

National Institute for Career Service

Directorate General of Employment
Ministry of Labour & Employment
Government of India

TRAINING CALENDAR

2021-2022



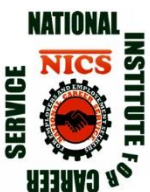
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National Institute for Career Service
नेशनल करियर सर्विस संस्थान

A-49, Sector-62, Noida. Uttar pradesh (201309)



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From the Desk of Director General

Employment assumes centrality in contemporary public policy discourse across the globe. This is particularly significant in the context of large and emerging economies like India experiencing demographic transition on the one hand and structural transformation on the other. It is becoming increasingly important to generate quality employment to meet the growing aspirations of youth in the country. There is a growing need to formulate new and innovative strategies to enhance the professional capacities of different stakeholders concerned with various facets of quality employment generation. One core strategy in this regard is to develop customised training programmes for target groups like employment officers, personnel of public employment services, professionals extending counselling services to the job seekers, representatives of employers' associations and trade unions, so that they contribute more effectively in job creation and job search assistance.

It is in this context that the professional activities of the National Institute of Career Service (NICS) (erstwhile Central Institute for Research and Training in Employment Service), Ministry of Labour and Employment, Government of India assumes paramount importance. NICS is the only national level government institution committed to impart training to the various stakeholders associated with different dimensions of employment and career services.

NICS training Calendar 2021-22 has been designed to address the emerging training requirements of the different stake holders and we sincerely hope that these training intervention will scale up the professional competency of the participant and their institution to respond to the need of world of work.

Director General
Ministry of Labour & Employment
Government of India

From the Desk of Deputy Director General

Employment is the crucial link between growth and reduction in poverty. Poverty alleviation, employment, equitable income distribution across social classes and regions remain crucial goals of economic policy in India. Investment in human capital, so that people can take advantage of the opportunities offered by the market, becomes essential in such a framework.

The fresh perspective regarding employment and growth in India relates to shifting focus to a more holistic goal with focus not only on creation of jobs, but the creation of more fulfilling and better-paying jobs that are more productive and enhance the work quality such as safety, cleanliness, flexibility, income security, skills, intellectual stimulation etc. These aspects of work are important objectives for an economy that seeks to deliver inclusive growth and meet the aspirations and expectations of its workforce.

In line with this vision, the Ministry of Labour & Employment, Directorate General of Employment, has implemented National Career Service (NCS) project as a modernized version of the National Employment Service which shall act as a common centralized platform to provide a better range of services including job placement, vacancy notification, information on formal training programmers, on the job training etc.

Deputy Director General
Ministry of Labour & Employment
Government of India



About Us



The **National Institute for Career Service** (NICS) erstwhile Central Institute for Research and Training in Employment Service (CIRTES), was set up in October, 1964 under Directorate General of Employment (DGE), M/o Labour & Employment for imparting Research & Training in Employment Services. The Institute was later expanded in 1970 with additional function of publishing career literature and again in 1987 with added responsibility of occupational research & promotion of self-employment. Now, the Ministry is implementing the Employment Exchange Mission Mode Project under National e-Government plan (Ne-GP). Under this Project, NICS-NOIDA, has been designated as nodal institute for capacity building. NICS is responsible for imparting training to all stakeholders of NCS project like Employer, Job Seeker, Training Provider, College Students/ Counsellors/ Placement Organisation/Govt. Organisation etc and also imparting professional in-service training for Officers of National Employment Services working at Central & State Govt. NICS is also playing major role in implementing the Young Professional Scheme of M/o Labour and Employment and coordinating the activities of Model Career Centres established across country under NCS project.

Vision:



To be a National Centre of Excellence to provide enhanced employability through Training, Research & Capacity Building Programme in the area of Employment under National Employment Services.

Mission:

- Enhancing human & organisational excellence in Employment/ Career Service by organizing various capacity building programmes.
- Effective implementation of various schemes of National Employment Service/ National Career Service for the benefit of various stake holders.
- Monitoring & evaluation of various schemes of National Career Service project on a sustainable basis.
- Strengthening & improving the quality of Employment services by empowering and enhancing the capacities of the Employment Personnel with regular capacity building trainings.
- Enhanced employability through capacity building of employment/ career service personnel and developing innovative strategies for career counselling, job – matching and placement.



Activities:

- NICS has been organizing Capacity Building Programmes for Employment service personnel working in various States of India. It also offers training in specialized areas like Labour Market Analysis, Career counselling, etc. in collaboration with premier institutes like IIFT, VVGNLI etc.
- Organising Workshops and Orientation Programmes for various stakeholders of NCS viz. Jobseekers, Employers, Skill Providers, Counsellors, Placement Organizations & Govt. Departments.
- Organising Skill-Gap Training Programmes i.e EDP Programmes for Jobseekers, ATAL program on "Data Science", Employability Training for jobseekers etc. in collaboration with various Govt & Private Organisations like TCS, MSME etc.
- Outreach activities
- Organising Job Fairs and Job drives for the benefit of Job Seekers.
- Implementation of Young Professionals Scheme of National Career Service Project of M/o Labour and Employment. Which includes YP Recruitment, Training of YPs, and disbursement of remuneration & grant of increments etc of all Yps posted across India.
- Monitoring the work of Young Professionals working with various Model Career Centres established under National Career Service Project. Conducting PAB meetings for contract extensions of Yps.
- Monitoring the Job Fair activities of all Model Career Centres and Employment Exchanges



**Brief of Capacity Building Programs and
Workshops**



I. Integrated/Induction Training Programme for the newly recruited/promoted Employment Personnel

This is the basic course for all employment personnel to equip the comprehensive knowledge about the organisation at Central/State/District/Rural level, its structure and various services being run by the NCS. In addition, participants are also briefed on other supportive subjects like Apprenticeship training program, Entrepreneurship, Manpower planning, ILO convention, recommendation etc.

Aim:

To strength the understanding of newly recruited/promoted employment personnel about various aspects of activities of employment exchanges and NCS Project. To enable these newly recruited or promoted officers to understand the important role being played by the Employment Exchanges, Modal Career Centres, NCS for DA (VRCs) & NCS for SC/ST (CGCs) in promoting employment amongst unemployed youth, job seekers of different categories.

Objective:

- To provide an overview of some of the important areas of work of Employment Exchanges, MCCs, NCS for DA & NCS (VRCs) for SC/ST (CGCs).
- To develop insight on the NCS project.
- To discuss various networks and strategies for effective implementation of Employment Marketing Information, Vocational Guidance, Counselling, Entrepreneurship activities in employment Exchanges for the benefit of Job Seekers and Unemployed Youth.

Course Module:

- About Employment Marketing Information & activities.
- About Vocational Guidance & activities.
- Overview of NCS portal management.
- Role of MCCs, YPs in NCS
- Entrepreneurship
- Career Counselling
- Importance of Job Fair, Job fair management.
- Labour Market Analysis and Employment Unemployment situation in India

Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit



Faculty:

Internal faculty, other eminent experts from various institutes like NCERT, Indian Institute of Foreign Trade, VVGNI, Indian School of Business, Delhi University, Lady Sreeram College, Honda, Maruti etc.

Participation Level:

Newly Recruited and promoted Employment personnel dealing with the activities of Employment Exchanges/ UEIGBx/ Model Career Centres.

Duration: 12 Days (2 Weeks)

Dates: Three Programmes have been planned during June 2021, Sept 2021 and Dec 2021

How to Apply: Trainees will be nominated by State Directorates.



II. Training on Employment Market Information Service under NES & NCS for Employment Personnel

Aim:

To refresh the knowledge of employment personnel in the area of Employment Market Information and its related activities.

Objective:

This is a course to update the knowledge and skills of employment personnel to equip them with fast changing employment market due to globalisation of economy. The course helps the participants to understand the nature of employment market at various levels. To understand the role of NCS in Employment Market/Labour Market related areas.

Course Module:

- ILO convention/recommendation relating to employment market.
- Survey and Research Methodology
- Employment Exchange, CNV Act/Rules & NCO, NIC
- Collection, compilation, interpretation of employment market information data.
- Preparation of Employment Market Information Reports.
- NCS Portal management
- Role of NCS in employment market/labour market
- Employment schemes of various Ministries
- Labour Market Analysis and Employment Unemployment situation in India

Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit

Faculty: Internal faculty, other eminent experts from various institutes like NCERT, IIFT, VVGNI, Indian School of Business, Delhi University, NIESBUD, Honda, Maruti etc.

Participation Level: Employment Personnel who are looking into the activities of EMI.

Duration: 5 Days (1 Week)

Dates: Three Programmes have been planned during Apr 2020, July 2020 and Dec 2020.

How to Apply: Trainees will be nominated by State Directorates.



III. Training program for Employment Personnel on Vocational Guidance Services, its understanding & importance

Aim:

To refresh the knowledge of Employment Personnel in the area of vocational guidance and its related activities.

Objectives:

Training course helps in updating the knowledge and skills of the employment personnel to take up various activities of Vocational Guidance more effectively with designed level of standard and efficiency. It also helps the employment personnel in equipping them with new tools and techniques to be used in the field.

Course Module:

- VG Activities & Counselling Techniques
- Collection, Compilation and dissemination of occupational information
- Entrepreneurship in India- Significance, Trends & challenges
- Importance of VG/Career Counselling in NCS Project
- Job Skill Mapping
- ILO convention/recommendation relating to employment market.
- NCO, NIC
- Survey and Research Methodology
- NCS Portal management & Role of NCS & MCCs in employment/labour market
- Employment schemes of various Ministries

Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit

Faculty: Internal faculty, other eminent experts from various institutes like NCERT, IIFT, VVGNLI, Indian School of Business, Delhi University, NIESBUD, Honda, Maruti etc.

Participation Level: Employment Personnel who are looking into the activities of VG.

Duration: 5 Days (1 Week)

Dates: Three Programmes have been planned during Aug 2021, Nov 2021 and Mar 2022.

How to Apply: Trainees will be nominated by State Directorates



IV. Training on Career Counselling Techniques & Type of Counselling for Employment Personnel

Aim:

To refresh the knowledge of Employment Personnel in the area of Career Counselling and its related activities.

Objectives:

Training course helps in updating the knowledge and skills of the employment personnel to take up various activities of Career Counselling more effectively with designed level of standard and efficiency. It also helps the employment personnel in equipping them with new tools and techniques to be used in the field.

