

IT-ITES

Media & Entertainment



Skill Guidebook

Department of Skill Development & Entrepreneurship, Govt of Sikkim



www.skillyoungindia.com



Researched & Compiled by

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"Let's make India the Skill Capital
of the World"

Shri Narendra Modi
Prime Minister of India

"We are a youthful nation.
Our youth are our strength.
The world and India need a
skilled workforce."

Shri Rajiv Pratap Rudy

Minister of State (Independence Charge) for
Skill Development & Entrepreneurship, Government of India



"Sikkim is committed to provide educated,
responsible and skilled manpower not only to
the nation but to the entire world.
Sikkim is determined to be the driving engine
to proudly place India in World Skill Map."

Shri Pawan Chamling
Chief Minister of Sikkim



Acknowledgement

We are indebted to Sh Pawan Chamling- Honorable Chief Minister of Sikkim for being the prime inspirational source behind creation of this skill guidebook which is going to hold importance of a vital reference document to all stake holders of skill landscape of Sikkim.

Our inspiration is also sourced from Mr Rajesh Aggarwal- Joint Secretary, Ministry of Skill Development & Entrepreneurship, Govt of India for making us recognize the very need of this skill guidebook.

Skilling has been a prime focus for Govt of Sikkim, and much before the creation of Ministry of Skill Development & Entrepreneurship, Govt of India, launch of Skill India Mission, Sikkim was skilling youth from the year 2007 in a very organised ad planned manner. Further in 2009 with establishment of State Institute of Capacity Building (SICB) with the Honorable Chief Minister as its Patron has lead many skill initiatives, capacity building and livelihood programs. Sikkim state is now on the transition of re-prioritising its State Skill Plan and Roadmap with the lessons learnt from the past and pacing up with the fast transforming skill landscape of the nation.

We are grateful to the team of National Skill Development Corporation (NSDC) Mr Manish Kumar- CEO& Managing Director, Mr Jayant Krishna- COO & Executive Director, Mr Jaikant Singh- Head- Partnership & State Alliance, Dr Sapna Poti- Principal- North East Region, Mr Sobins Kuriakose- Deputy Head- PMKVY for guiding us throughout in aligning the state skill initiatives with the Skill India Mission.

Our sincere gratitude is due to Dr Sandhya Chintala- CEO- IT & ITES Sector Skill Council, Dr Swapna Mishra-Director- Textile (& Handloom) Sector Skill Council, Mr Mohit Soni- General Manager- Media & Entertainment Sector Skill Council, Mr Krishan Kumar- Head-Operations- Handicraft & Carpet Sector Skill Council, Mr Praveen Roy- CEO & Ms Jyoti Joshi-National Head-Quality & Standards- Tourism & Hospitality Sector Skill Council, Ms Annu Wadhwa- CEO & Ms Aradhana Tripathi- Beauty & Wellness Sector Skill Council, Mr Vinod Behari-CEO Power Sector Skill Council, Smt Kuldeep Kaur-Director-Mahila Haat, Mr Aditya Baran Mallik- CEO- IQST, Mr Sushil Kumar Ramola-CEO Be-Able, Mr Dilip Chenoy-Former CEO&MD-NSDC and Mr Praveen Shrivastava-Deputy Director General, Ministry of Labour & Employment, Govt of India.

Nevertheless, this skill guidebook would not have been a possibility without unconditional support of committed team in Sikkim. We can never thank enough Mr SC Gupta, Additional Chief Secretary, Govt of Sikkim, entire team of Department of Skill Development & Entrepreneurship, Govt of Sikkim Dr K. Jayakumar Principal Secretary, Ms Mrinalini Shrivastava, IPS Additional Secretary, Mr IBS Yadav Additional Director, Mr Mani Kumar Gurung Skill Officer, Ms Sunaina Chauhan- Research Analyst and other team members, the entire team of SICB, Mr Minju Lama Pakhrin- Graphic Designer-Panorma Digital Imaging, Mr Manoj Aggarwal-CEO-Reproman Printing Pvt Ltd, Mr Vikram Thapa & Mr Abhishek Sikdel- Founder Partners-Konnect Event Management Company.

Words will be short to register our acknowledgement to Ms Seema Mishra-Career Expert, for the diligent research and compilation of this skill guidebook by conducting personalised meetings with MSDE, NSDC, SSCs, Industry leaders, major recruiters, training partners, skill assessment experts to understand the job market demand, skill ecosystem of the country and further linking it up with local youth aspiration through personal interactions with District Administration officials, elected members of assembly, gram panchayat, school - college teachers, local - regional industry leaders, NGO - associations and society opinion leaders.

This skill guidebook is an attempt to simplify the broad understanding of Indian Skill Ecosystem, the national skill quality standards, certifications, skill stakeholders, emerging career, employment, livelihood and start-up opportunities within Sikkim, across North Eastern states, in the entire country as well as globally.

Research & Development Team
State Institute of Capacity Building (SICB)
Department of Skill Development & Entrepreneurship,
Government of Sikkim.





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Skill Ecosystem of India



Ministry of Skill Development & Entrepreneurship
Government of India

www.msde.gov.in

The Ministry is responsible for co-ordination of all skill development efforts across the country, removal of disconnect between demand and supply of skilled manpower, building the vocational and technical training framework, skill up-gradation, building of new skills, and innovative thinking not only for existing jobs but also jobs that are to be created.



Transforming the skill landscape

www.nsdcindia.org

The National Skill Development Corporation, (NSDC) is a one of its kind, Public Private Partnership in India, under the Ministry of Skill Development & Entrepreneurship. It aims to promote skill development by catalyzing creation of large, quality, for-profit vocational institutions. NSDC is Project Implementing Agency for Pradhan Mantri Kaushal Vikas Yojana (PMKVY) across the nation.



www.pmkvyofficial.org

Pradhan Mantri Kaushal Vikas Yojana (PMKVY) is the flagship scheme of the Ministry of Skill Development & Entrepreneurship (MSDE). The objective of this Skill Certification Scheme is to enable a large number of Indian youth to take up industry-relevant skill training that will help them in securing a better livelihood. Individuals with prior learning experience or skills will also be assessed and certified under Recognition of Prior Learning (RPL).

- Approved for another four years (2016-2020) to benefit 10 million youth
- Allocated Budget 12,000 Crores



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NOS

National Occupational Standards

NOSs National Occupational Standards (NOSs) specify the standard of performance, knowledge and understanding when carrying out a particular activity in the workplace. Each NOS defines one key function in a job role. Example: For a Sales Associate, one of the NOS would be to 'To help customers choose right products'

QPs A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive both the creation of curriculum, and assessments. These job roles would be at various proficiency levels, and aligned to the NSQF. Example would be Qualification Pack of a Sales Associate

Sector Skill Councils are responsible for the creation of QPs and NOSs. These Occupational Standards are open for public viewing for a month on <http://www.nsdcindia.org/nos>. All those who have participated in development and validation of standards as well as the industry are informed by the SSC that the Occupational Standards have been published for comments. All comments/ feedback received during the period will be responded to by respective Sector Skill Council under intimation to NSDC. After one month of public viewing, these standards will be promulgated as National Standards.

