



# HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: ..... | Website: [www.hsspp.in](http://www.hsspp.in)



From

State Project Director  
HSSPP  
Shiksha Sadan, Sector-5, Panchkula

To

The Principal (List enclosed)  
Memo No.-10/154-2016 (NSQF)  
Dated 17.10.2016

Subject: Placement of students graduating NSQF Level 4 in April/ May, 2017 in Beauty & Wellness Skill.

Dear Principals

As you are aware, NVEQF as a pilot (now Centrally Sponsored Scheme of Vocationalization of Secondary and Higher Secondary Education) was launched by the State Government in Sep.2012. 40 schools were covered in 2012-13 where 2 Applied Skills (IT/ITeS and Retail/Security/Automobile) in each school were introduced in class 9<sup>th</sup> & 11<sup>th</sup>. 100 additional schools were covered in 2013-14 under the revised scheme. Additional 3 skills namely Beauty & Wellness, Patient Care Assistant and Physical Education & Sports were also introduced in class 09th.

Now the 12<sup>th</sup> class students in these 140 schools would be graduating L-4 in April/May 2017. NSDC has intimated that as per the mandate of this program, NSDC in association with State Government, Sector Skill Councils along with its training partners will undertake the placement process for the NSQF Level 4 students post completion of final exams.

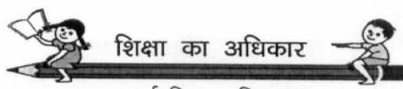
It has therefore been decided to initiate necessary steps in this regard. For this we are sharing the process NSDC has followed in the previous years. The process manual and guidelines earlier received from NSDC are enclosed for your guidance. The salient points to be kept in mind are:-

- The placement schedule shall begin before the end of school term and only for students of class 12th undergoing vocational training in any Trade who will attain 18 years of age in May /June 2017. Vocational Teachers should initiate the discussion with the students through career counselling sessions. It is recommended that Vocational Teachers be provided material and inputs to explain to the students the career options available, nature of job including apprenticeships that are available and stipend/salary. These details can easily be searched on NSDC website nsdcindia.org.
- It is the responsibility of the SSC and participating Haryana NSDC Training Providers to contact relevant companies who may be keen to recruit students. NSDC shall co-ordinate and extend all support in this regard.
- NSDC will identify one or more NSDC Training Providers, engaged by Haryana for the implementation of CSSVHSE to coordinate the logistics for the Job Fair at each cluster place/places to be identified. It is the responsibility of the nominated Training Provider to coordinate with other Stakeholders, including HSSPP/SSC/ District Coordinators as the case may be to ensure smooth conduct of the event.

You are therefore requested to go through the enclosed process manual, guidelines and format, have interaction with students, parents and get this format filled up from students presently studying class 12<sup>th</sup> and e-mail the desired information on [nsqfharyana@gmail.com](mailto:nsqfharyana@gmail.com) duly filled by 31<sup>st</sup> Dec, 2016 in any case. For doing so you may also please get written consent from students, parents in the enclosed format for their willingness to appear for campus placement. Further details will follow soon after the receipt of data from your end.

  
Advisor, NSQF

for State Project Director  
HSSPP, Panchkula





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Endst. No. 10/154-NSQF (2016)

Dated 17.10.2016

A copy for information and follow up action is forwarded to DPCs/ DEOs in the State. They may please ensure follow up action accordingly.

  
Advisor, NSQF

for State Project Director

HSSPP, Panchkula

Endst. No. 10/154-NSQF (2016)

Dated 17.10.2016

A copy for information & action where required is forwarded to:-

1. Sh.Rajiv Mathur – Principal (Quality & Insurance), NSDC
2. Mrs. Rekha Menon Team Lead NSDC.
3. Mr. Chiranjiv Guha NSDC.
4. SSC Concerned.
5. VTPs concerned.
6. Internal circulation for follow up by Distt/ Industry Coordinators.
7. IT. Cell for uploading on Parishad Website.

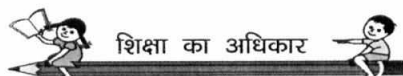
  
Advisor, NSQF

for State Project Director

HSSPP, Panchkula

CC:

- 1) AM/ SPD
- 2) ADCs cum Chairperson SSA/RMSA for their kind information please.



