



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

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

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



Ref. no: 1/16-2016 (HR-NSQF)

Dated: 24.04.2017

To

The Principal (1001 Govt. Sr. Secondary Schools) where two skills under CSS-VSHE have been introduced)

Subject: - Completion of course content in various skills allotted to schools under CSS-VSHSE.

Dear Principals.

As per standing instructions communicated vide memo no. 1/1-2012 dated 4.10.2016 (copy enclosed), the Principals in the absence of Vocational Teachers in the relevant skill are empowered to make stop gap arrangement for covering the course content in skill taken up by the students under **CSS-VSHSE**.

The recruitment process to fill up the various positions of Vocational Teachers is on and will take some time.

It is therefore reiterated that in the new schools covered from 2017-18 and in the 990 schools where skills introduced in earlier years, and the Vocational Teachers are not in position, the Principals are requested to make following interim arrangement immediately:-

- (i) As a first step it should be ensured that where possible the regular faculty can fill up the gap- For instance generic content in skills such as Retail, Financial Services Banking, Insurance can be taught by PGT (commerce), PCA by PGT (Physics, Chemistry, Biology), Physical Education and Sports by PGT (Physical Education & Sports).
- (ii) After exhausting option (i) the coverage of syllabus be done through guest/ extension lectures as per honorarium mentioned in letter no. 1/1-2012 dated 04.10.2016, till Vocational Teacher on contractual package is positioned. This is to be done locally through qualified persons as per prescribed qualifications (copy enclosed).

Please ensure compliance accordingly.

Advisor (NSQF),
for State Project Director

Endst. No.: 1/16-2016 (HR-NSQF)

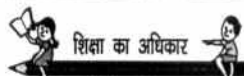
Dated: 24.04.2017

A Copy is forwarded for information and necessary action to all the DPCs in the State. They may please work out amount so required schoolwise and e-mail the demand of their district immediately.

Advisor (NSQF),
for State Project Director

CC:

1. AM/SPD
2. All DEOs.
3. All VTPs
4. Internal Circulation
5. IT Cell, HSSPP for uploading on website





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IMPORTANT/PERSONAL ATTENTION

To

The Principals
Govt. Sr. Sec. Schools (Schools Covered under CSS-VSHSE)

Memo No.: 1/1-2012 HR/NSQF

Dated: 4.10.2016

Subject: Guidelines for incurring expenditure under NSQF compliant CSS-VSHSE.

Please refer to the subject cited above.

Matter regarding revision/modifications in guidelines for incurring expenditure under various components in view of scheme revised by MHRD, Govt. of India has been under active consideration. Now the following guidelines in supersession of earlier guidelines are issued:-

1. Flexible Pool:-

- A) Expenditure for the following objectives can be incurred under this component:-
- Salary of Vocational Teachers, Industry Coordinators, District Coordinators.
 - Engaging Skill Knowledge/Vocational Training Providers
 - Payment to Guest Faculty/Resource Persons
- B) Guest Lecture from concerned Industry Expert/Resource Person - Guest lectures are essential and integral part for the transaction of course curriculum. One of the pre-requisites for the success of the scheme is participation of Industry and Employers. Further, under the scheme the emphasis is on overall development of skills of the students. Therefore, one Guest lecture is to be organized for each level (L-I, II, III & IV) per month by inviting concerned Industry expert/ Resource Person and to be paid an honorarium @ 500/- inclusive of all per hour for maximum duration of 2 hours. There can also be interaction with other community leaders from various professions like Civil Services, Doctors, Health Workers, Engineers, Progressive Farmers, etc. who may come to the school and speak to the students about their profession and how the youth can make a difference to the country by joining that profession. Guest Lecture will be approved by concerned school Principal and it will be the duty of School Principal/Vocational Teacher to have a close liaison with Industry experts and invite them for Guest Lecture. The VTP in the skill concerned will also have a liaison with the Industry and facilitate the process. Proper record of the expert invited, payment made, topics covered have to be maintained by the Principal and expenditure is to be reflected accordingly in the monthly expenditure statement.
- C) In case of non-availability of Vocational Teacher deployed by VTP/Department due to any reason, Principal is required to cover the course content by organizing extension Lecturer on day to day basis, as a stop gap arrangement and the honorarium @ Rs 500/- for two lectures per skill per class per day and for the whole month for class or classes/periods/hours put together should not exceed Rs 10,000/- . Proper record of the expert invited, payment made, topics covered have to be maintained by the Principal and expenditure is to be reflected accordingly in the monthly expenditure statement.

