

# National Institute For Career Service

## TRAINING CALENDAR 2024-2025



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## From the Desk of Director General of Employment

*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 employer's 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 2024-25 has been designed to address the emerging training requirements of the different stake holders and we sincerely hope that this 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 (Employment)  
Government of India  
Ministry of Labour & Employment*

## From the Desk of Deputy Director General of Employment

*Employment is the crucial link between growth and reduction in poverty. Poverty alleviation, employment, equitable income distribution across social classes and regions remains 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.*

*Aligned with this vision, the Ministry of Labour & Employment's Directorate General of Employment has launched the National Career Service (NCS) project, an upgraded version of the National Employment Service. Serving as a centralized platform, NCS offers a comprehensive suite of services, spanning job placement, vacancy notifications, formal training program information, and on-the-job training opportunities.*

*As part of this initiative, the National Institute for Career Service (NICS) was entrusted with the role of the nodal institute for capacity building. NICS is tasked with providing training to all NCS project stakeholders, including employers, job seekers, training providers, college students, counselors, placement organizations, and government employees. The NICS Training Calendar for 2024-25 has been meticulously crafted to address the evolving training needs of these stakeholders, offering a diverse range of programs tailored to their specific requirements.*

*Deputy Director General (Employment)  
Government of India  
Ministry of Labour & Employment*



## From the Desk of Director, NICS

The National Institute for Career Service (NICS) has a rich history of providing research and training in employment services. In July 2016, as part of the Employment Exchange Mission Mode Project under the National e-Government plan (Ne-GP), CIRTES was rebranded as NICS and designated as the nodal institute for capacity building. NICS now plays a pivotal role in imparting training to all stakeholders involved in the National Career Service (NCS) project, including employers, job seekers, training providers, college students, counselors, placement organizations, and government entities.

I'm delighted to introduce the training calendar for NICS Noida for the Financial year 2024-2025. This calendar encompasses a diverse range of training programs tailored to meet the needs of our valued stakeholders, including employment personnel, job seekers, employers and other stakeholders of the National Career Service.

Our training sessions are meticulously designed to equip participants with the essential skills, knowledge, and tools necessary to navigate the ever-evolving landscape of employment services effectively. Whether you are an employment professional seeking to enhance your expertise in job placement strategies or a job seeker striving to sharpen your job search skills, our training programs are here to support you every step of the way.

I encourage all stakeholders of the NCS project to actively participate in these training opportunities. By investing in your professional development, you not only elevate your individual capabilities but also contribute to the collective success of our shared mission to empower individuals through meaningful employment opportunities.

Director, NICS  
Government of India  
Ministry of Labour & Employment  
National Institute For Career Service



## 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



- Strengthening & improving the quality of Employment services by empowering and enhancing the capacities of the Employment Personnel with regular capacity building trainings and developing innovative strategies for career counselling, job –matching and placement.
- Effective implementation & monitoring of various schemes of National Employment Service/ National Career Service for the benefit of various stake holders.



**Brief of the  
Training Programs  
for  
FY 2024-2025**



## Brief of the Programs of NICS Noida

Sr. No.	Programme Name	Program Duration	*No of Programs
1	<b>Integrated Induction Training Program:</b> for Newly Recruited or Promoted Employment Personnel working under state government	2 weeks	1
2	<b>Training Program on NCS Portal &amp; MCC Management:</b> for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	5 Days	5
3	<b>Capacity Building Training Program</b> on various Topics Including GEM, E-Office, PFMS, GFR Rules, RTI, Administrative Vigilance Role of IO/PO, Roster Management, Record Management, NCS portal etc for Officers & Officials of DGE	1 Day	12
4	<b>Collaborative Training Program with VVGNI on LMA &amp; NCSP:</b> for Government Officials, Trade Unions, and NGOs Engaged in Employment services	5 Days	4
5	<b>Training program on "Digital Empowerment: Harnessing Data Analysis and eGovernance":</b> for Employment Personnel (Including Employment Officers, Government Officers and Young Professionals)	5 Days	2
6	<b>Training program on Empowerment Through Self-Employment &amp; Entrepreneurship Development:</b> for Employment Personnel (Including Employment Officers, Government Officers and Young Professionals)	5 Days	2
7	<b>Training program on Enhancing Skills: Career Counselling &amp; Guidance:</b> for Employment Personnel (Including Employment Officers, Government Officers and Young Professionals)	5 Days	2
8	<b>Orientation/ Webinar/ Seminar on new emerging jobs &amp; new field of work, soft skills, NCS portal etc:</b> for Jobseekers & students	1 Day	36
9	<b>Workshops &amp; meetings on gathering feedbacks &amp; effective utilizing the NCS Portal:</b> for Employers, counsellors, TPOs, college directors etc.	1 Day	24
10	<b>Skill Gap Training / Employability Training in collaboration with organization like TCS, DigiSaksham etc:</b> for Jobseekers & students	7 Days	12
<b>Total</b>			<b>100</b>





**Course Module of the  
Training Programs  
for  
FY 2024-2025**

## I. Integrated Induction Training Program for Newly Recruited or Promoted Employment Personnel

This is a foundation course for all the newly recruited or promoted Employment Personnel to help them attain an extensive understanding of the functionalities and operational structure of the organization in its entirety and also at different levels viz. Central/State/District/Rural Level. They will then be introduced to the vision and mission of the NCS project and various flagship initiatives under it. Additionally, participants will also be briefed on other relevant schemes such as Apprenticeship training program, Entrepreneurship, Manpower planning, ILO convention, recommendation etc.

### Objective:

To provide a holistic understanding of the various aspects, activities and daily functioning of the employment exchanges and the NCS Project. To underscore the integral role played by the Employment Exchanges, Modal Career Centres, NCS for DA (VRCs) & NCS for SC/ST (CGCs) in promoting employment opportunities, upskilling schemes amongst unemployed youth, job seekers of different categories and at various stages of their lives.