Course Module:

- Assessment Tools: Introduction to Psychometric Test & Evaluation of Psychometric Test
- Introduction to Counselling and stages of Counselling Process
- Need for Counselling and Role of Counsellor/Career Counsellor in MCC
- Role Play
- Job Skill Mapping
- NCS Portal management
- Self-Employment & Entrepreneurship
- Career Counselling-Interaction with Jobseekers & Students
- Employment opportunities in Private Sector & International Placements

Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit

Faculty: Internal faculty, other eminent experts from various institutes like NCERT, IIFT, VVGNLI, Delhi University, NIESBUD, Lady Sreeram College, Honda, Maruti etc.

Participation Level: Employment personnel who are looking into the activities of Career Counselling.

Duration: 5 Days (1 Week)

Dates: Three Programmes have been planned during May 2021, Oct 2021 and Feb 2022.

How to Apply: Trainees will be nominated by State Directorates



V. Training program on Self Employment & Entrepreneurship Development for Employment Personnel

Aim:

To refresh the knowledge of Employment personnel in the area of Self Employment & Entrepreneurship Development and its related activities.

Objectives:

Training course helps in updating the knowledge and skills of the employment personnel to support new entrepreneurs, including coordinated delivery of national and state government entrepreneurship programs.

Course Module:

- NCS Portal management
- Role of MCCs in NCS Project
- Entrepreneurship in India- Significance, Trends & challenges
- Self-Employment & Entrepreneurship (Type, Marketing, Planning, Operation, Finance & Schemes)
- Promoting entrepreneurship through skill development
- Entrepreneurship development scheme
- Employment & Unemployment scenario in India. Initiatives of Central/State Govt for Demographic Dividends
- EDP Program in India & Role of Government in organizing EDPs

Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit

Faculty: Internal faculty, other eminent experts from various institutes like NCERT, Indian Institute of Foreign Trade, VVGNLI, Indian School of Business, Delhi University, NIESBUD, RUDSETI, Lady Sreeram College, Honda, Maruti etc.

Participation Level: Employment personnel

Duration: 5 Days (1 Week)

Dates: Eight Programmes have been planned during May 2021, June 2021, July 2021, Aug 2021, Oct 2021, Nov 2021, Dec 2021 & Feb 2022.

How to Apply: Trainees will be nominated by State Directorates



VI. Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNNLI

Aim:

To make the Employment personnel and Government Officials who are working in the area of Employment and skill development, aware of the Labour Market trends, Employment opportunities and important role being played by National Career Service project in this area.

Objective:

The main objective of the programme is to update the knowledge and skills of employment personnel on fast changing Labour market dynamics due to Liberalisation, globalisation and Privatisation of economy. The course helps the participants to understand the nature of Labour market trends at various levels. To give an idea of different Research Methodologies, based on which analysis of Labour market could be done and also to understand the role of NCS in Employment Market/Labour Market related areas.

Course Module:

- ILO convention/recommendation relating to Labour/employment market.
- Survey and Research Methodologies.
- Employment Exchange, CNV Act/Rules & NCO, NIC
- Collection, compilation, interpretation of Labour / EMI data.
- Preparation of Labour / Employment Market Information Reports.
- NCS Portal management
- Role of NCS in extending employment opportunities to the Job Seekers through the studies of employment market/labour market analysis.
- Employment schemes of various Ministries.

Methodology:

- Classroom Training
- Computer Lab Training

Faculty: Internal faculty, faculty from DGE, other eminent experts from various institutes like NCERT, IIFT, VVGNNLI, Indian School of Business, Delhi University, Lady Sreeram College, etc.

Participation Level: Employment personnel and Government Officials who are working in the area of Employment.

Duration: 5 Days

Dates: 2 programmes will be conducted during Jul 2021 and Sept 2021.

How to Apply: Trainees will be nominated by State Directorates.



VII. Training on Emerging Labour Market & Strategic Responses for Employment Personnel in collaboration with VVGNI

Aim:

This programme aims to enhancing the capacities of the concerned stakeholders in designing and operationalizing effective labour market and employment policies and thereby undertaking various policy initiatives. The programme provides an opportunity for the participants to have intensive interface with renowned scholars and practitioners in the area of labour market and employment.

Objectives:

- Provide an overview of emerging trends in employment scenario at the national and global level.
- Acquire knowledge about Labour Market dynamics in India especially during crisis.
- Understand the pattern and complex phenomenon of employment, in its various dimensions including gender.
- Capacity building to undertake labour market analysis and strategies in employment generation

Course Module:

- Nature and characteristics of Labour Market
- Emerging trends in employment & Gender issues in labour
- Different sources and surveys of labour and employment
- Good practices in employment generation
- NCS Portal management
- Self-Employment & Entrepreneurship

Methodology:

- Classroom Training
- Computer Lab Training

Faculty: Internal faculty, other eminent experts from various institutes like NCERT, IIFT, VVGNI, Delhi University, NIESBUD, RUDSETI, Lady Sreeram College, Honda, Maruti etc.

Participation Level: Employment personnel and Government Officials.

Duration: 5 Days (1 Week)

Dates: One Programme have been planned during Aug 2021.

How to Apply: Trainees will be nominated by State Directorates



VIII. Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI

Aim:

To make the participants aware of the Labour Market trends, Employment opportunities and important role being played by National Career Service project in this area.

Objectives:

- To highlight the fast changing labour market dynamics.
- To understand the linkage between vocational education and skill training with growth and employment.
- To acquire knowledge about the vocational educational and training systems and about its various components.
- To understand the challenge of employment generation and appropriate skill development strategies to meet those challenges.
- To understand the role of NCS in Employment Market/Labour Market related areas.

Course Module:

1. Information on formal & informal economy
2. ILO convention/recommendation relating to Labour/employment market
3. Collection, compilation, interpretation of Labour / EMI data
4. Preparation of Labour / Employment Market Information Reports.
5. Vocational & skill training system in India
6. Linking skill with employment & entrepreneurship
7. NCS Portal management & role of NCS in employment/labour market analysis.
8. Employment schemes of various Ministries with a special focus on NE States.

Methodology:

- Classroom Training
- Computer Lab Training

Participation Level: Trade Union Leaders from Central Trade Unions and NGOs from North Eastern States.

Faculty: NICS, VVGNI & external faculty from leading universities and research institutions.

Duration: 5 Days

Dates: 2 programmes will be conducted during Jan 2022 and Mar 2022

How to Apply: Trainees will be nominated by State Directorates.



IX. Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff

Aim:

To refresh the knowledge of Officers of DGE, NCS for DA (VRC) & NCS for SC/ST (CGC) in the area of NCSP & Administrative Matter and its related activities.

Objectives:

Training course helps in updating the knowledge and skills of the officers of DGE, NCS for DA (VRC) & NCS for SC/ST (CGC) to take up various activities of NCS more effectively with designed level of standard and efficiency.

Course Module:

- NCS Portal management
- Role of MCCs in NCS Project
- NCS-for disadvantaged section of the society with specific reference to the Role of NCS for DA (VRC) & NCS for SC/ST (CGC)
- Role of EMI in NES in the changed scenario of the service
- NCO-2015 (MoLE)
- Employment & Unemployment scenario in India. Initiatives of Central/State Govt for Demographic Dividends
- Public Financial Management System (PFMS)
- DBT & Other Administrative Matter
- Government e-Marketplace (GEM)

Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit

Faculty: Internal faculty, other eminent experts from various institutes like NCERT, Indian Institute of Foreign Trade, VVGNI, Indian School of Business, Delhi University, Lady Sreeram College, Honda, Maruti etc.

Participation Level: DGE, NCS for DA (VRC) & NCS for SC/ST (CGC) officers & Staff.

Duration: 3 Days

Dates: Two Programmes have been planned during Oct 2021 & Nov 2021.

How to Apply: Trainees will be nominated by DGE, Directorate General of Employment



X. Training programme on National Career Service Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers

NCSP Management training programme is an attempt to equip all the employment exchange officers with the working knowledge of NCS portal and how this portal can transform the employment services in our country.

Aim:

To strengthen the Employment officer's capacity with all features of NCS portal and to make them understand the important role being played by NCSP in NCS project.

Objectives:

To update about the functionality of NCS portal and to resolve the issues of employment personnel on NCS portal.

Course Modules:

- Functionality of NCS Portal
- Important features & Latest development of NCS Portal
- How various stake holders of NCS i.e. Job Seekers, Employers, Counsellors, Placement agencies, Local Service Providers, Gov. Departments etc. could utilise the services of NCS Portal.

Methodology:

- Classroom Training
- Computer Lab Training

Participation Level:

Employment Officers, Assistant Employment Officers, Junior Employment Officer working with Employment Exchange / Model Career Centres/ UEIGBx

Faculty: Internal faculty, other faculty from DGE, HP etc.

Duration: 2 days

Dates: Two Programmes have been planned during Apr 2021 and June 2021.

How to Apply: Trainees will be nominated by State Directorates.



XI. Training Programme on Management of National Career Service Portal for MCC Supporting Staff

This training programme is an attempt to equip all the Supportive Staff of Model Career Centres established under NCS with the working knowledge of NCS portal and how this portal can transform the employment services in our country.

Aim:

To strengthen the MCC Supportive Staff's capacity with all features of NCS portal and to make them understand the important role being played by NCSP in NCS project.

Objective:

NCS portal Management training for MCC Staff is designed for MCC Staff (Registration Manager & IT Assistant), It covers the details of National Career Service Scheme, managing MCC, data analytics of the portal information, organisation various events like job fair, counselling sessions, fund management etc.

Course Module:

- Functionality of NCS Portal
- Important features & Latest development of NCS Portal
- How various stake holders of NCS i.e. Job Seekers, Employers, Counsellors, Placement agencies, Local Service Providers, Gov. Departments etc. could utilise the services of NCS Portal.

Methodology:

- Classroom Training
- Computer Lab Training

Participation Level: MCC Staff (Registration Manager & IT Assistant)

Faculty: Internal faculty, other faculty from DGE, HP etc.

Duration: 2 Days

Dates: Two programmes will be conducted during July 2021 and Sept 2021.

How to Apply: Trainees will be nominated by Nodal Officers of respective MCCs.

XII. Induction Training of Young Professionals

Young Professionals are responsible for the establishment and management of the Model Career Centres (MCC) in different states. They are required to function in close association with the Employment Exchanges to integrate its activities for the benefit of the job-seekers and other beneficiaries.

