



Operations Manual

for

Skill Development Initiative Scheme (SDIS)

Based on Modular Employable Skills

Government of India

Ministry of Labour and Employment

Directorate General of Employment and Training

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In case of conflict between the guidelines and Operational Manual, the latest guidelines issued by DGE&T will prevail.

Message by DG/JS (MoLE)

India has one of the youngest populations in the world where as most industries in India are currently struggling with scarcity of skilled labor. Government of India has formulated the National Skill Development Policy and has set a target of training 50 crore youth by 2022 to reap the demographic dividend. Ministry of Labour & Employment undertook development of a new strategic framework for skill development to provide employable skills and also test and certify the existing skills of the persons and launched Skill Development Initiative Scheme (SDIS) in May 2007.

The Operational Manual for Implementation of Skill Development Initiative Scheme (SDIS) has been developed in view of the need for having a single document which presents all the processes, roles and responsibilities for all stakeholders involved in implementation of SDIS. The manual has been developed by taking into view all the amendments to the guidelines which have been released till date and will be updated periodically to act as a one stop reference for all the stakeholders of SDIS.

It is important that uniform standard operating procedures are followed countrywide for ensuring quality and uniformity in service delivery, by reducing any ambiguity which might arise during the implementation. The operational manual focuses on the processes for Vocational Training Providers (VTP), Assessing Bodies (AB) and the government functionaries like State directorates, Regional Directorate of Apprenticeship Training (RDAT) and DGE&T.

It is envisaged that all the functionaries working under SDIS will utilize the manual to provide quality services aimed at providing vocational training and meaningful employment to the youth in the country. I hope that the Operational Manual will help all concerned to operationalize the processes and strengthen the implementation of one of the most critical skill development programs in the country.

(V. Alok Kumar IAS)
Director General/ Joint Secretary
Ministry of Labour & Employment

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2 Abbreviations

AB	Assessing Body
ATI	Advanced Training Institute
CSS	Centrally Sponsored Scheme
CTI	Central Training Institute
CTS	Craftsmen Training Scheme
DCA	Direct Candidate Assessment
DGE&T	Directorate General of Employment & Training
FTI	Foremen Training Institute
GFR	General Financial Rules
GOI	Government of India
IFD	Integrated Finance Division of MoLE
IMP	Instructional Media Package
ITC	Industrial Training Centre
ITI	Industrial Training Institute
L&E	Labour and Employment
M&E	Monitoring and Evaluation

MES	Modular Employable Skills program of the Government of India
MIS	Management Information System
MoLE	Ministry of Labour & Employment
MoF	Ministry of Finance
NCVT	National Council for Vocational Training
NIMI	National Instructional Media Institute at Chennai
NPMC	National Project Management Cell
NSDA	National Skill Development Agency
NVTI	National Vocational Training Institute for Women
RDAT	Regional Directorate of Apprenticeship Training
RVTI	Regional Vocational Training Institute for Women
SCVT	State Council for Vocational Training
TC	Testing Centre
UC	Utilization Certificate
UT	Union Territory
VTP	Vocational Training Provider

3 Definitions applicable to SDIS

Sector - Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

Skills – means the ability to apply knowledge and use know-how to complete tasks and solve problems.

Competency – means the proven ability to use acquired, knowledge, skill, personal and social abilities, in discharge of responsibility roles. It is the ability to do a job well.

Knowledge – means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is

related to a field of work or study. Knowledge is described as theoretical and/or factual.

Candidate – refers to an individual undergoing skill development training or is looking for recognition of the skills acquired formally/informally.

Trainer – means someone who trains, instructs, teaches or otherwise enables the candidate(s) to acquire the appropriate knowledge and skills

Vocational Training Provider - means any organization providing knowledge and skills to candidates.

Recognition of Prior Learning or RPL – is the process of recognizing previous learning, often experiential, towards gaining a qualification

Assessing Body – means any organization which is empanelled by DGE&T to carry out assessment of trained candidates or direct candidates under SDIS

4 Background

4.1 Vocational Training System in India

Vocational Training is a concurrent subject under the Constitution. The Central and State Governments share responsibility for effective implementation of vocational training system in the country.

As per the National Skill Development Policy, India has target of creating 500 million skilled workers by 2022 and all the ministries have devised skill development plans and set the targets/milestones for skill development and employment.

Directorate General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoLE), is the nodal body for formulating policies, laying down norms, standards, conducting trade test and certification of vocational training under the aegis of training advisory body National Council of Vocational Training (NCVT).

4.2 Vocational training under Directorate General of Employment & Training (DGE&T)

The Directorate General of Employment & Training (DGE&T) in Ministry of Labour is the apex organization for development and coordination at National level for the programs relating to vocational training including Women's Vocational Training and Employment Services. The vocational training system under the Ministry of Labour and Employment is one of the most comprehensive systems in the country.

Industrial Training Institutes are under the administrative and financial control of State Governments or Union Territory Administrations. DGE&T also operates Vocational Training Schemes in some of the specialized areas through field institutes under its direct control. Development of these programs at national level, particularly in the area concerning common policies, common standards and procedures, training of instructors and trade testing are the responsibility of the DGE&T. Some of the vocational training schemes are briefed below:

4.3 Institutional Training – Craftsmen Training through Industrial Training Institute (ITI)

The craftsman training is provided to youth with the objective to prepare semi-skilled workers for the industry. The educational qualification varies from class VIII pass to Class XII pass depending upon the trades. The duration of training varies from six months to three years. The trainees after completion of craftsmen training appear in the All India Trade Test to get National Trade Certificate awarded by National Council of Vocational Training (NCVT), which is recognized for the purpose of recruitment to the subordinate technical posts at the shop floor level within the country as well as abroad. The State Governments through Industrial Training Institutes/Industrial Training Centers (ITIs/ITCs) impart institutionalized vocational training under Craftsman Training Scheme, which is one of the flagship programs run by the DGE&T.

4.4 On the Job Training – Apprenticeship Training through Industry

Another important training scheme of DGE&T is apprenticeship training imparted under the Apprentices Act, 1961 in industrial establishments to school leavers and ITI graduates with the objective to prepare skilled workers for the industry. The educational qualification varies from class VIII pass to Class XII pass depending upon the trades. The duration of training varies from one year to four years. All India Trade Tests for apprentices are conducted under the aegis of NCVT. Successful apprentices are awarded National Apprenticeship Certificate, which is a recognized qualification for recruitment to the shop floor level subordinate technical posts within the country as well as abroad.

4.5 Skill Development Initiative on Modular Employable Skill (MES)

Skill Development Initiative on Modular Employable Skill (MES) has been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. MES is 'Minimum Skill Set' which is sufficient to get an employment in the world of work. MES allows skills upgradation/formation, multi entry and exist, vertical and horizontal mobility and lifelong learning opportunities in a flexible manner and allows recognition of prior learning. The skill is to be assessed by the Assessing Body mainly from the Industry organizations. NCVT issues certificate of skills acquired through informal means/competence assessed.

4.6 Advisory Body – National Council of Vocational Training (NCVT) & Central Apprenticeship Council

Two tripartite bodies—the Central Apprenticeship Council (a statutory body) and the National Council for Vocational Training (a non-statutory body) - advise the GOI on formulating policies and procedures, and prescribing standards and norms for vocational training schemes. Correspondingly, State Councils advise the State governments in respect of vocational training at the State level. The National Council for Vocational Training develops syllabi, affiliates ITIs, and conducts All India Trade Tests (AITT) and issue certificates.

5 Introduction to Skill Development Initiative Scheme (SDIS)

Hon'ble Minister of Finance during the budget speech in 2005-06 made the following announcement:

“To meet the demand for specific skills of a high order, a Public Private Partnership between Government and Industry is proposed to promote skills development program under the name ‘Skill Development Initiative’....”

Accordingly, Ministry of Labour & Employment undertook development of a new strategic framework for skill development for early school leavers and existing workers, especially in the un-organized sector in close consultation with industry, micro enterprises in the un-organized sector, State Governments, experts and academia which were essential considering their educational, social and economic background.

5.1 Progress of Skill Development Initiative Scheme (SDIS)

Ministry of Labour and Employment launched Skill Development Initiative Scheme (SDIS) in May 2007. DGE&T at the national level issues the guidelines and provides funding and direction to the scheme whereas the implementation is carried out by the state government and regional institutions under Ministry of Labour and Employment in partnership with VTP and Assessing Bodies.

The online implementation of the SDI scheme through web-portal was launched since 1st January 2012. During XI plan period (2007-12), against an approved outlay of Rs 500 crore, an amount of Rs 407 crore was spent and 13.67 lakh persons were trained or directly tested under the scheme.

Till date 27.31 lakh of youth have been training / tested under SDIS. At present SDIS is being implemented by 9807 Vocational Training Providers and 104 Assessing Bodies.

Cabinet committee on Skill Development has approved the continuation of this scheme for XII plan period with certain changes. An outlay of Rs 2000 crore has

been kept for the scheme for 12th plan period. Total, 25 lakh people would be skilled & certified during 12th plan period.

5.2 Objectives of the Scheme

- i. To provide vocational training to the people by optimally utilizing the infrastructure available in Govt., private institutions and industry. Existing skills of the persons can also be tested and certified under this scheme.
- ii. To build capacity in the area of development of competency standards, course curricula, learning material and assessment standards in the country.

5.3 Key Features of the Scheme

Key features of the scheme are:

- i. Demand driven short term training courses based on Modular Employable Skills (MES) identified and decided in consultation with Industry. MES is the 'Minimum Skills Set' which is sufficient for gainful employment or self employment in the world of work.
- ii. Central government facilitates, funds and promotes training while industry, private sector and state governments provide training to the persons
- iii. Optimum utilization of available existing infrastructure to make training cost effective.
- iv. Flexible delivery mechanism (part time, weekends, full time, and onsite) to suit needs of various target groups.
- v. Testing of skills of an individual acquired informally in competency and issue of NCVT certification on qualifying it successfully.
- vi. Testing of skills of trainees by independent assessing bodies which do not involve in training delivery, to ensure an impartial assessment by the employer itself.
- vii. Essence of the scheme is in the certification on vocational training from the NCVT that is nationally and internationally recognized in world of work in the Government (Center and State) as well as private sector.

5.4 Target Group

MES benefits different target groups like:

- Persons seeking certification of their skills acquired informally
- Persons seeking skill upgradation

5.5 Instructional Media Packages

In order to maintain quality of training uniformly all over the country, instructional media packages (IMPs) are being developed by the National Instructional Media Institute (NIMI), Chennai. List of

IMPs have been developed so far is given at the website: www.dget.gov.in/nimi.

6 Implementation Structure

Apex Committee at national level was constituted for effective coordination with all stakeholders like Sector Mentor Councils, Industry, other ministries, State Governments and Trade Unions to advise and guide the project implementation.

National Project Management Cell (NPMC) in DGE&T Headquarters and six regional cells in RDATs and State societies were set up for implementation as well as monitoring of the activities of SDI/ MES Scheme in the country.

The Apex Committee is chaired by the Secretary, Labour & Employment, Govt. of India and has representatives of major stakeholders. The composition and functions of these Committees are mentioned below.

6.1 Apex Committee for SDI/ MES

The Directorate General of Employment & Training (DGE&T) has constituted an Apex Committee at national level. The composition and functions of the Apex Committee are given below:-

6.1.1 Composition of Apex Committee

1. Secretary (L&E) - Chairman
2. Financial Advisor (MoLE)

3. Joint Secretary / Director General & Employment & Training
4. Director General, Resettlement, Ministry of Defense
5. Secretaries of concerned departments of following states.
 - a. Andhra Pradesh
 - b. Orissa
 - c. Arunachal Pradesh / Nagaland
6. Director General, National Skill Development Agency
7. The representatives of Employers
 - a. Tata Motors Limited
 - b. Toyota Kirloskar Motor Private Limited
8. The representatives of Employees
 - a. Bhartiya Mazdoor Sangh (BMS)
 - b. Indian National Trade Union Congress (INTUC)
9. Deputy Director General (AT)
10. Director (SDI) – Member Secretary

6.1.2 Functions of Apex Committee

1. Review and revise the policies, norms, criteria, funds allocation, expenditure, costs, procedures, etc. of the scheme.
2. Review & revise training fee and assessment fee.
3. Prepare guidelines for selecting and appointing assessing bodies.
4. Decide the rate of honorarium, TA/DA etc to be paid to the members of Trade Committees and others.
5. Prepare guidelines for awarding the work of developing Web based software;
6. Monitor and evaluate the scheme.
7. Prepare the guidelines for selecting the vocational training providers.
8. Ensure proper utilization of funds released.
9. Assess labour market demand.
10. Make changes, additions or deletions of components under the scheme
11. Can revise rate of reimbursement of training cost and the procedure for release of funds.

6.2 National Project Management Cell (NPMC) Regional Cells (RDAT)

National Project Management Cell (NPMC) in DGE&T Headquarters and six regional cells in RDATs were set up for implementation as well as monitoring of the activities of SDI/ MES Scheme in the country. The NPMC and regional cells are under the administrative control of Directorate General of Employment and Training in the Ministry of Labour & Employment, which is the coordinating agency.

Each Regional Cell at RDAT has one Project Coordinator (SDI) of the level of Joint Director assisted by one Assistant Project Coordinator (SDI) responsible for implementing the scheme in the respective region.

