

**No. DGET-19/17/2010-CD**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General for Employment & Training**

Dated 15/4/2011

To,

**Directors dealing with Craftmen Training Scheme(CTS) of All State Governments / UT Administrations.**

**Subject: Implementation of subject "Employability Skills" in place of subject "Social Study" under CTS- regarding**

Sir,

The National Council for Vocational Training during its 38<sup>th</sup> meeting held on 31<sup>st</sup> May, 2011, recommended introduction of subject "Employability Skills" in place of existing "Social Study" from session starting from August, 2011 covering topics viz 1). Communication skills 2). English Proficiency 3). Quality Management tools 4). Entrepreneurial skills 5). Occupational safety and health.

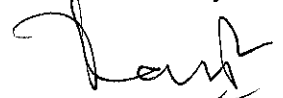
The Government of India accepted the above recommendations of the Council for implementation. Accordingly, a syllabus covering all the above topics has been drafted which was discussed in a trade committee meeting held under the chairmanship of Director General Employment Training on 24<sup>th</sup> December, 2010. The syllabus has now been finalised by incorporating comments and suggestion offered by experts during the meeting. This syllabi has also been approved by members of NCVT for implementation. Final copy of the syllabus is enclosed.

**The subject "Employability Skills" would replace Social Study subject under CTS from Session starting from August, 2011. General Instruction for implementation of curricula are as under:**

1. Subject be taught by existing instructors of Social Study, properly trained in new areas or by guest/ contract faculty.
2. Training to be imparted using comprehensive study material/ Question Bank developed by DGE&T.
3. Subject will be included under "All India Trade Test" with 50 marks in place of Social Study and trainees have to secure minimum 40% marks to pass the subject.
4. The course be introduced from the session starting from August, 2011 for all schemes of DGE&T. Holidays and after training hrs may be used for completing the syllabus.
5. If necessary, after training hrs may be used for completing the syllabus.

As this is the new subject being introduced in Govt. & Pvt. ITIs therefore, need has been felt that there should be comprehensive study material covering all the five subject for use of trainees of the institutes. Accordingly, study material covering all the five topics as per the curricula is being developed by National Instructional Media Institute, Guindy, Chennai. You are requested to submit your requirement for study material to Director, National Instructional Media Institute, Guindy, Chennai .


Yours faithfully



(R.L. Singh)  
Director of Training

**Copy to,**

- 1 Director, ATI/ Chennai , Hyderabad, Bombay, Kolkata , Kanpur, Ludhiana CSTARI, Kolkata / ATI(EPI)Hydrabad, & Dehradun , FTI Bangalore & Jamshedpur &NIMI Chennai
- 2 RDAT Kanpur, Mumbai , Kolkata ,Chennai,Faridabad & Hyderabad
- 3 Director CSTARI
- 4 Director NIMI
- 5 Principal CTI Chennai , MITI, Haldwani, Calicut, Jodhpur, Choudwar, NVTI, New Delhi and all RVTIs .
- 6 All officers up to JDT level of DGE& (HQ)
- 7 **TT Cell of DGE&T – with a request to supply Question Papers for Employability Skills as per demand from AITT February, 2012 for 6 month course and August 2012 for courses of duration 1 year or more.**



(Anita Srivastava)  
Dy. Director of Training

**Copy for information :** PS to Minster of L&E, PS to Secretary (L&E),PS to DG/JS

SYLLABUS

FOR

# **EMPLOYABILITY SKILLS**

(COMMON FOR ALL TRADES)

UNDER

**CRAFTSMAN TRAINING SCHEME/APPRENTICESHIP TRAINING  
SCHEME**

Year: 2011

**GOVERNMENT OF INDIA**  
MINISTRY OF LABOUR & EMPLOYMENT, DGE&T

**SYLLABUS FOR THE SUBJECT OF  
EMPLOYABILITY SKILLS**

Total Time of Instruction: 110 Hours

(As regards to imparting instruction, flexible approach like weekend class or evening class may be adopted. This has been suggested keeping in view that duration of training period under CTS varies from 6 month to 3 years. The existing norms of 2 hours per week may not be sufficient for 6 month course, therefore this time may be enhanced accordingly.)

