



SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS)

(based on Modular Employable Skills)

Implementation Manual

(January, 2008)



**DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA**

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ABBREVIATIONS AND ACRONYMS

AB	Assessing Body
AG	Accountant General in States
AHI	Apex Hi-Tech Institute, Bangalore
ASSOCHAM	Associated Chambers of Commerce and Industry of India
ATI	Advanced Training Institute
ATI-EPI	Advanced Training Institute for Electronic and Process Instrumentation
C&AG	Comptroller and Auditor General of India
CII	Confederation of Indian Industry
CSS	Centrally Sponsored Scheme
CSTARI	Central Staff Training and Research Institute
CTI	Central Training Institute
CTS	Craftsmen Training Scheme
DDO	Drawing and Disbursing Officer
DEA	Department of Economic Affairs
DGE&T	Directorate General of Employment & Training
DVT	Directorate for Vocational Training
EA	Environment Assessment
EDUSAT	Educational Satellite
EMF	Environment Management Framework
FICCI	Federation of Indian Chamber of Commerce and Industry
FTI	Foremen Training Institute
GFR	General Financial Rules
GoI	Government of India
IDP	Institutional Development Plan
IFD	Integrated Finance Division of MoLE
IIT	Indian Institute of Technology
IMC	Institute Management Committee
IMP	Instructional Media Package
ITC	Industrial Training Center
ITI	Industrial Training Institute
M&E	Monitoring and Evaluation
MES	Modular Employable Skills program of the Government of India
MIS	Management Information System
MHRD	Ministry of Human Resources Development
MoLE	Ministry of Labour & Employment
MoF	Ministry of Finance
MoU	Memorandum of Understanding
NCVT	National Council for Vocational Training
NIMI	National Instructional Media Institute at Chennai
NIOS	National Institute of Open Schooling
NLI	VV Giri National Labour Institute at Noida
NPC	National Project Coordinator
NPD	National Project Director
NPMC	National Project Management Cell
NVTI	National Vocational Training Institute for Women
NVQF	National Vocational Qualifications Framework
OBC	Other Backward Classes
PAO	Principal Accounts Office, MoLE
PLA	Public Ledger Account
PIP	Project Implementation Plan
RBI (CAS)	Reserve Bank of India (Central Accounting Section)

RVTI	Regional Vocational Training Institute for Women
SC	Scheduled Caste
SCVT	State Council for Vocational Training
SPD	State Project Director
ST	Scheduled Tribe
TC	Testing Centre
TCPC	Training, Counseling and Placement Cell
TCPO	Training, Counseling and Placement Officer
TOR	Terms of Reference
UC	Utilization Certificate
UT	Union Territory
VTP	Vocational Training Provider

A. Background

A.1 Vocational Training System

Vocational Training is a concurrent subject under the Constitution and the Central and State Governments share responsibility for effective implementation of vocational training system in the country. At the national level, the 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. The State Governments through Industrial Training Institutes/Industrial Training Centres (ITIs/ITCs) impart institutionalised vocational training under Craftsman Training Scheme, one of the flagship programmes run by the DGE&T.

The vocational training system under the Ministry of Labour and Employment is one of the most comprehensive systems in the country. The craftsmen training is provided to youth with the objective to prepare semi-skilled workers for the industry. The craftsmen training is implemented through a network of Government Industrial Training Institutes (ITIs) / Private Industrial Training Centres (ITCs) located in various parts of the country. 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 obtain 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 apprenticeship training is 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.

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. Both bodies have representatives from the Central and State governments, employers organizations, workers organizations and vocational training experts. Correspondingly, State Councils advise the State governments in respect of vocational training at the State level. The National Council for Vocational Training conducts All India Trade Tests (AITT).

A.2 ***Need for launch of the Scheme***

The skill level and educational attainment of the workforce determines the productivity as well as the ability to adapt to the changing industrial environment. A majority of Indian workforce does not possess marketable skills which is an impediment in getting decent employment and improving their economic condition. While India has large young population, only 5% of the Indian labour force in the age group of 20-24 years has obtained vocational skills through formal means whereas the percentage in industrialized countries varies between 60% and 96%. About 63% of the school students drop out at different stages before reaching Class-X. Only about 2.5 million vocational training seats are available in the country whereas about 12.8 million persons enter the labour market every year. Even out of these training places, very few are available for early school dropouts. This signifies that a large number of school drop outs do not have access to skill development for improving their employability. The educational entry requirements and long duration of courses of the formal training system are some of the impediments for a person of low educational attainment to acquire skills for his livelihood. Further, the largest share of new jobs in India is likely to come from the unorganized sector that employs up to 93 per cent of the national workforce, but most of the training programmes cater to the needs of the organized sector.

Hon'ble Minister of Finance during the budget speech 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 programme 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-organised sector in close consultation with industry, micro enterprises in the un-organised sector, State Governments, experts and academia which was essential considering their educational, social and economic background. Priority will be given to covering those above the age of 14 years who have been or withdrawn as child labour to enable them to learn employable skills in order to get gainful employment. Cluster approach will be adopted with a view to further reducing the incidence of child labour, parents of child labour could also be enrolled on a preferential basis for providing skills so as to improve their employability.