As of 31st March 2015, across 28 Sectors, standards for 1319 Job Roles pegged at NSQF levels 1 to 8 have been defined by the Sector Skill Councils. 14 SSCs have covered development of 80% of entry level workforce QPs.

QP

Qualification Packs

Sector Skill Councils

<http://msde.gov.in/ssc.html>

Sector Skill Councils are set up as autonomous industry-led bodies by NSDC. They create Occupational Standards and Qualification bodies, develop competency framework, conduct Train the Trainer Programs, conduct skill gap studies and Assess and Certify trainees on the curriculum aligned to National Occupational Standards developed by them.

<http://www.nsdcindia.org/sites/default/files/files/Contact-Details-SSC.pdf>

IndiaSkillsOnline

Anytime Anywhere Skilling!

India Skills Online is an initiative of the National Skill Development Corporation (NSDC) under the Ministry of Skill Development and Entrepreneurship. NSDC, through this initiative, brings online learning to the skill-aspirants registered for skill training schemes.

Existing candidates registered with NSDC through various Training Partners should login to access the services.



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NSQF

National Skills Qualification Framework

The National Skills Qualifications Framework (NSQF) is a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude. These levels, graded from one to ten, are defined in terms of learning outcomes which the learner must possess regardless of whether they are obtained through formal, non-formal or informal learning. NSQF in India was notified on 27th December 2013. Presently, more than 100 countries have, or are in the process of developing national qualification frameworks.

The NSQF is anchored at the National Skill Development Agency (NSDA) and is being implemented through the National Skills Qualifications Committee (NSQC) which comprises of all key stakeholders. The NSQC's functions amongst others include approving NOSs/QPs, approving accreditation norms, prescribing guidelines to address the needs of disadvantaged sections, reviewing inter-agency disputes and alignment of NSQF with international qualification frameworks.

Specific outcomes expected from implementation of NSQF are:

- i. Mobility between vocational and general education by alignment of degrees with NSQF
- ii. Recognition of Prior Learning (RPL), allowing transition from non-formal to organised job market
- iii. Standardised, consistent, nationally acceptable outcomes of training across the country through a national quality assurance framework
- iv. Global mobility of skilled workforce from India, through international equivalence of NSQF
- v. Mapping of progression pathways within sectors and cross-sectorally
- vi. Approval of NOS/QPs as national standards for skill training

The NSQF provides for a five year implementation schedule which provides that after the third anniversary(27.12.2016) date of the notification of the NSQF,

- i. Government funding would not be available for any training/ educational programme/ course which is not NSQF-compliant.
- ii. All government-funded training and educational institutions shall define eligibility criteria for admission to various courses in terms of NSQF levels.
- iii. The recruitment rules of the Government of India and PSUs of the central government shall be amended to define eligibility criteria for all positions in terms of NSQF levels. The State Governments and their PSUs shall also be encouraged to amend their recruitment rules on above lines.





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State Institute of Capacity Building (SICB)

Established on 10th December 2009, SICB acts as the administrative arm of Department of Skill Development and Entrepreneurship, Govt of Sikkim. Registered as a Society under Sl. No 1978 Vol. No. I dated 03/02/2011 under Sikkim Regulation of Societies, Association and other Voluntary organisation Act, 2008, SICB has a mission to meet the challenge of skilling at scale with speed and standard (quality).

SICB aims to execute skill initiatives under a nationally defined umbrella framework, to align all skill training to common standards and link the skilling with demand centres to make more outcome based-industry oriented and updated.

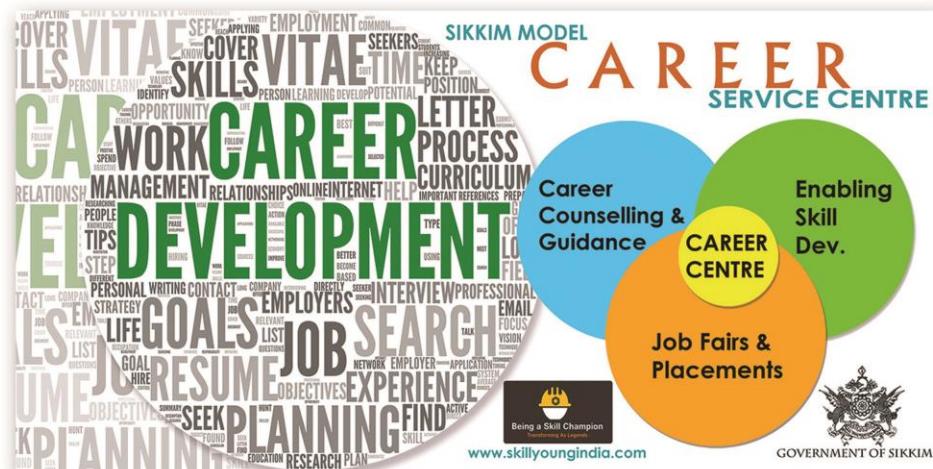
With Honorable Chief Minister as the Patron of the State Institute of Capacity Building, the SICB has a Chief Administrator as head of the institution with a team of administrative officers, field executives and trainers to execute its various training and monitoring activities.

SICB has its objective to focus on enhancing the employability and productivity of Sikkim youth by analyzing the local level, district level, state level and national level skill gap studies, reports and analysis. From time to time SICB conducts research, survey, skill gap study and analysis outcomes to understand the aspiration level of Sikkim youth. It further strategises Skill Plan and Roadmap to tap the local, regional, national and international employment opportunities and to facilitate most appropriate match-making between the job aspirants and the employers.



www.skillyoungindia.com

Sikkim Model Career Centre provides complete guidance and counselling through self-assessments & insights into making right career choices. With its presence in three districts namely Gangtok (East), Jorethang (South) and Dentam (West) SMCC also enhances personality & confidence of the youth before entering into the corporate world by imparting various professional and personal development skills through blended approach of online and offline learning mechanisms.



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30 million Employment Avenues by 2020

Source: IT-ITeS SSC

IT-ITeS

JOB ROLES

Domestic Data Entry Operator

CRM Domestic Voice

CRM Domestic Non Voice

Collection Executive

Junior Software Developer

Web Developer

Bio Metric Data Entry Operator

IT Help Desk Attendant (Hardware)

Software Developer

Cyber Security

Digital Marketing Operator



Data Entry Operator

Employment Avenues in Business Process Management

Job Description: Electronic entry of data from client side to the office side or vice-versa.

Personal Attributes: Knowledge about database Management systems and IT initiatives & accurate typing/ data encoding.

Minimum Education Qualification: Class X

NSQF Level 4



CRM Domestic Voice

Employment Avenues in Business Process Management

Job Description: Make telephone calls answer inquiries, resolve problems, record complaints or receive feedback with the assistance of a computerised system.

Personal Attributes: Interact with customers and work independently. Demonstrate logical thinking and interpersonal skills.

Minimum Education Qualification: Class X

NSQF Level 4

CRM Domestic Non Voice

Employment Avenues in Business Process Management

Job Description: To resolve queries and customer cases over web-chat or email.

Personal Attributes: Excellent Communication Skills, and should be able to work independently or in teams to resolve customers queries.

