



GOVERNMENT OF SIKKIM

## **STATE INSTITUTE OF CAPACITY BUILDING**

*)An Autonomous Institute of Govt. of Sikkim(*

**Karfector, South Sikkim-737121**

**Skill Development & Entrepreneurship Department**

*)Registered under Sl.No.1978 Vol.No.I dated 03/02/2011 under Sikkim Regulation of Societies, Association and other Voluntary Organization Act, 2008(*

## **ANNUAL REPORT**

**01.04.2017 to 31.03.2018**

### **Background:**

As per the Cabinet Memorandum No. 417/GOS/DOP/CB-108/09 dated 17.11.2009, the Government, has approved for establishment of State Institute of Capacity Building (SICB) at Karfector, South Sikkim to fabricate skilled man power for our State. The Institution has taken over the RAC (Regional Administrative Centre) Karfector on 25th November 2009. The SICB was inaugurated on 10th December 2009 by Hon'ble Chief Minister in a function organized for this purpose.

### **1. Activities:**

- i. World Yoga Day was celebrated at SICB, Karfector, South Sikkim on 21<sup>st</sup> June, 2018 on theme "Yoga for Peace".
- ii. Two days training on "Recognition of Prior Learning" (RPL) was conducted by SICB at SICB premise, Karfector, South Sikkim for Vocational Training Providers.
- iii. Environment Day was celebrated by the in house Trainees of SICB in the SICB Campus on 4<sup>th</sup> July, 2018. A total of 50 (fifty) samplings were planted in around the Campus.
- iv. A Workshop cum Meeting with the officials of NSDC, PMKVY was held in the Mini Conference Hall of SICB regarding filling of CAAF on SMART portal for registration of Training Centers and empanelment of Training Providers on 11<sup>th</sup> April, 2018.
- v. A delegation from National Skill Development Corporation (NSDC), PMKVY Cell visited the SICB and a workshop on the implementation of various Centrally Sponsored Schemes in the state of Sikkim.
- vi. A delegation from National Institute of Rural Development & Panchayati Raj (NIRD&PR), Ministry of Rural Development, Govt. of India, Guwahati visited the SICB and interacted with the Trainees and Trainers of SICB. Further, a meeting of staff and officials who are looking after DDU-GKY Schemes was held and a Working Plan was finalized regarding implementation of the scheme in the state of Sikkim.
- vii. A "Mini Job Fair" was held simultaneously at Khadi Bhawan, Deorali, Gangtok and SICB Karfector by M/S Annapurna Micro Finance (P), Ltd. Bhuwneshwar, Odisha on 27<sup>th</sup> and 28<sup>th</sup> February, 2018 wherein 48 Jobseekers had came for the interview out of which 15 candidates were selected for the 2<sup>nd</sup> Round.
- viii. A "Mini Job Fair" was held at SICB Karfector by M/S Thomson Digital Pvt. Ltd., Gangtok, Team Lease, Delhi, Teleperformance, Delhi and IndusInd Bank, Jorethang on 11<sup>th</sup> May, 2018 wherein 55 Jobseekers had came for the interview out of which 27 candidates were selected for the 2<sup>nd</sup> Round from which 08 candidates were offered Appointment Orders.
- ix. A one day Counselling cum "Mini Job Fair" was organized during Lam-Pokhari Festival organized at Aritar, East Sikkim by the Institute.

## 2. Skill Development Trainings' conducted:

### 2.1 Trainings in State Institute of Capacity Building under Grants-in Aid:

Year	Enrolled	Passed	Wage employed	Self employed	Total employed
2017-18	738	587	254	225	479

- Details of Training under Grants-In-Aid of SICB is placed at Annexure - I

### 2.2 Central Govt. Schemes being in process of execution under the aegis of SICB:

Sl. No.	Name of scheme	No. of students enrolled / target allocated.	Remarks
1	Deen Dayal Upadhyaya Grameen Kaushalaya Yojna (DDU-GKY)	1600	Mobilization process is going on.
2	Pradhan Mantri Kaushal Vikas Yojna-2.0 (PMKVY-2.0)	4900	Training is going on.
3	North East Rural Livelihood Project (NERLP)	-----	In the pipe line
4	Capacity Building & Technical Assistance (CB&TA)	833	Training is going on.
5	Rashtriya Krishi Vikash Yojna (RKVY)	1. Livelihood Linked project. 2. Two Aromatic Distillation Plants are Commissioned at Timberbung, Soreng, West Sikkim and Kerabari, Melli Dara, Melli, South Sikkim.	Self employed youths are engaged in extracting oils from Lemmon Grass and earning their livelihoods.
6	Sikkim Model Career Counseling Centers (SMCCCs)	658	Counselling process is going on.

