



भारत सरकार
श्रम एवं रोजगार मंत्रालय
Government of India
Ministry of Labour & Employment



National Institute for Career Service

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

TRAINING CALENDAR

2023-2024

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 <https://dge.gov.in/dge/nics>



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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 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, the Central Institute for Research and Training in Employment Service (CIRTES) has been renamed as National Institute for career Service(NICS) on July 2016 and 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/ Orientation Programmes/ seminars/ webinars/ career guidance sessions 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, Employability Training for jobseekers etc. in collaboration with various Govt. & Private Organisations.
- Implementation of Young Professionals Scheme of National Career Service Project of M/o Labour and Employment. Which includes Recruitment, Training and disbursement of remuneration & grant of increments, conducting PAB meetings for contract extensions of YPs etc for all YPs posted across India.
- 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 by registering job seekers & employers, organizing Job Fairs/ Job Drive/ outreach Activities etc.



Brief of the Programs for FY 2023-2024



I. Capacity building programme on NCS Portal & MCC Management for Employment Personnel (Employment officers, Nodal Officers, Centre Managers & YPs)

This is the basic course for all employment personnel to equip the comprehensive knowledge about the NCS Portal & MCC Management. 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 Personnels 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.
- Guidelines & KPIs of MCC

Methodology:

- Classroom Training
- Computer Lab Training

Participation Level:

Employment Personal, Nodal Officer, Centre Managers, Employment Officers, Young Professionals & MCC Staff members.

Faculty: Internal faculty, other faculty from DGE etc.

Duration: 3 days

Dates: 20 Programme has been planned during Apr 23, May 23, Jun 23, Jul 23, Aug 23, Sept 23, Oct 23, Nov 23, Dec 23, Jan 24, Feb 24, Mar 24.

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



II. 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 May 2023 & Oct 2023.

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



III. Training Programme for Trade Union/NGOs on Employment Services and NCS 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 June 2023 and Jan 2024

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



IV. 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: One Programmes have been planned during Jul 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, 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: Two Programmes have been planned during Aug 2023 and Dec 2023.

How to Apply: Trainees will be nominated by State Directorates



VI. Orientation/ Seminar/ Webinar/ Career talk/ Career Guidance for Students & Jobseekers on NCS Portal & other career related information

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
- Career related information

Methodology: Lectures and power point presentation.

Participation Level:

Job Seekers & Students

Faculty: Internal Faculty and faculty from DGE

Duration: 1 Day

Dates: 44 programmes will be conducted during Apr 2023 to Mar 2024.

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.



VII. 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 2023 to March 2024.

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



VII. 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.

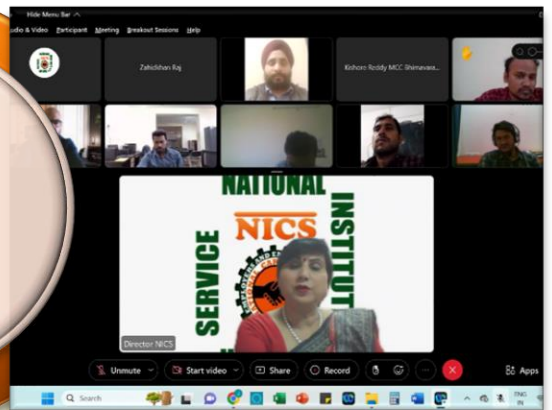
Dates: 05 programmes will be conducted during Apr 2023 to March 2024.

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**

2023-2024





Month wise Consolidated Training Schedule 2023-2024

Sr. No.	Programme Name	Program Duration	*No of Programs	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
1	Capacity building programe on NCS Portal & MCC Management for Employment Personnel (Employment officers, Nodal Officers, Centre Mangers & YPs)	3 Days	20	17-19 Apr	8-10 May	5-7 Jun	3-5 Jul	2-4 Aug	11-13 Sept	4-6 Oct	6-8 Nov				
				24-26 Apr	29-31 May	12-14 Jun	24-26 Jul	7-9 Aug	20-22 Sep	9-11 Oct	20-22 Nov	4-6 Dec	8-10 Jan	5-7 Feb	4-6 Mar
2	Training Programme for Govt. Officials on LMA & NCSP in collaboration with VVG NLI	5 Days	2		22-26 May					16-20 Oct					
3	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVG NLI	5 Days	2			19-23 Jun							15-19 Jan		
4	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel	2 weeks	1				10-21 July								
5	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	2					21-25 Aug				18-22 Dec			
6	Orientation/ Seminar/ Webinar/ Career talk/ Career Guidance for Students & Jobseekers on NCS Portal & other career related information	1 Day	44	06-Apr	04-May	02-Jun	07-Jul	04-Aug	08-Sep	06-Oct	03-Nov	08-Dec	05-Jan	02-Feb	01-Mar
				14-Apr	12-May	09-Jun	14-Jul	11-Aug	15-Sep	13-Oct	10-Nov	15-Dec	12-Jan	09-Feb	15-Mar
				21-Apr	19-May	16-Jun	21-Jul	18-Aug	22-Sep	20-Oct	17-Nov	22-Dec	19-Jan	16-Feb	22-Mar
				28-Apr	26-May					27-Oct	24-Nov	29-Dec	25-Jan	23-Feb	28-Mar
7	Workshop on NCS Portal for Employers & Counsellors	1 Day	24	12-Apr	10-May	07-Jun	05-Jul	09-Aug	13-Sep	11-Oct	08-Nov	06-Dec	10-Jan	07-Feb	06-Mar
				19-Apr	24-May	21-Jun	19-Jul	23-Aug	27-Sep	25-Oct	22-Nov	20-Dec	24-Jan	21-Feb	20-Mar
8	Skill Gap Training / Employability Training with Industry		5				24-28 Jul		11-15 Sept			17-22 Dec		12-16 Feb	18-22 Mar
Total			100	8	9	8	9	8	8	9	8	9	8	8	8