6.3 Functions of National Project Management Cell (NPMC)

1. National Project Management Cell (NPMC) prepares guidelines in consultation with all stakeholders for implementation of SDIS all over the country.
2. Coordinates with the software service provider and other support service organizations and agencies for effective implementation of the scheme and for providing quality services to all the stakeholders of the program.
3. Allot the funds for the state directorates as per the Annual Action Plan and the potential of the state to carry out vocational training.
4. Receive the reports and complaints from the regional and state cells and take appropriate action.
5. Periodic inspections of the training and assessments conducted by VTP and Assessing Body respectively.
6. Monitoring of the scheme through the MIS reports and the reports furnished by the RDAT and state cells.
7. Convene review meetings with stakeholders on periodic basis

6.3.1 Functions of the Regional Directorate of Apprenticeship Training (RDAT)

1. RDAT shall maintain a roster of ABs sector-wise and state-wise and assign them to VTPs in order of conclusion of their training programmes, so that the same Assessing Body does not assess the same VTP again and again.

2. Allotment of Assessing Bodies shall be done strictly as per roster maintained at RDAT for Assessing Bodies.
3. Issuance of Assessment Batch Number (ABN) and allotment of Assessing Body shall be done within 05 days from the issue of Training Batch Number (TBN) and ensure that Assessing Body enter assessment schedule into the portal within 05 days from the date of issue of ABN.
4. To ensure that Assessing Body conduct assessment within 3 days of completion of training.
5. Reject the ABN allotted on the following occasions:
 - a. In case batch is old and VTP is not able to mobilize candidates
 - b. In case of duplication of batch.
6. Authorize to modify the assessment schedule on the request of Assessing Body on genuine reasons.
7. Assessing Body shall upload the outcome of assessment within 07 days from the date of assessment. Continuous inordinate delay may lose their empanelment.
8. Result shall be declared within 5 days of uploading of assessment by the Assessing Bodies. Copies of the result sheets should be dispatched within 2 days of declaration of result.
9. MES Certificates shall be printed and dispatched to concern within 05 days of declaration of result.
10. To ensure inspection of 2% of the batches during training in VTPs and 3% during assessment every month by the officials. Inspection reports shall be sent to DGE&T by first week of every month.
11. To have close interaction with the States/UTs for reducing pendency relating to applications for registration of VTPs, issuing TBNs, reimbursement of training cost and assessment fee to VTPs and Assessing Bodies respectively. Report in this regard shall be sent to DGE&T, New Delhi in the first week of every month.

12. RDATs will closely monitor the assessment carried out by the ABs and also provide necessary guidance to the ABs for maintaining proper documentation of record in this regard.

6.4 State Society/Committee

- Each State Government/UT administration has set up SDI cell in the Directorate to coordinate with VTPs located in their State/UT, assessing bodies and RDAT / DGE&T and implement the SDI scheme.
- The states having population more than 4 crore, engage atleast 4 persons and others atleast 2 persons at the state level exclusively for SDIS. State/UT shall also perform the following activities:-
 - Registration of VTPs.
 - Re-imburement of training cost to VTP within 30 days of receipt of bills and supporting documents.
 - Re-imburement of assessment fee to ABs within 30 days of receipt of bills and supporting documents.
 - Issuance of fund utilization certificate to DGE&T
- State/UT has formed Society having separate bank account where all transaction concerning implementation of SDI scheme is being made.
- States/UTs are allowed to use up to 4% of the annual expenditure as administrative costs under SDIS subject to maximum of Rs.25 lakh per annum. The expenditure on items like publicity for mobilization of candidates, deployment of personnel for timely inspection of VTPs premises, engagement of people at State and district level for inspection and monitoring, etc. are admissible as administrative expenditure.
- State/UT shall develop systems to publish district-wise courses being offered by various VTPs in local newspaper and book expenditure under administrative expenditure.
- States and UTs can reject the applications of potential VTPs for registration as VTPs at the stage of acknowledgement subject to the conditions that enough number of VTPs exist in their States for particular

modules/districts, under a transparent policy prominently displayed to public.

- States and UTs are encouraged to adopt better monitoring, tracking and payment systems linked to outcomes for which approval on case to case basis would be accorded on receipt of clear proposal.
- Grants in Aid released to the State/UT should be utilized exclusively for the purpose for which it has been sanctioned conforming to the provisions of the GFR.
- States/UTs shall issue TBN or reject request for issue of TBN within seven days from the date of enrollment/registration of candidates by a VTP on the portal failing which the TBNs would be generated without waiting for any more clearance from the State.
- Maximum number of batches a registered VTP can run on a day, module-wise shall be prescribed by the State directorate as given below:
 - For all existing VTPs, States/UTs shall carry out an exercise and fix maximum number of batches a VTP can run in a day, module-wise.
 - For applications to be decided, States/UTs would fix the maximum number of batches a VTP can run in a day, module-wise, while approving registration.
- States will be given freedom to devise modalities to track the graduating candidates for at least six months to a year. The expenses of the same may be charged under administrative expenses allowed under the scheme.
- States and UTs will ensure that at least 30% of the trainees trained under the Scheme are female
- Funds from DGE&T for implementation of SDIS will be transferred to the respective States/UTs treasury as Grant-in-aid. Accordingly State/UT governments may make suitable budget provisions in the budget of State-UT governments corresponding to the release to be made by the Union Government for SDI scheme in the current fiscal. The State Society can access the funds from the State treasury as per the processes defined by

the respective State/UT. State Society shall make the payments towards reimbursements.

- The payment towards all reimbursement claims shall be settled within 30 days from the date of receipt of bills. If there are any discrepancies in the bills submitted by the VTPs and ABs, the Society shall return the said bills within 10 days from the receipt of bills.
- States are allowed to utilize the forfeited amount of 20% payment of training cost, related to reimbursement to the VTPs which will be made after placement details are entered into the portal for at least 80% of the candidates passing out for every batch, to incentivize well performing VTPs.
- States may devise modalities to track the graduating candidates for at least six months to a year. A process could be designed such as IVRS tracking etc. for this purpose in collaboration with third parties, similar to the tracking of mid-day meal scheme being undertaken by the Government of Uttar Pradesh. The expenses of the same may be charged under administrative expenses allowed under the scheme.
- The possibility of involvement of functionaries of District administration for inspection of VTPs during training and assessment shall be explored. If required, some funds for meeting administrative expenses for this purpose may be given to the collector as well.
- State directorates shall prescribe a system by clear written order for VTPs to submit variety of documents like proof of date of birth, educational qualification, etc.
- State directorates shall reduce the pendency with respect to application for registration as VTP, payment of training cost and assessment fee by streamlining the processes and consider not asking unnecessary and avoidable documents and put up a time frame internally to clear the applications and claims.
- State/UT will appropriately incorporate conditions about usage of generator sets in the contract agreement entered into with such VTPs.

- States and UTs will earmark 20% of the funds for FY 2014-15 and 30% from financial year 01-04-2015, for providing training to the workers of unorganized & organized sector on various courses in different sectors approved under SDI scheme keeping in view local industry need through urban ITIs. Features of the sub-scheme are given below:
 - (i) ITIs for this sub-scheme should be located in the urban/ semi- urban center within 5-10 Kms of periphery of Municipal Corporation/ Municipal Council.
 - (ii) Training courses are to be conducted in second shift after 3.00 PM/ 4.00PM. Time of training will be flexible.
 - (iii) Courses covered under SDI scheme will be allowed. New courses on need basis can also be included under SDI scheme. DGET shall separately notify the admissible courses for this sub-scheme giving due consideration to recommendations of the states, if any.
 - (iv) Trainee should be a person of age more than 17 years.
 - (v) Training cost and Assessment cost will be borne under SDI scheme.
 - (vi) Building and Other Construction Workers (BOCW) Welfare Board will assist identified ITI financially for setting up additional infrastructure for courses relating to construction. Construction would also include various infrastructure areas. ITI will send the proposal fulfilling the norms set by NCVT to BOCW Welfare Board for seeking funds.

- Basic training under the Apprentices Act. 1961 can be conducted in the registered VTPs and the training cost will be reimbursed to VTPs in respect of apprentices engaged by MSMEs in the courses approved by NCVT. Basic training modules will be notified by DGET under SDI scheme from time to time which might require arrangement of training in phases/week-wise appropriate to efficient apprenticeship training. States shall give priority to such training modules as apprentices have much higher employability than other skill programme.

6.5 Functions of State Society

1. Assess labour market demand.
2. Give wide publicity to the scheme.
3. Invite applications from VTPs, scrutinize the same.
4. Ensure the implementation of prescribed training fee in the VTPs.
5. Prepare annual training plan for the State and send the same to DGE&T at least three months before start of the financial year.
6. Ensure the implementation of reservation policy for SC/ST, women and others in respect of training places in VTPs.
7. Provide support to the assessing bodies in conducting tests.
8. Monitor and evaluate the outcome of the scheme. State/district officials would be expected to inspect at least 5% of the batches during training and assessment
9. Prepare guidelines for inspecting VTPs.
10. Ensure proper utilization of funds released to the VTPs.
11. Shall monitor the progress made by it is with regards to the minimum number of candidates trained under SDIS.
12. Shall inspect the hotels of VTPs as per the norms prescribed.
13. Make payments to VTP and AB on timely basis on the completion of prescribed activities and submission of bills and supporting documents as prescribed by DGE&T.

6.6 Grievance redressal committee

- As a part of institutional mechanism to speed up the escalation and effectively monitor the working of scheme, the following two Committees are being set up:
 - i. Regional level
 - Regional Director, RDAT
 - Nominee of DGE&T
 - Nominee of State Directors
 - Representative of Employees

- Representative of Employers
 - ii. National level
 - Director General of Employment & Training
 - Deputy Director General (AT)
 - Representative of NSDA
 - Representative of Employees
 - Representative of Employers.
 - Director (SDI), DGE&T
- Regional Committee will go through the grievances received from various stakeholders and will resolve them. In case, grievances are not resolved by the Regional Committee, the same will be submitted to National Level Committee for redressal. Regional Level Committees will meet quarterly and will send their reports to National Level Committee. Reports of monitoring agencies will be submitted to Regional Committees and National Level Committee for their perusal and resolution.

7 Training under the Scheme

7.1 Vocational Training Providers (VTPs)

The training under SDI scheme is provided by various Vocational Training Providers (VTPs) registered under Central Government, State Governments, Public and Private Sector and Industrial establishments/Institutes etc. VTPs provide counseling & vocational guidance, training facilities as per norms, impart quality training, post training support to trainees in getting employment.

VTPs optimally utilize the training infrastructure available. VTP tracks the trainees for a period of 1 year from end of training till they get gainfully employed and are continuing in the job. VTPs are required to have close networking with the industry for immediate placement of the trainees. VTPs follow various instructions issued by the committees or any other authority from time to time.

VTPs are reimbursed training cost at the rate prescribed by DGE&T which is revised on a yearly basis. All registered VTPs shall have a broad band internet connection.

VTPs are registered by the respective States/UTs in the sectors/courses for which training infrastructure is available with it, by making an application to State Directors dealing with vocational training if it qualifies the registration procedure.

7.2 Steps in registration of VTP:

The registration of the application of the entity for becoming VTP under SDI scheme shall follow the following steps.

- Receipt of fully filled online application from the entity applying for registering as VTP under SDI
- Online Acknowledgement to the entity from the state directorate of receipt of the online application.
- Physical inspection by inspecting officer to inspect training infrastructure and amenities (space, power norms and tools & equipment etc.) and submission of report online for consideration of Director/Commissioner.
- Scrutiny of the application and related documents by the Director/Commissioner after consideration of the recommendation of inspecting officer.
- Rejection of application of the entity in case of any deficiencies in the application or as a result of the physical inspection.
- Remedy of the deficiencies by the entity and reapplication online
- Intimation to the applicant for signing of contract and issue of registration number.

7.3 Registration Procedure

7.3.1 Application

States will float RFQ once in a year for inviting applications from training providers for registration as VTP and applications of those training providers

who have applied in response to RFQ will be considered for registration as VTPs. DGE&T will send copy of RFQ to States.

The provision of floating of RFQ for inviting application from training providers for registration as VTP would not be applicable for new training providers in which candidates are deputed by Government of North Eastern States including Sikkim, LWE area, J&K, Andaman Nicobar, Lakshadweep, Himachal Pradesh and Uttarakhand.

The application for registration of VTP is available online in the SDI portal. An entity may fill the online application and submit the same to State Directorate for verification, inspection and approval. The entity applying for registration as VTP under the scheme is not required to submit hard copy of the application, performance bank guarantee and application fee.

The entity should provide proof related to power connection and upload scanned copy of the latest electricity bill while filling the online application on the portal. No other document like proof of land or building ownership, rent agreement, bye laws of society, etc. would be required.

An entity which has applied for VTP registration and has taken the infrastructure on rent may upload a copy of rent agreement/deed along with the copy of the electricity bill issued in the name of the landlord/ building owner. Both the documents shall be uploaded as a single scanned file.

VTPs who want to run training courses through generator sets in those areas where power supply is not regular can also avail the benefits of SDI scheme to train candidates in their areas. Copy of electricity bill would not be required during registration, with following conditions:-

- i. Hourly meter should be installed in order to know how many hours' generators have run.

- ii. Log book may be maintained indicating the time of operation and fuel purchase details. Copies of the log book will be submitted along with reimbursement claim.
- iii. Official of nearby Govt. ITI may inspect the premises of VTP once in 15 days to see whether VTP is running generator set.
- iv. In case the generator set is taken on rent, monthly rent receipts shall be enclosed along with reimbursement claims.
- v. In case the generator set is purchased, the receipt of the same is enclosed at the time of submitting of application for registration or if it is hired than copy of the contract /agreement should be uploaded on the portal.

All applications pending for registration from before 11-9-2013 may be decided on the basis of previously prescribed documents even if copy of electricity bill is not submitted by the applicant. Also, the decision on such applications may be taken without insisting on submission of documents prescribed earlier provided a copy of the latest electricity bill is submitted by such applicant.