### Course Module:

- NCS Portal Management
  - NES, History of Employment Exchange
  - Vision Mission & Objective of NCS 2.0
  - Brainstorming & Interactive session on NCS Portal (Challenges & Suggestions)
  - Career Centre Management-Administration & Operation of MCC
  - Job Fair Management- Theory, Demo & Activity
  - Job Skill Mapping + Skill Gap Training
- Career Counselling & Vocational Guidance
  - Introduction to Psychometric Test
  - Evaluation of Psychometric Test
  - Career Counselling Services on NCS Portal
  - Career Counselling & Psychological Aid
  - Introduction to Counselling & stages of Counselling Process
  - Importance of Career Counselling & Vocational Guidance
- Employment Market Information & Labour Market Analysis
  - Collection, Scrutiny, Analysis and user of EMI data at different level. Strategies for bringing improvement in EMI programme in states/UT's
  - Role of EMI in NES in the changed scenario of the services particularly in the context of provisions of EE (CNV) Act 1959 and Rules 1960 subsumed in Code on Social Security Code, 2020
  - NCO-2015 (MoLE) & NIC-2008 (CSO)
- Entrepreneurship & Self-employment
  - Entrepreneurship in India-Significance, Trends & challenges & Incubators/Clusters
  - Important Key Points for assessment of Entrepreneurship Traits
  - Employment opportunities in Private Sector & International Placements
  - Skill Development for Youth Employability and Entrepreneurship
  - Recruitment Practices in Private Organization
  - Future of Livelihood



- **Soft Skills**
  - Soft Skills leads to Wisdom
  - Work Place Ethics
  - Cultivating Effective Leadership through Behavioural Competencies
  - Significance of Team Building Activities and Team Huddles
  - Evaluating Team Performance: Assessment Methods and Techniques
- **Digital Literacy**
  - The basic introduction of Data Analysis, Data Analytics & Data Mining
  - Advanced AI tools to enhance day-to-day work
  - Digital Transformation & Convergence Through AI
  - Role & tools of social media in Information Sharing, Awareness & Networking
  - Data Ethics and Privacy
  - Data Visualization Techniques

**Methodology:**

- Classroom Training
- Computer Lab Training
- Field Visit

**Faculty:**

Internal faculty & other eminent experts from leading universities and research institutions.

**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 2024 (Additional programs may be organized if a sufficient number of nominations are received from the states directorates)

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

## II. Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and YPs)

This is the course for all employment personnel to prime them about the basic functionalities of NCS Portal and MCC Management. Once a strong foundation is laid, the training programme is then directed to work on the magnitude of their grasp of the same so that all the Officers are conversant enough with how this portal can play a pivotal role in transforming the employment scenario of our country and achieving a quality workforce.

### Objectives:

To reinforce the competence of Employment Service Personnel in NCS project by equipping them with adequate knowledge on all the features of NCS portal and the prominent role played by NCSP in the NCS project.

### Course Modules:

- National Employment Service (History of Employment Exchange, NES to NCS)
- Overview of NCS Portal with latest updates
- Vision Mission & Objective of NCS 2.0
- Career Centre Management
- Role of MCCs in NCS Project
- Need for Counselling & Role of Counsellor in Model Career Centre
- Job Fair Management (Offline/ Online job fairs, Pre/Post Job fair data etc)
- YPs Roles & Responsibilities in MCC (Discussion on KPIs of YPs and submission of various reports & documents to MoLE)
- Discussion on Challenges/ Problems/ bottlenecks being faced by YPs/ MCCs in the process of effective implementation of NCSP
- Sharing Best Practices of MCC & States

### Methodology:

- Classroom Training
- Computer Lab Training

### Participation Level:

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

Faculty: Internal faculty, other faculty from DGE etc.

Duration: 5 days

Dates: 5 Programme has been planned during Jun 24, Sept 24, Nov 24, Jan 25 & Feb 25

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



### III. Capacity Building Training Program for Officers & Officials of DGE Covering Various Topics Including GEM, E-Office, PFMS, GFR Rules, RTI, Administrative Vigilance Role of IO/PO, Roster Management, Record Management, NCS portal etc

This is a specialised course for employment personnel of varied verticals and capacity to train them in a plethora of pertinent administrative matters including but not limited to GEM, E-Office, PFMS, GFR Rules, RTI, Administrative Vigilance Role of IO/PO, Roster Management, Record Management and more. This will not only empower the Officials to handle such administrative matters to the best of their capacities but also enable them to assess the given situation, identify the gaps and work towards the respective resolution

#### **Objective:**

To instil a critical understanding of administrative matters and related intricacies in Employment Service Personnel so as to improve their efficiency and help them immerse in their roles unreservedly.

#### **Course Module:**

- Vision Mission & Objective of NCS 2.0
- Administrative Vigilance Role of IO/PO
- Roles & Responsibilities of DDO & HOO
- Roster Management & Record Management
- RTI & Public Grievance
- Procurement through Government E Marketplace
- E-Office, Sparrow, Kavach etc
- PFMS (EIS PFMS Module, E-Bills)
- Bhavishya Portal
- eHRM 2.0
- GFR 2017

#### **Methodology:**

- Classroom Training
- Computer Lab Training

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

**Participation Level:** Officers & Officials of various department of DGE.

**Duration:** 1-2 Days

**Dates:** 12 programmes will be conducted during Apr 24, May 24, June 24, July 24, Aug 24, Sept 24, Oct 24, Nov 24, Dec 24, Jan 25, Feb 25 & Mar 25

**How to Apply:** Trainees will be nominated by DGE, MoLE.



#### **IV. Training Program for Government Officials, Trade Unions, and NGOs Engaged in Employment services on LMA & NCSP, in collaboration with VVGnLI etc**

This course is designed for all employment personnel, Trade Unions & NGOs serving the employment service sector to provide them with a fresh perspective on labour market analysis, different dimensions to it and its social and economic implications. It is important that people involved in the employment sector are aware of the friction between opportunities to enter workforce, employability, the areas in which the employers compete for labour and the ultimate time and cost factor involved thereafter. This will also underscore the significance of NCSP in its entirety.

##### **Objectives:**

To uncover the technicalities of the labour market analysis & NCSP for the Employment Service Personnel, Trade Unions & NGOs so as to facilitate them in developing a raw and unbiased view on the latest trends, practices followed, challenges and the appropriate approaches to counter them.

##### **Course Module:**

- NCS Portal management & role of NCS in employment/labour market analysis.
- Employment schemes of various Ministries with a special focus on NE States.
- Overview of NCS Project & Latest Developments
- Skill Enhancement Trainings on NCS Portal
- Registration of various stakeholders on NCS Portal
- Opportunities for various sectors (Differently Abled, Govt Jobs, Jobs for Women etc)
- Career Counselling Services on NCS Portal
- Information on formal & informal economy
- ILO convention/recommendation relating to Labour/employment market
- Collection, compilation, interpretation of Labour / EMI data & preparation of reports
- Vocational & skill training system in India
- Linking skill with employment & entrepreneurship

##### **Methodology:**

- Classroom Training
- Computer Lab Training

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

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

**Duration:** 5 Days

**Dates:** 4 programmes will be conducted during Oct 24, Nov 24, Dec 24 & Mar 25

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



## V. Training program on “Digital Empowerment: Harnessing Data Analysis and eGovernance” for Employment Personnel

This is a specialised course for all the Employment Service Personnel, Government Officials, YPs, MCC Staff etc. to unlock the complexities of Data Analysis and E-Governance. This is an effort to make the organization digitally empowered which in turn would ensure a workforce that is more efficient, innovative and more aligned with the direction in which the current scenario is pacing. Upskilling the employment service personnel on E-Governance is a step towards embracing the digital age and creating a culture of growth and innovation from top down.

