

A-44011/1/2021-O/o UC(CASH)  
Government of India  
Ministry of Skill Development & Entrepreneurship  
(Establishment Section)

Room No. 327, B Wing  
Shram Shakti Bhawan,  
New Delhi-110001  
Dated: 10<sup>th</sup> Jan, 2021

Subject: Level Jumping Order with revised Work Allocation - Apprenticeship

Wing Head & Divisional Head	Name & Designation of the Officer	Work Allocation
1. Shri Atul Kumar Tiwari, Additional Secretary(CAA), MSDE Direct reporting to Secretary, MSDE	1. Shri Anand Mohan Jha, Senior Head Apprenticeship  Coordinating to Shri K. Srinivasa Rao ,Director	<ul style="list-style-type: none"> <li>i. Overall responsibility of implementation of Optional Trade</li> <li>ii. Developing synergy with State Apprenticeship Advisors, RDSDEs, NSDC SEOs, SSC and State Skill Development Missions for coordinated actions on promotion of Apprenticeship</li> <li>iii. Bringing international best practices and policy inputs to MSDE</li> <li>iv. Synergy among curriculums of Optional and Designated Trades</li> <li>v. Making Sector Skills Councils responsive with target based approach</li> <li>vi. Strategizing promotion of Apprenticeship through NSDC eco system</li> </ul>
2. Shri K. Srinivasa Rao ,Director reporting to Shri Atul Kumar Tiwari, Additional Secretary(CAA), MSDE and Coordinating to DGT for Designated Trades	2. Smt Pangkhuri Borgohain, Deputy Head – Apprenticeship  Coordinating to Shri K. Srinivasa Rao ,Director	<ul style="list-style-type: none"> <li>i. Overall portal management</li> <li>ii. Policy inputs and coordination with MSDE, standards team (NSDC), Sector Skill Councils, other stakeholders</li> <li>iii. ToT programs</li> <li>iv. NAPS and Non NAPS Curriculum coordination</li> <li>v. Coordination Degree Apprenticeship</li> <li>vi. Single Point-of-Contact for day-to-day functioning of IBM portal.</li> <li>vii. Analysing any new / changes / enhancements required in IBM portal for both Designated and Optional Trades.</li> <li>viii. Empanelment of TPAs/BTP approvals</li> <li>ix. Coordination for approval of new apprenticeship curriculums and NSQF alignment of existing Designated and Optional Trades.</li> <li>x. Promotion of Optional Trade apprentices</li> </ul>

	<p>3. Shri C. Ramasubramanian Joint Director</p> <p>reporting to Shri K. Srinivasa Rao ,Director</p>	<ul style="list-style-type: none"> <li>i. Overall responsibility of implementation of Designated Trade</li> <li>ii. Advocacy of Apprenticeship and NAPS (states and RDSDEs)</li> <li>iii. Coordinator for implementation of Technician (Vocational)</li> <li>iv. Budget of NAPS</li> <li>v. Parliament Questions, Policy Legislation</li> </ul>
	<p>4. Shri Ajay Bhagat, Deputy Director 1</p> <p>reporting to Shri C. Ramasubramanian Joint Director</p>	<ul style="list-style-type: none"> <li>i. Policy, legislation and co-ordination aspects of Apprenticeship Act and Rules including NAPS</li> <li>ii. Parliament issues</li> <li>iii. Advocacy of Apprenticeship and NAPS</li> <li>iv. Promotion of Apprenticeship, strategizing new innovative methods of collaborations models with establishments</li> <li>v. NAPS publicity and promotion</li> <li>vi. Ensuring Apprentice engagement in MSDE, NSDC and DGT</li> </ul>
	<p>5. N. Ramesh Babu, Deputy Director 2</p> <p>reporting to Shri C. Ramasubramanian Joint Director</p>	<ul style="list-style-type: none"> <li>i. Developing collaboration with other existing skills development schemes for integration with Apprenticeship</li> <li>ii. Coordination with Public sector, Govt departments, MSMEs and undertaking promotional activities</li> <li>iii. Developing, Review of State/RDSDEs wise targets/ performance matrix for promotion of apprenticeship</li> <li>iv. Implementation of OMs , progress review and validation of outcomes</li> <li>v. Conducting training programme for all apprentice stakeholders regarding implementation of OM 1 &amp; OM2 including other capacity building training activities for stakeholders – RDSDEs, SAAs, AAAs, Establishments</li> <li>vi. Conducting Research and periodic surveys, trends for data analysis</li> <li>vii. Promotion of Apprenticeship, strategizing new innovative methods of collaborations models with establishments</li> <li>viii. NAPS publicity and promotion</li> </ul>
	<p>6. Arun Kumar, US</p> <p>reporting to Shri C. Ramasubramanian Joint Director</p>	<ul style="list-style-type: none"> <li>i. Release of fund to State Govt. and NSDC under NAPS including co-ordination aspects</li> <li>ii. Management of Budget for NAPS , preparation of BE/RE and related matters including STRIVE</li> <li>iii. Any other matter as directed</li> </ul>