The applications can be submitted any time round the year to the respective State Directorate online after release of RFQ.

Organizations having more than one training centre shall submit separate application forms for each centre.

Physical inspection before registration is not required for Institutions which are running at present and are affiliated with or recognized by regulatory bodies like NCVT, AICTE, MCI, NCI, Architecture Council, Pharmacy Council, etc, or institutions run or significantly controlled by the Central Government Ministries.

VTPs located outside North Eastern States including Sikkim, Left Wing Extremist (LWE) affected districts, Jammu & Kashmir, Special Category States, Andaman and Nicobar and Lakshadweep Islands and willing to train candidates from these areas would thus now be free to get registered with more than one State and different registration numbers would be allotted to such a VTP for registration with different States. VTPs registered with more than one State

would be expected to run batches in such a way that no batch has trainees from more than one State.

- Organizations/ Training Providers, having presence in four or more States, trained more than 2000 persons in last two years in SDI scheme and 60% of the trained persons having been placed, will be empanelled at National Level by a Committee having representations from DGET, State Governments and Trade Unions and chaired by DG/JS, DGE&T. Training Centres of empanelled agencies will not be required to be further inspected by the State Governments for registration as VTP. Further, the Committee will scrutinize performance of such empanelled organizations on an annual basis and will take steps for de-empanelment, if quality is found to be declining.

- Organizations which enter into Flexi MoUs in accordance with guidelines of DGET and assure 80% employment of candidates in a batch will be allowed the following dispensation:

- i. to conduct training for 8 hours a day
- ii. batch size of maximum candidates 180 numbers at a time fulfilling norms of instructors, tools and equipment as prescribed in NCVT approved courses.

The dispensation would be discontinued if 80% placement level is not achieved.

- It will also be allowed to run Mobile VTP or set up of training infrastructure on temporary basis in rural areas under SDI scheme subject to the fulfilling prescribed conditions and such entity is required to apply on line for registration of VTP. Mobile VTP is such that tools and equipment for the modules may be installed in the vehicle which will go from places to places to provide training to the beneficiaries. States/UTs may allow to run Mobile VTP or setting up of training infrastructure on temporary basis in rural areas subject to the following conditions:

- i. Organisation will provide permanent address while applying for registration of its

training center as VTP. Organization has to inform its option for running the courses at the time of applying. Options are namely: training through Mobile Van or setting up of temporary training infrastructure.

- ii. VTP will be allowed to run only courses which are popular in rural areas.
- iii. VTP will be allowed to run courses namely: either through Mobile Van or setting up of temporary training infrastructure only in the district where it is registered.
- iv. Permissible courses will be notified by DGET in consultation with States taking into technical feasibility of installing the training equipment on mobile van.
- v. Before starting courses, VTP will have to inform the State authorities and Principal/Head of Govt. ITI about the location for running the courses.
- vi. VTP will be allowed to run only those courses for which registration has been provided and only at one location at a time.

It has been decided to run a pilot with maximum of 200 Centres and based on the outcomes of the pilot, further action will be taken for extending the scope. Therefore, state authority concerned with implementation of SDI shall take prior approval of DGET, if they intend to permit more than five such VTPs.

7.3.2 Evaluation of Application:

The states are expected to upload the details of various inspecting officials district-wise and sector-wise on portal. Sufficient number of officials for inspection of VTP's premises may be selected for every district and sector. After such a facility is created and details of inspecting officials are uploaded in SDI portal, the IT system on receipt of online application for registration of VTP would pick up an official for inspection of the VTP's premise from the pool. This official after due inspection would be expected to submit his/her report only through portal to allow Director/Commissioner in charge of the department handling SDIS to approve or reject an application for registration as VTP. State may decide amount of payment to be made to such inspecting officials for this task and book expenditure on the same under administrative expenses allowed under the Scheme.

The deficiencies if any, in the application shall be communicated to the applicant. The applicant shall furnish all such information/ documents / proofs sought for the purpose of evaluation.

State Directorate will inform the applicant, the decision about the approval/ rejection of the application. The state Directorate will register the VTP and issue registration letter.

The applicants shall bear all costs for submission of information / documents as desired by State Directorate.

The applicant whose application is rejected by State Directorate on due evaluation can apply after making up the deficiencies indicated by the State Directorate.

7.3.3 Signing of contract:

Based on the evaluation of the application, contract agreement provided in Annexure 1 will be signed between State Directorate and the VTP. The State/UT will issue 7 digits code as a registration number. State/UT will grant registration to new VTP only after VTP signs a contract of agreement with them.

The registration for VTPs will be valid for 3 years after which the registration has to be renewed to ensure that machinery and equipment and other training infrastructure are in working condition the period of registration of VTP.

In case of already registered VTPs, such VTPs have to sign contract of agreement with their respective States/UTs by 31-10-2014 failing which such VTPs would be de-registered.

VTPs who are already registered with the State Directorates for 3 years shall also be inspected with one year from 1-05-2014 and the registration shall be renewed with new contract agreement.

State/UT shall make a complete review of existing VTPs for consolidation of VTPs to ensure that quality VTP remain in the system by end of June, 2014.

7.3.4 Suspension / Cancellation of Registration:

- If a registered VTP (other than an ITI) does not conduct any training within 3 months of registration (in case of new registration) or within 6 months of finishing the training of the last batch, the registration of such VTP would be cancelled. This provision would be applied from 1st July, 2014.
- If VTP has enrolled the same candidate in more than one batches running at same point of time, the registration of such VTP shall be cancelled immediately.
- If VTP do not get their candidates assessed within seven days of completion of training for 3 out of last 5 batches, VTP would not be allowed to conduct further training in that module.
- In case more than 40% of candidates appearing in assessment fail in 3 out of last 5 batches in a module, such a VTP would not be allowed to conduct further training in that module.
- If 10 or more candidates out of batch size of 20 enrolled at the time of issue of TBN drop out at the time of assessment for 3 out of last 5 batches, such module of VTP will be deregistered. This provision will be applicable for those batches which would start from 1-06-2014.
- Training Batch Number (TBN) would not be issued to such VTP who does not enter on portal data regarding placement with respect to 80% of candidate for 6 month period for more than three batches. Details of candidates in self-employment and not employed shall also be tracked. This would be made applicable for batches which finish training after facility for such entry is made available on the portal.
- If a registered VTP is not able to ensure wage employment at a minimum salary of minimum wage for semi-skilled worker for that state for even 50% candidates within 3 months of training and for a period of atleast six months for 3 out of last 5 batches, such VTPs would be de-registered. This would be made applicable for batches starting training after facility for entering data regarding tracking of candidates is made functional for the batches starting from 1-06-2014.

- DGE&T, RDAT, concerned State/ UT Government department or any agency authorized by them may carry out random visits round the year any time for verifying the status of the institution and to ensure maintenance of norms and standards.
- DGE&T, RDAT, concerned State/ UT Government department or any agency authorized by it may also conduct from time to time inspections with or without notifying such dates in cases where specific complaints of misrepresentation, violation of norms and standards, malpractices etc. are received to verify the facts. Upon inspection, such complaints, if found correct would be reported to the concerned State to cancel / suspend the registration of VTP.

7.3.5 Other Conditions

- If at any stage it is found that VTP is running the courses without necessary training infrastructure, its registration may be cancelled / suspended.
- The VTP will not open any franchise.
- The VTP shall fully comply with instructions issued by DGE&T for usage of the SDIS portal. VTP shall provide necessary IT infrastructure and manpower for the same.
- The VTPs would be eligible to run only those MES courses for which it has been registered.
- The VTP shall submit the schedule of courses it intends to run.
- VTP cannot discontinue any course(s) without written approval of the State Government.
- VTPs shall conduct modules specifically preferred by female candidates during regular working hours of the institute or during day time on weekly off days and to the extent possible not during evening hours.

7.3.6 Quality Assurance for VTPs

Separation of training delivery and assessment functions are aimed at ensuring better quality. Performance of the VTPs is closely monitored based on the outputs and outcomes of training provided by them.

7.4 Registration of Candidates

Registration procedure for trainees in recognized VTPs is given below:

- i. The minimum age limit for persons to take part in the scheme is 14 years but there is no upper age limit. In case a candidate is not able to produce document to support that he/she has minimum educational qualification, concerned VTP should assess the reading, writing and comprehension level of such a candidate by conducting a test before enrollment. This document should be maintained by VTP for verification during assessment.
- ii. The minimum number of candidates for issue of TBN has been fixed as 10 per batch TBN shall therefore not to be issued by the State/UT if candidates enrolled in a batch are less than 10.
- iii. The batch size for Manufacturing sector is 20 and 30 for agriculture , allied and service sectors. But, if some VTPs want to have larger batches they may apply to competent authority with full justification. The request to be decided after inspection to ensure availability of necessary training infrastructure.
- iv. Persons will get themselves registered in approved Vocational Training Providers. VTP will not admit any trainee once the course is started.
- v. VTPs may also circulate publicity materials such as pamphlets, brochures etc. in order to create awareness about the courses, facilities from the MES funds.
- vi. The Candidates will be selected based on the minimum qualifying criteria of Age and Education. In case, where there are limited seats available with the VTP, the admission of the eligible candidates would be done on the basis of merit. Seats would be filled up as per the Reservation Policy applicable in the State in which the VTP is located.
- vii. Same candidate should not be enrolled in 2 batches running at the same time by a VTP.
- viii. Candidate's photo should be uploaded along with the demographic and educational details during online registration. Hard copies of documents like proof of date of birth, educational qualifications, etc should be collected by the VTP and kept in the training center. The scanned copy of documents

should be shared to state DET through CD or e-mail as prescribed by the state. VTP should show the hard copies of these documents to the Assessor when he/she visits the center for assessment.

- ix. A candidate can do higher level of module only when he/she has passed the corresponding lower level modules.
- x. The candidates who have passed the various exams conducted by NCVT, SCVT, recognized Universities, Boards, etc. would be allowed to take higher level courses if they have taken training in that sector and have successfully passed such a course.
- xi. Candidates doing CTS course can undergo training under SDI Scheme. Under no circumstances, however, a candidate undergoing CTS would be permitted to undergo training in module of having contents already covered under CTS.
- xii. As per the 'MES Curricula approved by NCVT (as on 31.03.10)', exemption will be given to the candidates who have passed the National Trade Certificate (NTC) under Craftsman Training Scheme (CTS), National Apprenticeship Certificate (NAC) and Diploma/ Degree in Engineering from appearing in relevant level-I MES course with minimum educational qualification and the candidates who possess minimum educational qualification with minimum 3 years experience in relevant trade shall be allowed directly to appear in the advanced level-II MES course examination.
- xiii. In order to provide skill training to orphans under SDI scheme, provision is being made in SDI portal namely: orphan in the form of candidate's registration and under this field filling the name of father/mother will be kept optional and NGO is required to fill details namely: Name of the NGO, head of the NGO and its address. VTP should take orphans only from orphanage /NGOs registered with concerned authorities
- xiv. VTP shall not enroll candidates who are undergoing courses of engineering, diploma and CTS in their centres under SDI scheme in similar modules. In case students intend to undergo training under SDI scheme, they will not be allowed to undergo training at other VTP also.

- xv. A failed candidate for reassessment under SDI scheme may appear for maximum of four times as direct testing candidate and he will have to pay assessment fee each time as per the prescribed rates to the Assessing Body.

7.5 Course Structure

VTPs impart training to students for the courses approved by DGE&T under the SDIS as per the approved curricula. The VTP will structure the course schedule as per the composition of the student requirements and availability of resources at its premises. The duration of the courses is as given in List of MES Curricula approved by NCVT.

VTP shall conduct minimum of three hours and maximum of six hours of training in a module daily. However, for residential courses, minimum & maximum hours of training per day would be six hours and eight hours respectively. Further, VTP would follow such holidays as observed by the State wherein VTP is established.

To improve employability of the candidates and reduce repetitive and avoidable assessments, combo and integrated modules would be introduced under the Scheme. To clearly indicate likely higher employability level of trainees doing such modules, these would bear number higher than 500.

Minimum hours of Module under SDI scheme should not be less than 300 hours. Content of entrepreneur skill etc. will be included in Soft Skill module and soft skill module will be made mandatory.

VTPs can conduct training on soft and entrepreneurship skill of 100 hours along with hard core skills module having duration more 300 hours simultaneously. The assessment of trainees will be carried out on completion of both modules.

In case the State/UT wants to introduce/include an integrated/combo module under the scheme, the proposal for the same may be sent to DGE&T for approval.

MES courses are being rationalized by Sector Mentor Councils to make the courses aligned to the demand of the industry and to make the trainees

employable. Sector Mentor Councils were formed in 25 sectors with representatives from industry and academic/ professional institutions.

VTP conducting engineering, diploma and CTS courses in their centres shall impart training for MES modules under SDI scheme after regular working hours only.

VTP shall not run similar courses to the MES modules allotted to them in its premises while being a part of SDIS and running batches under the scheme.

7.6 Training calendar creation:

- VTP should submit training calendar indicating the likely start date and end dates batch wise / module wise to State DET for approval well in advance.
- The minimum number of candidates for issue of TBN should be 10 per batch. The batch size for Manufacturing sector is 20 and 30 for agriculture, allied and service sectors. But, if some VTPs want to have larger batches they may apply to competent authority with full justification. The request to be decided after inspection to ensure availability of necessary training infrastructure.
- The actual start date and end date of the training should be entered in the portal by the VTP.
- Portal will generate the Training Batch Number (TBN) automatically after basic details of the trainees are uploaded by the VTP/TC. Until this system is in place, the training batch number will be generated by the State directorate after going through the various documents related to trainees, etc.
- State directorates on the basis of schedules uploaded by VTPs would be expected to carry out publicity about modules being started by various VTPs in a district through issue of advertisement in local newspapers to help mobilization of candidates. States may meet the cost related to such publicity from administrative expenditure now being allowed under the scheme.

