

# **Scheme for Skill Development for the Registered Job-seekers**

Skill Development for the  
Registered Job-Seekers

GOVERNMENT OF WEST BENGAL  
LABOUR DEPARTMENT

## **TITLE OF THE SCHEME:**

The scheme would be known as the “Scheme for Skill Development for the Registered Job-seekers” of the Employment Exchanges in West Bengal.

## **THE ACTIVITIES UNDER THE SCHEME:**

The scheme shall include three activities:-

- (a) Providing training for registered job-seekers through selected Institutions, certification thereof and disbursement of subsidy for such training programmes upto a maximum amount of Rs. 5000/- or 50% of the course fee whichever is less.
- (b) Organising Mock-Test for the job seekers and help them to assess their shortcomings.
- (c) Vocational Guidance/ Counselling of the job seekers for assessment of their abilities and enlighten them regarding possible opportunities available in the job market.

## **PART-I**

### **PROVIDING TRAINING FOR REGISTERED JOB-SEEKERS**

#### **1. SELECTION OF INSTITUTIONS & TRADES:**

The State Level Technical Committee will have the power to select the list of Trades on which the training will be imparted. Regarding selection of Institutes, the prospective Institutes will apply to the Director of Employment. After initial scrutiny, the Director of Employment will place the list before the State Level Technical Committee for final selection. The District Level Committee may however initiate a proposal for the selection of Institutes as per local availability and forward the same to the State Level Technical Committee through Director of Employment for consideration.

#### **2. ELIGIBILITY FOR, TRAINING & APPLICATION THEREOF:**

A Job seeker is eligible to apply for training under the scheme provided:

- (i) He/ She is Registered with the Employment Exchange for at least five years.
- (ii) Minimum age limit for the training will be Twenty-Two years (22 yrs.).
- (iii) He/ She has to contribute 50% of the course fee (including evaluation cost).
- (iv) Candidates once received training under this scheme will not be eligible to apply for training within three years.

Subject to fulfillment of the above criteria, job seekers will apply to the Institute where they intend to be admitted under this scheme in the prescribed Application Form in response to the advertisement/notice to be made in this regard.

### **3. SELECTION OF TRAINEES:**

The Institutes will select the trainees. However, if the number of applications received by an Institute is more than the 'seats available' for a particular trade, the Institute will select candidates as per seniority of registration as mentioned in the Application Form. If there is more than one applicant with same seniority of registration, candidate having higher age will be selected as per existing norms.

### **4. TRAINING, EVALUATION & CERTIFICATION:**

Training is to be given by recognised Private/ Public Institutes selected by the State Level Technical Committee. In order to ensure quality of training, evaluation and certification of the trainees will be done by a third party like NCVTIWBSCTE or Institutions/Agencies/Authorities as may be approved by the State Level Technical Committee. In the evaluation process, however, the involvement of the Employers' Association/ Organization would be encouraged.

## **PART-II**

### **MOCK TEST FOR THE REGISTERED JOB-SEEKERS**

This will include the following activities:-

#### **(a) Organising Objective type tests**

Directorate of Employment will conduct MOCK TEST for different competitive examinations for the target groups having requisite qualification. Questions (Objective Types) for such mock tests will be prepared by the officials of the Directorate of Employment. Outside resource persons/ agencies finalised by the State Level Technical Committee may also be involved.

#### **(b) Organising Subjective tests**

Employment Directorate will prepare questions of tests subjective in nature along with some resource persons and the resource persons will evaluate the answer sheets.

The entire process of organising the Mock Test, both objective and subjective may be entrusted to an outside Agency. The list of such outside Agencies shall be finalised by the State Level Technical Committee. The Nodal Officers in the districts will co-ordinate and monitor the whole process.

## **PART-III**

### **VOCATIONAL GUIDANCE/ COUNSELLING OF THE JOB SEEKERS**

This will include the following activities:-

(a) Special Coaching for competitive Exams – The Directorate of Employment, W.B. will arrange special coaching for the job-seekers preparing for competitive Exams by inviting specialised resource persons from reputed institutions along with the Directorate Officials. The whole task of 'special coaching' may however be outsourced to some Agency/NGO.

(b) Preparation of career literatures – The Central VG Unit of the Directorate of Employment will

prepare career literatures for the purpose of dissemination of vocational information among the job-seekers.

(c) Establishment of Vocational Counselling Bureau – Vocational Counselling Bureau may be established one at each district where strength and weaknesses of the interested candidates will be evaluated by using scientific tools and techniques so as to make the jobseeker aware of his potentialities and shortcomings and help him/her in preparing the vocational plan accordingly.

(d) Establishment of Career Corners – Career Corners in different regions will be established to make the jobseekers aware of the employment market and availabilities of various courses. The thrust will be to decentralise the VG Activity of the Directorate of Employment and to disseminate the information relating to Vocational World to the interior part of the State. Different NGOs may be involved for this purpose. Mobile career corner may also be used.

Initially selected trades for imparting training under the Scheme.

1. Accounting & Finance.
2. Commercial Arts & Visual Communication.
3. Construction & Architectural Assistantship.
4. Cookery & Catering.
5. Export import Management.
6. Food Processing.
7. Gems & Jewellery.
8. Hospital & Health Management.
9. Hotel Management.
10. Information Technology.
11. Information Technology Enabled Service.
12. Interior Decoration & Beatification.
13. Para Medical.
14. Retail Management.
15. Travel & Tourism.
16. Fire and Security.