1. English Language course- 25 Hrs.

Subject	Topic
Pronunciation	Stress and accents, accentuation (mode of pronunciation) marks, intonation (utter with particular tone), diction (use of word and speech) with audio-video aids.
Functional Grammar	Transformation of sentences, adjectives of comparison, voice change, narration, change of tense, spellings.
Reading	Reading simple English with preparation-news reports elementary office correspondence. Purpose, skimming (take the best part) , scanning(reading with attention) , cognates( relative words) and false cognates, text structures. Reading simple letters. Office task and duties, applying for a job. Reading current news and giving opinions.
Writing	Construction of simple sentences Writing simple English and preparation- news reports, paragraphs. Form filling, addressing envelopes, layout of letters- Writing requests, responses to requests. Resumes or curriculum vita essential parts, letters of application-reference to previous communication, requesting something, asking someone to do something, simple comprehension.
Speaking	Speaking with preparation on self, on family, on friends/classmates, on known environment, dialogue-group discussion, picture reading; gain confidence through role-playing and discussions on current happening, job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers, ordinal numbers,. Taking messages, passing messages on, and filling in message forms. Greetings, and introductions, office hospitality.

## 2. Communication skills- 25 Hrs

Need for communicate

Communication and its importance

Principles of Effective communication

Process of communication

Types of communication – verbal, non verbal, written, e-mail, talking on phone

Non verbal communication – characteristics, components – para- language, body – language (Kinesics, proxemics)

Barriers to communication and dealing with barriers

Communication content development

Speaking

Listening – hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening

Asking Questions, types of questions

Answering questions

Handling nervousness/discomfort

Quality of communication

Pedagogy

The course should be delivered in a workshop mode, wherein every learner gets an opportunity to practice the inputs and gets coaching to improve his skills to attain the desired level. Suitable mix of time for theoretical inputs with appropriate demonstrations and practice will need to be developed

### Listening Skills

- Listening – hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening
- Triple-A Listening- Attitude, Attention & Adjustment
- Active Listening Skills

### Motivational Training:-

- Characteristics Essential to Achieving Success
- The Power of Positive Attitude
- Self awareness
- Importance of Commitment
- Ethics and Values
- Ways to Motivate Oneself
- Personal Goal Setting and Employability planning

### Facing Interviews: -

- Manners, Etiquettes, Dress Code for an Interview
- Do's & Don'ts for an interview

### Time Management Skill:-

- Tools to plan your work:
  - To-Do Lists
  - Scheduling your day
- Getting organized

- Maximizing the available time
- The importance of right attitude

### **3. QUALITY TOOLS: 20 Hrs**

- Introduction to Quality consciousness
- Quality concept
- Quality tools
- Introduction to Quality Parameters – 5 S concept, kaizen, TPM, SGA (Small Group Activity) / Quality Circle.
- Introduction to Concept of TQM and ISO (QMS – Quality Management System.)

### **4. Occupational Safety and Health (OSH): 20 hours**

#### **(i) Introduction to occupational Safety and Health**

- Definition of occupational health and safety
- Occupational hazards
- Occupational hygiene
- Ergonomics

#### **Accident prevention techniques**

- Prevention and control of accidents and occupational diseases
- Safety Measures

#### **Occupational Safety and Health legislations in India**

- Overview of the existing OHS legislations in India
- The Factories Act
- The Workmen's Compensation Act
- The Employee's State Insurance Act

#### **(ii) HIV / AIDS, STD**

- HIV risk behavior & activities—what is safe or risky?
- Current trends on HIV testing & facilities
- Easy guide to understanding HIV in the body and the conditions & treatments available
- Exploring the myths, attitudes & prejudice relating to HIV to increase confidence when challenging prejudice
- Understanding the social, physical & emotional impact of those living with HIV and their careers & families

## 5. Entrepreneurship : 20 Hrs

- Needs, scope for self-employment with special reference to self-employment scheme and sources of assistance in Central & State Government Organization like DIC, SIDA, SISI, NSIC, SIDO, Financial institutions and banks.
- Entrepreneurship values, attitude & motives.
- Identifying & developing entrepreneurial competence and networking, entrepreneurial culture.
- Characteristics of successful entrepreneur successful enterprise.
- The cause of failure and identification of entrepreneurship abilities through self assessment and other technique.
- Types of business in different trades and the important of skill.
- Understanding the consumer, market through consumer behavior, market survey scope and influence publicity and advertisement, consumer action forum.
- SWOT
- Self Analysis
- Creativity and Idea Generation
- Project Formation, Feasibility, Viability, Profitable study
- Investment Procedure – Loan Procurement – Agencies – banking Process.
- Accounting and Analysis – Bank Operation i.e. Debit and Credit Book Keeping, Financial Software packages, invoicing and challans.
- National Scheduled Tribes Finance and Development Corporation (NSTFDC) : Organisation, function, salient features of schemes for financial assistance ([www.nstfdc.nic.in](http://www.nstfdc.nic.in))

