

# National Institute for Career Service

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



[www.labour.gov.in/nics](http://www.labour.gov.in/nics)

[nicsnoida-cirtes@gov.in](mailto:nicsnoida-cirtes@gov.in)

[@\\_nationalinstituteformcareerservice](https://www.facebook.com/_nationalinstituteformcareerservice)

## TRAINING CALENDAR

### 2022-2023



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

## Table of Contents

<b>From the Desk of Director General</b>	<b>2</b>
<b>From the Desk of Deputy Director General</b>	<b>3</b>
<b>About Us</b>	<b>4</b>
<b>Brief of Training Programs</b>	<b>6</b>
I. Integrated/Induction Training programme for the newly recruited/promoted Employment Personnel	7
II. Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	9
III. Training program for Employment Personnel on Vocational Guidance Services, its understanding & importance	10
IV. Training on EMI Service under NES & NCS for Employment Personnel	11
V. Training program on Self Employment & Entrepreneurship Development for Employment Personnel	12
VI. Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNI	13
VII. Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	14
VIII. Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers	15
IX. Training programme on National Career Service Portal Management for Employment Personnel / MCC Nodal officers & Centre	16
X. Training Programme on Management of NCSP for MCC Supporting Staff	17
XI. Induction Training of Young Professionals	18
XII. Refresher Training Programme for Young Professionals	20
XIII. Orientation Programme on NCS Portal	21
XIV. Workshop on NCS Portal	22
XV. Skill Gap Training / Employability Training with Industry	23
<b>Types of Training Programme 2022-2023</b>	<b>25</b>
<b>TRAINING SCHEDULE 2022-2023</b>	<b>27</b>
<b>National Career Service</b>	<b>32</b>
<b>Model Career Centre</b>	<b>35</b>
<b>Young Professional Scheme</b>	<b>37</b>
<b>Job Fairs</b>	<b>38</b>
<b>Interlinking of Employment Exchanges</b>	<b>40</b>
<b>Internal Faculty Profile</b>	<b>41</b>
<b>External Faculty Profile</b>	<b>46</b>
<b>Infrastructure</b>	<b>52</b>
<b>Location Map</b>	<b>53</b>
<b>Glimpse of Activities NICS</b>	<b>54</b>

## 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 2022-23 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 programmes, 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. 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, and 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.
- Implementation of Young Professionals Scheme of National Career Service Project of M/o Labour and Employment. Which includes Recruitment, Training Capacity Building and disbursement of remuneration & grant of increments etc for all YPs posted across India. Conducting PAB meetings for contract extensions of YPs.
- Monitoring the work of Young Professionals working with various Model Career Centres established under National Career Service Project.
- Coordination and Monitoring the Job Fair activities of all Model Career Centres and Employment Exchanges
- Running one Model Career Centre for the direct benefits of job seekers, employers. Registration of job seekers and employers. Organisation of Job Fair/Job Drive/Outreach Activities.



## **Brief of the Programs for FY 2022-2023**

## 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 April 22, Sept 22, Nov 22, Dec 22 7 Jan 23

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

\*\*\*

## II. 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
- 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, VVGNI, 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 Oct 2022 and Dec 2022.

**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
- 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, VVGNI, 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 2022 and Jan 2023.

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

\*\*\*

#### IV. 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.
- 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:** One Programme has been planned during Mar 2023.

**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, IIFT, VVGNLI, Indian School of Business, Delhi University, NIESBUD, Honda, Maruti etc.

**Participation Level:** Employment personnel

**Duration:** 5 Days (1 Week)

**Dates:** Two Programmes have been planned during Sept 2022 and Feb 2023.

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

\*\*\*

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

### 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, VVGNI, 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 Oct 2022 & Feb 2023.

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

## VII. 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 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 Sept 2022 and Feb 2023

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

### VIII. 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, IIFT, VVGNLI, Indian School of Business, Delhi University, NIESBUD, 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 Jan 2023 & Mar 2023

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

\*\*\*

## **IX. 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 Programme has been planned during July 2022 & Aug 2022.

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

\*\*\*

## **X. 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 Oct 2022 and Dec 2022.

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

\*\*\*

## **XI. 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:** 1 Weeks

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

\*\*\*

## **XII. 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:** Six programmes will be conducted during Jul 2022, Sept 2022, Nov 2022 & Feb 2023

**How to Apply:** Trainees will be nominated by NICS.

\*\*\*

---

### XIII. 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:** 44 programmes will be conducted during Apr 2022 to Mar 2023.