Aim:

To strengthen the understanding of Young Professionals about National Career Service Project. To enable YPs to understand the important role being played by MCC and the best practices required to be followed by YPs to make these MCCs vibrant institutes for providing best services to the Job Seekers and unemployed youth.

Objective:

- Provide an overview of some of the important area of work of MCC i.e. Job fair, Registration, career counselling and guidance services.
- To develop insight on the National Career Service Project
- To sensitise Young Professionals on various issues related employment, unemployment, self-employment, entrepreneurship etc. as well as best practices to be followed.
- To discuss the strategies for the promotion of NCS portal by encouraging usage of NCS services like Training, Career Counselling, rich career content, job fairs etc. in various state level events and Job Fairs

Course Module:

- Overview of NCSP and latest updations of NCS PORTAL.
- Career Counselling
- Advanced Excel
- Entrepreneurial development-Management & Finance
- NCS portal Management (Theory & Hands on Training)
- Job Fair Management
- Content Management (Introduction to NCO)
- Assessment Tools: Psychometric Testing Introduction, Ability Profiler & Interest Profiler Test, Work Importance Test, Tests in Career Counselling.
- Employment schemes of various Ministries
- Employment & Unemployment scenario in India. Initiatives of Central/State Govt for Demographic Dividends
- ILO convention/recommendation relating to employment market.
- Survey and Research Methodology
- Collection, compilation, interpretation of employment market information data.
- Labour Market Analysis and Employment Unemployment situation in India



Methodology:

- Classroom Training
- Computer Lab Training
- Field Visit

Participation Level: Young Professional

Faculty: Internal Faculty, other faculty from IIFT, DGE, HP, HCL

Duration: 3 Weeks

Dates: Jan 2022

How to Apply: This training is for newly recruited Young Professional.



XIII. Refresher Training Programme for Young Professionals

Aim:

To refresh the knowledge of Young Professional working with Model Career Centres

Objective:

- To update their knowledge on the NCS project and to provide a platform for them to share their feedback and ideas to improvise.
- To discuss problems and bottlenecks in effective implementation of NCS project at state level through MCCs and to identify best practices to overcome such bottlenecks.

Course Module:

- Overview of NCSP and latest updates of NCS portal.
- Career Counselling
- Entrepreneurial development-Management & Finance
- NCS portal Management (Theory & Hands on Training)
- Job Fair Management
- Best Practice of MCCs – experience sharing by YPs.
- Brainstorming session on improvement of NCS portal and innovative ideas for effective implementation of NCS at MCCs.
- Interactive session with NCS project consultant team.

Methodology:

- Classroom Training
- Computer Lab Training

Participation Level: Young Professional who have completed at least one year of service contract period.

Faculty: Internal faculty and other faculty from institutes like IIFT, HCL and HP

Duration: 2 Days

Dates: Two programmes will be conducted during Apr 2021 & May 2021

How to Apply: Trainees will be nominated by NICS.



XIV. Workshop / conclave on NCS for Employers, Counsellors, Placement Organization, NGOs looking into Employment related activities, Skill Provider providers of PMKVY & Training providers of DDUGKY

Aim:

To make them aware of important role being played by National Career Service project in the National Employment Service.

Objective:

To familiarise on the various aspects & benefits of NCS Portal to different stakeholders of NCS portal.

Course Module:

- Overview of NCS Project
- Role Transformation of NES to NCS
- Overview of NCS Portal & Stakeholders
- Role of MCCs, YPs in NCS
- Importance of Job Fair, Job fair management
- Importance of Career Counselling

Methodology: Lectures and power point presentation.

Participation Level:

Employers, NGOs looking into Employment related activities of civil societies, Private Placement Organization, Skill Provider providers of PMKVY, Training providers of DDUGKY etc.

Faculty: Internal Faculty and faculty from DGE

Duration: 1 Day

Dates: 24 programmes will be conducted during Apr 2021 to March 2022.

How to Apply: Nominations will be collected directly from Employers & Skill providers through mails and SMS.



XV. Orientation Programme on NCS Portal for Job seekers

Aim:

To make them aware of important role being played by National Career Service project in the National Employment Service.

Objective:

To familiarise on the various aspects of benefits for Job Seekers on NCS portal

Course Module:

- Overview of NCS Project
- Role Transformation of NES to NCS
- Overview of NCS Portal & Stakeholders
- Role of MCCs, YPs in NCS
- Importance of Job Fair, Job fair management

Methodology: Lectures and power point presentation.

Participation Level:

Job Seekers (College Students/ Volunteers of District Coordinators of Nehru Yuva Kendras/ IGNOU students/ NIOS students)

Faculty: Internal Faculty and faculty from DGE

Duration: 1 Day

Dates: 24 programmes will be conducted during Apr 2021 to Mar 2022.

How to Apply: Trainees will be nominated by Schools and Colleges, also all Jobseekers (data on NCS Portal or data collected by YP via outreach activity) will be intimated via mail or SMS about orientation programme.



XVI. Skill Gap Training / Employability Training with Industry

Most of the unemployed youth, particularly in the rural areas, are lacking adequate employability skills which are hindering their scope for finding an adequate job for their living. In order to strengthen the employability of the students and unemployed youth and help them to foresee a brighter future with aspiration and hope, this institute is organising free employability training programmes for them. This training will help the unemployed youth to bridge their skill-gap and help them in their placement. In such programmes, the institute seek the support of the employers and their CSR initiatives. These training programmes are being organised at various centres particularly at the MCC established in different districts of the country. TATA Affirmative Action Program (TAAP), Classic Stripes Private Limited, Asian Paints etc. are already supporting for organising such employability training programmes.

Aim:

Providing Free Employability Training for the SC/ST and economically backward candidates.

Objective:

The training focuses on enhancing and improving the confidence level of the participants and hones their communication skills in English and analytical reasoning. These 100 hours training comprises the following curriculum:

1. Communicative English
2. Corporate etiquette and soft skills
3. Resume building and Interview facing skills
4. Analytical and reasoning skills
5. Basic computer knowledge

On successful conclusion of the 100-120 hours training, Certificate of completion & appreciation will be provided which will enhance the candidates' employability in the corporate world.

Post Training Interview

- The candidates who have successfully completed the training will be forwarded for placement.
- The entire interview shall be devoid of all external and internal influences.
- All those who are selected will be chosen for entry level jobs at TCS across different locations in India.
- Talented candidates may be chosen for other locations too.
- Cost of the Training: Free / NO Charges



Requirement from MCC/ NICS

- Mobilisation of candidate as per above mentioned eligibility.
- Training room with seating capacity of 40-50 candidates
- Projector & Board / Markers etc
- Submission of attendance / report by end of program.

How to Apply: Candidates are informed about upcoming training programme via mail or SMS then interested candidates nominate themselves by visiting MCC.



**Month Wise
Consolidated
Training Schedule**

2021-2022

Month wise Consolidated Training Schedule 2021-2022

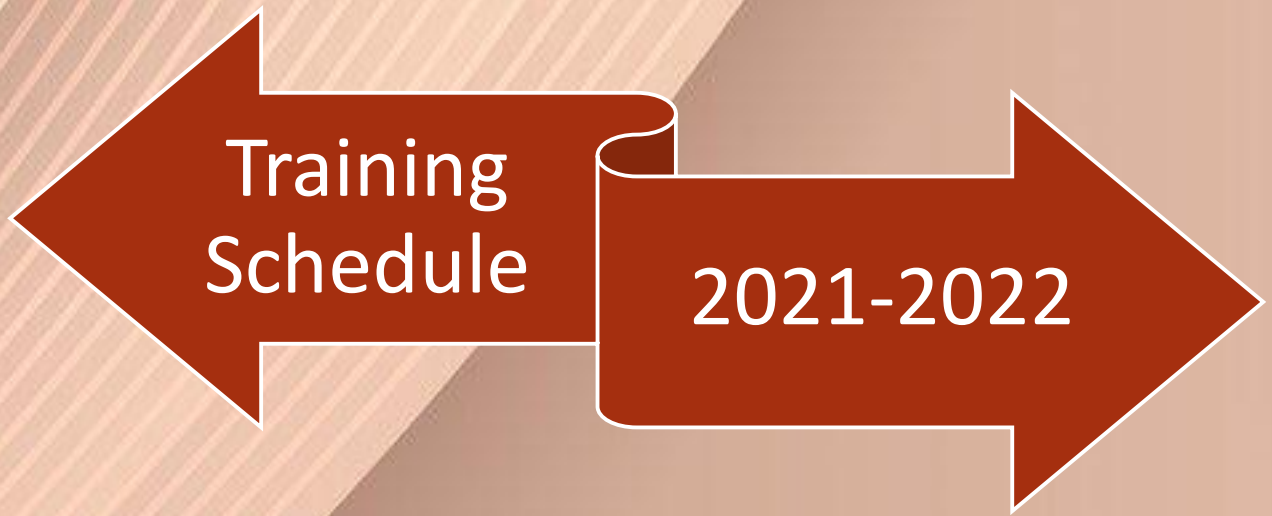
Sr. No.	Programme Name	Programme Duration	*No of Programs	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel	12 Days	3			7-18 Jun 21			6-17 Sep 21			6-17 Dec 21			
2	Training on EMI Service under NES & NCS for Employment Personnel	5 Days	3	26-30 Apr 21			5-9 Jul 21					20-24 Dec 21			
3	Training program for Employment Personnel on Vocational Guidance Services , its understanding & importance	5 Days	3					2-6 Aug 21			8-12 Nov 21				7-11 Mar 22
4	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	3		3-7 May 21					4-8 Oct 21				7-11 Feb 22	
5	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	8		17-21 May 21	21-25 Jun 21	12-16 Jul 21	9-13 Aug 21		25-29 Oct 21	22-26 Nov 21	27-31 Dec 21		21-25 Feb 22	
6	Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNI	5 Days	2				26-30 Jul 21		20-24 Sep 21						
7	Training on Emerging Labour Market & Strategic Responses for Employment Personnel in collaboration with VVGNI	5 Days	1					23-27 Aug 21							
8	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	2										3-7 Jan 22		21-25 Mar 22
9	Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff	3 Days	2							11-13 Oct 21	15-17 Nov 21				
10	Training programme on NCS Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers	2 Days	2	12-13 Apr 21		28-29 Jun 21									
11	Training Programme on Management of NCS Portal for MCC Supporting Staff	2 Days	2				19-20 Jul 21		27-28 Sep 21						
12	Induction Training of Young Professionals	18 Days	1										10-28 Jan 22		
13	Refresher Training Programme for YPs	2 Days	2	8-9 Apr 21	10-11 May 21										

