No. DGET-19/17/2010-CD-Pt
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhavan, New Delhi
Dated: 28th November, 2013

To:

1. Secretaries/ Principal Secretaries of all the State Governments / UT Administrations dealing with Vocational Training;
2. Directors dealing with Vocational Training of all the State Governments / UT Administrations;
3. Directors, ATI Chennai, Hyderabad, Mumbai, Kolkata, Kanpur, Ludhiana, CSTARI Kolkata, ATI(EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur and NIMI Chennai; and
4. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad

Subject: Revision of syllabus for the subject “Employability Skills” under Craftsmen Training Scheme (CTS)

Sir/ Madam,

Your kind attention is invited to this office letter no. DGET- 19/17/2010-CD dated 12th April 2012 vide which the subject “Employability Skills” was introduced under Craftsmen Training Scheme (CTS). In this context, it is informed that the syllabus of the subject “Employability Skills” has been further revised and the topics covered have been reorganized as under.

A. The syllabus for the trades of six months (One semester) shall be of 50 hours duration having the following topics:
   i. I.T. Literacy
   ii. English Literacy
   iii. Communication skills

B. The syllabus for the subject “Employability Skills” for the trades of duration more than one semester shall be of 100 hours duration having the following topics:
   i. I.T. Literacy
   ii. English Literacy
   iii. Communication skills
   iv. Entrepreneurship skills
   v. Environment Education
   vi. Occupational Safety and health
   vii. Labour Welfare Legislation
   viii. Quality Tools
2. The semester-wise distribution of topics for Trades of duration more than one semester is (duration for the subject is 100 hours) as per the table given below:

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Topics</td>
<td>Topics</td>
<td>Topics</td>
<td>Topics</td>
</tr>
<tr>
<td>01 Year (Two semesters)</td>
<td>1. I.T. Literacy</td>
<td>4. Entrepreneurship Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. English Literacy</td>
<td>5. Environment Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 Years (Four Semesters)</td>
<td>1. I.T. Literacy</td>
<td>4. Entrepreneurship Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. English Literacy</td>
<td>5. Environment Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Labour Welfare legislation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the third and fourth semester for the trade of duration two years, no topics of the subject will be taught.

3. The revised syllabi shall be available on the website [www.dnet.nic.in](http://www.dnet.nic.in)
This shall be applicable with immediate effect:

Yours faithfully

(R.L. Singh)
Dy. Director General (Training)/
Member Secretary, NCVT

Copy to:
1. Principal CTI Chennai, MITI Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
2. All officers of level JDT and above at DGE&T (HQ)

(Amrit Pal Singh)
Dy. Director of Training

Endt No: C3/11360/2011 dated 27-12-2013

Copy communicated for information and necessary action.

For Director of Training

Copy to:-
1. All Nodal ITI Principal
2. All unit Officers and section heads of Training Directorate.

Web site - [www.det.kerala.gov.in](http://www.det.kerala.gov.in)