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 **Aizawl, Delhi, Hyderabad, Bangalore, Ranchi, Kolkata, Kanpur, Jabalpur, Surat, Imphal, Guwahati, Hisar, Chennai, Thiruvananthapuram, Bhubaneshwar, 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 Jabalpur and Aizwal where the number of candidates is 100 and 50 respectively.

The 11 month's coaching/training is likely to commence w.e.f 01.09.2020. 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) 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/-

Preventive Measures of COVID-19: All NCSCs would ensure that training institutions at present these programmes may be conducted through online/blended/conventional mode depending on the situation and MHA guidelines issued from time to time.

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 (I/C)
   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
   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
   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 (I/C)
   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 (I/C)
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 (I/C)
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, 8th 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, 2nd 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 Jambeshwar 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)

22) Sub-Regional Employment Officer (I/c)
National Career Service Centre for SC/STs
1st Floor, Remkunga Building, Tuikahatuang,
Aizwal-796001 (Mizoram)

Selection of Institutions for Special Coaching Scheme - Guidelines

The Ministry is implementing the scheme for "*Welfare of SC/ST job seekers through Coaching, Vocational Guidance and Training and Introduction of new courses in existing National Career Service Centres for SC/STs and Establishment of new NCSCs in the States not covered so far*" through 25 National Career Service Centres (NCSCs) for SC/STs set up by Government of India to enhance the employability of SC/ST job seekers through coaching/training as per the curriculum at Annex A. These centres provide Vocational Guidance/Career Counseling services to the educated SC/ST job seekers in order to enhance their employability, prepare them for competitive examinations and other employment opportunities. The NCSCs will implement the special coaching scheme through institutions which will be selected as per the specified guidelines.

The scheme will be widely publicized through advertisements, notices in employment exchanges, circulars to schools and colleges etc. Similarly, for getting quality institutions to impart training, adequate publicity may be made through advertisements and follow up with leading institutions.

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 the areas specified in Annexure A.

    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) as a training provider.

3. **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.

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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.

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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.
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7. **Scheme Details:**

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4	Evaluation Charges – for examination	Per paper	Rs.10/-
5	Charges for setting up of question papers	Per paper	Rs.500/-

Procedure of selection of Institution

1. DGE will issue centralised advertisements in leading dailies inviting applications from the eligible institutions to be submitted to the respective NCSC for SC/STs where the scheme is under implementation.

2. All NCSCs would issue similar advertisements in local dailies and would be followed up by approaching leading institutions in the city.

3. A shortlisting committee will be constituted by the NCSC for SC/STs comprising of NCSC for SC/STs Office Incharge, one staff member of concerned NCSC for SC/STs, Local Employment Officer as State Government representative and Office Incharge of National Career Service Centre for Differently Abled (NCSC for DAs). The committee will evaluate the proposals received based on the above guidelines and scoring criteria (at Annex B) and recommend those institutions that meet the threshold. Incase NCSC for DAs representation is not possible, Principal of local ITI will be made member of the Committee.

4. The recommendations of this Committee will be forwarded to DGE for examination and acceptance.

Preventive Measures of COVID-19: All NCSCs would ensure that training institutions at present these programmes may be conducted through online/blended/conventional mode depending on the situation and MHA guidelines issued from time to time.

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.   General English
    II.   General Awareness, quantitative analysis and reasoning etc.
    III.   Computer Fundamentals
    IV.   Computer proficiency

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

I.   **General English**

I.1   First part (4 months)

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.

I.2   Second Part (4 months)

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.

I.3   Third Part (3 months)
Vocabulary Test:
Antonyms
Synonyms
Fill in the blanks
Spelling
Tests of comprehension
Sentence structure
Essay writing
Letter writing

II.   **General Awareness**

First Part (4 months)

II.1 General Intelligence:

(a) Verbal Reasoning

Number Series
Letter series
Similarities and Dissimilarities
Analogies
Word exercises
Alphabet analogies

General Awareness - History and Culture

II.2 Second Part (4 months)

(b) Non-Verbal Reasoning test:
Principle of series
Principle of Analogies
Principle of classification

General Awareness – Geography and General Sciences

(c) Numerical Ability
Real Numbers, and rules,
Addition, subtraction, multiplication and division
LCM and HCF
Brackets, simplification, fractions
Decimal fractions
System of measures
Square root and cube root
Percentage
Ratio and proportion

General Awareness – Indian Economic Development (including Monetary and fiscal systems)

II.3 Third Part (3 months)

(d) Verbal reasoning contd.
Odd-man out (similarity or similar relationship that exists between the things, objects, words
or alphabets)
Drawing inferences
Correct responses

General Awareness – Indian Political System

(e) Numerical ability – contd.

Unitary Method, Average
Simple and compound interest
Discount
Partnership
Time and Work
Time and distance
Area & volume
General Awareness – Current Affairs

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.

