

**Special Advertisement No. 02**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF LABOUR & EMPLOYMENT**  
**DIRECTORATE GENERAL OF EMPLOYMENT**

3/10 Jam Nagar House  
Shahjahan Road,  
New Delhi-110011

**INVITING APPLICATIONS FOR IMPARTING COACHING TO  
SC/ST JOB SEEKERS IN GENERAL ENGLISH, GENERAL  
AWARENESS AND TRAINING IN SHORTHAND AND TYPING ON  
COMPUTER SO AS TO EQUIP THEM TO COMPETE IN VARIOUS  
COMPETITIVE EXAMINATIONS FOR GROUPS "C" AND  
EQUIVALENT POSTS CONDUCTED BY STAFF SELECTION  
COMMISSION AND OTHER RECRUITMENT AGENCIES**

Ministry of Labour & Employment invites applications from reputed institutions for imparting coaching/training to the SC/ST job seekers 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 conducted by Staff Selection Commission and other recruiting agencies, under its Special Coaching Scheme for a period of 11 months. The coaching and training courses are to be conducted at **Delhi, Hyderabad, Bangalore, Ranchi, Kolkata, Kanpur, Jabalpur, Surat, Imphal, Guwahati, Hisar, Chennai, Thiruvananthapuram, Bhubaneswar, Jaipur, Nagpur, Mandi, Kohima, Jammu, Jalandhar & Itanagar** under the supervision of National Career Service Centres for SC/STs located in these cities. The coaching and training are to be held on six working days' a week for three hours duration covering both theoretical and practical aspects. The number of candidates to be trained at each centre will be around 60 except Delhi where the number of candidates is 100.

The 11 month's coaching/training is likely to commence w.e.f 01.07.2019. The following guidelines will be used for short listing and selecting the institutions.

**1. Type of Institution:**

The Institution applying for participating in this scheme needs to meet the following criteria:

- a. The institutions must be recognized by authorities like Central Government, State Government, NCVT or State Public Welfare Department. Copies of such recognition to be provided along with the proposal.
- b. Experience of three years in education, training and coaching of students for competitive exams
- c. Adequate infrastructure to train students in General English, General Awareness & Numerical ability and training in shorthand & typing on computer.
- d. The institution must have annual audited turnover during the last three years and also have a TAN/PAN Number & Bank Account Number.
- e. Preference will be given to institutions having trained counselors and good industry interface for placements.
- f. Preference will be given to institutions that have commitment for the welfare and development of weaker section of the society.
- g. The Institution must be registered on the NCS Portal ([www.ncs.gov.in](http://www.ncs.gov.in)) as a training provider.

**2. Location of the Institution:**

The institutions should have adequate training infrastructure in the city where the NCSC is located. The Institution should be located in an area which is easily accessible through public transport.

**3. Faculty:**

The faculty members should be professionally qualified Instructors (B. Ed, PGT etc.) to teach General English, General Knowledge/Awareness, Typing and Shorthand & Computer operations having good academic background and experience in teaching and also having experience of carrying out similar task for a minimum period of three years. These courses are to be run by at least three separate faculty members whose details are to be provided along with the proposal.

**4. Training Infrastructure:**

The institution must have the following infrastructure in the location/premises where the training is proposed to be imparted.

1. **Classrooms etc.:** The institution should have adequate number of classrooms with other infrastructural facilities like Boards, chairs, tables, fans, light, etc. The classrooms should be well lit (good lighting), ventilated, power backup etc for conducting coaching classes to accommodate around 60 trainees/students for the course duration.
  2. **Computer/IT Facilities:** The Institution should have adequate computing facilities (desktops, printers, broadband internet connectivity etc.) in good working condition. The computer to student's ratio should be on a 1:1 basis.
  3. **Library facilities:** The Institution should have a well-equipped library with books and reference material for competitive examinations.
  4. **Water and sanitation facilities:** The Institution should have adequate water and sanitation facilities with separate clean toilets for males and females.
5. **Management of Scheme:**

The Institution will facilitate registration of candidates undergoing the training on the National Career Service (NCS) Portal and keep their profiles updated. The institute will also facilitate the process of opening of Aadhaar seeded bank accounts of the selected candidates for release of stipendiary support. The Head of the Institution/School/College etc would personally supervise the programme and track the progress of students. Regular feedback from both students and faculty is to be sought for improving delivery of lectures and feedback sent to DGE for further action.

6. **Scheme Details:**

(a) Stipend @Rs 1000/- per month to be paid to all SC/ST candidates undergoing the three courses organised through NCSCs. Payment of stipend will be subject to 80% attendance each month and disbursed through the DBT payment method. The NCSC Centre will facilitate the eligible candidates in seeding their bank accounts with Aadhaar.