Minimum Education Qualification: Class X

NSQF Level 4



Collection Executive

Employment Avenues in Business Process Management

Job Description: Communicate the right information to the customers regarding payment follow ups reminders, investigating and solving customers problems.

Personal Attributes: Demonstrate logical thinking and interpersonal skills, interact with customers.

Minimum Education Qualification: Class XII

NSQF Level 4



Junior Software Developer

Employment Avenues in Application Development

Job Description: Support and help desk, testing, user interaction design, maintenance, enhancement, development and documentation in software industry.

Personal Attributes: Necessary technical competency and be able to communicate effectively and work collaboratively.

Minimum Education Qualification: Class XII

NSQF Level 4

Web Developer

Employment Avenues in IT Services

Job Description: Designing and maintaining web-based applications including design, layout and coding of a website.

Personal Attributes: Excellent Communication Skills, creative and logical thinker, result oriented.

Minimum Education Qualification: Graduate Degree

NSQF Level 5



Bio Metric Data Entry Operator

Employment Avenues in Business Process Management

Job Description: Installing, configuring & maintaining computer hardware operating systems and applications, trouble shooting bio metric system and network problems.

Personal Attributes: Updated Knowledge about bio metric systems and IT initiatives, Date encoding and accurate typing.

Minimum Education Qualification: Class X

NSQF Level 4



IT Help Desk Attendant(Hardware)

Employment Avenues in IT Services

Job Description: Responsible for smooth running of computer systems, installing and configuring computer hardware operating systems and applications.

Personal Attributes: Thorough knowledge of various technology trends and processes about IT initiatives.

Minimum Education Qualification: Class XII

NSQF Level 4



Software Developer

Employment Avenues in IT Services

Job Description: Development of Software applications, interfaces, enhancements to existing packaged applications or pre-engineered templates. Support to custom applications and debugging.

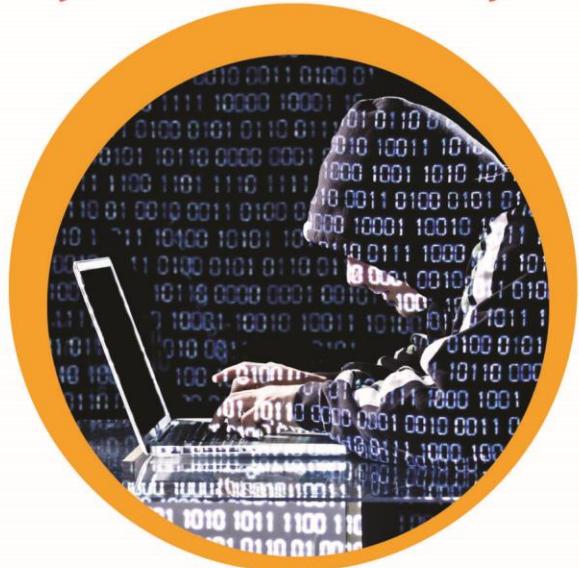
Personal Attributes: Excellent Communication Skills, and should be able to work independently and make decisions pertaining to his/her area of work.

Minimum Education Qualification: Bachelors Degree in Computer Science

NSQF Level 7



Cyber Security



Employment Avenues in IT Services

Job Description: Responsible for protecting information system from unauthorised access, use, disruption modification, recording, perusal or destruction.

Personal Attributes: Result oriented and have high attention for detail, good communication skills and logical thinker.

Minimum Education Qualification: Diploma in Engineering or any graduate course.

NSQF Level 7

Digital Marketing Operator



Employment Avenues Across all Sectors

Job Description: Designing and supervising implementation of the digital and social media marketing strategy for assigned product.

Personal Attributes: In-depth knowledge of Social media platforms, good technical understanding and knowledge of blogging ecosystem and online marketing strategies.

Minimum Education Qualification: Graduate in Marketing/advertising or B.B.A in marketing/ advertising or related field.





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Media & Entertainment

AVGC Industry Size (in INR Billion by 2017)

Animation 73.4

Visual Effect

Gaming 42.1

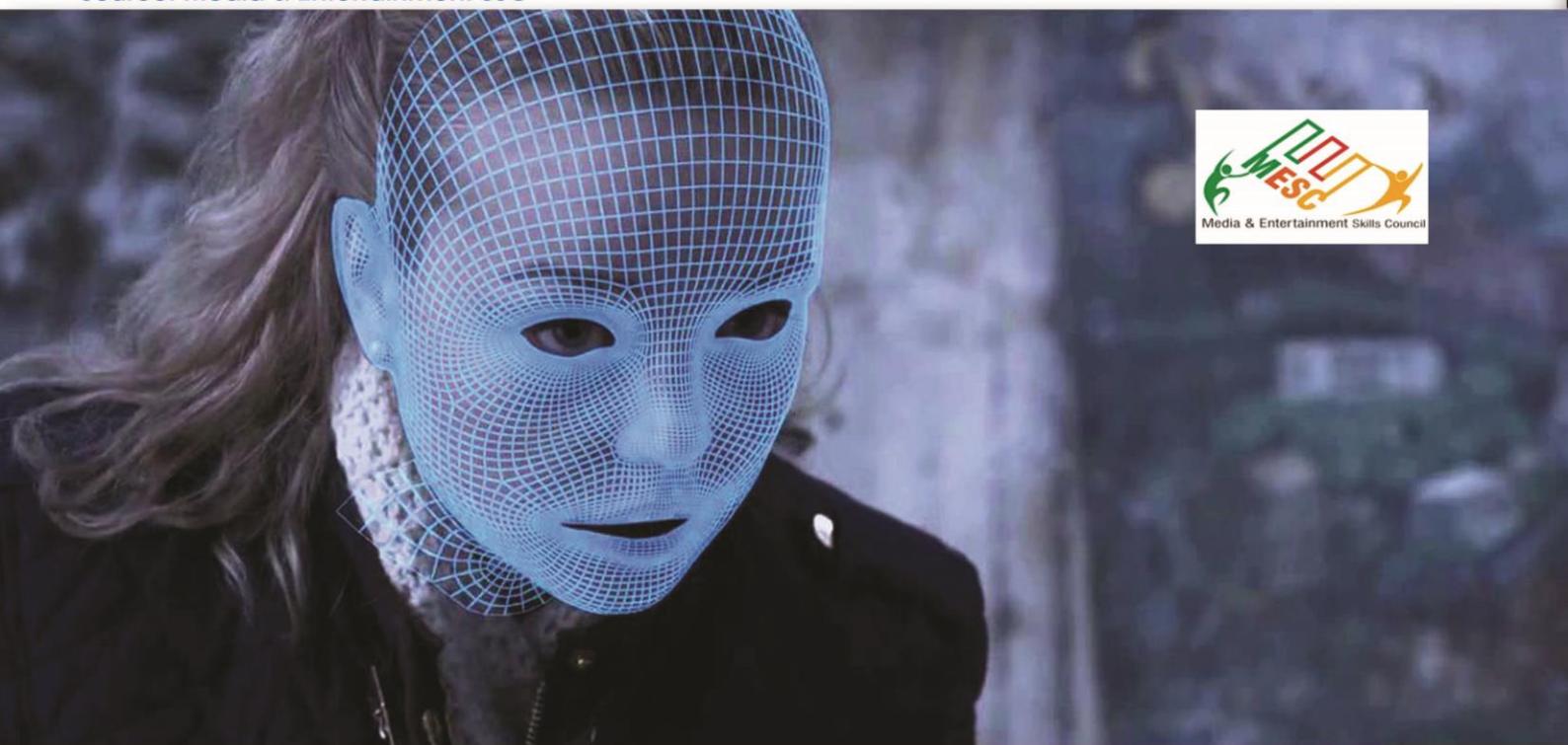
Comic,

Digital 87.2
Entertainment

Source: Media & Entertainment SSC

JOB ROLES

- Graphic Designer
- Animator
- Layout Designer
- Modeler
- Rendering Artist
- Roto-artist
- VFX-Editor
- Clean-up-Artist
- Colour-Key-Artist
- Compositor



Layout Designer

Employment Avenues in Animation & Gaming Sector

Job Description: To design and create the digital layouts, backgrounds, architecture and props for a production.

