



भारत सरकार/Government of India

श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment  
रोजगार महानिदेशालय/ Directorate General of Employment  
अनुसूचित जाति/ अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेंटर  
NATIONAL CAREER SERVICE CENTRE FOR SC/STs

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National Career Service  
सही अवसर, सही समय  
Right Opportunities, Right Time

No: NCSC-D/SCS/2024-25/

Date: 29.05.2024

### Press Note

The office of Sub-Regional Employment Officer, National Career Service Centre for SC/STs, Delhi invites application from reputed institutions for imparting coaching/training to the SC/ST jobseekers in General English, General Awareness & Numerical Ability & Training in Shorthand & Typing on computer so as to equip them to compete in various examinations for vacancies of Group C and equivalent posts conduct by Staff Selection Commission for a period of 12 months. The coaching and training are to be held on six working days a week for three hours (per day) duration covering both the theoretical and practical aspects for 160 candidates during 2024-25.

The selected training institute will be paid @ Rs. 1200/- per candidate per month and is likely to commence w.e.f 01.07.2024. Desirous institutes are advised to submit their applications mentioning name, location, registration/accreditation number of institute, PAN, Carpet area, Class rooms with sitting capacity, No. of computers, details of faculty members along with their bio data, placement records of the last three years, experience in education, training and coaching of students of competitive examinations etc.. Application proposals with all complete documents should reach this centre by registered post or email ([cgc.newdelhi@gmail.com](mailto:cgc.newdelhi@gmail.com)) latest by 15.06.2024. The undersigned reserves the right to change or alter any terms & conditions at any stage. In case of dispute, decision of DGE, M/o Labour & Employment (Govt. of India) New Delhi would be binding on both the parties. For any further details please contact to this office.

(THALLURU SUDHIR)

Sub-Regional Employment Officer

Contact No. 9966053725

The Hindu, 30-05-2024, New Delhi City  
Page 03

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## **Procedure of Selection of Institution**

1. All NCSCs will issue advertisement in local dailies inviting applications from the eligible institutions to be submitted to the respective NCSCs for SC/STs where the scheme is under implementation.
2. A shortlisting committee will be constituted by the NCSC comprising of NCSC Office Incharge, Local Employment Officer as State Government representative and Office Incharge of National Career Service Centre for DA.
3. The committee will evaluate the proposals received based on the above guidelines, proposed infrastructure (at **Annexure A**) and scoring criteria (at **Annexure B**) and recommend those institutions that meet the threshold. In case, NCSC for DA representation is not possible, the Principal of local ITI will be made member of the Committee.
  - 3.1 The detailed syllabus for the implementation of Special Coaching Scheme for the selected institutes is at **Annexure C**. The selected institution is required to strictly follow the syllabus during the period of coaching and accordingly SC/ST job seekers be prepared for the competitive examination of Group-C posts.
  - 3.2 The prescribed proforma for inviting application for Special Coaching Scheme from Training providers is at **Annexure- D**.
4. The recommendations of this Committee will be forwarded to DGE HQs for information.
5. Availability of face recognition biometric system with geo tagging is mandatory for training institution for capturing the real time attendance of the candidates/faculties/staff.
6. The professional fee would be paid to the training institution in a proportionate way as per the attendance/dropout of candidate on quarterly basis.

## PROCEDURE FOR SELECTION OF CANDIDATES FOR SPECIAL COACHING SCHEME AT SC/ST CENTRE

- Upon receipt of intimation from the Headquarter for the commencement of the said courses, applications are invited from the eligible candidates (as per guidelines) through Open Advertisement in News Papers, etc., e-mail to candidates, who are already registered on the NCS Portal, and by conducting seminars for mobilization of candidates.
- Eligibility Conditions:
  1. Minimum Educational Qualification: 10+2
  2. Belong to SC/ST category;
  3. Resident of the particular State;
  4. Annual Family income upto 3 lakh;
  5. Fulfill eligibility criteria of the examination for which preparing.
- Filled in application to be submitted to the concerned NCSC for SC/ST in application form. (**Annexure-E**)
- Shortlisting of eligible candidates is done and final selection is done as per educational qualifications acquired by the candidates. Minimum criteria for selection of the candidates are 10 + 2 level. Weightage is given to candidates possessing higher qualifications viz. Post-Graduation / Graduation and then 10 + 2 level.
- Check List of Documents
  1. 12<sup>th</sup> Marks sheet
  2. AADHAR Card
  3. Bank Passbook
  4. Caste Certificate
  5. Passport Size Photos (4 Nos)
  6. Employment Exchange / NCS Portal registration No.
  7. Income Certificate
  8. Higher Degree Certificate (Graduate, Post Graduate)
  9. Equaling Certificate issued by State Board (In case done Diploma after 10<sup>th</sup>)
  10. Filled application form along with photocopies
- Candidate selection criteria is at **Annexure- F**

- Interviews are conducted for selection of the eligible candidates and the final list is prepared.
- The final selection of the candidates is done at the district level through a committee of members, comprising of the Employment Officer of the respective district, Officer of NCSC For SC/ST, and representative from NCSC for DA (in case DA representative is not available, Career Counsellor/or equivalent officer of concerned Centre/state representative).
- Course is offered on the basis of the suitability of the candidates, the availability of the course. For Special Coaching Scheme, experience and no. of attempts for competitive examinations is also considered.
- Dropouts (within 3 months of starting of course) are substituted by the candidates through the waiting list.