Number of Programmes: 100

***Note:**

1. **Capacity Building programme (Sr No. 1-5):** 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.
2. **Workshops & Orientation programmes (Sr No. 6-7):** Dates of Workshops/ Orientation/ seminar/ webinar/ career talks etc are tentative, as these programmes will be conducted as per the schedule given by school, Colleges, skill providers, employers, domain experts etc.
3. **Skill Gap Training / Employability Training with Industry (Sr No.8):** 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.
4. The execution of above-mentioned programmes subject to the availability of participants on the dates mentioned against each programme.
5. Programme will be on Hybrid mode/online/offline (NICS campus).



Training Schedule

2023-2024





Training Schedule 2023-2024

Sr. No.	Name of Programme	Duration	Dates
1	Orientation Programme for Jobseekers on benefits of NCS Portal	1 Day	06-Apr-23
2	Workshop on NCS Portal for Employers	1 Day	12-Apr-23
3	Career Guidance session for Students & Jobseekers	1 Day	14-Apr-23
4	Capacity building programme on NCS Portal & MCC Management for Young Professionals	3 Days	17-19 Apr 23
5	Career Guidance Sessions for jobseekers	1 Day	19-Apr-23
6	Seminar/Webinar for college students on NCS portal	1 Day	21-Apr-23
7	Capacity building programme on NCS Portal & MCC Management for Nodal Officers & Centre Mangers	3 Days	24-26 Apr 23
8	Seminar/Webinar for college students on NCS portal	1 Day	28-Apr-23
9	Skill Enhancement Guidance Session for Jobseekers	1 Day	04-May-23
10	Capacity building programme on NCS Portal & MCC Management for Young Professionals	3 Days	8-10 May 23
11	Workshop for Counsellors on benefits of NCS Portal	1 Day	10-May-23
12	Skill Enhancement Guidance Session for Jobseekers	1 Day	12-May-23
13	Professional Consulting Session on NCS Portal & skill gap trainings for Jobseekers	1 Day	19-May-23
14	Training Programme for Govt. Officials on LMA & NCSP in collaboration with VVGNI	5 Days	22-26 May 23
15	Employer Meet on Job Fair Functionality	1 Day	24-May-23
16	Career Advisory Session on NCS Portal for Jobseekers	1 Day	26-May-23
17	Capacity building programme on NCS Portal & MCC Management for MCC Staff	3 Days	29-31 May 23
18	Career Conclave/ Career Events/ Study Visit for Jobseekers	1 Day	02-Jun-23
19	Capacity building programme on NCS Portal & MCC Management for Employment officers	3 Days	5-7 Jun 23
20	Workshop on NCS Portal for Teachers & Faculties	1 Day	07-Jun-23
21	Orientation Programme for Jobseekers on benefits of NCS Portal	1 Day	09-Jun-23
22	Capacity building programme on NCS Portal & MCC Management for Nodal Officers & Centre Mangers	3 Days	12-14 Jun 23
23	Career Guidance session for Students & Jobseekers	1 Day	16-Jun-23
24	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	19-23 Jun 23
25	Workshop on NCS Portal for Employers	1 Day	21-Jun-23
26	Capacity building programme on NCS Portal & MCC Management for Young Professionals	3 Days	3-5 Jul
27	Workshop for Counsellors on benefits of NCS Portal	1 Day	05-Jul-23
28	Career Guidance Sessions for jobseekers	1 Day	07-Jul-23