- All ITIs whether public or private having upto four units would be required to train at least 20 candidates every year under SDI and 40 candidates every year in case they have more than four units.
- VTPs can enroll 30% more candidates at the time of starting of courses. No admission will be allowed in the middle of the courses.

7.7 Training

- The registered VTP shall impart training as per the course contents prescribed in the module and give sufficient hands on training to the candidates
- VTP shall conduct minimum of 3 hours and maximum of 6 hours of training in a module daily. However, for residential courses, minimum & maximum hours of training per day would be 6 hours and 8 hours respectively. Holidays as observed in the state where VTP is operational shall be observed.
- States/UTs shall issue TBN or reject request for issue of TBN within 7 days from the date of enrollment/registration of candidates by a VTP on the portal failing which the TBNs would be generated without waiting for any more clearance from the state.
- A system of capturing bio-metric attendance should be in place to capture the attendance of the students twice a day and transfer to the central server by October 2014. The details regarding specification etc. of these devices are being prescribed separately. The candidates who have more than 80% attendance on bio-metric system only would be assessed once the system is put in place. VTPs would not be allowed to conduct training under SDIS after 1st October 2014, if they fail to install the prescribed devices and ensure their integration with the portal.
- VTP should ensure the regular availability of the instructors during the training period. Every trainer would be expected to remain present at least 90% of the days for every batch and in case the attendance of trainer is found less than 90% level, the reimbursement of the VTP will be reduced 10% of every shortfall up to

next 5%. Once the biometric attendance system is in place, trainer's attendance would also be captured on the bio-metric device

7.8 Assessment

The VTP shall forward the batch for assessment to RDAT by selecting the names of the candidates who may appear for assessment. RDAT in turn will allot the batches directly to the assessor of an Assessing Body for scheduling the assessment. Once the assessment is confirmed and scheduled by the assessing body, the VTP shall ensure that the students are informed about the date, time and venue of assessment and shall ensure that the infrastructure, tools and equipments required for assessment are kept ready for carrying out assessment in the training center.

VTP shall extend all the support to the assessor for carrying out the assessment. Information like application form, answer sheets of written test for eligibility, attendance records of students and trainers, etc shall be made available to the assessor as and when sought.

Assessment related process are detailed under Section Testing and Assessment.

7.9 Placement

VTP shall ensure wage employment to at least 50% passed trainees of a batch at a minimum salary of minimum wage for semi-skilled worker for that state within 3 months of end of training and for a period of at least six months. This would be made applicable for batches starting training after facility for entering data regarding tracking of candidates is made functional for the batches starting from 1-06-2014.

Incentive of Rs 3000 per placed trainee will be paid to VTP if atleast 70% trainees of a batch are provided wage employment for minimum salary of Rs 6000 per month within 3 months of training and for period of atleast 6 months.

- VTPs which assure atleast 70% placement would be entitled to get advance upto 40% of amount due against submission of bank guarantee of amount atleast

equal or more than the advance sought. Advance against Bank guarantee shall be given limited to maximum of 40% of the amount due for their batch which shall be calculated inclusive of expenditure on boarding and lodging.

7.10 Post placement tracking of trained youth

- VTPs would be required to track the passed out candidates to monitor the placements reported by the VTPs to ascertain the genuineness of claims, quality of VTPs, and also to track the graduating candidates to a year to appreciate the long term value addition by the VTPs. and shall track the candidates for a maximum of 12 months from the completion of training. VTP shall enter details like status of placement, salaries/incomes in the portal.
- Tracking of candidates will be done centrally at the State Directorate level, so that appropriate information is available about the performance of the VTPs

7.11 Reimbursement of Training cost

VTPs after training and assessment shall submit bills for payment/reimbursement of training costs to the concerned State directorate. No VTP shall collect the training fee from any trainee. Training fee if collected from the trainees of batches started before 11-9-2013 shall be refunded to the candidates immediately.

Pooling of funds and resources available from various Schemes including Corporate Social Responsibility funds, Building and Other Construction Workers Cess, trainees' own contribution, etc. would be allowed in case a VTP proposes to conduct such a course which has cost higher than the payment level approved under the Scheme.

The payment/reimbursement with respect to batches comprising of trainees from difficult areas and outside their state would be made by the State from where the trainees in that batch have come for training.

The training fee which includes cost of material, honorarium, etc. has been prescribed as follows:

- i. The SDI Scheme has the provision of reimbursement of Training cost to the Vocational Training Providers. The module list and type of module is available at <http://dget.nic.in/mes/annex4.pdf>
- ii. The amount for reimbursement has been fixed as given below:
 - a. Rs.27.50 per hour per trainee appearing for assessment after the training for modules/ sector in Section A in the module list as given in the link above.
 - b. Rs.22.50 per hour per trainee appearing for assessment after the training for modules/ sectors Section B in the module list as given in the link above..
 - c. 10% additional expenditure per hour per trainee appearing for assessment after the training, for modules run in North Eastern States including Sikkim, Left Wing Extremist (LWE) affected districts, Jammu & Kashmir, Special Category States of Himachal Pradesh & Uttarakhand, Andaman and Nicobar Islands and Lakshadweep
 - d. The training cost would further be increased by Rs.2.50 per hour per trainee at the beginning of every financial year. This increase of cost at the beginning of Financial Year would be applicable on batches starting after 1st April of the corresponding financial year.
- iii. 20% of the payment of training related to reimbursement to the VTPs shall be made only after data on tracking of trained youth is entered into the portal for at least 80% of the trainees passing out for every batch. This provision will be applicable for those batches which would start from 1-06-2014.
- iv. An incentive at the rate of Rs.3000 per placed trainee would be payable to such VTPs which are able to ensure wage employment as defined earlier to at least 70% trainees of a batch at a minimum salary of Rs.6000 per month within three months of training and for a period of at least six months.
- v. Expenditure at the rate of Rs.300 per day per trainee on boarding and lodging and up to Rs.5000 per trainee for to and fro transportation for trainees living in North Eastern States including Sikkim, Left Wing Extremist (LWE) affected districts, Jammu & Kashmir, Special Category States of Himachal Pradesh &

Uttarakhand, Andaman and Nicobar Islands and Lakshadweep and undergo training outside these areas would be admissible. The norms for hostel are provided in Annexure – 9.

- vi. 85% of the Boarding and Lodging fee will be reimbursed to the VTP on monthly basis based on the submission of bills. The remaining 15% of the Boarding and Lodging fee will be paid to VTP after the completion of assessment of the candidate and submission of bills.
- vii. VTPs which assure at least 70% placement for the trained candidates would be entitled to get advance up to 40% of the amount due against submission of bank guarantee of amount at least equal or more than the advance sought.
- viii. The VTP is eligible for training cost reimbursement only after its students have successfully undergone assessment by the Assessing Body. After declaration of Result and issue of certificate by respective RDAT, VTP shall submit the Bill for re-imbusement of Training Fee to respective State/UT. State/UT will make payment.
- ix. In case of delay on the part of VTPs to offer candidates for assessment to Assessing Bodies beyond three days of completion of training, the reductions as indicated below would be imposed:
 - a. If candidates are offered for assessment from 4th day of completion of training and till 10th day, 15% deduction in the training cost.
 - b. If candidates are offered for assessment from 11th day of completion of training and till 20th day, 30% deduction in the training cost.
 - c. If candidates are offered for assessment beyond 20th day of completion of training, 45% deduction in the training cost.
- x. Payments shall be made through NEFT/RTGS only as soon as integration of payment gateway with the portal takes place.
- xi. VTP shall submit the reimbursement claim related to training cost within 30 days of declaration of result, failing which, claim would not be entertained by the State.

- xii. Well performing VTPs which provide placement to more candidates than the prescribed minimum limit will be incentivized subject to the availability of funds under SDI scheme on following criteria:
- a. Rs. 2000 per trainee to such VTP which are able to ensure placement to atleast 60%to 70% passed out trainees of a batch at a minimum salary equivalent to minimum wage for semi-skilled worker applicable in the State.
 - b. Rs. 1000 per trainee to such VTP which are able to ensure placement to atleast 50% to 60% passed out trainees of a batch at a minimum salary equivalent to minimum wage for semi-skilled worker applicable in the State

The forfeited amount of 20% of training cost related to reimbursement made after placement data is entered for at least 80% of the trainees passing out for every batch will be used to give above incentive.

8 Assessment and Certification

The assessment process under SDI Scheme aims to test and certify the competency of the persons through Assessing Bodies who seek certification of their skills acquired informally or the persons who have been trained at the registered VTPs. The Assessing Bodies are empanelled by DGE&T.

The main objective of assessment and certification is to measure the competency of the trained youth to perform the tasks required in the work environment by gathering evidence of performance and evaluate against agreed criteria. The process for assessing the skills should be valid, authentic, current, and reliable with proper documentation to remove any subjectivity or ambiguity in the assessment.

8.1 Assessing Bodies

DGE&T appoints Assessing Bodies to assess the competencies of the trained persons. The Assessing Body is an independent agency, which will not be involved in conducting the training programs

Keeping in view the target of providing training/testing of one million persons throughout the country and to avoid monopoly, more than one assessing bodies are appointed for a sector or an area. The assessing bodies also assist DGE&T to develop qualifications and standards for assessment through research and interaction with industry, trainers and academia.

In the assessment process of SDIS, identification of competency, ways to measure the competency and deciding on the type of evidence that has to be collected are the responsibility of the Assessing bodies where as administering the assessment and collecting the evidence and reporting the results are the responsibility of the assessors.

The competency assessment of the candidate is being done by independent Assessing Bodies (AB) which are not involved in training delivery, to ensure an impartial assessment.

8.2 Objectives and Main Features of Assessment & Certification under the SDI Scheme

The main objectives of testing and certification under the SDI Scheme are:

- Testing & Certification of formally / informally acquired skills of one million persons every year.
- Testing & Certification by independent Assessing Bodies who are not involved in training delivery in order to ensure neutrality.
- Certification being recognized by national and international governments, private, industries and trade organizations.

8.3 Overview of Assessments

8.3.1 Questioning Techniques

- Questions must be clear and have only one interpretation.
- Questions must be easy to use and require minimum time to answer.
- As far as possible equal time should be given to all questions having same score.
- Question having same time and same score should have same degree of difficulty.
- Assessment should spread over the entire syllabus.

8.3.2 Theory Test

- It must assess the knowledge which is essential for a person to do the job . Without this knowledge, the person cannot be able to do the job.
- The questions shall be normally of objective type involving selection of correct response rather than writing sentences.
- The question paper should contain sketches/ diagrams/ photographs/ drawing to overcome the problems of reading comprehension.
- The test shall be of short duration.

8.3.3 Practical Test.

To test

- Manipulative skills to handle tools and equipment.
- Speed in doing work.
- Accuracy maintained
- Quality in workmanship.

- Sequence of performance.
- Economical use of material.
- Neatness & housekeeping.
- All the competencies prescribed in the course curriculum.

8.3.4 Assessment Parameters

(i) Knowledge

- Of equipment.
- Of limitation of use of tools and equipment.
- Of methods & procedure.

(ii) Understanding.

- Of functioning of equipment & tool.
- Criteria to be used in selecting tools for given job.
- The process of measurement.

(iii) Skill

- Precision - Finishing to required measurement.
- Computing - Handling measurement & calculations.
- Manual - Handling tools and equipment with ease.
- Finishing - Neat finishing.

(iv) Abilities

- To take corrective steps.
- To use correct work habits.

- To take measurements
- To complete the job within stipulated time.
- To adopt safe practices.

(v) Attitude.

- Towards the work
- Regarding appreciation for accurate & precise work.
- Towards co-workers and supervisor.

8.3.5 Duration of Test:

The duration of test will vary according to the task. Theory test shall of 1 hour duration and practical test for engineering trade shall be 6 to 8 hours minimum and non-engineering it shall be of 4 hours minimum. Assessing Bodies while preparing practical test shall ensure that candidate shall be tested on all the competencies prescribed in the course module.

8.4 Selection Process:

The following process shall be followed to empanel the Assessing Body and assessors to carry out assessments under SDIS.

8.4.1 Submission of application for empanelment:

- i. Hard copy of the application form with the supporting documents shall be submitted to DGE&T to validate the eligibility of the Assessing Body as per the Selection criteria provided in this document.
- ii. An exclusive register will be maintained in DGE&T to record the receipt of the application.
- iii. An acknowledgement shall be sent to the applying organization through e-mail by DGE&T.

8.4.2 Criteria for Assessing Body

- i. The applicant shall legal entity, registered in India.
- ii. The applicant should have in last two years carried out competency / skill assessment for minimum 1000 persons or should have trained minimum 1000 persons and got tested by some agencies such as NCVT, Sector Skill Council, State, board/ council and reputed industry Association. Organizations having experience in testing of competencies would be preferred.
- iii. In case more number of applications is received, preference will be given to those organizations that have trained/assessed larger number of persons
- iv. The applicant is not a Vocational Training Provider in the same sector and in same State in SDI scheme but it can be VTP in other States, other Sectors or other scheme.
- v. The applicant shall have access to technically qualified personnel of repute and integrity in different industrial trades and technology.
- vi. The applicant shall develop dedicated human resource for handling the processes in SDIS assessment process.
- vii. The applicant shall declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest.
- viii. Institutions/ Firms blacklisted by any Government Department shall not be considered in this RFP.
- ix. The Applicant shall provide the information and supporting documents towards their claims

8.4.3 Criteria for assessor

- i. Education and experience criteria: Should be a NTC or NAC holder /diploma, degree holder with more than 2 years experience. The experience shall be in teaching or in relevant industry. Educational qualification should be relevant to the module for which the assessor is being empanelled.