## List of Schools Beauty & Wellness under CSSVHSE introduced during session 2013-14

Sr No	District	Name of Schools	Code	Email ID
1	Ambala	GSSS, Adhoya	10	shyamalpl64@gmail.com
2	Bhiwani	Govt. Sr. Sec. School, samspur	324	gsssamaspur@gmail.com
3	Bhiwani	GGSSS Charkhi Dabri	375	ggssschdabri@gmail.com
4	Faridabad	G.G.SSS Faridabad NIT No.3	975	manjulabhata03@gmail.com
5	Faridabad	GGSSS Faridabad (N.I.T. No. 1)	972	metroschoolfbd@gmail.com
6	Faridabad	GSSS Jharsatley, ballabgarh IT/ITes	1173	jharsaintlyschool1173@gmail.com
7	Faridabad	GGSSS Old Faridabad (Urban) IT/ITes	970	pggmsssfbdold@gmail.com
8	Fatehabad	Govt.Girls Sr. Sec. School, Tohana	3289	girlsgovtschool@gmail.com
9	Fatehabad	Govt. Sr. Sec. School, Ratia (G)	3285	govtgirls3285@gmail.com
10	Fatehabad	GGSSS Fatehabad	3275	ggsss3275@gmail.com
11	Gurgaon	G.G.S.S.S. Jacobpura	846	ggsssjacobpura@gmail.com
12	Gurgaon	GGSSS, Bhim Nagar, Gurgaon	763	ggsss.bhimnagar763@gmail.com
13	Gurgaon	GSSS, Sarhaul	860	gssssarhaul.0860@gmail.com
14	Hisar	Govt. Girls Sr. Sec. School, Balsamand,	1427	ggsssbalsamand@gmail.com
15	Hisar	Govt. Girls Sr. Sec. School, Hansi, Hisar	1442	slsggssshansi@gmail.com
16	Hisar	Govt. Girls Sr. Sec. School, Hisar	1444	ggssshisar@yahoo.com
17	Hisar	Govt. Girls Sr. Sec. School,	1429	barwalaggsss@gmail.com
18	Jhajjar	GGSSS Badli (Jhajjar) Rural	3225	plggsssbadi@gmail.com
19	Jhajjar	GGSSS Bahadurgarh (Jhajjar)	3102	ggsssbahadurgarh3102@gmail.com
20	Jhajjar	G.S.S.S. Dadritoeye	3079	s.soniimoni@gmail.com
21	Jhajjar	Govt. Sr. School Salhawas	3108	ramavtar777@gmail.com
22	Jind	GGSSS Jind	1748	ggsss1748@gmail.com
23	Jind	GSSS Julana	1507	pplpgsssjulana@rediffmail.com
24	Jind	GGSSS Uchana Mandi	1524	ggsssuchanamandi@yahoo.in
25	Jind	GSSS Pillu Khera	1510	gssspillukhera1510@gmail.com
26	Jind	GGSSS, Narwana	1519	ggsssnarwana@gmail.com