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- D) Similar action as mentioned under Serial No. B above be taken in case of Vocational Teacher appointed by Department proceeds on Maternity Leave.
- E) In case of teacher appointed by VTP proceeds on maternity leave, VTP concerned will provide substitute and salary will be claimed by the VTP as per **Maternity Benefit Act** but in such a situation management charges will be restricted to one teacher only. In other words deployment of substitute/payment of salary is to be taken care by the VTP. Any delay/ default on this count should be immediately reported to the Parishad.

2. Raw Material:-

Expenditure on account of procurement of Raw Material & maintenance of tools & equipment, purchase of books, software, e-learning material, etc. can be incurred under this component only after obtaining specific administrative/financial approval from Parishad. List of raw material for various skills is shared with the Principals from time to time. Procedure/guidelines as shared with the field functionaries are to be followed. A copy of letter no. 10/26-2011- ADMN (4) dated 01.08.2011 and Finance Department notification no. 2/1(4)-87-4FR dated 12/03/2006 is enclosed for ready reference.

3. Hands on Skill Training to Students:-

Expenditure on account of providing hands on skill training to students in industrial and commercial establishment can be incurred under this component:-

- A) Industry Visits are essential and integral part for the transaction of course curriculum. Further, under the scheme the emphasis is on overall development of skills of the students and they are required to undergo practical training in a designed fashion. Industry Visits and Practical Training will be approved by concerned school Principal and it will be the duty of School Principal/Vocational Teacher to have a close liaison with Industry and prepare proposal for such a visit/Practical Training keeping in view following parameters:-

- i) Number of Industry Visit & Practical Training to be conducted in an academic session:-

Sr. No.	Class/ Level	Industry Interaction	Industry Visit for One day	Practical Training for 3-5 days during Vacation/Summer Vacation	Remarks
1	9 th Class (Level-1)	The interaction between the students & local Industry may be arranged for students fortnightly	2 Visits in one academic session	NA	Principal is authorised to incur expenditure up to Rs 2,500/- per visit & above Rs 2,500/- upto Rs. 5000/- per visit permission is to be taken from Concerned DPC
2	10 th Class (Level-2)		2 Visits in one academic session	NA	
3	11 th Class (Level-3)		2 Visits in one academic session	Once in a year	
4	12 th Class (Level-4)		2 Visits in one academic session	Once in a year	

- ii) The students may be sent to a local industry for a visit where the various aspects of the industry and the skills required to run/work in the industry would be explained to the students.
- iii) In the first place Govt. transport is to be hired. In case of non-availability, the school head will take three quotations from private registered operators and

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- would match it with the Govt. transport rate. It should in no case be higher than the Govt. Transport rate and the lowest quoted rates be processed.
- iv) Each proposal for such visit/practical training should include financial implications and date of visit/ practical training with place/places to be visited. The financial implications should include hiring of transport, viz-a-viz the funds available under this component.
 - v) Proper bills/vouchers, attendance record has to be maintained about the industry visit/practical training.
 - vi) The Industry visit/practical training should be planned according to the syllabus and the lesson plans by the teacher so that the students can relate their learning's with the ground realities.
 - vii) Vocational Teacher must visit the Organization prior to the actual visit of the students.
 - viii) School Principal along with the Vocational Teacher must inform about the Industry visit/practical training a week in advance to the students and discuss in detail the purpose and the place of visit so that the parents of the students be informed in advance and be taken into confidence, consent obtained in writing by laying emphasis that such visits are essential part of course and are to the benefit of their children. Safety of the students is the personal responsibility of Vocational Teacher/School Principal. In Case of Girl students, a female teacher from the school should accompany the students during the time of visit.
 - ix) School Principals are advised to take the students during the non-peak business/study hours and also take care of School time table. It is also to be ensured that the staff at the organization to be visited spends time with the students.
 - x) Attendance signed & stamped by the Organization where Practical Training is planned is to be taken. Since Practical Training carries no value if we do not provide Practical Training certificate to the students, it will have to be ensured that the Organization does issue an individual/clubbed certificate to the students who have undergone Practical Training.

