

‘ഭരണഭാഷ മാതൃഭാഷ’,  
**വ്യാവസായിക പരിശീലനവകുപ്പ്**  
(കേരള സംസ്ഥാനം)

നമ്പർ : എഫ്3/26041/2015

ശാന്തിനഗർ, തിരുവനന്തപുരം - 01  
തീയതി : 03/09/2015

**ചുറ്റിയിപ്പ്**

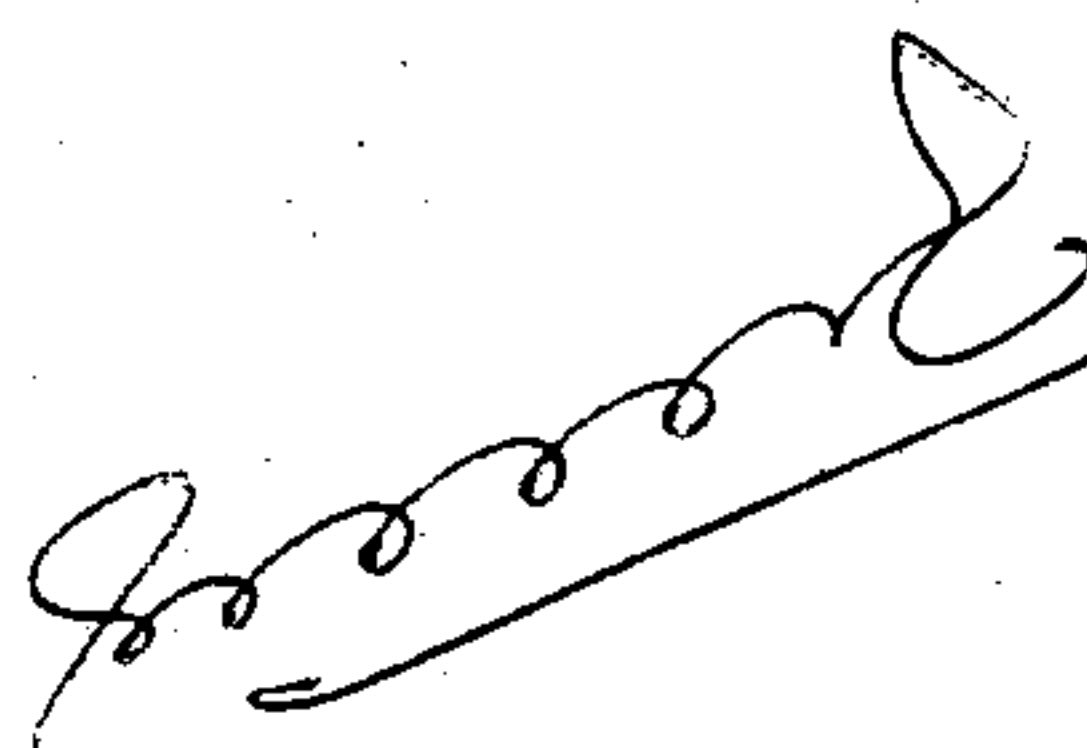
വിഷയം: വ്യാവസായിക പരിശീലന വകുപ്പ് - ട്രെയിനിംഗ് ഡയറക്ടറേറ്റ്- CSTARI Kolkata - എംപ്ലോയബിലിറ്റി സ്കിൽ - ട്രെയിനിംഗ് പ്രോഗ്രാമിലേക്ക് ഓപ്ഷൻ ക്ഷണിക്കുന്നത് - സംബന്ധിച്ച്.

- സൂചന:- 1) 07/08/2015 ലെ 16242/സി2/15/LBR നമ്പർ കത്ത്  
2) STARI/TRG/CORSP/2015- 16/18 നമ്പരായ 17/07/2015 ലെ CSTRI Director ന്റെ കത്ത്.

സൂചന (2) കത്തിലൂടെ CSTARI Kolkata യിൽ ആരംഭിക്കുന്ന എംപ്ലോയബിലിറ്റി സ്കിൽ ട്രെയിനിംഗ് പ്രോഗ്രാമിലേക്ക് വിവിധ കാലയളവുകളിൽ പങ്കെടുക്കുന്നതിന് ഇൻസ്ട്രക്ടർമാരെ നിയോഗിക്കുന്നതിന് അഭ്യർത്ഥിച്ചിരുന്നു.