Sr. No.	Name of Programme	Duration	Dates
29	Integrated/Induction Training programme for the Newly recruited/promoted Employment Personnel	2 Weeks	10-21 Jul
30	Seminar/Webinar for college students on NCS portal	1 Day	14-Jul-23
31	Employer Meet on Job Fair Functionality	1 Day	19-Jul-23
32	Skill Enhancement Guidance Session for Jobseekers	1 Day	21-Jul-23
33	Capacity building programme on NCS Portal & MCC Management for MCC Staff	3 Days	24-26 Jul 23
34	Skill Gap Training / Employability Training with Industry		24-28 Jul
35	Capacity building programme on NCS Portal & MCC Management for Employment officers	3 Days	2-4 Aug 23
36	Professional Consulting Session on NCS Portal & skill gap trainings for Jobseekers	1 Day	04-Aug-23
37	Capacity building programme on NCS Portal & MCC Management for Nodal Officers & Centre Mangers	3 Days	7-9 Aug
38	Workshop on NCS Portal for Teachers & Faculties	1 Day	09-Aug-23
39	Career Conclave/ Career Events/ Study Visit for Jobseekers	1 Day	11-Aug-23
40	Orientation Programme for Jobseekers on benefits of NCS Portal	1 Day	18-Aug-23
41	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	21-25 Aug 23
42	Workshop on NCS Portal for Employers	1 Day	23-Aug-23
43	Career Guidance session for Students & Jobseekers	1 Day	08-Sep-23
44	Capacity building programme on NCS Portal & MCC Management for Young Professionals	3 Days	11-13 Sept 23
45	Skill Gap Training / Employability Training with Industry		11-15 Sept 23
46	Workshop for Counsellors on benefits of NCS Portal	1 Day	13-Sep-23
47	Career Guidance Sessions for jobseekers	1 Day	15-Sep-23
48	Capacity building programme on NCS Portal & MCC Management for MCC Staff	3 Days	20-22 Sep 23
49	Seminar/Webinar for college students on NCS portal	1 Day	22-Sep-23
50	Employer Meet on Job Fair Functionality	1 Day	27-Sep-23
51	Capacity building programme on NCS Portal & MCC Management for Employment officers	3 Days	4-6 Oct 23
52	Skill Enhancement Guidance Session for Jobseekers	1 Day	06-Oct-23
53	Capacity building programme on NCS Portal & MCC Management for Nodal Officers & Centre Mangers	3 Days	9-11 Oct 23
54	Workshop on NCS Portal for Teachers & Faculties	1 Day	11-Oct-23
55	Professional Consulting Session on NCS Portal & skill gap trainings for Jobseekers	1 Day	13-Oct-23
56	Training Programme for Govt. Officials on LMA & NCSP in collaboration with VVGNI	5 Days	16-20 Oct 23
57	Career Advisory Session on NCS Portal for Jobseekers	1 Day	20-Oct-23
58	Workshop on NCS Portal for Employers	1 Day	25-Oct-23
59	Career Conclave/ Career Events/ Study Visit	1 Day	27-Oct-23



Sr. No.	Name of Programme	Duration	Dates
60	Orientation Programme for Jobseekers on benefits of NCS Portal	1 Day	03-Nov-23
61	Capacity building programme on NCS Portal & MCC Management for Young Professionals	3 Days	6-8 Nov 23
62	Workshop for Counsellors on benefits of NCS Portal	1 Day	08-Nov-23
63	Career Guidance session for Students & Jobseekers	1 Day	10-Nov-23
64	Career Guidance Sessions for jobseekers	1 Day	17-Nov-23
65	Capacity building programme on NCS Portal & MCC Management for MCC Staff	3 Days	20-22 Nov 23
66	Employer Meet on Job Fair Functionality	1 Day	22-Nov-23
67	Seminar/Webinar for college students on NCS portal	1 Day	24-Nov-23
68	Capacity building programme on NCS Portal & MCC Management for Employment officers	3 Days	4-6 Dec 23
69	Workshop on NCS Portal for Teachers & Faculties	1 Day	06-Dec-23
70	Skill Enhancement Guidance Session for Jobseekers	1 Day	08-Dec-23
71	Professional Consulting Session on NCS Portal & skill gap trainings for Jobseekers	1 Day	15-Dec-23
72	Skill Gap Training / Employability Training with Industry		17-22 Dec 23
73	Training program on Self Employment & Entrepreneurship Development for Employment Personnel	5 Days	18-22 Dec 23
74	Workshop on NCS Portal for Employers	1 Day	20-Dec-23
75	Career Advisory Session on NCS Portal for Jobseekers	1 Day	22-Dec-23
76	Career Conclave/ Career Events/ Study Visit	1 Day	29-Dec-23
77	Orientation Programme for Jobseekers on benefits of NCS Portal	1 Day	05-Jan-24
78	Capacity building programme on NCS Portal & MCC Management for Nodal Officers & Centre Mangers	3 Days	8-10 Jan 24
79	Workshop for Counsellors on benefits of NCS Portal	1 Day	10-Jan-24
80	Career Guidance session for Students & Jobseekers	1 Day	12-Jan-24
81	Training Programme for Trade Union/NGOs on Employment Services and NCSP in collaboration with VVGNI	5 Days	15-19 Jan 24
82	Career Guidance Sessions for jobseekers	1 Day	19-Jan-24
83	Employer Meet on Job Fair Functionality	1 Day	24-Jan-24
84	Seminar/Webinar for college students on NCS portal	1 Day	25-Jan-24
85	Skill Enhancement Guidance Session for Jobseekers	1 Day	02-Feb-24
86	Capacity building programme on NCS Portal & MCC Management for Young Professionals	3 Days	5-7 Feb 24
87	Workshop on NCS Portal for Teachers & Faculties	1 Day	07-Feb-24
88	Professional Consulting Session on NCS Portal & skill gap trainings for Jobseekers	1 Day	09-Feb-24
89	Skill Gap Training / Employability Training with Industry		12-16 Feb 24
90	Career Advisory Session on NCS Portal for Jobseekers	1 Day	16-Feb-24
91	Workshop on NCS Portal for Employers	1 Day	21-Feb-24