4. Cost of Assessment & Certification:-

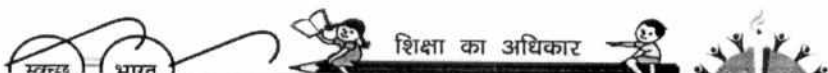
The State Board would conduct external competency based assessment of skills of the students in collaboration with the concerned Sector Skill Council/NSDC.

Since the assessment is done by SSCs and Board of School Education, Haryana, no action in regard to payment of assessment fee is required to be taken at school level. School heads are to facilitate conduct of assessment in coordination with the Board of School Education, Haryana.

5. Machinery & Equipment:-

Expenditure on account of procurement of Machinery & Equipment, furniture, computers, Diesel Generator Set, etc. can be incurred under this component only after the receipt of specific administrative/financial approval from Parishad. List of Machinery & Equipment for various skills is shared with the Principals from time to time. Procedure/guidelines as shared with the field functionaries are to be followed. A copy of letter no. 10/26-2011- ADMN (4) dated 01.08.2011 and Finance Department notification no. 2/1(4)-87-4FR dated 12/03/2006 is enclosed for ready reference.

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**6. Office Expenses/Contingencies:-**

Expenditure for the following objectives can be incurred under this component:-

- A) Any other expenditure such as publicity of skill introduced, guidance & counselling of students/community mobilisation, stationery, electricity bill, diesel for Gen set, minor renovation of labs, repair of equipment related to CSS-VHSE which is not covered under any other component mentioned above may be incurred from Office expenses component wherein one time amount cannot exceed Rs 2500/- on each item that too subject to availability of funds. The heads of institutions are to ensure that the financial rules are followed strictly while incurring expenditure.
- B) Prior approval of the Parishad is required for incurring any expenditure related to CSS-VHSE under Office expenses on each item under the component if one time amount exceeds Rs 2500/-.

7. Teacher Training:-

Expenditure for the following objectives can be incurred under this component. Since the training of the teachers is organized by SCERT, Gurgaon, no action is required to be taken at school level.

- A) Induction Training for Teachers/Skill Trainers- For the training of newly appointed Vocational Teachers, expenditure can be incurred for the following purposes:

Sr. No.	Heads
1	TA to Teachers
2	Transportation & Boarding of Resource Persons
3	Honorarium to Resource Persons
4	Breakfast, Lunch, Dinner, tea, etc.
5	Institutional charges including miscellaneous expenses

- B) In Service Training of Teachers/Skill Trainers- For training of existing Vocational Teachers, expenditure can be incurred for the following purposes:

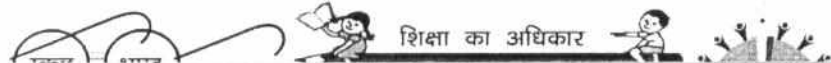
Sr. No.	Heads
1	TA to Teachers
2	Transportation & Boarding of Resource Persons
3	Honorarium to Resource Persons
4	Breakfast, Lunch, Dinner, tea, etc.
5	Institutional charges including miscellaneous expenses

- C) Honorarium to Resource Persons: In case of a person of Associate/Professor rank if invited from outstation may be allowed journey by AC-2 tier or chair car in Shatabdi Express. For local journey, boarding and lodging inclusive of all, the resource persons may be paid honorarium @ Rs 2,500/- per day. For all other persons who are mostly from SSCs located in New Delhi, may be provided an honorarium, inclusive of all charges @ Rs 2,500/- per day.