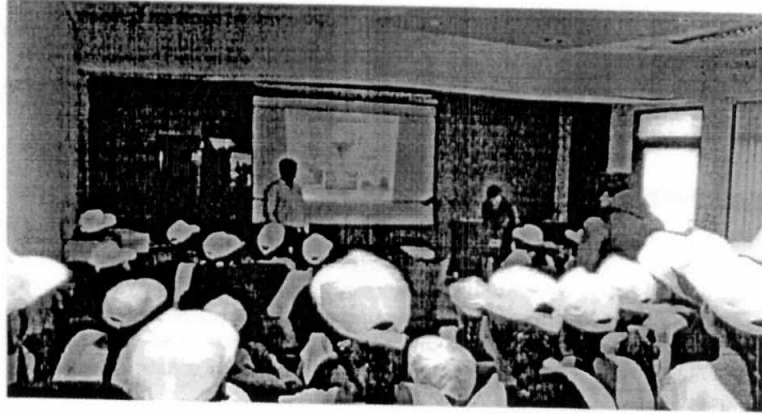
27	Jind	GSSS, Kandela	1559	kandelagsss@gmail.com
28	Kaithal	Govt. Girls Sr. Sec. School, Batta	2153	gsssbatta8@gmail.com
29	Kaithal	Govt. Girls Sr. Sec. School, Cheeka	2163	gssscheeka@gmail.com
30	Kaithal	Govt. Girls Sr. Sec. School, Kaithal Code	2156	gsss2156@gmail.com
31	Karnal	Govt. Girls Sr. Sec.school, Karnal	1939	gssskarnal1939@gmail.com
32	Karnal	Govt Girls. Sr. Sec. School, INDRI	1787	gsssindri@gmail.com
33	Karnal	GGSSS, Nissing	1946	gsssnissing@gmail.com
34	Karnal	GSSS, NILOKHERI	1798	dharampal1919@yahoo.in
35	Kurukshetra	Govt. Sr. Sec. School, Mathana ,	2408	nsqfmathana@gmail.com
36	Kurukshetra	Govt. Sr. Sec. School, Shahabad	2411	gsss2411@gmail.com
37	Kurukshetra	Govt. Girls. Sr. Sec. School, Pehowa ,	2410	hansraj2410@gmail.com
38	Kurukshetra	GGSSS Thanesar, Kurukshetra	2413	gsssthaneasar@gmail.com
39	Mahendergarh	GGSSS, Nagal Choudhary	4099	ggs12249@gmail.com
40	Mahendergarh	Govt. Girls Sr. Sec. School, Narnaul	3888	gsssnnl@gmail.com
41	Mahendergarh	GMSSSS, Mahendergarh	4100	4100.gmssss@gmail.com
42	Mahendergarh	Govt. Sr. Sec. School, Mahendergarh	3882	gsssmohindergarh@gmail.com
43	Palwal	GGSSS Hathin	980	gssshathin@gmail.com
44	Palwal	GGSSS Palwal Camp	993	gssspalwalcamp993@gmail.com
45	Panchkula	Govt. Girls. Sr. Sec. School, Barwala,	3693	gsssbbarwalapkl3693@gmail.com
46	Panchkula	Govt Girls Sr.Sec School, Sec 15	3705	gsss15pkl@rediffmail.com
47	Panchkula	Govt. Sr. Sec. School, Pinjore Code	3706	gmssspinjore@gmail.com
48	Panchkula	Govt. Sr. Sec. School, Sector 12, Panchkula	4300	saarthak12@yahoo.in
49	Panipat	Govt. M. Sr. Sec. School, GT Road Panipat	2130	gmsspnp2130@gmail.com
50	Panipat	Govt. M. Sr. Sec. School, Samalkha	2134	gmsssamalkha2134@gmail.com
51	Panipat	Govt.Sr. Sec. School, Mandi	2115	gsssmandischool2115@gmail.com
52	Panipat	GGSSS, Model Town Panipat	2117	gsssmtprincipalpanipat@gmail.com
53	Panipat	GGSSS Panipat (Shiv Nagar) (Panipat)	2055	gsss2055shivnagar@gmail.com
54	Panipat	GGSSS Sewah (Panipat)Rural	2120	gssssewah@gmail.com
55	Rewari	Govt. Sr. Sec. School, Kund	2530	principalrakesh2808@gmail.com
56	Rewari	Govt. Girls Sr. Sec. School, Dharuhera	2523	gsssdharuhera@gmail.com
57	Rewari	Govt. Girsl. Sr.Sec.School, Rewari	2541	gssrewari@gmail.com
58	Rewari	Govt. Sr. Sec. School, Bodia Kamalpur	2519	gmsssbkpur2519@yahoo.in
59	Rohtak	GGSSS Bohar (Rohtak) Rural	2810	principalsunita@yahoo.in

60	Rohtak	GGSSS KiloI (Rohtak) Rural	2664	ggssskiloi2664@gmail.com
61	Rohtak	GGSSS Rohtak (Model Town) (Rohtak)	2676	pringsssmtrtk@gmail.com
62	Sirsa	GGSSS Sirsa	2845	ggssssirsa@gmail.com
63	Sirsa	GGSSS, Ellenabad	3051	principalggssenb@gmail.com
64	Sonepat	Govt. Girls Sr. Sec. School, Gohana, Sonepat	3458	principalggssgohana@gmail.com
65	Sonepat	Govt. Girls. Sr. Sec. School, Kharkhoda	3469	ggssskkd1992@gmail.com
66	Sonepat	GGSSS Sonipat (Murthal Adda) Urban	3490	ggssscsnp@gmail.com
67	Sonepat	GGSSS Nangal Kalan (Sonipat) Rural	3643	ggsssnangalkalan@gmail.com
68	Sonepat	Govt. Sr. Sec. School, Akbarpur	3604	rangishamsher@gmail.com
69	Yamunanagar	G.G.S.S.S. Jagadhri	284	ggsssjag@gmail.com
70	Yamunanagar	G.G.S.S.S. Sabzi Mandi	195	sabjimandynr@gmail.com



