To
(i) Principal Secretaries/Secretaries to all State Govts./UT Administrations dealing with Craftsmen Training
(ii) Directors/Commissioners of all State Governments/UT Administration dealing with Craftsmen Training

Subject: Introduction of Subject “Employability Skills” in place of subject “Social Studies” under CTS- regarding.

Sir/Madam,

The subject of “Social Studies” is included in the course curricula of all trades under Craftsmen Training Scheme (CTS) including COEs and Apprenticeship Training Scheme (ATS). The objective of inclusion of the subject is to equip the trainees with necessary knowledge of work place environment prior to his entry into the world of work. It is mandatory for all the trainees to pass the subject for being eligible for award of National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC). Teaching @ two hours per week is allocated for the subject.

2. Environment in industries and work places have changed considerably during the last decade. It was, therefore, under active consideration of NCVT to review the subject of “Social Studies” in order to make it more relevant to current realities. After elaborate discussion, NCVT in its 38th meeting recommended introduction of the subject “Employability Skills” by replacing “Social Studies”. Government of India accepted the above recommendation and issued implementation order vide DGET letter of even no. dated 15.04.2011. Some State Governments requested to change the session for implementation due to difficulty in appointment of the instructors.

The following subjects have been covered in the subject “Employability Skills”:-

1. Communication Skills
2. English Proficiency
3. Quality Management Tools
4. Entrepreneurship Development Skills
5. Occupational safety and health

3. The syllabus covering above topics have been approved by NCVT. The same is available at DGE&T website www.dget.nic.in and a copy of which is enclosed herewith.
4. Following directions are issued for implementations of the "Employability Skills".

4(1) Duration & Time

The duration of curricula is 110 hours. The breakup of time duration of various topics is given in syllabus. The existing norm of 2 hrs per week may not be sufficient for courses of 6 months duration. This norm, therefore, may be revised to 2-1/2 hours per week for this subject. The additional half hour may be adjusted from extra curricula activities/sports. Holidays and after training hours may also be used for completing the syllabus, if required.

4(2) Trade Testing

Subject will be included under All India Trade Test with full marks 50 and pass marks 40% of full marks. Other Terms & Conditions for conducting the exam will remain the same.

4(3) Course Content

National Instructional Media Institute (NIMI), Chennai has developed Study Material for Employability Skills. Covering all the five (05) subjects. The same is required to be followed and they may be procured from NIMI urgently.

4(4) Instructors

i. Approved minimum qualification for instructors is "Bachelor of Business Administration" with 2 years experience in industry or institute. Posts of regular instructors need to be created urgently and filled-up.

ii. Subjects can also be taught by existing instructors of Social Studies duly trained in new areas or by guest/contract faculties till regular appointment is done.

iii. Following institutes / Organizations may be approached for purpose of training of instructors in different subjects.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Topics in the Syllabus</th>
<th>Institutes / originsations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Communication Skills</td>
<td>States to make their own arrangement by locating suitable institutes.</td>
</tr>
<tr>
<td>2.</td>
<td>English Proficiency</td>
<td>Quality Council of India or any other suitable institute.</td>
</tr>
<tr>
<td>3.</td>
<td>Quality Management Tools</td>
<td>Quality Council of India or any other suitable institute.</td>
</tr>
<tr>
<td>5.</td>
<td>Occupational safety and health</td>
<td>Regional Labour Institute, Sector-47, Faridabad (Haryana) or any other suitable institute.</td>
</tr>
</tbody>
</table>
5. The State Governments are requested to ensure Training of Trainers in Employability Skills. The State Government may communicate directly with the above institutes and DGE&T field institutes for training the trainers.

6. For conducting Training of Trainers, two faculty members of respective DGE&T field institutes should be trained. Until then subject can be taught by guest/contract faculty.

7. Cost of Training of Trainers shall be borne by respective institutes. However, if courses are conducted at DGE&T field institutes, TA/DA to nominees of State Governments may be paid subject to availability of budget. If the State Governments have to bear the cost of training in designated institutes funds provided to IMCs for modernization/upgradation may be used for the purpose.

8. It is, therefore, requested that the subject "Employability Skills" be substituted in place of "Social Studies" under CTS from session starting from August, 2012. It is reiterated that no further extension would be granted for implementation of the subject "Employability Skills" as it is very important for trainees to know employability skills for their employment.