8.4.4 Competency evaluation of assessors

- i. Based on the module and sector that will be handled by the assessor, DGE&T shall direct the assessing body to send its assessor for competency evaluation in the institutions which will be notified by DGE&T time to time. The assessor will be assessed to ascertain the competency to carry out competency based assessment under SDIS.
- ii. The parameters on which the competency of the assessor will be evaluated is as given below:
 - a. Demonstrate vocational competencies at the level of assessment to be carried out for the MES module.
 - b. Knowledge about the stages of assessment process, competency based assessment, assessment tools, evidence collection, maintaining records and reporting guidelines prescribed by DGE&T

The following components of assessments will be administered to the assessor

- a. Verify the educational qualification and experience of the assessor
- b. Written test to check the knowledge on the modules for which he/she is an assessor and to assess the knowledge on assessment principles, processes as prescribed by DGE&T
- c. Practical demonstration of competency required for the modules for which he/she is an assessor

8.4.5 Award of Empanelment

Initially provisional empanelment will be awarded to the organizations based on the evaluation of eligibility of the Assessing Body based on the criteria mentioned in Section 7.4.2. Final empanelment would be granted subject to the Assessing Body fulfilling the following conditions:

- i. Identifying competencies required for assessment in the modules for which provisional empanelment has been awarded,

- ii. Identifying ways to measure the competencies
- iii. Deciding on the type of evidence that has to be collected for the modules for which the provisional empanelment has been awarded and

The documents submitted by Assessing Body in respect of i, ii, iii above will be evaluated by DGE&T internally or through notified institutions.

- iv. Getting the competencies of 2 assessors of each module evaluated in the institutes notified by the DGE&T

Only assessors who qualify the evaluation process will be eligible to carry out assessment under SDIS.

Assessing Body has to enter into contractual agreement with DGE&T. DGE&T will grant empanelment to new assessing Body only after Assessing Body signs a contract of agreement with DGE&T. In case of already empanelled Assessing Bodies, such Assessing Bodies have to sign contract of agreement with DGE&T by 30-08-2014.

8.4.6 Registration of assessing body in portal

- i. The software team in DGE&T help desk will register the assessing body in the portal and create login for the assessing body and their state users.
- ii. Assessing body shall register the assessors with all the mandatory information required in the portal and on approval from DGE&T, the assessor can take up assessment through Assessing Body.

8.4.7 Inclusion of new assessors:

- i. Assessing body should apply to DGE&T for including new assessors into SDIS. After the evaluation of the eligibility criteria, the Competency evaluation of the assessor will be scheduled and based on the result, approval for the assessor will be given.

- ii. Assessing body can register the assessor in the portal and on approval from DGE&T, the assessor can take up assessments through the assessing body.

8.5 Suspension/De-paneling of Assessing body/ Assessor

- i. Assessing Bodies shall enter assessment schedule within 5 days from the date of issue of ABNs and if Assessing Body does not upload the assessment schedule within this period, it would be considered as a default. Any Assessing Body committing six or more such defaults in a quarter would not be allotted further assessments for at least a quarter.
- ii. Assessing Body shall upload the outcome of the assessment on the portal within 7 days from the date of assessment and if the outcome of the assessment is uploaded after seven days, it will be considered as a default. Allotment of further assessments to such Assessing Body making three or more such defaults in a quarter would be suspended for at least three months.
- iii. If an Assessing Body conducts assessment after seven days of completion of training for more than 5 batches in a quarter, no further assessments shall be given to the Assessing Body for one quarter.
- iv. If the assessing bodies which has already been empanelled by DGE&T does not enter into contract agreement before 30-8-14, the assessing body will be de-empanelled.

8.6 Quality Systems and Process requirements:

- i. Should establish internal processes/methods to monitor measure and improve the performance of its internal staff and assessors during planning, execution and reporting the assessment through.
- ii. Should develop “question banks” for random selection of questions along with the questions from NIMI ‘question bank’ wherever they are available. Process for regular maintenance and update the question bank should be defined.

- iii. Should develop well-defined process for selection, empanelling and capacity building of assessors
- iv. Should develop detailed internal assessment guidelines for evidence collection, recording, marking and reporting of the assessment results in line with the guidelines issued by DGE&T.

8.7 Pre- Assessment

- i. DGE&T will develop systems and processes to allot batches for assessment to assessor from a particular assessing body based on roster and the proximity to the training center. Until then, RDAT will allot batches to the Assessing Bodies on rotational basis depending on the presence of assessing body in that region sector wise and the assessing body in coordination with VTP and assessor should confirm and schedule the assessment. In this regard, RDAT will prepare a register listing the names of Assessing Bodies and the names of Assessing Bodies shall be serialized on the basis of date of order issued by DGE&T relating to empanelment. In case the date of empanelment is same, then the Assessing Bodies shall be serialized alphabetically. RDAT will communicate Assessment Batch Number on first come first basis to Assessing Bodies on receipt of information of issuing of Training Batch Number.
- ii. The Assessing Body shall confirm the date of assessment in consultation with Vocational Training Provider (VTP) and communicate to the RDAT/State. If for an unforeseen reason, the date of the assessment is changed, the Assessing Body should inform the RDAT, VTP, State Director/UT & candidates of the same & also about the rescheduled assessment date & time.
- iii. The Assessing Body shall form a panel of assessors of high repute and integrity SDIS sector wise and location wise. The assessors should have (i) relevant academic, occupation qualification, (ii) understanding of factors to be considered for assessment of competencies at various levels, (iii) have considerable hands on experience and occupational expertise, (iv) possess keen observation skills, (v) be able to communicate in local language, (vi)

knowledge of standards and forms of assessment to be used, (vii) be humane, kind and sympathetic.

- iv. The assessment of the candidates shall be done by the Assessing Bodies in designated Testing Centre (TC). The Testing Centre where the assessment is carried out and Testing Centre may also be VTP. The Assessing Body would select the TC based on the location, accessibility and the infrastructure facilities available for conducting the test.
- v. The Assessing Body would provide details of selected TC along with skill areas in which assessment can be done at the TC, to the RDAT and respective States/UTs.
- vi. The Assessing Bodies will depute those assessors for assessments whose details are furnished by Assessing Bodies to DGE&T in advance. Assessment done by assessors whose details are not furnished by Assessing Bodies in advance will be declared void and reassessment of such batch will be done by the Assessing Bodies on their own cost.
- vii. Assessing Body will communicate to the Testing Centre following:
 - a. Details of the candidates to appear for assessment in various MES courses.
 - b. Details of Assessors selected with their contact details.
 - c. Requirement of infrastructure, raw material etc.
 - d. Testing charges to be reimbursed to Testing Centre

8.7.1 In case of Direct Assessment:

Testing centers will be registered by States on the same line as for VTPs. Candidates desire to get the skills certified have to apply on line or through Testing Centers. Assessing Bodies /assessors will be allotted automatically by the IT application. This facility is being provided on the web-portal of SDI scheme. Until then following procedure will be adopted for direct assessment:

- Assessing Bodies shall be responsible for registration of candidates for testing. It may do so directly or through its designated centers or VTPs.
- Candidates would also be allowed to get registered themselves either directly on the portal or through Testing Centre concerned.
- Assessing Bodies shall apply online list of candidates to be assessed to respective RDAT who, in turn, shall acknowledge the same by allotting ABN. RDAT shall make schedule of trade test, including date, time, list of candidates and location of designated Testing Centre under intimation to AB.
- AB shall inform in advance about the courses, candidates list, and requirement of raw material to Testing Centre in advance.
- ABs shall be responsible for preparation of question papers both for theory and practical test based on the approved criteria etc.

8.7.2 Preparation of assessment tools and prerequisites:

- The assessment tools shall contain components for testing the knowledge, application of knowledge and demonstration of skill. The knowledge test can be objective paper based test or short structured questions based. The application of knowledge can be verified based on questioning or seeking response for a case. Demonstration of skill shall be verified based on practical demonstration by the candidate by using competency checklist.
- Assessing body should ensure that 80% of the questions in both theory and practical assessment shall be used from question banks prepared by NIMI wherever they are available.
- The assessing body shall ensure that all the assessors are provided with the MES module course curriculum for which they are eligible to carry out assessment. The module's curriculums are available on DGE&T website.

- The type of assessment tools to be used for assessment should be prepared in advance by the assessing body in accordance to the guidelines as prescribed below:
 1. Define the performance objective – This should be based on the course objectives and competency in workplace as prescribed by MES curriculum. The written tests and practical tests should assess all the competencies mentioned in course curriculum.
 2. In case of practical test, clearly mention the operations which are to be observed in case of process test (how a particular task is being carried out) and the specifications of the final product in case of product test (the task in itself).
 3. List of tools, infrastructure, and equipments to carry out the assessment should be prepared based on the test instruments that are planned to be used.
 4. Prepare written directions to be given to the candidates before the task is attempted.
 5. Scoring system, observational checklist and rating scale should be prepared for each competency which is going to be assessed.
 6. The checklist and rating scale should have sufficient space to record observations.

8.7.3 Pre-assessment activities for Assessor at the Testing Centre

- i. The assessor should carry a copy of the MES module course curriculum to the assessment.
- ii. Assessor should carry the attendance sheet, question papers and answer sheets as applicable, competency result sheet,
- iii. Verification of student credentials: The assessor should check the application form submitted by the candidates and verify the photo pasted on the forms with

candidates who are taking assessment. The checklist in Annexure 3 shall be utilized for the same.

- iv. Verification of testing center for adequate infrastructure, tools and equipments:
The assessor should verify the availability of infrastructure, tools and equipments for carrying out both theory and practical assessments. The minimum requirements prescribed under the MES modules shall be used as benchmark.
- v. Verification of qualification of instructor: The assessor should verify the qualification and experience of the instructors in the training center
- vi. Attendance verification: The assessor should check the attendance register of candidates and instructors until the time biometric attendance system is put in place. Once the biometric attendance system is in place, the biometric attendance of assessors along with that of trainees/candidates should be captured during the assessment at the start as well as end of theory and practical test.
- vii. Attendance during assessment: The assessor should take the attendance of all the students who appear for assessment after the successful verification of the student credentials and before the start of the assessment. The assessor should also provide his/her attendance during start and end of the practical and theory test.
- viii. Pre-Assessment checklist: The assessor should fill the pre-assessment checklist as given in Annexure 4 along with the start time and end time of assessment after verifying all the above tasks
- ix. Verification of the documents related test carried out by VTP/ Testing Centre (TC) for candidates who were not able to produce document in support of having passed the qualification.

8.8 Assessment activities

- i. Before the start of assessment, read out the instructions to the students.

- ii. The written test shall be for fixed duration as prescribed.
- iii. The practical test shall be for fixed duration as prescribed. Assessor shall observe that all candidates are performing the practical test.
- iv. Ensure that individual attention is given to all the candidates during the practical test.
- v. Photographs: The assessor should take photographs during the assessment process. The following photos should be taken by the assessor
 - a. One group photo of all the students in the testing center
 - b. 2 photos each of the students during theory and practical tests
 - c. 1 photo of practical lab/workshop showing the equipments to be used for assessment
 - d. 1 photo of the assessor along with the students appearing for the assessment.

8.9 Post-assessment activities

8.9.1 Consolidation and reporting of results by assessor

- i. The assessor should consolidate all the theory and practical test papers and ensure that all the mandatory information is filled. The total score for each student should be calculated and recorded in Result sheet as given in Annexure 5.
- ii. The assessor should send the attendance sheet, Result sheet, answer papers by courier/post to the assessing body immediately after the completion of assessment

8.9.2 Uploading outcome of the assessment and photos in portal by assessing body

- i. Assessing body should upload the results within one week of the assessment date.

- ii. Photos taken by the assessors during assessment should be sent to respective RDATs through e-mail only. Non dispatch of photos of assessment to RDAT will make assessment void. Re-assessment of such batch will be done by the Assessing Bodies on their own expenses.
- iii. Details of assessors as per annexure-6 should be emailed to RDAT at the time of uploading the outcome of the assessment. Outcome of the assessment will not be accepted in case details of assessors are not emailed to respective RDAT. This procedure will be applicable till automatic selection of assessors is provided on the web-portal of SDIS.

8.9.3 Maintaining assessment records

- i. Assessing Body shall maintain full and complete record pertaining to attendance sheets, result sheet, answer papers, etc. and shall preserve all the records in the form of soft copy (CD/ DVD) for at least 2 years to make it available to the authorized representatives of DGE&T/ RDAT at any time.

8.10 Publishing of results and Certificate issue

- i. RDAT shall verify the outcome of the assessment, details of assessors, photos and print and sign the certificates for successful candidates and send it to the respective candidates. In case of direct candidates assessment, the Certificates would be sent to the Assessing Body.
- ii. Certificates which will be issued will carry photograph of the trainee, name of VTP, start date & end date of training and duration of training once the systems for the same are put in place.

8.11 Assessment fee and Claim generation

- i. Once the results are published, the Assessing body shall submit the hard copy of result sheet duly signed by concerned RDAT along with bill generated by the portal while submitting bills to States. The payment for assessment to the assessing bodies will be as per the below norms.