### Objectives:

To enable the government ecosystem to adapt to the changing scenarios of today’s digital world at a moment’s notice without any delay. Empowering the Officials enough so that they are ready to pivot with the digital first approach.

### Course Module:

- Vision Mission & Objective of NCS 2.0
- Emerging professions & Job Roles
- The basic introduction of Data Analysis, Data Analytics & Data Mining
- Advanced AI tools to enhance day-to-day work
- Digital Transformation & Convergence Through AI
- Role & tools of social media in Information Sharing, Awareness & Networking
- Usage & Tools (Data Collection Methods, Statistical Analysis in Data Science, Big Data Analytics, Real-world Applications of Data Analysis etc)
- Data Ethics and Privacy
- Data Visualization Techniques

### Methodology:

- Classroom Training
- Computer Lab Training

**Faculty:** Internal faculty, other eminent experts from various institutes like NCERT, Indian Institute of Foreign Trade, VVGNI, 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 June 2024 and Aug 2024.

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



## VI. Empowerment Through Self-Employment: Training for Employment Personnel in Entrepreneurship Development

This course is designed to apprise the employment service personnel about the significance of Self Employment & Entrepreneurship Development, various government initiatives that promote it and how they can act as a catalyst in their capacity to further the end goal.

### **Objective:**

To impart enough information on the ways in which Self Employment & Entrepreneurship Development is capable enough to further rounds of employment through a meaningful employment multiplier.

### **Course Module:**

- NCS Portal management
- Role of MCCs in NCS Project
- Entrepreneurship in India-Significance, Trends & challenges & Incubators/Clusters
- 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
- Important Key Points for assessment of Entrepreneurship Traits
- Employment opportunities in Private Sector & International Placements
- Skill Development for Youth Employability and Entrepreneurship
- Recruitment Practices in Private Organization
- MSME & Employment Generation

### **Methodology:**

- Classroom Training
- Computer Lab Training

**Faculty:** Internal faculty, other eminent experts from various institutes like NCERT, Indian Institute of Foreign Trade, VVGNI, 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 Oct 2024 and Dec 2024.

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



## VII. Enhancing Skills: Training for Employment Personnel in Career Counselling & Guidance"

This course is a basic course that is designed to upskill the Employment Service Personnel in Career Counselling & Guidance so that they can facilitate informed decision making in respect of career choices made by jobseekers. They will be guided by experts on how to navigate ways and tools in which they can possibly assess the aptitude, personality, interests & various other aspects of a jobseeker's personality that may or may not rule their career trajectory.

### **Objective:**

To train the Employment Service Personnel on one of the key functions of any employment exchange i.e. career counselling & guidance which acts as a cornerstone of the overall experience of jobseekers/students.

### **Course Module:**

- Overview of NCS portal & Vision Mission & Objective of NCS 2.0
- Career Counselling Services on NCS Portal
- Importance and stages of Career Counselling
- Need & Importance of Career Guidance & Counselling in Model Career Centre
- Understanding importance of Individual & Group Guidance
- Sharing best practices of counselling & Demo
- Introduction to Psychometric Test
- Hands on training on Psychometric Test
- Evaluation of Psychometric Test
- Career Counselling & Psychological Aid
- Introduction to Counselling & stages of Counselling Process
- Job Skill Mapping + Skill Gap Training

### **Methodology:**

- Classroom Training
- Computer Lab Training

**Faculty:** Internal faculty, other eminent experts from various institutes like NCERT, Indian Institute of Foreign Trade, VVGNI, 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 July 2024 and Sept 2024.

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



## VIII. Career development program/ Orientation Program/ Webinars/ Seminar on Employment opportunities for Jobseekers & Students etc.

This programme is designed to raise awareness about the National Career Service Project and its role in advancing various employment, upskilling & guidance opportunities for jobseekers/students. Such courses will enable the youths of today to make an informed career choice on their own and to keep a conscious check on their career growth prospects and opportunities that may lie ahead.

### **Objective:**

To raise enough awareness about the National Career Service Project, NCS Portal & various other career related services such as guidance and counselling that jobseekers may avail free of cost from their nearest Model Career Centres.

### **Course Topics:**

- Overview of NCS Portal & Registration
- Importance of Job Fair & participation in Job fair
- Career counselling/ guidance using psychometric test
- Orientation for Jobseekers on Skill Development (Soft Skills & Hard Skills )
- Seminar on digital skills (Understanding email etiquette and best practices etc)
- Webinar on Gig Economy and the sustainability dilemma
- Career Guidance session on how to choose a career path wisely using NCS Portal
- Group Guidance Session on Effective Resume Building and Skill Mapping
- Seminar on future employment opportunities in the Digital Age
- Career Guidance session on how to restart your career after a gap
- Orientation programme on assessing employability skills and the way forward
- Webinar on the changing scenario of green jobs and how to make the most of it
- Orientation programme on the importance of skilling/reskilling/upskilling
- Seminar on Hunting Job Opportunities the right way

**Methodology:** Lectures and power point presentation.

**Participation Level:** Job Seekers & Students

**Faculty:** Internal Faculty and faculty from DGE

**Duration:** 1 Day

**Dates:** 36 programmes will be conducted during Apr 2024 to Mar 2025.

**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.



## **XI. Workshops and seminars on NCS Portal & Employment services for Employers, Counsellors & other stakeholders of NCS Portal**

### **Objective:**

To get various stakeholders of National Career Service Project aboard in its initiative of working in the Employment Service Sector and serving the youth in achieving gainful employment opportunities and upskilling themselves as per the changing trends so that they find the transition into and within the formal workforce less daunting. They will be familiarised with all the specification and basic functionalities of the NCS Portal as well so that they can avail the services without any reservations.

### **Course Topics:**

- Overview of NCS Portal & Registration for Employers
- Importance of Job Fair & participation in Job fair Employers
- Importance of NCS Portal & registration process for Career Counsellors
- Employer Feedback and Improvement Suggestions Session for Job Fairs
- Session for Employers on Effectively Utilizing the NCS Portal
- Discussion on future opportunities & emerging jobs
- Seminars for TPOs & college heads on NCS Portal and bridging skill gaps

**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, TPOs, Counsellors etc.

**Faculty:** Internal Faculty and faculty from DGE

**Duration:** 1 Day

**Dates:** 24 programmes will be conducted during Apr 2024 to March 2025.

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

## X. Skill Gap Training / Employability Training with Industry

These training initiatives bridge the divide between job requirements and existing skills, empowering individuals with the competencies needed for success in the workforce. Through partnerships with industry, participants gain practical insights and relevant training, fostering their employability in today's dynamic job market.

