



Government of Jammu & Kashmir
Civil Secretariat, Finance Department.

Subject:- Jammu & Kashmir Skill Development Mission.

Ref:- Cabinet Decision No. 168/13/2015 dated 02.12.2015.

Government Order No. 239 - F of 2015

Dated:- 9 / 12 / 2015

Sanction is hereby accorded to

- (i) Following of the approach as outlined in Annexure, (1-6) by separately constituted J&K Skill Development Mission to address the issues of bridging skill gaps by imparting skill trainings in sectors and skills as per Annexure-7.
- (ii) Constitution of High Level Monitoring Committee with following composition to monitor and oversee the progress in this regard:-

01. Chief Secretary	Chairman
02. Administrative Secretary, Finance Department	Member
03. Administrative Secretary, Labour & Employment Department	Member
04. Administrative Secretary, Technical Education	Member

The Technical Education Department will be the servicing Department to the Committee.

By order of the Government of Jammu & Kashmir.

Sd/-

(Navin K. Choudhary), IAS,

Commissioner / Secretary to Government,
Finance Department.

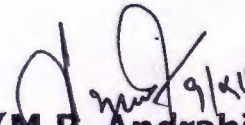
No: FD/Coord/183/2015/

Dated: 9 / 12 / 2015

Copy to the:-

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/ Jammu.
4. All Principal Secretaries to Government.

5. Principal Secretary to Hon'ble Chief Minister.
6. Principal Secretary to Hon'ble Governor.
7. Chief Electoral Officer, J&K Jammu.
8. All Commissioners / Secretaries to Government.
9. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
10. Divisional Commissioner Kashmir/ Jammu.
11. Commissioner of Vigilance, J&K Srinagar.
12. Secretary to Chief Justice J&K High Courts Srinagar / Jammu.
13. Registrar General, J&K High Court Srinagar/ Jammu.
14. Director General Accounts & Treasuries / Budget.
15. Director General Funds organization J&K.
16. Director General Audit & Inspections.
17. All Head of Departments / Managing Directors/ Chief Executive of State PSU's / Autonomous Bodies.
18. Secretary J&K Public Service Commission.
19. All District Development Commissioners.
20. Secretary, J&K Legislative Assembly / Legislative Council.
21. Principal Northern Zonal Accountancy Training Institute Jammu.
22. Director Accounts & Treasuries Srinagar / Jammu.
23. Principal Accountancy Training School Srinagar.
24. Director Information J&K Srinagar / Jammu.
25. All Director Finance/Financial Advisors & CAO's.
26. Joint Director Funds organization Srinagar/Jammu.
27. CAO, Irrigation & Flood Control Organization Srinagar / Jammu.
28. All Treasury Officers.
29. General Manager, Government Press for publication in Government Gazette.
30. Chief Accounts Officer, Examiner Local fund Audit Cell.
31. Principal Private Secretary to Chief Secretary.
32. Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of the Hon'ble Ministers.
33. All officers / Section officers of Finance Department.
34. President Non-Gazetted Employees Union Civil Secretariat Srinagar/ Jammu.
35. I/c Website, FD. (www.jakfinance.nic.in).
36. I/c Website, GAD. (www.jkgad.nic.in).
37. Government order file (W2scs).


(M.R. Andrabi)

Director (Codes)
Finance Department

Annexure-1

Qualitative skill gaps

Sector	Key job role	Key skill gaps in Jammu and Kashmir
Agriculture and allied	Cultivator/ agricultural labourer	<ul style="list-style-type: none">• Lack of awareness of the modern farming techniques.• Lack of awareness of the supplements.• Lack of awareness of the extension services.• No knowledge on the extent to which the primary produce can be modified to increase the value.• Lack of knowledge on product diversification.
	Extension workers	<ul style="list-style-type: none">• Inability to guide the farm level workers on the modern techniques• Lack the basic qualification i.e. a degree in agriculture hence not aware of the basics• Inadequate knowledge on the cropping pattern that is unique to the regions in the state – sowing usually is from mid-April to May in Ladakh, etc. And, within this time frame adequate measures have to be taken to ensure good productivity• Inability to prepare reports
Food processing	Processing entrepreneur	Inadequate ability to build on value addition: <ul style="list-style-type: none">• Processing capacity of existing units to be augmented• Modernization of the facility required• Product diversification to be taught• Associated international and domestic standards to be taught



