



सत्यमेव जयते
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA



N.S.D.C.
National
Skill Development
Corporation

Transforming the skill landscape

PMKVY

PRADHAN MANTRI KAUSHAL VIKAS YOJANA

Guidelines (2016-2020)

I Support



Skill India

कौशल भारत - कुशल भारत



Shri Narendra Modi
Honorable Prime Minister

Shri Rajiv Pratap Rudy

Honorable Union Minister of State for
Skill Development and Entrepreneurship
(Independent Charge)



“ We are a youthful nation.
Our youth are our strength.
The world and India need
a skilled workforce.”

Introduction

The Union Cabinet had approved India's largest Skill Certification Scheme, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), on 20 March, 2015. The Scheme was subsequently launched on 15 July, 2015, on the occasion of World Youth Skills Day by Honorable Prime Minister, Shri Narendra Modi. PMKVY is implemented by National Skills Development Corporation (NSDC) under the guidance of the Ministry of Skill Development and Entrepreneurship (MSDE). With a vision of a "Skilled India", MSDE aims to skill India on a large scale with speed and high standards. PMKVY is the flagship scheme that is driving towards greater realisation of this vision.

Owing to its successful first year of implementation, the Union Cabinet has approved the Scheme for another four years (2016-2020) to impart skilling to 10 million youth of the country. This booklet contains the various Guidelines under the Scheme that participating agencies need to abide by.

The Guidelines mentioned in this booklet have the approval of the PMKVY Steering Committee and are effective from 15 July, 2016. These Guidelines include the following:

1. Short Term Training Guidelines

The Short Term Training imparted at PMKVY Training Centres (TCs) is expected to benefit candidates of Indian nationality who are either school/college dropouts or unemployed. Apart from providing training according to the National Skills Qualification Framework (NSQF), TCs shall also impart training in Soft Skills, Entrepreneurship, Financial and Digital Literacy. Duration of the training varies per job role, ranging between 150 and 300 hours. Upon successful completion of their assessment, candidates shall be provided placement assistance by Training Partners (TPs). Under PMKVY, the entire training and assessment fees are paid by the Government. Payouts shall be provided to the TPs in alignment with the Common Norms. Trainings imparted under the Short Term Training component of the Scheme shall be NSQF Level 5 and below.

2. Recognition of Prior Learning Guidelines

Individuals with prior learning experience or skills shall be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. RPL aims to align the competencies of the unregulated workforce of the country to the NSQF. Project Implementing Agencies (PIAs), such as Sector Skill Councils (SSCs) or any other agencies designated by MSDE/NSDC, shall be incentivised to implement RPL projects in any of the three Project Types (RPL Camps, RPL at Employer's Premises and RPL centres). To address knowledge gaps, PIAs may offer Bridge Courses to RPL candidates.

3. Special Projects Guidelines

The Special Projects component of PMKVY envisages the creation of a platform that will facilitate trainings in special areas and/or premises of Government bodies, Corporates or Industry bodies, and trainings in special job roles not defined under the available Qualification Packs (QPs)/National Occupational Standards (NOSs). Special Projects are projects that require some deviation from the terms and conditions of Short Term Training under PMKVY for any stakeholder. A proposing stakeholder can be either Government Institutions of Central and State Government(s)/Autonomous Body/Statutory Body or any other equivalent body or corporates who desire to provide training to candidates.



4. **Kaushal and Rozgar Mela Guidelines**

Social and community mobilisation is extremely critical for the success of PMKVY. Active participation of the community ensures transparency and accountability, and helps in leveraging the cumulative knowledge of the community for better functioning. In line with this, PMKVY assigns special importance to the involvement of the target beneficiaries through a defined mobilisation process. TPs shall conduct Kaushal and Rozgar Melas every six months with press/media coverage; they are also required to participate actively in National Career Service melas and on-ground activities.

5. **Placement Guidelines**

PMKVY envisages to link the aptitude, aspiration, and knowledge of the skilled workforce it creates with employment opportunities and demands in the market. Every effort thereby needs to be made by the PMKVY TCs to provide placement opportunities to candidates, trained and certified under the Scheme. TPs shall also provide support to entrepreneurship development.

6. **Monitoring Guidelines**

To ensure that high standards of quality are maintained by PMKVY TCs, NSDC and empaneled Inspection Agencies shall use various methodologies, such as self-audit reporting, call validations, surprise visits, and monitoring through the Skills Development Management System (SDMS). These methodologies shall be enhanced with the engagement of latest technologies.

Branding is an important aspect of communicating the Scheme accurately. All the TCs need to brand their centres and promotional activities in accordance with these Guidelines. The TCs shall also promote activities conducted at their centres on various social media platforms. The Branding and Communications Guidelines of the Scheme shall be issued separately.

The aforementioned Scheme Guidelines are a result of consultations and inputs received from a wide range of stakeholders and the lessons learnt during implementation of the on-going Scheme.

NSDC reserves the right to modify the Scheme Guidelines at any time. All updates shall be displayed on the PMKVY official website (www.pmkvyofficial.org). All stakeholders are advised to regularly check the website for amendments, if any. For further clarification on the Scheme and its Guidelines, contact the PMKVY Project Management Unit (PMU) at pmkvy@nsdcindia.org.



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Abbreviations and Acronyms

AA	Assessment Agency
BDO	Block Development Officer
CJM	Chief Judicial Magistrate
CTC	Cost to company
DLO	District Labour Officer
DM	District Magistrate
DoPT	Department of Personnel and Training
GoI	Government of India
J&K	Jammu and Kashmir
MLA	Member of Legislative Assembly
MP	Member of Parliament
MSDE	Ministry of Skill Development and Entrepreneurship
NBSC	National Board for Skill Certification
N-E	North-East
NOS	National Occupational Standard
NSDC	National Skill Development Corporation
NSQF	National Skills Qualification Framework
PAN	Permanent Account Number
PIA	Project Implementing Agencies
PMC	PMKVY Monitoring Committee
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PMU	Project Management Unit
PwD	Persons with Disability
QP	Qualification Pack
RPL	Recognition of Prior Learning
SAR	Self-Assessment Report/Self-Audit Report
SDM	Sub Divisional Magistrate
SDMS	Skill Development Management System
SOP	Standard Operating Procedure
SSC	Sector Skill Council
TC	Training Centre
ToT	Training of Trainer
TP	Training Partner



1 Short Term Trainings



Short Term Training

01

1.1 Background

- 1.1.1 Currently, only a very small proportion of India's workforce has formal skill training of any kind. Not surprisingly, several sectors of the country's economy face shortage of skilled people and are mired with low productivity due to poor quality of workforce. At the same time, large sections of the country's youth are looking for economic and livelihood opportunities. In this context, skill development has become a key priority area for the country. This is not only essential for economic development, but would also help to fulfil youth aspirations for good quality, better paid jobs and self-employment opportunities. This would also enable the country to take advantage of its favorable demographic profile. With a large pool of skilled people, India has an opportunity to become a skill provider for the world, particularly the ageing developed world.
- 1.1.2 Pradhan Mantri Kaushal Vikas Yojana (2016 - 2020) is a modified and improved version of PMKVY 2015-2016. It is the flagship outcome-based Skill Training Scheme of the Ministry of Skill Development & Entrepreneurship (MSDE). This Skill Certification Scheme aims to enable and mobilize a large number of Indian youth to take up skill training and become employable and earn their livelihood.
- 1.1.3 The Scheme shall be aligned to the Common Norms approved by the Common Norm Committee and notified by MSDE. It will ensure an equitable spread of opportunities in skill training so that the youth in all parts of the country can be benefitted. This will boost the productivity of the country's workforce by enabling them to acquire high quality skill training across a range of sectors. It also seeks to significantly scale up skill training activities at a faster pace without compromising on quality.
- 1.1.4 Institutions comprising of National Skill Development Corporation (NSDC), Sector Skill Councils (SSCs), Assessment Agencies (AAs), and Training Partners (TPs) are already in place for implementation of the Scheme and more may be added during the course of the Scheme.

1.2 Objectives

The objective of this Scheme is to encourage and promote Skill Development for the youth throughout the country by aligning itself with the Common Norms guidelines. The scheme also needs to be aligned to complement all other Missions of the Government, such as Make in India, Digital India, Swachh Bharat, and Smart Cities. Specifically, the Scheme aims to:

- Enable and mobilize a large number of youth to take up industry designed quality skill training, become employable and earn their livelihood.

- Increase productivity of the existing workforce, and align skill training with the actual needs of the country.
- Encourage standardisation of the Certification process and put in place the foundation for creating a registry of skills.
- Benefit 10 million youth over the period of four years (2016- 2020).

1.3 Strategy and Approach

- 1.3.1 This component of the Scheme will provide payouts to the TPs in alignment with the Common Norms for successful completion of skill training and certification.
- 1.3.2 This Scheme shall be implemented through Public-Private and Public-Public partnerships.
- 1.3.3 NSDC will be the implementing agency for this Scheme. It is proposed to also involve the State Governments through a project based approach under PMKVY 2.0. The same will have a separate guideline document.
- 1.3.4 AAs and TPs for all purposes of the Scheme will be separate and no overlap of roles will be permitted in order to ensure transparency and objectivity.
- 1.3.5 Trainings shall be provided only at the approved centres as defined in Clause 1.4.3 with exception for Special areas.
- 1.3.6 Centres will ensure standardized and approved branding norms as defined in the Branding and Communication Guidelines of the Scheme.
- 1.3.7 Biometric devices for capturing students and trainers' attendance (Aadhaar enabled) shall be mandatory at the PMKVY centres.
- 1.3.8 The payouts will be made through bank transfer to the beneficiaries and TPs accounts, as applicable under the Common Norms.

1.4 Key features

1.4.1 Common Norms

As notified, the Scheme is aligned to the Common Norms and will be amended from time to time. Exceptions, if any, shall be as per the Common Norms. Amendments in the Common Norms would be effective as per the approvals after subsequent Steering Committee meeting.

1.4.2 Payout Mechanism

The training cost for the candidates will be directly transferred to TPs, as defined in Clause 1.7.2. Assessment fee shall be given to the SSCs in accordance with the Common Norms. However, the disbursement of training cost to TPs will be linked to Aadhaar validation of candidates. Biometric devices at the Training Centres (TCs) will be mandatory.

1.4.3 Centre Accreditation and Affiliation

All the TCs will be required to undergo the centre accreditation and affiliation process as defined in Guidelines for Accreditation, Affiliation and continuous Monitoring of TCs for Skill Ecosystem.

1.4.4 Target Allocation

The targets may be assigned to the TCs on a long-term basis with a provision for periodic review. The target allocation would be based on the Stars assigned to the TC by the Centre Accreditation and Affiliation Committee. The grading is linked to quality of training, infrastructure availability, training capacity, self-owned centre or franchisee centre, past performance, geographical location and other relevant parameters, as approved by the Steering Committee from time to time. However, there may be relaxations for special areas. The skill gap findings at the state and district levels shall be given due weightage while allocating the targets. The methodology for allocation may change, depending upon the Scheme requirements. Refer to Annexure 1 for detailed guidelines on target allocations.

1.4.5 Mobilisation

TCs shall conduct various outreach campaigns across the districts in which they are located. The out-reach campaign may comprise a combination of door-to-door visits, mobile vans, and interaction with community-based groups and local leadership. All outreach efforts are to target school drop-outs and undergraduate college drop-outs. Mass enrollment of students shall not be allowed under the Scheme. Kaushal Melas should be conducted in coordination with State/Local representatives at least once every six months, in accordance with the Kaushal and Rozgar Mela Guidelines. TCs are required to ensure that their mobilisation efforts are visible on print, outdoor and digital media platforms, in accordance with the Branding and Communication Guidelines.

1.4.6 Enrollments, Training, and Curriculum

Training would be imparted as per National Skill Qualification Framework (NSQF). It is mandatory for the candidates to have an Aadhaar ID during the enrollment process; the bank account details, however can be uploaded later. The model curriculum and content for the respective Qualification Packs (QPs), developed by SSCs and approved by NSDC, shall be used. The training hours will be as per the Qualification File approved under NSQC. It is mandatory for the students to maintain 70% attendance to be eligible to appear in the assessments. As per the approved model curriculum candidates would also undergo entrepreneurship, and financial and digital literacy modules during their trainings.

SSCs are mandated to conduct Training of Trainers (ToT) for certification of trainers. System of recording the trainees' and trainers' attendance through Biometric attendance system would be made mandatory. All trainings shall be imparted by SSC approved trainers who have completed the ToT programme. All candidates have to be provided the course curriculum booklet along with the Induction kit.

1.4.7 Assessments and Certifications

Assessment Agencies (AAs) will be empaneled by the SSCs or the successor National Board for Skill Certification (NBSC). Detailed assessment criteria will be finalized by the SSC and the same will include assessor profile, technology enabled assessments, past performance of the AA and other suitable criteria. Aadhaar number is mandatory for all the assessors and they will be required to present a suitable ID (preferably Aadhaar card and an additional photo ID) at the time of assessments. Video recordings of assessments will also be promoted. Relevant stakeholders, including TP and SSC may be penalized at the rate of 1% of the training cost/assessment fee (whichever is applicable) for every single day delay in assessments under PMKVY 2.0. The assessment criteria that shall be applicable under PMKVY 2016-2020 is defined in Table 1.

Table 1: Assessment Criteria

NSQF Level	Cut off (Technical QPs)	Cut off (Non - Technical QPs)
1, 2 and 3	50%	50%
4 and above	70%	70%

All the candidates who pass the assessments successfully would be awarded a graded certificate. Table 2 describes the grading details.

Table 2: Grading on Certificates

Grade	Score Range (Technical QPs)	Score Range (Non - Technical QPs)
NSQF Levels 1, 2 and 3		
A	85% and above	85% and above
B	> 70% to < 85%	> 70% to < 85%
C	50% to 70%	50% to 70%
NSQF Levels 4 and above		
A	85% and above	85% and above
B	70% to < 85%	70% to < 85%

A central repository of all the certificates will also be created. Every certified candidate will be mapped to Pradhan Mantri Suraksha Bima Yojana (PMSBY). Candidates will have the insurance clause mentioned on their respective PMKVY certificates. TPs would be responsible for paying the insurance fee for every enrolled candidate in their respective batch.

1.4.8 Branding and Communication

TCs should adhere to the Branding and Communication Guidelines. Any deviation from the norms will be dealt with as per the monitoring framework of the Scheme.

1.4.9 Re-Assessment of Candidates

A failed or an absent candidate may undergo re-assessment during the entire duration of Scheme. The TP will pay the re-assessment fees upfront to the respective SSC and also encourage the failed candidates to go for certification under Recognition of Prior Learning (RPL).

1.4.10 Mentorship and Placements

TCs will be required to have mentorship-cum-placement cells. There is also a provision to provide post placement support to candidates from special areas, women and PwDs. TPs are encouraged to organize Placement/Rozgar Melas with support from the SSCs. Outcome of the skill trainings will be as defined in the Common Norms. Placement is a critical objective in PMKVY. SSCs should coordinate to develop better placement linkages, on-board corporates, and other local connects to facilitate placements.

1.4.11 Monitoring

Rigorous continuous monitoring system linked to a Consequence Management Framework will be applicable to ensure adherence to quality standards and guidelines of the Scheme. A third party agency would undertake continuous monitoring of all the TCs. The TCs, assessments, and

assessors will be monitored throughout the Scheme's tenure. Detailed Monitoring framework can be referred to from the SOP Document.

1.4.12 Grievance Redressal

An effective grievance redressal mechanism will be put in place. Helpline numbers will also be provided on the website.

1.4.13 Support for Special Areas/Groups

The TPs will receive additional payouts and grade points to promote trainings in special areas/groups. Women candidates and PwDs will be provided conveyance allowance for non-residential trainings, in accordance with the Common Norms. There is also a provision for allowances for boarding and lodging for residential trainings. All the allowances shall be transferred only to the bank accounts of the TPs/candidates.

1.5 Eligible Training Partners

All the centres (private training partners, corporates, and Government-affiliated centres) would be required to successfully undergo the Centre Accreditation and Affiliation Process as defined in the guidelines. Any exceptions in the Centre Accreditation and Affiliation process may be decided by the Sub Committee on case-to-case basis.

1.5.1 Franchising Arrangements

Each TP would be responsible for its entire franchisee network and the infrastructure of TCs. PMKVY aspires to build quality centres with complete ownership and, therefore, discourages franchising arrangements.

Only first level of franchising is permitted under PMKVY. However, franchisee centres are subject to approval from Centre Accreditation and Affiliation Committee. The first level of franchising is defined as an agreement between a franchisee and a franchisor, where a franchisee does not enter into an arrangement with another party to sublet its training targets. Suitable amount of due diligence must be done by franchisee and franchisor before entering into any arrangement. A legal agreement must govern all franchise and franchisor arrangements. NSDC shall not interfere in operational or personal disputes arising as a result of conflict between the two parties; however, the TP is supposed to produce the legal agreement with relevant supporting documents to NSDC in the specified format, as and when requested for.

1.5.2 Training Centres

To conduct trainings under PMKVY, centres have to be accredited and affiliated as per guidelines defined in the SOP document ▫ Centre Accreditation and Affiliation Guidelines.

TCs preferably should be standalone centers designed to deliver PMKVY with dedicated resources. However TC can be used to deliver other government sponsored programs with clearance from respective authorities provided the residual training capacity is available. Franchisee centers will be given lower priority and it is planned to gradually phase out franchisee arrangements.

Notwithstanding the franchisee mode of operation, a TC should not carry out any other business operations in the same premises using same resources.

The TC has to ensure that the attendance records are maintained and filed for review at all times. The assessor will verify the attendance records before conducting the assessments for the batch.

