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नई दिल्ली-110001

DIRECTORATE GENERAL OF TRAINING  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT &  
ENTREPRENEURSHIP  
NEW DELHI-110001

No. MSDE(DGT)-19/03(03)/2022-CD

Dated 05<sup>th</sup> April 2022

To *Dear Colleagues,*

1. All State Principal Secretaries/ Secretaries/ of States/UTs dealing Skill Development Program
2. All States/ UTs Commissioners/ Director, Vocational Training / Skill Development,
3. The Directors, NSTIs & RDSDEs

**Sub: - Revised curriculum of Employability Skill (ES) of 120 hours for 1 year / 1<sup>st</sup> year of 2-year course, of 60 hours advance course in the 2<sup>nd</sup> year of Two-year trades and of 60 hours for 6-month course (Applicable from Next Session) – reg.**

Sir/Madam,

This is to inform that 16th meeting of the National Skills Qualifications Committee (NSQC) under National Council of Vocational Education and Training (NCVET) was held on 24th February 2022, through Video-Conferencing, under the Chairmanship of Chairperson, NCVET wherein adding Employability Skills (Es) as common National Occupational Standard (NOS) across all Qualifications was discussed in the meeting under agenda no. 16.

In order to ensure horizontal mobility of students, and to standardize such ES components for easy adaptability by all Awarding Bodies/ SSCs, it was decided in above said meeting that a few mandatory common NOSs on employability skills (roughly to the extent of 10% duration of the notional hours) will be prepared. The ES shall primarily consist of following modules:

- i. Introduction to Employability Skills
- ii. Constitutional values /Citizenship
- iii. Becoming a professional in the 21st Century
- iv. English Skills
- v. Career Development & Goal Setting
- vi. Communication Skills
- vii. Inclusion, Gender Sensitivity, PWD etc.
- viii. Financial and Legal Literacy
- ix. Digital Literacy & Skills
- x. Entrepreneurship
- xi. Customer Service
- xii. Job readiness and examination preparation

Contd./2-

3. The recommendation of NSQC was further conveyed to State/UT Principal Secretaries/Secretaries of Skill, Sector Skill Councils, Controller of Examinations, RDSDE's and NSTIs in the VC meeting held under the Chairmanship of Secretary MSDE on 10th March 2022 at 12:00 Noon under agenda item no. 3.
4. After the detailed deliberations in this meeting, it was resolved that:
  - i. Revised curricula of ES will be 120 hours for the students of one-year courses and 1st year students of two- year courses & 60 hours advance course in the 2nd year of two-year trades, and 60 hours for six-month course, consisting of modules as per para 2. The brief details are available in Table 1.
  - ii. The assessment of Employability Skill will be through formative assessment and/or viva.

**Table 1: - Notional Hours allotted for Employability Skill Subject**

Sl. No.	Duration of Trade under CTS	Existing Notional Hours	Revised Notional Hours
1.	06 Month	80 Hrs	60 Hrs
2.	1 Year	160 Hrs	120 Hrs
3.	2 Year	240Hrs (160 Hrs for 1 <sup>st</sup> year and 80 Hrs for 2 <sup>nd</sup> Year)	120 Hrs for 1 <sup>st</sup> year and 60 hrs advance course for 2 <sup>nd</sup> Year

5. The revised curricula will be applicable from the session 2022-23 and onward. Accordingly, State/UTs Directorates dealing with vocational training are kindly requested to issue necessary directions to Principals and Instructors of ITIs to organize workshop/ give wide publicity amongst trainees about the revision of curriculum of Employability Skill (ES).

*With regards,*

Yours Sincerely

*Atul Kumar Tiwari*  
(Atul Kumar Tiwari)

Copy to:

1. Sr. PPS to Secretary, MSDE
2. PPS to DDG, DGT
3. All Directors at DGT (HQ), New Delhi
4. Director TT Cell, DGT (HQ), New Delhi – for necessary action please.
5. Director CSTARI and Executive Director, NIMI- for necessary action please.
6. IT Head, DGT with a request to upload on DGT website