**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.

\*\*\*

---

**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:** 23 programmes will be conducted during Apr 2022 to March 2023.

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

\*\*\*

## **XV. 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.

**Dates:** 05 programmes will be conducted during Apr 2022 to March 2023.

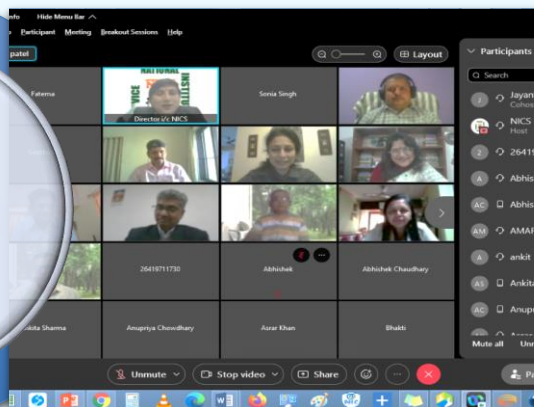
**How to Apply:** Candidates are informed about upcoming training programme via mail or SMS then interested candidates nominate themselves by visiting MCC.

\*\*\*



**Month Wise  
Consolidated  
Training  
Schedule**

**2022-2023**



## Types of Training Programme 2022-2023

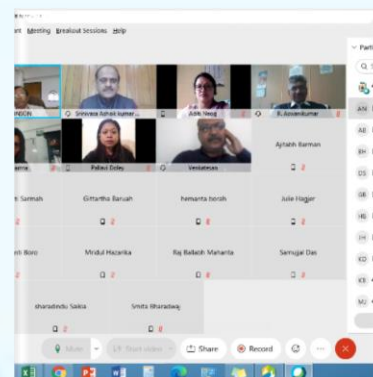
Sr. No.	Programme Name	Program Duration	*No of Programs
1	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel & Young Professionals	10 Days	5
2	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	3
3	Training program for Employment Personnel on Vocational Guidance Services, its understanding & importance	5 Days	3
4	Training on EMI Service under NES & NCS for Employment Personnel	5 Days	1
5	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	2
6	Training Programme for Govt. Officials on LMA & NCSP in collaboration with VVGNI	5 Days	2
7	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	2
8	Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff	3 Days	2
9	Training programme on NCS Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers	2 Days	2
10	Training Programme on Management of NCS Portal for MCC Supporting Staff	2 Days	2
11	Refresher Training programme for Young Professionals	2 Days	4
12	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	44
13	Workshop on NCS Portal for Employers & Counsellors	1 Day	23
14	Skill Gap Training / Employability Training with Industry	20 Days	5
<b>Total</b>			<b>100</b>

1. The execution of above mentioned programmes subject to the availability of participants on the dates mentioned against each programme.
2. Programme will be on Hybrid mode/online/offline (NICS campus).



# Training Schedule

2022-2023



## Training Schedule 2022-2023

Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
1	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Apr	04-Apr-22
2	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Apr	07-Apr-22
3	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel & Yps	10 Days	Apr	18-19 April 22
4	Workshop on NCS Portal for Employers & Counsellors	1 Day	Apr	21-Apr-22
5	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	May	04-May-22
6	Workshop on NCS Portal for Employers & Counsellors	1 Day	May	06-May-22
7	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	May	25-May-22
8	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	May	26-May-22
9	Workshop on NCS Portal for Employers & Counsellors	1 Day	May	26-May-22
10	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	May	27-May-22
11	Workshop on NCS Portal for Employers & Counsellors	1 Day	Jun	08-Jun-22
12	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jun	09-Jun-22
13	Workshop on NCS Portal for Employers & Counsellors	1 Day	Jun	24-Jun-22
14	Workshop on NCS Portal for Employers & Counsellors	1 Day	Jun	29-Jun-22
15	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jul	07-Jul-22
16	Refresher Training Programme for YPs	2 Days	Jul	08-Jul-22
17	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jul	08-Jul-22
18	Refresher Training Programme for YPs	2 Days	Jul	14-Jul-22
19	Workshop on NCS Portal for Employers & Counsellors	1 Day	Jul	27-Jul-22
20	Training programme on NCS Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers	2 Days	Jul	28-29 July 22
21	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jul	29-Jul-22
22	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Aug	03-Aug-22
23	Training programme on NCS Portal Management for Employment Personnel / MCC Nodal officers & Centre Managers	2 Days	Aug	4-5 Aug 22
24	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Aug	10-Aug-22
25	Workshop on NCS Portal for Employers & Counsellors	1 Day	Aug	12-Aug-22
26	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Aug	17-Aug-22