#### 2.2.1.: Deen Dayal Upadhyaya Grameen Kaushalaya Yojna (DDU-GKY):

##### A. Brief Snapshot

- **Type of Scheme:** Centrally Sponsored Scheme
- **Funding Ministry:** Ministry of Rural Development
- **Funding Ratio:** 90:10 (Centre: State)
- **Duration:** 2017-19 (3 Years)
- **Scheme Objective:** To impart placement linked Skill Training to the unemployed Youth.
- **Target Audience:** Youth between the age group of 18-35 years
- **Target Area:** East, West, North and South Districts
- **Type of Training:** Residential
- **Location of Training centre:** Most probably SICB, Karfector, South Sikkim.
- **Number of beneficiaries:** 1600 youths
- **Estimated Cost of the Project:** Rs. 14.32 crore
- **Estimated Cost per candidate:** Rs. 89492.90 (approx.)

##### B. Activities /Progress till Date:

- Action Plan submitted and approved by Ministry of Rural Development, GOI.
- MoUs signed.
- ₹ 3.6 crore Training cost & ₹ 40.00 lacs as support cost released by MoRD and was deposited in a dedicated DDUGKY account at AXIS Bank, Gangtok. The fund then was transferred to the State Treasury to be released along with 10% State

Share. As the guidelines suggest for simultaneous release and utilization of state share.

- Concurrences of DPER & NECAD and FRED obtained for release of Rs. 400.00 Lakhs as first installment to the 02(two) PIAs.
- Previously, Sanction Orders were issued to 2(two) Project Implementing Agencies and consequently MoUs signed.
- Nonetheless, both PIAs backed out due to financial constraint.
- New Expression of Interest (EoI) was floated and new PIAs were recommended by NIRDPR (Hyderabad), a constituent of MoRD, GoI.
- The time line in respect of **DDU-GKY scheme** is as below:

Sl. No.	Date	Event	Purpose
1	22 <sup>nd</sup> to 25 <sup>th</sup> March, 2017	Visit of Two (2) officials of NIRD & PR, Hyderabad to DDU-GKY Cell, Khadi Bhawan, Deorali	To discuss the various issues in implementation of DDU-GKY in the state, Train officials of SICB looking after DDU-GKY regarding Financial and Operational Monitoring.
2	26 <sup>th</sup> May, 2017	PAC meeting for QA qualified PIA at Conference Hall, Khadi Bhawan, Deorali	To discuss the proposals submitted by the PIAs. Chaired by Chairman, DDU-GKY, Sikkim cum Principal Secretary, SDED along with Director (Finance), NIRD & PR, Hyderabad, COO, DDU-GKY, Sikkim and PAC members. Outcome: Two (2) PIA were selected by the PAC namely Apollo Medskills Pvt. Ltd and Anand Books Pvt. Ltd, 900 and 700 candidates were allotted respectively in Four (4) trades.
3	27 <sup>th</sup> May, 2017	Director (Finance), NIRD & PR, Hyderabad visit to SICB, Karfectar	Inspection of the potential DDU-GKY Training Center at SICB, Karfectar.
4	June 2017	Sanction Order and MoU signed with selected PIAs	To initiate the training Sanction Order and Subsequently MoU were issued and signed with Apollo Medskills Pvt. Ltd and Anand Books Pvt. Ltd
5	Jan, Feb 2018	New PAC and working committee for DDU-GKY, Sikkim	To fast-track the implementation DDU-GKY program and transfer and resignation of members of DDU-GKY, Sikkim a new team is constituted with the approval of Secretary, SDED.
6	1 <sup>st</sup> March, 2018	Expression of Interest (EoI)	To accommodate new PIAs as lack of response shown from previously selected PIAs a new EoI was floated on 1 <sup>st</sup> March, 2018.
7	April, 2018	Cancellation of Sanction Order	To initiate the training a cancellation order were issued to previously selected PIAs who in written showed unwillingness to implement the project citing financial and personal constraints.
8	14 <sup>th</sup> May,	PAC meeting for QA qualified	To initiate the training Five (5) QA