താങ്കളുടെ സ്ഥാപനത്തിൽ നിന്നും എംപ്ലോയബിലിറ്റി സ്കിൽ ട്രെയിനിംഗിൽ പങ്കെടുക്കാൻ ആഗ്രഹിക്കുന്ന ഇൻസ്ട്രക്ടർമാരുടെ ഓപ്ഷനുകൾ 11/09/2015 നു മുമ്പായി ഈ കാര്യാലയത്തിൽ എത്തിക്കേണ്ടതാണ്. ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്ന സൂചന (2) കത്ത് പരിശോധിച്ച് സൗകര്യ പ്രദമായ ട്രെയിനിംഗ് പിരീഡ് തെരഞ്ഞെടുക്കേണ്ടതാണ്. ഓപ്ഷനുകൾ നൽകേണ്ട വിവരങ്ങളുടെ മാതൃക താഴെ കൊടുക്കുന്നു.

1. സ്ഥാപനത്തിന്റെ പേര്
2. ഇൻസ്ട്രക്ടറുടെ പേര്, ഉദ്യോഗ പേര്
3. ജനന തീയതി
4. വിദ്യാഭ്യാസ യോഗ്യത
5. ട്രെയിനിംഗിൽ പങ്കെടുക്കുന്ന പിരിയേഡ്
6. മൊബൈൽ നമ്പർ

  
**ട്രെയിനിംഗ് ഡയറക്ടർക്കു വേണ്ടി**

സ്വീകർത്താവ്:- എല്ലാ ഐ.ടി.ഐ പ്രിൻസിപ്പാൾമാർക്കും (വകുപ്പ് വെബ്സൈറ്റ് മുഖേന)  
ഉള്ളടക്കം :- ടി



**GOVERNMENT OF KERALA**  
**Labour and Skills (C) Department**

No. 16242/C2/2015/LBR.

Thiruvananthapuram.

Dated : 07.08.2015

From  
The Principal Secretary to Government.

To  
The Director of Training,  
Thiruvananthapuram.

13/08/2015

26041

Sir.

Sub : - Nomination of Instructors to 'Employability Skills' training - reg.

Ref :- Lr. No. STARI/TRG/CORSP/2015-16/8 dated 17.07.2015 from  
the Director, Central Staff Training & Research Institute Kolkata.

I am directed to forward herewith copy of the letter cited and syllabus of  
"Employability Skills" for information and necessary action.

13/8/15

*[Handwritten signature]*

Yours faithfully,

C.M. AJAYAMOHAN.

Under Secretary,

For Principal Secretary to Government.

Approved for issue,

*[Handwritten signature]*  
Section Officer.

*[Handwritten signature]*

*[Handwritten mark]*

*[Handwritten mark]*

*[Handwritten signature]*  
13/08/15



Handwritten notes: 'stikera' and 'ASII' with a circled '3' above them.