Sr. No.	Programme Name	Programme Duration	No of Programs*	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
14	Workshop / conclave on NCS for Employers, Counsellors, Placement Organization, NGOs looking into Employment related activities, Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	24	05-Apr-21	10-May-21	14-Jun-21	12-Jul-21	09-Aug-21	13-Sep-21	04-Oct-21	15-Nov-21	13-Dec-21	10-Jan-22	14-Feb-22	01-Mar-22
				19-Apr-21	31-May-21	28-Jun-21	26-Jul-21	23-Aug-21	27-Sep-21	25-Oct-21	29-Nov-21	27-Dec-21	31-Jan-22	28-Feb-22	29-Mar-22
15	Orientation Programme on NCS Portal for Job seekers	1 Day	24	09-Apr-21	07-May-21	04-Jun-21	02-Jul-21	06-Aug-21	03-Sep-21	01-Oct-21	05-Nov-21	03-Dec-21	07-Jan-22	04-Feb-22	04-Mar-22
				16-Apr-21	13-May-21	11-Jun-21	09-Jul-21	13-Aug-21	10-Sep-21	08-Oct-21	12-Nov-21	10-Dec-21	14-Jan-22	11-Feb-22	11-Mar-22
16	Skill Gap Training / Employability Training with Industry	20 Day	5	05-27 Apr 21		07-29 Jun 21		02-25 Aug 21		04-28 Oct 21			03-25 Jan 22		

Number of Programmes: 87

***Note:**

- Capacity Building programme (Sr No. 1-13):** Dates of Capacity Building Programme for Employment personnel as mentioned in the calendar are tentative, the programme will be organized, if sufficient number of nomination received from various states, else schedule may vary.
- Workshops & Orientation programmes (Sr No. 14-15):** Dates of Workshops & Orientation programmes are tentative, as these programmes will be conducted as per the schedule given by school, Colleges, skill providers, employers etc.
- Skill Gap Training / Employability Training with Industry (Sr No. 16):** Dates of Skill Gap Training programmes are tentative, as these programmes will be conducted as per the time schedule given by concerned training providers/ industry.





Training Schedule 2021-2022

Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
1	Workshop on NCS for Employers	1 Day	Apr'21	05-Apr-21
2	Skill Gap Training / Employability Training with Industry	20 Days	Apr'21	05-27 Apr 21
3	Refresher Training Programme for YPs	2 Days	Apr'21	8-9 Apr 21
4	Orientation Programme on NCS Portal for Job seekers	1 Day	Apr'21	09-Apr-21
5	Training programme on NCS Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers	2 Days	Apr'21	12-13 Apr 21
6	Orientation Programme on NCS Portal for College Students	1 Day	Apr'21	16-Apr-21
7	Workshop on NCS for Counsellors	1 Day	Apr'21	19-Apr-21
8	Training on EMI Service under NES & NCS for Employment Personnel	5 Days	Apr'21	26-30 Apr 21
9	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	May'21	3-7 May 21
10	Orientation Programme on NCS Portal for School Students	1 Day	May'21	07-May-21
11	Workshop on NCS for Placement Organization & NGOs	1 Day	May'21	10-May-21
12	Refresher Training Programme for YPs	2 Days	May'21	10-11 May 21
13	Orientation Programme on NCS Portal for ITI Students	1 Day	May'21	13-May-21
14	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	May'21	17-21 May 21
15	Workshop on NCS for Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	May'21	31-May-21
16	Orientation Programme on NCS Portal for Job seekers	1 Day	Jun'21	04-Jun-21
17	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel	12 Days	Jun'21	7-18 Jun 21
18	Skill Gap Training / Employability Training with Industry	20 Days	Jun'21	07-29 Jun 21
19	Orientation Programme on NCS Portal for College Students	1 Day	Jun'21	11-Jun-21
20	Workshop on NCS for Employers	1 Day	Jun'21	14-Jun-21
21	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Jun'21	21-25 Jun 21
22	Workshop on NCS for Counsellors	1 Day	Jun'21	28-Jun-21
23	Training programme on NCS Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers	2 Days	Jun'21	28-29 Jun 21
24	Orientation Programme on NCS Portal for School Students	1 Day	Jul'21	02-Jul-21
25	Training on EMI Service under NES & NCS for Employment Personnel	5 Days	Jul'21	5-9 Jul 21
26	Orientation Programme on NCS Portal for ITI Students	1 Day	Jul'21	09-Jul-21
27	Workshop on NCS for Placement Organization & NGOs	1 Day	Jul'21	12-Jul-21
28	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Jul'21	12-16 Jul 21
29	Training Programme on Management of NCS Portal for MCC Supporting Staff	2 Days	Jul'21	19-20 Jul 21
30	Workshop on NCS for Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	Jul'21	26-Jul-21



Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
31	Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNI	5 Days	Jul'21	26-30 Jul 21
32	Training program for Employment Personnel on Vocational Guidance Services , its understanding & importance	5 Days	Aug'21	2-6 Aug 21
33	Skill Gap Training / Employability Training with Industry	20 Days	Aug'21	02-25 Aug 21
34	Orientation Programme on NCS Portal for College Students	1 Day	Aug'21	06-Aug-21
35	Workshop on NCS for Employers	1 Day	Aug'21	09-Aug-21
36	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Aug'21	9-13 Aug 21
37	Orientation Programme on NCS Portal for School Students	1 Day	Aug'21	13-Aug-21
38	Workshop on NCS for Counsellors	1 Day	Aug'21	23-Aug-21
39	Training on Emerging Labour Market & Strategic Responses for Employment Personnel in collaboration with VVGNI	5 Days	Aug'21	23-27 Aug 21
40	Orientation Programme on NCS Portal for ITI Students	1 Day	Sep'21	03-Sep-21
41	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel	12 Days	Sep'21	6-17 Sep 21
42	Orientation Programme on NCS Portal for Job seekers	1 Day	Sep'21	10-Sep-21
43	Workshop on NCS for Placement Organization & NGOs	1 Day	Sep'21	13-Sep-21
44	Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNI	5 Days	Sep'21	20-24 Sep 21
45	Workshop on NCS for Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	Sep'21	27-Sep-21
46	Training Programme on Management of NCS Portal for MCC Supporting Staff	2 Days	Sep'21	27-28 Sep 21
47	Orientation Programme on NCS Portal for College Students	1 Day	Oct'21	01-Oct-21
48	Workshop on NCS for Employers	1 Day	Oct'21	04-Oct-21
49	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	Oct'21	4-8 Oct 21
50	Skill Gap Training / Employability Training with Industry	20 Days	Oct'21	04-28 Oct 21
51	Orientation Programme on NCS Portal for School Students	1 Day	Oct'21	08-Oct-21
52	Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff	3 Days	Oct'21	11-13 Oct 21
53	Workshop on NCS for Counsellors	1 Day	Oct'21	25-Oct-21
54	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Oct'21	25-29 Oct 21
55	Orientation Programme on NCS Portal for ITI Students	1 Day	Nov'21	05-Nov-21
56	Training program for Employment Personnel on Vocational Guidance Services , its understanding & importance	5 Days	Nov'21	8-12 Nov 21
57	Orientation Programme on NCS Portal for Job seekers	1 Day	Nov'21	12-Nov-21
58	Workshop on NCS for Placement Organization & NGOs	1 Day	Nov'21	15-Nov-21
59	Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff	3 Days	Nov'21	15-17 Nov 21
60	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Nov'21	22-26 Nov 21
61	Workshop on NCS for Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	Nov'21	29-Nov-21
62	Orientation Programme on NCS Portal for College Students	1 Day	Dec'21	03-Dec-21

Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
63	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel	12 Days	Dec'21	6-17 Dec 21
64	Orientation Programme on NCS Portal for School Students	1 Day	Dec'21	10-Dec-21
65	Workshop on NCS for Employers	1 Day	Dec'21	13-Dec-21
66	Training on EMI Service under NES & NCS for Employment Personnel	5 Days	Dec'21	20-24 Dec 21
67	Workshop on NCS for Counsellors	1 Day	Dec'21	27-Dec-21
68	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Dec'21	27-31 Dec 21
69	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	Jan'22	3-7 Jan 22
70	Skill Gap Training / Employability Training with Industry	20 Days	Jan'22	03-25 Jan 22
71	Orientation Programme on NCS Portal for ITI Students	1 Day	Jan'22	07-Jan-22
72	Workshop on NCS for Placement Organization & NGOs	1 Day	Jan'22	10-Jan-22
73	Induction Training of Young Professionals	18 Days	Jan'22	10-28 Jan 22
74	Orientation Programme on NCS Portal for Job seekers	1 Day	Jan'22	14-Jan-22
75	Workshop on NCS for Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	Jan'22	31-Jan-22
76	Orientation Programme on NCS Portal for College Students	1 Day	Feb'22	04-Feb-22
77	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	Feb'22	7-11 Feb 22
78	Orientation Programme on NCS Portal for School Students	1 Day	Feb'22	11-Feb-22
79	Workshop on NCS for Employers	1 Day	Feb'22	14-Feb-22
80	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Feb'22	21-25 Feb 22
81	Workshop on NCS for Counsellors	1 Day	Feb'22	28-Feb-22
82	Workshop on NCS for Placement Organization & NGOs	1 Day	Mar'22	01-Mar-22
83	Orientation Programme on NCS Portal for ITI Students	1 Day	Mar'22	04-Mar-22
84	Training program for Employment Personnel on Vocational Guidance Services , its understanding & importance	5 Days	Mar'22	7-11 Mar 22
85	Orientation Programme on NCS Portal for Job seekers	1 Day	Mar'22	11-Mar-22
86	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	Mar'22	21-25 Mar 22
87	Workshop on NCS for Skill Provider providers of PMKVY & Training providers of DDUGKY	1 Day	Mar'22	29-Mar-22

*In addition to above mentioned programs some other programmes like Promotion/Induction Training programmes of DGE officers will be conducted as and when required.