	2018	PIA at Conference Hall, Khadi Bhawan, Deorali	qualified PIAs presented their proposal before PAC Outcome: 2 PIAs selected namely Margdarshak Development Projects & Consulting Pvt. Ltd. and F. Tech Future Technology Pvt. Ltd., 445 and 420 candidates were allotted respectively in Five (5) trades.
9	22 <sup>nd</sup> May, 2018	Sanction Order (SO)	SO were issued to the Two (2) selected PIAs namely Margdarshak Development Projects & Consulting Pvt. Ltd. and F. Tech Future Technology Pvt. Ltd.
10	July, 2018	MoU	MoU signed with Margdarshak Development Projects & Consulting Pvt. Ltd. and F. Tech Future Technology Pvt. Ltd. for implementation of the project against performance guarantee submitted by the PIAs. 1 <sup>st</sup> installment of 25% of the total project cost was released.
11	August, 2018	PAC meeting for QA qualified PIA at Conference Hall, Khadi Bhawan, Deorali	Out of Five (5) PIAs who presented their cases before the members of PAC, Outcome: Three (3) PIAs were selected namely Regal Institute of Management Studies (RIMS) Pvt. Ltd., Assent Infotech Pvt. Ltd. and Earthcon Constructions Pvt. Ltd., 280, 330 and 125 candidates were allotted respectively in Three (3) Trades.
12	Aug-Sept, 2018	Sanction Order (SO)	SO were issued to the Three (3) selected PIAs namely Regal Institute of Management Studies (RIMS) Pvt. Ltd., Assent Infotech Pvt. Ltd. and Earthcon Constructions Pvt. Ltd.

➤ Currently, altogether 5 PIAs have been allocated target. The details are as follows:

Sl. No.	Name of PIA/s	Name of job roles	Nos. allocated	Place of training
1	Margdarshak Development Projects & Consulting Pvt. Ltd., Suite No. 203, 2 <sup>nd</sup> Floor, H-138, Sector, 63, Noida, UP.	Bedside Assistant (MED101)	210	Yet to be decided, Search process is in progress.
		Hospitality Assistant (HOS705)	235	
			<b>445</b>	
2	F Tech Future Technology Pvt. Ltd., Manjushree building, Near Krishi Bhawan, Tadong, Gangtok.	Integrated Course in Hair, Skin & Make- Up (BEA703)	180	SICB, Main Building, Karfector, South Sikkim.
		Unarmed Security Guard(SSS/Q0101)	120	
		Hospitality Assistant (HOS705)	120	
			<b>420</b>	

3	Regal Institute of Management Studies, Pvt. Ltd, Hotel Mayur Complex, P.S. Road, Gangtok.	Cook {General } ( HOS710)	280	Jurrasic Park, Rakdong, Lower Kmabal, Tumin, East Sikkim.
4	Assent Infotech Pvt. Ltd, 2 <sup>nd</sup> Floor, Satyanaryan Bhawan, Street Mahabir Tola, Ara-802301, Bihar.	General Duty Attendant (AHC101)	330	Maharashtra Academy of Engineering & Educational Research, Pune.
5	Earthcon Constructions Pvt. Limited, D-266 Ground floor, Defence Colony, New Delhi.	Accounts Assistant using Tally (ICT701)	125	Yet to be decided, Search process is in progress.
<b>TOTAL</b>			<b>1600</b>	

## 2.2.2 Pradhan Mantri Kaushal Yojna- 2.0 (PMKVY 2.0), SIKKIM, Centrally Sponsored and State Managed( CSSM)

### A. Brief Snapshot

- Type of Scheme: Centrally Sponsored Scheme
- Funding Ministry: Ministry of Skill Development & Entrepreneurship, GOI.
- Funding Ratio: 100 % centrally sponsored
- Duration: 2016-20
- Scheme Objective: To impart placement linked Skill Training to the unemployed Youth.
- Target Audience: Youth between the age group of 18-35 years
- Target Area: East, West, North and South Districts
- Type of Training: Residential/Non-Residential
- Location of Training centre: SICB, Karfctar and other Govt. Livelihood Schools
- Number of beneficiaries: 4900 youths
- Estimated Cost of the Project: ₹ 7.54 crore
- Estimated Cost per candidate: ₹ 14,805/-