	<p>7. Shri Aman Kumar, Assistant Director 1</p> <p>Dual reporting to Shri C. Ramasubramanian Joint Director and Director – TT Cell</p>	<p>i. Developing partnerships with industry bodies ii. Promotion of NAPS in target approach iii. Revamp and compilation of “Apprenticeship Training Manual” by including the latest provisions in Act and various recent orders on exam reforms and related matters. iv. All work related to STRIVE Project. v. Acts as an Assistant Controller of Examination and reporting to Chief Controller of Examination (Director TT Cell) vi. Follow-up action for NSQF conversion of Designated Trades and Subject fields under Technician (Vocational). vii. Coordination of migration of finished contracts data to IBM portal from Wipro portal.</p>
	<p>8. Shri AS Hedao, Assistant Director 2</p> <p>reporting to Shri C. Ramasubramanian Joint Director</p>	<p>i. Developing partnerships with industry bodies ii. Strategizing innovative approaches of outreach, media and promotion for apprenticeship promotion iii. Promotion of NAPS in targeted approach iv. All works related to AITT: Monitoring of online CBT exam, coordination with Third party for results, marks upload on portal, follow-up with establishments for missing marks, Management of Grievances, Moderation work coordinator, making results ready for declaration. v. Question Bank /Curriculum and Content Development through coordinating with STCC, CD, CSTARI and NIMI</p>

1. Existing Apprenticeship vertical from DGT, NSDC and MSDE have been combined with an objective of greater synergy in implementation and focus on promotion of Apprenticeship in the country.
2. Sr Head Apprenticeship and Deputy Head – Apprenticeship at NSDC will be assisted by three Analysts and three Coordinators of NSDC. The manpower as per Annexure-I.
3. Office of Senior Head Apprenticeship, Deputy Head – Apprenticeship, three Analysts, three Coordinators will be at NSDC, New Delhi.
4. Except for officers/staff mentioned in above para 3, office of all officer/staff mentioned in Annexure I will seat in MSDE, New Delhi.
5. Shri Aman Kumar, Assistant Director 1 also acts as an Assistant Controller of Examination and reporting to Chief Controller of Examination (Director TT Cell)
6. Two MTS, Three DEO, and one ASO will be common support services to officers posted in MSDE
7. Shri K. Srinivasa Rao, Director will be assisted by one PS. In addition, two consultants from STRIVE project of DGT and two EY consultants will report directly to Director. Refer Annexure-I

8. This issues with approval of Secretary MSDE.

*Rajm K Gupta*  
(R K Gupta)  
Director

To.

1. PPS to Secretary, MSDE
2. PPS to AS/PS to AS&FA
3. PPS to JS (AV)/SEA(SM)
4. All DS/Director/JD,MSDE
5. CCA,MSDE
6. All US/DD/SO/ASO/AD, MSDE
7. NIC, MSDE for uploading in website of the Ministry.

