



Preface to Revised Edition

The subject of Employability Skills introduces several soft skills and entrepreneurial talents to the budding Craftsmen, guiding their path along the line of progress. This subject covers a variety of topics and the resulting confidence gained by the future professionals will make them pioneers in their work areas.

Directorate General of Training (DGT) under the Ministry of Skill Development & Entrepreneurship has incorporated the concept of competency based curricula and the curricula of all CTS trades have been made NSQF (National Skill Qualification Framework) compliant. DGT has revised the curriculum of Employability Skills and the following 12 Modules have been re-aligned. The present book is for all One Year trades, covering the curriculum for 120 Hours for One Year training.

Employability Skills–I (120 Hours)

(Common for all one-year trades and 1st year of all 2-year trades)

1. Foundations of Employability Skills
2. Exploration & Goal Setting
3. Essential Digital Skills
4. Introduction to Artificial Intelligence
(Digital first → AI next = better absorption)
5. Financial and Legal Literacy
6. Communication Skills
7. Functional English for Work & Daily Life
8. Becoming a Responsible & Inclusive Professional (D&I + Citizenship)
9. Workplace Mindset & Effectiveness (Becoming a Professional in the 21st Century)
10. Green Skills
11. Entrepreneurship
12. Getting Ready for Apprenticeship & Jobs

In this latest revised edition, all the above Modules have been incorporated according to new Latest curriculum making this book all the more useful to successfully pass the Annual A.I.T.T. exams (CBT). At the end of each module, **750+ new MCQs have been provided in this book to help students confidently face the CBT exam with success.**

This book, complete in all respects should, we hope, fully serves the needs of instructors and especially the trainees to thoroughly understand and learn and prepare for the trade test with confidence.

Undoubtedly we would welcome suggestions from our esteemed readers for further improvement of this volume.



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Employability Skills-I (1st Year – 120 Hours)

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