Sr. No.	Name of Programme	Duration	Dates
92	Career Conclave/ Career Events/ Study Visit	1 Day	23-Feb-24
93	Orientation Programme for Jobseekers on benefits of NCS Portal	1 Day	01-Mar-24
94	Capacity building programme on NCS Portal & MCC Management for MCC Staff	3 Days	4-6 Mar 24
95	Workshop for Counsellors on benefits of NCS Portal	1 Day	06-Mar-24
96	Career Guidance session for Students & Jobseekers	1 Day	15-Mar-24
97	Skill Gap Training / Employability Training with Industry		18-22 Mar 24
98	Employer Meet on Job Fair Functionality	1 Day	20-Mar-24
99	Career Guidance Sessions for jobseekers	1 Day	22-Mar-24
100	Professional Consulting Session on NCS Portal & skill gap trainings for Jobseekers	1 Day	28-Mar-24

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).

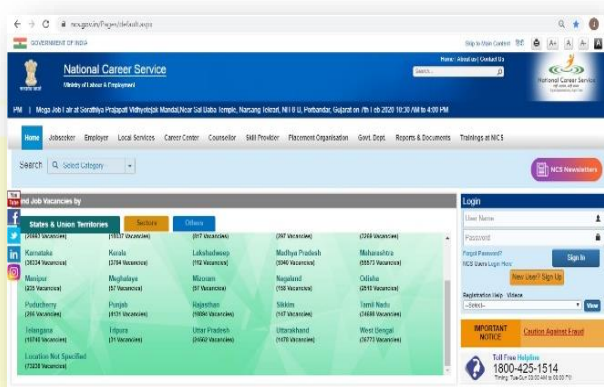
National Career Service

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, 407 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 Centers 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

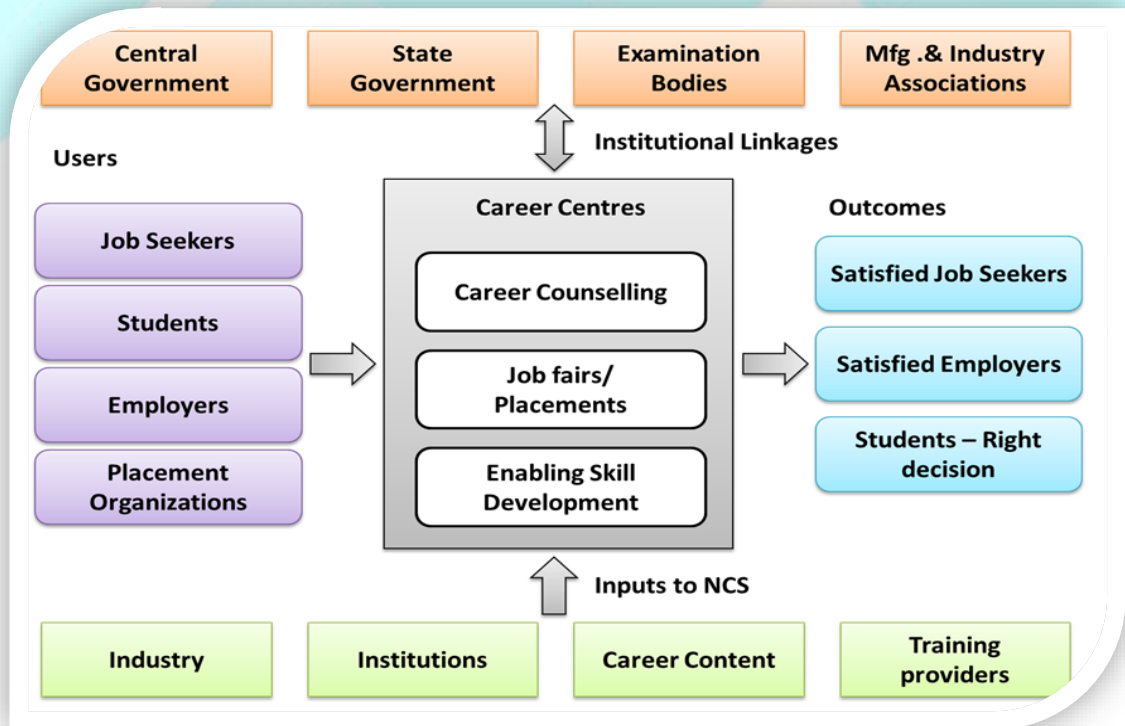
NCS reaches out to people through its multiple delivery mechanisms to empower citizens with access to nationwide opportunities.

- 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.