Copy for information to:

- i. DG-DGT,MSDE
- ii. EM-NCVET
- iii. DG-NIESBUD
- iv. CEO-NSDC
- v. Director Projects (STRIVE), DGT

## Total Number of Resources – 26 (Existing DGT AT Section - 12, Existing MSDE Apprenticeship section - 6, Existing NSDC - 8)

S. No	Name & Designation	Work Allocated
1.	<b>Director</b> Name - K. Srinivasa Rao Place of Posting – MSDE Reporting to – CAA/AS	Overall in-charge of the Apprenticeship
2	<b>Senior Head Apprenticeship NSDC</b> Name –Anand Mohan Jha Place of Posting – NSDC Coordinating to – Director	<ul style="list-style-type: none"> <li>• Overall responsibility of implementation of Optional Trade</li> <li>• Developing synergy with State Apprenticeship Advisors, RDSDEs, NSDC SEOs, SSC and State Skill Development Missions for coordinated actions on promotion of Apprenticeship</li> <li>• Bringing international best practices and policy inputs to MSDE</li> <li>• Synergy among curriculums of Optional and Designated Trades</li> <li>• Making Sector Skills Councils responsive with target based approach</li> <li>• Strategizing promotion of Apprenticeship through NSDC eco system</li> </ul>
3	<b>Joint Director</b> Name- C. Ramasubramanian Place of Posting – MSDE Reporting to – Director	<ul style="list-style-type: none"> <li>• Overall responsibility of implementation of Designated Trade</li> <li>• Advocacy of Apprenticeship and NAPS (states and RDSDEs)</li> <li>• Coordinator for implementation of Technician (Vocational)</li> <li>• Budget of NAPS</li> <li>• Parliament Questions, Policy Legislation</li> </ul>
4	<b>Deputy Director 1</b> Name- Ajay Bhagat Place of Posting – MSDE Reporting to – Joint Director	<ul style="list-style-type: none"> <li>• Policy, legislation and co-ordination aspects of Apprenticeship Act and Rules including NAPS</li> <li>• Parliament issues</li> <li>• Advocacy of Apprenticeship and NAPS</li> <li>• Promotion of Apprenticeship, strategizing new innovative methods of collaborations models with establishments</li> <li>• NAPS publicity and promotion</li> <li>• Ensuring Apprentice engagement in MSDE, NSDC and DGT</li> </ul>
5	<b>Deputy Director 2</b> N. Ramesh Babu Place of Posting – MSDE Reporting to – Joint Director	<ul style="list-style-type: none"> <li>• Developing collaboration with other existing skills development schemes for integration with Apprenticeship</li> <li>• Coordination with Public sector, Govt departments, MSMEs and undertaking promotional activities</li> <li>• Developing, Review of State/RDSDEs wise targets/ performance matrix for promotion of apprenticeship</li> <li>• Implementation of OMs , progress review and validation of outcomes</li> <li>• Conducting training programme for all apprentice stakeholders regarding implementation of OM 1 &amp; OM2 including other capacity building training activities for stakeholders – RDSDEs, SAAs, AAAs, Establishments</li> </ul>