Personal Attributes: Excellent drawing skills, able to design layouts, using softwares such as Adobe Photoshop, Gimp etc.

Minimum Education Qualification: Class XII

NSQF Level 4



Modeler

Employment Avenues in Animation & Gaming Sector

Job Description: Creating Computer generated models (characters, machines, props, objects etc).

Personal Attributes: Good understanding of human anatomy, skeleton structure, joints, facial muscles, expressions etc. Create models using softwares and tools - Maya, 3D Studio Max etc.

Minimum Education Qualification: Class X

NSQF Level 3



Rendering Artist

Employment Avenues in Film, Television, Animation, Advertising , OOH Sector

Job Description: To convert 3D geometric models into a set of viewable images.

Personal Attributes: Know technic of principal of rendering, 3D animation, light shadows, exposure and color space. Ability to work on rendering software-Renderman, MEL, Maya, 3D studio Max, Blender.

Minimum Education Qualification: Class XII

NSQF Level 4



*Employment Avenues in Film, Television,
Animation, Advertising Sector*

Job Description: To break content down into individual frames/ elements and alter/re-create content in accordance to requirements.

Personal Attributes: Good understanding of film making, good drawing and illustration skills knowledge of rotoscoping software-Nuke, After Effects, Silhouette etc.

Minimum Education Qualification: Class XII

NSQF Level 4

Roto-Artist



VFX-Editor

*Employment Avenues in Film, Television,
Animation, Advertising Sector*

Job Description: To create illusionary elements/images/segments for production.

Personal Attributes: Knowledge of film making , cinematography and photography, able to define how footage needs to be shot to ensure that the desired effects can be incorporated using digital software After Effects, Final Cut Pro, Blender.

Minimum Education Qualification: Graduate

NSQF Level 5

Compositor

*Employment Avenues in Film, Television,
Animation, Advertising Sector*

Job Description: To merge the various layers/elements created during post-production into a final product.

Personal Attributes: Good understanding of film making animation and visual effects, knowledge of light, shadows exposure and color space using software- Nuke, Fusion, Combustion, After Effects, Flame, Inferno, Shake.

Minimum Education Qualification: Class XII

NSQF Level 4



Animator

Flash Animator/ 3D Animator/ Flash Shadow Artist

Employment Avenues Animation & Gaming

Job Description: To produce a sequence of 2D/ 3D images referring to concept art work by using Animation Software.

Personal Attributes: Understanding of human anatomy, emotions, actions & expressions knowledge of graphics and animation softwares to apply principles of designs, animation and film making to create animation sequences.

Minimum Education Qualification: Class XII

NSQF Level 4



Clean-Up-Artist

Employment Avenues Animation & Gaming

Job Description: To clean-up/ detail-out the design of the character designers/ layout designers and keep them ready for production.

Personal Attributes: Drawing, illustration and design finishing skills using image editing software- Adobe Photoshop Gimp etc.

Minimum Education Qualification: Class X

NSQF Level 3



Color-Key-Artist

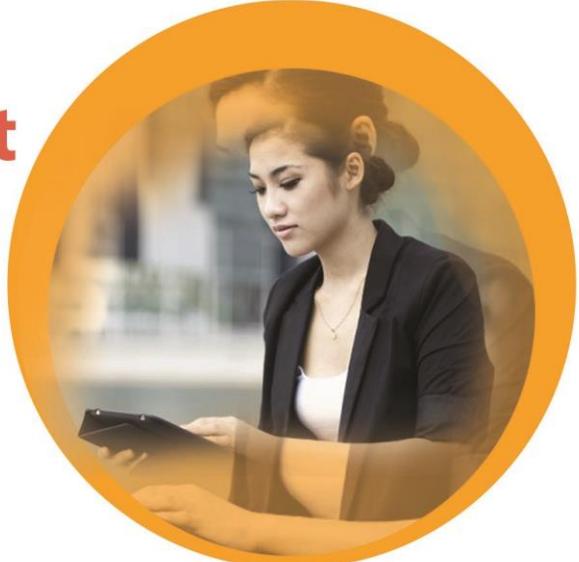
Employment Avenues Animation & Gaming

Job Description: To conceptualise the color keys for all elements with in a production.

Personal Attributes: Understanding of color theory, light and shadows drawing color effects. Ability to design color keys consistent with the creative style of the production using software-Adobe Photoshop.

Minimum Education Qualification: Class X

NSQF Level 3





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Tips for Settling outside Sikkim

Sikkim state is indeed paradise on earth, once here, no one would like to leave such a wonderful place for anything on this earth. But, fact is fact, with growing population and competition level, employment opportunities with this landlocked, remote challenging hilly terrain are handful. Though every Sikkimese youth aspires to be ultimately winning a government job for a stable and consistent income, but we all know the fact that since both central government as well as state government are working towards reducing the red-tapism, bringing in transparency and digitisation in governance, slowly and gradually the human resource requirement in government sector is also shrinking. The ratio between no. of vacancies available and no. of applicant applying for one post is indeed an eye opening fact both on youth aspiration as well as availability of jobs in government sector.

Hence, a wiser approach would be to look out for more opportunities in private sector outside Sikkim. It is a known fact that the weather, living standards, society, environment in general is very cohesive in Sikkim, hence those who look forward to settle down outside Sikkim for short or long term for study or employment purpose need to prepare themselves. Here are some tips that will help you in settling down better in the new environment.

UNDERSTANDING THE NEW ENVIRONMENT:

It is always a good idea to research a bit about the place you are going to settle down. Know about weather, climate conditions, kind of clothes required (Winter/Summer/Rainy clothing etc). Google and Youtube about the place you are going to settle down, ask friends, family, relatives. Find out any references, contacts you have, this help a lot in initial emotional and moral support at a new place.

