undergo internship in actual work setting to try out and further refine the understanding and skills acquired from theory and practice.

## **COURSE MATERIAL**

Self-learning material in modular form is the mainstay of this course. The material covers the theory topics and provides a foundation for acquiring knowledge, attitudes and skills during practical training.

## **DURATION AND PHASING**

The course is for a period of one year, spread over three phases\* as given below:

|                  |                              | <b>Duration</b>            |
|------------------|------------------------------|----------------------------|
| <b>Phase I</b>   | <b>Guided Self-learning</b>  | 6 months (Distance)        |
| <b>Phase II</b>  | <b>Intensive Practicum**</b> | 3 months (Face-to-Face)    |
| <b>Phase III</b> | <b>Internship</b>            | 3 months (in Home<br>Town) |

\* During distance learning phase, tutorials (once a month for two days/five days every two months) will be organised at all study centres and learners in small groups will be attached to mentors for seeking clarifications and any other help. Audio-video programmes related to practical work, which are being developed by the department, will also be provided to learners during the distance learning phase. Contact programme consists of intensive practical training and supervised field experience in schools. Duration of contact programme would be three months. It will be followed by a period of three months of internship in actual job setting, i.e. schools, guidance agencies etc.

\*\* In-service candidates must ensure that they will attend the full-time three months' contact programme with due permission from their employers before they take admission.

## **TRANSACTION OF THE COURSE**

- i. *Distance Learning Phase:* The distance learning phase begins from January, 2026 and will continue up to a period of six months. Faculty attachment and provision of tutorials during this phase would facilitate learners in seeking clarifications and solving difficulties.
- ii. *Face-to-Face Contact Programme:* The contact programme will be organised at all study centres for a period of three months to give intensive training in practical work related to theory components. Keeping in view the convenience of the learners, extra time of fifteen days will be provided to them to complete their reports related to various practica.
- iii. *Internship:* Candidates will be attached to a school, agency or any other guidance institution for internship for a period of three months in their home town/country under the supervision of an expert.



## **SCHEME OF EVALUATION**

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Evaluation of candidates in the course is based upon a system of continuous and comprehensive evaluation which includes assessment of assignments, practical work, portfolio preparation, internship project and written examination.

## **AWARD OF DIPLOMA**

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Diploma will be awarded on fulfilling requirements for successful completion of each phase and attaining a certain level of proficiency in each aspect of the course.

## **COURSE FACULTY**

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The course faculty comprises professionals and experts in the field of guidance and counselling and psychology, having rich experience of teaching in the field. In addition, faculty from universities and distinguished practitioners are invited to participate in the course as guest faculty.

## **NETWORK OF STUDY CENTRES**

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Candidates from different regions of the country will be enrolled on regional basis at DEPF, NCERT, New Delhi and Regional Institutes of Education at Ajmer, Bhopal, Bhubaneswar, Mysuru and Shillong.

## **ELIGIBILITY**

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- In-service teachers - Graduates with teaching degree.
- Presently not working - Graduates with teaching degree and at least two years of teaching or related experience.
- Postgraduates in psychology/education/social work/child development/special education. Preference will be given to those with at least one year of teaching or related experience.

Minimum % of marks for all target groups is 50% (5% relaxation for SC/ST).

## **INTAKE CAPACITY**

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The total number of seats at each of the six centres DEPF, NCERT, New Delhi and five RIEs at Ajmer, Bhopal, Bhubaneswar, Mysuru and Shillong is maximum 50. Reservation of seats will apply as per the Government of India norms.

## **MEDIUM OF INSTRUCTION**

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The medium of instruction for the course is Hindi and English.

## **ADMISSION PROCEDURE**

Candidates desirous of seeking admission into the course are required to fill-in the prescribed application form which is available on the NCERT website ([www.ncert.nic.in](http://www.ncert.nic.in)). Shortlisted candidates based on the eligibility and other criteria will take a selection test which includes essay writing and interview.

*In-service candidates can appear in the selection test, if found eligible, with prior permission from their employers.*

## **COURSE FEE AND OTHER EXPENSES**

Course fee to be paid by different categories of candidates before commencement of the course is:

| <b>Category</b>                                                            | <b>Course Fee</b> |
|----------------------------------------------------------------------------|-------------------|
| Government Deputed Candidates from Centrally Funded Organisations (Indian) | Rs.19,500/-       |
| Government Deputed Candidates from State/UT Departments (Indian)           | Rs. 6,000/-       |
| Private Candidates (Indian)                                                | Rs.30,000/-       |

Expenditure for board, lodging and medical aid (if required) during contact programme will be borne by the candidates. Board and lodging facilities are available on request in the PG Hostel, NIE, NCERT Campus, New Delhi for non-local candidates at the following rates (for DEPFEE, NCERT, New Delhi centre only). Candidates will have to pay the entire amount in advance on their arrival in the hostel.

| Charges for three months (subject to revision) excluding tax |                       |
|--------------------------------------------------------------|-----------------------|
| <b>Accommodation</b>                                         | <b>Meals</b>          |
| <b>PG Hostel</b><br>Rs.30,000/- (approx.)                    | Rs.25,000/- (approx.) |

