

**IC/4/2021-O/o DG-DGT**  
Directorate General of Training (DGT)  
Ministry of Skill Development and Entrepreneurship (MSDE)  
Government of India  
\*\*\*\*

Dated: 23<sup>rd</sup> February, 2022,  
Kaushal Bhawan, New Delhi

To  
The States Director (Andhra Pradesh, Karnataka, Assam) &  
RDSDE, Maharashtra

Subject: Request for Nominations of Women Leaders for the Capacity Development under Vocational Education Management Programme, in Germany from 15<sup>th</sup> May – 28<sup>th</sup> May 2022 (including travel days)- reg.

Sir/Madam,

This is in reference to IGVET – 9<sup>th</sup> Project Steering Committee Meeting chaired by Secretary, MSDE held on 24<sup>th</sup> January 2022, wherein, he has instructed to invite nominations for selection to attend upskilling program (onsite visit to Germany) under BLP as per the below schedule:

(i). 15<sup>th</sup> May 2022 to 28<sup>th</sup> May 2022 (including travel dates) – Onsite visit to HLFT, Germany

2. The focused area for participation will be Apprenticeship Advisors (ITIs) in the State of Andhra Pradesh, Karnataka, Assam from North East and Apprenticeship Advisors from RDSDE Maharashtra.

3. In this regard, 02 Nominations are invited from States of Andhra Pradesh, Karnataka, Assam each and 06 Nominations for Apprenticeship Advisors from RDSDE, Maharashtra who have contributed in this field.

4. The candidates may forward their applications through Regional Director, RDSDE (in case RDSDE), State Directorate (in case of ITIs) as per the attached format at Annexure-1. The details of the program are enclosed and final selection will be done as detailed at Annexure-2.

5. The Selection process is to be completed in a time bound manner and nomination must reach at: **blpprogram.ic@gmail.com** by 4<sup>th</sup> March 2022.

  
(Sanjay Kumar)  
Director (Project & Schemes)

Copy to :

1. PS to DG/AS, DGT, Kaushal Bhawan, Karol Bagh, New Delhi.
2. PPS to DDG (SS), DGT, Old Employment Exchange building, Pusa, New Delhi.
3. Director, Apprenticeship, DGT is requested to co-ordinate with concerned State/RDSDE to get nominations on priority.



## **Annexure – 1**

### **Criteria for Selection\*:**

- a. Should be Central & State govt. employee, wherever applicable.
- b. Full time employee of Private ITI, wherever applicable
- c. Mid-career professionals with 10-15 years of work experience.
- d. Healthy and fit for long stay in Germany (1 month)
- e. Willing to implement the new learnings in India.
- f. Verbal/ written fluency in English language
- g. Official should be a subject matter expert in at least one of the following domain: Developing technical/quality guidelines, qualification framework and curriculum development

### **Procedure to submit nomination:**

#### **A) Nominees to send their details in the following format:**

1. Name of the Person
2. Date of Birth
3. Gender
4. Academic Qualification
5. Present Organisation & Division
6. Experience (In Years)
7. Details of Experience (Organisations & Divisions where person has previously worked)
8. Present subject of teaching in the place of work
9. Any Awards/Certifications received? (If yes, please mention the details)
10. Email Id & Mobile Number

#### **B) Nominated candidates are requested to submit a 1 page write up on each of the following questions:**

1. Why you consider yourself suitable for this training (Statement of suitability).
2. What are your experiences/achievements in the field of Developing technical/quality guidelines, qualification framework and curriculum development
3. After completing this training program, how you wish to contribute back to the Vocational Education system?

***Note - Nomination should be sent by the head of institution/organization Only***



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Department of Economic Affairs  
Ministry of Finance, Government of India  
New Delhi 110 001

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Your reference  
Our reference 14.2294.8/IGVET/K/Germany  
Date :07 February 2022

**Request for Nominations of Women Leaders for the Capacity  
Development Under Vocational Education Management Programme, in  
Germany from 15<sup>th</sup> May – 28<sup>th</sup> May 2022 (including travel days)**

Dear Ms. Bhatia,

The Ministry of Economic Cooperation and Development (BMZ), Government of Germany is collaborating with Ministry of Skill Development & Entrepreneurship (MSDE) on the TC project Indo- German Programme for Vocational Education & Training (IGVET). IGVET in collaboration with the GIZ Head Office programme Bund-Länder-Programme (BLP) is placing a special emphasis on capacitating women officers in Vocational Education management. A two-week Capacity Development Programme on the subject of "Vocation Education Management" is being organized for women faculty, who are leading trainers/ managers of vocational institutes. This program will allow them to experience Germany's vocational education system and gain an insight into the key components that ensures quality Vocational education and training.

The details of the proposed training program are as follows:

**1. ORGANISER**

GIZ in collaboration with HLfT, the Hessische Landesstelle für Technologiefortbildung (the Hessian Institute for Advanced Training in Technology), Gross-Gerau, Germany

**2. DURATION**

Sunday, 15<sup>th</sup> May 2022 – Saturday 28<sup>th</sup> May 2022 (including travel days).

**3. OBJECTIVES & PROGRAMME**

The program aims to enhance the capacity of the officials in forging partnerships with the private sector for implementing demand-driven cooperative vocational education and training initiatives and programmes

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Martin Jäger, State Secretary

Management Board  
Tanja Gönner (Chair)  
Ingrid-Gabriela Hoven  
Thorsten Schäfer-Gümbel



In addition, the onsite component will include targeted excursions to relevant companies, the Chamber of Crafts, Technology Parks, the Chamber of Industry and Commerce and training providers.