		<p>Inadequate ability in the marketing arena:</p> <ul style="list-style-type: none"> • Less understanding on the market trends • Packaging and presentation skills • Promotional package knowledge is minimal <p>Inadequate Managerial skills:</p> <ul style="list-style-type: none"> • Inability to form long term strategies • Inability to skill the recruited new resources • Foreseeing and creating appropriate infrastructural facilities
	Formulation experts	<ul style="list-style-type: none"> • There is no particular formulation expert role in small and medium food processing units in the state. The entrepreneur himself decides the formulation himself. Thus, there is both skill gap and person gap in this job role.
	Helpers / machinery attendants	<ul style="list-style-type: none"> • Lack the discipline to come and put in the required hours of work. The gap here is more soft skills oriented • Casual in work, absenteeism, unwillingness to work, etc. are observed • Inadequate ability to work in multiple departments of the factory as required
Auto servicing	Auto/motor mechanic	<ul style="list-style-type: none"> • Inability to completely diagnose the problem • Over dependence on heuristics to solve the problems • Casual in work, absenteeism, unwillingness to work, etc.
Banking, financial services and insurance	Sales executive	<ul style="list-style-type: none"> • Limited selling skills, especially cross selling and up selling • Lack of communication skills • Inadequate understanding of the banks products

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	Operations executive	<ul style="list-style-type: none"> • Lack of knowledge of banking law and practice • Insufficient Understanding of banking process • In sufficient Know Your Customer (KYC) understanding • Inadequate computer knowledge
	Manager	<ul style="list-style-type: none"> • Insufficient HR management skills • Interpersonal relationship management • Up selling of products
	Insurance agent	<ul style="list-style-type: none"> • Focused more on selling product than understanding customer need • Insufficient interpersonal skills • Inability to close the sales • Less knowledge on the product structure
Construction	Supervisor	<ul style="list-style-type: none"> • Inadequate project management skills and/or insufficient ability to manage multiple contractor • Inadequate orientation to develop and adhere to safety norms at construction site. • Lack of focus on quality coupled with low expertise leading to substandard constructions • Inadequate work ethics • Inadequate job expertise • The project manager may not always know the local language creating barrier of communication. • Lack of basic knowledge of handling machines (for example: crane operators) used in construction
	Workmen	<ul style="list-style-type: none"> • Key skill gaps and shortage of quality workers are observed at the

		<p>minimally skilled and semi skilled levels</p> <ul style="list-style-type: none"> • Unwillingness to be part of sector • Inadequate skill sets available for bar bending, masonry, shuttering, façade building, carpentry etc. • Absenteeism is observed
Handloom & Handicrafts	Artisans	<ul style="list-style-type: none"> • Inability to brand the product for its religious, cultural and spiritual value • Inability to reduce lead time in the production • Inadequate understanding of modern designs to tap current market • Inability to connect to the actual market and heavy reliance on middle-men • Lack of knowledge on pricing strategies
Trade, hotels and restaurants	Guides	<ul style="list-style-type: none"> • Lack of motivation in local youth to work as guides • Inability to optimize the routes and day plan, which assumes importance in climatically sensitive location like Leh, Amarnath, Vaishno Devi, Nubra Valley, etc • Inability to administer first aid at times of need • Inability to communicate in English language, especially with the foreign tourists
	Drivers	<ul style="list-style-type: none"> • Inability to communicate, especially with the foreign tourists • Knowledge gap of handling first aid
	Front office personnel	<ul style="list-style-type: none"> • Lack of motivation for the locals to be a part of the hospitality sector – majority of the workforce currently is from outside the state • IT skills are not upto the mark – difficulty in processing and closing bills,