### B. Progress Till Date

- PMKVY 2.0 (2016-2020) project proposal (Centrally Sponsored State Managed Component) for the State of Sikkim was sent to Ministry of Skill Development & Entrepreneurship (MSDE), Government of India on 7<sup>th</sup> June, 2017 to train 3600 educated unemployed youths of Sikkim in Various Trades such as Hospitality & Tourism, Agriculture and Allied courses, Automotive, Banking, Financial Service and Insurance, Construction etc.
- Project Approval Committee (PAC), MSDE, GoI met on 30<sup>th</sup> June, 2017 and approved a revised physical target for the State of Sikkim to 34, 348 candidates.
- A letter regarding queries i.e. repercussions and consequences, if target could not be fulfilled by the State was sent to MSDE and requesting them to downsize the revised target. This was done as funding pattern of PMKVY 2.0 laid in its guidelines is such that certain target must be achieved annually to apply for next instalment.
- A revised project proposal was sent to MSDE on 4<sup>th</sup> August, 2017 to train 4900 trainees. The project proposal was presented before 8<sup>th</sup> Meeting of the Project Approval Committee and was approved on 7<sup>th</sup> September, 2017.
- A separate bank account for PMKVY-Sikkim was opened and the same was linked to PFMS as no fund will be transferred to the State other than bank account which has been linked with PFMS portal.
- The fund as 1<sup>st</sup> tranche was received on 22.02.2018 by MSDE and transferred to State Institute of Capacity Building Society (SICBS) as State Skill Development

Mission Society (SSDMs) for implementation of PMKVY (2016-20) CSSM component.

**PMKVY**

<b>Sl. No.</b>	<b>Name of PIA/s</b>	<b>Name of job roles</b>	<b>Nos. allocated</b>	<b>Place of training</b>
1	SiMTEI, Near Smoke Testing Centre, Deorali, Gangtok.	Light Motor Vehicle (LMV)	300	Govt. Livelihood School, Upper-Tadong, Gangtok.
2	Positron, Dara Gaon, Tadong, Gangtok.	Web Developer	240	Positron, Daragaon, Tadong, Gangtok.
3	Regal Institute of Management Studies, Pvt. Ltd, Hotel Mayur Complex, P.S. Road, Gangtok.	Multi Cuisine	240	SHTI, Sokaythang, Shram Bhawan, Tadong, Gangtok.
4	CIIT, Soreng Bazar, West Sikkim.	Domestic Data Entry Operator	240	Govt. Livelihood School Yangthang, Gyalshing, West Sikkim.
5	Ramkali Devi Sewa Sansthan , Pradhan Karyalaya- L.I.G. -76 , Burha- 3, Janta Nagar, Kanpur, 208027	Animator	240	Opposite ITBP Head Quarter Office, Tadong, Gangtok.
		Retail Sales Associates	240	
			<b>480</b>	
<b>GRAND TOTAL</b>			<b>1500</b>	

**2.2.3 Sikkim Model Career Counselling Centres (SMCCCs) - 2016 - 2018.**

Model Career Centres for Sikkim are setup and institutionalize Model Career Counselling Centers for three districts of Sikkim under central funding to provide a streamlined process for mobilization, counselling and career guidance as per the DG&ET guidelines.

Each centre is fully equipped with computers, furniture, Q-machine, Projectors, TV, group and individual counselling rooms, sound systems, standees, electrification and other akin as per the guidelines of Directorate General of Employment and Training (DGE&T), Government of India.

The details of candidates mobilised by these centres in 2017-18 are as below:

**SMCCCs**

<b>Sl. No.</b>	<b>Name of Centre</b>	<b>Date of Inauguration</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
1	MCC, Khadi Bhawan, Deorali, Gangtok, East Sikkim.	21/12/2015	204	238	442
2	MCC, SICB, Karfectar, South Sikkim.	09/04/2016	77	111	188
3	MCC, Govt. Livelihood Maneybong-Dentam, Dentam, West Sikkim.	22/04/2016	21	07	28
<b>Total</b>			<b>302</b>	<b>356</b>	<b>658</b>

**2.2.4 Capacity Building and Technical Assistance (CB&TA):**

The Plan Scheme of Capacity Building and Technical Assistance (CB&TA) of Ministry of DoNER aims to provide funding for skill development, enhancing of employability and competencies and promotion of self-employment and entrepreneurship. The scheme also seeks to enhance the knowledge and skills of

mid level North East State Government functionaries to facilitate better governance. The details of training conducted under this scheme are as under:

**CB&TA**

<b>Sl. No.</b>	<b>Name of PIA/s</b>	<b>Name of job roles</b>	<b>Nos. Trained</b>	<b>Place of training</b>
1	Edubridge Learning Private Limited,1/1, Pollock Street, Kolkata-700001	CRM Domestic Voice	89	Akhil Kirat Rai Sangh Building, Baiguney, West Sikkim.
		Housekeeping Attendant (Manual)	90	
		CRM Domestic Non-Voice	57	
		Room Attendant	90	
		<b>Total</b>	<b>326</b>	
2	Global Vocational Training Institute, 19 Panchavati Colony, Raheem Nagar, Mahanagar, Lucknow.	Hair Stylist	90	1. SICB Main Building, Karfectar, South Sikkim and  2. Akhil Kirat Rai Sangh Building, Baiguney, West Sikkim.
		Assistant Hair Stylist	60	
		Beauty Therapist	57	
		Mobile Phone Hardware Repair Technician	60	
		Assistant Spa Therapist	90	
		DTH Set-up Box Installation Service Technician	90	
		Field Technician	60	
		<b>Total</b>	<b>507</b>	
<b>GRAND TOTAL</b>			<b>833</b>	

**ANNEXURE - I**
**TRAINING CONDUCTED DURING 2017-18 UNDER GIA FUND By SICB, Karfectar, South Sikkim**

Sl. NO	NAME OF COURSE	DATE OF COMMENCEMENT	DATE OF COMPLETION	LOCATION	NO.OF TRAINEES	SERVICE PROVIDER	NO. OF PASS OUT TRAINEES	NO. OF PLACED TRAINEES		REMARKS
								Wage Employment	Self Employment	
1	BEAUTY & WELLNESS 1 <sup>ST</sup> BATCH	17 <sup>TH</sup> APRIL 2017	16 <sup>TH</sup> JULY 2017	SICB, KARFECTAR	46.no	SICB	46.no	26	20	Conducted by in house trainers of SICB
2	DRIVING CUM TOUR GUIDE 1 <sup>ST</sup> BATCH	17 <sup>TH</sup> APRIL 2017	16 <sup>TH</sup> JULY 2017	SICB, KARFECTAR	46.no	SICB	46.no	-	46	The Job role is Livelihood Linked oriented.
3	BEAUTY & WELLNES 2 <sup>ND</sup> BATCH	9 <sup>TH</sup> APRIL 2017	8 <sup>TH</sup> NOV 2017	SICB, KARTFECTAR	38.no	SICB	38.no	27	11	Self Employed Trainees did not want to go outside for placement.
4	HOSPITALITY & TOURISM	18 <sup>TH</sup> SEP 2017	17 <sup>TH</sup> DEC 2017	SICB, KARFECTAR	55.no	SICB	34.no	34	-	Remaining Trainees denied for placement outside State.
5	DRIVING CUM TOUR GUIDE 2 <sup>ND</sup> BATCH	9 <sup>th</sup> AUG 2017	8 <sup>TH</sup> NOV 2017	SICB, KARFECTAR	43.no	SICB	43.no	-	43	The Job role is Livelihood Linked oriented.
6	IT COMPUTER 1 <sup>ST</sup> BATCH	19 <sup>TH</sup> NOV 2017	19 <sup>TH</sup> MAY 2018	GOVERNMENT LIVELIHOOD SCHOOL YANGTHANG, GYALSHING	50.no	CCIT	50.no	45	-	5 trainees out of 50 got government job in Sikkim.
7	TALLY ACCOUNTING	15 <sup>TH</sup> NOV 2017	31 <sup>ST</sup> MAR 2018	GOVERNMENT LIVELIHOOD SCHOOL UPEER TADONG	30.no	SEMTEI	30.no	-	30	Self-employed
8	FOOD & BEVERAGE	9 <sup>TH</sup> DEC 2017	21 <sup>ST</sup> MAR 2081	GOVERNMENT LIVELIHOOD SCHOOL WEST PANDAM	30.no	RIMS	30.no	25	5	5 candidates opened their own business setup in Sikkim.
9	TALLY/GST	8 <sup>TH</sup> JAN 2018	8 <sup>TH</sup> APRIL2018	SICB, KARFECTAR	50.no	FCA	50.no	17*	-	Placement under process