# National Institute for Career Service

## नेशनल करियर सर्विस संस्थान

Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
27	Training program for Employment Personnel on Vocational Guidance Services, its understanding & importance	5 Days	Aug	22-26 Aug 22
28	Skill Gap Training / Employability Training with Industry	20 Days	Aug	22 Aug - 15 Sept 22
29	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Aug	24-Aug-22
30	Workshop on NCS Portal for Employers & Counsellors	1 Day	Aug	26-Aug-22
31	Refresher Training Programme for YPs	2 Days	Sep	1-2 Sept 22
32	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel & Yps	10 Days	Sep	5-16 Sept 22
33	Skill Gap Training / Employability Training with Industry	20 Days	Sep	5-30 Sept 22
34	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Sep	07-Sept-22
35	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Sep	14-Sept-22
36	Workshop on NCS Portal for Employers & Counsellors	1 Day	Sep	16-Sept-22
37	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Sep	19-23 Sept 22
38	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Sep	21-Sept-22
39	Workshop on NCS Portal for Employers & Counsellors	1 Day	Sep	23-Sept-22
40	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	Sep	26-30 Sept 22
41	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Oct	06-Oct-22
42	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	Oct	10-14 Oct 22
43	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Oct	12-Oct-22
44	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Oct	14-Oct-22
45	Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNI	5 Days	Oct	17-21 Oct 22
46	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Oct	19-Oct-22
47	Workshop on NCS Portal for Employers & Counsellors	1 Day	Oct	21-Oct-22
48	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Oct	26-Oct-22
49	Training Programme on Management of NCS Portal for MCC Supporting Staff	2 Days	Oct	27-28 Oct 22
50	Workshop on NCS Portal for Employers & Counsellors	1 Day	Oct	28-Oct-22
51	Skill Gap Training / Employability Training with Industry	20 Days	Nov	1-2 Nov 22
52	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Nov	02-Nov-22
53	Workshop on NCS Portal for Employers & Counsellors	1 Day	Nov	04-Nov-22



Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
54	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel & Yps	10 Days	Nov	7-18 Nov 22
55	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Nov	09-Nov-22
56	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Nov	16-Nov-22
57	Workshop on NCS Portal for Employers & Counsellors	1 Day	Nov	18-Nov-22
58	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Nov	23-Nov-22
59	Refresher Training Programme for YPs	2 Days	Nov	24-25 Nov 22
60	Refresher Training Programme for YPs	2 Days	Nov	29-30 Nov 22
61	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Dec	01-Dec-22
62	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel & Yps	10 Days	Dec	5-16 Dec 22
63	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Dec	07-Dec-22
64	Workshop on NCS Portal for Employers & Counsellors	1 Day	Dec	09-Dec-22
65	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Dec	14-Dec-22
66	Training on Career Counselling Techniques & Type of Counselling for Employment Personnel	5 Days	Dec	19-23 Dec 22
67	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Dec	21-Dec-22
68	Workshop on NCS Portal for Employers & Counsellors	1 Day	Dec	23-Dec-22
69	Training Programme on Management of NCS Portal for MCC Supporting Staff	2 Days	Dec	26-27 Dec 22
70	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Dec	28-Dec-22
71	Skill Gap Training / Employability Training with Industry	20 Days	Jan	4-31 Jan 23
72	Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff	3 Days	Jan	4-6 Jan 23
73	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jan	04-Jan-23
74	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel & Yps	10 Days	Jan	9-20 Jan 23
75	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jan	11-Jan-23
76	Workshop on NCS Portal for Employers & Counsellors	1 Day	Jan	13-Jan-23
77	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jan	18-Jan-23
78	Training program for Employment Personnel on Vocational Guidance Services, its understanding & importance	5 Days	Jan	23-27 Jan 23