		<p>vouchers, etc</p> <ul style="list-style-type: none"> • Lack of awareness on guest handling not able to appraise them on the situations • Inability to communicate with guests
	Manager	<ul style="list-style-type: none"> • Inadequate customer handling skills • Inadequate computer skills • Inadequate communication skills • In sufficient to work under pressure • Lack of coordination skills • Lack of supervision and motivation skills
	Shop owners	<ul style="list-style-type: none"> • Lack of skills in customer management • Inability to display products well • Inability to cross sell the retail goods • Lack of proficiency in IT, which impacts especially during billing • Linguistic challenges
Textiles and clothing	Weaver	<ul style="list-style-type: none"> • In adequate understanding of the current fashion trends in the market especially at the designer levels • Lack of knowledge of the latest machineries • Inadequate understanding of operations • Lack of co-ordination with the buyer leading to wastages • Inadequate understanding of safety and quality standards
Transport, storage and Communication	Helper	<ul style="list-style-type: none"> • Lack of awareness of health & safety standards especially in the packaging process • Inadequate knowledge of hygiene, safety and first aid • Lack of knowledge of tax regimes, permit rules etc. • Inadequate exposure to handle

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		<p>increasing tonnage and higher capacity trucks</p> <ul style="list-style-type: none"> • Inadequate knowledge about material handling equipments such as stackers, hydraulic or hand pallet trucks, forklift trucks, jib cranes, etc. • Inadequate adoption of IT enabled technology towards operations • Inadequate communication skills • Inadequate practical as well as theoretical knowledge of the major packaging processes
Chemicals and pharmaceuticals	Production manager	<ul style="list-style-type: none"> • Lack of knowledge on safety • Inadequate knowledge on global industry cues
	Lab in charge	<ul style="list-style-type: none"> • Inability to evolve stringent QC practices • Person gap – as many lab in charge are not from the state but from outside
	Operators	<ul style="list-style-type: none"> • Insufficient knowledge of chemicals and compounds • Inadequate knowledge of safety standards • Inadequate knowledge of plant discipline

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Annexure-2

District wise Focus needed for Skill and Entrepreneurship Development

Sectors	Courses	Focus districts
Trade, hotels and restaurants	Tourist facilitators, route and time optimisation across tourist spots, front desk management, cookery, housekeeping, kitchen and restaurant management, customer management, soft skills, English language training, basic computer course, trekking experts, adventure sports experts, experts in experiential games like Bunjee jumping etc.	Srinagar, Jammu, Leh, Anantnag, Pulwama, Budgam, Baramulla, Kulgam, Bandipora, Kupwara, Poonch, Rajori, Udampura, Kathua, Samba, Reasi, Doda
Transport, storage and communication	Driving and maintenance of commercial vehicles, road taxes across various geographies, road safety norms, first aid, material handling, cold storage management, documentation in logistics and warehousing, routing and fleet optimisation, inventory optimisation, 3PL, 4PL and 5PL management etc.	All districts
BFSI	Training on banking and insurance products, personality development training with specific focus on communication skills for sales, basic training for computer operations, financial management and business operations as well as banking software etc.	All districts (mainly Srinagar and Jammu)
Handicraft and handlooms	Designs using computers, modern colour schemes, usage of modern equipment such as modern carpet weaving loom, finishing skills, pricing strategies, promotion and	Srinagar, Budgam, Leh, Kargil, Anantnag, Pulwama, Ganderbal, Baramulla, Shopian, Kulgam, Bandipora, Kupwara



	marketing, value addition processes, creative use of raw materials, product development and diversification, R&D, cost, quality and time management etc.	
Education and skill development	Advanced teacher training for courses outlined in other sectors	All districts
Building & construction and Power	Project management, safety management, labour laws, plumbing, painting, welding, wireman, electrician, masonry, carpentry, bar bending, surveying, geology, hydrology, hydraulics, electrical, transmission and distribution systems, Hydel engineering, maintenance, etc.	All districts
Auto servicing	Customer management, pre and post servicing offerings, technical training, understanding of latest technologies, understanding of vehicle assembly, criticality of auto parts, critical assembly specifications	Jammu, Srinagar, Anantnag, Budgam, Baramulla, Kulgam, Bandipora, Kupwara, Kathua, Samba, Reasi
Healthcare Services	Critical care nursing, lab technician, medical equipment maintenance, laboratory operations, analysis and equipment related	Srinagar, Anantnag, Pulwama, Ganderbal, Budgam, Baramulla, Bandipora, Kupwara, Jammu, Poonch, Rajori, Udampur, Kathua, Doda
Chemicals and pharmaceuticals	Safety and health standards, IPR and its implications, quality management, environmental issues etc.	Jammu, Samba, Srinagar, Budgam, Udampur, Reasi
Food Processing	Modern technologies and processes of food processing, machine maintenance, material handling, packaging and finishing, marketing, warehouse management, supply chain	Anantnag, Baramulla, Shopian, Kulgam, Kupwara