Each TC also has to facilitate opening of Jan Dhan bank accounts for the candidates who do not have a bank account.

1.6 Target Beneficiaries

In line with the objectives stated above, this Scheme is applicable to any candidate of Indian nationality who:

- Is an unemployed youth or, school/college dropouts,
- Possesses an Aadhaar card and a bank account
- Has a verifiable alternate ID such as PAN or Voter ID (applicable only for the states of North-East region and J&K - Additional IDs may be added from time to time)
- Any other criteria, as defined by the SSCs for the respective job roles

College students should not be allowed or enrolled under PMKVY as the Scheme focuses on school/college dropouts. Additionally, in case of corporates or factory premises, candidates cannot be their own employees or daily wagers.

1.7 Monetary Payouts

PMKVY will follow complete transparent funding of skill training without any intermediaries and payouts will be directly transferred to the stakeholders' account.

1.7.1 Base Costs

The per candidate base costs for different sectors will be either INR 28.9, INR 34.7 or INR 40.4 as per the trainings in various job roles/sectors defined in the three different categories defined in the SOP document ▫ Per hour Base Costs for Trades/Sectors.

Costs will be updated as per the Common Norms in case of any changes.

1.7.2 Training Partner Payouts

Payouts will be directly transferred to the TC's bank account as defined in Table 3.

Table 3: Payout Milestones

Tranches	% of Total Cost	Output Parameters
1	30%	On commencement of the training batch against validated candidates
2	50%	On successful certification of the trainees
3	20%	Outcome based on placements ¹

There will be adjusted payments for the candidates who drop out post disbursement of the first tranche. The amount disbursed to the TP against a dropped or failed candidates in the first tranche shall be adjusted in the subsequent tranches. Candidates may enroll second time in the same or different course in the Scheme, but the payout for such candidates shall only be given for a maximum of two courses provided there is a six-month gap between the certification date of the first course and batch start date of the subsequent course. Annual reconciliation of pay-outs disbursed against each candidate certified and placed by the TP shall be undertaken before disbursement of the final tranche. Any excessive payment shall be adjusted and released or recovered from the TP.

Special provision for concession in the placement conditions under the Agriculture sector, Handicraft sector and related job roles would be made under PMKVY.

1.7.3 Boarding and Lodging Payouts

An allowance for boarding and lodging up to a maximum per trainee per day may be provided directly to the TP as listed in Table 4.

Table 4: Boarding and Lodging

Category of District	Amount
X Category Districts per day per trainee	INR 300
Y Category Districts per day per trainee	INR 250
Z Category Districts per day per trainee (every District that is NOT X or Y)	INR 200

The districts falling under X and Y categories are listed in Annexure 2. Categories are subject to change as defined by DoPT, Government of India.

Payouts would be subject to validation of residential facilities by the accrediting body. The same shall be taken up with the Common Norms Committee.

The boarding and lodging allowance will be provided for the candidates under the following conditions:

- Candidate from J&K and NE (all 8 states) has moved out of the region for training
- Candidate from the LWE regions has moved outside their district for training
- Candidates residing in special areas have moved out of the region
- Payout to be made to the PWD candidates undertaking residential courses irrespective of the region

¹50-69% placements of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of certification in case of fresh entrants.

The calculation for payouts would be based on number of days of training period and two days of assessment. Training period would be calculated on the basis of number of hours of training in a day (at least 4 hours a day).

In case of residential batches, the training period would be calculated on the basis of 8 hours of training in a day. Residential batches/trainings are defined as the batches with all the candidates opting for only the residential trainings at the training centre.

1.7.4 Post Placement Support

In order to enable the newly skilled persons to settle into their new jobs/vocations, post placement support would be provided directly to the candidates at the rate of INR 1450 per month for the duration mentioned in Table 5.

Table 5: Placement Support

Post Placement Support @ INR 1450 per month	Men	Women
Placement within the District of Domicile	1 month	2 months
Placement outside the District of Domicile	2 months	3 months

The district mentioned in the Aadhaar Card or alternate ID (applicable only for candidates from NE and J&K states) would be considered as District of Domicile.

This amount shall be transferred to the bank account of the candidate subject to satisfactory verification by NSDC. Post placement support is applicable for special groups comprising of women and PWD and all candidates in special areas. The support is applicable only for wage employment. The Scheme may adopt more stringent guidelines than the ones specified in the Common Norms.

1.7.5 Conveyance Support

Upon successful completion and certification of non-residential skill training programmes, all women candidates and PWD will be provided an allowance for expenses incurred in travelling to and from the TC as per the Table 6.

Table 6: Conveyance Support

Conveyance Support per month	Amount (in INR)
1. Training Centre within the District of Domicile	1000
2. Training Centre outside the District of Domicile	1500

The district mentioned in the Aadhaar card or alternate ID (applicable only for candidates from NE and J&K states) would be considered as District of Domicile.

1.7.6 Assessment and Certification Fee

PMKVY will follow complete transparent funding of skill training without any intermediaries with payouts directly transferred to the stakeholders' bank account.

1.8 Implementing Agency

The Scheme will be implemented through NSDC.

1.9 Steering Committee

Steering Committee for PMKVY, constituted by MSDE will approve the process manual, provide broad policy directions and periodically monitor the performance of the Scheme. The committee will oversee dynamic fixation of targets for skilling, job role-wise training cost, activities related to awareness building and trainee mobilisation, and mentorship support, among other things.

Annexure 1

Target Allocation Methodology

The targets may be allocated to the TC for a period of 6 or 12 months on the basis of the grading of centres; the capacity of centres with a provision for periodic review (Compliance and Performance) as per the Monitoring Guidelines of PMKVY.

NSDC proposes the below methodology for allocating the targets to various TCs/TPs approved (or yet to be approved) under PMKVY 2016-20:

First Quarter

1. Targets would be allocated for three months with monthly compliance review and quarterly performance review.
2. Shortlisting of centres: TCs approved by SSCs on SDMS would be eligible to receive the targets; TCs will be shortlisted to ensure sector and geographical coverage; Usable area greater than 3000 sq. ft. is preferable however not a mandatory condition.
3. TCs will be assessed and verified as per the Monitoring Guidelines of PMKVY.
4. Targets to be estimated by NSDC □ PMU basis centre capacity and to be allocated directly to the centres through SDMS.
5. Centre capacity would depend upon number of PMKVY classrooms; number of Job roles/SSCs affiliated to; number of course hours in a job role (approximately 200 hours), and number of certified trainers.
6. Target allocation methodology is based upon the following assumptions:
 - Number of Operating hours in a day: 8 hours
 - Batch operational hours in a day: 4 hours (2 hours each for theory and practical)
 - Job role-wise number of classrooms and labs, whichever is less
 - Total number of hours for a job role as prescribed by the SSC

Table 7: Case Scenarios in First Quarter

Cases ->	1	2	3	4	5	6
Given						
1. Number of Classrooms	1	1	2	0	1	1
2. Number of Labs	1	2	1	1	1	1
3. Number of Hours in the Job Role	200	200	200	200	300	420
Assumptions						
4. Centre Operational Hours	8					
5. Maximum Batch Size	30					
6. Constraint (minimum of number of Classrooms & Labs)	1	1	1	0	1	1
7. Number of Hours per day training is conducted (Lab: 2 hours & Class: 2 hours)	4	4	4	4	4	4
Calculations						
8. Number of Batches per day**	4	4	4	2	4	4
9. Number of days taken to complete one batch (200 hours/ 4 hours)	50	50	50	50	75	105
10. ~Number of months to complete one batch	2	2	2	2	3	4
11. Total Capacity (# of batches)	12	12	12	6	8	6
Maximum target to be allocated	360	360	360	180	240	180

** Given that a training centre has 1 classroom and 1 lab for a job role and training will be conducted for 2 hours each for Theory & Practical per day. In this case, maximum of four batches can be accommodated in a day.

- For every approved job role PMU will award targets for 3 months to the full capacity as self-declared by the training centres/partners and validated by monitoring team during the visits. This may get altered depending upon spare capacity and performance of the training centre during the interim reviews.
- In case of non-achievement, targets will roll back and readjusted to better performing centres/partners subject to spare capacities.

Subsequent Quarters

- Centre accreditation and affiliation agency to share approved job role-wise requested capacity v/s actual capacity available for all the approved centres.
- New targets to be allocated in the first half of the month on SDMS only to the affiliated and accredited TCs (exceptions in special areas or underserved geographies).
- Centres accredited and affiliated within the first fortnight (15 days) of the quarter will be accounted in the same quarter, else in the subsequent quarter.
- Any TC that undergoes first time accreditation and affiliation or re-accreditation and re-affiliation shall be allocated targets as per Table 8.

Table 8: Targets to be Allocated

Type of Centre	% of Targets to be allocated
5 Star	100% of actual available capacity or requested capacity (whichever is less) with sufficient time for mobilisation of candidates; annual targets with a provision of quarterly reviews
4 Star	80% of actual available capacity or requested capacity (whichever is less) with sufficient time for mobilisation of candidates; biannual targets with a provision of quarterly reviews
3 Star	None (Exceptions: special areas, underserved geographies, other cases to be defined from time to time)
2 Star	None (Exceptions: special areas, underserved geographies, other cases to be defined from time to time)
Others (1 Star)	None

5. Any centre that has already undergone the accreditation and affiliation process of PMKVY and has already executed targets shall be allocated more targets as per Table 9 along with the revised (if any) centre type:

Table 9: Revised Targets to be Allocated

Score (From Compliance & Performance Monitoring)	Centre Type	% of Targets to be Allocated
85 ≤ 100	5 Star	100% of actual available capacity or requested capacity (whichever is less) with sufficient time for mobilisation of candidates; annual targets with a provision of quarterly reviews
70 ≤ <85	4 Star	80% of actual available capacity or requested capacity (whichever is less) with sufficient time for mobilisation of candidates; biannual targets with a provision of quarterly reviews
55 ≤ <70	3 Star	None (Exceptions: Special Areas, Underserved geographies, other cases to be defined from time to time)
40 ≤ <55	2 Star	None (Exceptions: Special Areas, Underserved geographies, other cases to be defined from time to time)
0 ≤ <40	Others (1 Star)	None

Note: Score will be obtained during the evaluation period.

6. In case of non-achievement, targets will roll back and readjusted to better performing centres/partners subject to spare capacities.
7. Dedicated (no other private or government trainings apart from PMKVY) centres for PMKVY would be incentivised with additional targets on the basis of capacity assessments.
8. Target allocations will also depend upon different case scenarios, such as saturation of geography, endorsements from dignitaries, and preferential allocations.

Note: Case scenarios would be detailed out in the SOP document.

Annexure 2

Categorization of Districts

State Name	District	City Name	City type X,Y
Andhra Pradesh	Krishna	Vijayawada	Y
Andhra Pradesh	Visakhapatnam	Visakhapatnam	Y
Andhra Pradesh	Nellore	Nellore	Y
Andhra Pradesh	Guntur	Guntur	Y
Assam	Kamrup	Guwahati	Y
Bihar	Patna	Patna	Y
Chandigarh	Chandigarh	Chandigarh	Y
Chhattisgarh	Raipur	Raipur	Y
Chhattisgarh	Durg	Durg	Y
Delhi	Delhi	Delhi	X
Gujarat	Ahmedabad	Ahmedabad	X
Gujarat	Rajkot	Rajkot	Y
Gujarat	Jamnagar	Jamnagar	Y
Gujarat	Bhavnagar	Bhavnagar	Y
Gujarat	Surat	Surat	Y
Gujarat	Vadodara	Vadodara	Y
Haryana	Faridabad	Faridabad	Y
Jammu and Kashmir	Jammu	Jammu	Y
Jammu and Kashmir	Srinagar	Srinagar	Y
Jharkhand	-	Dhanbad	Y
Jharkhand	-	Jameshedpur	Y
Karnataka	Belgaum	Belgaum	Y
Karnataka	Dharwad	Dharwad	Y
Karnataka	Bengaluru Urban	Bengaluru Urban	X
Karnataka	Gulbarga	Gulbarga	Y
Karnataka	Mysuru	Mysuru	Y
Karnataka	Dakshina Kannada	Mangalore	Y

State Name	District	City Name	City type X,Y
Kerala	Ernakulam	Kochi	Y
Kerala	Kasaragod	Kasaragod	Y
Kerala	Thiruvananthapuram	Thiruvananthapuram	Y
Madhya Pradesh	Gwalior	Gwalior	Y
Madhya Pradesh	Indore	Indore	Y
Madhya Pradesh	Bhopal	Bhopal	Y
Madhya Pradesh	Ujjain	Ujjain	Y
Madhya Pradesh	Jabalpur	Jabalpur	Y
Maharashtra	Amravati	Amravati	Y
Maharashtra	Nanded	Nanded	Y
Maharashtra	Aurangabad	Aurangabad	Y
Maharashtra	Nashik	Nashik	Y
Maharashtra	Mumbai	Bhiwandi	Y
Maharashtra	Mumbai	Greater Mumbai	X
Maharashtra	Pune	Pune	X
Maharashtra	Solapur	Solapur	Y
Maharashtra	Nagpur	Nagpur	Y
Maharashtra	Thane	Vasai-Virar City	Y
Maharashtra	Nashik	Malegaon	Y
Maharashtra	Nanded	Nanded-Waghala	Y
Maharashtra	Sangli	Sangli	Y
Maharashtra	Kolhapur	Kolhapur	Y
Odisha	Khordha	Bhubaneswar	Y
Odisha	Sundargarh	Raurkela	Y
Odisha	Cuttack	Cuttack	Y
Puducherry	Puducherry	Puducherry	Y
Punjab	Jalandhar	Jalandhar	Y
Punjab	Ludhiana	Ludhiana	Y
Punjab	Amritsar	Amritsar	Y
Rajasthan	Bikaner	Bikaner	Y
Rajasthan	Jaipur	Jaipur	Y
Rajasthan	Jodhpur	Jodhpur	Y
Rajasthan	Ajmer	Ajmer	Y
Rajasthan	Kota	Kota	Y

State Name	District	City Name	City type X,Y
Tamil Nadu	Salem	Salem	Y
Tamil Nadu	Tiruppur	Tiruppur	Y
Tamil Nadu	Coimbatore	Coimbatore	Y
Tamil Nadu	Tiruchirappalli	Tiruchirappalli	Y
Tamil Nadu	Chennai	Chennai	X
Tamil Nadu	Erode	Erode	Y
Tamil Nadu	Madurai	Madurai	Y
Telangana	Hyderabad	Hyderabad	X
Telangana	Warangal	Warangal	Y
Uttar Pradesh	Agra	Agra	Y
Uttar Pradesh	Aligarh	Aligarh	Y
Uttar Pradesh	Bareilly	Bareilly	Y
Uttar Pradesh	Ghaziabad	Ghaziabad	Y
Uttar Pradesh	Kanpur Nagar	Kanpur Nagar	Y
Uttar Pradesh	Moradabad	Moradabad	Y
Uttar Pradesh	Gorakhpur	Gorakhpur	Y
Uttar Pradesh	Saharanpur	Saharanpur	Y
Uttar Pradesh	Gautam Buddha Nagar	Noida	Y
Uttar Pradesh	Firozabad	Firozabad	Y
Uttar Pradesh	Jhansi	Jhansi	Y
Uttar Pradesh	Allahabad	Allahabad	Y
Uttar Pradesh	Meerut	Meerut	Y
Uttar Pradesh	Lucknow	Lucknow	Y
Uttarakhand	Dehradun	Dehradun	Y
West Bengal	Kolkata	Kolkata	X
West Bengal	Bardhaman	Durgapur	Y
West Bengal	Bardhaman	Asansol	Y

2 Recognition of Prior Learning (RPL)



Recognition of Prior Learning (RPL)

02

2.1 Background

- 2.1.1 The Ministry of Skill Development and Entrepreneurship (MSDE) had launched Pradhan Mantri Kaushal Vikas Yojana (PMKVY) in the year 2015. The objective of this Skill Certification Scheme is to enable a large number of Indian youth to take up industry-relevant skill training that will help them in securing a better livelihood. Individuals with prior learning experience or skills will also be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. RPL mainly focuses on the individuals engaged in unregulated sectors.
- 2.1.2 The objectives of RPL are primarily three-fold: (i) to align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF), (ii) to enhance the career/employability opportunities of an individual as well as provide alternative routes to higher education and (iii) to provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.
- 2.1.3 RPL shall be undertaken by Project Implementing Agencies (PIA) through any of the three project types specified under Section 2 of this guidelines document. PIAs shall include Sector Skill Councils (SSCs) or any other agencies designated by MSDE/NSDC. Assessment Agencies (AAs) are not permitted to be PIAs under RPL.
- 2.1.4 Any revisions made to these Guidelines will be uploaded on the official website of PMKVY, www.pmkvyofficial.org. All stakeholders are advised to regularly check for amendments / changes, if any.

2.2 Project Types

- 2.2.1 PIAs shall implement RPL through any of the three project types mentioned in Table 1. The project types differ according to their target group.

Table 1: The 3 RPL Project Types

S.No.	Project Type	Target Group	5-Step RPL Process	Examples
1	RPL Camps	RPL in a location where workers of a particular sector are consolidated (such as Industrial and Traditional Clusters)	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification and Payout (STEPS 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster)	Automotive cluster of Mumbai-Pune, Garment manufacturing cluster of Tiruppur (Tamil Nadu), Footwear cluster of Agra
2	Employer's Premises	RPL on-site at an employer's premises	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 1-5 to take place within employer's premises)	Rashtrapati Bhavan, Raj Bhavans, Various Private Sector Companies
3	RPL Centres	RPL at designated centres for geographically scattered workers who need to be mobilised	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 2-5 to take place at a designated RPL Centre within the mobilising zone)	Street food vendors, Hairstylist, Beauticians, Cobblers, Tailors

- 2.2.2 PIAs shall submit proposals to undertake certification of RPL candidates in any of the project types mentioned above. For more information on the proposal submission process, refer to Section 2.8 of these guidelines.
- 2.2.3 All RPL candidates shall undergo the same 5-step RPL process (i. Mobilisation, ii. Counseling and Pre-Screening, iii. Orientation, iv. Final Assessment and v. Certification and Payout).
- 2.2.4 PIAs are to note, unless otherwise specified, that the implementation modalities and the stakeholders involved under each step may vary per project type. Refer to Section 2.4 of these guidelines for more information.