**Proposed infrastructure**

<b>S.No.</b>	<b>Checklist</b>	<b>Scoring scheme</b>	<b>Scores Obtained</b>
1.	Capacity to accommodate 60 students in a Batch	Mandatory	
2.	Availability of 2 classrooms earmarked for the course	Mandatory	
3.	Availability of 3 Exclusive Faculty members	Mandatory	
4.	Availability of drinking water	Mandatory	
5.	Availability of proper sanitation facilities	Mandatory	
6.	Internet	Mandatory	
7.	Classroom Infrastructure – board, light, fan etc.	Mandatory	
8.	Availability of CCTV (access of CCTV to be provided to concerned NCSC for SC/ST)	Mandatory	
9.	Availability of 1:1 chairs and tables for each student	Y= 3 marks N = 0 marks	
10.	Availability of 1:1 computers/per student	Y= 3 marks N = 0 marks	
11.	Availability of library facilities for students	Y= 3 marks N = 0 marks	
12.	Accessibility for PwDs	Y= 3 marks N = 0 marks	
13.	Power Backup	Y= 3 marks N = 0 marks	
14.	Availability of face recognition biometric system with geo tagging is mandatory for training institution for capturing the real time attendance of the candidates/faculties/staff.	Mandatory	
	<b>Total</b>	<b>15</b>	

Note: The selected institutions will be physically visited by the NCSC for SC/ST officer at the time of selection for verification of the infrastructure and should have obtained at least 9 marks in the proposed infrastructure section.



## Scoring Pattern for the Applicant Institutions

	Criteria	Document	Max Marks	Scores to be assigned	Remarks
<b>1</b>	<b>Type of Institution (Max 70 marks)</b>				
<b>1.1</b>	Recognition by Central Government/ State Government/ NCVT or State Public Welfare Department. <b>Registration on NCS portal as training provider</b>	Recognition Certificate, PAN/TAN  <b>NCS Registration Number</b>	-		<b>Mandatory</b>
<b>1.2</b>	Institutional experience in relevant areas of at least 3 years	Documentary proof of programme conducted	15	Years of experience: 3-5 years: 5 marks 5-8 years: 10 marks More than 8 years: 15 marks	
<b>1.3</b>	Availability of Trained Faculty (with minimum 3 years experience) in General English, General Knowledge, Quantitative Analysis, Computer training, Shorthand	CV of faculty Minimum Education Qualification: Graduate with 3 Years coaching experience	15	Years of experience: 3-5 years: 5 marks 5-8 years: 10 marks More than 8 years: 15 marks	
<b>1.4</b>	Availability of trained counselors with minimum 1 year of experience in relevant field	Counselors' name, credentials, PG Diploma in Career Counselling or PG in Psychology & experience.	10	Years of experience: 1-3 years: 2 marks 3-5 years: 5 marks More than 5 years: 10 marks	
<b>1.5</b>	Industry interface for placements	Track record of placements in last 3 years	15	Placement Ratio: 25%-50% = 5 marks 50%-70% = 10 marks 70% or more = 15 marks	
<b>2.</b>	<b>Location of the Institution</b>	Distance from nearest public transport stop (train, bus, tempo etc.)	15	Up to 500 m = 15 marks 500 m - 1 Km = 10 marks 1 Km – 5 Km = 5 marks 5 Km or above = 0 marks	

**\* Documentary proofs in support of above-mentioned points to be submitted to concerned NCSC for SC/ST along with application form at Annexure D.**

**Syllabus for Special Coaching Scheme for SC/STs implementing through National Career Service Centres for SC/STs**

**Course structure:**

Coaching will be provided in the following areas:

- I. English Language and Comprehension
- II. Reasoning and General Intelligence
- III. Quantitative Aptitude
- IV. General Awareness
- V. Computer Proficiency
- VI. Skill Test / Typing Test

The content of the training of the above subjects is given as under:

**I. English Language and Comprehension:**

- (a) **Basic Grammar Review:** Parts of speech and their usage – Articles, nouns, pronouns, adjectives, verbs (including indefinite, gerund, participle, and auxiliary verbs) adverbs, Prepositions, conjunctions. Commonly used noun + proposition combinations, Active/Passive Voice of Verbs, Conversion into Direct/Indirect Narration. Shuffling of Sentences parts, Cloze Passage, Comprehension Passage.
- (b) **Common Errors:** With nouns and noun – phrases, pronouns, adjectives, verbs, In subject – verb agreement, In use of will, shall, would, should, may, might, must, With adverbs, conjunctions, prepositions, Miscellaneous errors, Practice exercises.
- (c) **Vocabulary Test:** Antonyms, Synonyms, Fill in the blanks, Spelling, Tests of Comprehension, Sentence structure, Essay writing, Letter writing.