B. Features of the Scheme

B.1 Objective

The objective of the scheme are:

- I. to provide vocational training to school leavers, existing workers, ITI graduates, etc. to improve their employability by optimally utilizing the infrastructure available in Govt., private institutions and the 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.

B.2 Key Features of the Scheme

Key features of the scheme are:

- I. Demand driven short term training courses based on Modular Employable Skills (MES) decided in consultation with Industry. MES is the 'minimum skills set' which is sufficient for gainful employment.
- II. Central government will facilitate and promote training while industry, private sector and State Governments will train the persons.
- III. Optimum utilisation of existing infrastructure to make training cost effective.
- IV. Flexible delivery mechanism (part time, weekends, full time, onsite/ offsite) to suit needs of various target groups.
- V. Different levels of programmes (Foundation level as well as skill upgradation) to meet demands of various target groups.
- VI. The services of existing or retired faculty or guest faculty to be utilized.
- VII. Courses would also be available for persons having completed 5th standard.
- VIII. Testing & certification of skills acquired informally.
- IX. Testing of skills of trainees by independent assessing bodies, which would not be involved in training delivery, to ensure that it is done impartially.
- X. The essence of the scheme is in the certification that will be nationally and internationally recognized.

B.3 **Public Private Partnership (PPP)**

Public Private Partnership (PPP) envisaged in the form of active participation of the industry / Private Sector in every stage of design and implementation of the scheme. Industry bodies are represented in the Central Apex Committee and State Committees which would have overall responsibility of implementation of the scheme. Other areas of partnership are:

- Forecasting of emerging areas of employment at micro level.
- Development of course curricula of various trades.
- Development of instructional material for training.
- Assist in the training of trainers, wherever required.
- Making available their training & testing facilities, wherever required.
- Provide on the job training in their establishments.
- Development of assessment standards.
- Monitoring and Quality assurance.
- Assistance in placement of graduates.
- Provide trade experts to work as assessors of competencies.
- Voluntary donation of equipment to the ITIs/other training institutions.
- Providing guest faculty in new trades.

B.4 **Target Group**

MES would benefit different target groups like :

- Workers seeking certification of their skills acquired informally
- workers and ITI graduates seeking skill upgradation
- early school drop-outs and unemployed
- Previously child labour and their families

SI No.	Target Group	Training		Testing & Certification of Competencies
		Skills acquisition	Skills up- gradation	
1	Workers			✓
			✓	✓
2	Less educated/ Out of school youth/ unemployed	✓		✓
3	ITI graduates		✓	✓

B.5 *Project Output*

One million persons would be trained or their existing skills tested and certified, over a period of five years. About 200 modules for employable skills (Annex 1) as per Industry and labour market demands would be identified and course curriculum developed.

B.6 *Age of participants*

The minimum age limit for persons to take part in the scheme is 14 years but there is no upper age limit.

B.7 *Curriculum Development Process*

- Identification of Employable Skills set in a sector based on *division of work* in the labour market in consultation with Industry
- Development of training modules corresponding to skills set identified
- Organising Modules in to Course Matrix indicating vertical and horizontal mobility
- Development of detailed curriculum
- Vetting by a trade committee comprising representatives of Industry, training providers & trade experts
- Inviting comments from Employers/ Employees Organisations, State Govts. etc.
- Approval by the NCVT

B.8 *Instructional Media Packages*

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

C. Training under the Scheme

C.1 Vocational Training Providers (VTPs)

The training under SDI scheme will be provided by various VTPs under Central Government, State Governments, Public and Private Sector and Industrial establishments. VTPs will provide counselling & vocational guidance, training facilities as per norms, impart good quality training, post training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training. They will track the trainees for three years or till they get gainfully employed. VTP will also be required to have close networking with the industry for immediate placement of the trainees. They will also maintain accounts, ensure proper utilisation of funds and submit reports and utilisation certificates as per prescribed schedule. They will follow various instructions issued by the committees or any other authority from time to time. All VTPs should have necessary powers to collect the training fee from trainees. They should utilise fee collected and funds received from DGET for meeting various expenses for imparting training and providing post training support services. They should also have powers to reimburse training fee to successful trainees out of funds received from DGET. All VTPs must have a broad band internet connection.

C.1.1 Criteria for selection of VTPs

- Following categories of Educational and Training Institutes having requisite facilities for conducting training courses would be eligible for becoming VTP for conducting MES courses:
 - ◆ Institutes (including autonomous institutes) set up by Central Government / State Governments / UT Administrations.
 - ◆ Private Institutes of repute affiliated/ accredited to a Board / University / Council (NCVT, AICTE etc.) set up by Central Government / State Governments / UT Administrations
 - ◆ Any other type of institutions/ bodies approved by Apex committee

- MES framework is a new concept for skill development. During 2007-08 i.e. first year of implementation, necessary management structures at National, Regional and State level (Apex committee, NPMC, Regional Cells, State Committees, State Cells) for managing and monitoring the scheme would be setup. Development of assessment tools and learning material would be done. Assessing bodies would be selected. State Governments and other stakeholders would be familiarised with the scheme procedures. Pilot programmes would be run for validating effectiveness of systems and

procedures. Therefore, focus during the first year would be on development work and pilot programmes. There would be constraints in terms of reach of assessing bodies as well as budget availability. Accordingly, only 10,000 persons are to be trained / tested in the 2007-08. It would be required to take up implementation in select states (say 2 States/ UTs from each of the regions) and select cities in the first year and then gradually implement the scheme in other States/ UTs. States/UTs which accept terms, conditions and roles of States and ITIs prescribed under the scheme will be eligible to participate in the scheme (see Key role of States/ UTs- Annex-X and Annual Training Plan Proposal of States/ UTs- Annex VI).