Yours faithfully,

(D Mallick)

Director of Training and Secretary, NCVT

Copy to:-

1. Director, ATI Hyderabad, ATI Mumbai, ATI Kolkata, ATI Kanpur, ATI Ludhiana, Principal CTI Chennai.
2. Director CSTARI Kolkata /ATI (EPI) Hyderabad & Dehradun, FTI Bangalore & Jamshedpur.
3. RDAT Kanpur, Mumbai, Kolkata, Chennai, Faridabad & Hyderabad
4. Principal MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTIs.
5. All Officers up to JDT level of DGE&T (HQ).
6. TTC of DGE&T with a request to supply question papers as per demand
7. AP section of DGE&T.
8. NIMI –Chennai: with a request to supply study material on “Employability Skills” as per demand.

(Amit Pal Singh)
Dy. Director of Training
Endorsement on C3/11360/2011

Directorate of Training,
Thycaud, Thiruvananthapuram
Dtd: 25-04-2012

Copy communicated for information and necessary action.

For DIRECTOR OF TRAINING

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To

1. The Principals/Training Superintendents of all the Govt: /Private ITIs (including SCDD/STDD Govt: ITI s)- Through Nodal Govt: ITI Principals

2. The Principals of all Nodal Govt: ITI s -With direction to forward the same to all the Govt: /Private ITIs (including SCDD/STDD Govt: ITI s) within your jurisdiction and compliance should be reported at an early date.

3. All Unit officers and Section heads of Training Directorate.

Copy to: (1) Director, SCDD, TVPM (With C/L) (2) Director, STDD, TVPM (With C/L) (3) Special Officer, STI Kazhakkuttom (4) JD, Kannur (5) All ITIs (6) CA to DT (7) CA to ADT (8) Website- www.det.kerala.gov.in (9) SF-C3
To

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

Subject: Qualification of the instructor for the subject ‘Employability Skills’

Sir/Madam,

40th Meeting of National Council for Vocational Training (NCVT) under the Chairmanship of Union Minister for Labour & Employment was held on 16th December, 2011. Qualification of the instructor for the subject ‘Employability Skills’ was discussed vide agenda item No. 4003.8 in the said meeting.

2. The subject ‘Employability Skills’ will be introduced in Government and Private ITIs session starting from August, 2012. The subject covers topics such as Communication Skills, English Proficiency, Quality Management Tools, Entrepreneurial Skills, Occupational Safety and Health. It was proposed that minimum qualification for instructor for the subject ‘Employability Skills’ be Bachelor of Business Administration (BBA). The existing instructors in the ‘Social Studies’ subject may also be retrained for teaching the subject. The council recommended and approved the minimum eligibility criteria for appointment of instructor for “Employability Skills” as Bachelor of Business Administration (BBA).

4. Government of India has accepted the above recommendations of Council for implementation with immediate effect. Accordingly, the qualification for instructors (to be recruited now onwards) for teaching ‘Employability Skills’ is “Bachelor of Business Administration (BBA)” with two years experience in industry or institute. Directors of all the States and Union Territories dealing with Craftsmen Training Scheme are requested to issue further necessary instructions to all Government and Private ITIs, affiliated to NCVT, of their respective State/UTs to appoint instructors for teaching ‘Employability Skills’ as per above norms.

Yours faithfully,

(D. Mallick)
Director (Training)
Member Secretary, NCVT

Contd/-2
Copy to:-

1. Principal CTI Chennai, MITi Haldwani, Calicut, Jodhpur, Choudwar, NVTI, Noida and all RVTLs.
2. All Officers up to JDT level of DGE&T (HQ)

(Amrit Pal Singh)
Deputy Director of Training

Copy for information:
1. PS to Minister of Labour and Employment
2. PS to Secretary (L&E)
3. PS to DG/AS

Endorsement on C3/11360/2011(1)

Directorate of Training,
Thiruvaanantapuram
Dtd: 24-05-2012

Copy communicated to all the Principals of Govt:/Private ITIs (including the Training Superintendents of SCDD/STDD Govt: ITIs) for information and necessary action.

To

1. All the Principals of Govt:/Private ITIs (including Training Superintendents of SCDD/STDD Govt: ITI s) - Through Nodal Govt: ITI Principals
2. The Principals of all Nodal Govt: ITI s - With direction to forward the same to all the Govt:/Private ITIs (including SCDD/STDD Govt: ITI s) within your jurisdiction and compliance should be reported at an early date.
3. All Unit officers of Training Directorate.

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