Sr. No.	Programme Name	Duration	Month	Tentative Training Dates
79	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Jan	25-Jan-23
80	Workshop on NCS Portal for Employers & Counsellors	1 Day	Jan	27-Jan-23
81	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Feb	01-Feb-23
82	Refresher Training Programme for YPs	2 Days	Feb	2-3 Feb 23
83	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Feb	08-Feb-23
84	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	Feb	6-10 Feb 23
85	Workshop on NCS Portal for Employers & Counsellors	1 Day	Feb	10-Feb-23
86	Training Programme for Govt Officials on LMA & NCSP in collaboration with VVGNI	5 Days	Feb	13-17 Feb 23
87	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Feb	15-Feb-23
88	Workshop on NCS Portal for Employers & Counsellors	1 Day	Feb	17-Feb-23
89	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	Feb	20-24 Feb 23
90	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Feb	22-Feb-23
91	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Mar	01-Mar-23
92	Skill Gap Training / Employability Training with Industry	20 Days	Mar	2-29 Mar 23
93	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Mar	09-Mar-23
94	Workshop on NCS Portal for Employers & Counsellors	1 Day	Mar	10-Mar-23
95	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Mar	15-Mar-23
96	Training programme on NCSP & Administrative Matters for DGE, NCS for DA (VRC) and NCS for SC/ST (CGC) officers & Staff	3 Days	Mar	15-17 Mar 23
97	Training on EMI Service under NES & NCS for Employment Personnel	5 Days	Mar	20-24 Mar 23
98	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Mar	22-Mar-23
99	Workshop on NCS Portal for Employers & Counsellors	1 Day	Mar	24-Mar-23
100	Orientation Programme on NCS Portal for College/School Students & Jobseekers	1 Day	Mar	29-Mar-23

1. The execution of above mentioned programmes subject to the availability of participants on the dates mentioned against each programme.
2. Programme will be on Hybrid mode/online/offline (NICS campus).

\*\*\*

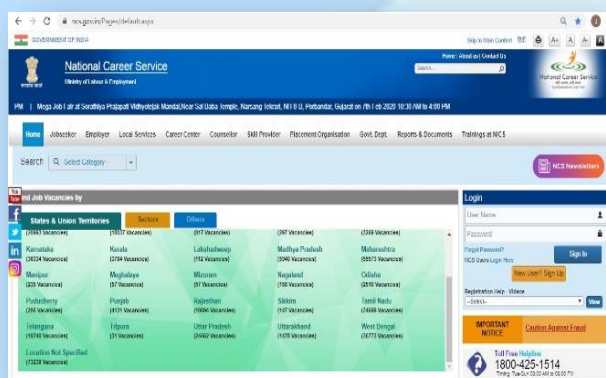
### National Career Service

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](http://www.ncs.gov.in)) has been operationalized to bring youth closer to right opportunities at the right time in their careers. On 20<sup>th</sup> 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

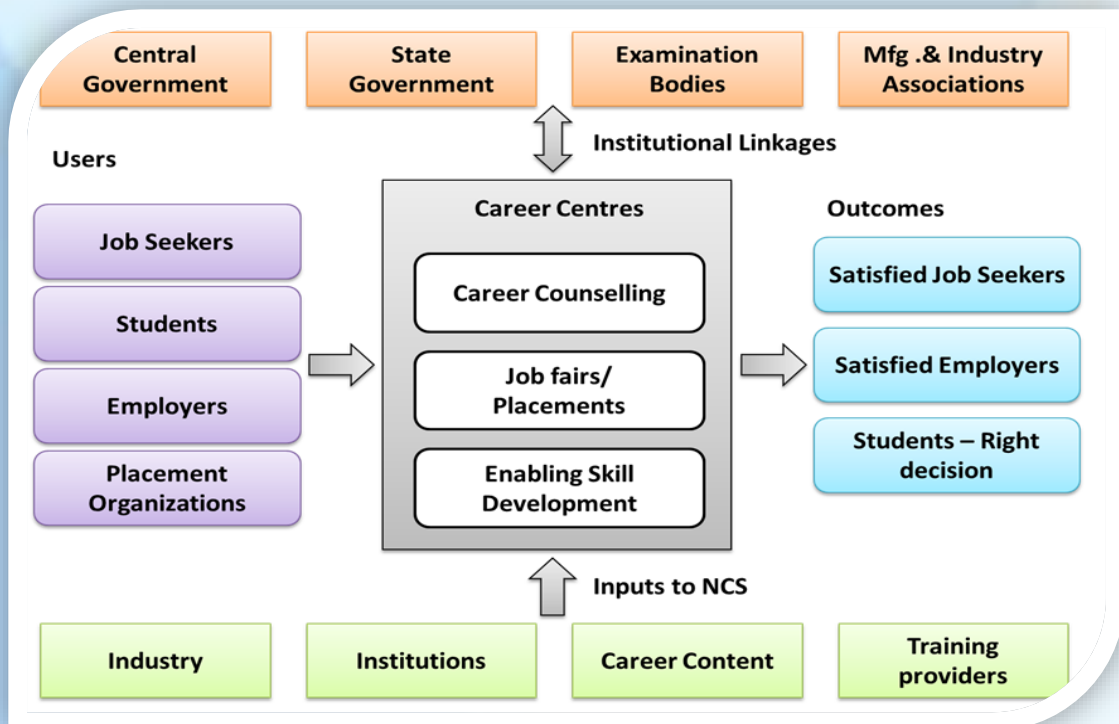
NCS reaches out to people through its multiple delivery mechanisms to empower citizens with access to nationwide opportunities.