TRAVELLING TIPS

- Plan ahead to avoid any last minute glitches.
- Book your tickets in advance, find out special days when the fares are low (normally travel on working days are cheaper than weekends / festivals)
- Make a packing checklist.
- Learn and opt the Suitcase Space Saver ideas.
- Remember to keep bedsheets, pillow covers
- Keep your cash, credit cards, ATM cards, important documents safe and handy.
- Do not keep all cash at one place, keep at least 3 back-ups.
- Make your travelling budget and stick to it, keep some amount separately for emergency and do not touch that money at all.
- Take advantage of common wi-fi, mobile charging station and free calling service.
- Activate chat apps on your mobile to avoid unnecessary expense on roaming calls / sms.
- Keep your family and friends posted about your location, whereabouts and well-being.
- Keep in touch with your family, keep talking to them, how are you feeling at new place, any challenges. Keep in touch with your teachers, counsellors who can guide you from time to time, specially when you find it challenging to adjust in new environment, your teachers and counsellors will play a vital role in enhancing your confidence and determination.



Tips for packing Wallet while travelling





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Luggage Packing Tips



Toiletries Packing Suggestions

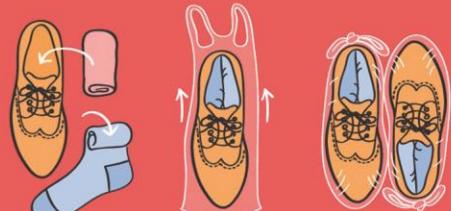


Gadget Packing Suggestions

Suitcase Packing Suggestions

UTILIZE YOUR SHOES

Shoes are an excellent way to make use of every inch of space available:

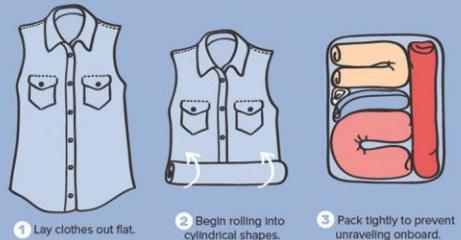


- 1 Roll underwear and socks into any shoe.
- 2 Wrap each shoe in a small cloth or plastic bag
- 3 Place each tightly-stuffed, wrapped-up shoe at the bottom of your case



START ROLLING

Without a doubt, rolling is the preferential packing method for saving space and reducing wrinkles:





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BEHAVIOURAL TIPS

- It is always nice to understand the socio-cultural orientation of the place you are going to settle down.
- A wise step will be to alter and adjust your behavioural pattern with the most suitable local behavioural pattern.
- North East Indian society is more open, liberal, cohesive and friendly. While at some other parts of the country you will find more conservative society. In such situations, it is always nice to adapt to local and most prevalent behavioural environment to avoid any offense to yourself or to others.

CULTURAL SENSITIVITY

Different societies have different cultural orientation, hence while settling to a new environment, it is always nice to be bit sensitive to the local cultural environment. Dressing sense, behavioural pattern with elders, ladies, at worship areas need to be dealt carefully to avoid hurting someones cultural or social sentiments.

ADJUSTING IN NEW ENVIRONMENT

When you are at a new place, initially you feel excited because everything is new and awesome for you, but slowly as you settle down, the darker side or the not-so-good side of the place starts popping up in front of you. The best way to deal with it is to first understand and accept that this change of thought and emotion is a temporary phase, it will come and go. Have a mindset of acceptability rather than fault-finding. Nothing in this world is perfect, adjustments are essence of happy, peacefully and cohesive life. So when you get upset about something in your new environment, keep reminding yourself , this will also pass, make a sincere effort to win over the situation rather than situation taking over your emotions and thus effecting your decisions.

Our emotions are directly linked with our breathing pattern. Learning pranayam (regulated breathing technique) is a quick tool to handle our emotions. Log on to www.artofliving.org to learn three step easy breathing technique to alter your emotions.

THE ART OF DEALING WITH CULTURAL SHOCK

India is a country envisaging diverse cultural wealth. We are fortunate to live in a country where language, dialect, cuisine, costume, headgear and music changes every 200 kilometres. Sikkim as a state has a rich and varied cultural wealth, fostering a spirit of peaceful co-existence while honouring each others unique authenticity. When we travel outside our state, we may find things are not similar, but then we do not have to label the new environment as good or bad. We should take it in a positive spirit, of learning a new culture, adjusting to a new environment, getting to know a new bunch of people, their culture, ethos, values and respect it without being judgemental or getting personally effected with the difference. Sikkim is known for embracing positive essence of all caste, creed, belief, ethos, values, culture and we the Sikkimese, are best example exhibited of this Sikkimese spirit when we are projecting ourselves outside the state. Do not ever forget, that when you step out of the state, no matter what position, place, section of society you are in, you are indeed a walking, talking brand ambassador of Sikkim, so lets make a good and positive impression of our state by respecting and honouring culture of the new environment we are in.

CULTURAL EXCHANGE

The new environment gives us an opportunity of not just learning the local culture but also to proudly showcase our rich Sikkimese cultural wealth. While travelling outside state, it is always nice to carry your ethnic costume, musical instrument, cuisine ingredients as these become one of the very strong





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FOSTERING CORDIAL RELATIONS:

Extend your hand first to establish cordial relations in the new environment. It is wise to understand the cultural orientation of the local place before doing such with opposite gender as some societies are bit conservative for open relations between opposite gender other than close family/ friends ties. Make new friends, be social, grab every opportunity to participate in local festivals, weddings, community programs, it helps you understanding people, culture, customs and environment better and it is a wonderful platform to make new friends and get acquainted with new people.

HANDLING EMOTIONAL PANGS AND HOME SICKNESS

There will be moments when you will be missing your home, family, home-cooked food, mothers pampering and fathers scoldings. This is in fact a very important phase of your life, when you will realise the value of strong family bonds. Keep your family photograph with you, keep talking to your family at least once a week. Do not only complain and talk about negative things when you call them, because family is at far distance, when they feel you are in trouble (even for a very small reason) the emotional pressure compels them to ask you to come back home. When you have taken a step for your future and courage to walk all those miles away from the state for your brighter future which will certainly bring pride and laurel to your family in future, you must overcome such temporary emotional urge to come back home half way.

Keep yourself involved in hobby or something you love doing, so whenever you feel a bit low or home sick, divert your mind and feelings toward something positive and constructive, you will find that you are successfully able to overcome such temporary emotional pangs. The initial two-three months are really challenging for adjusting in a new environment, but once you are able to sail through the first three months, you will find that you have mastered the art of being adjusted in the new environment and have started loving it too.

ADAPTING TO THE CORPORATE CULTURE

Environment back home in our village or in urban area is far different from the fast and ever growing corporate world. While you are settling down in the new environment, you may find that your workplace sometimes give an alien feeling to you. Do not worry and take it as initial adjustment issues. The corporate world has its own culture, dressing pattern, etiquette, behavioural pattern and off courses some darker sides like office politics, biasness etc. These are part of life and a strong successful individual knows how to deal with it aptly. We, the Sikkimese are known for our wise approach towards life and endurance. Be observant of situation and environment around you and learn from it. Be like a sponge, absorb the good qualities and leave the negative unwanted things, this way you will successes in life, profession as well as do well in relationships. So the key is adapt and stick to positivity.