# Placement Process Manual

## Govt. Sr. Secondary Schools : Haryana



2016

Operational Manual for Placement of NSQF L4 Students

**Objective:**

This manual is intended to serve as a guideline for implementing a uniform and structured way to provide job placement to all eligible students desirous of the same. It lays down the recommended schedule, responsibilities and formats to be used by the relevant stakeholders – NSDC, SSC, RMSA and the NSDC Training Partners.

**Definitions:**

a. *Eligible Student*

- Students including those currently not yet 18 years but will be so when they graduate class 12<sup>th</sup> AND
- Have signed the self-declaration format indicating interest AND
- Have submitted letter from guardian allowing them to participate in the process if still a minor

b. *Job Placement*

- Firm letter of offer from a registered company indicating at the minimum place of posting, job title or apprenticeship name, date of joining and stipend/salary offered
- Students who have been given firm letter of offer will be considered placed.

c. *Schedule*

- Indicative time line for initiating and completing the entire process.

**Process Guidelines:**

- The placement schedule shall begin at least 3 months before the end of school term and only for students of class 12<sup>th</sup> undergoing vocational training in any Trade who will be 18 years of age at time of graduating. Individual Teachers should initiate this discussion in class through career counseling sessions. It is recommended that Teachers be provided material and inputs to explain to the students the career options available, nature of job including apprenticeships that are likely available and stipend/salary.
- It is the responsibility of the SSC and participating Haryana NSDC TP's to contact relevant companies who may be keen to recruit students. NSDC shall extend all support in this.

- RMSA will collate the information of the interested students through the specified format.
- RMSA should send out official communication to all school Principals at least 2 months before the school term ends informing them about the placement process.
- Teachers will get interested students to fill out the resume and sign the declaration.
- Teachers are required to submit the final list of eligible students and tentative list of companies contacted along with the job offer details to RMSA within 10-15 days of the exercise being completed by each Teacher.
- RMSA will make available suitable premise in the cluster on a specified date including infrastructure such as separate rooms, tables, chairs, waiting area, drinking water, toilet facilities etc. to conduct Job Mela / Placement Fair in the following districts where the State / SSC will invite companies to participate :
  - Ambala : Ambala, Yamuna Nagar
  - Faridabad : Faridabad, Palwal, Ballabgarh
  - Gurgaon : Gurgaon, Mewat
  - Rohtak : Rohtak, Beri, Jhajjar
- NSDC will coordinate this through RMSA and inform SSC / NSDC TPs about the date (s) and available premises at least 15-20 days before the event.
- NSDC will identify one or more NSDC TPs, participating in the Haryana NSQF, to coordinate the logistics for the Job Fair at each cluster. It is the responsibility of the nominated TP to coordinate with other Stakeholders, including RMSA/RMSA/SSC/ District Coordinators as the case may be to ensure smooth conduct of the event.
- Detailed list of Activities is mentioned hereunder:



The following activities are proposed for facilitating the placement of Class XII<sup>th</sup> Students

ACTIVITY	RESPONSIBILITY	TIMELINE
<p><u>Collection of Database of interested students</u></p> <ul style="list-style-type: none"> <li>- NSDC shall share a format for collecting the database of students interested to take employment post Class XII<sup>th</sup>. State to get the template filled from the principals and the participating Teachers.</li> </ul>	<p>NSDC State Government</p>	<p>2 months before term ends</p>
<p><u>STUDENTS RESUME</u></p> <p>In order to facilitate placement, it is essential that all the eligible and interested students have a professional resume. Format enclosed at <b>Annexure I</b></p> <ul style="list-style-type: none"> <li>- State to get the template filled by the students along with their pictures and get it converted digitally.</li> </ul>	<p>State Government, Teachers</p>	<p>1 months before term ends</p>
<p><u>CAREER COUNSELLING OF STUDENTS</u></p> <ul style="list-style-type: none"> <li>- State Government to send official mail to all school principals /industry coordinators about start of placement process.</li> <li>- SSCs and NSDC to prepare information about the opportunities existing in the sectors after the students' course, career progressions, starting salary etc.</li> <li>- SSCs &amp; NSDC to send the information to State Government for further dissemination to Schools.</li> <li>- First level of counseling to be done at the School Level by the Teachers</li> <li>- SSCs and the industry coordinators may also plan counseling of students and parents. (Optional)</li> </ul>	<p>State Government, SSCs, Teachers</p>	

