



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



CBSE/Dir/Sk. Ed./2020

Date: 07.04.2020

Circular No.: Acad-25/2020

To

The Heads of all Institutions

Affiliated to CBSE

Subject: Introduction of Skill courses from classes VI to XI from the session 2020-21

Greeting from CBSE!

1. As you are aware the draft New Education Policy 2019 has clearly stated that there should be “no hard separation” between curricular, co-curricular and extra-curricular or academic and vocational/physical education/art, etc. The updating of the NCF in the near future will make it possible for the Board to remove such separations. However, for the present, it is felt that mainstreaming all forms of learning and skills will integrate not just the hands-on skilling component but also the theoretical knowledge, attitudes and mindsets, and soft skills that are required for particular occupations, through a broad-based education that is necessary for students to be able to take on and thrive in a fast-changing world. This will contribute to the economic goals of individuals and the nation in multiple ways, developing the capacities and dispositions of individuals for economic independence, including employment and entrepreneurship.
2. To make the new generation more creative, innovative and physically fit, and to keep pace with the global developments and requirements at workplace, CBSE is introducing three new subjects namely ‘Design-thinking’, ‘Physical Activity Trainer’ and ‘Artificial Intelligence’ at Class XI from the Session 2020-2021. While Thinking is a skill that all humans possess, the 21<sup>st</sup> century requirement is of Critical Thinking and Problem Solving. Design Thinking is a systematic process of thinking that opens up the horizons of creativity and enables even the most conditioned thinkers to bring about new and innovative solutions to the problem/s at hand. Artificial Intelligence is also a simulation by machines of the unlimited thinking capacity of humans. Physical Activity is a must if the body and mind are to be kept healthy. With this view in mind, the course on Physical Activity Trainer has been prepared. It will not only help in developing the skill of a trainer, but will also become a life skill as it will imbibe the idea of keeping fit for life.
3. Beside these new programmes, Board is already offering 17 Skill subjects at Secondary level and 38 Skill Subjects at Senior Secondary level to upgrade the skills and proficiency of the young generation and also to provide them awareness to explore various career options. The list of Skill subjects may be seen at **Annexure-II & III**. **More than 8 lakhs students are presently studying skill subjects at secondary and senior secondary level in 8543 CBSE schools.**



शिक्षा सदन, 17, राऊज़ एवेन्यू इंस्टीट्यूशनल एरिया, नई ददल्ली-110002  
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4. At Secondary Level, a Skill subject may be offered as additional sixth subject along with the existing five compulsory subjects. As per existing CBSE policy, if any student fails in any one of the three elective subjects (i.e. Science, Mathematics and Social Science), then it will be replaced by the Skill subject (offered as a 6<sup>th</sup> subject) and result of Class X will be computed based on best five subjects. However, if a candidate desires to reappear in the failed subject, he/she may appear along with the compartment examination.
5. Similarly, at Senior Secondary level, Board would appreciate, if your esteemed school offers at least one or more Skill Based subject out of the 38 subjects on offer as elective subject. This can position the students to explore new avenues and acquire pre-professional skill to face the challenges of life in future.
6. Therefore, schools are requested to consider choosing any one or more Skill courses for the students of Classes IX & XI from the enclosed list (refer *Annexure II & III*) and start offering the same from the academic session 2020-21 onwards. The scheme of studies for secondary and senior secondary level is enclosed at *Annexure-IV & V*, respectively.
7. To keep pace with the objective of “no hard separation” mentioned in para 1 above, CBSE has decided to offer students the flexibility of making a vocational choice of a short duration module, of 12 hours for each module, at a stage in their early academic career (either at Class VI, VII or VIII). In this way they will be able to spend relevant time period pursuing this choice as per convenience of school, while benefitting from access to courses that are broader based (detailed at Annexure-I). This would give them the necessary orientation early on, so that they are able to make a choice at a later stage to pursue Skill courses at Secondary and Senior secondary level, or choose a higher vocational degree. In essence this flexibility will keep multiple career possibilities open for each student, instead of the current situation of rigidity once the first choice is made.
8. At Middle level (Classes VI to VIII), one Skill Module of 12 hours duration could be offered as an option to the students for single academic session as per convenience of Schools. Schools/students are free to opt Skill Module either at class VI or class VII or class VIII. Therefore, schools are requested to consider choosing any one or more Skill courses for the students of Classes VI to VIII from the enclosed list (refer *Annexure I*) and start offering the same from the academic session 2020-21 onwards. The Board will provide necessary support and guidance towards training and capacity building of teachers and other aspects for the successful implementation of all Skill subjects from time to time.
9. This year the applications for willingness are being taken online as follows:
  - a) For starting Skill courses at Middle level i.e. in classes VI to VIII, the schools may apply using the link: <https://forms.gle/RLZgmwjbYbmBXvLRA>
  - b) For starting Skill courses at Secondary level i.e. in classes IX & X, the schools may apply using the link: <https://forms.gle/Ty3Ed8cj3NdriLYR7>