2.3 Eligible Beneficiaries

RPL is applicable to any candidate of Indian nationality who:

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements
- Possesses an Aadhaar Card [verifiable alternate IDs, such as PAN or Voter ID may be applicable for Jammu & Kashmir (J&K) and certain states in the North-East Region] and a bank account, and
- Fits the pre-screening criteria defined by SSC for the respective job role

2.4 RPL Process

The RPL process comprises of five steps, specified in Table 2.

Table 2: The 5-Step RPL Process

STEP 1 Mobilisation	STEP 2 Counselling & Pre-Screening	STEP 3 Orientation	STEP 4 Final Assessment	STEP 5 Certification & Pay-Out
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- 2.4.1 **Step 1 - Mobilisation**
- 2.4.1.1 For Project Types 1 and 3, PIA may engage a Mobilising Agency (such as Associations/ NGOs / Training Partners) to assist in on-ground mobilisation of potential candidates to RPL Camps / RPL Centres.
- 2.4.1.2 For Project Type 2, mobilisation of employees is to be undertaken by the employer engaged.
- 2.4.1.3 PIAs need to take note of the different implementation modalities and stakeholders engaged in each project type listed in Table 3.

**Table 3: Differences in Implementation Modalities and Stakeholders
Per Project Type for RPL Step 1**

Project Type 1 (RPL Camps)	Project Type 2 (Employer's Premises)	Project Type 3 (RPL Centres)
<ul style="list-style-type: none"> a. PIA to identify Industrial/Traditional clusters to conduct RPL b. PIA to identify job roles in which RPL can be conducted in the clusters selected c. PIA to decide the duration of the RPL Camp, based on the availability of eligible beneficiaries d. PIA to conduct RPL Camp at a prominent locality within each cluster e. PIA to mobilise potential candidates to RPL Camps. PIA may engage a Mobilising Agency (such as Associations / NGOs / Training Partners) to assist in on-ground mobilisation of potential candidates. f. The RPL Camp is to be branded according to PMKVY Branding and Communication Guidelines g. PIA to encourage presence of MPs, MLAs, DMs, SDMs, DLOs, Chief Judicial Magistrates, Municipal Commissioners and/or District Employment Officers at the RPL Camp's inauguration 	<ul style="list-style-type: none"> a. PIA to tie up with employers b. PIA to identify job roles for which RPL may be conducted within the employer's premises c. Employers need to mobilise their employees to participate in RPL d. Employer's premises is to be branded according to the PMKVY Branding and Communication Guidelines 	<ul style="list-style-type: none"> a. PIA to identify job roles and geographies for conducting RPL b. PIA may engage a Mobilising Agency (such as Associations/NGOs/ Training Partners) to assist in mobilising potential candidates. c. The Mobilisation Agency is to invite potential candidates to the designated RPL Centres in the area d. The designated training centre has to be in a prominent locality and must have been accredited and affiliated under PMKVY e. The RPL Centre is to be branded according to the PMKVY Branding and Communication Guidelines

2.4.2 Step 2 - Counselling & Pre-Screening

For all project types, the following counselling and pre-screening guidelines shall be adopted:

2.4.2.1 PIAs shall engage RPL facilitators (i.e. SSC approved trainers who have completed the Training of Trainers (ToT) programme, for counselling and pre-screening of candidates.

2.4.2.2 Potential candidates shall be counselled by RPL facilitators in the following areas:

- What is PMKVY
- What is RPL (explanation of the 5-step RPL process)
- How will Skill Certification according to NSQF help in transforming the candidate's life

In addition, the Induction Video on RPL under PMKVY should be shown to the candidates at this stage.

2.4.2.3 After counselling, the RPL facilitator is to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most and to identify knowledge gaps, if any. The pre-screening process is divided into two parts:

Part 1: *Collection of supporting documentation and evidence from the candidate* - SSCs to specify the personal information required as per the SDMS, and the supporting documentation that may be available for the job role.

Part 2: *Candidate self-assessment* - SSCs, in partnership with the participating AA, will design a self-assessment sheet for each job role. Questions are to be based on the Core NOSs of the job role. A candidate should take no longer than 15 minutes to complete this self-assessment.

2.4.2.4 Candidates shall be enrolled under the Scheme upon completion of counselling and pre-screening. At the time of enrolment, it is mandatory for candidates to have valid Aadhaar numbers [or alternate IDs in the case of J&K and applicable North-East states] and bank accounts. If a candidate does not have an Aadhaar number and/or bank account, the PIA is required to facilitate the same prior to the candidate's enrolment under the Scheme.

2.4.3 Step 3 ▫ Orientation

For all project types the following orientation guidelines shall be adopted:

2.4.3.1 PIAs are to ensure that each enrolled candidate undergoes orientation. The orientation, to be imparted by RPL facilitators, shall include the following activities:

Table 4: Orientation Activities (Minimum Duration)

S.No	Activity	Minimum Duration
1.	Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety)	3 Hours
2.	Soft Skills and Entrepreneurship Tips specific to the Job Role	2 Hours
3.	Familiarization with Assessment Process and Terms	1 Hour

2.4.3.2 *Bridge Course Option:* Where appropriate, PIAs may propose Bridge Courses be imparted to candidates. Refer to Section 2.6 of these Guidelines for more information on Bridge Courses under RPL.

2.4.3.3 Wherever required, the PIA may provide a job role-specific orientation kit to the candidates. The costs for the same shall be borne by the PIA.

2.4.4 Step - Final Assessment

For all project types the following Assessment guidelines shall be adopted:

- 2.4.4.1 PIA to identify SSC (or the successor National Board for Skill Certification) accredited AAs to conduct the Final Assessment of the candidates. There should be no overlap in the functions of the AA and the RPL facilitator engaged for the project.
- 2.4.4.2 Assessments under RPL shall be conducted in a similar manner to the Short Term Training Component of PMKVY (2016-2020) in accordance with the NSQF. The difference is in the way the results are evaluated.
- 2.4.4.3 The SSC shall earmark the NOSs of a QP (for a job role) as Core and Non-Core.
- 2.4.4.4 Marks scored in the Core NOSs of a QP will be given 70% weightage in the total score. The remaining 30% weightage will be from the Non-Core NOSs.

For example: A QP has five NOSs (three Core and two Non-Core). A candidate scores 240 marks out of 300 in the three Core NOS, and 160 out of 200 in the two Non-Core NOSs. The total score of the candidate will be $(240/300 \times 70) + (160/200 \times 30) = 80$ out of 100.

- 2.4.4.5 The pass percentage for a QP basis the NSQF Levels is outlined in Table 5.

Table 5: Pass Percentage for a QP basis NSQF levels

NSQF Level	Percentage required for Passing a QP
1,2,3	50%
4 & above	70%

- 2.4.4.6 A candidate who achieves greater than or equal to the pass percentage mentioned in Table 5 for a QP, shall be awarded the Skill Certificate, marksheet and payout (INR 500). Certified candidates will receive a Grade (A/B/C) on their Skill Certificates (refer to Section 2.4.5.4 for the grading criteria).
- 2.4.4.7 A candidate who achieves less than the pass percentage mentioned for a QP, but at least 30% or above of the total score, shall receive only the marksheet and payout (INR 500).
- 2.4.4.8 A candidate who scores less than 30% of the total score, shall receive only the marksheet and be encouraged to undergo Short Term Training under PMKVY 2.
- 2.4.4.9 Only those candidates who have valid Aadhaar numbers [or alternate IDs in the case of J&K and applicable North-East states] and a bank account shall be issued the Skill Certificate/marksheet/payout, as applicable (in accordance with Sections 2.4.4.6, 2.4.4.7, and 2.4.4.8).
- 2.4.4.10 The Aadhaar number of each assessor is to be validated by the PIA and uploaded on the SDMS before the start of the final assessment. PIAs must ensure that the AAs/Assessors engaged for a project adhere to the following:
 - All assessors are to carry their photo IDs at all times during the assessment.
 - Before the start of assessment, all candidates are to receive an assessment orientation. The assessment orientation should include an explanation of the assessment process and assessment format, and familiarise the candidates with the assessment technology.
 - Assessments have to be conducted in local languages. Language, communication and expressions used in the assessment should be understandable and appropriate to the candidates. Special arrangements may be made for candidates who cannot read/write or express their inability to use the assessment technology provided.

- The AA will also review the evidences submitted by the candidate (such as confirmation of the identity of the candidate and physical verification of the documentation provided by the candidate).
- Final assessment results should be uploaded by AA on the SDMS within five days of the completion of the assessment.

2.4.4.11 It is encouraged, though not mandatory, that PIAs engage SSC accredited AAs with an Assessor Tracking Mobile App. This mobile app will assist the PIA in monitoring the entire assessment process via:

- Real time tracking of assessors registered on the SDMS for the project
- Capturing high quality pictures and videos, attendance sheets, and other documents that may be required before issuance of Skill Certificates.

2.4.4.12 Towards the end of final assessment, candidates are to fill up a standardised Candidate Feedback Form. The template provided in Annexure 1 is to be translated and given to the candidates in their local language. PIAs are to keep the filled Candidate Feedback Forms for a minimum of two years.

2.4.5 Step 5 ▫ Certification & Payout

For all project types, the following certification and payout guidelines shall be adopted:

- 2.4.5.1** SSCs need to validate and approve the results uploaded by the AAs within seven days of the final assessment.
- 2.4.5.2** PIAs shall then notify the final assessment result to the candidates and provide details of a designated area and time when they can collect the Skill Certificate and/or marksheet. If the mobile number of the candidate is recorded, the PIA should notify them of the aforementioned details via SMS.
- 2.4.5.3** Candidates will be provided Skill Certificate/marksheet/payout (INR 500) in accordance to their eligibility, as specified under Sections 2.4.4.6, 2.4.4.7, 2.4.4.8, and 2.4.4.9. The payout of INR 500 will be directly deposited to the candidate's bank account. Only candidates with valid bank details will be considered by NSDC for processing of the payout amount. PIAs are to ensure that the accurate bank details of candidates are captured on the SDMS upon enrolment.
- 2.4.5.4** Candidates eligible for the Skill Certificate shall also be provided Grades (A/B/C) as per Table 6.

Table 6: Grades Provided on Skill Certificate

Grade	Score Range
NSQF Levels 1,2 and 3	
A	85% and above
B	> 70% to < 85%
C	50% to 70%
NSQF Levels 4 and above	
A	85% and above
B	70% to < 85%

2.5 Branding and Publicity

- 2.5.1 Branding undertaken in Project Types 1, 2 and 3 shall be in accordance with the PMKVY Branding and Communication Guidelines.
- 2.5.2 PIAs shall publicise and promote all RPL projects conducted through the following medium:
- Print Media ▫ Advertisements in local newspapers, photo opportunities, and press releases
 - Outdoor Advertising ▫ Wall paintings, installation of outdoor hoardings and posters in populated areas
 - Electronic media ▫ SMS, WhatsApp, pictures and videos on Facebook, YouTube, Twitter, and NSDC/PMKVY/SSC/Trade Associations websites
 - Local and community radio stations

2.6 Bridge Course Option

- 2.6.1 PIAs may propose Bridge Courses to be imparted to candidates in addition to the Standardized Orientation Activities listed in Section 2.4.3.1 of these guidelines.
- 2.6.2 The proposed Bridge Course must be of 60-80 hours duration and based on core NOSs of the job role. PIAs may undertake the Bridge Course, subject to the approval of the Project Approval Committee.
- 2.6.3 If approved, payout to PIA for Bridge Course shall be in accordance with the Common Norms (refer to Annexure 2). The same shall be over and above the total payout to PIA per candidate, as specified under Section 2.7 of these guidelines.

2.7 Project Funding

- 2.7.1 PIAs shall be funded for the implementation of RPL projects as per the following slabs:

Table 7: Total Payout to PIA

Sectors	Payout to PIA Per Candidate
Manufacturing Sector	INR 1,700
Service Sector	INR 1,400

- 2.7.2 Payouts will be directly transferred to the PIAs bank account on completion of the following milestones:

Table 8: Tranche Payout to PIA

Tranches	% of Total Cost Per Candidate (see Table 7)	Output Parameters
1	30%	On Enrolment of a Candidate
2	70%	On Successful Certification of a Candidate

There will be adjusted payments for candidates who drop out or fail the final assessment post the disbursal of 1st tranche. The corresponding amount shall be adjusted in the subsequent tranche.

If the bank reconciliation report indicates failed transactions of the amount paid-out to candidates (INR 500 each), the corresponding amount (INR 1700 or INR 1400) shall be adjusted in the last payout to the PIA for the project. Post project completion, any undue payment shall be recovered from the PIA.

2.7.3 For projects approved to conduct Bridge Courses, the additional payout per candidate, as per the Common Norms (refer to Annexure 2), shall be paid along with the 2nd tranche (on successful certification of candidate).

2.7.4 Upon validation and approval of final assessment results on SDMS, SSCs shall be paid the following assessment fees directly:

Table 9: Assessment Fee to be Paid to the Assessment Agency

Assessment Fee Per Candidate	
Manufacturing Sector	Service Sectors
INR 800	INR 600

2.7.5 Candidates may enroll second time in the same/different job role under RPL over the duration of the Scheme. The payout against such candidates (which includes payout to candidates, PIAs and SSCs) shall only be given for enrolment for a maximum of two job roles, provided that there is a six month gap between the certification date of the first job role enrolled for and the subsequent enrolment date under RPL (or the batch start date, as per SDMS).

2.8 Project Sanction

2.8.1 Project Proposal Submission

To undertake the certification of RPL candidates in any of the project types defined under Section 2.2 of these guidelines, interested PIAs shall submit proposals in the given Project Template (see Annexure 3).

In a year, PIAs may propose a maximum of four projects. Each project may undertake RPL for a maximum of three job roles.

All proposals are to be submitted to NSDC as per the instructions specified in the project template.

2.8.2 Proposal Review

A Project Approval Committee shall be appointed to evaluate and perform a financial and technical due diligence on the feasibility of the Project Proposal submitted.

2.8.3 Target Allocation

Projects successfully approved by the Project Approval Committee shall be allocated targets for implementation of the project. The Project Approval Committee may adjust the targets proposed by the PIA based on the evaluation of the Project Proposal.

NSDC may undertake alterations in targets allotted upon periodic reviews and evaluation of the project performance, in accordance with the Monitoring Framework (see Section 2. 9).

2.9 Monitoring Framework

2.9.1 RPL shall come under the purview of the Monitoring Framework of PMKVY. Approved projects shall be evaluated mid-way after their official start date. The review date will be specified at the time of the project approval.

2.9.2 The project shall also be evaluated through field visits by the NSDC or a designated agency on the following parameters:

- Branding and appropriateness of the RPL venue
- Publicity of the project
- mobilisation process
- Counselling and Pre-screening process
- Orientation process
- Assessment process
- Achievements on target utilization and adherence to prescribed timelines
- Other parameters in sanctioned project proposal

2.9.3 Based on the project review, NSDC shall propose to the Project Approval Committee if the targets allocated should be adjusted.

2.9.4 PIAs also need to send to NSDC video clippings and clear photographs showing candidates undergoing their final assessment.

2.9.5 Upon certification, PIAs shall post on their respective websites the list of certified candidates (job role-wise and grade-wise).

Annexure 1

Candidate Feedback Form

RPL Candidate Feedback Form

Candidate Name:		RPL Location:	
Job Role:		Centre Id:	
RPL Start Date:		Aadhaar Number* :	
RPL Facilitator Name:		Mobile No:	

A. Mobilisation (Kindly tick one option, if not, please specify other)

Particulars	Mobilizing Agency	Newspaper Advertisement	Radio Advertisement	Any other, please specify
How did you come to know about RPL under PMKVY?				

B. Awareness on PMKVY? (Please tick Yes or No)

Particulars	Yes	No
Were you briefed about PMKVY by the RPL facilitator?		
Did you watch the PMKVY Induction video?		
Were you briefed about NSQF by the RPL facilitator?		
Did the RPL facilitator explain the RPL Final Assessment and Certification process?		
Are you aware of the payout you will receive after successful certification?		

C. Pre Screening (Please tick Yes or No)

Particulars	Yes	No
Were you given a candidate self-assessment sheet to fill?		
Was the self-assessment useful in identifying the gaps in your current knowledge of the job role?		

D. Orientation *(Please tick Yes or No)*

Particulars	Yes	No
Were your questions and doubts cleared during Orientation?		
Did the RPL facilitator provide soft skills, health and safety, and entrepreneurship tips to you?		
Were the instructions given at the time of Orientation easy to follow?		

E. Final Assessment *(Please tick Yes or No)*

Particulars	Yes	No
Did you receive an assessment orientation?		
Was the assessment conducted in your regional language?		

F. RPL Venue *(Please tick Yes or No)*

Particulars	Yes	No
Was the RPL venue easy to reach?		
Was the RPL venue good in terms of space, lighting, and cleanliness?		

G. Overall Experience *(Kindly tick one option)*

Particulars	Excellent	Good	Average	Poor
How would you rate your overall experience of RPL?				