Since training is conducted through Director, SCERT Gurgaon, separate administrative/financial approval is issued each time by the Parishad.

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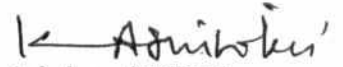
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8. General

VTPs and school Principals are requested to maintain proper record for the payment released/to be released and expenditure made, being open to the audit by O/o Principal Accountant General (Audit) or by the Department itself at any stage.

Please ensure compliance in letter and spirit.

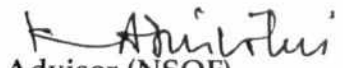

Advisor (NSQF)
for State Project Director
HSSPP, Panchkula

Endst. No. Even

Dated:

Copy of the above is forwarded to the following for information and necessary action:-

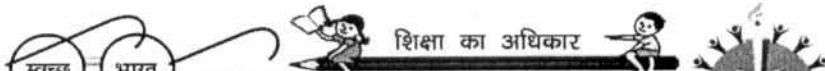
1. All District Education Officer (DEOs) in the State
2. All District Project Coordinator (DPCs) in the State (to ensure the expenditure and implementation of the project as per the guidelines and also to check accounts/inspect the concerned schools on regular basis)
3. All the concerned VTPs for necessary facilitation as required.


Advisor (NSQF)
for State Project Director
HSSPP, Panchkula

CC:

1. PS to ACSSE for kind information of ACSSE
2. AM to SPD for kind information of SPD
3. ADCs-cum Chairpersons SSA/RMSA for close monitoring/supervision please.
4. Accounts Officer, HSSPP, Panchkula
5. Director SCERT, Haryana Gurugram
6. Internal circulation
7. IT cell for uploading on Parishad website.

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S#	Designation and Skill	Prescribed Qualifications and experience
1	2	3
National Skills Qualifications Framework (NSQF)		
1	Vocational Teacher (Automobile)	<p>M.Tech. in Automobile Engineering with 1 year Experience in teaching or work experience in relevant industry /Institute.</p> <p>Or</p> <p>B.Tech. in Automobile Engineering with 2 years Experience in teaching or work experience in relevant industry /Institute.</p> <p>Or</p> <p>Diploma in Automobile Engineering from State Board of Technical Education with 3 Years experience in teaching or work experience in relevant Industry/Institute.</p> <p>Relevant experience means Experience in the field of Automobile from Govt. Workshop/ workshop of authorized dealers of Manufactures of Automobile/ Teaching in relevant field.</p>
2	Vocational Teacher (IT/ITeS)	<p>M.Tech. In computer Engineering/ Computer Science & Engineering/ Software Engineering/ Computer applications/ Information Technology with 1 year experience in teaching or work experience in IT related industry.</p> <p>Or</p> <p>Master degree in Computer Application/ M.Sc (Computer Science) / M.Sc (Computer Science Software/ M.Sc (IT) with 1 year experience in teaching or work experience in IT related industry.</p> <p>Or</p> <p>Bachelor of Computer Applications with 2 years experience in teaching or work experience in IT related industry</p> <p>Or</p> <p>Bachelor of Science (Information Technology)/ Bachelor of Science (Computer Science) with 2 years experience in teaching or work experience in IT related industry</p> <p>Or</p> <p>B.Tech. / B.E in Computer Engineering/Computer Science & Engineering /Software Engineering/ Information Technology with 2 years experience in teaching or work experience in IT related industry</p> <p>Or</p> <p>DOEACC B Level Certificate with 2 year experience in teaching or work experience in IT related industry</p> <p>Note:- IT related Industry Experience means experience in the field of Teaching/System Management/ System Administration/ Network Administration/ Research/ Quality Control. Experience should not from the field of Sales/Service/ Marketing/ Data Entry Operator/Lab Assistant/ Lab attendant/ Lab Technician etc.</p>

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Program Manager(NSQF)
HSGPP, Perambikul