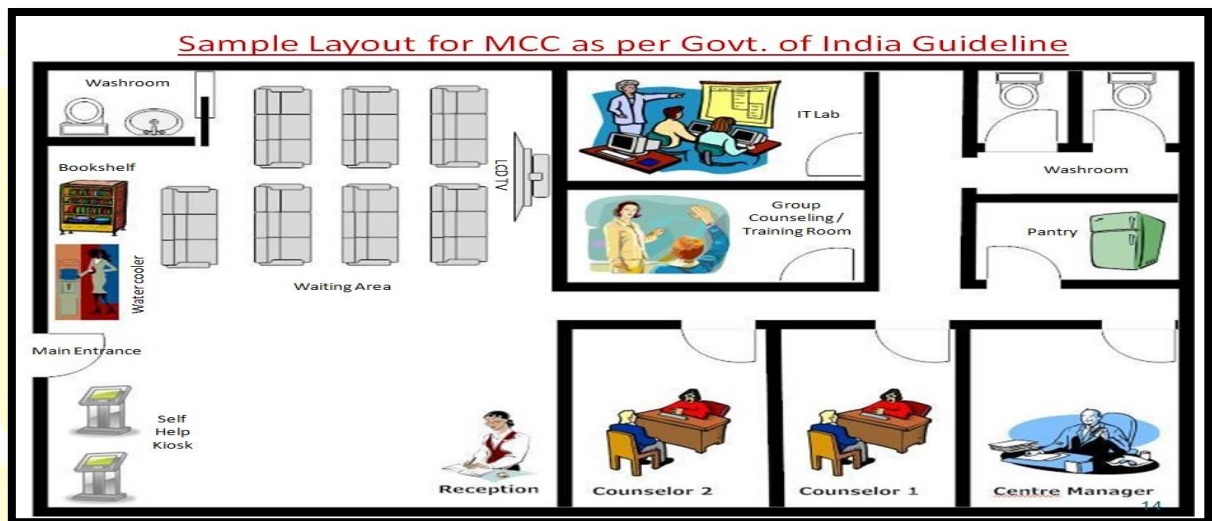
Model Career Centre

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 focused 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.

Ministry of Labour & Employment 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	758	1,952	1,47,722	18,340	7,246	3,304
2022-23 (Till Feb 23)	2160	9794	664005	512387	164755	89264
Total	7567	45425	2766474	2729859	1000685	492479



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. 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

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 : Reeta	
DESIGNATION : Deputy Director of Employment	
E-MAILID : 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:
 - a. The PSC Subgroup on Career Content for NCO 2015.
 - b. Appraisal committee for establishment of Career Centres under NCS.
 - c. Expert Committee on Tools Assessment for National Career Service Portal.
 - d. Young professional scheme, capacity building Programme & panel of Career Counsellors.
 - e. Work related to Model Career Centres (GIA,UCs, Evaluation examination & monitoring)
9. Dealt with various financial, administrative, parliament matters, coordination of plan schemes of DGE, work relates to CEE/Ex-servicemen Cell etc.
10. Formulation, implementation and monitoring of plan scheme of CGC.
11. Finalisation & Releasing of publication “Bulletin on Job Opportunities in India-2018-19”.

Seminars/conferences/trainings/workshop attended:

1. e-Governance Project Life Cycle (eGLC) organised by National Institute for Smart Governance, Department of Electronics & Information Technology.
2. Various Trainings organised by Institute of Secretariat Training and Management Delhi.
3. 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

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:

- Indian Institute of Foreign Trade (IIFT)
- V. V. Giri National Labour Institute (NLI)
- Rural Development and Self Employment Training Institute (RUDSETI)
- Price Waterhouse Cooper (PWC)
- 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. Otojit Kshetrimayum
DESIGNATION : Fellow, VVGNLI
E-MAIL ID : otojit.vvgnli@gov.in
TEL. NO : 0120-2411533/34/35, Ext: 212



Educational Qualification: M.A., M. Phil (Sociology), Ph.D.(Sociology)

Dr. Otojit Kshetrimayum, Fellow(Faculty) is a development professional with 12 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 and Employment, Social Protection and Livelihood Security, Skill Development and Entrepreneurship, Informal Economy, Gender and Work, Child Labour, Labour Administration, Corporate Social Responsibility, Research Methods and Self Help Groups (SHGs). He is a Ph. D. in sociology. 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 worked as Senior Fellow in Women's Studies and Development Centre, University of Delhi and also worked in the projects conducted by National Council for Educational Research and Training (NCERT), New Delhi and All India Institute of Medical Sciences (AIIMS). He is the Coordinator of the Centre for North East India, V.V. Giri National Labour Institute and one of the Associate Editors of the journal, Labour and Development; Shram Vidhan and Shram Sangam.

He has represented India in the "Forum on Women's Labour Force Participation and Productivity Enhancement" at the Asian Productivity Organisation, Tokyo; "Forum on Innovations in Public Investment and Employment Programmes" at the International Training Centre-International Labour Organisation, Turin and "Forum on Corporate Social Responsibility Practices in the Area of Employment and Industrial Relations in India" at Korea Labour Institute, Seoul.