- a. When assessor and VTP are in same district – Rs 800 per candidate assessed
 - b. When assessor is from same State/UT as that of VTP but are from a district other than that of VTP – Rs 1200 per candidate assessed.
 - c. When assessor is from State/UT other than that of VTP and none of them is from the special areas – Rs 1500 per candidate assessed
 - d. When assessor is from State/UT other than that of VTP and either assessor or VTP is from the Special areas – Rs 2000 per candidate assessed.
- ii. The payments towards assessment would be made at the rate prescribed only if the assessments are carried within 3 days of completion of training and in case of delays, the reductions as indicated below would be applied
 - a. If the assessments are carried out from 4th day of completion of training till 10th day, 15% deduction
 - b. If the assessments are carried out from 11th day of completion of training period and till 20th day, 30% deduction
 - c. If the assessments are carried out beyond 20 days of completion of training period, 45% deduction.
 - iii. Funds will be transferred from DGE&T to the State Society which, in turn, shall make payments towards reimbursements. The payments towards all reimbursement claims shall be settled within 30 days from the date of receipt of bills. If there are any discrepancies in the bills submitted by the VTPs and ABs, the society shall return the said bills within 7 working days from the receipt of bills.
 - iv. States/UTs would reimburse remaining 25% of the amount of assessment fee, which was not paid by the candidates belonging to disadvantaged group

like SC/ST/OBC/ Women/Persons with disabilities before 11.9.2013, from the scheme funds.

9 Monitoring & Evaluation of the performance of the VTP

Separation of training delivery and assessment functions are aimed at ensuring quality. Performance of the VTPs is closely monitored based on the output and outcome of training provided by them.

9.1 Web based software for implementation, monitoring and evaluation

Web based software will be used for implementation, monitoring and evaluation of the scheme. Web based software will be required to achieve the target of the scheme with in the stipulated period with limited staff available at Central and State levels. It will help in monitoring the activities of the scheme effectively.

Some of the features of the software are given below:-

- i. On line registration of persons seeking training or testing of their skills
- ii. Admit card/ Attendance generated by portal shall have photograph of candidates.
- iii. Reports about number of persons undergoing training – course-wise and in which VTPs can be generated.
- iv. Reports about numbers of persons trained - course wise and by which VTPs and when, can be generated.
- v. Reports about number of persons assessed - course wise and by which Assessing Body and when, can be generated.
- vi. Reports about number of persons certified - course wise and by which Assessing Body and when can be generated.
- vii. Information about VTPs along with courses offered,
- viii. Information about TCs along with details of courses in which testing can be done.
- ix. Information about assessing bodies
- x. Certificates will be prepared.

- xi. A system to allow communication through SMS and e-mail is being created so that communication between various stakeholders could take place timely.
- xii. SDI portal will enable direct feedback on placement data by trained persons & employers through controlled access.
- xiii. An interactive dashboard exclusively for students will be created on the portal wherein students can post their views in respect of training, VTP, assessment employment etc. The portal will have provision to collect the feedback from employers in order to assess the quality of youth who pass out from the VTPs

9.2 Tracer studies

Tracer study will evaluate the performance of Vocational Training Providers (VTPs) in respect of training infrastructure, capability of instructional staff, employment of passed out trainees, modules in terms of employability, performance of head office of Assessing Bodies, assessment procedure, capability of assessors, performance of assessed trainees, employment status of passed out trainees and problems faced by them in implementing the scheme. Post-training evaluation of 1% persons certified is done every year. Tracer studies and survey of employers is used to evaluate the outcome of the training.

9.3 Mid-term review of the scheme

Assessment of the implementation of the Scheme would be made after three years of commencement, and mid-course corrections, if needed, would be made with the approval of Apex Committee.

The Apex Committee will consider the models suggested by National Knowledge Commission and Task Force on Skill Development and may modify the scheme, if required.

9.4 Third Party Monitoring of Program Implementation

Third party monitoring agencies will be engaged for verification of infrastructure of VTP, verification of student credentials, verification of credentials of trainers and

assessors, checking for compliance in curriculum used, training delivery and assessment processes, etc.

Agencies will be selected based on bidding process carried out by DGE&T as defined in the GFR 2005 and they will be initially engaged for two years. Their contract may be extended based on their performance for further one year and subsequently for another one year only.

Work will be allocated to agencies on random basis or on specific feedback. Findings of the agencies would also be placed on web-portal. Country will be divided into about 10 zones.

10 Expectations from other Stakeholders

10.1 Employers & employees organizations:

- i. Forecasting of emerging areas for employment and skill mapping
- ii. Developing of competency standards
- iii. Providing guest faculty & assessors
- iv. Training of trainers & assessors
- v. Encouraging & deputing workers for training
- vi. Making available training & testing facilities
- vii. Monitoring & evaluation
- viii. Assisting trainee in getting employment

10.2 International Organizations:

- i. Exposure to International good practices
- ii. Capacity building in the area of planning, implementation and monitoring of Skill Development program for the Informal Economy
- iii. Capacity building in the area of development of competency standards, curricula, learning material, assessment standards etc.
- iv. Implementing pilot programs

10.3 State Governments:

- i. Identifying training providers and assessing bodies
- ii. Providing full support to the assessing bodies
- iii. Assessing of labour market demand & curriculum development
- iv. Giving wide publicity
- v. Implementing MES program in ITIs/ITCs
- vi. Providing Post training support
- vii. Close monitoring & evaluation to ensure quality
- viii. Setting up of dedicated MES cells
- ix. Setting up of Society/MES Cell
- x. Registration of VTPs.
- xi. Reimbursement of Training cost and Assessment cost.
- xii. Issuance of fund utilization certificate to DGE&T, New Delhi.

10.4 NGOs/ Vocational Training providers:

- i. Counseling & vocational guidance
- ii. Providing good quality training
- iii. Providing training in a flexible mode to suit trainees needs
- iv. Post training support to trainees
- v. Maintaining information on trainees trained and outcome of training
- vi. Scheme Outlay

11 Scheme outlay

The total cost of the scheme was Rs. 550/- crore during XI plan period. The scheme is 100% funded by the Central Government. The financial outlay for 12th plan period is Rs 2000 crore to skill and certify 25 lakh people. The Apex Committee will review the costs regularly and revise them as required. Expenditure on training support services, studies, and administrative cost would cover:

- Labour market surveys,
- Publicity

- Development of curricula, assessment standards and instructional and learning material
- Training of trainers and assessors
- Training and development of project officers in planning, implementation and monitoring of the scheme
- Training and development of a team of experts/ capacity building in the area of development of competency standards, competency based curricula, learning material, assessment standards etc. to the global standards
- International fellowships/ training on good practices for training in the informal sector
- Tracer and evaluation studies
- Consultancies
- Organizing workshops/ seminars/ review meetings/ Inspections
- Development of web based software
- Setting up and functioning of the 'Project Management Cells' and MES Regional Cells
- Implementing and monitoring cost and other miscellaneous expenditure

Annexure 1 Contract Agreement between State DET and VTP

THIS AGREEMENT is entered on **Day of Month** in the **Year 201_**

BETWEEN

<State DET Society> having their office at
.....represented
through..... (Hereinafter called the
“**First Party**”) which expression shall unless repugnant to the context thereof shall mean
and include its administrator, successor in office, representative, assigns.

And

The Vocational Training Provider.....having
their office at
.....
represented through (Hereinafter called the
“**Second Party**”) which expression shall unless repugnant to the context thereof shall
mean and include its successors, heirs, assigns, representative.

WHEREAS

- (a) The First Party, is a state level society set up under the Department of Employment and Training, **State** to implement Skill Development Initiative Scheme (SDIS), which was launched by Directorate General of Employment and Training (DGE&T), Ministry of Labor and Employment. SDIS is a Centrally Sponsored Scheme to provide vocational training, test and certify people.
- (b) The Second Party, **Name of organization and about the organization**
- (c) The First Party released advertisement for selection of qualified and competent Vocational Training Providers (VTP) to impart skill development training.
- (d) The Second Party applied to The First party to take up skill development training program on the behalf of The First Party under SDIS. The Second Party represented to the First Party that it had the required professional skills and infrastructure and proposed to offer its Services to the First Party on the terms and conditions as set forth in this agreement;
- (e) The First Party has verified the documents and application form submitted by the Second party and carried out physical verification of infrastructure and found the second party to poses the capability to impart skill development training.
- (f) NOW THIS AGREEMENT is entered by and between the parties hereto for imparting employment oriented training to the youth in **<state name>** on the terms, conditions and stipulations as set forth hereunder:

1. Definitions and interpretations:

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

1.1 “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.

- 1.2 “Contract/ Agreement” means the Contract signed by the Parties and all the attached documents
- 1.3 “Party” means the “<State DET Society>” being the First Party or the “Vocational Training Provider / VTP” being the Second Party, as the case may be, and “Parties” means both of them.
- 1.4 “Effective Date” means the date on which this Contract comes into force and effect.
- 1.5 “Skill Development Initiative Scheme” or “SDIS” means the 100% centrally sponsored scheme to provide skill development training and certification to workers seeking certification of their skills acquired informally, early school drop-outs and unemployed, workers and ITI graduates seeking skill up gradation and previously child labour and their families.
- 1.6 “Vocational Training Provider” or “VTP” means an institution which provides skill development training and is empanelled by State DET Society through this Contract / Agreement.
- 1.7 “DGE&T” means the Directorate General of Employment & Training, Ministry of Labour and Employment
- 1.8 “Assessing Body” or “AB” means an institution empanelled by DGE&T to carry out assessment of the candidates trained by VTP
- 1.9 “Regional Directorate of Apprenticeship Training” or “RDAT” means the institution involved in implementation of SDI scheme with respect to assessment process by assigning training batches for assessment to assessment bodies and publishing the results of assessment.
- 1.10 “NCVT” means National Council for Vocational Training
- 1.11 “Registration” means allowing VTP to start training on the registered modules.
- 1.12 “Third Party” means any person or entity other than the “<State DET Society>” or the “Vocational Training Provider”.

- 1.13 “TBN” means Training Batch Number which is a unique number given to a training batch which will be run by Vocational Training Provider.
- 1.14 “Candidates” means Indian citizen above 14 years of age who want to be trained & assessed or want to be assessed for prior learning under Skill Development Initiative Scheme (SDIS)
- 1.15 “Guidelines” means the implementation guidelines and amendments issues by DGE&T, Ministry of Labour and Employment.
- 1.16 “Scheme” means Skill Development Initiative Scheme (SDIS) that is implemented by the “First Party”.
- 1.17 “Government” means the Government of India and Government of <State>.
- 1.18 “Services” means the work to be performed by the Vocational Training Provider pursuant to this Contract.
- 1.19 “In writing” means communicated in written form with proof of receipt.
- 1.20 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:
- 1.20.1 Guidelines issued by DGE&T on 11-9-13, 18-10-13, 19-12-13 and guidelines which may be issued henceforth over the period of contract;
- 1.20.2 Agreement;
- 1.21 If any doubt arises as to the interpretation of the provisions of this Agreement or as to matters not provided therein, the parties to this Agreement shall consult with each other for each instance and resolve such doubts in good faith.

2. Roles and Responsibilities:

2.1 The First Party:

- 2.1.1 Shall advertise about the scheme for mobilization of candidates for training, informing potential VTP about the program and improving the program awareness among general public.
- 2.1.2 Shall approve the Second Party to conduct training program under SDIS after inspection of the infrastructure as per the mandatory requirements.
- 2.1.3 Shall approve the course modules in which training can be imparted by the Second Party.
- 2.1.4 Shall approve the training calendar which is submitted online by the by The Second Party and facilitate generation of TBN.
- 2.1.5 Shall make training fee payments and boarding and lodging fee payment within the time limits as prescribed in the guidelines issued by DGE&T
- 2.1.6 Shall monitor and evaluate the performance of Second Party on timely basis.

2.2 The Second Party:

- 2.2.1 Shall issue admission notice, from time to time for the courses that are offered and may also circulate publicity materials such as pamphlets, brochures etc. in order to create awareness about the courses, facilities, etc.
- 2.2.2 Shall mobilize the candidates who are eligible for getting trained in a specific module for which approval has been granted by The First Party.
- 2.2.3 Shall register and enroll candidate in the SDI web portal by providing all mandatory information. Shall implement Central government /State Government's reservation policy which is applicable for ITIs as the case may be.
- 2.2.4 Shall run only those MES courses for which it is registered with the First Party.

- 2.2.5 Shall ensure the availability of infrastructure, tools and equipments as per the requirements for the module as approved by NCVT.
- 2.2.6 Shall appoint qualified and trained instructional staff and ensure their presence throughout the duration of training.
- 2.2.7 Shall provide good quality training to the candidates in the stipulated time with adequate hands-on experience.
- 2.2.8 Shall forward the batch for assessment to RDAT for allotting Assessing body / Assessor.
- 2.2.9 Shall coordinate with the Assessor and Assessing body and ensure that assessment is carried out on the scheduled date for all the candidates who appeared for training and are eligible for assessment.
- 2.2.10 Shall ensure that trained candidates are present and infrastructure, tools & equipments are available for assessment.
- 2.2.11 Shall provide boarding and lodging to all candidates if applicable.
- 2.2.12 Shall comply with all processes required to maintain information at the SDIS portal and shall provide necessary IT infrastructure and manpower for the same.
- 2.2.13 Shall maintain biometric attendance for all candidates under training and trainers from the time DGE&T sets up the system and until then shall maintain the manual attendance for the candidates and trainers.
- 2.2.14 Shall allow authorized officers of RDAT/DGE&T /First Party dealing to inspect the training infrastructure available in its premises for courses/modules under SDI scheme.
- 2.2.15 Shall not make First Party / RDAT / DGE&T / a party in any disputes arising in its premises.
- 2.2.16 Shall abide by all the instructions prescribed in the Implementation Manual and those issued by DGE&T from time to time.

2.2.17 Shall distribute the certificates issued by RDAT to the candidates within the time limit as prescribed in guidelines.

3. Deliverables

3.1 The First Party:

3.1.1 Shall allot Training Batch Number (TBN) based on the training calendar submitted by the Second Party within the time duration as prescribed in the guidelines issued by DGE&T or reject the training calendar by recording the valid reasons.