### **Objective:**

The objective of Skill Gap Training / Employability Training with Industry is to equip individuals with the specific skills and knowledge demanded by employers, thereby enhancing their readiness for the workforce. Through collaboration with industry partners, these programs aim to narrow the gap between job requirements and available skillsets, ultimately increasing participants' employability and facilitating successful integration into the labor market.

### **Course Topics:**

- Course Module of DigiSaksham Program (MS Excel, Power BI, Python, Azure, SQL etc)
- Course Module of TCS-ion Program
- Course Module of TCS YEP Program (Communicative English, Corporate etiquette and soft skills, Resume building and Interview facing skills, Analytical and reasoning skills, Basic computer knowledge etc)

### **Methodology:**

- Classroom Training
- Computer Lab Training

**Participation Level:** Jobseekers & Students

**Faculty:** Internal Faculty and faculty from Industries

**Duration:** As per the time schedule given by concerned training providers/ industry.

**Dates:** 12 programmes will be conducted during Apr 2024 to March 2025.

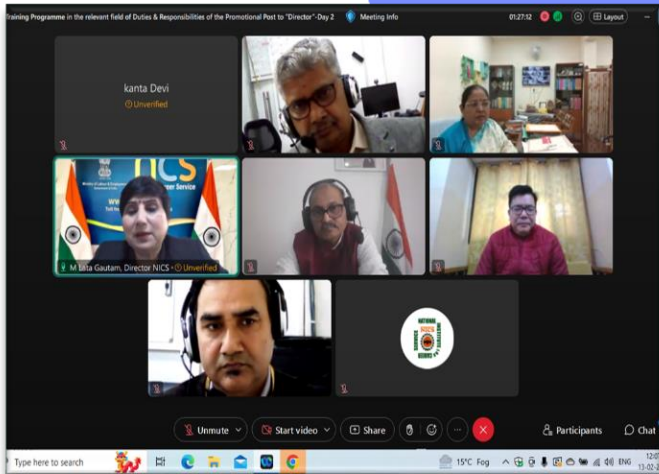
**How to Apply:** Candidates are informed about upcoming training programme via mail or SMS then interested candidates nominate themselves by visiting MCC.





# Month Wise Consolidated Training Schedule

2024-2025



## Month wise Consolidated Training Schedule 2024-2025

Sr. No.	Programme Name	Program Duration	*No of Programs	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Integrated Induction Training Program for Newly Recruited or Promoted Employment Personnel	2 weeks	1				8-19 Jul 24								
2	Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	5 Days	5			3-7 Jun 24			9-13 Sept 24		18-22 Nov 24		6-10 Jan 25	3-7 Feb 25	
3	Capacity Building Training Program for Officers & Officials of DGE Covering Various Topics Including GEM, E-Office, PFMS, GFR Rules, RTI, Administrative Vigilance Role of IO/PO, Roster Management, Record Management, NCS portal etc	1 Day	12	23-Apr-24	14-May-24	11-Jun-24	09-Jul-24	13-Aug-24	17 Sept 24	08-Oct-24	12-Nov-24	10 Dec 24	14-Jan-25	11 Feb 25	11-Mar-25
4	Training Program for Government Officials, Trade Unions, and NGOs Engaged in Employment services on LMA & NCSP, in collaboration with VVGNNLI.	5 Days	4							14-18 Oct 24	25-29 Nov 24	16-20 Dec 24			3-7 Mar 25
5	Training program on "Digital Empowerment: Harnessing Data Analysis and eGovernance" for Employment Personnel	5 Days	2			24-28 Jun 24		5-9 Aug 24							
6	Empowerment Through Self-Employment: Training for Employment Personnel in Entrepreneurship Development	5 Days	2							21-25 Oct 24		2-6 Dec 24			
7	Enhancing Skills: Training for Employment Personnel in Career Counselling & Guidance"	5 Days	2				22-26 Jul 24		23-27 Sept 24						



Sr. No.	Programme Name	Program Duration	*No of Programs	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
8	Orientation/ Webinar/ Seminar on new emerging jobs & new field of work, soft skills, NCS portal etc: for Jobseekers & students	1 Day	36	03-Apr	01-May	05-Jun	02-Jul	02-Aug	04-Sep	04-Oct	01-Nov	04-Dec	03-Jan	07-Feb	07-Mar
				10-Apr	07-May	12-Jun	09-Jul	09-Aug	11-Sep	09-Oct	08-Nov	11-Dec	10-Jan	14-Feb	14-Mar
				16-Apr	14-May	19-Jun	16-Jul	16-Aug	18-Sep	16-Oct	13-Nov	18-Dec	17-Jan	21-Feb	21-Mar
9	Workshops & meetings on gathering feedbacks & effective utilizing the NCS Portal: for Employers, counsellors, TPOs, college directors etc.	1 Day	24	23-Apr	21-May	24-Jun	23-Jul	23-Aug	25-Sep	23-Oct	22-Nov	20-Dec	24-Jan	25-Feb	25-Mar
				30-Apr	28-May	28-Jun	30-Jul	30-Aug	30-Sep	30-Oct	29-Nov	27-Dec	31-Jan	28-Feb	28-Mar
10	Skill Gap Training / Employability Training in collaboration with organization like TCS, DigiSaksham etc: for Jobseekers & students	7 Days	12	22-30 Apr 24	20-29 May 24	18-26 Jun 24	22-30 Jul 24	20-28 Aug 24	23-30 Sept 24	21-29 Oct 24	18-26 Nov 24	9-17 Dec 24	20-28 Jan 24	17-25 Feb 24	17-25 Mar 24
<b>Total</b>			<b>100</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>	

**\*Note:**

- Capacity Building programme (Sr No. 1-7):** Dates of Capacity Building Programme for Employment personnel as mentioned in the calendar are tentative, the programme will be organized, if sufficient number of nominations received from various states, else schedule may vary.
- Workshops & Orientation programmes (Sr No. 8-9):** 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.
- Skill Gap Training / Employability Training with Industry (Sr No.10):** 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.
- The execution of above-mentioned programmes subject to the availability of participants on the dates mentioned against each programme.
- The training program mentioned above is subject to change as per the recommendation of the Steering Committee.