**II. Reasoning and General Intelligence:**

- (a) **Verbal Reasoning:** Number series, Letter Series, Similarities and Dissimilarities, Analogies, Word exercises, Alphabet Analogies.
- (b) **Non-Verbal Reasoning:** Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series.

- (c) **Cognitive Reasoning:** Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

### III. Quantitative Aptitude:

- (a) **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
- (b) **Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.
- (c) **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
- (d) **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.
- (e) **Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.
- (f) **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2\theta + \cos^2\theta = 1$  etc.
- (g) **Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

### IV. General Awareness:

- (a) India and its neighboring countries, History, Culture, Geography, Economics, Political Science (Both Statics and Dynamics portion).
- (b) Current Affairs, Books and Authors, Sports and recreation, Important Schemes, Important Days.
- (c) People in News, Awards and Honors, Indian Constitution, General Policy & Scientific Research, Policies and Programme, Government Schemes, Major Organizations and Head Quarters, Abbreviations, Currencies.



## **V. Computer Proficiency:**

- (a) Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, backup devices, PORTs, Windows Explorer, Keyboard shortcuts.
- (b) Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.
- (c) Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.
- (d) Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

## **VI. Skill Test/ Typing Test:**

- (a)** The medium of Typing Test will be Hindi, English or any other regional language, if any.
- (b)** Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.

The syllabus of the above subjects should cover the syllabus applicable for all the competitive examination of Staff Selection Commission, Banks & other recruitment agencies etc.

## SYLLABUS FOR SHORTHAND

<b>I.</b>	<b>Shorthand</b>	
	<b>First Part (4 months)</b>	
1.	First Six consonants	a and e Vowels
2.	Next eight consonants	o and u Vowels
3.	Next eight consonants	
4.	First Place Vowels	
5.	Second & Third Place Vowel	
6.	Two forms of R	
7.	Diphthongs and H	
8.	S. Circle	
9.	St and str loops, Sos and SW Circles.	
	<b>Second Part (4 months)</b>	
10.	Double consonants	
11.	N and F hooks	
12.	Shun hook	
13.	Compound consonants, Tick and dot H	
14.	Halving and doubling	
15.	Prefixes and suffixes	
16.	Diphones; Medical W, Sh, R and S	
17.	Figures – Compound Words, intersections, and short forms	
	<b>Third Part (3 months)</b>	
	The emphasis should be speed dictation on the same pattern as needed in the competitive examination. The trainees should be given practice exercise (dictation) to achieve the speed of 80 w.p.m. before they take the final examination of their coaching programme.	

NATIONAL CAREER SERVICE CENTRES FOR SC/ST, .....APPLICATION FORMAT FOR THE APPLICANT INSTITUTION FOR IMPLEMENTATION OF  
SPECIAL COACHING SCHEME

1. Name of the Training Institute:
2. Address of the Training Institute:
3. Contact No.
4. E-mail Address:
5. Status of the Training Institute:
6. Name of the Registering Authority:
7. Registration No.:
8. Date and Place of Registration:
9. PAN No.
10. Annual Turnover of last three years:
  - 1.....
  - 2.....
  - 3.....
11. Bank Details – a) Bank Name .....  
 b) Bank IFSC Code.....  
 c) Bank Account No.....
12. NCS ID of the Training Centre.....
13. Work Experience Details
  - (i) In Education .....
  - (ii) In training/skill Dev and coaching  
 For competitive exams  
 (Result proof thereof) .....
14. Availability of infrastructure for  
 Imparting Training to students  
 i.e. Desktops/printers/internet connectivity.....
15. Is the face recognition biometric system with geo tagging available in training institution for capturing the real time attendance of the candidates/faculties/staff? Yes/No
16. Availability of trained staff for  
 Imparting Training to students  
 For General English; General Awareness  
 Numerical Ability, Logical ability, Shorthand  
 Typing, Computer Operations etc.....
17. Availability of trained  
 counselor.....
18. Availability of industry interface for  
 placements.....  
 (Proof of job fairs and placements thereof)
19. Accessibility for Disabled  
 persons.....
20. Availability of Power  
 Backups.....
21. Availability of Library facilities
22. Availability of parking, water and Sanitation  
 Facilities
23. Total Area of the Training Institute  
 setup.....

(DOCUMENTARY PROOFS COMPULSORILY ATTACHED AS PER DESCRIPTION SUBMITTED FOR  
LAST THREE YEARS)

**Disclaimer: I hereby certify that, to the best of my knowledge, the provided information is true and accurate.**

Signature and Seal  
(Training Institute)