

No. PRG/CBP/06/19
February 28, 2019

Subject: Training Programme on Enhancing Competence of Youth Employability Skills from May 06-10, 2019 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Training Programme on **Enhancing Competence of Youth Employability Skills** during **May 06-10, 2019** at VVGNI Campus, NOIDA.

In present scenario, generating more and better quality of employment is a common challenge faced by the countries world over. To face these challenges, Governments are putting increasing emphasis on enhancing the skills of its youth to increase their employability. This programme aims to acquaint the participants with the knowledge, importance and avenues of skill development for enhancing employability of youth. The programme details are enclosed. The programme will be conducted in English.

There is no programme fee. The Institute would provide free boarding and lodging facility and will reimburse to and fro Second Class Sleeper train fare on production of tickets to the participants. It may be ensured that nominee(s) should have Aadhar number. The nominations of only those participants will be accepted who have Aadhar number and bank account. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominee(s) may be informed to bring their Aadhar Card and bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details may be indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.

We request you to nominate 04 Master students from your organisation. Because of limited number of seats, the Institute will be constrained to admit only 04 participants from one organisation on first-come-first serve basis and regret acceptance thereafter. We will appreciate participation of female students. You may forward the names of the participants along with nomination forms duly filled in by the nominees. The last date for receiving nominations is **April 26, 2019**.

With kind regards,

Yours sincerely,

(Dr. H. Srinivas)

To

Universities /Educational Institutions

**Training Programme
on
Enhancing Competence of Youth
Employability Skills**

**May 06-10, 2019
VVG NLI Campus, NOIDA**

**V.V. Giri National Labour Institute
Sector 24, NOIDA
Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301**

AIM

This programme aims at enhancing the capacities of the concerned stakeholders in conceptualizing, designing and operationalising effective labour market and employment policies and undertaking research studies related to it. The programme provides an opportunity for the participants to have intensive interface with renowned scholars and practitioners in the area of labour market and employment policies.

OBJECTIVES

- Develop employability skills
- Enhance personality, leadership and communication skills
- Understand the world of work

COURSE PROFILE

Overview of employability skills including personality and communication skills, Role of leadership in personal development and communication process. Competence of youth in the globalised labour market scenario.

METHODOLOGY

Lectures, Discussions, Interactive Sessions.

PARTICIPANT

Students from Universities/Colleges and Research Institutions

NOTE:

1. Please note that those who have attended Institute's programme earlier are not to be nominated. If so, they shall be immediately sent back and no travel allowance will be reimbursed.
2. Spouse and family members are not allowed to stay in the Institute's hostel.
3. Participants are requested to book their return ticket in advance from their own place.
4. Under no-circumstance other than 11nd class sleeper train fare will be entertained.

DATE AND DURATION

May 06-10, 2019. The programme will commence on May 06, 2019 at 10.00 a.m. and conclude on the May 10, 2019 afternoon.

VENUE

V.V. Giri National Labour Institute
Sector 24, NOIDA 201 301 (U.P.)

The Institute campus is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station is 20 Kms and 1.5 Kms from Metro Railway Station, Noida City Centre.

STAY ARRANGEMENT

The arrangement for the stay of the participants will be made at the hostel of the Institute on twin sharing. Boarding and Lodging would be provided to the participants from the afternoon of May 05, 2019 till the forenoon of May 11, 2019. For extended stay or early arrival, the charges would be borne by the participants.

TRAVELLING EXPENSES

1. No fee is charged from the participants.
2. The Institute would reimburse travel expenses of the participants for 2nd class sleeper Train/Bus fare from their place of work to NOIDA on production of original ticket for inward journey and for return journey, a photo copy of confirmed ticket should be produced to claim reimbursement. Without submission of tickets, no reimbursement claim will be permissible. The nominees should be informed about the reimbursement procedure accordingly to avoid inconveniences. Officials entitled for higher class may claim their Travelling Allowance from their own organisation.
3. It may be ensured that nominee(s) should have Aadhar number. The nominations of only those participants will be accepted who have Aadhar number and bank account. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominee(s) may be informed to bring their bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details may be indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.
4. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).
5. The Institute would reimburse travel expenses of the North Eastern participants for 3 tier AC Train fare from their place of work to NOIDA on production of ORIGINAL ticket for inward journey and for return journey, a photo copy of 3rd AC CONFIRMED ticket shall be produced to claim reimbursement. Without submission of tickets, no reimbursement claim will be permissible. The nominees should be informed about the reimbursement procedure accordingly to avoid inconvenience. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.
6. Officials entitled for higher class may claim their Travelling Allowance from their own organisation.

7. The participants are provided free of cost boarding and lodging only for the duration of the programme.

FEE

No programme fee

LAST DATE FOR NOMINATIONS

The last date for receiving the nominations is **April 26, 2019**. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COURSE DIRECTOR

DR. DHANYA M. B.

COMMUNICATIONS

The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

All correspondence should be addressed to:

Mr. J.K. Kaul
Consultant (Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24, NOIDA-201301
Uttar Pradesh
PHONE: 0120- 2411533-35
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**V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA**

**Training Programme on Enhancing Competence of Youth Employability Skills
May 06-10, 2019**

NOMINATION FORM

VENUE

V.V.Giri National Labour Institute Campus, Sector -24, NOIDA, Dist. Gautam
Budh Nagar, Uttar Pradesh

IMPORTANT INSTRUCTIONS

- This Programme will be conducted in English
- This form must be filled by the nominee

GENERAL INFORMATION

1. Nominee's Full Name Mr/Ms . _____
(In Block Letters)
2. Age and date of birth _____
3. Educational Qualification : _____
: _____
4. Whether
SC/ ST/OBC/General : _____
5. Status in the Organisation : _____
6. Address for Correspondence : _____
(In block Letters) : _____
: _____
7. Phone : _____
e.mail : _____
Have you attended any : _____
programme from the Institute
earlier?
If yes, give details. : _____

I. BANK DETAILS OF PARTICIPANT

A. Aadhar Number : _____

B. Name of Bank : _____

C. Bank Branch name : _____

D. Account No : _____

E. IFSC Code : _____

(Signature & Name of the Participant)

Date:

Mail to:

Mr. J. K. Kaul
Consultant (Programme)
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