He is a member of the Performance Assessment Board to review the performance of Young Professional working with Model Career Centres established under National Career Service Project of the Ministry of Labour & Employment, Govt. of India. He was a member of the Drafting Committees of 44th and 45th Indian Labour Conference, and 44th, 45th, 46th, and 47th Standing Labour Conference of the Ministry of Labour & Employment, Govt. of India. He was a member of the Review Committee of the Recommendations of the 2nd National Commission on Labour.



The projects that he has undertaken at VVGNI are:

- Labour Market and Social Protection in North East India (ongoing)
- Dynamics of Employment of Children and Socio-Economic Reality: A Study of Children in Hazardous Occupations in East and West Jaintia Hills Districts of Meghalaya
- Evaluation of Multi Skills Development Centres (MSDCs) at Bangalore and Gulbarga, Karnataka
- Corporate Social Responsibility Practices in the Area of Employment and Industrial Relations
- Assessment of Trainers' Requirement for Skilling 500 Million Persons by 2022 with reference to National Skill Development Policy (Tourism Sector)
- Study to Evaluate Plan Schemes of the Office of Chief Labour Commissioner (Central)

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.

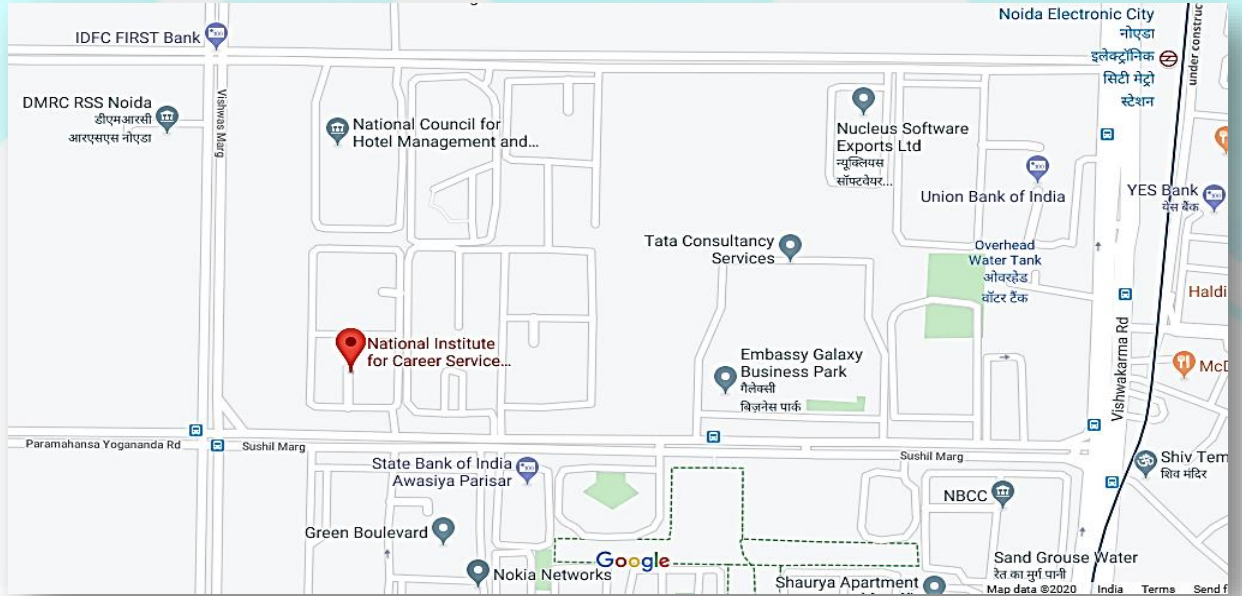
2) Only course participants will be permitted to stay in the hostel. No family member is allowed to stay in the Hostel.

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:

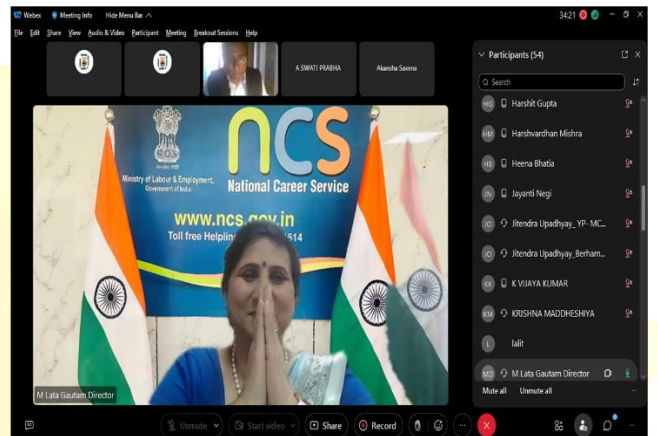
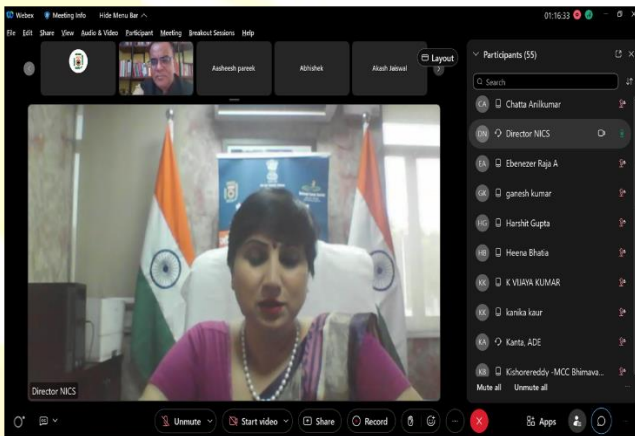
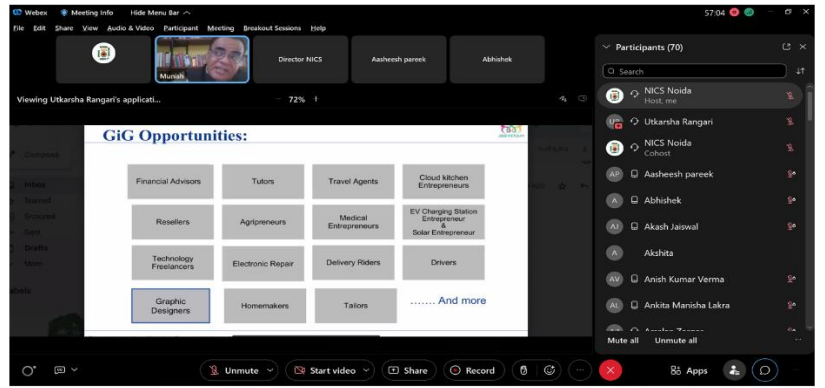
- Symbiosis International University, Noida Campus (Adjacent institution)
- Nokia Siemens (Green Boulevard) – Across the road.
- Noida One – Across the road
- IIM Lucknow (NOIDA Campus)
- Mausam Bhawan
- Galaxy Business Park (CSC computers)

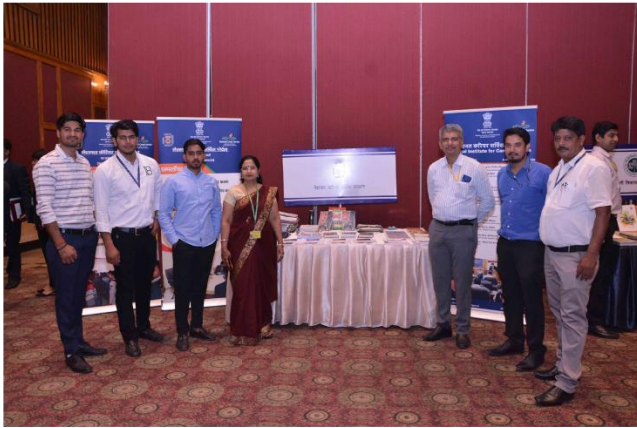


GLIMPSE OF TRAINING PROGRAMME OF NICS NOIDA











नीरज पांडेय (नोएडा) जिलाधिकारी सुहास एल वाई ने जानकारी देते हुये बताया कि जिला रोजगार कार्यालय गौतम बुद्ध नगर एवं नेशनल करियर सर्विस, श्रम एवं रोजगार मंत्रालय भारत सरकार के संयुक्त तत्वाधान में आगामी 10 फरवरी 2023 को सुबह 10:00 बजे से दादरी में स्थित विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस कॉलेज में बृहद रोजगार मेले का आयोजन किया जा रहा है। उन्होंने बताया कि आयोजित होने वाले वृहत रोजगार मेले में 40 से अधिक राष्ट्रीय एवं बहुराष्ट्रीय कंपनी हजारों बेरोजगार युवक एवं युवतियों को साक्षात्कार के माध्यम से रोजगार प्रदान करेगी। उन्होंने बताया कि मेले में आठवी पास से लेकर मैट्रिक, इंटरमीडिएट, आईटीआई डिप्लोमा, इंजीनियरिंग ग्रेजुएट, बीबीए, बी कॉम, बीए, बीएससी, पोस्ट

ग्रेजुएट के लिए रोजगार प्राप्ति का सुनहरा मौका है। रोजगार मेले में आने वाली कंपनियों में आईटी सर्विस, मैनुफैक्चरिंग, फार्मा, फाइनेंस सहित अनेक अन्य क्षेत्रों के कंपनियां साक्षात्कार के माध्यम से बेरोजगार लोगों का चयन करेंगे। उन्होंने यह भी बताया कि रोजगार मेले के लिए पंजीकरण निःशुल्क है। कोई भी उक्त पात्रता रखने वाले बेरोजगार युवक-युवती इस मेले के लिए पंजीकरण बिना किसी शुल्क के कर सकते हैं। पंजीकरण के लिए विश्वेश्वरैया समूह ऑफ इंस्टीट्यूशंस के वेबसाइट (www.vgi.ac.in) पे जाकर लोग पंजीकरण कर सकते हैं। इसके अतिरिक्त लोगों की सुविधा के लिए क्यू आर कोड भी बनाया गया है, जिसे स्कैन कर के लोग पंजीकरण कर सकते हैं। उन्होंने बताया कि अन्य सोशल