		<ul style="list-style-type: none"> <li>• Conducting Research and periodic surveys, trends for data analysis</li> <li>• Promotion of Apprenticeship, strategizing new innovative methods of collaborations models with establishments</li> <li>• NAPS publicity and promotion</li> </ul>
6	<b>US</b> Name- Arun Kumar Place of Posting – MSDE Reporting to – Joint Director	<ul style="list-style-type: none"> <li>• Release of fund to State Govt. and NSDC under NAPS including co-ordination aspects</li> <li>• Management of Budget for NAPS , preparation of BE/RE and related matters including STRIVE</li> <li>• Any other matter as directed</li> </ul>
7	<b>Assistant Director 1</b> Name- Shri Aman Kumar, Place of Posting – MSDE Reporting to – Joint Director and Director – TT Cell	<ul style="list-style-type: none"> <li>• Developing partnerships with industry bodies</li> <li>• Promotion of NAPS in target approach</li> <li>• Revamp and compilation of “Apprenticeship Training Manual” by including the latest provisions in Act and various recent orders on exam reforms and related matters.</li> <li>• All work related to STRIVE Project.</li> <li>• Acts as an Assistant Controller of Examination and reporting to Chief Controller of Examination (Director TT Cell)</li> <li>• Follow-up action for NSQF conversion of Designated Trades and Subject fields under Technician (Vocational).</li> <li>• Coordination of migration of finished contracts data to IBM portal from Wipro portal.</li> </ul>
8	<b>Assistant Director 2</b> Name- ShriAS Hedao, Place of Posting – MSDE Reporting to – Joint Director	<ul style="list-style-type: none"> <li>• Developing partnerships with industry bodies</li> <li>• Strategizing innovative approaches of outreach, media and promotion for apprenticeship promotion</li> <li>• Promotion of NAPS in targeted approach</li> <li>• All works related to AITT: Monitoring of online CBT exam, coordination with Third party for results, marks upload on portal, follow-up with establishments for missing marks, Management of Grievances, Moderation work coordinator, making results ready for declaration.</li> <li>• Question Bank /Curriculum and Content Development through coordinating with STCC, CD, CSTARI and NIMI</li> </ul>
9	<b>Deputy Head – Apprenticeship, NSDC</b> Name – Pangkhuri Borgohain Place of Posting – NSDC Reporting to – Director	<ul style="list-style-type: none"> <li>• Overall portal management</li> <li>• Policy inputs and coordination with MSDE, standards team (NSDC), Sector Skill Councils, other stakeholders</li> <li>• ToT programs</li> <li>• NAPS and Non NAPS Curriculum coordination</li> <li>• Coordination Degree Apprenticeship</li> <li>• Single Point-of-Contact for day-to-day functioning of IBM portal.</li> <li>• Analysing any new / changes / enhancements required in IBM portal for both Designated and Optional Trades.</li> <li>• Empanelment of TPAs/BTP approvals</li> <li>• Coordination for approval of new apprenticeship curriculums and NSQF alignment of existing Designated and Optional Trades.</li> <li>• Promotion of Optional Trade apprentices</li> </ul>
10	<b>Analyst 1</b> Name – Navpreet Place of Posting – NSDC Reporting to – Sr Head	<ul style="list-style-type: none"> <li>• TPA applications review and coordinate for empanelment meetings</li> <li>• Coordinate for apprentices target achievement through TPAs</li> <li>• Coordinate for new establishments registered on portal through TPAs</li> </ul>

	Apprenticeship, NSDC	<ul style="list-style-type: none"> <li>• BTP desktop review and approvals</li> <li>• BTP claims review, disbursement, MIS, reports</li> <li>• Coordination with BTPs and module management</li> <li>• Coordination, advocacy with TPAs and module management</li> </ul>
11	<b>Analyst 2</b> Name – Arpit Place of Posting – NSDC Reporting to – Sr Head Apprenticeship, NSDC	<ul style="list-style-type: none"> <li>• Review and Computation of NAPS Claims and disbursements</li> <li>• MIS Preparation of Claims received, approved and cleared and documentation</li> <li>• Coordination with SSC , TPAs and Establishment, NSDC Finance</li> <li>• SAP Integration</li> </ul>
12	<b>Analyst 3</b> Name – Pranil Place of Posting – NSDC Reporting to – Sr Head Apprenticeship, NSDC	<ul style="list-style-type: none"> <li>• Coordinate for apprentices target achievement through SSCs</li> <li>• Coordinate for new establishments registered on portal through SSCs</li> <li>• Develop and manage monitoring module</li> <li>• Conceptualise and implement apprenticeship cluster studies</li> <li>• Data Analytics and Reporting</li> <li>• Industry outreach and engagement, communication, advocacy</li> <li>• Management of Assessment &amp; Certification module</li> <li>• Coordination with States, portal issues of states</li> </ul>
13	<b>Coordinator 1</b> Name – Anisha Place of Posting – NSDC Reporting to – Sr Head Apprenticeship, NSDC	<ul style="list-style-type: none"> <li>• BTP approvals</li> <li>• Portal issues in curriculum, opportunities,</li> <li>• Helpdesk</li> <li>• UAT for portal functionalities</li> <li>• Assist in Assessment module</li> <li>• Assist in BTP claims</li> </ul>
14	<b>Coordinator 2</b> Name – Feba Place of Posting – NSDC Reporting to – Sr Head Apprenticeship, NSDC	<ul style="list-style-type: none"> <li>• Apprenticeship Portal Management</li> <li>• Helpdesk Management, RTI, and Grievances Management</li> <li>• UAT for new modules/ functionalities/ Enhancements/BRD</li> <li>• Assist in Payroll management</li> <li>• Manage walk in queries and phone queries</li> <li>• Any other activities as and when assigned</li> <li>• Liaisoning with Wipro/IBM/ in developing different required modules and portal/ AITT process improvements / new requirements i.e. Its Design, getting approvals.</li> <li>• Role of DGT Admin user to configure the portal process / parameters as per the approvals from the competent authority.</li> </ul>
15	<b>Coordinator 3</b> Name – Abhishek Place of Posting – NSDC Reporting to – Sr Head	<ul style="list-style-type: none"> <li>• Apprenticeship Portal Management</li> <li>• Helpdesk Management and Grievances Management</li> <li>• UAT for new modules/ functionalities/ Enhancements/BRD</li> </ul>