S#	Designation and Skill	Prescribed Qualifications and experience
1	2	3
National Skills Qualifications Framework (NSQF)		
3	Vocational Teacher (Retail)	<p>MBA in Sales / Retail/ Marketing with 1 year experience in teaching or work experience in relevant Industry/ Institute only.</p> <p>Or</p> <p>BBA in Sales / Retail/ Marketing with 2 years experience in teaching or work experience in relevant Industry/ Institute only.</p> <p>Relevant experience means experience in the field of Marketing/ Sales/ Sales and Operations / Sales & Services/ Teaching in relevant field.</p>
4	Vocational Teacher (Security)	<p>(i) (a) Graduation in any discipline from recognized university or from defense</p> <p>(b) In addition to above (a) Diploma in Security with one year experience in Security/teaching.</p> <p>Or</p> <p>Certificate Course as Assistant Security Officer (ASO) conducted by Directorate General Resettlement or "Train the Trainer Course" Conducted by Security knowledge and Skill Development Council (SKSDC) with 2 years' experience in security/teaching.</p> <p>(ii) Ex-Serviceman will be preferred.</p> <p>Ex-servicemen who have rendered at least 10 years of service in the Armed Forces are exempted from the 'experience' clause.</p>
5	Vocational Teacher (Physical Education & Sports)	<p>M.P.Ed /M.A. (Physical Education) with 1 year experience in teaching or relevant field.</p> <p>Or</p> <p>B.P.Ed with 2 years experience in teaching or relevant field.</p>
6	Vocational Teacher (Beauty & Wellness)	<p>Post Graduation with one year Certificate/ Diploma in Beauty culture/ Beauty & skin / Hair & skin/ Cosmetology/ Beauty & Wellness with 1 year experience in teaching or work experience in the field of beauty & wellness.</p> <p>Or</p> <p>Graduation with one year Certificate/ Diploma in Beauty culture/ Beauty & skin / Hair & skin/ Cosmetology/ Beauty & Wellness with 2 years experience in teaching or work experience in the field of beauty & wellness.</p>

Program Manager(NSQF)
HSSPP, Panchkula

S#	Designation and Skill	Prescribed Qualifications and experience
1	2	3
National Skills Qualifications Framework (NSQF)		
7	Vocational Teacher (Patient Care Assistant)	(i) 10+2 from State Board/ recognized University. (ii) Diploma in General Nursing (GNM) with 2 years experience in teaching or work experience in relevant field. Or B.Sc. (Nursing) with 2 years experience in teaching or work experience in relevant field. Or M.Sc. (Nursing) with 1 year experience in teaching or work experience in relevant field.
8	Vocational Teacher (Agriculture)	Master degree in Agriculture with one year experience in teaching or work experience in Agriculture related Industry Or Graduation in Agricultures with two years experience in teaching or work experience in Agriculture related Industry
9	Vocational Teacher (Tourism & Hospitality)	Master degree in tourism management/ administration with experience of 1 year in teaching or work experience in tourism & hospitality related industry. Or Graduate in tourism management/ administration with experience of 2 years in teaching or work experience in tourism and hospitality related industry. Or Post Graduate Diploma in Management (Tourism & Travel)/ Tourism & Leisure/ Tourism & Hospitality / International Tourism business/ Tourism & Logistics/ Tourism & Cargo with experience of 1 year in teaching or work experience in tourism & hospitality related industry.
10	Vocational Teacher (Media Entertainment)	Post Graduation in Mass communication/Media Entertainment/ animation with experience of 1 year in teaching or work experience in Media & Entertainment industry, preferably in animation production Or Graduation in Mass communication/Media Entertainment/animation with experience of 2 years in teaching or work experience in Media & Entertainment industry, preferably in animation production. <u>Desirable</u> •Demonstrate Technical competencies in animation (e.g. In areas like 2D and 3D production & applications of software like Photoshop, 3D Max, MAYA etc. for animation.