**Note:** *The candidates can, however, make their own arrangement for board and lodging.*

Applications complete in all respects should be submitted online mentioning clearly any one of the following study centres based on the regional basis :

| Study Centre                                                                                                                                                                                                                                                            | States/UTs Covered                                                                                                   | Study Centre                                                                                                                                                                                                                                                   | States/UTs Covered                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Head<br>Department of Educational<br>Psychology and Foundations of<br>Education<br>NCERT<br>Sri Aurobindo Marg<br>New Delhi-110016<br><b>Centre Code 01</b><br>Phone: +91-11-26560544<br>E-mail: <a href="mailto:dcgc2026.ncert@gmail.com">dcgc2026.ncert@gmail.com</a> | Delhi-NCR (viz.,<br>Delhi, Gurgaon,<br>Faridabad, Noida,<br>Ghaziabad and<br>other surrounding<br>areas) Chandigarh  | Principal<br>Regional Institute of Education<br>Sachivalaya Marg<br>Bhubaneswar -751022<br><b>Centre Code 04</b><br>Phone :+91-674-2540534<br>E-mail: <a href="mailto:dcgc.ncertbbsr@gmail.com">dcgc.ncertbbsr@gmail.com</a>                                   | Andaman and<br>Nicobar Islands<br>Bihar Jharkhand<br>Odisha<br>West Bengal                        |
| Principal<br>Regional Institute of Education<br>Capt. D.P.Choudhary Marg<br>Ajmer – 305 004<br><b>Centre Code 02</b><br>Phone: +91-145-2990140/2644630<br>E-mail: <a href="mailto:dcgc@rieajmer.ac.in">dcgc@rieajmer.ac.in</a>                                          | Jammu and<br>Kashmir<br>Haryana<br>Himachal Pradesh<br>Punjab<br>Rajasthan<br>Uttarakhand<br>Uttar Pradesh<br>Ladakh | Principal<br>Regional Institute of Education<br>Mysuru – 570006<br><b>Centre Code 05</b><br>Phone : +91-821-2514095<br>E-mail: <a href="mailto:dcgc@riemysore.ac.in">dcgc@riemysore.ac.in</a>                                                                  | Andhra Pradesh<br>Karnataka<br>Kerala<br>Lakshadweep<br>Puducherry<br>Tamil Nadu<br>Telangana     |
| Principal<br>Regional Institute of Education<br>Shyamala Hills<br>Bhopal -462013<br><b>Centre Code 03</b><br>Phone : +91-755-2661463<br>E-mail: <a href="mailto:jdgc.ncertbho@riebhopal.in">jdgc.ncertbho@riebhopal.in</a>                                              | Chhattisgarh<br>Dadra and Nagar<br>Haveli<br>Daman and Diu<br>Goa<br>Gujarat<br>Madhya Pradesh<br>Maharashtra        | Principal<br>North East Regional Institute of<br>Education (NERIE), NCERT<br>Umiam, Barapani<br>Shillong – 793103<br><b>Centre Code 06</b><br>Phone : +91-364-2570009/2570062<br>Email: <a href="mailto:nerie.dgcg2023@gmail.com">nerie.dgcg2023@gmail.com</a> | Arunachal<br>Pradesh<br>Assam<br>Manipur<br>Meghalaya<br>Sikkim<br>Nagaland<br>Tripura<br>Mizoram |

Candidates should submit their online applications by **05<sup>th</sup> November, 2025**. Self-attested copies of marks/grade sheets/degrees/certificates in support of qualifications and work experience mentioned in the application form should be attached.

*All applications should be submitted only online and no applications will be received in the department or on e-mail. The applications will be sorted and duly sent to regional study centres as per the rules of the Diploma.*



## List of Course Material

### 1. Course Guide

Major inputs include objectives, scope, rules, syllabi as well as procedures for admission, transaction and evaluation for all the three phases of the course.

### 2. Course Modules\*

- |       |              |   |                                                         |
|-------|--------------|---|---------------------------------------------------------|
| i.    | Module- I    | : | Introduction to Guidance                                |
| ii.   | Module-II    | : | Counselling Process and Strategies                      |
| iii.  | Module-III   | : | Guidance for Human Development and Adjustment           |
| iv.   | Module-IV    | : | Career Development-I                                    |
| v.    | Module –V    | : | Career Information in Guidance and Counselling-I        |
| vi.   | Module –VI   | : | Assessment and Appraisal in Guidance and Counselling-I  |
| vii.  | Module –VII  | : | Basic Statistics in Guidance and Counselling-I          |
| viii. | Module –VIII | : | Guidance in Action                                      |
| ix.   | Module –IX   | : | Special Concerns in Counselling                         |
| x.    | Module –X    | : | Developing Mental Health and Coping Skills              |
| xi.   | Module-XI    | : | Career Development-II                                   |
| xii.  | Module –XII  | : | Career Information in Guidance and Counselling-II       |
| xiii. | Module –XIII | : | Assessment and Appraisal in Guidance and Counselling-II |
| xiv.  | Module –XIV  | : | Basic Statistics in Guidance and Counselling-II         |

*\* Each module consists of a number of self-learning units.*

### 3. Practical Handbook

Provides areas and strategies for conducting and undergoing practicum, field experience and internship.