(b) The rates for payment under the Special Coaching Scheme will be as follows:

No.	Name of the component	Unit	Rate
1	Payment to Institutions for Special Coaching Scheme	Per candidate per month	Rs 800/-
2	Payment of Stipend to Trainees	Per candidate per month	Rs. 1000/-
3	Books & Stationery	Per trainee per year	Rs.1000/-
4	Honorarium	Per lecture to the Guest Speakers in NCSCs	Rs.500/-
5	Evaluation Charges – for examination	Per paper	Rs.10/-
6	Charges for setting up of question papers	Per paper	Rs.500/-

Applications with full details in respect of the criteria stipulated in the above guidelines for conducting training/ coaching may be sent in sealed cover addresses to the Sub-Regional Employment Officer/ incharge of the concerned National Career Service Centres for SC/ST located at the above said places on the addresses given as under within 10 days from the date of publications of this advertisement.

- 1) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
I.T.I. Campus, Behind Kausalya Bhavan,  
D.E.T., Dairy Circle,  
Bangalore-560 029 (Karnataka)
- 2) Sub-Regional Employment Officer/Incharge  
National Career Service Centre for SC/STs  
VRC (H) Building, Block- EN/81, Sector –V,  
Salt Lake City, Kolkata-700091 (West Bengal)
- 3) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
NCSC for DA Building, AK Azad Road,  
Opp. Cancer Hospital, Behind ITI, Guwahati-781016 (Assam)
- 4) Sub-Regional Employment Officer (I/C)  
National Career Service Centre for SC/STs  
V.R.C. Building, 9-10-11, Main Vikas Marg Extension  
(Near Shakti Mukund Hospital)  
Karkardooma, Delhi-110092 (Delhi)
- 5) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
ATI Campus, Vidyanagar, Hyderabad-500007 (Andhra Pradesh)
- 6) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
Tamil Nadu Slum Clearance Board Building  
3rd Floor, 140/56, Santhome High Road  
Kuil Thottam, Chennai-600004 (Tamil Nadu)
- 7) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
“GAYATRI”, TC-25/849, Thycaud P.O (Trivandrum)  
Thiruvananthapuram-695014(Kerala)

- 8) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
Employment Exchange Complex,  
Lamphelpet, Imphal-795004(Manipur)
- 9) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
34-D/C, Gandhi Nagar  
Jammu-180004
- 10) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
D.C. Complex, 1st Floor, Room No. 124  
Jalandhar City –144001 (Punjab)
- 11) Sub-Regional Employment Officer,  
National Career Service Centre for SC/STs  
Room No. 805-807, Block No. A-2, 8<sup>th</sup> floor, Toshali Bhawan,  
Satya Nagar, Bhubaneswar –751007 (Odisha)
- 12) Sub-Regional Employment Officer (I/C)  
National Career Service Centre for SC/STs  
C/o Directorate of Employment & Craftsmen Building,  
ITI Complex, High School Road,  
Kohima – 797 001
- 13) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
Regional Employment Exchange Campus  
G.T. Road, Kanpur-208002 (Uttar Pradesh)
- 14) Sub-Regional Employment Officer,  
National Career Service Centre for SC/STs  
Jabalpur Development Authority Complex,  
Block No.-2, 2<sup>nd</sup> Floor, Madan Mahal Chowk  
Jabalpur-482002 (Madhya Pradesh)
- 15) Sub-Regional Employment Officer,  
National Career Service Centre for SC/STs  
Employment Exchange Building,  
Shri Ramchander Mandir Compus,  
Opposite Old Vidhan Sabha,  
Sirehdyodhi Bazar, Jaipur-302002 (Rajasthan)
- 16) Sub-Regional Employment Officer (I/C)  
National Career Service Centre for SC/STs  
Ground Floor, AVTS Building,  
I.T.I. Campus, Majura Gate, Surat-395001 (Gujarat)

- 17) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
House No. 14, B & R Colony,  
Opposite Guru Jambheshwar School,  
Near Sector-16, Hisar-125001 (Haryana)
- 18) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
New Administrative Bldg. No. 1,  
5th Floor, Zila Parishad Premises, Civil Lines,  
Nagpur-440001 (Maharashtra)
- 19) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
Regional Employment Exchange Building,  
Mandi-175001, (Himachal Pradesh)
- 20) Sub-Regional Employment Officer (I/C)  
National Career Service Centre for SC/STs  
ITI Campus, Itki Road, Hehal, Ranchi-834005  
(Jharkhand)
- 21) Sub-Regional Employment Officer  
National Career Service Centre for SC/STs  
Old Deputy Commissioner's Building,  
Near Tax & Excise Office, 'C' Sector, Itanagar-791111,  
(Arunachal Pradesh)