DEEPLYING OWN TRADITIONAL ROOTS IN MODERN ENVIRONMENT

Be a proud Sikkimese. Grab every opportunity to showcase our rich cultural wealth. It is nice to adapt to new culture and environment, be updated, modern and trendy, but its BEST to maintain our authentic and ethnic identity with a pride. Whenever you get an opportunity in social gathering, do wear and showcase your traditional attire, win hearts of people with our ethnic recipes and cuisine, take them to the paradise on earth called Sikkim with your folk music and song. India is a proud nation with beautiful panorama of varied culture, each proudly maintaining its individuality. Be a true Indian, be an authentic Sikkimese.





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ASKING HELP

Never ever feel that you are alone anywhere. With the increasing globalisation and migration across nation, with little efforts you will be able to connect to people from Sikkim who are settled in your locality. Find out about such groups, associations and be in touch with them. Also your local friends, classmates, colleagues will be able to help you out for small little challenges you may face in initial adjustments. Though a word of caution: while at a new environment, rely on advice and help from people who are in your trust circle. Taking lift in car, accepting food offered or help from strangers is not advisable. At a new place, young girls are advised to move always in group rather than in isolation and keep your friends and family members aware of your whereabouts.

Nowadays society and local government has become very sensitive in providing an encouraging environment for young boys and girls from North Eastern region to enable them in settling down better in the new environment. To ensure safety and security of youngsters from North East, many state government bodies have introduced a special North East help Desk in Police and District Administration office to help and guide new settlers from North East. With appropriate guidance from the SICB counsellors back home in Sikkim you may get connected with such facilities in your locality to enable you in adjusting better in the new environment and to get immediate help in case of any emergency.



MANAGING YOURSELF

Health Tips: Maintain an overall good hygiene. Wash your hands properly before meal and after use of toilet. While eating out, especially non-vegetarian food, eat from authentic and hygienic place. There had been several health disastrous incidents linked directly with eating unhygienic non-vegetarian food. Keep your medical reports/ allergens information handy and keep your close friends informed about it. Ensure using only clean healthy drinking water from a reliable source, when not sure, double check by boiling the water, cooling it down and storing for drinking purposes. Most of the diseases are reported to have occurred due to use of unsafe drinking water. It is savvy to carry your own drinking water bottle, instead of buying mineral water every day, you may opt for storing boiled water.

Since weather in Sikkim is quite pleasant and cool, many of you may feel heat stroke on a hotter plain. Increase your intake of fluid and water, include cooling food items like cucumber, watermelon, muskmelon, orange, brahmi, khus sharbat and lime water. Keep Electrol, ORS, Glucon-D handy, if you ever feel dehydrated. Keep your skin healthy and clean. Wash your face and eyes frequently as dust and pollution in new place may cause irritation and rashes. Keep your own medicine and first aid box handy and updated. Weed out expiry or nearly expiry medicines. Do not pop-up medicines without professional consultation, this may result into a health disaster. Most important: Keep your spirit high and attitude positive, your inner strength is your strongest immunity system. If your mind is strong the body WILL follow.





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Finding Accommodation: Internet and local newspapers are full of options of rental accommodations available; you may do some homework much before arriving at the new place to give you a fair idea about locality, facilities, budget and local environment. At initial stage of settling down it is always a good idea to opt for sharing accommodation or a paying guest facility. Follow the In-Out time of landlords, co-partners and be sensitive of not troubling your surroundings with your odd hours of coming back and going out. Music is best enjoyed with a headphone in a sharing accommodation, your choice of music may not be pleasing for ears of your room partners, be sensitive about it and respect their privacy. Keep your valuables and cash under lock and key no matter how friendly you are with your room mates. Most of the sharing accommodation misunderstanding starts from these trivial incidents. In short, sharing accommodation experience teaches you how to adjust living with others which is definitely going to be very helpful for you when you get married and have a family of your own. Remember, everyone at the core, is nice and genuine, do not doubt or judge people, it will add to your irritation and spoil relations with them. Understand that every individual is unique on this planet and so are you, hence accept people and situation as they are, honour individuality in personalities, co-exist peacefully and happily.



Etiquette for Shared Kitchen: Shared accommodation with a shared kitchen is in fact boon for settlers in a new environment. A savvy move will be to pack some dry grocery in your luggage. Buying ration in a new place at initial stage may upset your budget. While sharing kitchen with others, it is advisable to chalkout a duty chart to be followed by all. Contribute judiciously on monthly grocery expense and taking turns in cooking, helping in household chores as we do in our family back home.

Finding Part-Time Job: Once you are adjusted in your new environment both at home and work front, it will be a good idea to explore options for part-time job to increase your monthly income flow. Once settled with your part-time income, you may give support to your family back home ensuring them that you can take care of your monthly expenses on your own. This can be a big mental relief and a moment of pride for the family seeing you becoming responsible and independent which is a dream of every parent.

Opening a Bank Account: Before you depart from your home station, ensure to have an independent bank account and your ATM card. If you use a smartphone, it will be good idea to download mobile banking app as at new place or in case of emergency this becomes very handy. Options like PAYTM makes daily financial transaction easy and cashless. Cities like Delhi, Bangalore, Kolkatta have autorickshaw services also linked with PAYTM, hence you need to just transfer money through your mobile to autorickshaw driver rather than paying him cash.





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Getting Local Mobile Connection: Keep your communication channels strong and intact. Be savvy of not wasting too much of money on internet data, call or sms while you are using a roaming number. As soon as you arrive at your new destination, get your documents and address proof aligned and apply for a local mobile connection. These days the mobile service providers also give an option of porting your old number as a local connection. Opt for such services and maintain your budget on mobile usage. Using public wi-fi, common services may further reduce your mobile and data expenses.

Getting Familiar with Your Routes: If you use a smartphone, the first smartest thing to do will be downloading Google Map App. Road map atlases and maps are available almost on all railway stations and bus stands, keep a copy handy with you all the time for reference. Bus route booklets are also available, this will further help you reducing your daily transport expenses by smartly using the public transport. It is a good idea to keep one or two friends / colleagues on your phone helpline, in case you lose your way in a new place, call them up for help and guiding you through the route. Asking route from a stranger may not be a good idea all the time, instead you may opt for asking the traffic police or a person of authority. Some cities have Rail Metro Services available; this becomes very fast and economical mode of travel. Explore your options of most economical yet safe mode of transport from your local friends and colleagues. Remember milestones near your destinations.



Be Determined and Persistent: Remember, you are stronger than the situations around you. Some weak moments may occur when you will feel like leaving everything and come back half way. That is perfectly normal, it happens. But, how you deal with such situation is your actual inner strength. Nothing every great has been achieved in life by sitting in a cosy corner of your home. History is written by great men, when they stepped out in the world to make their mark. You are pride of your family and a gem for the state. Your personal and professional achievement is going to be a pride for your people. In tough situations when you feel like giving up, just remind yourself the purpose and spirit with which you started your journey for your mission. Stay on, hold on and BE STRONG. If you feel like, talk to people who were very supportive and encouraging when you decided to come out and make a mark for your future. Share your feelings with people you find encouraging, motivating and positive. Once you have carved a niche for yourself in the professional field, when you will look back, you will find that these momentary pangs of negativity could have spoiled your future, if you would not have held on to positivity, stayed determined and persistent.