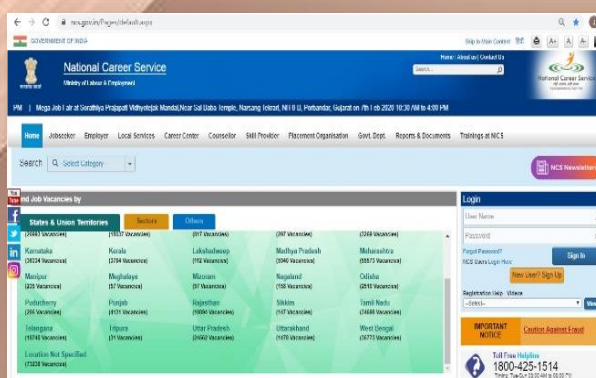
National Career Service

National Career Service (NCS) is one of the mission mode projects under the umbrella of E-Governance Plan. It works towards bridging the gap between job-seekers and job providers, candidates seeking training and career guidance and agencies providing training and career counselling by transforming the National Employment Service. It brings together all stakeholders like job seekers, employers, counsellors, trainers and private placement agencies to facilitate convergence of information and create synergies through these associations.

National Career Service is a ground-breaking initiative to consolidate and provide a platform for the diverse workforce, employers, placement agencies, career counsellors, NGOs etc. to interact with each other in order to meet their requirement from the employment market. NCS focusses on easily accessible skill development tools and matching to prospective candidates via the centralised portal (NCS Portal) supported by 978 Employment Exchanges and University Employment Information and Guidance Bureaus in the country. In addition, 200 Model Career Centres will serve as the primary channel for NCS and the Call Centres for facilitating registration and profile updation of the candidates.



NCS provides a host of career-related services such as dynamic job matching, career counselling, job notifications, vocational guidance, information on skill development courses, internships and alike.



A National ICT based portal (www.ncs.gov.in) has been operationalized to bring youth closer to right opportunities at the right time in their careers. On 20th July 2015, Hon'ble Prime Minister, Shri Narendra Modi, dedicated the National Career Service to the nation. NCS also repositions the existing 978 employment exchanges into Career Canters as the hub of career related services.



Focus

The focus areas for the National Career Service platform are listed below:

- Enhancing career and employment opportunities
- Counselling and guidance for career development
- Focusing on decent employment
- Enhancing female labour force participation
- Encouraging entrepreneurial endeavours

Access Points of NCS

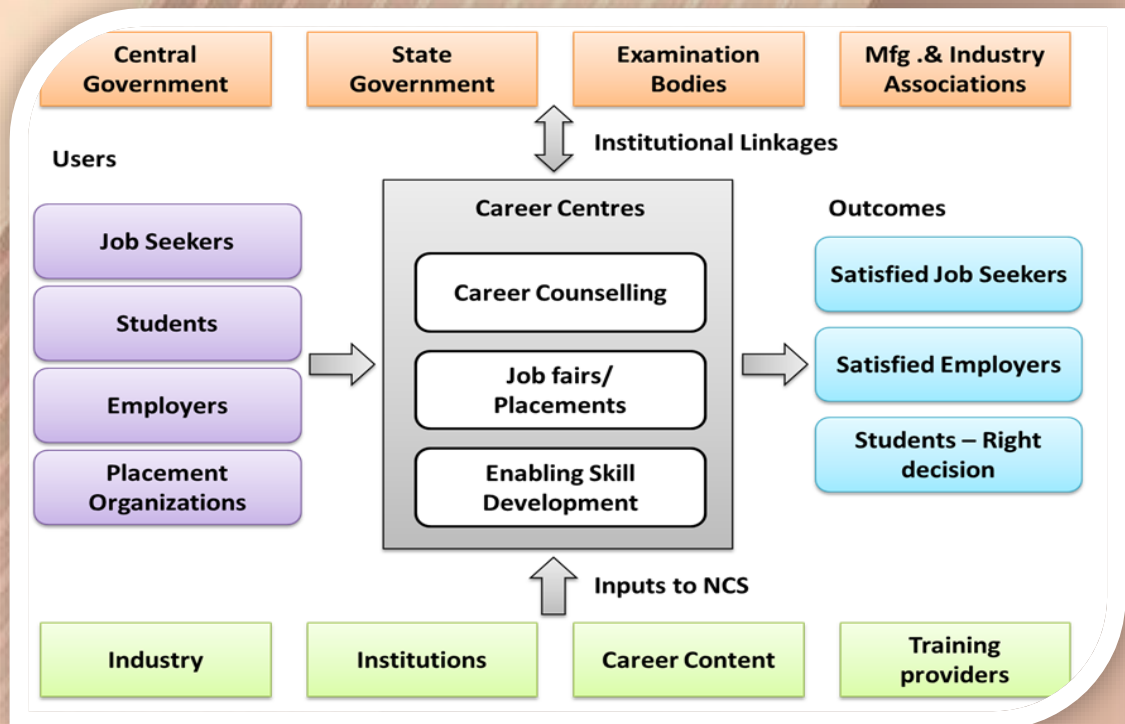
NCS reaches out to people through its multiple delivery mechanisms to empower citizens with access to nationwide opportunities.

- NCS Portal: Nation-wide platform to provide a wide range of online services including job placement, vacancy notification, information on formal training programmes, on-the-job trainings and much more.
- Career Centres: Hub of career-related services primarily engaged in registration of various stakeholders, organizing events such as job fairs and providing career counselling to job-seekers.
- Common Service Centres: NCS services are also accessible through Common Service Centres (CSC). People can avail NCS through CSC at nominal charges and avail all its benefits.
- Post Offices: NCS services are also accessible through Post Offices across the country. Now, youth can easily register on the NCS Portal by visiting nearby post office of their respective locations.

Objectives

- To provide a national platform for interface between stakeholders for responsive, transparent and efficient employment services in order to meet skill needs of a dynamic economy.
- To increase placement of the job seekers registered with Employment Exchanges.
- Easy accessibility of services of employment exchanges for all the stakeholders.
- Provide assessment of capabilities and relevant vocational guidance services to job seekers in improving their employability.
- Provide accurate and quality Employment Market Information for planning and decision making in a timely manner.
- Collection and dissemination of information on employment and training to job seekers and employers in organized and unorganized sector.

Architecture of NCS project



Intent

- Provide all information related to jobs, job market, job profiles, career path and employers at a single point.
- Enhance employability of the workforce by providing them information on training and skilling programmes.
- Facilitate the workforce in their career planning by providing self-help assessment tools.
- Estimate job demand through thorough interaction with industry and employers.
- Identify skills and job mapping.
- Facilitate cohesive candidate-employer interactions by organising job fairs and other interactive methods.
- Organise courses to enhance soft and IT skills, acting as finishing schools, to improve the employability of the candidates under Last Mile Employability scheme.

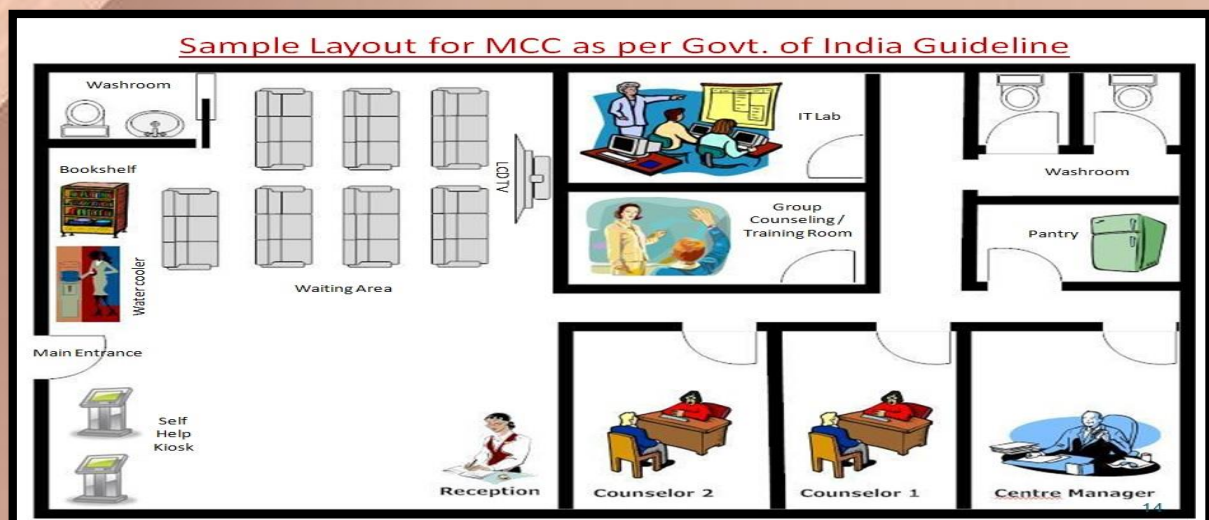
Model Career Centre

Ministry of Labour and Employment, Government of India has facilitated establishment of Model Career Centres in collaboration with the States/institutions as per the guidelines issued by Director General of Employment & Training. Model Career Centre (MCC) is a hub of career-related services with right infrastructure and linkages available to perform Counselling, registration on NCSP, conduct Job fairs and Assessment. This scheme is focussed on establishing Career Centres in a phased approach ensuring that standardized set of services are offered across the board. Model Career Centres are responsible for all activities related to the NCS project like Industry Interaction, Candidate Engagement, Job and Skill Mapping and IEC activities.



Objective:

Model Career Centres will connect local youth and other job-seekers with all possible job opportunities in a transparent and effective manner through the use of technology as well as through counselling and training. While the state-of-the-art technology driven National Career Service Portal will, in a sustained manner, provide information about available job opportunities and resources for Career Centres to function effectively, the Model Career Centres would be the pivotal outreach and counselling interface of the National Career Service for teeming millions of aspiring youth from rural, semi urban areas as well as from disadvantaged sections of the society.





Activities and Coverage

- **Industry Interaction:** Career Centres will undertake market sizing exercise to estimate the number of employment opportunities in their area, associated skill requirements, skill training capacity availability, etc. This will require close and constant interface with local industry and employers.
- **Candidate Engagement:** On the supply side, Career Centres will provide counselling services to the job seekers and make them aware of opportunities based on their skills, area of interest and requirement. Career Centres will thus provide a range of employment related services like career counselling, job matching, employment market analytics and other value added services.
- **Job and Skill Mapping:** Career Centre will undertake the job skill mapping for identification of right fit job for candidate. The candidates will be assessed through skill assessment and psychometric tests and guided to the right opportunity whether it is for employment, skill training, apprenticeship training, on-the-job-training, finishing course (gap training) etc.
- **IEC activities:** Career Centre through its multi-pronged IEC strategy increases awareness amongst the various stakeholders like skill training institutes, assessment bodies, schools and college administration, local community leaders, government departments and public in general about the services available.
- **Last Mile Employability courses:** A scheme is being evolved for offering Last Mile Employability courses for enhancing the employability of youth.