C.1.2 Quality Assurance for VTPs

Separation of training delivery and assessment functions are aimed at ensuring better quality. Performance of the VTPs would be closely monitored based on the outputs and outcomes of training provided by them. Rating would be awarded to the VTPs as per details mentioned in para E.7.1.

C.1.3 Accreditation/ registration of VTPs

The procedure for registration of VTPs is given below:

- (i) State Govts. will give advertisement for inviting VTPs which wants to run MES courses under SDI scheme to get themselves registered with RDATs. DGET may also give advertisements.
- (ii) VTPs will apply in the prescribed form (Annex-V) to the respective State Director dealing with vocational training with a copy to the respective RDAT. VTP will give a certificate that it has necessary training infrastructure to run the programme. If at any stage it is found that VTP has started courses without necessary training infrastructure, its registration will be cancelled.
- (iii) State Committees after verifying the records will send the list of recommended VTPs to RDAT for registration.
- (iv) If no information is received from the State within 4 weeks from the last date for receipt of application, RDAT can issue registration number to VTPs based on data available with DGET.
- (v) The registered VTPs would be eligible to run MES courses. However, DGET can restrict funding to VTPs.

C.2 Admission/ Registration of Candidates

Admission/ registration procedure for trainees in recognised VTPs is given below:

1. State Governments /UT administrations will issue admission notice in leading newspapers or in any other media which will reach out to the largest number of people. VTPs can also issue admission notice. The notice will contain following information :
 - a) Salient features of the scheme
 - b) Names of DGE&T approved Vocational Training Providers (VTPs) and details of the courses they will run
 - c) Reservation policy as applicable for admission to government ITIs in the concerned States/UTs will be applicable to all approved VTPs
 - d) Fee structure and relaxation in fee for SC/ST and women candidates.
 - e) Reimbursement of prescribed training fee to students who pass the trade tests conducted by assessing bodies under aegis of NCVT
 - f) Application form (Annex-III) to be submitted for admission
2. Persons will get themselves registered in DGE&T approved Vocational Training Providers. VTP will not admit any trainee once the course is started.
3. VTP will submit list of the trainees admitted to the nodal Government ITIs, notified by Director looking after the work of vocational training.
4. VTP/ Nodal Govt. ITI will enter data about the trainees on the web based software, once it is operationalised.

C.3 Training Fee

Following training fee which includes cost of material, honorarium, etc. has been prescribed:

- i. Rs.500 per module for modules having duration upto 90 hrs.
- ii. Rs.1000 per module for modules having duration from 91 to 180 hrs.
- iii. Rs.1500 per module for modules having duration from 181 hrs to 270 hrs.
- iv. Rs.2000 per module for modules having duration more than 270 hrs.

Candidates belonging to SC/ST category and women will be given relaxation of 25% in fee. In order to motivate trainees to take the training programme seriously, training fees of all those trainees who successfully complete the training would be refunded to them. The fee structure has been prescribed initially for one year and if required, the Apex Committee may revise the training fee.

C.4 ***Reimbursement of Training cost***

- I. Training cost @ Rs 15/- per person per hour will be reimbursed to VTPs in respect of those successful persons who got training from the VTPs approved by DGE&T.
- II. State Directors will furnish details to the DGE&T, New Delhi indicating number of persons to be trained in a financial year three months before the start of a financial year.
- III. A one time advance of Rs.3.00 lakhs will be paid to each Govt. ITI so that they can start courses under the SDI scheme
- IV. DGE&T will take a one time approval from Integrated Finance Department at the start of every financial year based on information received from State Directors about the number of persons to be trained in the year for releasing payment to the ITIs/ITCs @ Rs 15/- per trainee per hour through six Regional Directorates of Apprenticeship (RDATs) under DGE&T.
- V. The approval of Integrated Finance Division (IFD), MoL&E will be communicated to all the six RDATS. Whenever statement (indicating number of persons who have successfully passed the tests) come from State Governments for reimbursement, the RDAT after scrutiny of the statement will release funds to the respective VTPs.
- VI. State Committees & Principal of each ITI shall ensure that the training fee charged from the trainees is reimbursed to the successful candidates by the VTPs.

Apex Committee can revise rate of reimbursement of training cost and the procedure for release of funds.

D. Testing and Certification

D.1 *Assessing Bodies*

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the target of providing training/testing of one million persons through out the country and to avoid monopoly, more than one assessing bodies will be appointed for a sector or an area. These will also assist DGET to develop qualifications and standards for assessment through research and interaction with industry, trainers and academia.