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management,

Textile and Clothing	Use of design software (such as Ned graphics, jacqCAD master etc.), sampling the colour effects, higher order skills like jardosi, appliqué and akoba, stitching, finishing, sampling, pattern making, etc.	Srinagar, Jammu, Kathua
Unorganised (computer technician, mobile phone technician, TV mechanic etc.)	Technical skills pertaining to computer software and hardware, mobile phones of different makes and models, TV sets of different makes and models etc.	All districts



Annexure – 3

Thrust on creating skills and environment for entrepreneurship

Region	Indicative opportunities for entrepreneurship	
	Opportunities for which natural flair exists	New opportunities (not explored traditionally)
Jammu	<ul style="list-style-type: none">• Apparel making• Processing (fruits, dry fruits, poultry etc.)	<ul style="list-style-type: none">• Small scale manufacturing• Servicing (auto, electrical, electronics, etc.)• Auto mechanic• Bottling units
Kashmir	<ul style="list-style-type: none">• Tourist and guide centres• Processing (fruits, dry fruits, poultry etc.)• Traditional craft based units• Floriculture (especially exotic flowers)	<ul style="list-style-type: none">• Servicing (auto, electrical, electronics, etc.)• Chemical units• Bottling units
Ladakh	<ul style="list-style-type: none">• Processing (fruits, dry fruits, poultry etc.)• Building construction – Ladakhi style• Pashmina weaving• Traditional craft based units• Tourist centers• Floriculture	<ul style="list-style-type: none">• Small scale manufacturing• Bottling units

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Incentivizing training in high growth and emerging sectors

Sectors	Districts	Courses
Agriculture & allied	All districts	Horticulture, floriculture, pest management, modern techniques of farming, crop rotation, organic farming, animal husbandry (both cattle and poultry), dairy farming, dairy technology, bee keeping (both native and exotic species), cold storage and warehousing etc.
Building construction &	All districts	Project management, safety management, labour laws, plumbing, painting, welding, wireman, electrician, masonry, carpentry, bar bending, surveying, geology, hydrology, hydraulics, electrical etc.
Handlooms and Handicrafts	Srinagar, Budgam, Leh, Kargil, Anantnag, Pulwama, Ganderbal, Baramulla, Shopian, Kulgam, Bandipora, Kupwara	Designs using computers, modern colour schemes, usage of modern equipment such as modern carpet weaving loom, finishing skills, pricing strategies, promotion and marketing, value addition processes, creative use of raw materials, product development and diversification, R&D, cost, quality and time management etc.
Food processing (especially small scale, wherein cultivators can learn processing of their local produce)	Anantnag, Baramulla, Shopian, Kulgam, Kupwara	Modern technologies and processes of food processing, machine maintenance, material handling, packaging and finishing, marketing, warehouse management, supply chain management.



Creation of additional capacity

Sector	Key job roles	Course available (√ / X)
Building, Construction industry and Real Estate	Masons	√
	Bar Bender & Steel Fixer	X
	System Shuttering carpenter	√ (general carpenter only, not system shuttering)
	Scaffolder	X
	Fabrication	X
	Electrician	√
	Plumber & fitter	√
	Painter	√
	Surveyor	X
	Machine / construction equipment operators	X
	Foreman	X
	Mechanics & technicians	√
	Transportation, Logistics, Warehousing and Packaging	Transportation and Logistics
Commercial Vehicle Driver		√ (driver cum mechanic course available)
Driving Assistant		X
Driving Assistant		X
Freight Operator		X
Freight Operator		X
Forklift operator		X
Taxi Driver		√ (driver cum mechanic course available)
Warehousing and Packaging		
Warehouse executive		X
Cold storage operator		X
Stores Manager / Executive		X
Packing executive		X
Loader		X
Parts picker		X
Textile and Clothing	Blow room operator	X
	Carding operator	X