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c) For starting Skill courses at Senior Secondary level i.e. in class XI, the schools may apply using the Application Form at **Annexure-VI**

10. The applications of willingness for the session 2020-21 along with the relevant annexures, using the link, along with demand draft of requisite fee (only for Senior secondary level) in favour of 'Secretary, CBSE' payable at Delhi should be sent to the office of undersigned by 31<sup>st</sup> May 2020.
11. Similarly, if school desires to offer the Skill course from the session 2021-22 at Senior Secondary level, the schools must apply online through affiliation portal ([http://cbseaff.nic.in/cbse\\_aff/welcome.aspx](http://cbseaff.nic.in/cbse_aff/welcome.aspx)) as per the schedule of the Board.
12. For any further query, the school may contact Joint Secretary, Department of Skill Education, CBSE, 'Shiksha Sadan', 17 Rouse Avenue, New Delhi-110002 through email at [skilleducation.cbse@gmail.com](mailto:skilleducation.cbse@gmail.com), or [jsse.cbse@gmail.com](mailto:jsse.cbse@gmail.com).

  
(Dr. Biswajit Saha)

Director (Training and Skill Education)

- Encl:**
- (i) Annexure-I: List of Skill Courses at Middle Level – Classes VI/VII/VIII
  - (ii) Annexure-II: List of Skill Courses at Secondary level – Classes IX – X
  - (iii) Annexure-III: List of Skill Courses at Sr. Secondary level – Classes XI – XII
  - (iv) Annexure-IV: Scheme of Studies at Secondary level – Classes IX – X
  - (v) Annexure-V: Scheme of Studies at Sr. Secondary level – Classes XI – XII
  - (vi) Annexure-V: Application Form to offer Skill Courses in Class XI

**Copy for information to the respective Heads of Organizations / Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
3. The Additional Chief Secretary/Principal Secretary/Secretary (School Education), Government of Arunachal Pradesh, Itanagar – 791111
4. The Additional Chief Secretary/ Principal Secretary (School Education), Government of Sikkim, Gangtok, Sikkim –737101
5. The Principal Secretary/Secretary (School Education), Government of NCT of Delhi, Old Secretariat, Delhi - 54.



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6. The Principal Secretary(School Education), Union Territory Secretariat, Sec- 9, Chandigarh
7. The Principal Secretary/Secretary (School Education), Govt. of A&N Islands, Port Blair
8. The Principal Secretary/Secretary (School Education), Govt. of Odisha
9. The Principal Secretary/Secretary (School Education), Govt. of Chhattisgarh
10. The Principal Secretary/Secretary (School Education), Govt. of Tripura
11. The Principal Secretary/Secretary (School Education), Govt. of Haryana
12. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi - 54
13. The Director of Public Instructions (Schools), Union Territory Secretariat, Sec- 9, Chandigarh- 160 017
14. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
15. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
16. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
17. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sec- 3, Rohini
18. The Under Secretary (EE-I), MHRD, Govt. of India, Department of SE&L, Shastri Bhawan, New Delhi-01
19. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-01
20. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
21. The Director, NCERT for information.
22. The Director General, National Testing Agency for information.
23. The Chairman, NIOS, Noida for information.
24. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
25. All Heads of COEs of CBSE
26. All Joint Secretaries/ Deputy Secretaries/ Assistant Secretaries, CBSE
27. In charge IT Unit with the request to put this circular on the CBSE Academic website
28. The Head (Public Relations), CBSE
29. SPS to Secretary, Director (Information Technology), Director (Academics), Controller of Examinations, Director (Skill Education & Training), Director (Professional Exams), CBSE

**Director (Training and Skill Education)**



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### Annexure – I

#### LIST OF SKILL COURSES OFFERED AT MIDDLE LEVEL (FOR CLASSES VI / VII / VIII)

S. No.	COURSE NAME	Duration	MARKS DISTRIBUTION	
			Theory	Practical
1	Artificial Intelligence	12 hours	15	35
2	Beauty & Wellness	12 hours	15	35
3	Design Thinking	12 hours	15	35
4	Financial Literacy	12 hours	15	35
5	Handicrafts	12 hours	15	35
6	Information Technology	12 hours	15	35
7	Marketing/ Commercial Application	12 hours	15	35
8	Mass Media	12 hours	15	35
9	Travel & Tourism	12 hours	15	35

Please note that **NO FEE** is to be paid by the school to the Board for starting Skill courses at Middle level i.e. in classes VI/ VII/ VIII.