# Training Schedule

2024-  
2025





# TRAINING SCHEDULE 2024-2025

Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
1	Career counselling/ guidance using psychometric test	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	03-Apr-24
2	Orientation for Jobseekers on Skill Development (Soft Skills & Hard Skills)	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	10-Apr-24
3	Seminar on digital skills (Understanding email etiquette and best practices, Video conferencing platforms etc)	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	16-Apr-24
4	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	22- 30 Apr 24
5	Capacity Building Training Program for Officers or Officials of DGE on E-Office	Training	Employment Personnel	1 Day	23-Apr-24
6	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	23-Apr-24
7	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	30-Apr-24
8	Webinar on Gig Economy and the sustainability dilemma	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	01-May-24
9	Career Guidance session on how to choose a career path wisely using NCS Portal	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	07-May-24
10	Capacity Building Training Program for Officers or Officials of DGE on GEM	Training	Employment Personnel	1 Day	14-May-24
11	Group Guidance Session on Effective Resume Building and Skill Mapping	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	14-May-24
12	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	21-May-24
13	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	28-May-24
14	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	20-29 May 24
15	Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	Training	Employment Personnel	5 Days	3-7 Jun 24
16	Seminar on future employment opportunities in the Digital Age	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	05-Jun-24



Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
17	Capacity Building Training Program for Officers or Officials of DGE on PFMS	Training	Employment Personnel	1 Day	11-Jun-24
18	Career Guidance session on how to restart your career after a gap	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	12-Jun-24
19	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	18-26 Jun 24
20	Orientation programme on assessing employability skills and the way forward	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	19-Jun-24
21	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	24-Jun-24
22	Training program on "Digital Empowerment: Harnessing Data Analysis and eGovernance" for Employment Personnel	Training	Employment Personnel	5 Days	24-28 Jun 24
23	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	28-Jun-24
24	Webinar on the changing scenario of green jobs and how to make the most of it	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	02-Jul-24
25	Integrated Induction Training Program for Newly Recruited or Promoted Employment Personnel	Training	Employment Personnel	2 Weeks	8-19 Jul 24
26	Capacity Building Training Program for Officers or Officials of DGE on eHRM	Training	Employment Personnel	1 Day	09-Jul-24
27	Orientation programme on the importance of skilling/reskilling/upskilling	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	09-Jul-24
28	Seminar on Hunting Job Opportunities the right way	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	16-Jul-24
29	Enhancing Skills: Training for Employment Personnel in Career Counselling & Guidance"	Training	Employment Personnel	5 Days	22-26 Jul 24
30	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	22-30 Jul 24
31	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	23-Jul-24
32	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	30-Jul-24
33	Career counselling/ guidance using psychometric test	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	02-Aug-24



Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
34	Training program on "Digital Empowerment: Harnessing Data Analysis and eGovernance" for Employment Personnel	Training	Employment Personnel	5 Days	5-9 Aug 24
35	Orientation for Jobseekers on Skill Development (Soft Skills & Hard Skills)	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	09-Aug-24
36	Capacity Building Training Program for Officers or Officials of DGE on GFR 2017- Introduction, Budget formulation & implementation	Training	Employment Personnel	1 Day	13-Aug-24
37	Seminar on digital skills (Understanding email etiquette and best practices, Video conferencing platforms etc)	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	16-Aug-24
38	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	20-28 Aug 24
39	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	23-Aug-24
40	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	30-Aug-24
41	Webinar on Gig Economy and the sustainability dilemma	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	04-Sep-24
42	Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	Training	Employment Personnel	5 Days	9-13 Sept 24
43	Career Guidance session on how to choose a career path wisely using NCS Portal	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	11-Sep-24
44	Capacity Building Training Program for Officers or Officials of DGE on GFR 2017- Government Accounts & Procurement of Goods and Services	Training	Employment Personnel	1 Day	17-Sep-24
45	Group Guidance Session on Effective Resume Building and Skill Mapping	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	18-Sep-24
46	Enhancing Skills: Training for Employment Personnel in Career Counselling & Guidance"	Training	Employment Personnel	5 Days	23-27 Sept 24
47	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	23-30 Sept 24
48	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	25-Sep-24
49	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	30-Sep-24



Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
50	Seminar on future employment opportunities in the Digital Age	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	04-Oct-24
51	Capacity Building Training Program for Officers or Officials of DGE on GFR 2017- Inventory Management, Contract Management & Grants-in-aid and Loans	Training	Employment Personnel	1 Day	08-Oct-24
52	Career Guidance session on how to restart your career after a gap	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	09-Oct-24
53	Training Program for Government Officials, Trade Unions, and NGOs Engaged in Employment services on LMA & NCSP, in collaboration with VVGNNLI.	Training	Employment Personnel	5 Days	14-18 Oct 24
54	Orientation programme on assessing employability skills and the way forward	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	16-Oct-24
55	Empowerment Through Self-Employment: Training for Employment Personnel in Entrepreneurship Development	Training	Employment Personnel	5 Days	21-25 Oct 24
56	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	21-29 Oct 24
57	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	23-Oct-24
58	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	30-Oct-24
59	Webinar on the changing scenario of green jobs and how to make the most of it	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	01-Nov-24
60	Orientation programme on the importance of skilling/reskilling/upskilling	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	08-Nov-24
61	Capacity Building Training Program for Officers or Officials of DGE on Roles & Responsibilities of DDO & HHO	Training	Employment Personnel	1 Day	12-Nov-24
62	Seminar on Hunting Job Opportunities the right way	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	13-Nov-24
63	Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	Training	Employment Personnel	5 Days	18-22 Nov 24
64	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	18-26 Nov 24



Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
65	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	22-Nov-24
66	Training Program for Government Officials, Trade Unions, and NGOs Engaged in Employment services on LMA & NCSP, in collaboration with VVGnLI.	Training	Employment Personnel	5 Days	25-29 Nov 24
67	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	29-Nov-24
68	Empowerment Through Self-Employment: Training for Employment Personnel in Entrepreneurship Development	Training	Employment Personnel	5 Days	2-6 Dec 24
69	Career counselling/ guidance using psychometric test	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	04-Dec-24
70	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	9-17 Dec 24
71	Capacity Building Training Program for Officers or Officials of DGE on Vision Mission & Objective of NCS 2.0	Training	Employment Personnel	1 Day	10-Dec-24
72	Orientation for Jobseekers on Skill Development (Soft Skills & Hard Skills)	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	11-Dec-24
73	Training Program for Government Officials, Trade Unions, and NGOs Engaged in Employment services on LMA & NCSP, in collaboration with VVGnLI.	Training	Employment Personnel	5 Days	16-20 Dec 24
74	Seminar on digital skills (Understanding email etiquette and best practices, Video conferencing platforms etc)	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	18-Dec-24
75	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	20-Dec-24
76	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	27-Dec-24
77	Webinar on Gig Economy and the sustainability dilemma	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	03-Jan-25
78	Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	Training	Employment Personnel	5 Days	6-10 Jan 25



Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
79	Career Guidance session on how to choose a career path wisely using NCS Portal	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	10-Jan-25
80	Capacity Building Training Program for Officers or Officials of DGE on RTI & Public Grievance	Training	Employment Personnel	1 Day	14-Jan-25
81	Group Guidance Session on Effective Resume Building and Skill Mapping	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	17-Jan-25
82	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	20-28 Jan 25
83	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	24-Jan-25
84	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	31-Jan-25
85	Training Program on NCS Portal & MCC Management for Employment Personnel (Including Employment Officers, Nodal Officers, Center Managers, and Young Professionals)	Training	Employment Personnel	5 Days	3-7 Feb 25
86	Seminar on future employment opportunities in the Digital Age	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	07-Feb-25
87	Capacity Building Training Program for Officers or Officials of DGE on Administrative Vigilance Role of IO/PO	Training	Employment Personnel	1 Day	11-Feb-25
88	Career Guidance session on how to restart your career after a gap	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	14-Feb-25
89	Orientation programme on assessing employability skills and the way forward	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	21-Feb-25
90	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	17-25 Feb 25
91	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	25-Feb-25
92	Workshop on NCS Portal for Career Counsellors	Workshops	Employers/ Counsellor etc	1 Day	28-Feb-25
93	Training Program for Government Officials, Trade Unions, and NGOs Engaged in Employment services on LMA & NCSP, in collaboration with VVGnLI.	Training	Employment Personnel	5 Days	3-7 Mar 25



Sr. No.	Name of Programme	Type of Programme	Participation Level	Duration	Tentative Dates
94	Webinar on the changing scenario of green jobs and how to make the most of it	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	07-Mar-25
95	Capacity Building Training Program for Officers or Officials of DGE on Roster Management & Record Management	Training	Employment Personnel	1 Day	11-Mar-25
96	Orientation programme on the importance of skilling/reskilling/upskilling	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	14-Mar-25
97	Skill Gap Training / Employability Training with Industry	Employability Training	Jobseeker/ Students	7 Days	17-25 Mar 25
98	Seminar on Hunting Job Opportunities the right way	Orientation/ Seminar/ Webinar	Jobseeker/ Students	1 Day	21-Mar-25
99	Employer Feedback and Improvement Suggestions Session for Job Fairs	Workshops	Employers/ Counsellor etc	1 Day	25-Mar-25
100	Workshop for Employers on Effectively Utilizing the NCS Portal	Workshops	Employers/ Counsellor etc	1 Day	28-Mar-25

1. The execution of above-mentioned programmes subject to the availability of participants on the dates mentioned against each programme.
2. The training program mentioned above is subject to change as per the recommendation of the Steering Committee.
3. Programme will be on Hybrid mode/online/offline (NICS campus).

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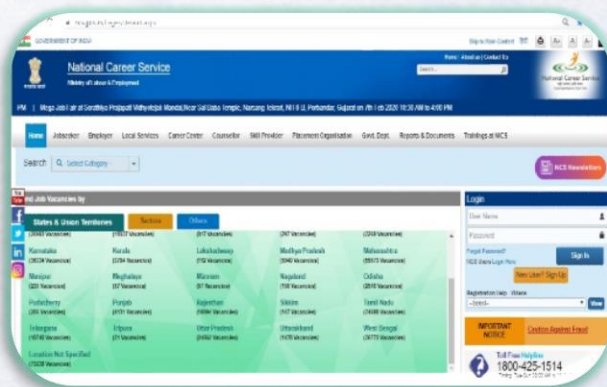
# NATIONAL CAREER SERVICE

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](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

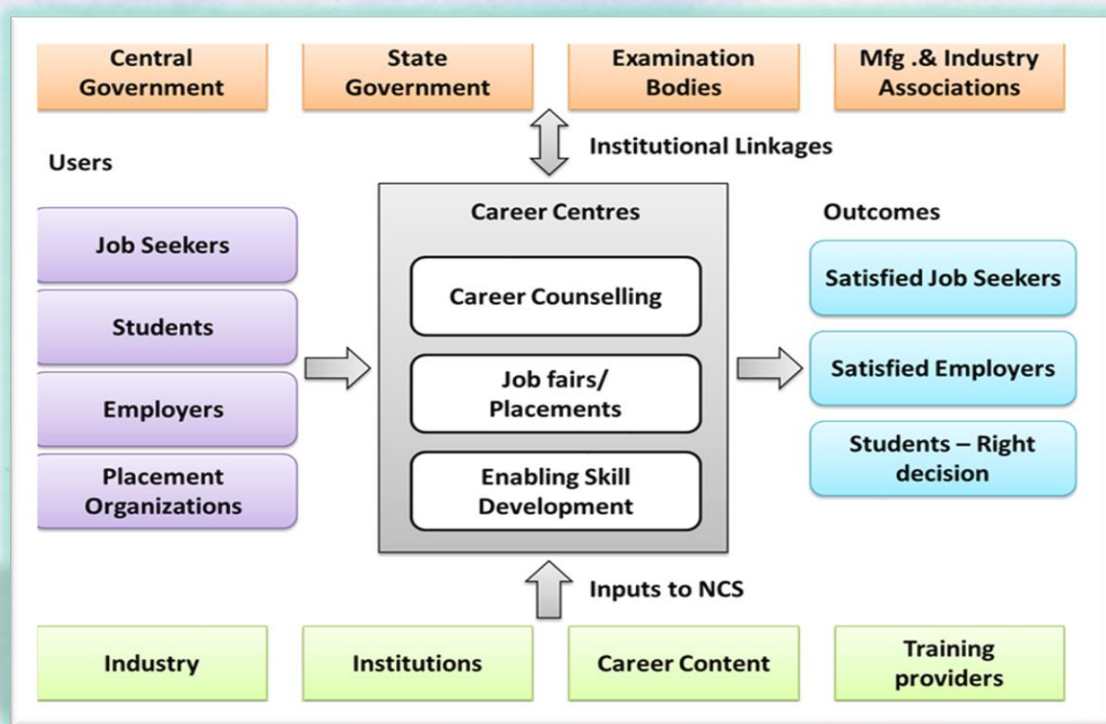
NCS reaches out to people through its multiple delivery mechanisms to empower citizens with access to nationwide opportunities.

- 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.