Young Professional Scheme

The Model Career Centres would be the role model for replication of career related services. For supporting the professional assistance requirement, the Ministry launched a Scheme for Young Professionals with an aim to utilize the knowledge, energy and fresh way of thinking of these young social leaders to help better transform the emerging landscape of Employment Services and Career counselling in India. Young Professional are being deputed to these Model Career Centres to facilitate the integration and institutionalization of new processes.

DGE proposes to empanel competent young professionals through a centralized scheme for a period of 5 years across these MCC. These professionals will prepare regular reports on success parameters, to be shared with all stakeholders and will identify best practices and pain areas/bottlenecks in MCC implementation. They will also coordinate outreach activities to schools/colleges and conduct job-fairs including interaction with academia, local industry, manufacturing associations, training providers and other stakeholders. In case a centre requires the services of a Counsellor, instead of a Young Professional for better operationalization of the MCC, the same may be requested for in the proposal.

Roles and Responsibilities

- Facilitating smooth and efficient working of Model Career Centres.
- Promotion of National Career Services portal for multiple stakeholders.
- Facilitating the transition of employment exchanges into career centres by actively engaging in capacity building, branding and training on National Career Services project.
- Supporting State Governments and institutions in replicating this model in other centres
- Preparing regular reports on performance indicators, to be shared with DGE.
- Identifying best practices and pain areas/bottlenecks in implementing DGE schemes and in the collaboration with National Career Services project.
- Coordinating outreach activities in schools/colleges and conducting job-fairs including interaction with academia, local industry, manufacturing associations, training providers, counsellors and others.
- Plan, organize, develop and implement career events and publications to publicize Career Centre services, resources and speaker programs. Maintain lists and bulletins concerning jobs and mapping the required skills with the resource pool; provide information concerning the industry job trends across the country and assistance in the enhancement of the skills in a candidate.
- Conducting research and market analysis to create intelligence for better performance of MCC.
- Regular interaction with DGE for Model Career Centre monitoring.
- Prepare a wide variety of manual and electronic reports and materials (e.g. program mandated, brochures, mailers, etc.) for the purpose of communicating with staff, students and other stakeholders, and complying with program requirements.
- Working under supervision of MCC nodal officer using standardized practices and/or methods; directing other persons within a small work unit and operating within a defined budget.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit at the Model Career Centres.

Job Fairs

Organizing a Job Fair helps bridge gap between employer and jobseeker by providing a common platform for information sharing, giving job seekers the opportunity to learn more about potential employers and the opportunities available, and on the other hand, gives employers access to a huge pool of qualified manpower to tap into, all under one roof. Also, these job fairs help bridge geographical boundaries by bringing together big employers from across the country and provide diverse employment opportunities to the jobseeker.



The Job fairs being conducted by the MCCs are usually one-day events that attempt to connect several employers with prospective employees (fresher/experienced) on a common platform. The number of participating employers could range anywhere from 5-100 and 100-10k job seekers depending on how large the event is.

Conducting such Job Fairs gives job seekers opportunities for Instant Employment and on the other hand time, money, and efforts spent on the complete recruitment and selection process is significantly reduced for employers by participating in such fairs. They get to have a one-on-one meeting with prospective job applicants and conduct on-the-spot interviews. If the interview goes well, a candidate may be shortlisted or even provided with a final offer letter. Also, since majority of workforce is engaged in the unorganized sector, such job fairs provide a platform to a lot of people to seek employment in this sector in a structured way.



Participating in such Job Fairs is especially useful for the youth in determining their future career choice. Not only do they get the opportunity to interact with HR personnel of several organizations but also an idea about the skill set and qualifications required for a job opening of their choice. Also, they can get feedback on their resume and interview performance. Alternatively, the Employers may also add the candidate details in their data pool for any future job openings.

Performance:

Model Career Centres located in different parts of the country have been organising Job Fair regularly. Information in respect of Job Fairs conducted by various MCCs is detailed below.

FY	No. of Job Fairs	No. of Employers participated	No. of vacancies	No. of jobseekers participated	No. of candidates shortlisted for next round	No. of candidates given final offer letter
2016-17	395	3,363	1,69,611	2,85,074	87,272	59,484
2017-18	1,101	11,470	5,91,559	8,62,703	3,20,768	1,37,377
2018-19	1,323	9,995	6,59,721	5,83,717	2,51,535	1,19,146
2019-20	1,162	6,686	3,78,562	3,29,892	1,26,969	69,427
2020-21 (Till Dec 2020)	484	1,407	94,527	83,201	24,502	7,333
Total	4,465	32,921	18,93,980	21,44,587	8,11,046	3,92,767

Interlinking of Employment Exchanges

While steps have been taken to increase the reach of employment service directly through the portal, CSCs, etc., more needs to be done to guide youth and facilitate their interaction with prospective employers through various means like job fair, which have proved to be very successful and is a regular feature in large states. In this context, a scheme has been evolved and finalised to upgrade the infrastructure across all Employment Exchanges with partial funding and facilitate job fairs through the NCS Platform.

In the scheme, DGE, Ministry of Labour & Employment will provide funds for basic IT infrastructure, minor re-furbishing of the 978+ employment exchanges and for organizing job fairs at the district level on a quarterly basis for FY 2016-17. Several States already have good ICT based systems for the employment services while other states require certain infrastructure to improve accessibility of the NCS services at the employment exchanges.

The Scheme contours and funding areas are described below. States can seek funds under the Scheme under the following broad components

- a) One-time grant up to Rs. 3 lakh per employment exchange for IT infrastructure enhancement: Some of the items that can be procured under this head include desktops, printers, MFDs, Broadband connectivity and operating expenses for consumables etc. (All Employment Exchanges have already been provided Login IDs and passwords for using the NCS Portal.)
- b) One-time grant up to Rs. 5 lakh per employment exchange for refurbishing the office complex: Some of the items that can be procured or installed under this head includes minor refurbishing including minor works (electrical, repairs, painting etc.), sign boards, table, chairs in reception areas etc. This component will not include major civil works or procurement of vehicles.
- c) A grant of up to Rs. 2 lakh per job fair per quarter to be organized at the District level: Some of the items that can be included in this component includes venue arrangement, IEC, employer mobilization, stationery and other incidentals. In case of mega job fairs across districts, the funds can be pooled. The NCS Portal provides for the organisation of job fairs and this is to be leveraged under the Scheme.



Internal Faculty Profile



NAME : Smt. M. Lata Gautam

DESIGNATION : Director I/C, NICS

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TEL. NO : 0120-2405623,
9711002158



Educational Qualification: Post Graduate in Psychology with First Division from Kanpur university, UP.

Mrs. M. Lata Gautam is a psychologist by training and holds Post Graduate Degree in Psychology. She is working under Govt. of India, Ministry of Labour & Employment in different organization from last 30 years. During this period she has worked for Rehabilitation, skill development & welfare of differently abled persons and capacity building of officers of National Employment Service. Since 2015 she is working for implementation of National Career Service Project of Ministry of Labour & Employment and regularly organizing Job fairs, workshops seminar etc for Job seeker, Employer, young professionals posted at Model Career Center across India. Being **Head of Office** under Govt. of India in different Organization she was also engaged in supervisory, Managerial, administrative, personnel management work, Conducted various DPCs, handled disciplinary proceedings and as DDO drafted cases for pay & account office regarding account & cash matters and budget preparations, hence having experience in the establishment, administration and accounts matter.

Professional Experience:

- Worked as Psychologist in VRC for Handicapped (now NCS centre for Differently abled), from 19-07-1989 to 24-10-1991.
- Worked as Assistant Director and Deputy Director (Employment) in NICS erstwhile CIRTES, M/o Labour and Employment, Government of India from 25-10-1991 to 23-10-2013.
- Working as Director I/C / Head of NICS from 24-10-2013 to till date.
- Worked as OSD to Minister of Labour and Employment from 20-01-2015 to 02-09-2017.

Positions held other than Govt:

- Co-chairperson of National Alliance for young entrepreneurs (NAYE), a voluntary Organization of entrepreneurs, Kanpur.
- Chairperson of Sanjeevni Welfare Samiti, a registered society/NGO, working for women, economically weaker section and person with disability.
- Advisor to the Staff selection Commission (SSC) Allahabad (for selection of Persons with Disabilities) and to Dalit Indian Chamber of Commerce & Industry (DICCI).
- Member of selection committees for selection of SC/ST for Professional training.
- Rehabilitation Psychologist with Rehabilitation council of India.
- Resource person for the trainings organized for the teachers/ Counsellors working under Directorate of Education.
- Awarded with Mahila Sashakti Samman 2016 by Punjabi Bagh Mahila Mandal, New Delhi, Nari Shaktikaran Award 2016 by Shri Shidhashwar Samiti, New Delhi and Mahila Gaurav samman 2017 By AAJ Ka Praharee, AKP News.



National Institute for Career Service

नेशनल करियर सर्विस संस्थान

NAME : Sh. R. Aswanikumar

DESIGNATION : Joint Director (Employment)

E-MAIL ID : aswani-cirtes@gov.in

TEL. NO : 0120-2405623



Educational Qualification: MA (Sociology), PGDM

Professional Experience:

- Working with Directorate General of Employment in various capacities for the National Employment Service and National Career Service.
- Conducted various evaluation and rehabilitation studies for the National Thermal Power Corporation, Kerala State Electricity Board, Government of Netherlands, Kubal Foundation of Germany etc.
- In association with International Labour Office, New Delhi conducted the efficiency study of Industrial Training Institutes in India.
- Worked as Training Co-ordinator in United Arab Emirates (UAE).
- Being the head of the Vocational Rehabilitation Centre for Handicapped, Thiruvananthapuram in 2010 received the National Award for the Best Placement Agency.
- Worked for the upliftment of urban poor in association with Friends of Urban Poor, a project of Government of Kerala.
- Guest faculty for the Management Development Programmes of Indian Institute of Foreign Trade (IIFT).
- Developed and organised various employability training programmes with Dr. Reddy's Foundation, TCS Affirmative Action and Classic Stripes Pvt. Ltd.