D.1.1 Criteria for Selection of assessing Body

Following parameters will be considered while selecting assessing bodies:

- i. Should be an Industry/Employers' Association or any organisation having expertise in assessment of competencies. Organizations having experience in testing of competencies would be preferred.
- ii. Should not be a training provider under the scheme.
- iii. Should have branches or operations at state/regional/all India level.
- iv. Should be an Income Tax assessee.
- v. Should have experts of repute and integrity in different industrial trades and technology.

Apex Committee can review and revise the criteria.

D.1.2 Terms & Conditions for Assessing Bodies

Assessing bodies will abide by the following terms and conditions:

- i. Assessing Body shall conduct testing in respect of trades / skill areas under Modular Employable Skills (MES) entrusted to it by DGE&T.
- ii. Assessing Body shall draw a list of Testing Centres (TC) and the list will be sent to RDATs, DGE&T and State Directors for record.
- iii. Assessing Body shall form a panel of assessors of high repute and integrity MES sector wise and location wise.
- iv. Assessing Body shall enter into agreement with the MESTCs and assessors.
- v. Assessing Body shall be responsible for registration of candidates and collection of assessment fee. It may do so directly as well as through its authorised testing centres.

- vi. Assessing Body shall make arrangements for scheduling trade test, including date, time and list of candidates and the location of MESTC under intimation to RDAT/ DGE&T.
- vii. Assessing Body shall inform the candidates two months in advance of the date of trade test regarding the particulars of TC, schedule of examination, etc.
- viii. Assessing Body shall inform TC well in advance about the courses, candidates list, cost to be reimbursed, etc. towards trade testing.
- ix. Assessing Body shall be responsible for preparation of test question papers based on the assessment criteria / competency as approved by NCVT.
- x. Assessing Body shall prepare assessment guidelines / marking instructions for the guidance of the assessors.
- xi. Assessing Body shall reimburse to the TC agreed expenses towards trade testing.
- xii. Assessing Body shall consolidate the result of trade tests and enter all the results on to web based software and communicate to respective RDATs/ Vocational Training Providers.
- xiii. Assessing Body shall bear full expenses towards development of testing standards of the skills assigned to them.
- xiv. Assessing Body shall not enter into any agreement with other organizations for similar work without obtaining prior consent of DGE&T.
- xv. Assessing Body shall make available all its records pertaining to MES scheme to the authorised representatives of DGE&T at any time.
- xvi. Assessing Body shall maintain full and complete records pertaining to registration fee, testing centres / TCs etc.
- xvii. Assessing Body shall preserve all the records for at least ten years.
- xviii. Assessing Body shall not charge assessment fee more than that prescribed by the DGET. DGE&T reserves the right to review and revise the assessment fee as and when required.
- xix. Assessing Body shall open a separate bank account for MES scheme and all receipts in this regard shall be deposited in this account only.
- xx. Assessing Body shall be responsible for any claim or dispute arising out due to assessment done by it. DGE&T will not be a party to any such dispute.
- xxi. DGE&T reserves the right to cancel / alter / modify these terms & conditions at any point of time without giving any notice.
- xxii. DGE&T reserves the right to cancel the agreement in case the stipulated terms & conditions are not adhered to by Assessing Body

and no claims / damages etc., whatsoever, will be made to Assessing Body on account of this cancellation.

- xxiii. In case of any dispute, decision of Ministry of Labour and Employment will be final and binding on assessing body.

D.2 Testing Centres (TCs)

Assessment of the persons will be done in designated Testing Centres four times a year by assessing bodies. Assessing bodies will select testing centres. The State /UT Governments will provide necessary support to the assessing bodies in selecting the Testing Centres. All VTPs and government ITIs affiliated to NCVT should function as TCs. The assessing bodies will provide details of selected TCs along with skill areas in which assessment can be done to the respective RDATs and State Directors. Testing Centres will enter have agreement with the assessing bodies for at least two years.

D.3 Assessment/Testing Fee

The assessment fee will be Rs.300-800 depending on the skill area. The assessment fee for an engineering course (requiring workshop, equipment, raw material in addition to class room training) will be Rs 800/- per trainee per course and assessment fee for a non-engineering course will be Rs 500/-. The details of such courses along with assessment fee are given in Annex-II. Apex Committee can review and revise the assessment fee, if required. The candidate will deposit the assessment fee directly to the assessing bodies or their authorized agencies. It is the responsibility of the assessing bodies to inform the candidates about the date and venue of assessment one month before the date of assessment.

D.4 Reimbursement of Assessment Fee

Initially Rs.300-800/person will be fixed as assessment fee depending upon the skill area to be assessed. The assessment fee will be reimbursed to all the successful persons who have received training from approved VTPs. In respect of persons who directly come for assessment of their skills, assessment fee will be reimbursed to persons belonging to disadvantaged groups (SC, ST, OBC, persons with disabilities), women and poorer sections of the society who pass the test. Assessing bodies while forwarding the list of successful candidates to RDAT will also furnish the information for reimbursement of assessing fee. RDAT will issue cheques to Assessing bodies for onward reimbursement to successful candidates. The Assessing bodies have to furnish a certificate within fifteen days from the date of receipt of cheque from RDAT that they have reimbursed the assessment fee to the successful candidates.