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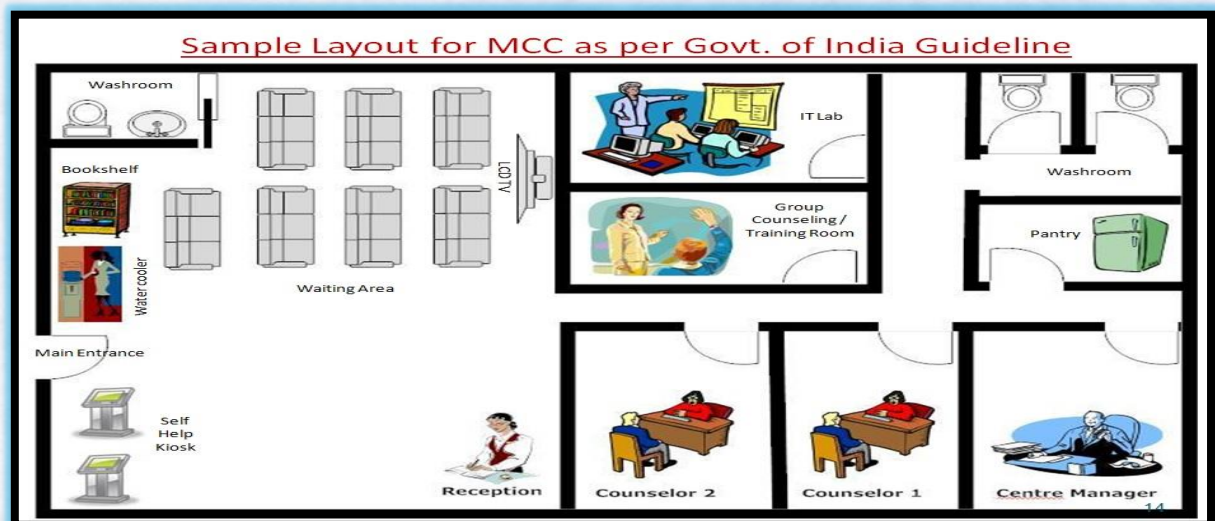
# Model Career Centre

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.

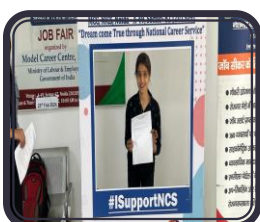




## Activities and Coverage



**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.



**Skill Gap Training:** Career Centre will provide targeted training and development opportunities to bridge the gap between the skills employees currently possess and the skills they need to effectively perform their jobs or advance in their careers.



## 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.



- **Career Centre:** Create & manage Job fairs
- **Employer:** Participate and Post Jobs to Job fair
- **Job Seeker:** Participate and apply for jobs posted in job fairs

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.



# 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.

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# Faculty Profile





<b>NAME</b>	Smt. M. Lata Gautam	
<b>DESIGNATION</b>	Director Employment In-charge, NICS	
<b>E-MAIL ID</b>	<a href="mailto:latag2011@gmail.com">latag2011@gmail.com</a>	
<b>TEL. NO</b>	0120-2405623, 9711002158	

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

Mrs. M. Lata Gautam is a psychologist with a Post Graduate Degree in Psychology. She has dedicated 30 years of service to the Government of India, specifically within the Ministry of Labour & Employment. 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)
- Worked as Assistant Director and Deputy Director (Employment) in NICS, Noida
- Working as Director I/C / Head of NICS, Noida
- Worked as OSD to Minister of Labour and Employment

**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.

<b>NAME</b>	Sh. R. Aswanikumar	
<b>DESIGNATION</b>	Joint Director (Employment)	
<b>E-MAIL ID</b>	aswani-cirtes@gov.in	
<b>TEL. NO</b>	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



<b>NAME</b>	Reeta	
<b>DESIGNATION</b>	Deputy Director of Employment	
<b>E-MAIL ID</b>	<a href="mailto:reeta.24@gov.in">reeta.24@gov.in</a>	
<b>TEL. No.</b>	9868207852	


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

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

**Seminars/conferences/trainings/workshop attended:**

1. 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.

<b>NAME</b>	Smt. Kanta Devi	
<b>DESIGNATION</b>	Assistant Director	
<b>E-MAILID</b>	<a href="mailto:devi.kanta@gov.in">devi.kanta@gov.in</a>	
<b>TEL. NO</b>	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.



# List of External Faculties



**Dr. Arvind**  
Director general,  
VVGnLI, MoLE



**Dr. Otojit Kshetrimayum**  
Fellow, VVGnLI, MoLE



**Dr. Dhanya MB**  
Fellow, VVGnLI, MoLE



**Dr. M. Venkatesan**  
Professor,  
IIFT, New Delhi



**Dr. Sunita Devi**  
Assistant Professor,  
DEPF, NCERT



**Priyadarshan Amitav Khuntia**  
Associate Fellow,  
VVGnLI, MoLE



**Mr. Alok Bansal,**  
Career Counsellor &  
Consultant



**Mr. Sumit Gupta,**  
CEO, Asset Plus



**Mr. Sudhir Agarwal,**  
Director Digital  
Transformation,  
Wadhvani Foundation

# List of External Faculties

Sr. No.	Name	Designation	Field of Expertise
1	Dr. Arvind	Director General, VVG NLI, MoLE	Significance of Team Building Activities and Team Huddles Evaluating Team Performance: Assessment Methods and Techniques
2	Dr. Deepti Singh	Counselling Psychologist	Career Counselling & Vocational Guidance
3	Dr. Dhanya M.B	Fellow, VVG NLI	Entrepreneurship & Self Employment
4	Dr. M. Venkatesan	Professor, IIFT, Delhi	Psychometric Test Career Counselling & Vocational Guidance Soft Skills
5	Dr. Otojit Kshetrimayum	Fellow, VVG NLI	Labour Market Analysis
6	Dr. Sakshi Sharma	Psychologist, DGE, MoLE	Career Counselling & Vocational Guidance Soft Skills
7	Dr. Sasikumar	Former Senior Fellow, VVG NLI	Understanding Transformation in the World of Work
8	Dr. V.K Rastogi	Management Consultant	Soft Skills
9	Mr. Alok Bansal	Career Counsellor & Consultant	Employment opportunities in Private Sector & International Placements
10	Mr. Amit Singh	Partner, Ernst & Young (E&Y)	Project Management Principles and Practices Creating an RFP (Request for Proposals)
11	Mr. Biswajit Mohanty	Former ADE, DGE, MoLE	NCO 2015
12	Mr. Brajesh Kumar	Business Facilitator, GEM	Government e-Marketplace (GEM)
13	Mr. Devender Kumar Jatav	Ex-ISDC Officer, Career Consultant & Mentor	Soft Skills & Corporate Interview Skills
14	Mr. Jitender Kumar	Former ADE, DGE, MoLE	Employment Market Information
15	Mr. Menender Singh	Business Facilitator, GEM	Government e-Marketplace (GEM)
16	Mr. Puran Singh	Assistant Account Officer, EIS PFMS, O/o CGA, Ministry of Finance	PFMS (EIS PFMS Module, E-Bills)
17	Mr. R. Aswani Kumar	Joint Director Employment, DGE, MoLE	Overview of NCS, Vision Mission of NCS 2.0 Role of Model Career Centres in NCS Project Role & Responsibilities & KPIs of YPs & MCCs
18	Mr. R. V. Sakhare	Joint Director Employment, DGE, MoLE	Role of MCCs in NCS Project NES-for disadvantaged section of the society with specific reference to the Role of VRCs & CGCs