Seminars/conferences/trainings attended:

- Design of Training organised by Institute of Secretariat Training and Management Delhi.
- Career Counsellor's Training organised by Indian Institute of Foreign Trade (IIFT), New Delhi.
- Chief Information Officers e-Governance Executive Programme organised by the National Institute for Smart Governance, Hyderabad



NAME : Sh. M.S. Ashok Kumar

DESIGNATION : Joint Director (Employment)

E-MAIL ID : ashok-cirtes@gov.in

TEL. NO : 0120-2405623



Educational Qualification: M.Sc (Mathematics), PGDCS

Professional Experience:

- About 4 years of experience as Mathematics lecturer in Private Degree College, Hyderabad, Telangana.
- Worked as Investigator for 6 years with NSSO, M/o Statistics and Programme Implementation, Government of India.
- Worked as Senior Investigator for around 2 years with the Directorate of Census Operations, West Bengal M/o Home Affairs, and Government of India.
- Working with Directorate General of Employment in various capacities for the National Employment Service and National Career Service
- Worked as Assistant Director / Research Officer in Central Institute for Research and Training in Employment Service, M/o Labour and Employment, Government of India for 11 years i.e from 2002 to 2013.
- Working as Deputy Director (Employment) in National Institute for Career Service, M/o Labour and Employment, Government of India in the last 5 years i.e from 2013 onwards.
- Developed Career Literature in the form of booklets, pamphlets, motivational posters on various occupations.
- As a resource person delivered lectures in various national and international training programmes of institutes like V.V.G.N.L.I, IIFT, NCERT etc.

Conferences / seminars / training attended:

- Attended Direct Trainer Skills training programme of ISTM
- Attended National Institute of Rural Development's training programme on "Participation of Youth in Rural Development "
- Attended the National Institute for Entrepreneurship and Small Business Development's(NIESBUD) training Programme "Entrepreneurship Development Programme"
- Attended International Labour Organisation's (ILO) Training Programme at Turin on "Career Guidance Policy and Practice: A Strategic Tool for Planners and Decision Makers "
- Attended Management Development Programme of Indian Institute of Foreign Trade (IIFT)
- Attended International Labour Organisation's(ILO)Training Programme at New Delhi on "Start and Improve your Business"

NAME : Smt. Kanta Devi

DESIGNATION : Assistant Director

E-MAILID : Devi.kanta@gov.in

TEL. NO : 0120-2405623, 9717287783



Educational Qualification: Post Graduate in Psychology from Punjab University, Chandigarh

Professional Experience:

1. Working with Directorate General of Employment in various capacities for the National Employment Service and National Career Service.
2. Worked as a Senior Scientific Assistant In Aptitude Testing Unit from 1993 to 1997.
3. Monitored functioning of Vocational Guidance Units and University Employment Information & Guidance Bureaux set up in different States as a Psychologist for more than 21 years.
4. Assisted in Formulation of guidance policies, development of effective Vocational Guidance procedures and techniques, conducting special studies and preparing new schemes.
5. Brought out Reports on working of UEI&GBx and Self- Employment promotion Cells
6. Devised a self-Appraisal questionnaire based on the Guidelines for Vocational Guidance officers and brought out a report on the basis of responses received from 229 Vocational Guidance officers.
7. Rendered Vocational Guidance/Information on job opportunities to individuals and organizations by post and attended related postal enquiries.
8. Worked one of Team members to revise Directory of Equation of Naval Trades with Civil Trades and Guide to Registration of Service Applicants for Employment. Compared the both codes of civil trades with NCO 2004 and worked with DGR Team to revise the same with NCO 2015 also.
9. Assisted senior officers in implementation of National Career Service like:
 - a. The PSC Subgroup on Career Content
 - b. Appraisal committee for establishment of Career Centres under NCS.
 - c. Expert Committee on Tools Assessment for National Career Service Portal
10. Participated selection process of young professionals, Job fair, CBP Trainings etc.
11. Attended Training on Capacity Building Programme for the Employment Personnel in IIFT.



External Faculty Profile





External Faculty

The faculty consists of experts from the following Organisations:

- DGE&T, Ministry of Labour and Employment.
- Indian Institute of Foreign Trade (IIFT)
- V. V. Giri National Labour Institute (NLI)
- Rural Development and Self Employment Training Institute (RUDSETI)
- Infrastructure Liabilities and Financial Services (IL&FS)
- Price Waterhouse Cooper (PWC)
- Hewlett Packard (HP)
- National Council of Education Research and Training (NCERT)
- National Institute of Entrepreneurship and Small Business Development (NIESBUD)
- Ministry of Statistics and Programme Implementation (MoSPI)
- Ministry of Skill Development and Entrepreneurship
- Ministry of Human Resource Development
- Confederation of Indian Industries
- Retired senior officers.



NAME : Dr. S.K. Sasikumar

DESIGNATION : Senior Fellow, VVGNI

E-MAIL ID : sasikumarsk2.vvgni@gov.in

TEL. NO : 0120-2411022; Ext: 226



Educational Qualification: M.A., Ph.D. (Economics)

Dr. S.K. Sasikumar is an economist by training and holds a Ph.D. degree in the discipline. His main areas of professional interests include: labour market analysis, labour migration, and research methods. He has nearly three decades of research and training experience in the domain of labour studies.

He has been associated as a Member of major National Level Commissions/ Technical Committees like Study Group on Globalisation, Second National Commission on Labour, Technical Group on Annual Employment-Unemployment Surveys, Labour Bureau, Ministry of Labour & Employment, & Member, Expert Group on Quarterly Employment Survey, Labour Bureau, Ministry of Labour & Employment.

He is the Editor of the academic journal, Labour & Development. He is the Coordinator of the Centre for Labour Market Studies and Integrated Labour History Research Programme, two of the major research centres of the V.V. Giri National Labour Institute (VVGNI).

He has undertaken several research projects on important concerns of labour studies. Some of the major and international level research studies carried out during the last five years include: Labour Markets, Skills and the International Labour Migration (International Labour Organisation); Trends in Wages in India (V.V. Giri National Labour Institute and International Labour Organisation); Labour Migration Structures and Financing in Asia (International Labour Organisation); Internal Migration and Labour Regulations in India (Ministry of Labour & Employment); Migration of Women Workers from South Asia to the Gulf (UN WOMEN); Unemployment Insurance in India (Korea Labour Institute); Skill Mapping in Andaman and Nicobar Islands: Assessing Supply and Demand Gaps (Andaman and Nicobar Administration); Employment and Social Protection of Cashew Workers in India with special reference to Kerala (Ministry of Labour & Employment); Evaluation Study of Vocational Rehabilitation Centres for Handicapped (Ministry of Labour & Employment); Evaluation Study of Coaching-cum-Guidance Centre for Scheduled Castes and Scheduled Tribes (Ministry of Labour & Employment); Annual Reports to the People on Employment (Ministry of Labour & Employment); Mid-term Evaluation of the Scheme of Upgradation of 1396 Government ITIs through Public Private Partnership (Ministry of Labour & Employment); Skill Profiling and Skill Certification for

Overseas Employment (Ministry of Overseas Indian Affairs and International Organisation for Migration); External Migration and Remittances (Asian Development Bank & VVGNI); Pedagogical Materials on Decent Work (International Institute for Labour Studies); and Global Slowdown and Export Sector in India: Impact on Production and Employment (Department of Commerce, Government of India).

He has coordinated several international and national level training programmes/workshops/seminars on themes like: Labour Market Analysis, Labour Migration, Industrial Relations, Globalisation and Labour, Research Methods, Trade Unionism, and Skill Development. He has been the Course Director of nearly 25 international training programmes and 100 national level training programmes.

He has been Resource Person/Guest Faculty in recent Programmes/Conferences organised by international organisations/reputed institutions like International Labour Organisation, UN Women, Jawaharlal Nehru University, Institute for Human Development National Defence College, Bharat Petroleum Corporation Limited, and Xavier School of Management.

He has nearly 60 research publications in the form of books, articles in referred journals and edited volumes and research monographs. Some of his recent and major publications include: Labour Migration Structures and Financing in Asia (International Labour Organisation, 2016); Operation of Minimum Referral Wages for International Migrant Workers from India (International Labour Organisation, 2016); From India to the Gulf Region: Exploring Links between Labour Markets, Skills and the Migration Cycle (International Labour Organisation, 2015); Maximising Developmental Outcomes of International Labour Migration and Remittances: The South Asia - Gulf Experience in Labour & Development (Bi-annual Academic Journal of V.V. Giri National Labour Institute) (2014); Unemployment Insurance in India in Unemployment Insurance in Asia (Korea Labour Institute, 2013, Co-author); Surmounting India's Employment Challenge in Labour & Development (2013); Migration of Women Workers from South Asia to the Gulf (UN WOMEN, 2012, Co-author); Report on Mid-Term Evaluation of Upgradation of 1396 Government ITIs through Public Private Partnership (Directorate General of Employment & Training, Ministry of Labour & Employment, Government of India, 2012); Labour Cost and Export Behaviour of Firms in Indian Textile and Clothing Industry in Economics, Management, and Financial Markets, March 2011 (Official Journal of the Contemporary Science Association, New York, Co-author); Global Downturn and Export Sector In India: Impact on Production, Export and Employment (V.V. Giri National Labour Institute, 2010); Skill Profiling and Skill Certification in India in the Context of Promoting Migration from India to Europe (International Organisation for Migration, 2009); Managing International Labour Migration from India: Policies and Perspectives (ILO Asia-Pacific Working Paper Series, 2008); Mobility of High Skilled Labour in a Globalising World: The Indian Experience in Globalisation and Asia in Transformation (Fukuoka Prefecture and Kyushu University, Japan, 2007) Labour Markets in India: Issues and Perspectives (Co-author) in Jesus Felipe and Rana Hasan (eds.) Labour Markets in Asia: Issues and Perspectives (Palgrave Macmillan and Asian Development Bank, 2006).



National Institute for Career Service

नेशनल करियर सर्विस संस्थान

NAME : M.Venkatesan

DESIGNATION : Professor, IIFT, New Delhi

E-MAIL ID : venkatesan@iift.edu

TEL. NO : -



Educational Qualification: BA & MA in Psychology, M.Phil and Ph.D, Post-Doctoral Research Associate.