Tom Jose <tomjoseias@gmail.com>

Training of Employability Skills Instructors

1 message

Thamizh Arasan <thamizharasan.f5@gmail.com>

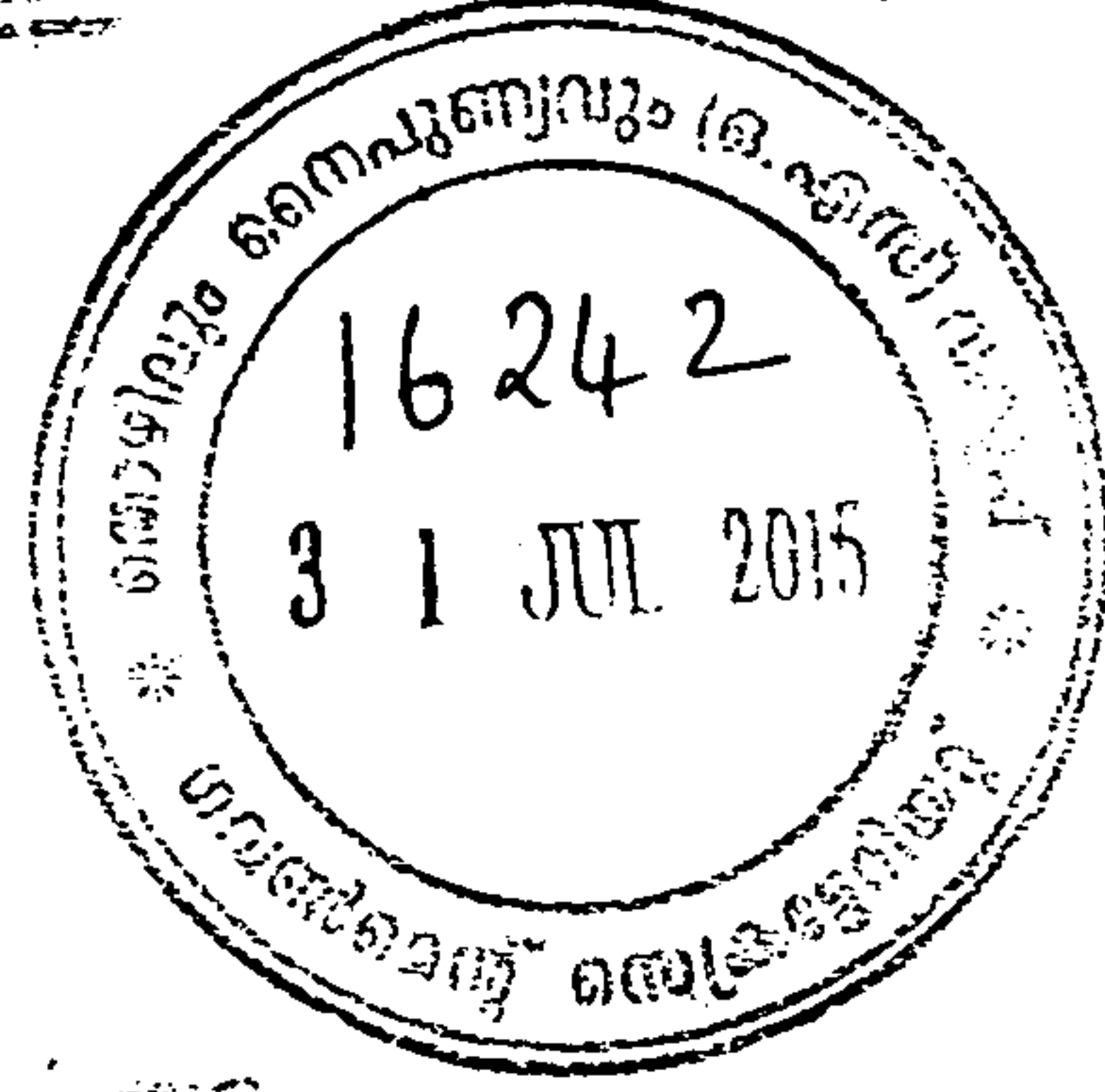
Fri, Jul 24, 2015 at 2:36 PM

To: tomjoseias@gmail.com, stikerala@gmail.com, Ddplanning2011@gmail.com

Respected Sir,

As you are aware that the subjects of "Social Studies" have been replaced with "Employability Skills" in all the CTS and ATS curriculum.

As per the syllabus of the Employability Skills, the Instructors are to be trained in a DGT field Institute. The syllabus of "Employability Skills" is attached for your ready reference. CSTARI Kolkata, one of the nodal Institute under Directorate General of Training (DGT) is conducting Employability Skills Training course. The schedule for the training in the current Financial Year is as given below:



Sl. No. Period

From To

- 1. 03.08.2015 14.08.2015
- 2. 21.09.2015 01.10.2015
- 3. 16.11.2015 27.11.2015
- 4. 28.12.2015 08.01.2016
- 5. 22.02.2016 04.03.2016

Handwritten mark resembling a stylized 'R' or 'K'.

In this connection, I am here with attaching a letter from Director CSTARI with a request to send at least 10 Employability Skills Instructors in each batch to CSTARI, Kolkata for the above Training.

Thanking you,

Yours faithfully,

M.Thamizharasan,  
Jt. Director of Training,  
CSTARI, Kolkata.  
M-09903946647

2 attachments

Kerala.pdf  
200K

EmployabilitySkills.pdf  
441K



Govt. of India

Ministry of Skill Development and Entrepreneurship, DGT  
**CENTRAL STAFF TRAINING & RESEARCH INSTITUTE**  
EN-81, Sector-V, Salt Lake City, Kolkata – 700091.

Ph-033 23678358, 23673603 Fax-033 23671005 e-mail – [cstarikol-wb@nic.in](mailto:cstarikol-wb@nic.in)

Ref.No. STARI/TRG/CORSP/2015-16/8

Dt. 17-07-2015

To  
The Director  
Directorate of Employment & Training  
Thycaud ,Thiruvantapuram,  
Kerala -695014

**Subject: Nominations of Instructors to “Employability Skills” training.**

Sir,

As you are aware that Government of India is attaching priority to enhance the Employability of ITI graduates and hence replaced the subjects of “Social Studies” with “Employability Skills” in all the CTS and ATS curriculum.