## List of External Faculties

Sr. No.	Name	Designation	Field of Expertise
19	Mr. Sudhir Aggarwal	Director- Digital Transformation, Wadhvani Foundation	Future Job Prospects in Information Technology (IT) Soft Skills Digital Literacy
20	Mr. Sudhir Kumar	Dy. Director NSO(FOD) RO, Shimla	Employment Market Information Collection, Compilation and dissemination of occupational information
21	Mr. Sumit Gupta	CEO, Asset Plus Consulting	Entrepreneurship & Self Employment Digital Literacy & Data Analysis Role MSME in Self Employment & Startups
22	Mr. Sunil Baraily	Senior Trainer, TCS	Skill Gap Training
23	Mr. V.K.S. Rathore	Former Head-IPFC, Programme Officer, NIESBUD	Entrepreneurship & Self Employment
24	Mrs. Jyoti Nagpal	Sr. Account Officer, O/o CGA, Ministry of Finance	PFMS (EIS PFMS Module, E-Bills)
25	Ms. Anubha Rohatgi	Research Associate, IIFT	Introduction to Psychometric Test & Evaluation
26	Ms. Meenu Arora	Counselling Psychologist	Career Counselling-Interaction with Jobseekers & Students
27	Ms. Sunita Devi	Assistant Professor, DEPFEE, NCERT	Career Counselling & Vocational Guidance
28	Prof. Bishakha Majumdar	Assistant Professor, Organizational Behaviour & HRM, IIM Visakhapatnam	Soft Skills (Work Place Ethics, Leadership etc)
29	Prof. Monika Rikhi	Professor, Department Of Applied Psychology, University Of Delhi	Career Counselling & Vocational Guidance
30	Prof. Prity Dhawan	Professor, Psychology, Lady Shri Ram College	Career Counselling & Vocational Guidance

# 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.

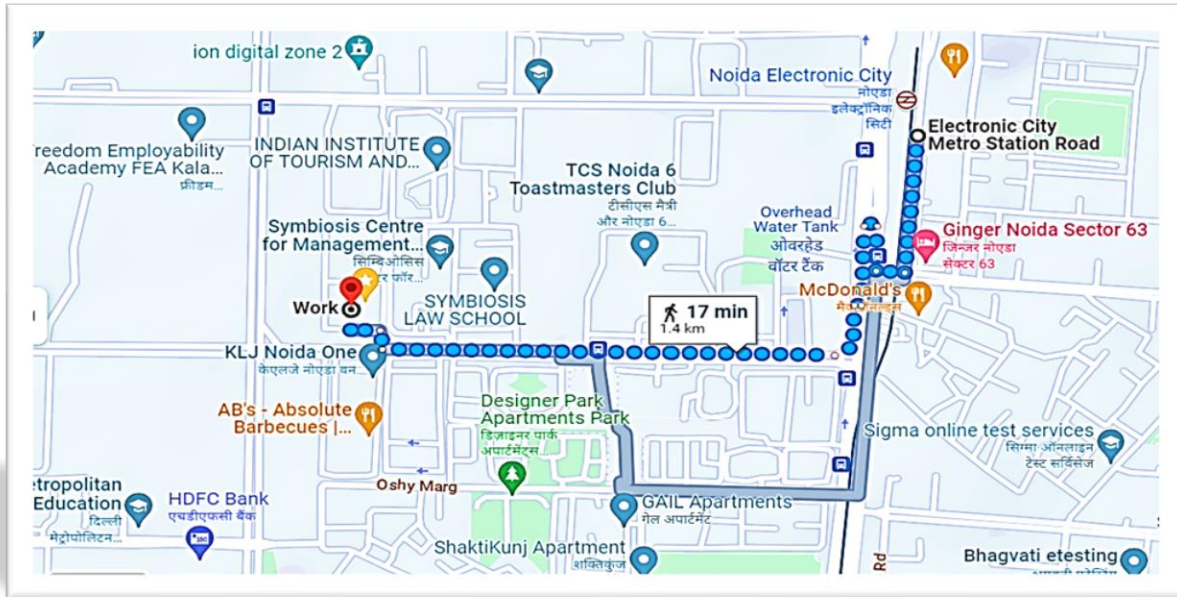
## NICS ADMIN BLOCK



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)





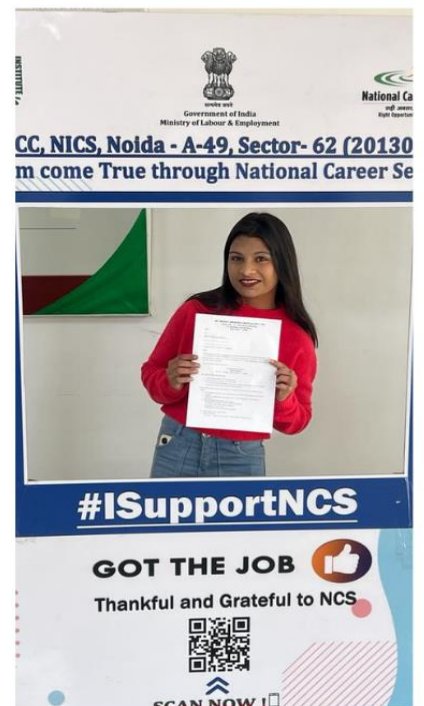
## Glimpse of Activities of NICS Noida

















<https://www.facebook.com/people/National-Institute-for-Career-Service/100086427992531/>



<https://twitter.com/nicsgov>



<https://www.instagram.com/nicsgov/?igshid=YmMyMTA2M2Y%3D>



<https://www.youtube.com/@nicsnoida7916>



**nicsnoida-cirtes@gov.in**



**A-49, Sector 62, NOIDA-201309**



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



# **National Career Service**

**सही अवसर, सही समय**  
**Right Opportunities, Right Time**