Candidate's Signature:

Date:

Annexure 2

Common Norms Base Training Cost

Common Norms and its Amendment (MSDE's Gazette Notification dated 20 May, 2016) outlines the base costs per candidate for different sectors in various job roles. Base Cost will be aligned with the Common Norms, as notified and amended from time to time.

Annexure 3

Project Proposal Template

RPL PROJECT PROPOSAL

Project Type <NUMBER>:

□PROJECT TITLE□

Instructions for preparing a RPL Project Proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template.
- Separate applications need to be submitted for more than one project.
- Each application consists of five sections:
 - 1) Project Overview, 2) Project Execution, 3) Project Monitoring, 4) Project Financials, and 5) Annexures
- Under each section, there may be sub-headers, to which the applicant needs to provide the relevant information. Headers and sub-headers are followed by grey text that gives brief description of the information to be provided by the applicant.
- The applicant is required to provide information under all the headers and sub-headers indicated in this template. In addition, the applicant is required to provide enclosures along with the proposal, wherever indicated.
- The Project Proposal may undergo several rounds of review and revisions before final approval by the Project Approval Committee. Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project.
- Applicant is required to submit three printed copies of the Project Proposal to NSDC, along with a cover letter duly signed by the CEO of the Applicant's organization. A soft copy via e-mail shall also be submitted to PMKVY@nsdcindia.org

Section 1: Project Overview

a. Project Title	
b. Name of Project Implementing Agency (PIA):	
c. Name of Sector Skill Councils (SSCs):	
d. Name of mobilisation Agencies:	
e. Name of RPL Facilitators ^a Organizations :	
f. Name of Assessment Agencies:	
g. Project Locations:	
h. Proposed Start Date:	
i. Proposed End Date:	
j. Project Duration (maximum 1 year):	
k. Total Targets Required:	
l. Job Role(s):	

1.1 Statement of Purpose

Describe the purpose / need / rationale/objective for the project.

What need/problem is this project designed to address?

How does the proposal relate to other relevant national development strategies and policies?

How was the need for this project determined?

1.2 Scope & Scale of Project

Describe in brief the overall scope, scale, targets, and stakeholders involved in the implementation of the project.

1.3 RPL Locations

Specify the locations in which RPL shall be conducted.

S.No	Location of RPL	Location Details
1.		
2.		
3.		

1.4 Project Beneficiaries

Describe who the target beneficiaries are and how many are expected to undergo RPL. Specify the gender, age –group, and work profile of persons, etc.

S.No	RPL Camp (Location)	Target Beneficiaries (in Location RPL is Proposed)
1	RPL (Location)	1. 2.
2	RPL (Location)	1. 2.
3	RPL (Location)	1. 2.

1.5 Partner Organizations

Specify participating organizations. As per guidelines, the RPL Facilitator Organization and Assessment Agencies shall not be the same. Applicant is required to attach as Annexures detailed profiles of each organization engaged in implementing RPL (refer to Section 5.1, 5.2, and 5.3 for instructions)

S.No	Partner Organizations	Organizations ^a Name
RPL (Location)		
1	Mobilisation Agency	1. 2.
2	RPL Facilitator Organization	1. 2.
3	Assessment Agency	1. 2.
4	Sector Skill Council (SSC)	1. 2.
5	Others (Please specify, if any)	1. 2.
RPL (Location)		
1	Mobilisation Agency	1. 2.
2	RPL Facilitator Organization	1. 2.
3	Assessment Agency	1. 2.
4	Sector Skill Council (SSC)	1. 2.
5	Others (Please specify, if any)	1. 2.

1.6 RPL Targets Required

Specify the RPL targets (job-role wise) required for each RPL Location. As per guidelines, each proposal can undertake RPL for a maximum of 2-3 job roles.

S.No	RPL Camp	RPL Targets Required (numbers)
1	RPL (Location)	
2	RPL (Location)	
3	RPL (Location)	
	Total Targets Required	

Section 2: Project Implementation

2.1 Duration, Time Line & Job Roles

Specify the duration, time line and job roles for which RPL will be undertaken for each RPL Camp.

S.No	RPL (Location)	Duration(i.e. days)	Start Date	End Date	Job Role(s)
1	RPL (Location)				1. 2.
2	RPL (Location)				1. 2.
3	RPL (Location)				1. 2.

2.2 Mobilisation Activity Plan (Not Applicable to Project Type 2 Applicants)

Specify activities to be undertaken as part of mobilisation (include time-line, participating agencies and proposed outcome of each activity.)

S.No	Mobilisation Activity	Start Date	End Date	Agencies Involved	Proposed Outcome
RPL (Location)					
1	Name of Activity 1				
2	Name of Activity 2				
3	Name of Activity 3				
RPL (Location)					
1	Name of Activity 1				
2	Name of Activity 2				
3	Name of Activity 3				
RPL (Location)					
1	Name of Activity 1				
2	Name of Activity 2				
3	Name of Activity 3				

2.3 Pre-Screening Format and Candidate Self-Assessment Sheet

Applicant to submit pre-screening format and candidate self-assessment sheet for each RPL job role undertaken as Annexures (Refer to Section 5.4 for detailed instructions)

2.4 Orientation Content

As per the RPL Guidelines, the orientation of each candidate shall include the following:

S.No.	Activity	Minimum Duration
1.	Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety)	3 Hours
2.	Soft Skills and Entrepreneurship Tips specific to the Job Role	2 Hours
3.	Familiarization to the Assessment Process and Terms	1 Hour

Applicants are to specify the topic and subtopics to be covered under each of the aforementioned areas, the duration for each topic and expected outcome.

For the provision of Bridge Course, a separate modular circular needs to be provided. The modular circular is to also include the above mentioned orientation activities.

S.No	Topic & Subtopics	Duration (Hrs)	Agency Responsible	Outcome
Job Role Name				
1				
2				
3				
Job Role Name				
1				
2				
3				
Job Role Name				
1				
2				
3				

2.5 Job-Role Specific Kit (Not a Mandatory Provision)

List the items that will be given as part of the job-role specific kit to candidates during orientation.

Name of Job-Role	List of Items In Kit
1.	a. b. c. d.
2.	
3.	

2.6 Certificate and Marksheet Collection

Specify the location where candidates will be able to collect hard copies of their graded certificates and/or marksheet and the medium through which these candidates will be notified regarding their certificate and/or marksheet collection.

RPL (Location)	
a. Location identified for Certificate and marksheet collection	
b. Medium through which candidates will be Intimated	
RPL (Location)	
a. Location identified for Certificate and marksheet collection	
b. Medium through which candidates will be Intimated	

2.7 Media Coverage

Describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) and Social Media.

Description of Publicity Plan	
Specify the names of local newspapers, TV channels, radio stations, and social media platforms that will be engaged and in what way□..	
a.	Print Media
b.	Outdoor Advertising
c.	Digital (Social Media/ Electronic Media)
d.	Radio

Section 3: Project Monitoring

3.1 Team from Applicant Organization Overseeing On-ground Implementation

Please specify the individual/team from the applicant side that will be overseeing the on-ground implementation.

Team From Applicant Organization				
S.No	Name	Designation	E-mail	Phone Number
1.				

3.2 Process Level Monitoring By Applicant Agency

Please specify the monitoring mechanisms by which each process will be checked by the applicant organization.

RPL (Location)			
S.No	Process	Time of Completion	Monitoring Mechanism
1	Mobilisation		
2	Counselling		
3	Pre-Screening		
4	Enrolment/Batch Upload		
5	Orientation		
6	Post-Orientation Feedback Form		
7	Final Assessments		
8	Assessment Result Upload		
9	Certification on SDMS		
10	Certificate and/or marksheet Issuance		
11	Media Coverage & Compilation		
12	Other, please specify		
13	Other, please specify		

Section 4: Project Financials

Applicant should indicate how the project fund per candidate (i.e. Rs. 1700 or 1400) will be utilized. Please find below an example of a cost breakdown:

S.No	Cost Head	Cost Per Candidate (Rs)
RPL (Location)		
1	Mobilisation	
2	Orientation	
3	Job Role-specific Kit, Certificate & marksheet Printing	
4	Branding and Publicity	
Total Cost Per Candidate		

Section 5: Annexures

List of Annexures required to be submitted with Project Proposal

5.1 Profile of RPL Facilitator Organisation (max 2 pages)

Provide the profile of each RPL Facilitator Organization participating in each RPL location in the template below. Please include the following:

- Name of the Organisation:
- Brief description of the overall geographical coverage and capabilities of the Organisation:
(Details of Training Centres, Labs, Equipment, Infrastructure available in terms of capacity, size, quality and geographical spread)
- Brief Description of how and why the Organization was selected for this Project:
- Key Points of Contact in the Organisation:

Name	Designation	Mobile Number	E-mail	Address

5.2 Profile of Assessment Agencies/ Assessors (max 2 pages)

Provide the profile of each Assessment Agency participating in each RPL location in the template below. Please include the following:

- Name of the Organisation:
- Brief Description of the overall geographical coverage and capabilities of the Organisation:
(Geographical Spread and Details of Assessors, Tools and Technology available in terms of type and quality)
- Brief Description of how and why the Organisation was selected for this Project:
- Key Points of Contact in the Organisation:

Name	Designation	Mobile Number	E-mail	Address

5.3 Profile of Mobilisation Agency (max 2 page)

Provide the profile of each Mobilisation Agency participating in each RPL location in template below. Please specify the following:

- Name of the Organisation:
- Brief Description of the overall geographical coverage and capabilities of the Organisation:
- Brief Description of how and why the Organisation was selected for this project:
- Key Points of Contact in the Organisation:

Name	Designation	Mobile Number	E-mail	Address

5.4 Pre-Screening Format & Candidate Self-Assessment Sheet for each Job Role

Provide the pre-screening format and candidate self-assessment sheet for each RPL Job Role to be undertaken (Questions are to be based on the Core NOSs of the job role as well as any other criteria as defined by the SSC for the project).

3 Special Projects



Special Projects

03

3.1 Objectives

The guidelines for Special Projects under PMKVY have been formulated to accomplish the following objectives:

- To encourage trainings in special areas and premises of Government bodies, corporates / industry bodies
- To encourage trainings in special job roles not defined under the available Qualification Packs (QPs) or National Occupation Standards (NOSs)

3.2 Definition of Special Projects

Special Projects shall be defined as projects that deviate from the terms and conditions of short term training under PMKVY by any stakeholder. A proposing stakeholder can be either Government Institutions of Central and State Government(s), Autonomous bodies, Statutory bodies, or any other equivalent body or corporates*which desires or intends to have fresh trainings of their candidates, hereafter referred to as Project Implementing Agency (PIA) in special projects. PIAs are required to submit the project proposal in the prescribed project proposal template, as described in Annexure 1.

Projects will be completely aligned to the Common Norms, as notified and amended from time to time. However, necessary deviation in projects can be permitted on approval by the Steering Committee or any other Authorized Committee. The deviation needs to be defined in the project proposal.

* Regular or contractual staff of corporates will not be considered as candidates for getting trained under Special Projects.

3.3 Target Beneficiaries

This Scheme is applicable to any candidate of Indian nationality who:

- Is an unemployed youth, school/college dropouts
- Possesses an Aadhaar Card and a bank account
- Has a verifiable alternate ID, such as PAN or Voter ID (applicable only for the states of North-East Region and Jammu & Kashmir (J&K) ▫ additional IDs may be added from time to time)
- Any other criteria, as defined by the Sector Skill Councils (SSC) for the respective job roles
- In case of corporates or factory premises, candidates cannot be their own employees or daily wagers

3.4 Mobilisation of Candidates

- 3.4.1 PIA will be responsible for mobilisation of trainees.
- 3.4.2 PIA will be responsible to provide uniforms, necessary tool kits, and other required things to the trainees.
- 3.4.3 All costs pertaining to mobilisation per trainee shall be defined in project proposal.
- 3.4.4 The cost shall not exceed 5% of the total project cost.

3.5 Enrolment of Candidates

- 3.5.1 PIA will be responsible for entering details of the candidates on Skill Development Management System (SDMS).
- 3.5.2 It is mandatory to have a Valid Aadhar ID for all the candidates enrolled under PMKVY or any other verifiable alternate ID, such as PAN or Voter ID (applicable only for the states of North-East Region and J&K).

3.6 Training Venue

- 3.6.1 PIA may identify Training Centres (TCs) which are accredited and affiliated under PMKVY.
- 3.6.2 In case PIA is unable to identify TCs accredited and affiliated under PMKVY, it will be responsibility of PIA for the arrangement of necessary infrastructure and required laboratory/equipments, as defined by respective SSCs for the identified job roles. The centre identified by PIA may not be abide by Centre Accreditation or Affiliation Guidelines. However, PIA should mention such details in the project proposal.
- 3.6.3 For the job role or QPs which are not defined by the SSCs, the necessary laboratory and the required equipment may be arranged by PIA in consultation with Training Partner (TP).

3.7 Branding and Communication

- 3.7.1 PIA will be responsible for marketing and advocacy of PMKVY at all instances, such as during induction and orientation of candidates, commencement of training, assessments, and publicity through social media.
- 3.7.2 PIA will be responsible for the arrangement of necessary collaterals for branding and communication.
- 3.7.3 PIA have to strictly abide by PMKVY Branding and Communication Guidelines. Any deviation from the norms may result in cancellation of project or any other action decided by the management.
- 3.7.4 All the latest communication and branding collaterals would be exclusively available on www.pmkvyofficial.org.

3.8 Curriculum

- 3.8.1 PIA needs to follow the curriculum prescribed by the respective SSCs for the specific job role selected for training.
- 3.8.2 PIA can also choose a competent agency to develop the curriculum, wherever relevant curriculum for QP/job role is not defined by SSCs. The details of such competent agency must be mentioned in project proposal along with the detailed curriculum.

3.9 Trainings

- 3.9.1 PIA to coordinate with SSCs or affiliated TPs to provide training to candidates in accordance with the relevant QP or the approved job role.
- 3.9.2 Each training should be of minimum number of hours, as defined for the job roles. Any deviation in number of training hours must be clearly mentioned in project proposal.
- 3.9.3 Soft skills, digital literacy, financial literacy and entrepreneurship module are mandatorily part of all trainings.
- 3.9.4 Any additional special training required as per need to PIA may also be provided. The cost of such trainings is to be borne by PIA.
- 3.9.5 All costs pertaining to training per trainee shall be defined in project proposal.

3.10 Assessment

- 3.10.1 The assessments will be conducted by the empaneled Assessment Agencies (AAs), identified by respective SSC or the successor National Board for Skill Certification (NBSC).
- 3.10.2 Assessments criteria will be strictly as per the job roles.
- 3.10.3 For the job roles that are not defined by SSCs, PIA needs to identify the competent non-empaneled AA wherever empaneled agencies are not identified by SSCs. The process of assessment needs to be defined in the project proposal.
- 3.10.4 Detailed assessment criteria, including the assessor profile, technology enabled assessments, and past performance of the AA and other suitable criteria along with details of Assessment Agency must be defined in project proposal.
- 3.10.5 Assessor must have a valid Aadhar ID for conducting assessments. The assessor must be able to produce the Aadhar ID at the time of conducting the assessment. For the states of North-East and J&K, any other verifiable alternate ID, such as PAN or Voter ID, will be acceptable.
- 3.10.6 Videography of assessment may be encouraged.

3.11 Re-assessment of Candidates

- 3.11.1 A failed or a dropped candidate may undergo re-assessments. PIA shall pay the assessment fees upfront to the respective SSC or the /AA for re-assessing a candidate.

3.12 Certification

- 3.12.1 Respective SSC or the successor NBSC will issue certificates to the successful candidates.
- 3.12.3 PIA to identify the competent Certification Agency wherever QPs/job roles are not identified by SSCs. Details of Certifying Agency must be mentioned in the project proposal.
- 3.12.3 Every certified candidate shall be provided a 5-year accidental cover under the Prime Minister Insurance Scheme costing INR 60 per candidate for five years.

3.13 Payouts

- 3.13.1 Payouts will adhere to the Common Norms and will be disbursed on approval of the project proposal. The payments will be made in the following manner:

Table 1: Payout Milestones

Tranches	% Of Total Cost	Output Parameters
1 st	30%	For validated candidates on commencement of the training batch
2 nd	50%	On successful certification of the trainees
3 rd	20%	Outcome based on placements

- 3.13.2 Any deviation in the output parameters must be defined in the project proposal. The same may be considered on approval by the Project Review Committee.
- 3.13.3 Payouts will be provided to special groups and special area as per short term training guidelines. An allowance for boarding and lodging up to a maximum per trainee per day will be provided as per the table below:

Table 2: Boarding and Lodging

Category of District	Amount
X category districts per day per trainee	INR 300
Y category districts per day per trainee	INR 250
Z category districts per day per trainee (every district which is NOT X or Y)	INR 200

The list of districts/cities falling under X and Y categories is provided in Annexure 2. Categories are subject to change, as defined by DoPT, Government of India.

The boarding and lodging allowance will be provided to the candidates from the North-East region, J&K, LWE and special areas under following conditions:

- Candidate from J&K and NE (all 8 states) has moved out of the region for training
- Candidate from the LWE regions has moved outside their district for training
- Candidates residing in special areas have moved out of the region
- PWD candidates undertaking residential course will be made payout irrespective of the region

The payouts will be calculated based on the number of training days and two days of assessment. Training period will be calculated on the basis of the number of hours of training in a day (at least 4 hours in a day).

In case of residential batches, the training period would be calculated on the basis of 8 hours per day.

3.14 Placement

- 3.14.1 In case PIA is a Corporate or Industry body, PIA has to clearly define the requirement of candidates against each job role. The PIA will be given leverage to identify 30% additional candidates for training than their actual requirement, keeping into consideration the dropout and failure ratios.
- 3.14.2 In case of wage employment, candidate shall be placed in jobs that provide wages equivalent to or above the prescribed minimum wages. Such candidates should continue to be in job for a minimum period of three month from the date of placement in the same or a higher level with the same or any other employer.