	Apprenticeship, NSDC	<ul style="list-style-type: none"> <li>• Payroll management</li> </ul>
16 & 17	<b>EY Consultant 1 &amp; 2</b> Name – Nidhi Gautam , Jyoti Agrawal Place of Posting – MSDE Reporting to – Director	<ul style="list-style-type: none"> <li>• Providing policy level inputs on matters of apprenticeship, Apprentices Act, 1961, Apprenticeship Rules, 1992</li> <li>• Revision of Apprentices Act, 1961</li> <li>• Conceptualization and preparation of concept notes and policy documents around apprenticeship, NAPS</li> <li>• Co-ordination with other stakeholders in the apprenticeship ecosystem such as NSDC, DHE, NITI Aayog, ILO, DGT</li> <li>• Advocacy of Apprenticeship and NAPS</li> <li>• Preparation of speeches, talking points, inputs for PMO</li> <li>• Activities related to Empanelment of TPAs.</li> <li>• Evaluation/inputs on EFC and SFC received from other ministries</li> <li>• Nodal for NITI AAYOG for monthly reporting of skilling in Aspirational Districts</li> <li>• Any other matter as directed.</li> </ul>
18 & 19	<b>STRIVE Consultant 1 &amp; 2</b> Name – Abhishek Chaturvedi , Praveen Manikpuri Place of Posting – MSDE Reporting to – Director	<ul style="list-style-type: none"> <li>• Coordinating Result Area 4 under World Bank supported STRIVE project</li> <li>• Selection of Industry Clusters</li> <li>• Technical Assistance to selected Industry Clusters, capacity building programs for achieving the Key Performance Indicators (KPI) and Disbursement Linked Indicators (DLI) as per World Bank MSDE result framework</li> <li>• Supporting establishment of State Apprenticeship Monitoring Cell (SAMC) and capacity building of SAMCs</li> </ul>
20	<b>Assistant Section Officer 1</b> Sheetal Verma Place of Posting – MSDE Reporting to – Common to all officers at MSDE	<ul style="list-style-type: none"> <li>• Regular interaction with all the stakeholders.</li> <li>• Implementation of Grievance Redressal Mechanism (Symphony Software) to be supplied by IBM.</li> <li>• Hindi work of AP Section and Support in Hindi officer.</li> <li>• Updating of E-Samiksha</li> <li>• CPIO for Apprenticeship Section.</li> <li>• Court Cases of AP Section</li> <li>• Grievances from establishments, students, RDSDEs/SAAAs</li> <li>• RTI,PM Grievances, Parliament questions</li> </ul>
21,22& 23	<b>Data Entry Operator 1,2andData Entry Operator 3</b> Name – Pratibha Rawat, Rani and Karishma Naik Place of Posting – MSDE Reporting to – Common to all officers at MSDE	<ul style="list-style-type: none"> <li>• Coordination with all the RDSDE monthly report, preparing the consolidated monthly report,</li> <li>• Public Grievances, Hindi Reports, Court Cases, Entry Daak, E-office &amp; Mails,</li> <li>• Handling Apprenticeship help desk email ID on daily basis, Resolving candidates' issue,</li> <li>• Maintenance of the filling system in the section.</li> <li>• Typing/dispatching/maintaining letters and other office work</li> </ul>
24, 25	<b>MTS 1, MTS2</b> Name – Vijay,Shubhanesh	<ul style="list-style-type: none"> <li>• Support services to section</li> </ul>



	Place of Posting – MSDE Reporting to – Common to all officers at MSDE	
26	<b>PS</b> <i>Vacant</i> Place of Posting – MSDE Reporting to – Director	<ul style="list-style-type: none"><li>• Coordinating meeting schedules and communications for of Director</li><li>• Entry Daak, E-office &amp; Mails, and maintenance of APR and confidential reports</li></ul>