

No.DGT-1/1/2020-CTS(CITS)  
Government of India  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training

Employment Exchange Building, Pusa,

New Delhi, dated: 10<sup>th</sup> May, 2021

To

1. All Regional Directors, Regional Directorate of Skill Development & Entrepreneurship
2. Principal, National Skill Training Institute

**Subject: Selection of Master Trainers for "Master Trainer Awards"- reg.**

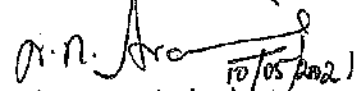
Sir/madam,

The Ministry of Skill Development and Entrepreneurship announced "Kaushalacharya Awards" in year 2019 to felicitate the skill trainers from different sectors for their outstanding contribution in creating a future-ready and skilled workforce. The Ministry also announced that the "Kaushalacharya Awards" would be an annual event to recognize the contribution made by skill trainers in the vocational training ecosystem.

2. In this regard, a Scheme of "Master Trainer Awards" has been designed for selection of "Master Trainers" (copy enclosed).
3. Nominations in prescribed proforma for "Kaushalacharya Awards" must reach by 15<sup>th</sup> June, 2021 by email [kaushalacharya2021@gmail.com](mailto:kaushalacharya2021@gmail.com)

Encl.: as above

Yours faithfully,

  
(N.R.Aravindan)  
Director (CFI)

# **SCHEME OF MASTER TRAINER AWARDS**

**GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP  
NEW DELHI**

## **1.0 BACKGROUND**

Ministry of Skill Development and Entrepreneurship (MSDE) launched the National Skill Development Mission (NSDM) in 2015 to provide a strong institutional framework to implement and scale up skill development efforts across the country through short-term and long-term training.

Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship is entrusted with the responsibility of long-term vocational training in the Country. The long-term training is imparted through 14,884 Industrial Training Institutes (Govt. 3159 + Private 11,725 ITIs). Initiatives for improving quality of Industrial Training Institutes (ITIs) include, formulation of new affiliation norms, grading to evaluate their performance, ISO 29990 certification to raise the overall quality and standards, regular inspection of ITIs, regular up-gradation of training content of ITI curriculum as per industrial requirement etc.

Training of Craft Instructors is the mandated responsibility of DGT and it has been operational since the inception of the Craftsmen Training Scheme (CTS). Comprehensive training both in skills and training methodology is imparted to the instructor trainees to make them conversant with techniques of transferring hands-on skills, to train skilled manpower for the industry.

Ministry of Skill Development and Entrepreneurship started “Kaushal Acharya Awards” for Master Trainers for their contribution in creating Skill Trainers for the country.

## **2.0 OBJECTIVE**

The purpose of the scheme is

- to identify talented Master Trainers who have established competence in their area of specialization;
- to recognize the contribution made by Master Trainers; and
- to motivate more Master Trainers to join the Skill India Mission.

## **3.0 NUMBER OF AWARDS**

- I. Engineering Category – 02 nos.
- II. Non-Engineering Category - 02 nos.

#### 4.0 ELIGIBILITY

- The scheme is open to regular Master Trainers (Training Officers, Assistant Directors, Deputy Directors) working in National Skill Training Institutes.
- Master Trainers with at least 03 years regular teaching experience.

#### 5.0 PERIODICITY OF AWARDS

The Master Trainer awards would be awarded every year.

#### 6.0 AWARD LIFE CYCLE

The life cycle of Master Trainer would be anchored on the two dates every year viz Notification on 1<sup>st</sup> May and Conferment on Teacher's day 5<sup>th</sup> September.

The detailed life cycle is given below:

- (a) Notification.** The award process would start every year by issuing the notification on 1<sup>st</sup> May. Notification would be uploaded on DGT as well as NCVT portal-site. E-Mail would also be sent to State Directors and Regional Directors of Skill Development and Entrepreneurship. This would be aimed towards generating awareness in the country and maximizing participation at all levels.
- (b) Nomination dates:** The Nomination/Self-nomination process would open on 1<sup>st</sup> May and the nomination/self-nomination process would close 31<sup>st</sup> May every year.
- (c) Award Announcement:** The awards would be announced on 1<sup>st</sup> August every year by listing on DGT, NCVT portal-site and Ministry portal-site
- (d) Award Conferment:** The Kaushal Acharya awards would be conferred every year on Teacher's Day, 05 September.

#### 7.0 NOMINATIONS

Regional Director may send only 02 nominations from each category as per proforma given at Annexure-I. Applicant can also apply directly as per the proforma given at Annexure-I.

## 8.0 CRITERIA FOR SELECTION

Criteria for selection of “Master Trainer” are given at Annexure-II.

## 9.0 SELECTION PROCESS

The selection for Master Trainer award would happen in two stages. In the first stage, a list of nominees would be created and five finalists would be shortlisted for each category to get a panel of finalists. In the second and final stage, the finalists would be evaluated by a Committee and the awardee would be finalized. The detailed process is as follows:

- (i) **Shortlisting Stage.** The nomination/self-nomination received would be securitized by the Screening Committee. Five finalists would be shortlisted from among the nominees based on selection criteria given in Annexure-II

The scores obtained by each nominee would be totaled up and the top five scorers on each category would proceed to the next stage as the finalists.