Annexure 1

Detailed Project Application Form (PAF) for Government Body / Corporates / Industry Body

This application form is meant for Government bodies, Corporates, and Industry bodies, hereafter referred to as PIA, applying for Special Projects under PMKVY.

a.	Name of the Organisation	
b.	Type of organisation (Government body/Corporate/Industry body)	
c.	Location of Infrastructure and equipment	
d.	State	
e.	District	
f.	Usable area for training space (in sq. ft.)	

Number of Candidates to be trained

1. Recognized

2. To be recognized

For the 1st Case
Number of candidates

For the 2nd Case
Strategy for recognition and mobilisation of candidates:

Recognition strategy and mobilisation strategy with timelines.

Sr. No.	Tentative number of candidates	Mobilisation cost per candidate

Option 1

Job Roles defined by SSC

Sr. No.	Job Role	Number of candidates
1		
2		
3		

Agencies Involved

Sr. No.	SSC	Training Partner
1		
2		

Request for deviation from Common Norms, if any

Sr. No.	Clause from which deviation is sought	Reason for seeking deviation
1		
2		

Option 2

Job Roles not defined by SSC

Job roles in which training is sought

Sr. No.	Job Role
1	
2	
3	

Details of agency recognized for developing curriculum*:

*In case the curriculum not available with SSC

Cost for developing the curriculum

Sr. No.	Job Role	Cost of developing the curriculum
1		
2		
3		
		Total Cost:

Details of the Trainers

Trainers should have received ToT. If not received by the time of proposal submission, then the strategy to provide ToT with timelines to be provided.

Details of Assessment Agency recognized by PIA:

Name of the Assessment Agency:

Recognized/certified by:

Past performance of the Assessment Agency:

Assessor profile:

If assessments are technology enabled: Yes ☐ No ☐

In case the assessment is technology-enabled, provide details of the technology being used

Details of the identified certification agency:

**In case SSC is not the certification agency*

Name of the Certification Agency:

Recognized/certified by:

Past performance of the Certification Agency:

Sr. No.	Job Role	Number of Candidates	Number of hours per training	Cost of training per candidate	Justification for the duration and cost of training by competent authority
1					
2					
3					

Request for deviation from Common Norms, if any:

Sr. No.	Clause from which deviation is sought	Reason for seeking deviation

Annexure 2

Categorization of Districts

State Name	District	City Name	City type X,Y
Andhra Pradesh	Krishna	Vijayawada	Y
Andhra Pradesh	Visakhapatnam	Visakhapatnam	Y
Andhra Pradesh	Nellore	Nellore	Y
Andhra Pradesh	Guntur	Guntur	Y
Assam	Kamrup	Guwahati	Y
Bihar	Patna	Patna	Y
Chandigarh	Chandigarh	Chandigarh	Y
Chhattisgarh	Raipur	Raipur	Y
Chhattisgarh	Durg	Durg	Y
Delhi	Delhi	Delhi	X
Gujarat	Ahmedabad	Ahmedabad	X
Gujarat	Rajkot	Rajkot	Y
Gujarat	Jamnagar	Jamnagar	Y
Gujarat	Bhavnagar	Bhavnagar	Y
Gujarat	Surat	Surat	Y
Gujarat	Vadodara	Vadodara	Y
Haryana	Faridabad	Faridabad	Y
Jammu and Kashmir	Jammu	Jammu	Y
Jammu and Kashmir	Srinagar	Srinagar	Y
Jharkhand		Dhanbad	Y
Jharkhand		Jameshedpur	Y
Karnataka	Belgaum	Belgaum	Y
Karnataka	Dharwad	Dharwad	Y
Karnataka	Bengaluru Urban	Bengaluru Urban	X
Karnataka	Gulbarga	Gulbarga	Y
Karnataka	Mysuru	Mysuru	Y
Karnataka	DakshinaKannada	Mangalore	Y
Kerala	Ernakulam	Kochi	Y
Kerala	Kasaragod	Kasaragod	Y

State Name	District	City Name	City type X,Y
Kerala	Thiruvananthapuram	Thiruvananthapuram	Y
Madhya Pradesh	Gwalior	Gwalior	Y
Madhya Pradesh	Indore	Indore	Y
Madhya Pradesh	Bhopal	Bhopal	Y
Madhya Pradesh	Ujjain	Ujjain	Y
Madhya Pradesh	Jabalpur	Jabalpur	Y
Maharashtra	Amravati	Amravati	Y
Maharashtra	Nanded	Nanded	Y
Maharashtra	Aurangabad	Aurangabad	Y
Maharashtra	Nashik	Nashik	Y
Maharashtra	Mumbai	Bhiwandi	Y
Maharashtra	Mumbai	Greater Mumbai	X
Maharashtra	Pune	Pune	X
Maharashtra	Solapur	Solapur	Y
Maharashtra	Nagpur	Nagpur	Y
Maharashtra	Thane	Vasai-Virar City	Y
Maharashtra	Nashik	Malegaon	Y
Maharashtra	Nanded	Nanded-Waghala	Y
Maharashtra	Sangli	Sangli	Y
Maharashtra	Kolhapur	Kolhapur	Y
Odisha	Khordha	Bhubaneswar	Y
Odisha	Sundargarh	Raurkela	Y
Odisha	Cuttack	Cuttack	Y
Puducherry	Puducherry	Puducherry	Y
Punjab	Jalandhar	Jalandhar	Y
Punjab	Ludhiana	Ludhiana	Y
Punjab	Amritsar	Amritsar	Y
Rajasthan	Bikaner	Bikaner	Y
Rajasthan	Jaipur	Jaipur	Y
Rajasthan	Jodhpur	Jodhpur	Y
Rajasthan	Ajmer	Ajmer	Y
Rajasthan	Kota	Kota	Y
Tamil Nadu	Salem	Salem	Y
Tamil Nadu	Tiruppur	Tiruppur	Y

State Name	District	City Name	City type X,Y
Tamil Nadu	Coimbatore	Coimbatore	Y
Tamil Nadu	Tiruchirappalli	Tiruchirappalli	Y
Tamil Nadu	Chennai	Chennai	X
Tamil Nadu	Erode	Erode	Y
Tamil Nadu	Madurai	Madurai	Y
Telangana	Hyderabad	Hyderabad	X
Telangana	Warangal	Warangal	Y
Uttar Pradesh	Agra	Agra	Y
Uttar Pradesh	Aligarh	Aligarh	Y
Uttar Pradesh	Bareilly	Bareilly	Y
Uttar Pradesh	Ghaziabad	Ghaziabad	Y
Uttar Pradesh	Kanpur Nagar	Kanpur Nagar	Y
Uttar Pradesh	Moradabad	Moradabad	Y
Uttar Pradesh	Gorakhpur	Gorakhpur	Y
Uttar Pradesh	Saharanpur	Saharanpur	Y
Uttar Pradesh	Gautam Buddha Nagar	Noida	Y
Uttar Pradesh	Firozabad	Firozabad	Y
Uttar Pradesh	Jhansi	Jhansi	Y
Uttar Pradesh	Allahabad	Allahabad	Y
Uttar Pradesh	Meerut	Meerut	Y
Uttar Pradesh	Lucknow	Lucknow	Y
Uttarakhand	Dehradun	Dehradun	Y
West Bengal	Kolkata	Kolkata	X
West Bengal	Bardhaman	Durgapur	Y
West Bengal	Bardhaman	Asansol	Y

4 Kaushal and Rozgar Mela



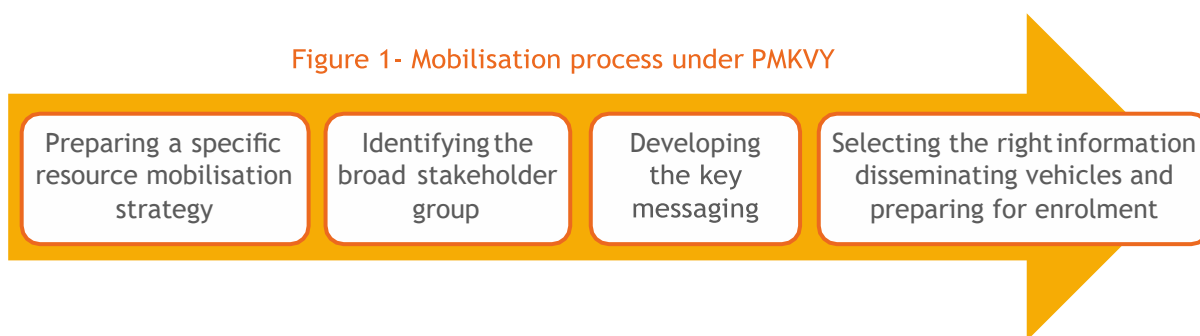
Kaushal and Rozgar Mela

04

4.1 Background

- 4.1.1 Social and community mobilisation is extremely critical for the success of any Skill Development initiative. It fosters bottom-up approach not only in effective planning and implementation of interventions in the space, but also in effective monitoring, evaluation, and ownership of the government programmes by the community. Active participation of the community ensures transparency and accountability, and helps in leveraging the cumulative knowledge of the community for better functioning.
- 4.1.2 In line with the above, Pradhan Mantri Kaushal Vikas Yojana (PMKVY) assigns special importance to the involvement of the target beneficiaries (as stated in the Short Term Training guidelines) through a defined mobilisation process (Figure-1). In context of PMKVY, mobilisation is defined as a process that raises awareness and motivates the target group to join the short-term skill development courses under the Scheme and eventually be able to earn livelihood through meaningful employment. Under PMKVY, mobilisation is the responsibility of the Training Partner (TP). The broad mobilisation process under PMKVY is detailed in Figure-1.

Figure 1- Mobilisation process under PMKVY



4.2 Objectives of Mobilisation under PMKVY

- 4.2.1 PMKVY is applicable to any candidate of Indian nationality who is unemployed, school or college dropout, or as identified by the Sector Skill Council (SSC) for their respective job roles. The existing mobilisation goals to that effect are, therefore, expected to meet the following objectives:

- Spread awareness about PMKVY to the community at large.
- Identify the suitable beneficiaries in accordance with the Scheme guidelines.
- Counsel the identified candidates and enroll them under the courses best matched with their aptitude.
- Dovetail PMKVY with other national missions, such as Jan Dhan, to facilitate universal financial inclusion and other flagship programs for Entrepreneurship, Startup India etc.

4.2.2 Mobilisation Channels

There are a variety of channels that may be used by the training partners for mobilisation, some of which are:

- **Mass Media:** Radio, Television, Newspapers, Billboards, Mobile Phones
- **Small Media:** Posters, Flyers, Leaflets, Guidelines, Training materials, Standalone banners, Identification regalia
- **Kaushal Mela /Mobilisation Camps:** Camp-based approach

Utmost care must be taken by the training partner to disseminate only the right and compliant information by using mass media. Training partners are also expected to seek approval from the PMKVY Branding team before broadcasting anything related to the scheme in the mass media. For using small media, training partners are expected to follow the branding guidelines and ensure consistency of color, fonts, and size, as specified from time to time and as uploaded on the PMKVY website (www.pmkvyofficial.org).

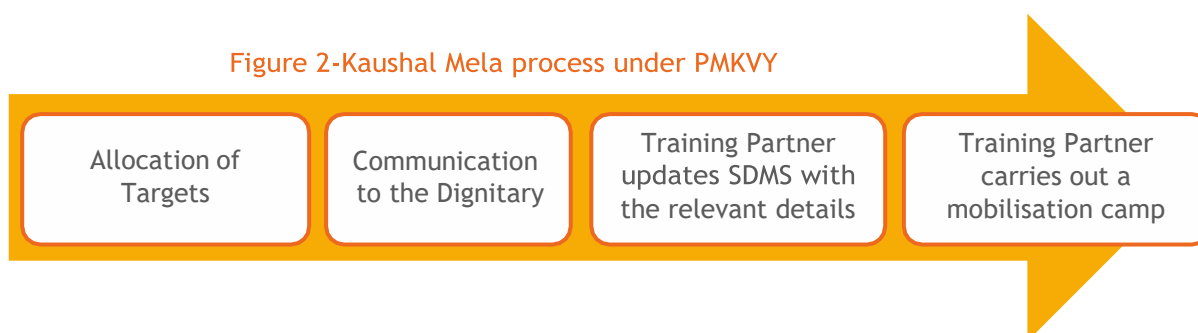
4.2.3 Kaushal Mela /Mobilisation Camps

Kaushal Mela, a widely used term under PMKVY, was coined to gain traction and the ultimate objective of “inclusivity”. It is a camp-based approach, used for building awareness and enrolling suitable candidates. Such camps not only disseminate information about various skill training options available under the scheme, but also outline the possible career paths and income generation potential once the training is imparted.

Local administration, local municipal and panchayat bodies through the State Governments, and non-governmental and community-based organizations would be involved in this activity to ensure widest possible reach and create an environment for skilling in the country. This would be supplemented with specialized communication packages through mass media and social media. Periodic surprise checks and audits of the mobilisation would be conducted to ensure its continued efficacy.

The TPs must conduct at least one Kaushal Mela every six months, failing which the centre’s rating under PMKVY may go down and is likely to affect the overall targets to be allocated to that TP. Broad process of conducting a Kaushal Mela is detailed in Figure 2:

Figure 2-Kaushal Mela process under PMKVY



4.2.3.1 Process for Conducting a Kaushal Mela

This also defines the process for conducting a Kaushal Mela. The 4-step procedure is described below.

Step 1: Allocation of Targets - Target allocation is the responsibility of NSDC/SSCs or as defined under the scheme from time to time. A TP who has been allocated targets is expected to plan and initiate a Kaushal Mela as a first step.

Step 2: Communication to the Dignitary - The TPs must invite one or more Member of Parliament (MP), Member of Legislative Assembly (MLA), District Magistrate (DM), Block Development Officer (BDO), Sub Divisional Magistrate (SDM), District Labour Officer (DLO), Municipal Chairman, or Chief Judicial Magistrate (CJM) to ensure widest possible reach and gain visibility. It is also expected that such events are covered by the local press. The clippings of the same shall be shared by the TP with the NSDC team and also on the Training Centres (TCs) official Facebook page.

Step 3: SDMS update - All TPs must update the Skill Development Management System (SDMS) with the details of Kaushal Mela being organized by them after confirmation with the dignitary. The PMKVY team members may schedule a visit accordingly. The details to be updated include (but not limited to):

S.No	Details
1.	Name of the TP
2.	Date of the Kaushal Mela
3.	Type of the Kaushal Mela
4.	State
5.	District
6.	Name of the Dignitary attending (1)
7.	Designation of Dignitary (1)
8.	Name of the Dignitary attending (2)
9.	Designation of Dignitary (2)
10.	Number of candidates expected to turn out
11.	Media presence (Yes/No)

Step 4: Update on Social Media - The TPs are required to provide the pictures of the event for the PMKVY social media pages. The PMKVY team shall inspect the photographs before posting them online. The right of posting the photographs, therefore, remains with the PMKVY team.

4.3 Mandatory Activities and Expectations from a Kaushal Mela

4.3.1 Venue of the Kaushal Mela

TCs should organize a Kaushal Mela at a place that is easily accessible to ensure maximum turnout of potential candidates for training.

The venue chosen should be reasonably big, such as (but not restricted to) a banquet hall, a public ground with a tent erected for covered seating, or a community centre. Government ITIs may also be utilized for this purpose. The TPs must take the necessary permissions/approvals from the relevant authorities prior to booking the venue. The venue must have:

- An approved PMKVY backdrop
- Projector or television to show Skill India Mission/PMKVY video
- At least four posters/hoardings/standees of PMKVY
- Information handouts to be distributed to the candidates
- Provision for seating of the attendees
- Counseling rooms/stalls

4.3.2 Briefing Candidates about PMKVY

TPs must inform the potential candidates well in advance about the Kaushal Mela schedule. They must use the following messages for mobilising candidates:

- Government is extremely serious about the youth of this country and wants them to have a sustainable livelihood
- PMKVY is a flagship scheme of the Ministry of Skill Development and Entrepreneurship (MSDE), implemented by National Skill Development Corporation (NSDC).
- Meaning of a Qualification Pack (QP) and National Occupational Standard (NOS)
- Under PMKVY, there are more than 400 QPs for enrolment across 30+ sectors
- Employment opportunities post completion of training and the course duration proposed by the TP (fixed classroom hours and practical training hours).
- After successful assessment, candidates will be given industry recognized Government certificates.
- The scheme is funded by the Government of India.

4.4 Events for the Kaushal Mela

4.4.1 Advertisement before the Kaushal Mela

The TPs may use various methods, such as announcement via auto rickshaws, distribution of pamphlets, announcements via local radio stations or any other mobilisation means best suited for a particular geography. The TPs, however, at all times must comply with the law of the land and ensure compliance of the Scheme guidelines. The TPs must not make any undue promises or resort to any tactics that may be categorized as unfair.

4.4.2 At the time of Kaushal Mela

Every TP should follow a sequence of events during Kaushal Mela. A suggested schedule is given below:

Sequence of Events (Suggestive)	Duration
Welcome Speech	5 minutes
Briefing of the PMKVY process, its features and benefits, and sharing the Honourable Prime Minister's vision on Skill India	5 minutes
Speech by dignitaries giving insights into PMKVY	15 minutes
Vote of Thanks	5 minutes

The candidates must be counselled regarding PMKVY and the various job roles in which the TP proposes to conduct the training.