S#	Designation and Skill	Prescribed Qualifications and experience
1	2	3
National Skills Qualifications Framework (NSQF)		
11	Vocational Teacher (Apparel Fashion Designer)	<p>(i) MSc. /MHSc in Textiles and clothing with one year experience in teaching or professional experience of Apparel Designing and production.</p> <p>Or</p> <p>B.HSc. and one year PG Diploma in the area of Apparel Designing/ Production with two years experience in teaching or professional experience of Apparel Designing and Production.</p> <p>Or</p> <p>Three years Diploma in the area of Apparel Designing/ Production after class XII with two years experience in teaching or professional experience of Apparel Designing and Production.</p> <p>Or</p> <p>Bachelor in Fashion Technology/ Fashion designing or relevant area with 2 years experience in teaching or professional experience of Apparel Designing & Production.</p> <p>Or</p> <p>2 years Diploma in Apparel Designing /Production after class 12th with 3 years experience in teaching or Professional experience of Apparel Designing and Production.</p> <p>Or</p> <p>1 year Diploma in Apparel Designing / Production / Dress making after 12th with 4 years experience in teaching or Professional experience of Apparel Designing and Production.</p>
12	Vocational Teacher (Healthcare Vision Technician)	<p>(i) Post Graduation in Science stream (Medical) with experience of 1 year in teaching / working in a hospital or vision / eye care clinic, attending to concerned patients and familiar with concerned equipment.</p> <p>Or</p> <p>(i) Graduation in Science stream (Medical) with at least 2 year experience in teaching / working in a hospital or vision / eye care clinic, attending to concerned patients and familiar with concerned equipment/working with eye care Products.</p>
13	Vocational Teacher (Banking & Insurance Services)	<p>M.B.A in Finance/ Insurance with 1 year experience in relevant Industry preferably with Insurance as specialization.</p> <p>Or</p> <p>M.Com with 1 year experience in relevant Industry, preferably with Insurance as specialization.</p>

S#	Designation and Skill	Prescribed Qualifications and experience
1	2	3
National Skills Qualifications Framework (NSQF)		
14	Vocational Teacher (Banking & Finance Services)	M.B.A in Finance with 1 year experience in Banking and Finance sector. Or M.Com with 1 year experience in Banking and Finance sector.

Note:- These appended qualifications will not affect the earlier appointed Vocational Teachers by the Department or the Vocational Teachers engaged by the Vocational Trainer Providers(VTPs)- provided they were deployed only after following the procedure as earlier laid down and fulfilled the experience, qualification as prescribed at that point of time.

In view of above details, above Qualifications for deployment of VTs in applied skills will be read with the following foot notes:-

- a. Experience should be from recognized Institute/Govt. Institution, Institutions set up by the corporate houses/companies, authorized dealers in the relevant skills Govt. workshops/workshops of authorized dealers of Manufactures/Production houses. In respect of claim of experience, the candidate will submit the following documents to support the experience certificate document:
 - (i) Appointment Letter.
 - (ii) Bank Statement as proof of receipt of salary in bank account from the employer. Only vouchers for receipt of payment of salary is not acceptable.
 - (iii) Any other documentary proofs which provide documentary proof that the experience certificate submitted is genuine.
- b. Degree/Diploma/Certificates from Institutions/University which are not recognized/certified by UGC/AICTE/State Board/ University/SSC will not be eligible. In case of Certificate /Diploma from a private Institution/ Organization it will hold good only if certified by the Sector Skill Council concerned in view of Govt. of India notification dated 17.03.2015 issued by the Ministry of Skill Development & Entrepreneurship.
- c. Experience will be calculated after fulfilling the requisite essential qualifications for any post and should be of full time. Part time experience would not be entertained.
- d. Matric with Hindi/Sanskrit or 10+2/Graduation/Post Graduation with Hindi as one of the subjects.
- e. The age limit between 18-42 years, age relaxation to be provided as per Govt. rules.
- f. As all the subjects are in English medium. Therefore the candidates must have good exposure in verbal and non- verbal communication as it is essential for all Vocational Teachers.
- g. Basic knowledge of computer (MS-Office, Internet etc.)

20/3/17

Program Manager(NSQF)
HSSPP, Panchkula

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HSSPP, Panchkula

Program Manager(NSQF)
HSSPP, Panchkula