As per the syllabus of Employability Skills the Instructors are to be trained in a DGT field Institute. CSTARI Kolkata, one of the nodal Institute under Directorate General of Training (DGT) is conducting Employability Skills courses by engaging prominent Guest faculties from MSME, RLI, and NPC etc. The schedule for the training in the current Financial Year is as given below:

Sl. No.	Period	
	From	To
1.	03.08.2015	14.08.2015
2.	21.09.2015	01.10.2015
3.	16.11.2015	27.11.2015
4.	28.12.2015	08.01.2016
5.	22.02.2016	04.03.2016

You are therefore requested to sponsor at least 10 participants in each batch. The Instructors of Govt. and Pvt. ITIs including Contract Faculties are eligible for this course.

A registration fee of Rs. 100/- per candidate is chargeable from each candidate.

A modestly furnished Hostel accommodation @ Rs.100/- is available with separate women wing.

Yours Faithfully,

(Sathya Shankar B.P)  
Director



Syllabus for

# EMPLOYABILITY SKILLS

Under

**CRAFTSMAN TRAINING SCHEME (CTS) /  
APPRENTICESHIP TRAINING SCHEME (ATS)**

Redesigned in

2014

By

**Government of India  
Ministry of Labour & Employment  
Directorate General of Employment & Training  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
EN-Block sector –V, Salt Lake  
Kolkata -700091**

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## **A. RATIONALE**

Hard skills are a person's skill set and ability to perform a certain type of activity or task. Soft skills are a person's ability to interact effectively with co-workers and customers. Hard skills are mainly applicable at the work place. Soft skills are broadly applicable both at and outside the work place. Soft skills complement the hard skills which are occupational requirement of a job. It also complements many other activities even outside the work place. Presently soft skills are increasingly sought out by employers in addition to standard qualification. There are instances of professions where soft skills proved to be more important, on a long term basis than occupational skills. Soft skills refer to a number of features viz. behavior, personal finance management, communication, etc. those make persons excellent workers and suitable to work in a team. Studies suggest that soft skills are equally important indication of job performance as hard skills.

Recognizing this importance of soft skills the National Council for Vocational Training (NCVT) during its 38<sup>th</sup> Meeting held on 31<sup>st</sup> May, 2011 recommended introduction of subject "Employability Skills" replacing "Social Studies" in ITI curricula. Government of India accepted the above recommendation of the council (NCVT) and introduced the subject "Employability Skills" in ITI curricula in place of "Social Studies" from the August, 2012 session.

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## B. GENERAL INFORMATION

1. **Name of the subject:** EMPLOYABILITY SKILLS
2. **Applicability:**
  - CTS- Mandatory for all trades
  - ATS- Mandatory for fresher only
3. **Hours of Instruction:** 110 Hrs.
4. **Examination:** The examination will be held at the end of semesters
5. **Instructor Qualification:**

**MBA OR BBA with two years experience OR Graduate in Sociology/ Social Welfare/ Economics with Two years experience OR Graduate/ Diploma with Two years experience and trained in Employability Skills from DGET institutes**

**AND**

**Must have studied English/ Communication Skills and Basic Computer at 12<sup>th</sup> / Diploma level and above**

**OR**

Existing Social Studies Instructors duly trained in Employability Skills from DGET institutes

6. **Instructor:**
  - One full time instructor is required for 1000 seats and above
  - For seats less than 1000, the instructor may be out sourced/ hired on contract basis.



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**D. Distribution of Topics between Semesters**

Course Duration	Semester1	Semester2	Examination
	Topics	Topics	
01 Year (Two semesters)	<ol style="list-style-type: none"> <li>1. English Literacy</li> <li>2. I.T. Literacy</li> <li>3. Communication Skills</li> </ol>	<ol style="list-style-type: none"> <li>4. Entrepreneurship Skills</li> <li>5. Productivity</li> <li>6. Occupational safety , Health and Environment Education</li> <li>7. Labour Welfare Legislation</li> <li>8. Quality Tools</li> </ol>	Final examination at the end of second semester
02 Years (Four Semesters)	<ol style="list-style-type: none"> <li>1. English Literacy</li> <li>2. I.T. Literacy</li> <li>3. Communication Skills</li> </ol>	<ol style="list-style-type: none"> <li>4. Entrepreneurship Skills</li> <li>5. Productivity</li> <li>6. Occupational safety , Health and Environment Education</li> <li>7. Labour Welfare Legislation</li> <li>8. Quality Tools</li> </ol>	Final examination at the end of second semester

### E. Detail of Syllabus

<b>1. English Literacy</b>	
<b>Hours of Instruction: 20 Hrs.</b>	
<b>Marks Allotted: 09</b>	
<b>Pronunciation</b>	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
<b>Functional Grammar</b>	Transformation of sentences, Voice change, Change of tense, Spellings.
<b>Reading</b>	Reading and understanding simple sentences about self, work and environment
<b>Writing</b>	Construction of simple sentences Writing simple English
<b>Speaking / Spoken English</b>	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.