Professional Experience:

- **Associate Professor** in OB/HRM area at Indian Institute of Foreign Trade(IIFT), New Delhi since Nov 2008; Head In-Charge -Assessment and Development Centre (ADC) / Psychometric Laboratory since 2010.
- **Associate Professor** in OB/HRM area in Asia Pacific Institute of Management (AIM), New Delhi June 2006- Oct 2008.
- **Assistant Professor** in OB/HRM area in NICMAR-School of Management at National Institute of Construction Management & Research (NICMAR), Pune, Maharashtra June 2004 to May 2006.
- **Assistant Professor** in OB/HRM area in Faculty of Management Studies at Indian Institute of Rural Management(IIRM), Mansarovar, Jaipur from Nov 2002 to May 2004.
- **Faculty** in Post Graduate Department of Management Studies at Siddaganga Institute of Technology(SIT), Tumkur, Karnataka from Oct, 2001 to Oct, 2002.
- **Post-Doctoral Research Associate** in Department of Humanities and Social Sciences at Indian Institute of Technology(IIT), Kharagpur, West Bengal, from Sep 1999 to Sep 2001.
- **Assistant Research Professor** in Personnel Services Unit of Centre for Policy Research (CPR), New Delhi Nov 1996 to Nov1998.

Conferences / seminars / training attended:

- Attended one day Workshop on "Making OB More Relevant for Organizations" on 29 September 2007 in IIC, New Delhi
- Attended two days Certification course on "Thomas International Personal Profile Analysis" on 13 and 14 February 2008 in New Delhi
- Attended "4 day workshop on Rorschach - Projective Technique" in 2-5 December 2009 at New Delhi
- Attended one week professional Training Programme in 'Direct Trainers Skill' at Lal Bahadur Shastri National Academy in Mussoorie in the year 2009.
- Attended two weeks Faculty Development Programme (FDP) on 'Entrepreneurship' at Entrepreneurship Development Institute in Ahmedabad in the year 2010.
- Attended one week professional Training programme on 'Direct Trainers Skill' at Institute of Secretariat Training and Management in New Delhi in the year 2014.
- Attended one week Faculty Development Programme (FDP) on 'Structural Equation Modelling' at Birla Institute of Technology, Extension Centre at Noida in the year of 2016.

Infrastructure

NICS HOSTEL BLOCK



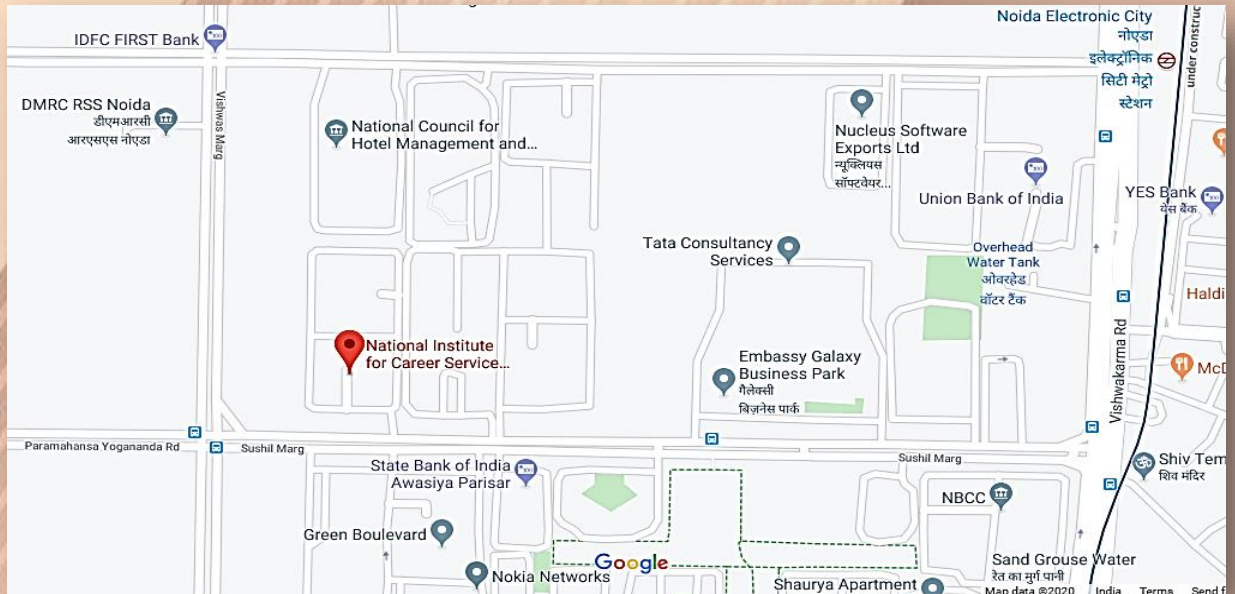
- 1) NICS will provide hostel rooms with minimal facilities where rooms are available on twin sharing and first-come-first-served basis with a minimal cost of Rs 50/- per person per day.
- 2) Only course participants will be permitted to stay in the hostel. No family member is allowed to stay in the Hostel.

NICS ADMINISTRATIVE BLOCK



NICS campus located in the NCR of Delhi and is connected to the New Delhi/H. Nizamuddin/Anand Vihar Railway Stations, Delhi Airport, and Delhi Metro Stations etc.

LOCATION MAP



Distance from NICS to the various locations are given below:

Metro Station:

- Noida Electronic City Metro Station – 2 Km
- Sector 62 Metro Station – 0.8 km

ISBT:

- Anand Vihar ISBT – 8 Km
- Maharana Pratap ISBT Kashmiri Gate – 23 Km

Railway Station:

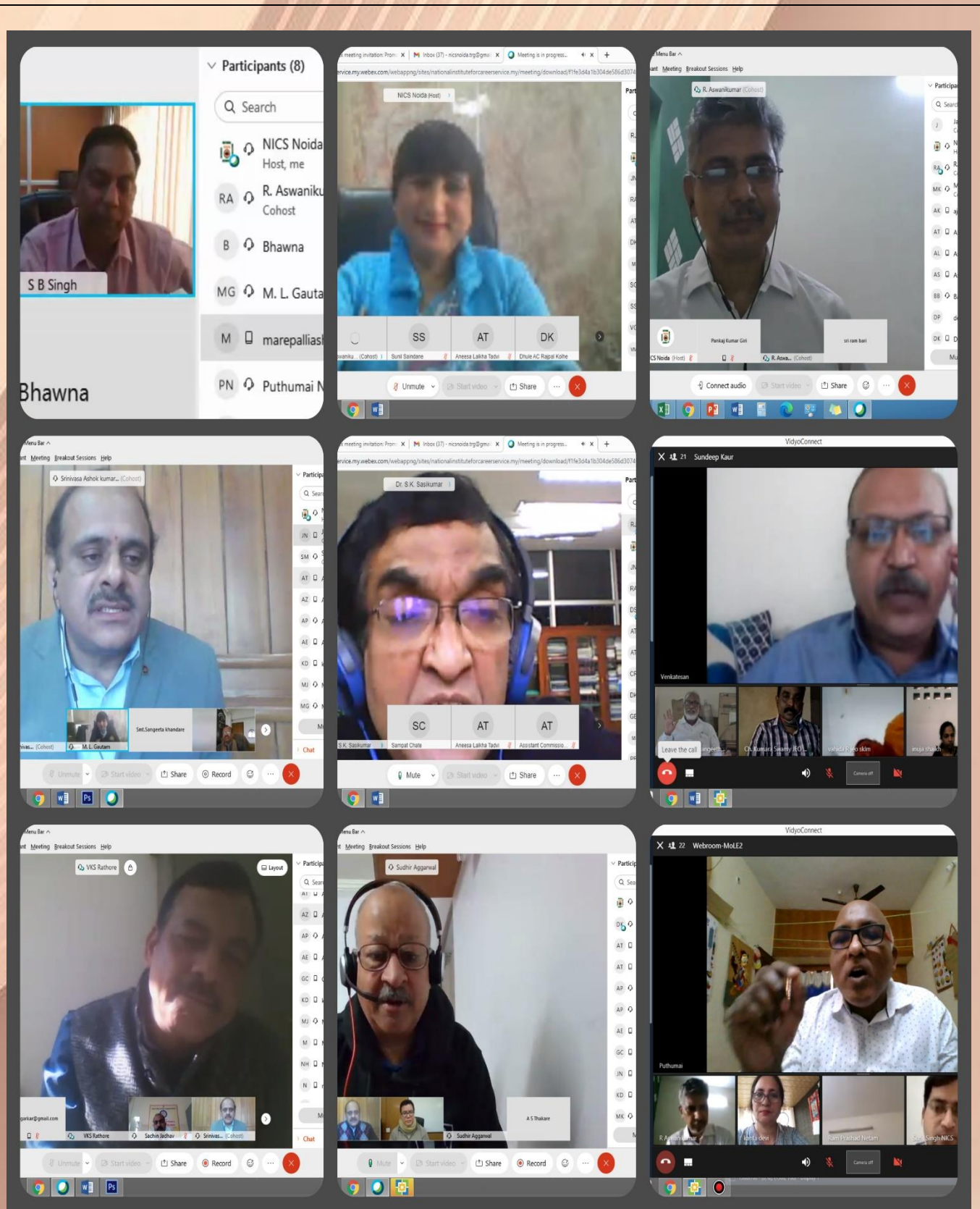
- New Delhi Railway Station – 22 Km
- H. Nizamuddin Railway Station – 17 Km

Airport:

- Delhi Domestic Airport (T1) – 31 Km.
- Delhi International Airport (T3) – 35 Km.

Other institutions in neighborhood:

- Symbiosis International University, Noida Campus (Adjacent institution)
- Nokia Siemens (Green Boulevard) – Across the road.
- Noida One – Across the road
- IIM Lucknow (NOIDA Campus)
- Mausam Bhawan
- Galaxy Business Park (CSC computers)



Glimpse of NICS online trainings during Covid-19



National Career Service

सही अवसर, सही समय
Right Opportunities, Right Time

For Further Information

Contact:

Director
National Institute for Career Service (NICS)
Directorate General of Employment
Ministry of Labour and Employment
A-49, Sector 62, NOIDA-201309

URL: <https://labour.gov.in/nics/>
NICS e-Newsletter: <https://labour.gov.in/nics-e-newsletter>

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