D.5 **Testing and Certification Procedure**

The steps involved in testing and certification of competencies of candidates are mentioned below:

- i. Assessing Body (AB) will draw a list of testing centres (TC) and it will provide details of selected TC to the RDAT.
- ii. ABs will empanel assessors – sectorwise and areawise
- iii. AB or its authorised TCs will collect testing fee in the form of Indian Postal Order (IPO)/ Demand draft (DD) and register the candidates on Web based software/ manually (Annex II). IPO/DD should be drawn in favour of assessing body.
- iv. Assessing Body will process the registration data & dispatch call letter to candidates indicating details about TC, date, etc.
- v. Assessing Body will prepare test (question) papers based on the assessment criteria / competency based standards (Question Bank) approved by NCVT & dispatch to the assessors identified by it.
- vi. Assessing Body will also communicate to the TC the following:
 - a. Details of candidates to appear for test in various MES course (Name of trade/area).
 - b. Details of assessors selected with their contact details.
 - c. Requirement of infrastructure, raw materials, etc.
 - d. Cost to be reimbursed by Assessing Body.
- vii. TC will make necessary arrangements for test as per direction given by Assessing Body.
- viii. Assessing Body will prepare assessment guidelines & marking procedures for the guidance of assessors.
- ix. Tests will be conducted in TCs by the assessors appointed by the AB.
- x. Assessing Body will reimburse cost to TC & to assessors
- xi. Assessor will prepare result within 3 days and send it to the Assessing Body
- xii. Assessing Body will consolidate result and will enter the results into Web based software & communicate to the RDAT
- xiii. RDAT on behalf of DGET will approve results and send the NCVT certificates to the TC through registered post within 15 days. TC will issue certificate to the individual trainee within 7 days

D.6 **Certificate**

Successful persons will be awarded certificates issued by National Council for Vocational Training (NCVT). The Assessing Bodies will send the list of successful candidates along with marks statement to respective Regional Directorate of Apprenticeship Training (RDAT) under DGE&T for issue of certificates. RDAT will issue certificates to the Assessing Bodies for dispatching to successful candidates by giving the details of competencies possessed by the trainee.

E. Project Management, Monitoring & Evaluation

Apex Committee at national level and State Committees at State level would be formed to have effective coordination with all stakeholders like Industry, other ministries, State Governments and Trade Unions, advise and guide the project implementation. The Apex Committee will be chaired by the Secretary, Labour & Employment, Govt. of India and State Committees will be chaired by concerned Secretary/Principal Secretary to the State Government. These Committees will have representatives of major stakeholders. The composition and functions of these Committees are mentioned below.

E.1 Apex Committee for SDI/ MES

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

E.1.1 Composition of Apex Committee

1. Secretary (Labour & Employment), - Chairperson
2. Additional Secretary (L&E) - Vice-Chairperson
3. Financial Advisor (MoLE) - Member
4. Economic Advisor, Ministry of Labour & Employment - Member
5. Joint Secretary/ DGET - Member Secretary

Representatives from Central Government Ministries/Depts. (Secretary or its representative, not below the rank of Joint Secretary)

6. D/o Expenditure, M/o Finance
7. M/o Social Justice & Empowerment
8. M/o Housing & Urban Poverty Alleviation
9. Planning Commission

Representatives of Trade Unions

10. Bharatiya Mazdoor Sangh
11. Indian National Trade Union Congress

Representatives of Employers' organisations

12. Confederation of Indian Industry (CII), New Delhi
13. Associated Chambers of Commerce & Industry of India (ASSOCHAM), New Delhi

14. Federation of Indian Chamber of Commerce & Industries(FICCI), New Delhi

15. Federation of Indian Micro and Small & Medium Enterprises, N.Delhi

16. PHD Chamber of Commerce & Industry, New Delhi

Representatives of the State Governments (Secretary/ Principal Secretary rank officer)

17. Maharashtra

18. Tamil Nadu

E.1.2 Functions of Apex Committee

- i. to review and revise the policies, norms, criteria, funds allocation, expenditure, costs, procedures, etc. of the scheme.
- ii. to review & revise training fee and assessment fee.
- iii. to prepare guidelines for selecting and appointing assessing bodies .
- iv. to decide the rate of honorarium, TA/DA etc to be paid to the members of Trade Committees and others.
- v. to prepare guidelines for awarding the work of developing Web based software;
- vi. to monitor and evaluate the scheme.
- vii. to prepare the guidelines for selecting the vocational training providers .
- viii. to ensure proper utilisation of funds released.
- ix. to assess labour market demand.
- x. to make changes, additions or deletions of components under the scheme

E.2 National Project Management Cell (NPMC) and regional cells

A National Project Management Cell (NPMC) in DGE&T Hqrs and six regional cells in RDATs will be set up. These will be responsible for implementation as well as monitoring of the activities of SDI/ MES Scheme in the country. These cells will be equipped with modern office equipment, fax, photocopier, computers, laptop computer, projector, printers, scanner, high speed internet connection, exclusive telephone line with STD facility, video conferencing etc. The NPMC and regional cells will be under the administrative control of Directorate General of Employment and Training in the Ministry of Labour & Employment, which would be the coordinating agency. 22 posts are sought to be created. Supporting staff will also be provided to the NPMC and regional cells. Regional Directors can appoint support staff on contractual basis. Details about posts required, roles and responsibilities of the cells are given in Annex-VIII.