### Training Methodology:

- Interactive Pedagogy
- Class Room Training
- Audio Visual method
- Role Play

### Qualification for Instructor

- Graduate preferably with proficiency in English Language.
- Should have experience for 2 years in teaching communication skills & personality development.
- Guest Faculties / Experts can be invited for specialized subject
- Existing instructor of Social Study required to be re- trained in new areas of curricula.

### NOTE :

Apprentices has to cover/learn the content of the syllabus of Employability Skills for Craftsmen Training Scheme (Common for all trades under CTS) if they had not learnt/covered the aforesaid syllabus before their appointment as apprentices.

General Instruction:

1. Holidays and after training hrs may be used for completing the syllabus.
2. Subject be taught by guest faculty or existing instructors of Social study, properly trained in new areas.
3. Training to be imparted using comprehensive study material/ Question Bank developed by DGE&T.
4. Subject will be included under "All India Trade Test" with 50 marks in place of Social Study and trainees have to secure minimum 40% marks to pass the subject.
5. The course be introduced from the session starting from August, 2011 for all schemes of DGE&T.

**List of members attended the Trade Committee for Subject "Employability Skills"**

Sl. No	Name and Designation	Expert
1	Shri Sharda Prasad , Director General Employment Training	Chairman
1	Ms Rita Sengupta, Director National Institute for Entrepreneurship and Small Business Development, A-23, Sector-62, Industrial Area, Phase-II Noida-201301, UP	Entrepreneurship
2	Maj. General N. K. Dhir, Counsellor, NABET Quality Council of India 2 <sup>nd</sup> Floor, Institution of Engineers Building Bahadur Shah Zafar Marg New Delhi	Quality Council of India
3	Shri Vipin Sahni , Director NABET Quality Council of India 2 <sup>nd</sup> Floor, Institution of Engineers Building Bahadur Shah Zafar Marg New Delhi	Quality Council of India
4	Shri. A.K. Singh Director, Regional Labour Institute, Sector 47 Faridabad-121003	Occupational Safety & Health
5	Shri. Ved Prakash Yajurvedi Director V.V. Giri National Labour Institute Noida	Occupational Safety & Health
6	Shri. SK. Misra, Addition Director, DTE&T, Orissa Shri. Vimal Dimri, DTTE, Delhi Shri B.L. Raul, Dy. Director , DGT, Gujrat	State Govts
7	Mrs Neeta Pradhan Consultant, Confederation of Indian Industry (CII) 249-F, Sector-18, Udyog Vihar Phase IV Gurgaon-122015-Hararyana	Industry
8	Mrs Rekha Kaul Dy. Director FICCI, Federation House Tansen Marg New Delhi 110 001	Industry
9	Shri. Anil Kumar Director –in charge CSTARI , Kolkata	CSTARI
10	Shri. L. K. Mukherjee Dy. Director CSTARI Kolkata EN-Block , Sector –V, Salt Lake City, Kolkata-700091	CSTARI
11	Shri C Saravababava Director,	NIMI

	National Instructional Media Institute Post Box-3142,CTI Campus Guindy Industrial Estate,Guindy Chennai	
12	Shri. Rajat Khawas Manipal City & Guild	Soft Skill
13	Shri Arun Mittal Manipal City & Guild	Soft Skill
14	Shri Rajiv Ahuja Anthem Academy	Soft Skill
15	<b>Representative of NIIT</b> 1) Mr. Sunil Dahiya- National Head-Industry Collaboration 2) Ms. Deepali Nagar- Head-Content Design & Development 3) Ms. Meenakshi Kaul-Head-Synchronous Delivery	Soft Skill
	<b>Shri R.N. Bandopadhyay, Joint Director</b>	DGE&T
	Mrs. Anita Srivastava, Dy. Director	DGE&T
21	Shri. R.L. Singh, Director (Training)	Member Secretary