4.5 Kaushal Mela Incentivization

Each TP shall be given an incentive at the rate of INR 20,000 per Kaushal Mela. To avail this incentive, the TP should ensure presence of one or more of the below mentioned dignitaries:

- Member of Parliament (MP)
- Member of Legislative Assembly (MLA)
- District Magistrate (DM)
- Sub Divisional Magistrate (SDM)
- Chief Judicial Magistrate (CJM).
- Municipal Chairman
- Block Development Officer (BDO)
- District Labour Officer (DLO)

This incentive shall be disbursed after the TP submits a report, including documentary evidence of the Kaushal Mela (such as photos and videos), to the PMKVY team, in hard copy format.

The documents must include the following:

1. Registration sheet(s) of the candidates, which provide:
 - Name of the candidate
 - Father's Name
 - Contact Number
 - Courses of Interest filled by the candidate in order of preference
2. Two photographs of the dignitaries addressing the candidates
3. Invoice ▫ per Kaushal Mela or per quarter

If two or more TPs jointly organize a Kaushal Mela, each TP shall submit its own invoice to receive the incentive.

4.6 Rozgar Mela

The Scheme aligns itself to the Common Norms and, therefore, part of the TPs payment structure is linked to the placements. It is, therefore, important for the TP to place at least 50 percent of the batch under PMKVY to ensure that its performance is not downgraded.

For this, TPs must conduct Rozgar Melas mandatorily every six months with adequate press and media coverage. The Rozgar Mela must have presence of at least four companies, which would extend employment offers to the candidates who have successfully completed their trainings under PMKVY.

4.6.1 Do's and Don'ts for the Rozgar Mela

Do's

Training Partners must:

- Inform the National Career Service and Model Career Centres
- Inform the candidates of employers who are attending
- Inform the candidates of the skills that are desirable by the employer
- Impart resume writing training to the candidates
- Prepare candidates through mock interviews and provide feedback
- Must ensure that candidates carry sufficient hard copies of their CVs during the interviews
- Update the clippings/videos of the event on the social media
- Report the number of candidates who got employed on the SDMS and keep the proofs for validation

Don'ts

Training Partners must take measures to avoid the following:

- Candidates running late for the Interview
- Insufficient arrangements for the employers at the site
- Informal dressing, unkempt appearance of the candidates
- Delay in reporting the placement details on the SDMS

5 Placement



Placement

05

5.1 Background

5.1.1 Currently, the country's economy is facing shortage of skilled manpower. It presently faces a dual challenge □ of shortage of trained workforce as well as non-employability of large sections of youth who possess little or no job skills. In order to bridge this gap, great emphasis will be on training and placing candidates as per the needs of the industry under PMKVY 2016-2020.

5.1.2 Efforts in the skill landscape have been largely devoid of streamlined industry-employer linkages until the last few years. This has resulted in creation of skill gaps and requirement gaps among different stakeholders □ in terms of needs of different sectors, competencies required by the employers, and the skills possessed by candidates. Consequently, placement of candidates has suffered.

Thus, it is necessary to create economic incentive for skilling, and for industry to realize the productivity gains linked with the skilled manpower.

5.1.3 Training under PMKVY intends to develop and certify skills against industry standards. It is to be viewed as an opportunity to become employable, for either wage-employment or self-employment. This has been incorporated in PMKVY by giving incentives to Training Centres (TCs) for placing candidates.

5.1.4 The Scheme will be completely aligned to the Common Norms, as notified and amended from time to time. However, necessary changes in Common Norms or projects shall be approved by the PMKVY Steering Committee or a committee nominated by the Steering Committee.

5.2 Objective

The Placement Guidelines for PMKVY have been formulated to accomplish the following objectives:

- To provide placement opportunities to a large number of skilled workforce, trained under PMKVY across various sectors.
- To link the aptitude, knowledge and aspiration of the trained candidates with the available employment opportunities and demands in the market.

- To counsel the trained candidates and provide them with employment opportunities in the concerned industries of the skill acquired.
- To encourage self-employment amongst youth to earn their livelihood.

5.3 Definition of Placement

Placement may be defined as the process by which a candidate finds a job, or alternately, a company finds an employee.

In PMKVY, placement refers to providing wage - or self-employment to candidates, trained and certified under PMKVY. In case of wage employment, candidate shall be placed in jobs that provide wages at least equivalent to or above the minimum wages prescribed in the Minimum Wage Act. Candidates will be considered as "placed" if they fulfil the eligibility criteria adhering to the Common Norms.

Apprenticeship will also be considered as similar to employment for the purpose of this program. A separate detailed guideline will be circulated in near future with uploading of guidelines on NSDC website.

5.4 Eligibility Criteria for Placement Payouts

A TC will be eligible to receive the last tranche of the payout linked to placement, if it fulfills following criteria:

- 5.4.1 TC should have placed at least 50% of the successfully certified candidates within three months of completion of the training, with at least 50% of the total placed candidates in wage employment.
- 5.4.2 Candidates should be placed in jobs that provide wages at least equal to the minimum wages prescribed as per Minimum Wage Act.
- 5.4.3 TC should make provision for post-placement support/tracking for the candidates placed. Candidates should continue to be in jobs for a minimum period of three months from the date of placement in the same or a higher level with the same or any other employer.
- 5.4.4 In case of wage employment, TCs need to provide a valid proof of placement. The following documents are considered valid proof of employment:
 - Appointment letter issued by the employer
 - A letter issued by the employer with details like the placed candidate name, date of joining and cost to company (CTC)
 - Salary certificate
 - Salary slips issued by the employer

- Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details

5.4.5 In case of self-employment, TCs are required to provide a self-declaration letter issued by the candidate. In addition, the centre must provide a proof that candidates have been employed gainfully in livelihood enhancement occupations, which may include the following:

- Trade license
- Proof of enterprise set up
- Proof authenticating that the candidate is part of the producer group
- Proof of additional earnings (bank statement)
- Any other suitable and verifiable document, as prescribed by the respective Ministry/Department
- Proof of the Mudra Loan availed

5.4.6 The TC may be asked to discontinue the training in a particular trade if placement is less than 50% over the period of one year.

5.4.7 This eligibility criteria will not be applicable for Special Projects.

5.5 Responsibilities of Stakeholders

This section describes the responsibilities of each stakeholder in the placement process.

5.5.1 Training Centres

Placement of the candidate is the primary responsibility of the TCs. To ensure placement of candidates, a TC needs to fulfill the following responsibilities:

- To set up the placement/entrepreneurship cell for supporting placements
- To consult Sector Skill Council (SCC) for guidance regarding the industries where the trained candidates can be employed and involve them in the placement process
- To conduct Rozgar Melas as per the guidelines of Rozgar Mela of PMKVY 2.0
- To encourage industry employers for providing on-the-job training
- To share candidates' information with the relevant employers who can help them plan recruitment accordingly
- To liaison with various respective employers for placing the candidates as per the training imparted in the job role
- To open the bank account of the candidates eligible for post-placement support
- To timely upload details of the placed candidates on SDMS. The TCs should upload details of the placed candidates as and when the candidate is placed
- Details of the placed candidates should be uploaded within 90 days of certification of candidates. In case a TC fails to upload details of the placed candidates within the prescribed timeline, it may be penalized
- To submit the employment proof of the certified and placed candidates to NSDC, as prescribed in the Placement Disbursement Process

- TCs need to track the placement of candidates every month for the period of one year
- TCs should get registered with National Career Service on <https://www.ncs.gov.in/>. TCs should also get associated with Local Employment Exchanges to get employment related information

5.5.2 Sector Skill Councils

Being an industry body, Sector Skill Council (SSC) will have an important role in the placement of candidates. The SSCs will liaison between the TC and the employers. To ensure the placement of candidates, SSC needs to fulfill the following responsibilities:

- To create awareness of PMKVY among the prospective employers and encourage them to recruit candidates trained and certified under PMKVY
- To assist TCs in conducting Rozgar Melas
- To help TCs by guiding them to reach out the relevant employers
- To reach out to the prospective employers who could not participate in Rozgar Melas to explore opportunities for conducting walk-in interviews for candidates
- To establish contact with District Employment Exchanges and National Career Service and pass on the information to TCs
- Sector Skill Councils should also establish contact with various associations like builders association, business association etc. registered with various government departments so as to collect information about employment opportunities in indirect employment of government sectors and pass on information to TCs

5.6 Documentation for Verification and Payouts

For receiving placement payouts, a TC should upload the employment related information of the placed candidates on the SDMS portal within three months of the candidates certification. In case the TC fails to upload details of the placed candidates within the prescribed timelines, it may be penalized accordingly.

In addition, eligible TCs are required to submit the prescribed documents on quarterly basis for verification. The documents need to be submitted within first 15 days of each quarter to NSDC. The documents that need to be submitted are described in the following sections.

5.6.1 Request Letter from the Training Centre

The TC need to provide a request letter to NSDC in the prescribed format, as explained in Annexure 1.

5.6.2 Hard copy of the employment proofs

5.6.2.1 In case of wage-employment, TCs are required to provide a valid proof of placement. The proof may include:

- Appointment letter issued by the employer
- A letter issued by the employer with details like the placed candidate name, date of joining and cost to company (CTC)
- Salary certificate

- Salary slips issued by employer
- Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details

5.6.2.2 In case of self-employment, TCs are required to provide a self-declaration letter issued by the candidate. In addition to this, the TC must provide a proof that the candidates have employed gainfully in livelihood enhancement occupations, which is evidenced by:

- Trade License
- Proof of enterprise set up
- Proof authenticating that the candidate is part of the producer group
- Proof of additional earnings (bank statement)
- Any other suitable and verifiable document, as prescribed by the respective Ministry/Department
- Proof of the Mudra Loan availed

5.6.3 Undertaking from the Training Centre

The TC needs to provide an official undertaking on a non-judicial stamp paper of INR 100 to NSDC in the prescribed format as shown in Annexure 2.

5.6.4 Invoice from the Training Centre

TC needs to raise a payment invoice in favor of NSDC to receive the payment.

The invoice should clearly mention the Invoice Date, Invoice Amount, TCs Service Tax registration number and PAN.

5.7 Placement Payouts

Payouts will adhere to the Common Norms.

5.7.1 The third Tranche payout is linked to the placement of the certified candidates, as shown below:

Table 1 : Payout Milestones

Tranches	% Of Total Cost	Output Parameters
1 st	30%	For validated candidates on commencement of the training batch
2 nd	50%	On successful certification of the trainees
3 rd	20%	Outcome based on placements

- 5.7.2 The TCs are eligible for placement related payment only if 50% or more certified candidates get employment within three months of certification. The placement related payments will be provided in following manner :

Table 2 : Placement Disbursement Pattern

Placement	Disbursement
Less than 50%	Nil
50%-69%	Pro rata basis
70 % or more	Full 20% payment

- 5.7.3 The performance of a TC will be monitored for the entire year and placement related payment will be disbursed annually.

5.8 Post Placement Support

In order to enable the newly skilled candidates settle into their new jobs/vocations, post placement support would be provided to them directly at the rate of INR 1450 per month for the following durations:

Table 3 : Post Placement Support

Post Placement Support @ INR1450/-	Men	Women
Placement within District of Domicile	1 month	2 months
Placement outside District of Domicile	2 months	3 months

- The district mentioned in the Aadhaar Card or alternate ID (applicable only for candidates from the NE and J&K states) would be considered as the district of domicile.
- The amount shall be transferred to the bank account of the candidate subject to satisfactory verification by NSDC.
- Post Placement Support is applicable for special groups comprising women, PWD and all candidates in special areas.
- The support is applicable only for wage employment. The Scheme may adopt more stringent guidelines than the ones specified in the Common Norm.
- The support is applicable to candidates who are placed within three months of completing their certification and who have completed at least three months of active service with the employer.

5.9 Rozgar Melas

The Rozgar Melas are to be conducted as per Kaushal and Rozgar Mela Guidelines of PMKVY.

5.10. Placement and Post-Placement Monitoring

The monitoring of placement and post-placement will be conducted as per Monitoring Guidelines of PMKVY.

Annexure 1

Cover Letter from the Training Centre

To,

Date:

PMKVY Team
National Skill Development Corporation
Block-A, Clarion Collection (Qutab Hotel)
Shaheed Jeet Singh Marg
New Delhi-110016

Subject: **Requirement of Documents for Disbursement of Placement Incentives**

Dear Sir,

This is to inform you that we have successfully placed the passed candidates, trained under PMKVY.

The number of candidates placed in wage employment is _____ (mention the number of candidates placed in wage employment) and the number of candidates placed in self-employment is _____ (mention the number of candidates placed in self-employment) as on _____ (mention date).

Accordingly, we are providing the following documents as documentary evidences for your perusal.

1. Undertaking cum Indemnity Declaration on non-Judicial stamp paper of INR 100 with details of the placed candidates in wage employment and self-employment as Annexure 2
2. Any one valid proof of placement for each candidate placed and reported on SDMS from the list of valid proof documents, as mentioned below:
 - a. Appointment letter issued by the employer
 - b. A letter issued by the employer on their letterhead with details of the placed candidate's name, date of joining, and Cost to Company (CTC) with Authorized Signature and Seal of the Company
 - c. Salary certificate
 - d. Salary slips issued by employer
 - e. Salary payment proof (NEFT details, bank account statement, and passbook entries) showing the monthly credit details
 - f. Self-employment of the trainee to be substantiated with a self-declaration letter issued by the candidate and validated by the authorized TP personnel Signature
3. Invoice in favor of NSDC with the details of
 - a. Invoice number
 - b. Invoice date
 - c. Bank account details where disbursement needs to be made
 - Account Name:
 - Bank Name:
 - Account No.:
 - IFSC Code:
 - Branch:
 - d. TDS related details

Upon validation of placements, kindly credit the placement incentives to the bank account.

We, hereby certify that the above mentioned information and the documentary evidences of the placed candidates provided by _____(TP Name) are correct to the best of our knowledge. In case any discrepancy is found, the National Skill Development Corporation reserves the right to withhold placement related payments and take appropriate action against us.

Yours faithfully

(TP Name)

Annexure 2

Undertaking from the Training Centre

Undertaking-cum-Declaration on behalf of _____ [Training Partner's Name]

I, Mr/Mrs _____ (name of the signatory), an authorized signatory and acting on behalf of _____ (Training Partner name) (hereinafter referred to as "Training Partner"), a company registered under Companies Act, 1956 having its registered office at _____ (enter registered office address) state and undertake as below:

That the Training Partner will avail placement incentives in accordance with PMKVY Process Manual from National Skill Development Corporation (hereinafter referred to as "NSDC"), a company registered under the Companies Act, 1956, having its registered office at A-Block, Clarion Collection, Shaheed Jeet Singh Marg, New Delhi-110016.

That based on the obligations arising upon the Training Partner, I, on behalf of the Training Partner, do hereby confirm, assure, declare and irrevocably undertake that:

(i) The following candidates have been placed in Wage Employment:

Sr. No.	Candidate Name	Candidate ID	Batch ID	Employer Name	Employer SPOC Name	Employer SPOC Mobile Number	Training Centre ID	Monthly CTC Offered to the Trainee	Document enclosed as evidence of placement

(ii) The following trainees have opted for and are currently self-employed:

Sr. No.	Candidate Name	Candidate ID	Candidate Mobile No.	Training Centre ID

(iii) The documents furnished by the Training Partner to NSDC as proof of placement for all the aforementioned trainees are true and correct.

(iv) All the data for the above mentioned candidates has been uploaded in SDMS and information furnished in the documents matches with that on the SDMS website.

That in case any of the information and /or documents furnished by Training Partner is found to be incorrect and / or misleading and / or mismatching with the data uploaded in SDMS, NSDC shall have the right to take any suitable action, including suspension or blacklisting of the Training Partner, and may withhold any disbursement amount due. Further, Training Partner agrees that it shall indemnify, defend, hold harmless and

keep indemnified the NSDC, its directors, employees and other officers from and against any claim or loss including without limitation, fines, penalties, fees, damage, costs (including legal fees and expenses), liability (whether criminal or civil) suffered and/or incurred by NSDC due to such misrepresentation.

For (Name of TP)

(Name and Designation)

Date:

Place:

Witnessed by:

Name:

Address:

Signature _____

6 Monitoring



Monitoring

06

6.1 Background

The guidelines and key objectives for Accreditation, Affiliation and Continuous Monitoring of Training Centres (TCs) for Pradhan Mantri Kaushal Vikas Yojana (PMKVY) have been aligned to the Guidelines for Accreditation, Affiliation, and Continuous Monitoring of Centres for Skills Ecosystem, hereinafter referred to as *Skills Ecosystem Guidelines*.

It is recommended to read the *Skills Ecosystem Guidelines* before reading the Monitoring Guidelines for PMKVY. The processes, procedures and prescribed fee (wherever applicable) for the Accreditation, Affiliation, and Continuous Monitoring, as specified in the *Skills Ecosystem Guidelines* shall be applicable to PMKVY.

All the TCs desirous of participating in PMKVY shall mandatorily be accredited and affiliated. The key objectives of Continuous Monitoring under PMKVY are:

- To track performance/compliance of all stakeholders, especially TCs with respect to the key indicators and processes, to ensure achievement of overall PMKVY goals and objectives
- To take corrective measures for improving the performance of the Scheme
- To identify any course correction needed in a prioritised manner

The Accreditation Standards Metrics for *Skills Ecosystem Guideline* shall be applicable for PMKVY, however, the Compliance Standards Metrics (attached as Annexure A) and Performance Standard Metrics (attached as Annexure B) shall observe some of the additional/specific parameters under PMKVY.

The additional salient features under PMKVY Monitoring Guidelines are explained in the following sections. It is to be noted that the implementation of PMKVY as per these guidelines is likely to be reviewed periodically, depending upon the feedback from stakeholders and learning as the Scheme progresses. All updates shall be published on NSDC website (www.nsdcindia.org) and PMKVY website (www.pmkvyofficial.org). The stakeholders are advised to regularly check these websites for amendments / changes, if any.