- 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.

\*\*\*

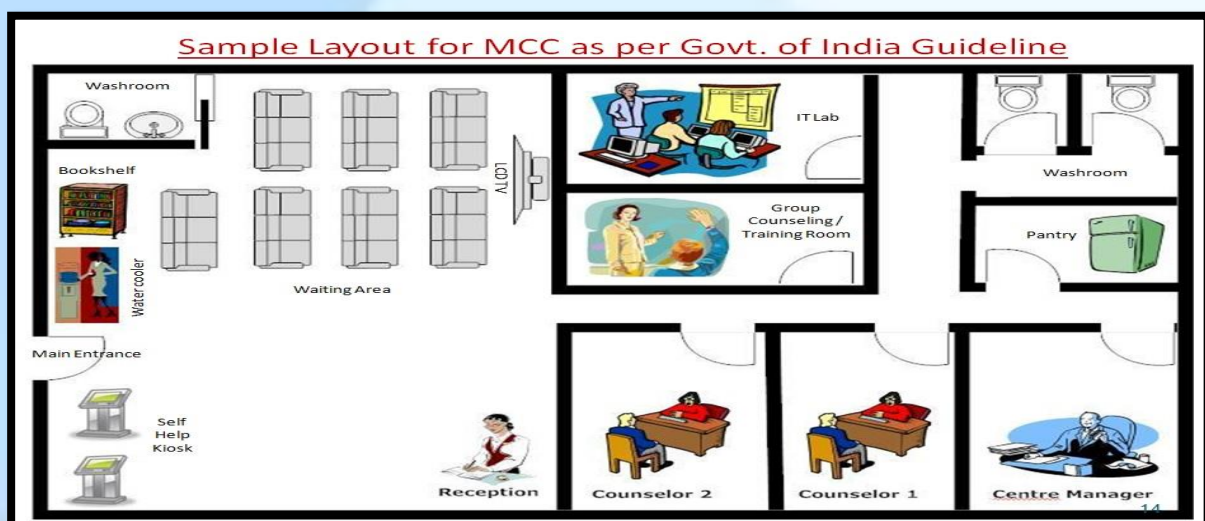
### Model Career Centre

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	668	2,165	1,55,294	1,37,746	42,140	14,477
2021-22 (Till Jan 2022)	758	1,952	1,47,722	18,340	7,246	3,304
<b>Total</b>	<b>5,407</b>	<b>35,631</b>	<b>4,02,486</b>	<b>3,17,491</b>	<b>2,35,936</b>	<b>2,03,217</b>