	Comber	X
	Draw Frame operator	X
	Spinning & Winding operator	X
	Doubling operator	X
Food Processing	Cutter	X
	Preservation and Packaging executive	√
	Dry produce storage	X
	Grader	X
	Quality inspector	X
Agriculture and allied	Crop Management Food grain, Cash crop, High Value Agriculture, Allied activities, Agri input	√ (agriculture related courses not available, dairying, horticulture, floriculture and landscaping available under allied)
Auto servicing	Service Level :- Washer	X
	Auto service technician	X
	Auto service technician - 2 & 3 wheeler	X
	Auto body technician	X
	Electrician	√
	Auto Engine repair	√
	Service advisor	X
	Spare parts technician	X
	Auto paint shop assistant	X
	Accessories and VAS Sales	X
	Sales consultant - Auto finance	X
	Sales officer - Auto insurance	X
	Spare parts operations executive	X
	Customer relations executive	X
Tourism, Travel, Hospitality & Trade	Tourist Guides and Cab drivers	√
	Travel desk executive	X
	Ticketing executive	X
	Tour operator	X
	Front office assistant	√

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Supervisor	√
Bell boys	X
Housekeeping executives	√
Room attenders	X
Restaurant Manager	X
Waiters	X
Service staff	X

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Annexure – 6

Priority wise Sectors across districts needing attention.

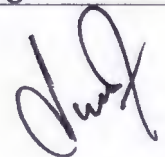
Sector	Focus districts
High priority	
Agriculture and allied	All districts
Trade, hotels and restaurants	Srinagar, Jammu, Leh, Anantnag, Pulwama, Budgam, Baramulla, Kulgam, Bandipora, Kupwara, Poonch, Rajori, Udampura, Kathua, Samba, Reasi, Doda
Other manufacturing	Jammu, Kathua, Samba, Srinagar, Anantnag, Leh, Udampur, Reasj
Transport, storage and communication	All districts
Banking and insurance	All districts (mainly Srinagar and Jammu)
Medium priority	
Handicrafts and handlooms	Srinagar, Budgam, Leh, Kargil, Anantnag, Pulwama, Ganderbal, Baramulla, Shopian, Kulgam, Bandipora, Kupwara
Education and skill development	All districts
Construction and power	All districts
Auto servicing	Jammu, Srinagar, Anantnag, Budgam, Baramulla, Kulgam, Bandipora, Kupwara, Kathua, Samba, Reasi
Healthcare	Srinagar, Anantnag, Pulwama, Ganderbal, Budgam, Baramulla, Bandipora, Kupwara, Jammu, Poonch, Rajori, Udampur, Kathua, Doda
Low priority	
Unorganised (computer technician, mobile phone technician, TV mechanic etc.)	All districts
Chemicals and pharmaceuticals	Jammu, Samba, Srinagar, Budgam, Udampur, Reasi
Gems & jewellery	Srinagar, Baramulla, Jammu, Kathua
Food processing	Anantnag, Baramulla, Shopian, Kulgam, Kupwara
Textiles	Srinagar, Jammu, Kathua



Annexure-7

The top ten sectors and the allied 50 Skill Trainings to be imparted under the mission are as under:

4-Categories	10-Sectors	50-Skills
Heritage Industry	Handicrafts	1. Papier Mache 2. Wood Carving 3. Crewel making 4. Kani Shawl 5. Namda making 6. Khatamband 7. Carpet weaving 8. Hand embroidery
Traditional Trades	Construction & Building	9. Carpentering 10. Plumbing 11. Masonry 12. Electric Fitting
Modern Trades	Tourism	13. Tour operator 14. Tourist Guide 15. Waiter 16. Chef 17. Caterer 18. Room Attendants 19. Travel Desk Executive
	Heath care	20. Nursing 21. Paramedic 22. Technician 23. Health Clinic operator
	Telecommunication	24. Mobile Repairing 25. Computer Repairing 26. Electrical equipments
	Services	27. Beautician 28. Fitness trainer 29. Florist 30. Front Office mgr. 31. Accountant 32. Call Centre executive 33. Security Guards 34. Housekeeping
	Clothing & Textile	35. Fashion Designing 36. Apparel making



		37. Hosiery making
	Transportation & Logistics	38. Drivers 39. Mechanics 40. Forklift operators 41. Heavy machine tools
Agriculture & Allied	Horticulture	42. Rootstock raising 43. Gardener 44. Orchard Manager 45. Pruner 46. Nursery Farmer
	Food Processing	47. Processor 48. Machine Technician 49. Packager and handler 50. Warehouse mgt.

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