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### Annexure- II

#### LIST OF SKILL COURSES OFFERED AT SECONDARY LEVEL (FOR IX & X)

S. No.	SUB CODE	COURSE NAME	JOB ROLES	MARKS DISTRIBUTION	
				Theory	Practical
1	401	Retail	Store Operations Assistant	50	50
2	402	Information Technology	Domestic IT Executive/ Operator	50	50
3	403	Security	Unarmed Security Guard	50	50
4	404	Automotive	Automotive Service Technician	50	50
5	405	Introduction To Financial Markets	Business Correspondent	50	50
6	406	Introduction To Tourism	Assistant Tour Guide	50	50
7	407	Beauty & Wellness	Assistant Beauty Therapist	50	50
8	408	Agriculture	Solanaceous Crop Cultivator	50	50
9	409	Food Production	Assistant Chef (reg.)	50	50
10	410	Front Office Operations	Front Office Executive	50	50
11	411	Banking & Insurance	Field Executive	50	50
12	412	Marketing & Sales	Marketing Assistant	50	50
13	413	Health Care	General Duty Assistant	50	50
14	414	Apparel	Hand Embroider	50	50
15	415	Multi Media	Texture Artist	50	50
16	416	Multi Skill Foundation course	Multi Skill Assistant	50	50
17	417	Artificial Intelligence		50	50
18	418	Physical Activity Trainer (New)		50	50

Please note that **NO FEE** is to be paid by the school to the Board for starting Skill courses at Secondary level i.e. in classes IX & X.



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### Annexure- III

#### LIST OF SKILL ELECTIVES OFFERED AT SENIOR SECONDARY LEVEL (FOR XI & XII)

S. No.	SUB. CODE	NAME	JOB ROLES	MARKS DISTRIBUTION	
				Theory	Practical
1.	801	Retail	Sales Associate	60	40
2.	802	Information Technology	IT Helpdesk Assistant	60	40
3.	803	Web Application	Web Developer	60	40
4.	804	Automotive	Automotive Service Technician	60	40
5.	805	Financial Markets Management	Equity Dealer/Mutual Fund Agent	60	40
6.	806	Tourism	Tour Guide	60	40
7.	807	Beauty & Wellness	Beauty Therapist	60	40
8.	808	Agriculture	Agriculture Extension Worker	70	30
9.	809	Food Production	Trainee Commie	60	40
10.	810	Front Office Operations	Counter Sales Executive	60	40
11.	811	Banking	Sales Executive (Banking product)	60	40
12.	812	Marketing	Marketing Executive	60	40
13.	813	Health Care	General Duty Assistant	60	40
14.	814	Insurance	Sales Executive (Insurance)	60	40
15.	816	Horticulture	Floriculturist (protected)/Entrepreneur	60	40
16.	817	Typography & Computer Application	Executive Assistant	60	40
17.	818	Geospatial Technology	GIS Operator	60	40
18.	819	Electrical Technology	Field Technician-other home	60	40
19.	820	Electronic Technology	Installation Technician	60	40
20.	821	Multi-Media	Animator	50	50
21.	822	Taxation	Assistant Tax Consultant / GST Accounts Assistant	60	40
22.	823	Cost Accounting	Jr. Accountant	60	40
23.	824	Office Procedures & Practices	Executive Assistant	60	40
24.	825	Shorthand (English)	Stenographer	60	40
25.	826	Shorthand (Hindi)	Stenographer	60	40
26.	827	Air-conditioning & Refrigeration	Service Technician	60	40



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S. No.	SUB. CODE	NAME	JOB ROLES	MARKS DISTRIBUTION	
				Theory	Practical
27.	828	Medical Diagnostics	Medical Lab Technician	60	40
28.	829	Textile Design	Design Assistant (Apparel / Textile)	60	40
29.	830	Design	Assistant Designer	50	50
30.	831	Salesmanship	Sales Executive	60	40
31.	833	Business Administration	Business Executive	70	30
32.	834	Food Nutrition & Dietetics	Assistant Dietician	70	30
33.	835	Mass Media Studies	Media Assistant	70	30
34.	836	Library & Information Science	Library Assistant	70	30
35.	837	Fashion Studies	Assistant Fashion Designer	70	30
36.	841	Yoga	Yoga Instructor	50	50
37.	842	Early Childhood Care & Education	Early Childhood Educator	50	50
38.	843	Artificial Intelligence (New)		50	50

### NOTE:

- **Applied Mathematics (840)** cannot be offered as skill Elective at Class XI from the session 2020-21 as this subject will be offered as an Academic subject with modified syllabus with different subject code from the session 2020-21.
- Also, Skill Electives viz. **X-Ray Technician (Code no. 815)**, **Music Production (Code no. 832)**, **Applied Physics (Code no. 838)** and **Applied Chemistry (Code no. 839)** have been discontinued w.e.f. session 2020-2021.
- However, candidates who had opted for these Skill Electives in session 2019-2020 in class XI or candidates due to appear for Compartment Examination in 2021 in these Electives shall appear in the Board Examinations-2021 accordingly.