3.1.2 Shall make payment to the Second Party after the verification of the cost claims and mandatory documents submitted by the Second Party within the time duration as prescribed in the guidelines issued by DGE&T.

3.2 The Second Party:

3.2.1 Shall ensure that at least 60% of candidates appearing the assessment, Pass the assessment in 3 out of last 5 batches.

3.2.2 Shall ensure that for at least 80% of the trainees passing out of every batch, placement is facilitated and the details of placement, salary/income is entered in the portal when the provisions are made by DGE&T. It shall be ensured that the sector of placement is in sync with the area of training provided.

4. Key Terms of the agreement

4.1 Process Guidelines: The Second Party shall refer and follow the process guidelines as notified by the DGE&T and the First Party from time to time for conduct of any of the activities outlined in this section.

4.2 Registration and enrollment of candidates:

4.2.1 Second Party shall register and enroll the Candidates in SDI web portal by providing the details as per the guidelines.

4.3 Training Batch Number (TBN) generation:

4.3.1 Second Party shall submit training calendar indicating the likely start date and end dates batch wise / module wise to First Party for approval.

4.3.2 First Party shall issue TBN or reject request for issue of TBN within prescribed time limit as per guidelines failing which the TBNs would be generated without waiting for any more clearance from the First Party.

4.4 Training process:

4.4.1 The Second Party shall set up the necessary infrastructure, trainers and systems in place before starting the trainings.

4.4.2 Second Party shall impart training as per the course contents prescribed in the MES module and give sufficient hands on training to the candidates.

4.4.3 A system of capturing bio-metric attendance shall be in place is capture the attendance of the students twice a day and transfer to the central server as and when mandated by DGE&T and First Party.

4.4.4 Second Party shall ensure the regular availability of the instructors during the training period as per the guidelines.

4.4.5 The Second Party shall provide Boarding & Lodging facilities to the trainees wherever necessary.

4.5 Assessment and Certification:

4.5.1 Each candidate has to be assessed and certified as per the mechanism laid down by DGE&T. The assessment will be carried out by Assessor from an Assessing Body which is empanelled by DGE&T and will be allotted by RDAT. The certification will be done by NCVT.

4.5.2 Second Party shall ensure that all infrastructures, tools, equipment are made available to the assessor during assessment and all the students are present for the assessment.

4.6 Placements:

4.6.1 Second party shall ensure employment to the candidates after the end of training and assessment by partnering with potential employers.

4.6.2 Second party is eligible for incentive and advance payment as per prescribed in guidelines issued by DGE&T.

4.7 Claim generation:

4.7.1 Second party's reimbursements claim for training cost and boarding and lodging shall be submitted to First Party.

4.7.2 The mode of payment, timelines and terms of payment by the First party shall be as per guidelines issued by DGE&T.

5. Fraud, Corruption and Termination

5.1 Definitions: It is the First Party's policy to require that First Party as well as Second Party observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Second Party define, for the purpose of this provision, the terms set forth herein below:-

5.1.1 "Corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

5.1.2 "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

5.1.3 "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

5.1.4 "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among organizations with the objective of restricting or manipulating the selection process or the execution of a contract.

5.2 Termination by the First Party

- 5.2.1 The First Party may terminate the agreement with Second Party after providing a written notice, seeking explanation, after the occurrence of any of the below events and Second Party neither responds to the written notice issued by First Party within thirty (30) days of receipt nor remedy the breach or any failure as observed by the First Party through the written notice to the satisfaction of First Party, but not limited to:
- 5.2.2 If Second party does not comply with the guidelines issued by DGE&T with respect to registration of Second Party, registration and enrollment of candidates, training process, assessment process and any related process as mandated in the guidelines.
- 5.2.3 If it is discovered at any stage that the Second party has been furnishing false claims or providing misleading information, document, data or statement with respect to registration and enrollment of candidates, conduct of training or any other aspect related to the program.
- 5.2.4 If it determines at any time that representatives of the Second Party were engaged in corrupt, fraudulent, coercive or restrictive practices during the selection process or during the execution of the contract, without the Second Party having taken timely and appropriate action satisfactory to the First Party to remedy the situation;
- 5.2.5 The Second Party becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- 5.2.6 The Second Party fails to comply with any final decision reached as a result of arbitration proceedings;
- 5.2.7 The Second Party fails to comply with the decisions of the First Party;
- 5.2.8 The First Party may also sanction an order against the Second Party, including declaring the Second Party ineligible, either indefinitely or for a stated period of time, if at any time it is determined that the Second Party has, directly or through

an agent, engaged in corrupt, fraudulent, restrictive or coercive practices in empanelment, or in executing the contract or did not comply with the guidelines issued by DGE&T;

5.3 Termination by the Second Party - The Second Party may, by not less than thirty (30) days' written notice to the First Party, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

5.3.1 The First Party is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Second Party may have subsequently agreed to in writing) following the receipt by the First Party of the Second Party 's notice specifying such breach; the Second Party becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;

5.3.2 The First Party fails to comply with any final decision reached as a result of arbitration.

5.4 Mutual termination

5.4.1 Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration with a notice period of 6 weeks, after settlement of dues of all imparted services till date of termination.

6. It is mutually understood and agreed by and between the parties that:

6.1 MODIFICATION: Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed, and dated by all parties, prior to any changes being performed.

6.2 INFORMATION OWNERSHIP: All information provided by The First Party shall only be utilized for conducting training and placement and The First Party holds no ownership over the content prepared by The Second Party.

- 6.3 PARTICIPATION IN SIMILAR ACTIVITIES:** This instrument in no way restricts The First Party from participating in similar activities with other public or private agencies, organizations, and individuals.
- 6.4 NON-FUND OBLIGATING DOCUMENT:** This instrument is neither a fiscal nor a funds obligation document.
- 6.5 ESTABLISHMENT OF RESPONSIBILITY:** This contract agreement is not intended to, and not creates any right benefit or trust responsibility, substantive or procedural, enforceable at law, by a party against The First Party or The Second Party.
- 6.6 COMMENCEMENT/EXPIRATION DATE:** This instrument is executed as of the date of last signature and is effective upto 2 (Two) years and will expire unless extended.
- 6.7 AUTHORIZED REPRESENTATIVES:** By signing below, the individuals signed in this document as representatives of The First Party and The Second Party are authorized to act in their respective areas for matters related to this contract.
- 6.8 ARBITRATION:** It is agreed by both the parties that any difference of dispute arising upon or in relation or in connection with the contract between both the parties, which has not been settled amicably shall be referred to Sole Arbitrator to be nominated by the First Party under the provisions of (Indian) Arbitration and Conciliation Act, 1996 and the award so given by the Arbitrator will be wholly binding on all the parties and shall not be questioned under any circumstances.

The parties hereto have executed this Contract as of the last written date below.

In WITNESS WHEREOF, the parties hereto have caused this agreement to be made in English and executed by their respective duly authorized representatives of the day and the year first above written

For
<State DET Society>

For
<Name of VTP>

(The First Party)

Name:

Designation:

Date:

(The Second Party)

Name:

Designation:

Date:

Annexure 2 - Contract Agreement between DGE&T and Assessing Body

THIS AGREEMENT is entered on **Day of Month** in the **Year 201_**

BETWEEN

Directorate General of Employment and Training (DGE&T) having their office at Shram Shakti Bhavan, Rafi Marg, New Delhi – 110001 represented through (Hereinafter called the “**First Party**”) which expression shall unless repugnant to the context thereof shall mean and include its administrator, successor in office, representative, assigns.

And

The Assessing body having their office at represented through (Hereinafter called the

“**Second Party**”) which expression shall unless repugnant to the context thereof shall mean and include its successors, heirs, assigns, representative.

WHEREAS

- (g) The First Party, comes under Ministry of Labour and Employment and implements Skill Development Initiative Scheme (SDIS) scheme, which is a Centrally Sponsored Scheme to provide vocational training, test and certify people to improve their employability and gain employment.
- (h) The Second Party, <Name of organization and about the organization>
- (i) The First Party through State governments and RDAT implements the SDI scheme across the country and empanels Assessing bodies to assess the candidates trained by Vocational Training Providers (VTP).
- (j) The Second Party applied to The First party to empanel itself to assess the competency of the candidates trained by VTP and candidates with prior learning on the behalf of the First Party under SDIS. The Second Party represented to the First Party that it had the required professional skills and infrastructure and proposed to offer its Services to the First Party on the terms and conditions as set forth in this agreement;
- (k) NOW THIS AGREEMENT is entered by and between the parties hereto for assessing the candidates appearing for assessment in the sectors and modules approved by DGE&T and on the terms, conditions and stipulations as set forth hereunder:

4. Definitions and interpretations:

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- 1.1 “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.

- 1.2 “Contract/ Agreement” means the Contract signed by the Parties and all the attached documents
- 1.3 “Party” means the “DGE&T” being the First Party or the “Assessing Body” being the Second Party, as the case may be, and “Parties” means both of them.
- 1.4 “Effective Date” means the date on which this Contract comes into force and effect.
- 1.5 “Skill Development Initiative Scheme” or “SDIS” means the 100% centrally sponsored scheme to provide skill development training and certification to workers seeking certification of their skills acquired informally, early school drop-outs and unemployed, workers and ITI graduates seeking skill up gradation and previously child labour and their families.
- 1.6 “Vocational Training Provider” or “VTP” means an institution which provides skill development training.
- 1.7 “DGE&T” means the Directorate General of Employment & Training, Ministry of Labour and Employment
- 1.8 “Assessing Body” or “AB” means an institution empanelled by DGE&T to carry out assessment of the candidates trained by VTP and candidates with prior learning.
- 1.9 “Regional Directorate of Apprenticeship Training” or “RDAT” means the institution involved in implementation of SDI scheme with respect to assessment process by assigning training batches for assessment to assessment bodies and publishing the results of assessment.
- 1.10 “State Directorate” means the state department which implements SDIS on behalf of DGE&T.
- 1.11 “NCVT” means National Council for Vocational Training
- 1.12 “Empanelment” means allowing Assessing Bodies to start conducting assessment.
- 1.13 “Third Party” means any person or entity other than the “DGE&T” or the “Assessing Body”.

- 1.14 “TBN” means Training Batch Number which is a unique number given to training batch which will be run by Vocational Training Provider.
- 1.15 “ABN” means Assessment Batch Number which is a unique number given to a batch for which Assessment is scheduled.
- 1.16 “Assessor” means the person who is competent in carrying out competency based assessments and administers the assessment on the behalf of the Assessing Body
- 1.17 “Guidelines” means the implementation guidelines and amendments issues by DGE&T, Ministry of Labour and Employment.
- 1.18 “Scheme” means Skill Development Initiative Scheme (SDIS) that is implemented by the “First Party”.
- 1.19 “MES” means Modular Employability Skill modules
- 1.20 “Government” means the Government of India and State Government.
- 1.21 “In writing” means communicated in written form with proof of receipt.
- 1.22 “Services” means the work to be performed by the Assessing Body pursuant to this Contract.
- 1.23 The following documents along with all addenda issued thereto shall be deemed to form and be read and construed as integral parts of this Agreement and in case of any contradiction between or among them the priority in which a document would prevail over another would be as laid down below beginning from the highest priority to the lowest priority:
- 1.23.1 Guidelines issued by DGE&T on 11-9-13, 18-10-13, 19-12-13 and guidelines which may be issued henceforth over the period of contract;
- 1.23.2 Assessment guidelines issued on January 2011 and as amended from time to time;

1.23.3 Agreement;

1.24 If any doubt arises as to the interpretation of the provisions of this Agreement or as to matters not provided therein, the parties to this Agreement shall consult with each other for each instance and resolve such doubts in good faith

5. ROLES AND RESPONSIBILITIES:

2.1 The First Party:

2.1.1 Shall verify the credentials of the Assessing Body which applies for empanelment.

2.1.2 Shall carry out competency evaluation of assessors of Assessing Bodies and allot the batches for assessment directly to the assessor. In the absence of system to allot assessment batch directly, the Second party shall identify the assessor for carrying out assessment.

2.1.3 Shall issue assessment guidelines for the assessing bodies and assessors to carry out assessment and report the same through online portal.

2.1.4 Shall allot funds and direct the state directorates to reimburse the assessment cost claim on submission of documents within the time limit as prescribed by DGE&T.

2.2 The Second Party:

2.2.1 Shall form a panel of assessors of high repute and integrity SDIS sector wise and location wise. The assessors should have (i) Relevant academic, occupation qualification, (ii) Understanding of factors to be considered for assessment of competencies at various levels, (iii) Have considerable hands on experience and occupational expertise, (iv) possess keen observation skills, (v) Be able to communicate in local language, (vi) Knowledge of standards and forms of assessment to be used, (vii) Be humane, kind and sympathetic.

2.2.2 Shall identify competencies required for assessment in the modules for which provisional empanelment has been awarded.

2.2.3 Shall identify ways to measure the competencies.

- 2.2.4 Shall decide on the type of evidence that has to be collected for the modules for which the provisional empanelment has been awarded.
- 2.2.5 Shall conduct assessment only in the modules under MES, sectors and states for which approval is given by the First party.
- 2.2.6 Shall confirm the assessment schedule by coordinating with the assessor within the stipulated time as prescribed by DGE&T.
- 2.2.7 Shall provide the attendance sheet and necessary assessment tools like question papers, answer key, etc in advance to the assessor.
- 2.2.8 Shall collate the attendance sheet with the signature of the candidates and the VTP representative, answer sheets from the assessor and upload the results in the SDIS portal.
- 2.2.9 Shall maintain the records of assessments carried out like attendance sheet, question paper and answer paper in the head office which shall be accessible for the First party or any of its assignees for auditing as per the guidelines issued by DGE&T.
- 2.2.10 Shall establish internal processes/methods to monitor, measure and improve the performance of its internal staff and assessors during planning, execution and reporting the assessment.

