



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: advisorhssppnsqf@gmail.com | Website: www.hsspp.in



From

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

To

The Principal (49 Govt. Sr. Secondary School covered during 2013-14)

Memo No.-10/153-2016 (NSQF)

Dated 17.10.2016

Subject: Placement of students graduating NSQF Level 4 in April/ May, 2017 in Patient Care Assistant 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 9th & 11th. 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.

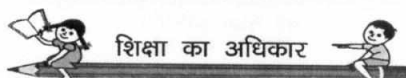
Now the 12th class students in these 49 schools would be graduating L4 in April/May 2017. NSDC has intimated that as per the mandate of this program, NSDC in association with State Government, Sector Skill Councils along with its training partners will undertake the placement process for the NSQF Level 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 Teacher 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 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 the 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 in class 12th and e-mail the desired information on (nsqfharyana@gmail.com) duly filled by 31.12.2016 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. 10/153-2016 (NSQF)

Dated

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. 10/153-2016 (NSQF)

Dated 17.10.2016

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

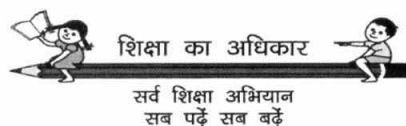
1. Sh.Rajiv Mathur – Principal (Quality & Insurance), NSDC
2. Mrs. Rekha Menon Team Lead NSDC.
3. Mr. Chiranjiv Guha NSDC.
4. SSC Concerned
5. VTP/s Concerned
6. Internal circulation for follow up by Distt/ Industry Coordinators.
7. IT. Cell for uploading on Parishad Website.


Advisor, NSQF

for State Project Director
HSSPP, Panchkula

CC:

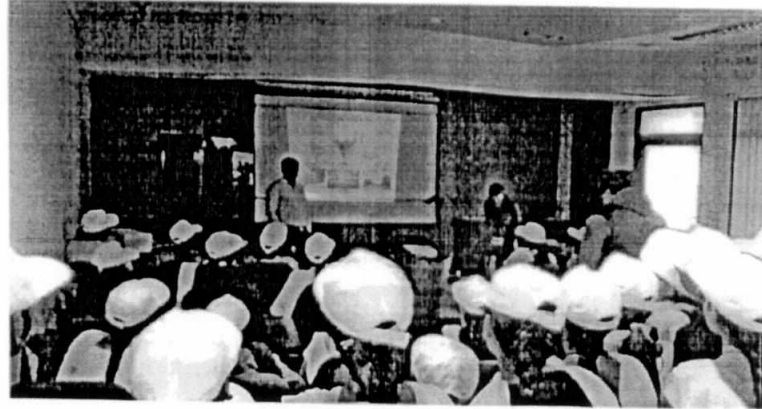
- 1) AM/ SPD
- 2) ADC's cum Chairpersons SSA/RMSA for their kind information.





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 12th 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 12th 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 XIIth Students

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

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



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STUDENT RESUME

Name of Student		(Paste your picture)		
D.O.B				
Father/Mother's Name				
Address				
Contact Details				
School Name				
School Address				
Class XII th 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 th %				
Marks in Vocational Subject	LEVEL 1		LEVEL 2	
On the Job Training (Details of OJTs)				

JOB DETAILS

Career Aspiration	<input type="checkbox"/> Only Job	<input type="checkbox"/> Job and Education	
Preferred Job Location	<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 12th examination in the vocational training mentioned above.

(Signature of the Student)



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 12th and training in NSQF level 4 in _____ sector.

(Signature of Student)

(Signature of Parent)

List of 49 nschools in PCA covered during 2013-14

S #	District	Name of the Schools	Code
1	Fatehabad	GSSS, Bhuna, Fatehabad	3267
2	Kaithal	GSSS, Seewan, Kaithal	2171
3	Bhiwani	GSSS, Bamla	340
4	Bhiwani	GSSS Dadri	377
5	Bhiwani	GSSS, Siwani Mandi	359
6	Bhiwani	GSSS Sampur	324
7	Fatehabad	GGSSSTohana	3289
8	Fatehabad	GGSSS Ratia	3285
9	Gurgaon	G.G.S.S.S. Jacobpura	846
10	Hisar	GGSSS Balsamand, Hisar	1427
11	Hisar	GGSSS, Hansi, Hisar	1442
12	Hisar	GGSSS Hisar	1444
13	Jind	GGSSS Jind	1748
14	Jind	GSSS Julana	1507
15	Jind	GGSSS Uchana Mandi	1524
16	Jind	GSSS, Narwana	1515
17	Jind	GSSS Pillu Khera	1510
18	Kaithal	GGSSS Batta	2153
19	Kaithal	GGSSS Cheeka	2163
20	Kaithal	GGSSS Kaithal	2156
21	Karnal	GGSSKarnal	1939
22	Karnal	GGSSS Indri	1787
23	Karnal	GGSSS, Nissing	1946
24	Karnal	GSSS Nissing	1799
25	Kurukshetra	GMSSS, Kurukshetra	2406
26	Kurukshetra	GSSS, Baraunda	2348
27	Kurukshetra	GSSS, Shahabad	2411
28	Mahendergarh	GGSSS, Nagal Choudhary	4099
29	Mahendergarh	GGSSS, Narnaul	3888
30	Mahendergarh	GMSSSS, Mahendergarh	4100
31	Mahendergarh	GSSS, Pathera	3894
32	Panchkula	GGSSS Barwala	3693
33	Panchkula	GSSS Morni Hills	3700
34	Panchkula	GSSS Kalka	3697
35	Panchkula	GSSS, Sector 7	3703
36	Panchkula	GSSS Pinjore	3706
37	Panipat	GMSSS GT Road	2130
38	Panipat	GMSSS, Samalkha	2134
39	Panipat	GSSS Mandi	2115
40	Rewari	GSSS Dharuhera	2637
41	Rewari	GSSS Nahar	2548
42	Rewari	GSSS, Rewari	2540
43	Rewari	GSSS Kund	2530
44	Sirsa	GGSSS Sirsa	2845
45	Sonepat	GGSSS Gohana	3458
46	Sonepat	GGSSS Kharkhoda	3469
47	Sonepat	GGSSS Murthal Adda	3490
48	Sonepat	GSSS Ganaur	3679
49	Sonepat	GSSS Model Town	3482

Manu