E.3 State Committees at State Level

Each State/UT Government will constitute a State Committee in their respective State/UT. The composition & functions of the State Committees are given below:-

E.3.1 Composition

This committee will have 11 members:-

- | | | |
|---|---|------------------|
| 1. Secretary/Principal Secretary dealing with Craftsmen Training Scheme (CTS) | - | Chairman |
| 2. Director dealing with CTS | - | Member Secretary |
| 3. Representatives from other State departments dealing with Vocational Training & Employment | - | 2 members |
| 4. Representatives Employers' organisations (CII, FICCI, ASSOCHAM, etc.) | - | 4 members |
| 5. Representative of DGE&T | - | 1 member |
| 6. Representatives of Trade Unions | - | 2 members |

E.3.2 Functions

- i. to assess labour market demand.
- ii. to give wide publicity to the scheme.
- iii. to invite applications from VTPs, scrutinise the same and forward recommendations to the RDAT.
- iv. to maintain list of approved VTPs.
- v. to issue admission notice as per prescribed admission guidelines.
- vi. to ensure the implementation of prescribed training fee in the VTPs.
- vii. to prepare annual training plan for the State and send the same to RDAT at least three months before start of the financial year.
- viii. to ensure the implementation of reservation policy for SC/ST, women and others in respect of training places in VTPs.
- ix. to provide support to the assessing bodies in conducting tests.
- x. to declare nodal ITI in each district for coordinating the SDI/ MES scheme in the district.
- xi. to grant necessary powers to the nodal ITIs to perform the prescribed role.
- xii. to monitor and evaluate the outcome of the scheme.
- xiii. to prepare guidelines for inspecting VTPs.
- xiv. to ensure proper utilisation of funds released to the VTPs.

E.4 **State Cells**

Each State Government/UT administration will set up SDI cell headed by an Additional Director/Joint Director in the Directorate to coordinate with VTPs located in their State/UT, assessing bodies and RDAT / DGE&T and to support the State Committee in performing the assigned functions.

E.5 **Nodal ITI**

Every State/UT running SDI scheme in their State/UT will declare one govt. ITI as nodal ITI in each district, which will coordinate with VTPs and provide support to the assessing bodies in its region.

E.6 **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. call letters will be generated
- III. date of admission will be self generated and no admission will be allowed in the middle of the session.
- IV. reports about number of persons undergoing training – course-wise and in which VTPs , can be generated.
- V. reports about numbers of persons trained - course wise and by which VTPs and when, can be generated.
- VI. reports about number of persons assessed - course wise and by which assessing body and when, can be generated.
- VII. reports about number of persons certified - course wise and by which assessing body and when can be generated.
- VIII. information about VTPs along with courses offered,
- IX. information about TCs along with details of courses in which testing can be done.
- X. information about assessing bodies
- XI. certificates will be prepared.
- XII. trained persons can place their Curriculum Vitae for seeking employment.
- XIII. employers can place their requirements for skilled persons.

E.7 **Efficiency of training**

The efficiency of the vocational training is viewed as a combination of the internal and external efficiency that is described below.

Internal efficiency : The internal efficiency deals with performance and outputs of training institutions with regard to the numbers of students enrolled, retained and successfully graduated. Considering nature of scheme, Pass rate (Percent of candidates who passed the trade test out of those appeared for the trade test) will be used as a measure of internal efficiency.

External efficiency : The external efficiency deals with outcomes that reflect the impact of training on employability of graduates and therefore can only partially be controlled by training institutes. Table below provides a structure of the external efficiency indicators.

	Indicators	Formula
1	Labour market success of graduates	Percentage of graduates who are in wage employment, or self-employed or employer, or joined family business
2	Satisfaction of graduates with the training received	Percentage of graduates who reported high satisfaction or satisfaction with the quality of training
3	Satisfaction of employers with the skills of graduates	Percentage of surveyed employers reported high satisfaction or satisfaction with the skills of graduates that they employ

E.7.1 **Evaluation of VTPs**

Separation of training delivery and assessment functions are aimed at ensuring better quality. Performance of the VTPs would be closely monitored based on the outputs and outcomes of training provided by them. Rating would be awarded to the VTPs from 2nd year onwards based on following criteria:

Grading	Pass rate of trainees who appeared in tests during a period of 6 month (April – September , October- March)
A	80% and above
B	65%- 80%
C	50%-65%
D	Less than 50%

List of VTPs along with ratings would be provided on the SDI/ MES website. **The registration of any VTP which gets two consecutive D grades would be cancelled.** The proposals for cancellation of registration will be placed before

Apex Committee. From 3rd year onwards, employment rate of trainees would also be considered in the rating.

E.7.2 Tracer studies

Post-training evaluation of 1% persons certified would be done every year. Tracer studies and survey of employers would be used to evaluate the outcome of the training.

E.7.3 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.

