CIRCULAR

Sub: Requirement of additional Vocational Trainer for vocational education under NSQF- reg.

Directorate of Education, GNCTD has introduced vocational education in Class IX in 205 Delhi Govt. Schools during the academic year 2015-16 with its own funds on the pattern of Centrally Sponsored Scheme “Vocationalisation of Secondary and Higher Secondary Education” under National Skill Qualification Framework (NSQF). Two out of following six vocational subjects have been offered to students in 192 of these 205 schools whereas in 13 schools only one vocational subject has been offered.

1. Information Technology.
2. Automobile Technology.
3. Dynamics of Retailing.
5. Introduction of Tourism.

Majority of these students are now in class X and are pursuing Level 2 of the Vocational Subject already opted by them in class IX last year (i.e. 2015-16). In addition, these 205 schools have fresh batches of class IX students during 2016-17. These students of class IX have also been offered vocational subjects already running in the schools. It has already been communicated that Vocational Subject is to be offered to every willing student of class IX and the subject will be taught as the Sixth Additional Compulsory subject. This will definitely put additional load on the existing Vocational Trainers posted in these schools.

It is, therefore, desired that additional Vocational Trainers be posted in schools where the workload of existing Vocational Trainer is more than 36 periods per week in a 48 periods-a-week schedule. It may be recalled that directions have already been issued to all concerned Heads of schools to allocate 5 periods per week for the teaching of a Vocational Subject under NSQF. So, in order to work out the requirement of additional Vocational Trainers, some information is urgently required in the format enclosed herewith from the Heads of these 205 Govt. schools of Delhi through their respective Vocational Training Partner Coordinators.
The desired information in the enclosed format duly signed by the Head of School, Vocational Trainer of the School and VTP Coordinator must reach this office by 03.05.2016 positively through concerned VTP Coordinator irrespective of whether this is a requirement of additional Vocational Trainer or not.

This may be treated as “Most Urgent”.

(R.S. MEHRA)
D.D.E. (Vocational)

All VTPs and VTCs, All District/Zonal DDEs and Heads of 205 Govt. Schools.

No. F.DE-45/VE/NSQF/942/2015/942_95_2 Date: 27.04.2016

Copy for information and necessary action to:-
1. PS to Secretary [Education], GNCT of Delhi, Old Sectt., Delhi
2. PA to Director, Education, GNCT of Delhi, Old Sectt., Delhi.
3. Spl. Director (Vocational), Lucknow Road, Delhi
5. DDE [RMSA], Lucknow Road, New Delhi.
6. Joint Director (Planning), Patrachar Vidyalaya, Timarpur, Delhi.
7. Mr. Chirinjiv Guha, NSDC (through e-mail).
8. VTPs & VTP Co-ordinators concerned with the request to collect the information from all the schools under their respective jurisdictions and submit the same to Vocational Branch.
9. Accounts Officer (Vocational), Vocational Branch, Jhandewalan, Delhi.
10. OS [IT], Dte. Of Education, GNCT of Delhi for uploading the same on website of Department.

(R.S. MEHRA)
D.D.E. (Vocational)
Format

<table>
<thead>
<tr>
<th>School:</th>
<th>School ID:</th>
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Name of Vocational Subject (with subject Code):

Name of VTP:

Name of VTP Coordinator (with Contact No.):

Name of Vocational Trainer posted in the school:

**Section-wise strength of students of class X studying Vocational subject**

<table>
<thead>
<tr>
<th>Class &amp; Section</th>
<th>Total no of students</th>
<th>No. of students studying Vocational subject as sixth Additional Compulsory Subject</th>
<th>No. of periods allocated per week</th>
<th>Entries from the Time Table of the Vocational Trainer in the format Day (period)#</th>
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<tbody>
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<td>Class X</td>
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**Section-wise strength of students of class IX studying Vocational subject**

<table>
<thead>
<tr>
<th>Class &amp; Section</th>
<th>Total no of students</th>
<th>No. of students studying Vocational subject as sixth Additional Compulsory Subject</th>
<th>No. of periods allocated to the VT per week</th>
<th>Entries from the Time Table of the Vocational Trainer (VT) in the format Day (period)#</th>
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<tr>
<td>Class IX</td>
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#Example: Mon (5) means 5\textsuperscript{th} period on Mon: Tue (2, 7) means 2\textsuperscript{nd} and 7\textsuperscript{th} periods on Tuesday

**Note:** If some sections are merged for the purpose of teaching of a Vocational Subject, the workload of the teacher is not to be shown separately for each section but only once for the combined section.

Certified that the above mentioned allocation of periods for teaching of vocational subject is strictly as per the time table being followed in the school.

Sign of Head of School    Sign of VTC    Sign of Vocational Trainer

Observations & Comments of DDE (Voc):

Recommendation of DDE (Voc):

Approval by Special Director (Voc)