- (ii) **Finalization Stage.** This is the stage where a Committee appointed by the Director General(T) would finalize an awardee from among the five finalists for each category.

## 10.0 COMPOSITION AND FUNCTIONS OF SCREENING COMMITTEE

The composition of Screening Committee for screening the nominations/self-nominations for selection of “MASTER TRAINER” are as follows:

- |       |                                 |   |             |
|-------|---------------------------------|---|-------------|
| (i)   | Joint Director (TC)             | - | Chairperson |
| (ii)  | Deputy Director (Budget)        | - | Member      |
| (iii) | Deputy Director(Apprenticeship) | - | Member      |
| (iv)  | Assistant Director(CD)          | - | Member      |
| (v)   | Assistant Director(CFI)         | - | Member      |

Major functions to be performed by Screening Committee are as follows:

- (i) Verification of facts/information provided by Applicant/Regional Director  
(ii) Evaluate all the applications as per criteria mentioned in Annexure-II  
(iii) Forward name(s) of Master Trainers in each category to Selection Committee.

## **11.0 COMPOSITION OF FUNCTIONS OF SELECTION COMMITTEE**

The composition of Selection Committee for selection of “MASTER TRAINER” are as follows:

- |       |                         |   |             |
|-------|-------------------------|---|-------------|
| (i)   | Director General        | - | Chairperson |
| (ii)  | Deputy Director General | - | Member      |
| (iii) | Director(TC)            | - | Member      |
| (iv)  | Director(CFI)           | - | Member      |

Major functions to be performed by Selection Committee are as follows:

- (i) Review the list of Master Trainers in each category as forwarded by Screening Committee.
- (ii) Selection of “MASTER TRAINERS” from each category

**MASTER TRAINER AWARDS**

**NOMINATION/ APPLICATION FORM**

Upload recent passport size photograph of the nominee

1. Name of the Master Trainer :
2. Father's/Husband's Name :
3. Date of Birth :
4. Gender :
5. Complete Residential Address with district, state  
Pin code :
6. Mobile No. and e-mail address :
7. **Service Particulars**
  - a) Date of joining into service :
  - b) Length of continuous service (as on 31<sup>st</sup> May) :
  - c) Present designation :
  - d) Name of the NSTI in which he/she is working :
8. **Assessment of Works** :

Parameters	
<b>1.0</b>	<b>Instruction and Assessment</b>
1.1	Guiding trainee project including selection of projects, continuous guidance and report finalization
<b>1.2</b>	Pass percentage of the trainees for the last three years

<p><b>2.0 Industry interaction (during last three years)</b></p> <p>2.1 Industry exposure/short term training programmes organized by Master Trainer for trainees</p> <p>2.2 Number of trainees placed for job in the industry after completion of training</p>
<p><b>3.0 Development of teaching resources including curriculum development</b></p> <p>3.1 Preparation / revision of syllabi for new/ existing trades/preparation/revision of question banks</p> <p>3.2 Development of online learning resources including development of e-contents/webcast</p>
<p><b>4.0 Personal professional development in last three years</b></p> <p>4.1 Contributions in educational/ skill magazines, journals published at <b>Regional/ National level</b></p>
<p><b>5.0 Special achievement in last three years</b></p> <p>5.1 Any achievement of the trainee(s) at National/ International level under the guidance of the Master Trainer</p>

**Note: Every document must be signed and stamped by Director/Principal of NSTI**

**UNDERTAKING**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I have never been penalized for any unfair practices in my tenure as Master Trainer.

**(Name and signature of the Applicant)**



**CRITERIA OF SELECTION**

Activity	Score	Remarks
(1)	(2)	(3)
<b>1.0 Instruction and Assessment</b>  1.1 Guiding trainee project including selection of projects, continuous guidance and report finalization  1.2 Pass percentage of the trainees for the last three years	Good : 01 mark Very Good : 02 marks Outstanding : 03 marks  <u><b>Average of last three years</b></u>  70%-80% : 05 marks 80%-90% : 10 marks 90-100% : 15 marks	
<b>2.0 Industry interaction (during last three years)</b>  2.1 Industry exposure/short term training programmes organized by Skill Trainer for trainees  2.2 Number of trainees placed for job in the industry after completion of training	≤ 120 hrs. : 02 marks > 120 hrs. : 05 marks  ≤ 20 nos. : 05 marks >20 nos. : 10 marks	<b>Please attach relevant documents duly signed and stamp by Director/Principal</b>
<b>3.0 Development of teaching resources including curriculum development</b>  3.1 Preparation / revision of syllabi for new/ existing trades/preparation/revision of question bank  3.2 Development of online learning resources including development of e-contents/webcast	≤ 2 nos. : 02 marks > 2 nos. : 04 marks  Good : 03 marks Very Good : 04 marks Outstanding : 05 marks	

<p><b>4.0 Personal professional development in last three years</b></p> <p>4.1 Contributions in educational/ skill magazines, journals published at <b>Regional /National level</b></p>	<p>≤ 2 nos. : 01 mark  &gt; 2 nos. : 03 marks</p>	
<p><b>5.0 Special achievement in last three years</b></p> <p>5.1 Any achievement of the trainee(s) at National/ International level under the guidance of the Master Trainer</p>	<p>05 marks</p>	