\*\*\*

## 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

**E-MAIL ID** : [latag2011@gmail.com](mailto:latag2011@gmail.com)

**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.

**NAME** : Sh. R. Aswanikumar

**DESIGNATION** : Joint Director  
(Employment)

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

**TEL. NO** : 0120-2405623  
9818626703



**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** : Smt. Reeta

**DESIGNATION** : Deputy Director of Employment

**E-MAIL ID** : [reeta.24@gov.in](mailto:reeta.24@gov.in)

**TEL. NO** : 9868207852



**Educational Qualification:** Post Graduate in Psychology from Agra University, Agra.

**Date of joining in Government service:** 1992 as Junior Scientific Officer.

### Professional Experience:

1. Working with Directorate General of Employment in various capacities for National Employment Service and National Career Service; as Junior Scientific Officer from 1992 to 2006, as Assistant Director Employment from 2006 to 2019 and as Dy. Director of Employment from 2019 to till date.
2. Experience of conducting various Aptitude Testing Programmes/researches/policy matters for selection of trainees in ITIs and Industrial Organisations.
3. Prepared various schemes/experimental designs/reports for development of Psychological Tools and Tech. for assessment of Intelligence/Aptitude/Interest/personality/Entrepreneurial potentials.
4. Formulation of guidance policies, development of effective Vocational Guidance procedures/ techniques, prepared reports on functioning of UEI&GBx, delivered lectures for Emp. Officers.
5. Preparation and implementation of annual Integrated Evaluation Programme of Employment-Exchanges and UEI&GBx. Preparation of guidelines and examination of compliance reports.
6. Formulation of research schemes/studies for expansion of Occupational Information Units in the States and its implementation. Identification of new occupation for NCO 2004.
7. Worked as Team head to revise the Directory of Equation of Service Trades with Civil Trades (NCO 2004) and Guide to Registration of Defence Service Applicants for Employment” in collaboration with DGR.
8. Assisted senior officers in implementation of National Career Service Project:
9. The PSC Subgroup on Career Content for NCO 2015.
10. Appraisal committee for establishment of Career Centres under NCS.
11. Expert Committee on Tools Assessment for National Career Service Portal.
12. Young professional scheme, capacity building Programme & panel of Career Counsellors.
13. Work related to Model Career Centres (GIA,UCs, Evaluation examination & monitoring )
14. Dealt with various financial, administrative, parliament matters, coordination of plan schemes of DGE, work relates to CEE/Ex-servicemen Cell etc.
15. Formulation, implementation and monitoring of plan scheme of CGC.
16. Finalisation & Releasing of publication “Bulletin on Job Opportunities in India-2018-19”.

### Seminars/conferences/trainings attended:

- E-Governance Project Life Cycle (eGLC) organised by National Institute for Smart Governance, Department of Electronics & Information Technology.
- Various Trainings organised by Institute of Secretariat Training and Management Delhi.
- Training Programme on Labour Market Analysis conducted by V.V. Giri NLI.

**NAME** : Smt. Kanta Devi

**DESIGNATION** : Assistant Director

**E-MAILID** : [Devi.kanta@gov.in](mailto: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.vvgnli@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).

**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.



**NAME** : Dr. Otojit Kshetrimayum  
**DESIGNATION** : Fellow (Faculty) VVGNI  
**E-MAIL ID** : otojit.vvgni@gov.in  
**TEL. NO** :-



**Educational Qualification:** Ph. D. in Sociology from Jawaharlal Nehru University

**Professional Experience:**

A development professional with more than 14 years of evidence based policy research, impact evaluation, project management and monitoring, policy and programme design, teaching, training and capacity development in sectors such as Labour Market, Social Protection and Livelihood Security, Skill Development and Entrepreneurship, Informal Economy, Research Methods, Gender and Work, Child Labour, Labour Administration, Corporate Social Responsibility, and Self Help Groups (SHGs). He is a Ph. D. in Sociology from Jawaharlal Nehru University, New Delhi. He is currently working as Fellow (Faculty) in V.V. Giri National Labour Institute under the Ministry of Labour & Employment, Govt. of India. He had worked as Assistant Professor in the Department of Sociology, Sikkim Central University, Gangtok and was the founding Head of the Department. He had also worked as Senior Fellow in the Women's Studies and Development Centre, University of Delhi. He is the Coordinator of the Centre for North East India at V.V. Giri National Labour Institute and the Associate Editor of the institute's journal, Labour and Development. He's the peer reviewer of Indian Anthropologist, Springer Nature and Inderscience Publishers.