**FEE: Details of the fee for approval/ affiliation fees for offering skill courses at senior secondary level i.e. in classes XI & XII are as follows:**

DESCRIPTION	FOR SESSION 2020 – 2021
• Govt./ Aided schools / KVs / JNVs located in India	Rs. 2,000/- per subject
• Govt./ Aided schools / KVs located overseas	Rs. 5,000/- per subject
• Independent schools located in India	Rs. 5,000/- per subject
• Independent schools located overseas	Rs. 20,000/- per subject



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**Annexure - IV**

**SCHEME OF STUDIES**

**1. SCHEME OF STUDIES AT SECONDARY LEVEL (CLASS IX/X):**

	NAME OF THE SUBJECT	MARKS
SUBJECT 1	Language 1	100
SUBJECT 2	Language 2	100
SUBJECT 3	Science	100
SUBJECT 4	Mathematics	100
SUBJECT 5	Social Science	100
SUBJECT 6 (ADDITIONAL)	Skill Subject *	100

**NOTE:**

- \*If any student fails in any one of the three elective subjects (i.e. Science, Mathematics and Social Science), then it will be replaced by the Skill subject (offered as a 6<sup>th</sup> additional subject) and result of Class X Board Examination will be computed accordingly.
- Under Co- Scholastic activities student opting Skill subject shall be exempted from work education or pre-Skill activities.
- Further, if desired, Student may also opt language-3 as 7<sup>th</sup> optional subject along with Skill subject as 6<sup>th</sup> additional subject.
- Children With Special Needs (CWSN) may opt one language and any four subjects including skill subject .



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**Annexure - V**

**SCHEME OF STUDIES**

**2. SCHEME OF STUDIES AT SENIOR SECONDARY LEVEL (CLASS XI/XII):**

SUBJECT	DESCRIPTION	MARKS
SUBJECT I	Language I: English or Hindi	100
SUBJECT II	Language II: Language other than Language I <b>OR</b> An Academic Elective in lieu of Language II	100
SUBJECT III, IV & V	Two Academic Electives and one Skill Electives <b>OR</b> One Academic Elective and Two Skill Electives <b>OR</b> Three Skill Electives <b>OR</b> Three Academic Electives	100
SUBJECT VI Additional Subject (optional)	One language at elective level <b>OR</b> One subject from Academic Electives <b>OR</b> Any One subject from Skill Electives	100
SUBJECT VII & VIII (Subjects of Internal Assessment)	501 – General Foundation Course 502 – Physical and Health Education	

**NOTE:**

- Out of the languages, one shall be English or Hindi, both English and Hindi can also be offered simultaneously.
- The same language can be offered only at one level i.e. Core/ Elective.
- The List of Skill Electives available is attached. Subjects as prescribed under Skill Courses are to be opted. However, Scheme of Studies may be referred.
- Informatics Practice (065) cannot be taken with Information Technology (802), Typography & Computer Application (817) and Web Application (803).
- Business Studies (054) and Business Administrations (833) cannot be taken together.



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**Annexure - VI**

APPLICATION FORM TO OFFER SKILL SUBJECT(S) IN CLASS XI FOR SESSION 2020-21

**A. DETAILS OF THE SKILL SUBJECT(S) APPLIED**

SUBJECT CODE	NAME OF THE SKILL SUBJECT

**B. DETAILS OF THE SCHOOL**

NAME OF THE SCHOOL			
ADDRESS OF THE SCHOOL			CITY:
	STATE:		PIN CODE:
	AFFILIATION NO.	YEAR UPTO WHICH AFFILIATED:	
SCHOOL NO.	CBSE REGIONAL OFFICE:		
NAME OF THE PRINCIPAL			
PHONE NO.	SCHOOL:	MOBILE NO.:	
EMAIL ID.			
SCHOOL WEBSITE			

**C. DETAILS OF THE TEACHER(S) FOR THE SKILL SUBJECT(S) APPLIED**

NAME(S)	MOBILE NO. & EMAIL ID	QUALIFICATIONS

**D. DETAILS OF FEE:** (Please note that the Fee is only payable through a Demand Draft made in favour of Secretary, CBSE and payable at Delhi. Also mention details of your school on the back of the Demand Draft.)

DD. NO.:	DATE:	ISSUING BANK:
AMOUNT (in figures and words):		

Date

Signature of the Principal and Seal of the School

The above application form duly completed in all respects must be sent by post to: **The Director (Skill Education & Training), CBSE, 'Shiksha Sadan', 17, Rouse Avenue, New Delhi - 110002.**



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