<b>2. I.T. Literacy</b>	
<b>Hours of Instruction: 20 Hrs.</b>	
<b>Marks Allotted: 09</b>	
<b>Basics of Computer</b>	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
<b>Computer Operating System</b>	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
<b>Word processing and Worksheet</b>	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets
<b>Computer Networking and INTERNET</b>	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in

	Information Security, Awareness of IT – ACT, types of cyber crimes.
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<b>3. Communication Skills</b>	
<b>Hour of Instruction: 15 Hrs.</b>	
<b>Marks Allotted: 07</b>	
Topic	Contents
<b>Introduction to Communication Skills</b>	Communication and its importance
	Principles of Effective communication
	Types of communication – verbal, non verbal, written, email, talking on phone.
	Non verbal communication –characteristics, components-Para-language
	Body – language
	Barriers to communication and dealing with barriers.
	Handling nervousness/ discomfort.
<b>Listening Skills</b>	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening.
	Triple- A Listening – Attitude, Attention & Adjustment.
	Active Listening Skills.
<b>Motivational Training</b>	Characteristics Essential to Achieving Success
	The Power of Positive Attitude
	Self awareness
	Importance of Commitment
	Ethics and Values
	Ways to Motivate Oneself
	Personal Goal setting and Employability Planning.
<b>Facing Interviews</b>	Manners, Etiquettes, Dress code for an interview
	Do's & Don'ts for an interview
<b>Behavioral Skills</b>	Problem Solving
	Confidence Building
	Attitude

<b>4. Entrepreneurship Skills</b>	
<b>Hour of Instruction: 15 Hrs.</b>	
<b>Marks Allotted: 06</b>	
<b>Concept of Entrepreneurship</b>	Entrepreneur – Entrepreneurship – Enterprises:- Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of



	entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
<b>Project Preparation &amp; Marketing analysis</b>	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
<b>Institutions Support</b>	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
<b>Investment Procurement</b>	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure – Loan procurement – Banking Processes.

<b>5. Productivity</b>	
<b>Hour of Instruction: 10 Hrs.</b>	<b>Marks Allotted: 05</b>
<b>Productivity</b>	Definition, Necessity, Meaning of GDP.
<b>Benefits</b>	Personal / Workman – Incentive, Production linked Bonus, Improvement in living standard. Industry Nation.
<b>Affecting Factors</b>	Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.
<b>Comparison with developed countries</b>	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
<b>Personal Finance Management</b>	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.

<b>7. Occupational Safety, Health and Environment Education</b>	
<b>Hour of Instruction: 15 Hrs.</b>	<b>Marks Allotted: 06</b>
<b>Safety &amp; Health</b>	Introduction to Occupational Safety and Health importance of safety and health at workplace.
<b>Occupational Hazards</b>	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
<b>Accident &amp; safety</b>	Basic principles for protective equipment. Accident Prevention techniques – control of accidents and safety measures.
<b>First Aid</b>	Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person

<b>Basic Provisions</b>	Idea of basic provision of safety, health, welfare under legislation of India.
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<b>Ecosystem</b>	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
<b>Pollution</b>	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
<b>Energy Conservation</b>	Conservation of Energy, re-use and recycle.
<b>Global warming</b>	Global warming, climate change and Ozone layer depletion.
<b>Ground Water</b>	Hydrological cycle, ground and surface water, Conservation and Harvesting of water
<b>Environment</b>	Right attitude towards environment, Maintenance of in – house environment

<b>7. Labour Welfare Legislation</b>	
<b>Hour of Instruction: 05 Hrs.</b>	<b>Marks Allotted: 03</b>
<b>Welfare Acts</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.

<b>8. Quality Tools</b>	
<b>Hour of Instruction: 10 Hrs.</b>	<b>Marks Allotted: 05</b>
<b>Quality Consciousness</b>	Meaning of quality, Quality characteristic.
<b>Quality Circles</b>	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
<b>Quality Management System</b>	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
<b>House Keeping</b>	Purpose of House keeping, Practice of good Housekeeping.
<b>Quality Tools</b>	Basic quality tools with a few examples



**F. Tools & Equipments for Employability Skills:**

<b>Sl. No.</b>	<b>Name of the Equipment</b>	<b>Quantity</b>
1	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 nos.
2	UPS – 500Va	10 nos.
3	Scanner cum Printer	1 no.
4	Computer Tables	10 nos.
5	Computer Chairs	20 nos.
6	LCD Projector	1 no.
7	White Board 1200mm x 900mm	1 no.

\* Note: Above Tools & Equipments not required, if Computer LAB is available in the institute.