## Infrastructure

### NICS HOSTEL BLOCK



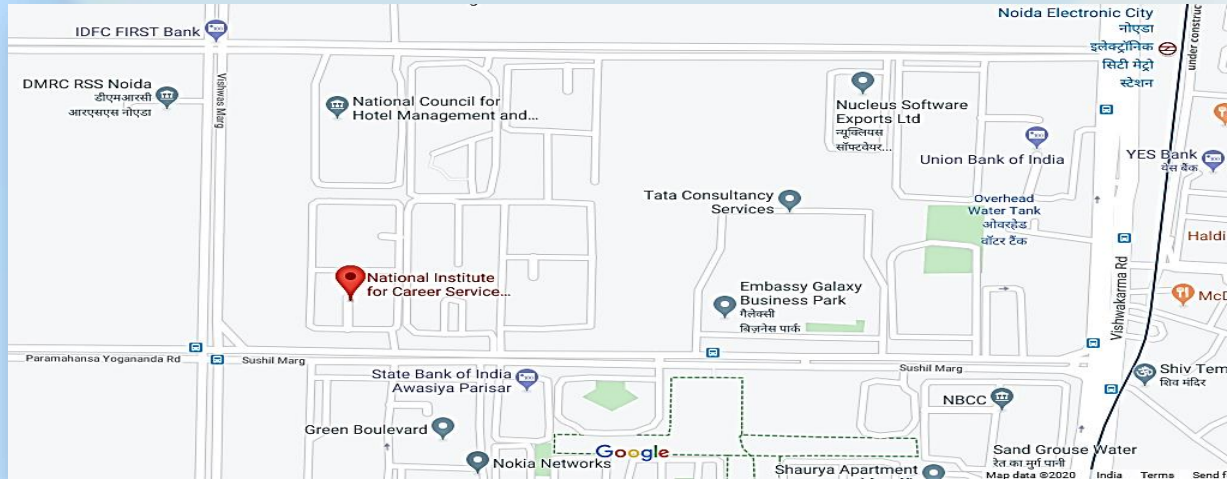
- 1) NICS will provide hostel rooms with minimal facilities where rooms are available on twin sharing and first-come-first-served basis with a minimal cost of Rs 50/- per person per day.
- 2) Only course participants will be permitted to stay in the hostel. No family member is allowed to stay in the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

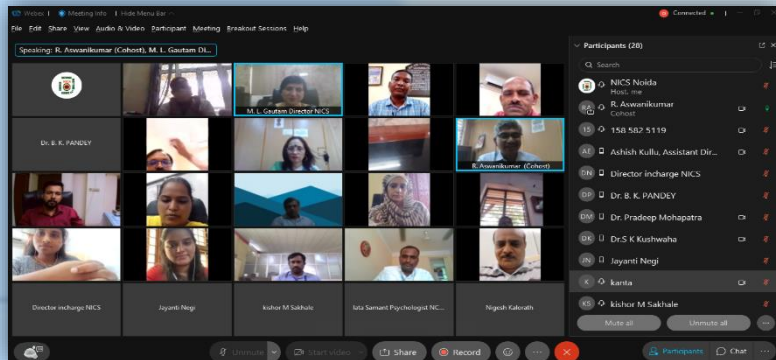
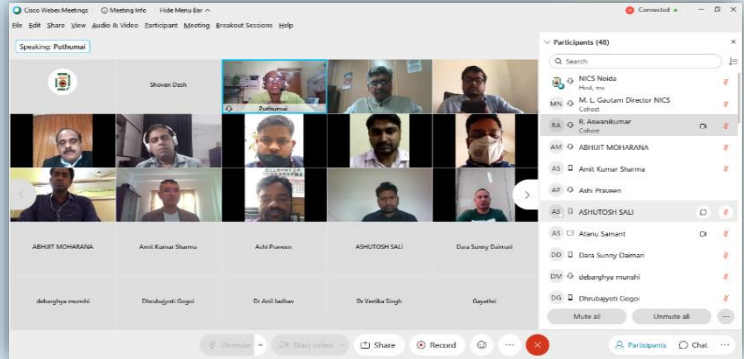
#### Other institutions in neighborhood:

- 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)



# National Institute for Career Service नेशनल करियर सर्विस संस्थान

## GLIMPSE OF ONLINE TRAINING PROGRAMME OF NICS NOIDA





# **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>

Tel. 0120-2405623/24/25

Email: [nicsnoida-cirtes@gov.in](mailto:nicsnoida-cirtes@gov.in), [cirtesnoida@gmail.com](mailto:cirtesnoida@gmail.com)