6.2 Mechanism for Continuous Monitoring

In order to monitor PMKVY, various methodologies as mentioned in the *Skills Ecosystem Guidelines*, such as Self-Audit Report (SAR), call validations, surprise visits, and monitoring through SDMS shall be used. The States shall also be empowered to monitor the Scheme, the details of which shall be defined in the Monitoring Framework of PMKVY.

In addition to all what is mentioned in *Skills Ecosystem Guidelines*, these guidelines shall observe the features mentioned below.

6.2.1 Self-Audit Report

6.2.1.1 Apart from all the means of monitoring the Scheme, as mentioned in the *Skills Ecosystem Guidelines*, Self-Audit Report (SAR) is one of the most vital tools used for compliance and performance monitoring under PMKVY. The PMKVY TCs shall mandatorily submit SAR on a monthly basis. The time period window for the SAR submission is between the 25th to 30th/31st day of every month. In case a TC fails to submit or delays the submission, the grade of the TC would be affected as per the Compliance Standards Metrics. The PMKVY-specific SAR has been designed to review the parameters pertaining to continued Accreditation, the Compliance and the Performance Standards of PMKVY. The prescribed format of SAR for PMKVY shall be made available on PMKVY website (www.pmkvyofficial.org).

6.2.1.2 If due to any unavoidable situation, such as a natural calamity, political unrest, or law and order situation, the TC fails to submit the SAR on time, it would need to inform the PMKVY Monitoring Team within 7 to 10 days of the next month along with valid proofs/justification. However, if the TC fails to inform the PMKVY Monitoring Team on time, the case will be referred to the PMKVY Monitoring Committee (PMC) for further action. The details of the PMC are described in the subsequent sections of this guidelines document.

6.2.2 Grading of the Training Centres

6.2.2.1 As grading of the TC is one of the outcomes of Continuous Monitoring, it is pertinent to note that under PMKVY, the Target Allocation Framework is linked to the grade of the centre to ascertain that that high quality TCs get higher targets. This process shall also ensure continued focus on the quality of training by the TCs.

6.2.2.2 The target allocations under PMKVY are linked to the Accreditation Grade of the TC and requirements of the job roles within the particular geographical location of the centre. (*Refer to Annexure 1 on Short Term Training Guidelines for more details.*)

6.2.2.3 The details pertaining to grading of TCs, as described in *Skills Ecosystem Guidelines*, shall be applicable to PMKVY. In addition to that, a TC is required to score a minimum of 40% as per the Compliance as well as Performance Standard Metrics.

6.2.2.4 TCs are encouraged to voluntarily disclose the features and achievements of their training programmes, such as TC infrastructure, number of trainees trained, passed, certified, placed, and their placement details, on social media (for example, Facebook and Twitter) on a monthly basis. There shall be special points allocated for this aspect, and this shall be part of the Performance Standards Metrics. Refer to Annexure B for more details.

6.2.3 PMKVY Monitoring Committee

The PMC shall be constituted to take decisions on the non-compliance and non-performance related issues of stakeholders, such as TCs and SSCs. The Assessment Agencies (AA) shall be monitored through the SSCs. The committee will be composed as shown in the following table:

Chairman	Director, MSDE
Member Secretary	Monitoring Lead, PMKVY
Member 1	Head, PMKVY
Member 2	Representative from Finance
Member 3	Representative from NSDC Technology team
Member 4	Representative from NSDC Legal team
Member 5	Any other member invited by the Committee

The following shall be the key roles and responsibilities of the PMC:

- The Committee shall meet on a fortnightly basis to review and decide on the critical cases related to monitoring issues of the stakeholders. The decision taken by PMC will be final and binding on the stakeholders.
- The power to suspend/blacklist a stakeholder rests with the PMC. Based on the Monitoring Investigation procedure given in Section 6.2.5 as per recommendation of the PMKVY Monitoring Team PMC shall review the case and may suspend/blacklist the concerned stakeholder from PMKVY or take any other action as deemed fit by the Committee. The consequences associated with blacklisting and suspension are given in Section 6.2.7 of this guideline document. The decision of the PMC shall be final and binding on the concerned stakeholder.
- Additionally, PMC may also refer the case to the Accreditation Committee for de-accreditation of the TC, depending on the nature and severity of the discrepancy.
- Refer to Section 6.2.6 to learn about the key parameters to be monitored under the Scheme. The PMKVY Monitoring Team shall monitor the Scheme on the basis of these parameters. Further, based on the learning experiences during the first three months of the implementation of the Scheme, a detailed Monitoring Framework, including Consequence Management System for each of the concerned stakeholder shall be formulated by PMKVY Monitoring Team and PMC.
- The PMKVY Monitoring Team shall report monthly progress of the various monitoring related issues to PMC.
- PMC is empowered to amend the Compliance and Performance Standard Metrics or the monitoring framework at any point of time, as per the requirement of the Scheme.

6.2.4 PMKVY Monitoring Structure

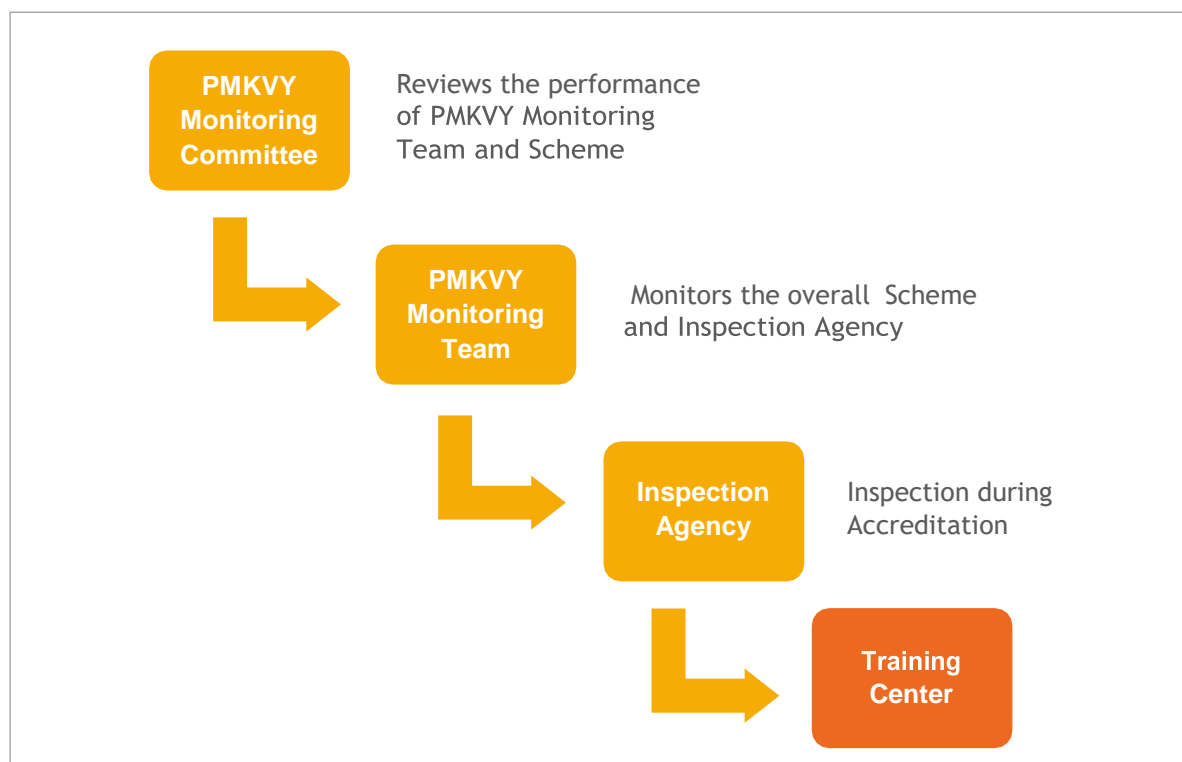
- #### 6.2.4.1
- The Scheme shall be monitored through a multi-layer checking. The Inspection Agency, along with the PMKVY Monitoring Team shall be responsible to continuously monitor all the TCs based on the Compliance and Performance Standard Metrics.

6.2.4.2 While the monitoring of each TC shall be done by the Inspection Agency, the PMKVY Monitoring Team shall monitor the overall Scheme. PMKVY Monitoring Team shall also monitor the performance of the Inspection Agency by periodically checking a sample base to ensure that the Inspection Agency is monitoring the TCs in the right and desired manner.

6.2.4.3 The PMC shall monitor the overall Scheme progress, and the performance of PMKVY Monitoring Team on a fortnightly basis. States shall also be empowered to monitor the Scheme, the details of which will be defined in the Monitoring Framework of the Scheme.

Figure 1 explains the envisaged structure of monitoring of PMKVY to ensure robust monitoring of the overall Scheme.

Figure 1: Monitoring Structure of PMKVY



6.2.5 Monitoring Investigation Procedure

In the event of any discrepancy found against a stakeholder, the PMKVY Monitoring Team or the PMKVY Inspection Agency will investigate the case through various means/sources of data. The following investigation procedure may be adopted before taking an action against the stakeholder:

6.2.5.1 If any discrepancy is found while evaluating the stakeholder's performance with respect to compliance/performance standards, sufficient time period of at least seven days would be provided to the stakeholder to respond. The stakeholder is expected to send a detailed compliance report, if any. It is in the best interest of the stakeholders to provide the report with as much details as possible, along with the necessary proofs/evidences to defend their cases. Proofs may include pictures, documents, videos, or any other evidence that can justify their explanation.

6.2.5.2 A Show Cause Notice may be sent to the concerned stakeholders if repeated non-compliance(s) are found, or in case of gross violation(s) of the PMKVY guidelines, such as TC not found at the specified location during the surprise visit. It may be noted that the Consequence Management may be applied immediately in such cases.

- 6.2.5.3 Strict action, as decided by PMC, may be taken against the TC in case the discrepancy is "proved". A discrepancy is said to be "proved", if the compliance report, as submitted by the stakeholder in response to the Show Cause Notice or the mail seeking explanation is "dissatisfactory".

A response is considered "dissatisfactory" under any of the following conditions:

- If the stakeholder fails to submit the compliance report on time
- If the PMKVY Monitoring Team finds that the compliance report submitted lacks sufficient supporting proofs / evidences
- If the explanation provided as per the compliance report is not found logical to defend the identified discrepancies
- If the investigation leads to an analysis that contradicts the explanation/compliance report submitted by the stakeholder

A response by the stakeholder is considered "satisfactory" when all of the following conditions are met:

- If the concerned stakeholder submits the compliance report along with all the supporting proofs/evidences that may include documents, photographs, and videos
- If the explanation provided along with the proofs is found logical with regards to the discrepancies found
- If the investigation supports the explanation/compliance report submitted by the stakeholder

Based on whether the response was "satisfactory" or "dissatisfactory", and based on the nature and severity of the discrepancy, the case shall be referred to PMC.

6.2.6 Key parameters to be monitored under PMKVY

The PMKVY Monitoring Team shall monitor the Scheme on the basis of the key parameters described below. As stated earlier, the detailed monitoring framework shall be formulated, based on the learning of the first three months of the operation of PMKVY. The consequences on the TC in case of Suspension and Blacklisting is given in Section 6.2.7.

The key parameters to be monitored under PMKVY are:

- 6.2.6.1 Fake Enrolments: This shall be proved if a considerable percentage of trainees enrolled at a TC as per SDMS verify that they are not aware of their enrolments under PMKVY, or if they verify that they are not getting trained by the TC.
- 6.2.6.2 Mass Enrolments: This shall be proved if a considerable percentage of trainees enrolled at a TC as per SDMS verify that they are pursuing education from a school, college, or other educational institute.
- 6.2.6.3 If any trainees were enrolled in such a way and imparted training, their certification process would be allowed. However, the payment due to the TC shall be withheld. If it is found that the trainee was enrolled but never got trained by the TC, it would be considered as fake enrolment. Penalty with respect to fake enrolments shall be applicable.
- 6.2.6.4 TC not found at the address: This refers to such cases when it is found that the TC does not exist at the address mentioned at the time of accreditation, which means the TC was accredited, but during a surprise visit or through any other means post-accreditation, it is found that it exists at a different address. In such cases, the TC shall be suspended or blacklisted from PMKVY, as per the decision of the PMC.

6.2.6.5 Unethical Practices: If the TC is found to be indulging in unethical practices, stringent action shall be taken. Unethical practices include but are not limited to :

- Offering any undue favour in cash or kind to assessors in order to influence the trainees's results
- Forging/manipulating the placement data
- Misleading trainees during mobilisation or at any point of time
- Providing any information through branding/marketing that may mislead the trainees or public in general, such as promising to offer government jobs to the trainees
- Any other serious violation to PMKVY guidelines observed at any point of time.

In case of (6.2.6.1) and (6.2.6.4), the TC shall be blacklisted from PMKVY; the PMC may blacklist the concerned TP too. Further, such cases shall be referred to the Accreditation Committee for de-accrediting the TC.

6.2.7 Consequence Management System

6.2.7.1 Suspension and Blacklisting of Stakeholder under PMKVY

Suspension indicates that the concerned stakeholder will not be allowed to operate under PMKVY. Suspension shall be temporary, for a limited period for six months or more, as decided by the PMC on case to case basis.

Blacklisting indicates that the concerned stakeholder will not be allowed to operate under PMKVY under any circumstances. The concerned stakeholder will be permanently debarred from the PMKVY.

In addition, PMC may also refer the case to the Accreditation Committee for de-accreditation of the TC, depending on the nature and severity of the discrepancy.

In case of suspension/blacklisting of a TC, the following would be the additional consequences:

- The information related to suspension/blacklisting of a TC would be uploaded on the PMKVY website, and shall also be communicated to the other Government of India sponsored skill development schemes.
- The detailed consequences that may include financial penalty shall be enforced on the concerned stakeholder by the PMC.

PMC reserves the right to revise/amend the above consequences. As stated earlier, the detailed monitoring framework and the associated consequences shall be formulated and published within three months of the commencement of the Scheme.

6.2.7.2 De-Accreditation of Training Centre

In addition to the monitoring issues defined in Section 6.2.6, the following cases shall also be reported to the PMC for non-performance/non-compliance. PMC may decide to escalate the matter to the Accreditation Committee for further action.

- Improper/misleading use of accreditation/affiliation status
- Imparting training in the job role for which the TC was not accredited/affiliated
- Non-payment of fees, as and when required
- Refusal/repeated delays by the TC to conduct Continuous Monitoring through SAR
- Failure of the TC to maintain a minimum monthly Compliance Score and/or Performance score.
- Any other condition deemed appropriate by PMC

6.2.7.3 Consequences applicable to the Sector Skill Council (SSC)

Under PMKVY, it is expected that SSCs through their processes, resources, and affiliated AAs, play a key role in monitoring the training and assessment-related aspects at the TCs. The roles and responsibilities, and the related consequences in case of non-compliance for SSC under PMKVY are given in Table 1. The roles and consequences are subject to revision as per the decision of PMC.

Table 1: Roles and responsibilities, non-compliance, and consequences for SSC

S.No. (A)	Responsibility of SSC (B)	Timelines (C)	Non-Compliance observed (D)	Consequences	
				Financial Penalties (E)	Other Actions/ Penalties (F)
1.	Timely release of Affiliation Certificates to the TC: SSC shall provide the Certificate of Affiliation to all the TCs in a timely manner.	SSCs to release the Certificate of Affiliation to the successfully accredited TCs within seven days from the date of announcement of the accreditation result	Delay in release of Certificate of Affiliation	-	If it is observed at any given point in time that more than 10% of all the Accredited Centres under an SSC have not been released Certificate of Affiliation within seven days of the accreditation status, the PMC may refer the case to the Grievance Committee of the SSC or take suitable administrative action against the concerned SSC.
2.	Timely upload of trainees' results: It is the responsibility of the SSC to ensure that the trainees' assessment results are uploaded on SDMS in a timely manner.	Assessment results of trainees to be uploaded on SDMS within seven days from the date of assessment.	i In case there is a delay in uploading the results, which means the results are not uploaded within seven days from the date of assessment; or ii At any point of time, if more than 10% of the results are not uploaded on SDMS on time.	In case of point (i), a penalty of 1% of the Assessment Fee per day per trainee would be deducted from the Assessment fee payment to the concerned SSC.	In case of point (ii) mentioned in column D, PMC may refer the case to the Grievance Committee of the SSC or take suitable Administrative action against the concerned SSC. In case of repeated delay on part of the AAs in uploading the results, the SSCs are expected to take suitable action against the agencies, including suspension/blacklisting from the scheme, as the case may be. It is the SSC's responsibility to control and monitor the AAs. Failure to do so shall result in serious consequences, as deemed fit by PMC.