मीडिया साइट या फेसबुक, इंस्टाग्राम, ट्विटर, लिकेडीन से भी लोग विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस के पेज में जाकर रजिस्ट्रेशन कर सकते हैं। रजिस्ट्रेशन की सुविधा उत्तरप्रदेश सरकार के पोर्टल sewayojan.up.nic.in पर भी उपलब्ध है। जिलाधिकारी ने बताया कि प्रधानमंत्री नरेंद्र मोदी एवं उत्तर प्रदेश के मुख्यमंत्री योगी आदित्यनाथ जी की मंशा के अनुरूप बेरोजगार युवक-युवतियों को रोजगार उपलब्ध कराने के उद्देश्य से वृहत स्तर पर रोजगार मेलों का आयोजन किया जा रहा है। उन्होंने बताया आयोजित होने वाले रोजगार मेले को सफल बनाने के लिए समस्त संबंधित विभागीय अधिकारियों को निर्देश देते हुए कहा कि उनके द्वारा भी समय रहते अपनी सभी तैयारियां पूर्ण कर ली जाए।

बुद्ध नगर एवं नेशनल करियर सर्विस, श्रम एवं रोजगार मंत्रालय भारत सरकार के संयुक्त तत्वाधान में आगामी 10 फरवरी 2023 को सुबह 10:00 बजे से दादरी में स्थित विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस कॉलेज में बृहद रोजगार मेले का आयोजन किया जा रहा है।

उन्होंने बताया कि मेले में आठवी पास से लेकर मैट्रिक, इंटरमीडिएट, आईटीआई डिप्लोमा, इंजीनियरिंग ग्रेजुएट, बीबीए, बी कॉम, बीए, बीएससी, पोस्ट ग्रेजुएट के लिए रोजगार प्राप्ति का सुनहरा मौका है।

उन्होंने बताया कि अन्य सोशल मीडिया साइट या फेसबुक, इंस्टाग्राम, ट्विटर, लिकेडीन से भी लोग विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस के पेज में जाकर रजिस्ट्रेशन कर सकते हैं।

मोर्निंग सिटी संवाददाता

गौतमबुद्धनगर। भारत के यशस्वी प्रधानमंत्री नरेंद्र मोदी एवं उत्तर प्रदेश के मुख्यमंत्री योगी आदित्यनाथ की मंशा के अनुरूप बेरोजगार युवक-युवतियों को रोजगार उपलब्ध कराने के उद्देश्य से वृहत स्तर पर रोजगार मेलों का आयोजन किया जा रहा है। इसी क्रम में जिलाधिकारी सुहास एल वाई ने जानकारी देते हुये बताया कि जिला रोजगार कार्यालय गौतम बुद्ध नगर एवं नेशनल करियर सर्विस, श्रम एवं रोजगार मंत्रालय भारत सरकार के संयुक्त तत्वाधान में आगामी 10 फरवरी 2023 को सुबह 10:00 बजे से दादरी में स्थित विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस कॉलेज में बृहद रोजगार मेले का आयोजन किया जा रहा है। उन्होंने बताया कि आयोजित होने वाले वृहत रोजगार मेले में 40 से

अधिक राष्ट्रीय एवं बहुराष्ट्रीय कंपनी हजारों बेरोजगार युवक एवं युवतियों को साक्षात्कार के माध्यम से रोजगार प्रदान करेगी। उन्होंने बताया कि मेले में आठवी पास से लेकर मैट्रिक, इंटरमीडिएट, आईटीआई डिप्लोमा, इंजीनियरिंग ग्रेजुएट, बीबीए, बी कॉम, बीए, बीएससी, पोस्ट ग्रेजुएट के लिए रोजगार प्राप्ति का सुनहरा मौका है। रोजगार मेले में आने वाली कंपनियों में आईटी सर्विस, मैनुफैक्चरिंग, फार्मा, फाइनेंस सहित अनेक अन्य क्षेत्रों के कंपनियां साक्षात्कार के माध्यम से बेरोजगार लोगों का चयन करेंगे। उन्होंने यह भी बताया कि रोजगार मेले के लिए पंजीकरण निःशुल्क है। कोई भी उक्त पात्रता रखने वाले बेरोजगार युवक-युवती इस मेले के लिए पंजीकरण बिना किसी शुल्क के कर सकते हैं। पंजीकरण के लिए विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस के

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इस क्रम में जिलाधिकारी सुहास एल वाई ने जानकारी देते हुये बताया कि जिला रोजगार कार्यालय गौतम बुद्ध नगर एवं नेशनल करियर सर्विस, श्रम एवं रोजगार मंत्रालय भारत सरकार के संयुक्त तत्वाधान में आगामी 10 फरवरी 2023 को सुबह 10:00 बजे से दादरी में स्थित विश्वेश्वरैया ग्रुप ऑफ इंस्टीट्यूशंस कॉलेज में बृहद रोजगार मेले का आयोजन किया जा रहा है।

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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://dge.gov.in/dge/nics/introduction>

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

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