10	OFFICE ASSISTANT	18 <sup>TH</sup> JAN 2018	17 <sup>TH</sup> APRIL 2018	GOVERNMENT LIVELIHOOD SCHOOL SYARI ,DEORALI,KHADI BHAWAN	30.no	FCA	30.no	21	-	09 trainees denied for placement outside State.
11	MASON CUM PLUMBING	1 <sup>ST</sup> FEB 2018	31 <sup>ST</sup> JUL 2018	GOVERNMENT LIVELIHOOD SCHOOL NAMTHANG-RATEYPANI, BIKMAT, SOUTH SIKKIM	40.no	SIMTEI	40.no	-	40	The Job role is Livelihood Linked oriented.
12	DOMESTIC DATA ENTRY OPERATOR 1 <sup>ST</sup> BATCH	1 <sup>ST</sup> FEB 2018	31 <sup>ST</sup> JULY 2018	GOVERNMENT LIVELIHOOD SCHOOL NAMTHANG-RATEYPANI, BIKMAT, SOUTH SIKKIM	20.no	SIMTEI	20.no	-	-	Placement under Process
13	WEB DESIGNING	5 <sup>th</sup> April 2018	4 <sup>th</sup> sep 2018	Tadong , East	50.no	POSITRON	50.no	26. no	-	Placement under process
14	DOMESTIC DATA ENTRY OPERATOR 2 <sup>ND</sup> BATCH	1 <sup>ST</sup> AUG 2018	31 <sup>ST</sup> JAN 2019	GOVERNMENT LIVELIHOOD SCHOOL NAMTHANG-RATEYPANI, BIKMAT, SOUTH SIKKIM	20.no	SIMTEI	-	-	-	Training is Under Process
15	UN ARMED SECURITY PERSONEAL SERVICE	7 <sup>TH</sup> MAY 2018	7 <sup>TH</sup> JUNE 2018	SICB, KARFECTAR	50.no	FCA	50.no	33		Girl candidate did not want to go outside state, placement for them under process
16	WEB DEVELOPER	14 <sup>TH</sup> MAY 2018	13 <sup>TH</sup> AUG 2018	SICB, KARFECTAR	30.no	FCA	30.no	-	30	Self-employed
17	IT COMPUTER 2 <sup>ND</sup> BATCH			GOVERNMENT LIVELIHOOD SCHOOL YANGTHANG, GYALSHING	50.no	CIIT	-	-	-	Training is Under Process

18	BEAUTY & WELLNESS	27 <sup>TH</sup> AUG 2018		SICB, KARFECTAR	30.no	CIIT	-			On Job Training at Sohum Wellness, Bengaluru
19	HOSPILITY AND TOURSIM	10 <sup>TH</sup> SEP 2018`	8 <sup>TH</sup> DEC 2018	SICB, KARFECTAR	30.no	SICB	-			Training is Under Process
20	Pre preparatory Primary Teachers Training of two batches, 50.no each for one year each course planning to run at Govt. Livelihood School Poklok-Kamrang, Denchung , South Sikkim by CIIT.									
				<b>TOTAL</b>	<b>738</b>		<b>587</b>	<b>254</b>	<b>225</b>	<b>Total Trained = 587 Placed = 479</b>

## ANNEXURE - II

### STATE GRANTS TO STATE INSTITUTE OF CAPACITY BUILDING TILL DATE (In lakh Rupees)

Year	Amount
2010 - 11	500.00
2011-2012	1000.00
2012-2013	1100.00
2013-2014	599.50
2014-2015	920.00
2015-2016	500.00
2016-2017	500.00
2017-2018	500.00
Total	5619.50