ACTIVITY	RESPONSIBILITY	TIMELINE
<p><b><u>IDENTIFICATION OF ORGANISATIONS</u></b></p> <ul style="list-style-type: none"> <li>- NSDC/SSCs to identify organizations/companies (Preferably in the vicinity of the student's school) where the students can be placed</li> <li>- NSDC/SSCs to share the names of the identified organizations and proposed dates for the recruitments with State Government</li> </ul>	NSDC / SSC	5 days prior to placement session
<p><b><u>MOCK INTERVIEW</u></b></p> <ul style="list-style-type: none"> <li>- NSDC/SSC will prepare a draft format for mock interview and share it with the State Govt.</li> <li>- State Govt. will circulate the same among school principals who will arrange the mock interview session through the deputed trainers</li> </ul>	NSDC / SSC, State Govt.	20 days prior to placement session
<p><b><u>INTERVIEWS / RECRUITMENT DRIVE</u></b></p> <ul style="list-style-type: none"> <li>- State Government to identify suitable premises to conduct Job Fair in identified districts</li> <li>- District Level interviews to be held by the identified organizations at a particular School location in the district</li> <li>- State Government to facilitate coordination of logistics at each district with nominated NSDC TPs</li> <li>- Respective School Principals to facilitate the transportation of the students and parents to the identified location in their district for interviews/placements.</li> <li>- <b>Students to bring the undertaking letter signed from their parents as per the format (Annexure II)</b></li> <li>- Organization representatives to conduct interview/recruitment drive and hand over appointment letters.</li> <li>- Each eligible student is entitled to only one offer letter</li> </ul>	SSCs, State Government and TP's	After term ends
<p><b><u>SECOND CHANCE FOR THE CANDIDATES WHO FAIL TO QUALIFY</u></b></p> <ul style="list-style-type: none"> <li>- There might be cases who don't qualify the interview of the organizations</li> <li>- NSDC / SSCs to identify other organizations to facilitate the same.</li> <li>- The process to be followed by the organization shall remain the same as above.</li> </ul>	SSCs, State and NSDC TPs	Will be decided post first round



**STUDENT RESUME**

Name of Student				(Paste your picture)
D.O.B				
Father/Mother's Name				
Address				
Contact Details				
School Name				
School Address				
Class XII <sup>th</sup> Stream	<input type="checkbox"/> Science		<input type="checkbox"/> Commerce	
	<input type="checkbox"/> Arts		<input type="checkbox"/> Others	
Sector	<input type="checkbox"/> Automotive		<input type="checkbox"/> Retail	<input type="checkbox"/> Healthcare
	<input type="checkbox"/> Security		<input type="checkbox"/> IT / ITES	
Class X <sup>th</sup> %				
Marks in Vocational Subject	LEVEL 1		LEVEL 2	
On the Job Training (Details of OJTs)				

**JOB DETAILS**

<b>Career Aspiration</b>	<input type="checkbox"/> Only Job		<input type="checkbox"/> Job and Education	
<b>Preferred Job Location</b>	<input type="checkbox"/> In the District	<input type="checkbox"/> Within 100 KM of the District	<input type="checkbox"/> Anywhere in the State	

I hereby express my willingness to start a job after my Class 12<sup>th</sup> examination in the vocational training mentioned above.

(Signature of the Student)

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7

## UNDERTAKING

I \_\_\_\_\_ son/daughter of  
Shri / Smt. \_\_\_\_\_ studying in  
\_\_\_\_\_ school, would want to pursue  
with my higher studies / participate in the interview session (please strike off); post  
completion of class 12<sup>th</sup> and training in NSQF level 4 in \_\_\_\_\_ sector.

(Signature of Student)

(Signature of Parent)