S.No. (A)	Responsibility of SSC (B)	Timelines (C)	Non-Compliance observed (D)	Consequences	
				Financial Penalties (E)	Other Actions/ Penalties (F)
3.	Timely approval of results on SDMS and Certification of trainees: It is expected that the SSC approves the results uploaded on SDMS in a timely manner. In PMKVY, once the results are approved by the concerned SSC or auto-approved on SDMS, the certificates are auto-generated for all the eligible trainees.	The SSCs to approve the results within seven days from the date of upload of results, else the results would be auto approved by SDMS.	At any point of time, if it is found that more than 10% of the batches show auto-approved results, it is proved that SSCs are not reviewing the results and leaving it for auto approval.	-	If more than 10% of the batch results uploaded are auto-approved, PMC may refer the case to the Grievance Committee of the SSC or take suitable administrative action against the concerned SSC.
4.	Authenticity of the trainees who appear for the assessment: It is the responsibility of the SSC to ensure that only authentic and eligible trainees are assessed, to ensure that no fake trainees are assessed. SSC must ensure that the following aspects are checked during assessments:	In case of any gross issue/ discrepancy, such as fake enrollments identified during assessment, SSC to immediately withhold the assessments and report the same to PMKVY Monitoring Team.	i Fake enrolment, low attendance, and low awareness about PMKVY among trainees found at a TC during Continuous Monitoring, but no such issue/discrepancy reported during assessment by SSC.	Suitable financial penalty shall be imposed on the SSC	In case of such serious non-compliance by SSC, apart from financial penalties, PMC may refer the case to the Grievance Committee of the SSC or take suitable administrative action against the concerned SSC. If it is observed by SSC that: <ul style="list-style-type: none"> ▫ AAs and/or assessors have not followed the due process which led to the assessments of fake trainees, or ▫ AAs and/or assessors have conducted the assessment of fake trainees in return of financial and other favors from TC, or

S.No. (A)	Responsibility of SSC (B)	Timelines (C)	Non-Compliance observed (D)	Consequences	
				Financial Penalties (E)	Other Actions/ Penalties (F)
	<p>i Trainees enrolled at the TC (who are being assessed) are same as those uploaded on SDMS - Verification to be done by checking of Aadhaar ID and enrolment forms</p> <p>ii Trainees have regularly attended the training at the TC □ Verification to be done by checking the attendance records and interaction with the trainees</p> <p>iii Trainees have awareness regarding PMKVY □ Verification to be done by interaction with trainees</p>	In case of any gross issue/ discrepancy, such as fake	ii Fake trainees have been assessed and certified by the SSC.		<p>□ AAs and / or Assessors failed to report the discrepancies regarding irregularity of training and trainees awareness about PMKVY</p> <p>In case of the above-mentioned conditions, SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or Assessors.</p>

S.No. (A)	Responsibility of SSC (B)	Timelines (C)	Non-Compliance observed (D)	Consequences	
				Financial Penalties (E)	Other Actions/ Penalties (F)
5.	<p>Center validation during Assessments:</p> <p>It is the responsibility of the SSC to ensure that the TC is being validated by the AAs during assessments.</p> <p>During assessment, SSC must ensure if the TC exists at the same address which was accredited and mentioned on SDMS.</p>	In case of non-compliance, SSC to take action against the AA/Assessor and update the same to PMKVY Monitoring Team.	In case it is observed during Continuous Monitoring or/and surprise visit that the TC does not exist on the address mentioned on SDMS, (which means that the TC exists however not at the address mentioned on SDMS) however SSC has failed to report the same to PMKVY Monitoring Team in timely manner	Suitable financial penalty shall be imposed on the SSC.	<p>If non-compliances are observed in more than three TCs, the PMC may refer the case to the Grievance Committee of the SSC or take suitable administrative action against the concerned SSC. This is in addition to the financial penalty.</p> <p>In cases where AAs and / or Assessors have reported incorrect/incomplete information in their Center Validation Report in return for financial and other favours from the TC, or for any other reason, the SSC is expected to take suitable action against AAs and/or assessors which may include suspension or blacklisting.</p>

S.No. (A)	Responsibility of SSC (B)	Timelines (C)	Non-Compliance observed (D)	Consequences	
				Financial Penalties (E)	Other Actions/ Penalties (F)
6.	Indulgence in Unethical Practices: To monitor, if the TC and/or AA are found indulging in unethical practices, such as offering/demanding bribery to influence the outcome of assessment, or any other matter that indicates indulgence in unethical practice. SSC has to initiate the action against guilty and update the same to PMKVY Monitoring Team in timely manner.	SSC to report the same to the PMKVY Monitoring Team.	If complaint with valid proofs received about the TC or the AA/Assessor offering or seeking any undue favour in cash or kind to influence the outcome of assessment and SSC fails to initiate suitable action against AA and update the same to PMKVY Monitoring Team in timely manner (In case a TC is found indulged in unethical practice, SSC should report the case to PMKVY Monitoring Team, which in turn shall refer the case to PMC).	Suitable financial penalty shall be imposed on the SSC.	If non-compliances are observed in more than two TCs, PMC may refer the case to the Grievance Committee of the SSC to take suitable administrative action against the concerned SSC. This is in addition to the financial penalty. In cases where AAs and /or Assessors are found indulged in unethical practices, the SSC is expected to take suitable action against AAs and/or Assessors which may include their suspension or blacklisting.

Annexure A

PMKVY Grading Metrics for Compliance Standards

Note:

1. The Compliance of the TC shall be measured after two months of its training commencement
2. TCs are expected to achieve at least 40% scores, failing which PMKVY Monitoring Committee may escalate the case to the Accreditation Committee

S. No.	Compliance Standard Indicator	Scores
1	Continuous Availability of required Infrastructure/Equipment and Training Material	6
A	Availability of equipment in labs as specified by SSC	3
B	If equipment in labs not found as specified by SSC	0
C	Availability of training material (NSQF Aligned Content)	3
D	If the training material is not available or not NSQF aligned	0
2	Adherence to PMKVY Branding and Communication Guidelines	4
A	Branding displayed outside TC, adhering to PMKVY guidelines	1
B	Branding displayed inside Classrooms, adhering to PMKVY guidelines	1
C	Branding displayed inside Labs, adhering to PMKVY guidelines	1
D	Branding displayed at Placement / Counselling room, adhering to PMKVY guidelines	1
3	Continuous Availability of SSC certified Trainers	2
A	Availability of the certified Trainers at the TC who were reported during Accreditation. In case any trainer leaves the TC, it has to ensure that the concerned trainer gets certified by SSC for retaining Accreditation Status.	2
B	Unavailability of the certified Trainers at the TC	0

Annexure A

PMKVY Grading Metrics for Compliance Standards

Note:

1. The Compliance of the TC shall be measured after two months of its training commencement
2. TCs are expected to achieve at least 40% scores, failing which PMKVY Monitoring Committee may escalate the case to the Accreditation Committee

S. No.	Compliance Standard Indicator	Scores
4	Distribution of Induction kit to the trainees as per PMKVY Guidelines	2
a	Providing induction kit to the trainees after enrolment and before the training commences	2
b	Failing to provide the induction kit before the training commences	0
5	Training of Trainees (Whether the trainees are being imparted training at the TC as per batch schedule)	2
a	If training is being conducted at the TC, as per the batch schedule reported in SDMS	2
b	If it is found that training is not being conducted as per batch schedule reported in SDMS	0
6	Availability of PMKVY Enrolment Form signed by the trainees	2
a	Availability of signed and filled PMKVY Enrolment form at the TC	2
b	Unavailability of signed and filled PMKVY Enrolment form at the TC	0
7	Usage of Aadhaar-enabled Biometric Attendance System(AEBAS) for recording Trainee and Trainer Attendance	2
a	If daily attendance of trainees and trainer at a TC is captured using AEBAS	2
b	If daily attendance is captured using other means like physical register	0
Note for point no.7: Attendance recorded on AEBAS Portal may be used to verify trainees and trainer attendance, on sample basis.		
Total Monthly Compliance Score		20

Annexure B

PMKVY Grading Metrics for Performance Standards

Note:

1. The Performance of the TC shall be measured four months after training commencement
2. Bonus points shall be awarded in few cases; however in any case, total Performance score shall not exceed score of 30 at any point of time.
3. TCs are expected to achieve at least 40% scores, failing which the PMKVY Monitoring Committee may escalate the case to the Accreditation Committee
4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the TC voluntarily discloses its operations. The reference regarding voluntary disclosure needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
1	Placement Performance	9
a	70% or more certified trainees are placed AND their data uploaded on SDMS within ninety days of certification	9
b	60-69% certified trainees are placed AND their data uploaded on SDMS within ninety days of certification	6
c	50-59% certified trainees are placed AND their data uploaded on SDMS within ninety days of certification	3
d	Below 50% certified trainees are placed AND their data uploaded on SDMS within ninety days of certification	0
	<p>Note for point no. 1:</p> <p>A. Bonus marks will be awarded if more than 70% certified trainees are placed AND their data uploaded on SDMS within ninety days of certification. 2 Bonus marks will be awarded for every 5% increment in placement performance (over and above 70%)</p> <p>B. 2 Bonus marks will also be allocated in case the TC uploads the success stories along with videos/photographs of successfully placed trainees of at least 10 trainees in a Quarter in Social Media i.e. Facebook, YouTube, twitter etc.</p> <p>C. Placement Performance would be calculated only for those trainees, who have been certified for ninety days or more prior to the date of calculating the placement performance of the TC</p>	

Annexure B

PMKVY Grading Metrics for Performance Standards

Note:

1. The Performance of the TC shall be measured four months after training commencement
2. Bonus points shall be awarded in few cases; however in any case, total Performance score shall not exceed score of 30 at any point of time.
3. TCs are expected to achieve at least 40% scores, failing which the PMKVY Monitoring Committee may escalate the case to the Accreditation Committee
4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the TC voluntarily discloses its operations. The reference regarding voluntary disclosure needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
2	Pass Percentage	6
a	80% or more pass percentage is observed , for the batches wherein results have been uploaded	6
b	70-79% more pass percentage is observed , for the batches wherein results have been uploaded	4
c	60-69% more pass percentage is observed , for the batches wherein results have been uploaded	2
d	Below 60% pass percentage is observed , for the batches wherein results have been uploaded	0
	Note for point no. 2 : Bonus marks will be awarded if more than 80% pass percentage is observed, for the batches wherein results have been uploaded by the end of Quarter whose performance is reviewed. 2 Bonus mark will be awarded for every 5% increment in pass percentage (over and above 80%)	
3	Organizing Rozgar Mela in Six months	3
a	If the Rozgar Mela is organized in Six Months with press/ media coverage	3
b	If the Rozgar Mela is organized in Six Months without press/ media coverage	1.5
c	No Rozgar Mela organized in Six Months	0

Annexure B

PMKVY Grading Metrics for Performance Standards

Note:

1. The Performance of the TC shall be measured four months after training commencement
2. Bonus points shall be awarded in few cases; however in any case, total Performance score shall not exceed score of 30 at any point of time.
3. TCs are expected to achieve at least 40% scores, failing which the PMKVY Monitoring Committee may escalate the case to the Accreditation Committee
4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the TC voluntarily discloses its operations. The reference regarding voluntary disclosure needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
	<p>Note for point no. 3 :</p> <p>2 Bonus marks per Rozgar Mela will be awarded for every extra Rozgar Mela organized in six months (over and above mandatory one Rozgar Mela in Six months)</p> <p>The Rozgar Mela indicator shall be counted on Half yearly basis i.e. every Six months. Therefore, Centre shall be awarded marks out of reduced scale i.e. deducting 3 points for Rozgar Mela indicator. The Performance Scores achieved would be normalized to get a score from 30.</p> <p>If a joint Rozgar Mela is organized by two or more TCs, equal Performance Scores for organizing Rozgar Mela will be awarded to each of the organizing TCs</p>	
4	Mobilisation of trainees (Organizing Kaushal Melas)	3
a	If the Kaushal Mela is organized in Six Months with press/ media coverage	3
b	If the Kaushal Mela is organized in Six Months without press/ media coverage	1.5
c	No Kaushal Mela organized in Six Months	0

Annexure B

PMKVY Grading Metrics for Performance Standards

Note:

1. The Performance of the TC shall be measured four months after training commencement
2. Bonus points shall be awarded in few cases; however in any case, total Performance score shall not exceed score of 30 at any point of time.
3. TCs are expected to achieve at least 40% scores, failing which the PMKVY Monitoring Committee may escalate the case to the Accreditation Committee
4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the TC voluntarily discloses its operations. The reference regarding voluntary disclosure needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
	<p>Note for point no. 4 :</p> <p>2 Bonus marks per Kaushal Mela will be awarded for every extra Kaushal Mela organized in Six Months (over and above mandatory 1 Kaushal Mela in Six months)</p> <p>The Kaushal Mela indicator shall be counted on Half yearly basis i.e. every Six months. Therefore, TC shall be awarded marks out of reduced scale i.e. deducting 3 points for Kaushal Mela indicator. The Performance Scores achieved would be normalized to get a score from 30.</p> <p>If a joint Kaushal Mela is organized by two or more TCs, equal Performance Scores for organizing Kaushal Mela will be awarded to each of the organizing TCs.</p>	
5	Trainee Feedback	3
a	80-89% of the trainees (whose feedback is captured) at the TC provide feedback (considering all the trainees in all the job roles)	3
b	70-79% of the trainees (whose feedback is captured) at the TC provide feedback (considering all the trainees in all the job roles)	2
c	60-69% of the trainees (whose feedback is captured) at the TC provide feedback (considering all the trainees in all the job roles)	1
d	Below 60% performance of the trainees (whose feedback is captured) at the TC provide feedback (considering all the trainees in all the job roles)	0

Annexure B

PMKVY Grading Metrics for Performance Standards

Note:

1. The Performance of the TC shall be measured four months after training commencement
2. Bonus points shall be awarded in few cases; however in any case, total Performance score shall not exceed score of 30 at any point of time.
3. TCs are expected to achieve at least 40% scores, failing which the PMKVY Monitoring Committee may escalate the case to the Accreditation Committee
4. In order to promote transparency in the operations of TC, 2 Bonus marks will be awarded in case the TC voluntarily discloses its operations. The reference regarding voluntary disclosure needs to be provided in SAR.

S. No.	Performance Standard Indicator	Scores
	Note for point no. 5: 2 Bonus marks shall be awarded if feedback is captured of more than 90% trainees. Training feedback from trainees will be collected through a mobile based Application	
6	Quality of Training based on Trainee Feedback	3
a	80-89% trainees (whose feedback captured) provide satisfactory feedback about the training	3
b	70-79% trainees (whose feedback captured) provide satisfactory feedback about the training	2
c	60-69% trainees (whose feedback captured) provide satisfactory feedback about the training	1
d	Below 60% trainees (whose feedback captured) provide satisfactory feedback about the training	0
7	Enrolment Target Achievement	3
a	80% or more enrolment target achievement	3
b	70-79% enrolment target achievement	2
c	60-69% enrolment target achievement	1
d	Below 60% enrolment target achievement	0
Total Monthly Performance Score		30

Glossary

- a. **Aadhaar ID in North-East Region:** Aadhaar IDs are not available in some of the states in the North-East Region. To facilitate coverage of those states in PMKVY, alternate Identity proofs, such as PAN or Voter ID, may be accepted instead of the Aadhaar ID. The six North-East states where alternate IDs can be used are Nagaland, Manipur, Mizoram, Arunachal Pradesh, Assam and Meghalaya. Variation from the process shall not be permitted for the remaining North-East states, namely Sikkim and Tripura.
- b. **Mobilising Agency:** A Mobilising Agency may be appointed for Recognition of Prior Learning (RPL) Projects Type 1 and 3. Trade Associations, Industry bodies, NGOs, or Training Partners can be appointed as Mobilising Agency to assist in on-ground mobilisation of potential candidates to RPL camps or RPL centers.
- c. **MSDE:** The Ministry of Skill Development and Entrepreneurship of Government of India coordinates all the skill development efforts across the country.
- d. **NOSs:** National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity at the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In its essential form, NOS describes functions, standards of performance, and knowledge / understanding.
- e. **NSDC:** The National Skill Development Corporation (NSDC) has been instituted to foster private sector initiatives in Skill Development. It is a Private Public Partnership (PPP) organization with representatives of Government and Industry Associations on its Board.
- f. **NSQF:** The National Skill Qualification Framework (NSQF), would be a descriptive framework that organizes qualifications, according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes, including the competencies the learners must possess regardless of whether they were acquired through formal, non-formal or informal education and training. It is, therefore, a nationally integrated education and competency based skill framework that will provide for multiple pathways both within vocational education and vocational training and among vocational education, vocational training, general education and technical education. In this way, it links one level of learning to a higher level in order to enable a person to acquire the desired skill levels, transit to the job market, and return to skill development to further upgrade their skill sets.
- g. **Payout:** It is the amount that paid out to the candidates, PIAs and SSCs, as applicable.
- h. **PMKVY:** Pradhan Mantri Kaushal Vikas Yojana (PMKVY) is the flagship scheme of MSDE. The objective of this Skill Certification scheme is to enable a large number of Indian youth to take up industry-relevant skill training that will help them in securing a better livelihood. Individuals with prior learning experience or skills will also be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. NSDC is the designated implementing agency for PMKVY.
- i. **QPs:** A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive creation of curriculum and assessments. The job roles would be at various proficiency levels and aligned to the NSQF. The NOSs and QPs for the various job roles in each sector, created by SSCs and subsequently ratified by an appropriate authority, would be available online and updated from time to time.



- j. **RPL:** Recognition of Prior Learning (RPL) is the process of recognising previous learning, often experiential, towards gaining a qualification.
- k. **RPL Facilitator:** RPL Facilitators are SSC approved trainers who have completed the Training of Trainers (ToT) programme. For conduct of a RPL Project, SSC shall appoint such trainers to undertake Counselling and Pre-Screening, Orientation and Bridge Courses, where applicable. There should be no overlap in the functions of the Assessment Agency and the RPL Facilitator engaged for a project.
- l. **SDMS:** The Skill Development Management System (SDMS) is the IT solution that has been developed and maintained by the NSDC.
- m. **Special Areas:** The special areas designated by the Government of India include the Left Wing Extremism worst affected districts, Jammu & Kashmir, North-East Region (8 States), Lakshadweep, Himachal Pradesh, Uttarakhand, and Andaman & Nicobar Islands.
- n. **Special Groups:** In context of PMKVY, special group includes women candidates and persons with disability (PwD).
- o. **SSCs:** Sector Skill Councils (SSCs) are industry-led bodies, who would be responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs shall prescribe the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and shall work with the National Skill Development Agency (NSDA) to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).






सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

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