III.   SYLLABUS FOR SHORTHAND

I.	**Shorthand**	
	First Part (4 months)	
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.	Dipthongs and H	
8	S. Circle	
9.	St and str loops, Sos and SW Circles.	
	Second Part (4 months)	
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	
	Third Part (3 months)	
	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.	

IV. SYLLABUS FOR COMPUTER FUNDAMENTALS

IV.1   THEORY:

Computer origin and Evolution, Computer Generation, Kinds of Computers, Basic Structure of a Computer, Main parts of a Computer, Computer Operation. Preparation of a file. Computer Languages, Specification of a Computer, Computer Virus, Computer Glossary, Introduction to Office Automation Tools (Word-processing, Spreadsheet, Presentation, Database etc). Brief description of DTP, Data entry, Multimedia, E-mail, E-commerce, Internet etc.

IV.2   PRACTICAL:

Internet and its application such as E-mail, E-commerce, Internet banking, Reservation of tickets etc. Application of Office Automation software.

NOTE : After the studying of the above course, the student should be in a position to use Computers for performing the duties as an Office Assistant/Stenographer.

V. COMPUTER PROFICIENCY

In view of the fact that Staff Selection Commission conducts skill test on Computers, it has been decided that the Special Coaching Scheme should include a module on Computer Training for the entire period during the Coaching of eleven months. The skill test for recruitment to the posts of LDC and Stenographers shall be conducted only on Computers. The norms for the same are as prescribed below:

POST	SKILL TEST NORMS ON COMPUTER
Lower Division Clerk	**English Typing @ 35 w.p.m.** **Hindi Typing @ 30 w.p.m.** **(Time allowed – 10 mts.)** **(35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)**
Stenographer Gr.D	**Dictation :10 mts @ 80 w.p.m** **Transn: 50 mts (Eng.) and 65 mts (Hindi)**
Stenographer Gr.C	**Dictation :10 mts @ 100 w.p.m** **Transn: 40 mts (Eng.) and 55 mts (Hindi)**

 Source: DOPT's OM No.AB-14017/20/2008-Estt.(RR) dated 17.05.2010.

	Criteria	Document	Max Marks	Scores to be assigned	Remarks
1	**Type of Institution (Max 70 marks) (1.1 to 1.6)**				
1.1	Recognition by Central Govt., Central Government, State Government, NCVT or State Public Welfare Department	Recognition Certificate, PAN/TAN			**Mandatory**
1.2	Institutional experience in relevant areas	Documentary proof of programmes conducted	15	General English – 5 General Awareness and quantitative analysis and reasoning etc. – 5 Computer courses with practical–5	
1.3	Availability of Trained Faculty in General English, General Knowledge, Quantitative Analysis, Computer training	CV of faculty	15	General English – 5 General Awareness and quantitative analysis and reasoning etc. – 5 Computer courses with practical–5	
1.4	Experience of three years in education, training and coaching of students for competitive exams	Records of students admitted and passed out	15	Years of experience: 3 years = 2 marks 3-5 yrs = 4 marks 5-8 yrs = 8 marks 8 yrs or more = 12 marks Experience in SC/ST Coaching = 3 mark additional	**Mandatory-cum-Preferential**
1.5	Availability of trained counselors	Counselors' name, credentials and experience	10	Counselors' experience 0-2 yrs = 0 marks 2 yrs = 2 marks 2-5 yrs = 6 marks 5 yrs or more = 10 marks	**Preferential**
1.6	Industry interface for placements	Track record of placements in last 3 years	15	Placement Ratio 0%-25% = 0 marks 25%-50% = 4 marks 50%-70% = 8 marks 70% or more = 15 marks	**Preferential**
2.	Location of the Institution	Distance from nearest public transport stop (train, bus, tempo etc.)	15	5 Km or above = 0 marks 1 Km – 5 Km = 5 mark 500 m - 1 Km = 10 marks Upto 500 m = 15 marks	
3.	Training Infrastructure	Checklist			

Scoring Scheme

Proposed infrastructure

S.No.	Checklist	Scoring scheme	Scores Obtained
	Capacity to accommodate 60 students in a Batch	Mandatory	
	Availability of 2 classrooms earmarked for the course	Mandatory	
	Availability of 3 Exclusive Faculty members	Mandatory	
	Availability of drinking water	Mandatory	
	Availability of proper sanitation facilities	Mandatory	
	Internet	Mandatory	
	Classroom Infrastructure – board, light, fan etc.	Mandatory	
	Availability of 1:1 chairs and tables for each student	Y= 3 marks N = 0 marks	
	Availability of 1:1 computers/per student	Y= 3 marks N = 0 marks	
	Availability of library facilities for students	Y= 3 marks N = 0 marks	
	Accessibility for PwDs	Y= 3 marks N = 0 marks	
	Power Backup	Y= 3 marks N = 0 marks	
	Total	15	

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