The tentative itinerary for the training program is at Annexure A.

#### 4. PARTICIPANTS

We would be grateful for DEA to kindly seek following nominations:

MSDE / Directorate General of Training (DGT) may kindly be requested to nominate up to 12 officials representing different departments/agencies E.g. National Skill Development Corporation, RDSDEs, State Government departments (DVET). The following criteria may be considered to shortlist the officials:

- a) Permanent State / Central Govt. employee, wherever applicable.
- b) Mid-career professionals with 10-15 years of work experience.
- c) Healthy and fit for long travelling for regular field visits
- d) Willing to implement few learnings on ground
- e) Good knowledge of English language
- f) Official should have expertise in at least one of the following:
  - Developing technical / quality guidelines
  - Qualification framework
  - Curriculum development

Nominations are invited from the following departments/ agencies:

Participants from departments/ agencies	No.
In-charge of B.Voc programs in universities / Polytechnics	3
Apprenticeship in-charge @ Auto / logistics /Electronics Sector skill councils	3
Apprenticeship Advisors (ITIs) in Andhra Pradesh, Karnataka, North East	3
Apprenticeship advisors: RDSDEs in Maharashtra	3
<b>Total participants</b>	<b>12</b>

#### 5. NODAL OFFICERS

The nodal officer for compiling nominations for the proposed Capacity Development Programme shall be:

**Shri. B.K Sikdar**

Director (I.C)

Ministry of Skill Development & Entrepreneurship

Government of India.

T: 011-23465860 | E: [dir-nsdm@gov.in](mailto:dir-nsdm@gov.in)

**Shri Sanjay Kumar**

Director (IC)  
Directorate General of Training (DGT)  
Ministry of Skill Development & Entrepreneurship  
Government of India  
T: +91- 94338-78323 ; E: sanjay.kr24@gov.in

“Secretary- MSDE” responsible for the project is:

**Shri Rajesh Aggarwal**

Secretary  
Ministry of Skill development & Entrepreneurship  
New Delhi  
E: [secy-msde@nic.in](mailto:secy-msde@nic.in)

## 6. COSTS

GIZ - Bund-Länder-Programm (BLP) of the Federal Republic of Germany will bear all costs related to International return travel between India and Germany including insurance, COVID-19 related tests in Germany, local travel, accommodation, and hospitality.

Participants are expected to bear the cost of RTPCR/ Antigen testing and Taxi fare to and from the airport in India.

## 7. MISSION CRITICALITY

The GIZ - BLP programme and IGVET have collaborated in the past to capacitate Indian vocational stakeholders, master trainers and policy makers on various aspects of German vocational training. The program identified in collaboration with MSDE that could be offered is Vocational Education Management Programme. 12 Nominations will be sought from DEA for the batch. The current proposal is for batch in May 2022.

## 8. OTHER ARRANGEMENTS

Every nominated participant will be expected to:

- Abide by the latest ‘Travel to Germany under COVID-19 restrictions’ of the German Embassy (currently dated 21<sup>st</sup> January 2022) Travel to Germany under COVID-19 restrictions - Federal Foreign Office ( <https://india.diplo.de/en/vertretungen/-/2464164>)
- Check the latest regulations of the Federal Ministry of Health Together against Corona | The Federal Ministry of Health ( <https://www.zusammengegencorona.de/en/current-information-for-travellers/>)
- Sign the GIZ India ‘COVID-19 Undertaking’ prior to travel (see Annexure B)

Page 4/5

The final execution of this request will be subject to the prevailing COVID-19 rules, regulations and restrictions of Government of India and Government of Germany, at the time of travel.

For the nominated participants confirmed by DEA, GIZ will arrange for letters of invitation to enable processing of visa and other travel formalities. The responsibility to obtain relevant government clearances will rest with the participants.

All clauses, as appropriate, of the *Guidelines for Overseas Travel* will apply.

We look forward to your response.

Yours sincerely

**Farhad Vania**  
Senior Portfolio Advisor

Encl:  
Annexure A: Itinerary for building system engineering Programme  
Annexure B: 'COVID-19 Undertaking'



Annex A Proposed Itinerary for Vocational Education Management Programme	
Week	Agenda/Topics
Departure from India – 15 <sup>th</sup> May 2022	
Week 1 (16 <sup>th</sup> -20 <sup>th</sup> May 2022)	Curriculum Development, Educational & vocational systems, Quality Management
Week 2 (23 May – 27 <sup>th</sup> May 2022)	Learning 4.0, Change Management , Laboratory & workshop Planning
Departure from Germany– 28 <sup>th</sup> May 2022	

The theory classes will be interspersed with targeted excursions for the entire batch to relevant companies, the Chamber of Crafts, Technology Parks, the Chamber of Industry and Commerce and training providers.

### Annexure B GIZ India COVID-19 Undertaking

Date: \_\_\_\_\_

I, (Name) am travelling to (location) from (dd.mm.yyyy) – (dd.mm.yyyy). I hereby declare and affirm that:

- I understand that I will voluntarily be travelling on a GIZ-supported official international travel.
- I am self-monitoring my health and will only undertake travel if I am free of COVID-19 symptoms.
- I will always follow the appropriate COVID-19 precautionary measures as per government recommendations.
- If I feel ill or develop any COVID-19 related symptoms during my travel, I will immediately inform the GIZ staff members.
- I understand that there may be an increased risk of contracting COVID-19 during the proposed travel, and I am volunteering to take this risk.
- I will not hold GIZ or its employees liable for any harm or injury I may suffer whilst on the mission, including those related to COVID-19.

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Office/Institution: \_\_\_\_\_

Location: \_\_\_\_\_