E.8 *Expectations from Stakeholders*

Employers & employees organisations

- i. Forecasting of emerging areas for employment and skill napping
- 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 is getting in employment

International organisations

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

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 programme in ITIs/ITCs
- vi. Providing Post training support
- vii. Close monitoring & evaluation to ensure quality
- viii. Setting up of dedicated MES cells

NGOs/ Vocational Training providers

- i. Counselling & 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

F. Scheme Outlay

The total cost of the scheme is Rs 550 crore. The scheme is 100% funded by the Central Government. The expenditure on training will be Rs 15 per hour per trainee. Assessment fee may vary from Rs 300/- to Rs 800/- depending upon the trade and number of trainees. The Apex Committee will review the costs regularly and revise them as required. Expenditure on training support services, studies, administrative cost would be cover:

- *Labour market surveys*
- *Publicity*
- *Development of curricula, assessment standards*
- *Development of 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*
- *Organising workshops/ seminars/ review meetings/ Inspections*
- *Development of web based software*
- *Setting up and functioning of the 'Project Management Cells' and MES cells*
- *Implementing and monitoring cost*
- *Other miscellaneous expenditure*

XI Plan (Expenditure in Rs. Crore)

YEAR	2007-08	2008-09	2009-10	2010-11	2011-12	TOTAL
No. of trainees	10000	50000	120000	300000	520000	1000000
Direct Training Expenses	5	25	60	150	260	500
Training support services	11	14	11	7	7	50
Total expenditure	16	39	71	157	267	550

Annex-I: List of MES Course Curricula approved by NCVT

(as on 01.01.2008)

S.N.	Sector	Name of Course	Educational Qualification	Duration (hours)
1.	Automobile	Basic Automotive Servicing (4 Wheelers)	5 th	180
2.	Automobile	Basic Automotive Servicing (2-3 wheelers)	"	180
3.	Automobile	Repair & Overhauling of 2 wheelers(moped)	"	210
4.	Automobile	Repair & overhauling of 2 wheelers (scooter)	"	240
5.	Automobile	Repair & overhauling of 2 wheelers (motor cycle)	"	270
6.	Automobile	Repair & overhauling of 3 wheelers	"	270
7.	Automobile	Repair & overhauling of engine systems (petrol/diesel)	"	320
8.	Automobile	Repair & overhauling of Chassis system (Light Vehicle)	"	320
9.	Automobile	Repair & overhauling of Chassis system (Heavy Vehicle)	"	320
10.	Automobile	Repairing of Auto Air Conditioning System	"	240
11.	Automobile	Wheel Alignment & Balancing	"	120
12.	Automobile	Minor Repair of Auto Body	"	210
13.	Automobile	Auto Body Painting	"	180
14.	Automobile	Diesel Fuel injection Technician	"	180
15.	Automobile	Repair & overhauling of Auto electrical & Electronic system	8 th	320
16.	Banking and Accounting	Accounting	12 th	450
17.	Beauty Culture & Hair Dressing	Basics of Beauty and Hair Dressing	8 th	150
18.	Beauty Culture & Hair Dressing	Massage Therapist	"	60
19.	Beauty Culture & Hair Dressing	Make up Artist	"	90
20.	Beauty Culture & Hair Dressing	Facial Therapist	"	120
21.	Beauty Culture & Hair Dressing	Hair stylist	"	120
22.	Beauty Culture & Hair Dressing	Hair Colourist	"	60
23.	Beauty Culture & Hair Dressing	Hair cutting Specialist	"	120
24.	Beauty Culture & Hair Dressing	Beauty Therapist	10 th	120
25.	Beauty Culture & Hair Dressing	Hair Therapist	"	120
26.	Carpet	Handknotted Woolen Carpet Manufacturing	5 th	240
27.	Carpet	Tibbetan Carpet Manufacturing	"	240
28.	Carpet	Flat woven Dhurrie Manufacturing	"	240
29.	Carpet	Hand Spinning of Woolen Carpet Yarn	"	240
30.	Carpet	Hand Spinning of Cotton Carpet Yarn	"	240
31.	Carpet	Hand tufted Carpet Manufacturing	"	240
32.	Carpet	Broadloom Carpet Manufacturing	"	240
33.	Carpet	Carpet Yarn Dyeing	"	240
34.	Carpet	Carpet Finishing – I	"	240
35.	Carpet	Hand knotted Silk Carpet Manufacturing	"	240
36.	Carpet	Natural Fibres for Carpets	"	240
37.	Carpet	Manufacture of fabric related to Carpet	8 th	150
38.	Carpet	Spinning of Woolen Carpet yarn	"	240
39.	Carpet	Entrepreneurship & Export Management	10 th	240
40.	Carpet	Spinning of Cotton Carpet yarn	"	240
41.	Carpet	Carpet Backing	"	240
42.	Carpet	Carpet yarn dyeing with Natural Dyes	"	120
43.	Carpet	Carpet Finishing - II	"	240
44.	Carpet	Designing of fabric related to Carpet	"	360
45.	Carpet	Modern Carpet Yarn Manufacturing	"	120
46.	Carpet	Carpet Designing CAD	"	240
47.	Carpet	Fundamentals of I. T. & its application in Carpet Industry	"	240
48.	Chemical	Safety & General Awareness in Chemical Industry	8 th	90
49.	Chemical	Process Attendant Chemical Plant	"	90
50.	Chemical	Mechanical Operation Attendant in Chemical Plant	"	60