**ANNEXURE - III**

<b>LIST OF OFFICERS AND STAFF IN STATE INSTITUTE OF CAPACITY BUILDING, KARFECTAR</b>			
1.	Ms. Sumita Pradhan	Chief Administrator	Regular
2.	Shri Ganga Ram Subba	Assistant Director (Karfectar)	Regular
3.	Shri Mani Kr. Gurung	Sr. Office Executive (Karfectar)	Regular
4.	Mrs. Lilly Rai	Head Assistant (Karfectar)	Regular
5.	Ms. Pramila Chettri	Faculty-cum-Counsellor (Deorali)	Regular
6.	Ms. Bijata Chhetri	Accounts Clerk (Karfectar)	Regular
7.	Shri Arjun Rai	LDC (Karfectar)	Regular
8.	Shri Samir Kumar Tamang	Accounts Clerk (Karfectar)	Regular
9.	Ms. Shanki Lama Tamang	Accounts Clerk (Karfectar)	Regular
10.	Shri Anil Sharma	School Inspector(Head Office)	Consolidated
11.	Mrs. Bishnu Kumari Rai	School Inspector(Karfectar)	Consolidated
12.	Ms. Sunaina Chauhan	Research Analyst (Deorali)	Consolidated
13.	Shri Dipen Sharma	Project Assistant (Head Office)	Consolidated
14.	Ms. Rabina Gurung	Data Entry Operator (Karfectar)	M/R
15.	Shri Nim Dorjee Tamang	Peon (Karfectar)	Regular
16.	Shri SomBdr. Subba	Peon (Karfectar)	Regular
17.	Mrs. Asha Rai	Peon (Deorali)	M/R
18.	Shri Mahendra Chettri	Driver (CA)	M/R
19.	Shri Dichen Tamang	Driver (Sr. O.E.) Karfectar	M/R
20.	Shri Mani Kr. Subba	Driver (Karfectar)	Workcharge
21.	Shri Samel Subba	Driver (Karfectar)	M/R
22.	Mrs. Nar Sova Rai	Peon (Karfectar)	M/R
23.	Shri Santa Kr. Tamang	Housekeeping (Karfectar)	M/R
24.	Shri Padambdr. Manger	Housekeeping (Karfectar)	M/R
25.	ShriManoj Rawat	Housekeeping (Karfectar)	M/R
26.	Mrs Shova Dhamala	Housekeeping (Karfectar)	M/R
27.	Mrs. Kamala Mazi	Housekeeping (Karfectar)	M/R
28.	Mrs. Devika Rai	Housekeeping (Karfectar)	M/R
29.	Shri Mahesh Rawat	Housekeeping (Karfectar)	M/R
30.	Shri Rajesh Rawat	Housekeeping (Karfectar)	M/R
31.	Shri Pravesh Rai	Gardener (Karfectar)	M/R
32.	Mrs. Jyoti Bishwakarma	Gardener (Karfectar)	M/R
33.	Shri Dinesh Subba	Gardener(Karfectar)	M/R
34.	Mrs. Sumitra Rai	Gardener (Karfectar)	M/R
35.	Mrs. Nar Maya Subba	Gardener (Karfectar)	M/R
36.	Shri Dilip Darjee	Gardener (Karfectar)	M/R
37.	Shri Manoj Subba	Plumber (Karfectar)	M/R
38.	Shri Anil Subba	Plumber (Karfectar)	M/R
39.	Shri Chewan Kr Chettri	Cook (Karfectar)	M/R
40.	Shri Indra Bdr. Chettri	Home Guard (Karfectar)	Consolidated
41.	Shri Shidiram Rai	Home Guard (Karfectar)	M/R
42.	Shri Jacob Gurung	Home Guard (Karfectar)	M/R

43.	Shri Urgan Rai	Home Guard (Karfectar)	M/R
44.	Shri Dinesh Bishwakarma	Home Guard (Karfectar)	M/R
45.	Mrs. Indra Kumari Basnet	Home Guard (Karfectar)	M/R
46.	Mrs. Rabina Limboo	Home Guard (Karfectar)	M/R
47.	Mrs Gow Maya Subba	Housekeeping (Karfectar)	M/R
48.	Mrs. Rebika Darjee	Housekeeping (Karfectar)	M/R
49.	Mrs. Pranita Ghimiray	Hostel Warden (Girls) (Karfectar)	Consolidated
50.	Shri Wongchuk Namgyal	Hostel Warden (Boys) (Karfectar)	Consolidated
51.	Ms. Sangay Doma Gyaltzen	Trainer (Karfectar)	Consolidated
52.	Ms. Bandana Moktan	Trainer (Karfectar)	Consolidated
53.	Mrs. Sabina Rai	Assistant Trainer (Karfectar)	Consolidated
54.	Shri Lal Bdr. Sarki	Security Guard (Karfectar)	M/R
55.	Shri Budhi Raj Subba	Security Guard (Karfectar)	M/R
56.	Shri Desh Raj Subba	Security Guard (Karfectar)	M/R
57.	Shri Bhim Raj Subba	Security Guard (Karfectar)	M/R
58.	Mrs. Devika Subba	Security Guard (Karfectar)	M/R