What lies within you is stronger than what lies in the outside world. Believe in yourself, breathe an air of confidence, have faith and step in the new world of opportunities. Be an inspiration for your siblings and next generation; let us write a history together of proudly placing Sikkim on World Skill Map.





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SKILL DEVELOPMENT AND TRAINING PROGRAMMES OF CENTRAL GOVERNMENT

Sl. No.	Ministry/ Department	Schemes/ Programmes/ Institutions having provision for Vocational Education and Training programme	Target Group	Duration of Training (long-term / Short-term)
1	M/o Agriculture (i) Department of Agriculture Research & Education (ii) Department of Animal Husbandry, Dairying & Fisheries	<p>Training in Agricultural Extension (21 training centres), Training in use of Agricultural Implements & machinery, Soil Conservation Training Centre, LFQC&TI, NPPTI, Cooperative Education and Training.</p> <p>Under the <u>University stream</u>, various (12) under-graduate, post-graduate and Ph.D. courses are offered (DARE).</p> <p>There is one Central Agricultural University, thirty-one State Agricultural Universities (SAUs) and four National Institutes of Indian Council of Agricultural Research having the status of Deemed to be University.</p> <p>ICAR also arranges need based training programmes in any of State Agricultural University or ICAR Institutes in new and emerging areas.</p>	<p>Person engaged in Agricultural institutions and support services, members of cooperatives and Farmers. Under KVK, 550/589 districts are covered.</p> <p>Students with Qualifications as usual under University stream of education.</p> <p>Students with Qualifications as usual.</p> <p>Individual scientists or groups of scientists.</p>	<p>Short term courses</p> <p>U.G. courses – 4 years (except for veterinary courses i.e. of 5 years), P.G. courses – 2 years and Ph.D. as usual.</p> <p>As usual.</p> <p>One week to three months (or longer duration, as fixed).</p>
		<p>CIFNET – Regular courses (2) and special training courses (14)</p> <p>CIFNET – Refresher courses (4)</p> <p>CIFNET – Other Organizations viz college including engineering and foreign nationals (14)</p>	<p>10th Standard students</p> <p>Lecturers/in-service</p>	<p>6-18 months</p> <p>4 weeks</p> <p>3 days to 14 weeks</p>
2	M/o Processing Industries	<p>Grants were provided to NGOs for setting up of 326 Food Processing & Training Centres (FPTCs) during 1992-93 to 2000-01.</p> <p>Institutions like Central Food Technology Research Institute, Paddy Processing Research Centre, PHTC, Council of Entrepreneurial Development Programme (EDP) are also running training courses.</p> <p>Person power development in rural areas (FPTC Scheme)</p> <p>Entrepreneurship Development Programme</p> <p>Programmes for development of human resources in food processing, testing, training,</p>	<p>Persons living in rural areas with preference being given to women, SC, ST and other weaker sections of society</p> <p>Mainly persons in Food Processing Industry</p> <p>Open</p> <p>Open</p> <p>Candidates aspiring to be</p>	<p>Short term</p> <p>SHORT-TERM</p> <p>SHORT-TERM</p> <p>AICTE approved diploma/degree</p>





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Sl. No.	Ministry/ Department	Schemes/ Programmes/ Institutions having provision for Vocational Education and Training programme	Target Group	Duration of Training (long-term / Short-term)
		quality management etc.	Managers, technician/ technologists, and entrepreneurs	courses' durations as usual (Long-term)
3	<i>M/o Health & Family Welfare</i>	Basic Training of multipurpose health worker (Female & Male) ♦ 478 ANM/ MPWF Training Centres ♦ 28 HFWTC & 30 Basic MPWA(M) Schools Promotional training of Female Health Assistant in 42 training centres. Training is also provided by Safdarjung Hospital, St. John Ambulance, NTCP, NPCB, NMHP, NACP, INC, CBHI, CLTRI, PWTRC, ECH etc.	-Educated youth with minimum 10 th pass -Persons working in Health & family Welfare programme	12 to 18 months Short term
4	<i>M/o Heavy Industries & Public Enterprises</i>	Counselling, Retraining and Redeployment of Rationalized Workers of CPSEs (Formerly NRF)	Workers who opt for voluntary retirement, rendered surplus or retrenched from CPSEs	Short term courses
5	<i>M/o Human Resource Development</i>	Vocationalisation of Secondary Education (<i>6800 schools covered</i>) Polytechnics (1244) + Institutions for diploma in pharmacy (415), hotel management (63), architecture (25)	Student having passed 10 th class 10 th pass	2 years 3 years diploma
		Community Polytechnic Scheme (675 CPs) Jan Shikshan Sansthan (157 Vocational Training Centres run by NGOs offering more than 250 courses) Support For Distance Education & Web Based Learning (NPTEL) National Institute of Open Schooling - Distance Vocational Education Programmes [Practical training through Accredited Vocational Institutes (AVIs)] Apprenticeship Training for student of +2 Vocational stream National Programme on Earthquake Engineering Education (NPEEE)	Poorer section of society in both rural and urban areas Disadvantaged groups of adults. Priority is given to adult neo-literates/ semi-literates, SC and ST, women/girls, oppressed, migrants, slum/ pavement dwellers and working children Engineering and physical sciences under-graduates/post graduates in the country; all teachers/faculties in science and engineering Universities in India School leavers with 5 th , 7 th , 8 th and 10 th pass Students passing out of +2 Vocational stream	(3 to 6 months) Need Based (1- 4 weeks) (Designing course material – time bound project) 6 months to 2 years One year Faculty development through short-term crash programmes





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Sl. No.	Ministry/ Department	Schemes/ Programmes/ Institutions having provision for Vocational Education and Training programme	Target Group	Duration of Training (long-term / Short-term)
			Recognized engineering colleges/ polytechnics and schools of architecture having related academic degree or diploma programme	and long-term programmes
6	D/o Information Technology	DOEACC - 'O' level CEDTI	Students or working persons with 10+2 pass It conducts courses in the field of Electronics, Telecommunications, Process Control & Instrumentation	Flexible duration for passing examination Short term courses
7	M/o Labour (DGET)	Craftsmen Training Scheme (CTS) (5114 ITIs) Apprenticeship Training Scheme (ATS) (20,800 establishments) Crafts Instructor Training Scheme (CITS) (6 Institutes) Advanced Vocational Training Scheme and Hi-tech Training Scheme (65 centres)	School leavers with 8 th , 10 th and 12 th pass School leavers with 8 th , 10 th and 12 th pass or National Trade Certificate (from NCVT) Holder Instructors of ITIs Industrial Workers/ Technicians	One to Three years 6 months to 4 years 1 year Short Term courses
		<i>Supervisory Training (2 institutes)</i> <i>Women Training Institutes(11 institutes)</i> <i>Central Staff Training and Research Institute</i> Model Training Institutes and Model Industrial Training Institutes	Supervisors from Industry Women (School leavers, Instructors and others) Training Executives and Principals School leavers with 8 th , 10 th and 12 th pass	Long and short term Long and short term Short Term One to Three years
8	M/o Rural Development	National Institute of Rural Development (NIRD) Conducts about 150 programmes Swarnjayanti Gram Swarozgar Yojana (SGSY)	Practicing Manager in rural development Focus is on the vulnerable groups among the rural poor. SC/ STs should account for a minimum of 50%, women for 20% and disabled for 3% of the total swarozgaris during a year.	Short term Courses Need based short term
9	M/o MSME [Small Industries Development Organisation (SIDO)]	Entrepreneurship Development Programme, Skill Development Programme (SDP), Management Development Programme □ It has 72 institutes/ bodies. ▪ SSSI – 30 ▪ Br. SSSI- 28 ▪ RTC – 4 ▪ Tool Rooms – 8	♦ Workers ♦ Educated unemployed youth ♦ Entrepreneurs	Both short term and long term