6. DELIVERABLES

3.1 The First Party:

- 3.1.1 Shall automate the assigning of batches for assessment to assessors directly and ensure that batches are scheduled to the Assessing bodies based on roster.
- 3.1.2 Shall issue guidelines for assessing bodies, assessors, payment and processes related to assessment.
- 3.1.3 Shall direct the State directorates to reimburse the cost claims for the bills submitted by Second party within a prescribed time limit as per the guidelines.

3.2 The Second Party:

3.2.1 Shall ensure that the assessment schedule is confirmed within the stipulated time as prescribed by First Party.

- i. Shall depute those assessors for assessments whose details are furnished, qualify the competency evaluation and are approved by the First Party. Assessment done by assessors whose details are not furnished by Assessing Bodies in advance will be declared void and reassessment of such batch will be done by the Assessing Bodies on their own cost.

3.2.3 Shall ensure that the assessment is carried out within 3 days of the end date of training.

3.2.4 Shall ensure that the results are uploaded in the online portal within the stipulated time as prescribed by First Party and photos taken by the assessors during assessment are sent to respective RDAT through e-mail.

4. Key Terms of the agreement

4.1 Process Guidelines: The Second Party shall follow the process guidelines as notified by the First Party from time to time for conduct of any of the activities outlined in this section.

4.2 Selection of Assessor and Assessing body:

4.2.1 The First Party will assess the competency of the assessor from time to time and the expenditure for the same will be borne by the Second Party. The assessors qualified in the assessment will only be eligible for carrying out assessment.

4.2.2 The Second Party shall ensure that the assessors are qualified and competent to carry out assessment in a particular trade for which the application is sought. The Second Party shall depute those assessors for assessments whose details are furnished by Assessing Bodies to DGE&T in advance. Assessment done by assessors whose details are not furnished by Assessing Bodies in advance will be

declared void and reassessment of such batch will be done by the Assessing Bodies on their own cost.

- 4.2.3 If the Second party wants to register a Testing center for direct assessment, Second party shall apply online for registration to the respective state directorates where the testing center is located. The details required for registration of Testing centers for direct assessment would be same as that of registration of VTPs except for the requirement of related instructional staff.

4.3 Allotment of batch for assessment:

- 4.3.1 The First Party will develop systems and processes to allot batches for assessment to assessor from a particular assessing body based on roster and the proximity to the training center.
- 4.3.2 The assessment will be scheduled immediately after the issue of TBN to provide sufficient time for the assessor and assessing body to confirm the allotment of batch.
- 4.3.3 The Second Party shall verify the availability of the assessor and confirm the assessment online.
- 4.3.4 Second party shall enter the assessment schedule within the time limit as prescribed in the guidelines by the First Party.
- 4.3.5 Assessor who is a part of Government departments/Societies/Missions/ Corporation bodies, etc related to vocational training and skill development will not be allowed to assess the trainees trained in the centre where he/she works

4.4 Pre-assessment

- 4.4.1 The biometric attendance of assessors along with that of trainees/candidates will be captured during the assessment at the start as well as end of theory and practical test as and when the system is available.

4.4.2 The assessor shall verify the credentials of the candidates appearing for assessment and check the availability of infrastructure and tools required for assessment as prescribed in the guidelines issued by First Party.

4.5 Assessment processes

4.5.1 The question paper shall contain 80% of questions from the question bank issued by NIMI for both theory and practical questions wherever they are available.

4.5.2 The assessor shall follow the assessment guidelines prescribed by the First Party to ensure that objective and unbiased assessment is carried out.

4.5.3 Sufficient time shall be provided for carrying out both the theory and practical assessment.

4.5.4 The checklists, answer sheets shall be used effectively to observe and record the performance of the candidates during the assessment process.

4.6 Direct candidate Assessment:

4.6.1 For Direct assessment, candidates can either enroll themselves directly on the portal or through Testing center concerned and the assessors for the direct assessment would be assigned by the IT system as and when the system is in place.

4.7 Post assessment process

4.7.1 The assessor shall send the attendance sheet, answer papers by courier/post to the assessing body immediately after the completion of assessment to facilitate the Second party to upload the results within one week of the assessment date.

4.8 Uploading of results:

4.8.1 Second party shall upload the assessment results in the portal as prescribed in the guidelines issued by First Party.

4.9 Publishing of results and issue of certificate:

4.9.1 RDAT will publish the results, print and dispatch the certificates to student/VTP/Assessing Body based on the type of candidate and the guidelines issued by First Party.

4.10 Payment and claim generation:

4.10.1 Once the results are published, the Second party shall submit the documents to the state directorate as prescribed by the First party for reimbursement of the assessment fee. The payment for assessment to the assessing bodies shall be as per the norms in guidelines issued by First Party.

5. Fraud and Corruption

5.1 Definitions: It is the First Party's policy to require that First Party as well as Second Party or any other party involved in the implementation of SDIS to observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the First Party defines, for the purpose of this provision, the terms set forth herein below:-

5.1.1 "Corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

5.1.2 "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

5.1.3 "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

5.1.4 "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among organizations with the objective of restricting or manipulating the selection process or the execution of a contract.

5.2 Termination by the First Party: The First Party may terminate the agreement with Second Party after providing a written notice, seeking explanation, after the occurrence of any of the below events and Second Party neither responds to the written notice issued by First Party within thirty (30) days of receipt nor remedy the breach or any failure as observed by the First Party through the written notice to the satisfaction of First Party, but not limited to:

5.2.1 If Second party does not comply with the guidelines issued by DGE&T with respect to empanelment of Second Party, registration of assessors, assessment process and any related process as mandated in the guidelines.

5.2.2 If the assessor or assessing body colludes with VTP or government officials and carries out or reports biased and incorrect information on the assessment

5.2.3 If it is discovered at any stage that the Second party has been furnishing false claims or providing misleading information, document, data or statement with respect to empanelment, conduct of assessment or any other aspect related to the program.

5.2.4 If it determines at any time that representatives of the Second Party were engaged in corrupt, fraudulent, coercive or restrictive practices during the selection process or during the execution of the contract, without the Second Party having taken timely and appropriate action satisfactory to the First Party to remedy the situation;

5.2.5 The Second Party becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;

5.2.6 The Second Party fails to comply with any final decision reached as a result of arbitration proceedings;

5.2.7 The Second Party fails to comply to the decisions of the First Party;

5.2.8 The First Party may also sanction an order against the Second Party, including declaring the Second Party ineligible/suspended, either indefinitely or for a stated period of time, if at any time it is determined that the Second Party has, directly or through an agent, engaged in corrupt, fraudulent, restrictive or coercive practices in empanelment, or in executing the contract or has not taken adequate measures to reduce the pendency of assessment schedule preparation, results uploading within the prescribed time limit or did not comply with the guidelines issued by DGE&T;

5.3 Termination by the Second Party: The Second Party may, by not less than thirty (30) days' written notice to the First Party, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

5.3.1 The First Party is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Second Party may have subsequently agreed to in writing) following the receipt by the First Party of the Second Party 's notice specifying such breach;

5.3.2 The Second Party becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;

5.3.3 The First Party fails to comply with any final decision reached as a result of arbitration.

5.4 Mutual termination: Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration with a notice period of 6 weeks, after settlement of dues of all imparted services till date of termination.

5.5 De-paneling assessors of the Second Party: The First Party may de-panel the assessor of the Second Party after providing a written notice, seeking explanation, after the occurrence of any of the below events and Second Party neither responds to the written notice issued by First Party within thirty (30) days of

receipt nor remedy the breach or any failure as observed by the First Party through the written notice to the satisfaction of First Party, but not limited to:

- 5.5.1 The assessor of Second Party is found to be ineligible to carry out assessment or submitted fake or incorrect information during the evaluation process.
- 5.5.2 The assessor of Second Party fails to comply to the guidelines issued by the First Party for carrying out Assessment.
- 5.5.3 The assessor of Second Party is engaged in corrupt, fraudulent, restrictive or coercive practices during the implementation of the assessment process, inclusive of pre-assessment and post-assessment activities as detailed in the guidelines issued by First Party

6. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- 6.1 MODIFICATION:** Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed, and dated by all parties, prior to any changes being performed.
- 6.2 INFORMATION OWNERSHIP:** All information provided by The First Party shall only be utilized for conducting assessment and The First Party holds no ownership over the content prepared by The Second Party.
- 6.3 PARTICIPATION IN SIMILAR ACTIVITIES:** This instrument in no way restricts both the parties from participating in similar activities with other public or private agencies, organizations, and individuals. However the Second Party shall inform the First Party before participating in similar activity with other agencies, failing which penalty as deemed fit may be imposed on the Second Party.

6.4 NON-FUND OBLIGATING DOCUMENT: This instrument is neither a fiscal nor a funds obligation document.

6.5 ESTABLISHMENT OF RESPONSIBILITY: This agreement is not intended to, and not create any right benefit or trust responsibility, substantive or procedural, enforceable at law, by a party against The First Party or The Second Party.

6.6 COMMENCEMENT/EXPIRATION DATE: This instrument is executed as of the date of last signature and is effective upto 2 (Two) years and will expire unless extended.

6.7 AUTHORIZED REPRESENTATIVES: By signing below, the individuals signed in this document as representatives of The First Party and The Second Party are authorized to act in their respective areas for matters related to this contract.

6.8 ARBITRATION: It is agreed by both the parties that any difference of dispute arising upon or in relation or in connection with the contract between both the parties, which has not been settled amicably shall be referred to Sole Arbitrator to be nominated by the First Party under the provisions of (Indian) Arbitration and Conciliation Act, 1996 and the award so given by the Arbitrator will be wholly binding on all the parties and shall not be questioned under any circumstances.

The parties hereto have executed this Contract as of the last written date below.

In WITNESS WHEREOF, the parties hereto have caused this agreement to be made in English and executed by their respective duly authorized representatives of the day and the year first above written.

For

<DGE&T>

(The First Party)

Name:

Designation:

Date:

For

<Name of Assessing Body>

(The Second Party)

Name:

Designation:

Date:

Annexure 3 - Attendance sheet

AB State Center :

Name of Assessing Body:

Assessment Batch No:

Batch type:

VTP Name:

Name of Assessor

Sector Name:

Course Name:

Assessment Date:

Assessment Time:

S. No	Candidate ID	Candidate Name	Father/Husband Name	Address	Gender	Educational Qualification	Date of Birth	Signature

VTP In charge Signature

Assessor Signature

Annexure 4 - Pre-Assessment Checklist

Test Center : _____ **VTP Name:** _____
Assessment Batch No: _____ **Batch type:** _____
Name of Assessing Body: _____ **Name of Assessor** _____
Sector Name: _____ **Course Name:** _____
Assessment Date: _____ **Assessment Time:** _____
Date and time of filling checklist: <To be filled>

S. No	Activity/Item	Mandatory requirement	Compliance (Yes/No/ Partial)	Remarks
1	Availability of Infrastructure	Classroom with seating capacity equal to number of candidates to be assessed		
2	Availability of equipments and tools	As prescribed in the Module		
3	Availability of consumables (if applicable)			
4	Verification of identity of students <i>(Identity proof may be mark sheets/ driving license/ ration card)</i>	Identity of all students to be verified		<ul style="list-style-type: none"> • Total Number of students: • Students With proper identity proof: • Identity ascertained through other means: • Could not ascertain identity:

Annexure 5 - Results Sheet

Assessment Batch No:

Name of Assessor:

Name of Assessing Body:

VTP Name:

Sector Name:

Course Name:

Assessment Date:

Assessment Time:

Batch type:

Batch Size

S. No	Candidate ID	Candidate Name	Date of Birth	Marks				Result <i>(Pass/Fail)</i>
				Practical	Theory	Interview	Total	

Annexure 6 - Details of Assessor

Assessment Batch No:

Name of Assessor:

Name of Assessing Body:

VTP Name:

Sector Name:

Course Name:

Assessment Date:

S. No	Name of the Assessor	Qualification	Experience	e-mail /mobile no.

Annexure 7 Norms for Hostel

Space and facilities

SI No	Item	Specifications
1.	Per student	50 Sq. feet including area of bed, reading table and chair and Cup board/Almirah for twin sharing
2.	Mattress	One no per bed
3.	Bed sheet	One no per bed
4.	Pillow	One no per bed
5.	Blankets/covering sheet.	One no per bed
6.	Light	One tube light of 40 watt or equivalent CFL per room
7.	Fan	Ceiling fans
8.	Bath room	Adequate
9.	Toilet	Adequate
10.	Drinking water	One 50 ltrs capacity water cooler with RO facility per 16 seating capacity.
11.	Display board	Displaying important contact names and phone numbers, such as police, doctor, hostel warden, fire.
12.	First Aid box	Containing first aid requirements

Other requirements:

1. One regular Hostel warden with attendant.
2. Separate hostel for ladies to be provided with lady hostel warden.
3. Hygienic and nutritious Food to be served during breakfast, lunch and Dinner. Menu for breakfast, Lunch and Dinner should be decided in consultation with students.

4. Should have tie up with local hospital.
5. Hostel should as far as possible to be near the training area, if it is located at a distance more than 1.5 Km, transport facility to be provided.
6. Adequate security of trainees to be observed.
7. Fire extinguisher of suitable size to be provided at easily approachable area.

Optional facilities:

1. If possible hostel may have attached bath rooms.
2. Play ground for students.
3. Recreation facilities for indoor games like carom, chess, and table tennis may be provided.
4. Common Room having news papers of local language along with English language along with TV to be provided.