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Sl. No.	Ministry/ Department	Schemes/ Programmes/ Institutions having provision for Vocational Education and Training programme	Target Group	Duration of Training (long-term / Short-term)
10	Khadi & Village Industries Corporation	■ PPDC – 2 51 Training Centres run 35 types of programmes	Unemployed rural youths, In-job Artisans/Supervisors working in KVI instts, Prospective Entrepreneurs, Beneficiaries of different Govt. Schemes desirous of undertaking KVI activities.	2 months to 12 months
11	M/o Social Justice & Empowerment	National Institute of Mentally Handicapped, National Institute for the Orthopaedically Handicapped, Institute for Physically Handicapped, National Institute for the Hearing Handicapped, National Handicapped Finance and Development Corporation, National Scheme of Liberation and Rehabilitation of Scavengers and their Dependents, National Scheduled Castes and Scheduled Tribes Finance and Development Corporation, Rehabilitation Council of India	Disadvantaged and marginalized sections of the society viz, SC, Minorities, B.C., Persons with disabilities, Aged Persons, Street children and victims of Drug Abuse etc.	<ul style="list-style-type: none"> ➤ Short term training upto six months duration ➤ Orientation Programmes upto one week duration
12	M/o Textiles	Decentralized Training Programme, 24 Weavers' Service Centres, Cooperative Training, 13 Power loom Centres, Indian Jute Industries Research Association, Central Wool Development Board, Central Silk Board, Training Centres for Handicrafts, North-eastern Handicrafts and Handlooms development Corporation	Skill upgradation of Workers in textile industry	<ul style="list-style-type: none"> ➤ Mainly short term (15 days to 3 months). ➤ Some courses under Handicrafts are of 1 year duration.
13	D/o Tourism	Apparel Export Promotion Council (AEPC) 15 Food Craft Institutes under State Governments	Workers in Garment Industry 10 th Pass	3 months to 1 year 6 months – 1 year
14	M/o Tribal Affairs	Vocational Training Centres (VTC) in Tribal Areas. (100% central assistance is given to State/ UT / NGO for setting up VTs.)	Unemployed Tribal youth (Each person is given training in two trades)	6 months in VTC and 6 months with master craftsmen
15	M/o Urban Development & Poverty alleviation	Urban Self Employment Programme under Swarna Jayanti Shahari Rozgar Yojana (SJSRY)	Urban Unemployed or underemployed poor below poverty line	Short term (2-6 months) subject to minimum 300 hours
16	HUDCO & others in Construction sector	640 Building Centres (HUDCO) Company run schools (NBCC HCC, L&T, ECC etc.) & association etc. Construction Industry Development Council (CIDC) & others	Persons engaged in Construction Industry	Short term courses Short term courses
17	D/o Women & Child Development	Support to Training and Employment Programme for Women (STEP) Swalamban (previously NORAD)	Worker & Supervisor having qualification of Vth to XIIth Standard To provide updated skills and new knowledge to poor and assetless women traditional sectors To train poor women mostly in	1 month to 6 months Short term courses





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Sl. No.	Ministry/ Department	Schemes/ Programmes/ Institutions having provision for Vocational Education and Training programme	Target Group	Duration of Training (long-term / Short-term)
		<p>Training in Home scale preservation of fruits and vegetables, (by <i>Community Food and Nutrition Extension Units (CFNEUs)</i>)</p> <p>Central Social Welfare Board (programmes are organised by voluntary organisations)</p> <p>Women Empowerment Programme in collaboration with IGNOU (Training programme on "Empowering women through SHG")</p> <p>Kishori Shakti Yojana</p> <p>Other programmes like UDISHA, Training of Anganwadi Workers, NIPCCB, Rashtriya Mahila Kosh etc.</p>	<p>non-traditional trades House wives and Adolescent girls with a view to promote preservation and consumption of fruits and vegetables which provide much needed micronutrients, as well as to provide necessary skills which could be useful for income generation purposes.</p> <p>To train women in marketable trades and also to upgrade their skills for getting remunerative employment opportunities</p> <p>To organise women into effective Self Help Groups</p> <p>To train and equip adolescent girls to improve home based and vocational skills</p>	<p>Two weeks</p> <p>Minimum 60 days</p>

IMPORTANT WEBSITES - SKILL DEVELOPMENT

Organisation	Website
Skill India	www.skillindia.gov.in
National Skills Network	www.nationalskillnetwork.in
Skill Reporter	www.skillreporter.com
National Council of Vocational Training	www.ncvtmis.gov.in
Directorate General of Training (DGT)	www.dget.nic.in
National Skill Development Agency	www.nsda.gov.in
Government of India	www.india.gov.in
My Gov	www.mygov.in
Open Government Data(OGD) Platform India	www.data.gov.in
National Scholarship Portal	www.scholarships.gov.in
Digital India Programme	www.digitalindia.gov.in
Startup India	www.startupindia.gov.in
Stand-Up India	www.standupmitra.in
Swachha Bharat #MyCleanIndia	www.swachhabharat.mygov.in
Mudra:Micro Units Development and Refinance Agency Ltd.	www.mudra.org.in





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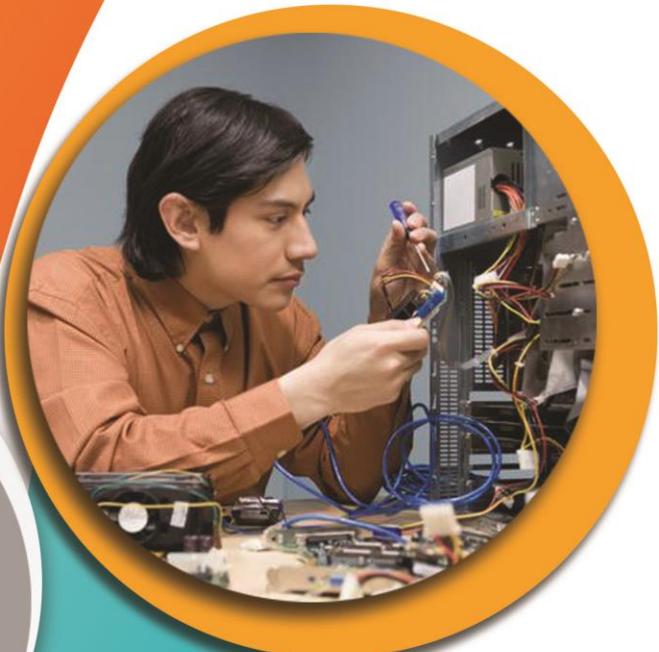
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