S.N.	Sector	Name of Course	Educational Qualification	Duration (hours)
51.	Chemical	Maintenance Attendant Chemical Plant	"	60
52.	Chemical	Instrument Attendant Chemical Plant	"	90
53.	Chemical	Lab Attendant (Chemical Plant)	"	60
54.	Chemical	Industrial Chemical Manufacturing Attendant	"	60
55.	Chemical	Heat Transfer Equipment Attendant (Chemical Plant)	"	90
56.	Chemical	Mass transfer Equipment Operator – I	"	60
57.	Chemical	Mass transfer Equipment Operator - II	"	60
58.	Chemical	Maintenance of Pumps & Valves (Chemical Plant)	"	90
59.	Chemical	Industrial Chemical Manufacturing Assistant	"	60
60.	Chemical	Maintenance & Repairs of Pressure, Flow, Temperature and Level Instruments	"	90
61.	Chemical	Advance Instrumentation & Control attendant	10 th	90
62.	Electrical	Basic Electrical Training	8 th	120
63.	Electrical	Repair of Home Appliance	"	120
64.	Electrical	House Wiring	"	120
65.	Electrical	Electronic Choke & CFL Assembling	"	120
66.	Electrical	Transformer Winding	"	120
67.	Electrical	Armature Winding	"	120
68.	Electrical	Rewinding of AC/DC Motors	"	120
69.	Electrical	Repair of Electrical Power Tools	"	120
70.	Electrical	Maintenance of Batteries	"	60
71.	Electronics	Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS	"	120
72.	Electronics	Installation & Maintenance of DTH System	"	60
73.	Electronics	Digital Videography Editing and Mixing	"	150
74.	Electronics	Repair & Maintenance of washing machine and microwave oven	"	60
75.	Electronics	Repair & Maintenance of TV Receiver	"	180
76.	Electronics	Maintenance & Repair of Electronic Test Equipment	"	240
77.	Electronics	Repair & Maintenance of Cellular Phone	"	210
78.	Electronics	Repair & Maintenance of Intercom System	"	150
79.	Electronics	Installation & Maintenance of Electronic Equipments in Cell Phone towers	"	240
80.	Electronics	Repair & Maintenance PA & Audio Systems	"	120
81.	Electronics	Repair & Maintenance Photocopier and Fax Machine	"	120
82.	Electronics	Operation of clinical Equipment	"	180
83.	Electronics	Operation of ECG & ICCU Instruments	"	120
84.	Electronics	Maintenance of ECG & ICCU Equipment	"	120
85.	Electronics	Operation of X-Ray Machine & Dark room Assistance	"	120
86.	Electronics	Maintenance of X-Ray Machine	"	240
87.	Electronics	Operation of Physio Therapy Equipment	"	120
88.	Electronics	Maintenance of Physio Therapy Equipment	"	120
89.	Fabrication	Basic Welding (Gas)	"	120
90.	Fabrication	Basic Welding (Arc)	"	120
91.	Fabrication	Gas Cutting	"	120
92.	Fabrication	TIG Welding	"	90
93.	Fabrication	MAG/ CO2 Welding	"	90
94.	Fabrication	Fabrication Welding	"	180
95.	Fabrication	Pipe welding (TIG & ARC)	"	150
96.	Garment Making	Hand Embroider	5 th	210
97.	Garment Making	Machine Embroidery Operator	"	210
98.	Garment Making	Garment packer	"	120
99.	Garment Making	Garment Ironer	"	120
100.	Garment Making	Tailor (Basic Sewing Operator)	"	270
101.	Garment Making	Maintenance of Machines in Garment Sectors	8 th	300
102.	Garment Making	Computerized Embroidery Machine Operator	10 th	210
103.	Garment Making	Garment Cutter	8 th	270
104.	Garment Making	Garment Checkers	"	210
105.	Garment Making	Skilled Sewing Operators	"	210
106.	Garment Making	Special Sewing Machine Operator	10 th	270
107.	Garment Making	Tailor Children	8 th	210
108.	Garment Making	Tailor Ladies	"	420

S.N.	Sector	Name of Course	Educational Qualification	Duration (hours)
109.	Garment Making	Tailor Gent's	"	210
110.	Garment Making	Tailor Suits	10 th	300
111.	Gem and Jewelry	Gem Cutting Assistant	8 th	180
112.	Hospitality	Hospitality Assistant	8 th	180
113.	Hospitality	Household Assistant (General)	8 th	150
114.	Hospitality	Household Assistant (Kitchen and Service)	8 th	150
115.	Information and Communication Technology	Computer Fundamentals, MS-Office & Internet	10 th	120
116.	Information and Communication Technology	Tally	"	180
117.	Information and Communication Technology	Desk Top Publishing	8 th	180
118.	Information and Communication Technology	Telecom Sales	10 th	180
119.	Information and Communication Technology	Computer Hardware	"	180
120.	Information and Communication Technology	Computer Networking	"	180
121.	Information and Communication Technology	Domestic BPO	"	180
122.	Information and Communication Technology	Internet Kiosk Operators	"	60
123.	Information and Communication Technology	Web Designing	"	180
124.	Khadi	Spinning on new model Charkha	5 th	150
125.	Khadi	Plain Weaving on Frame Loom	"	720
126.	Khadi	Advance Spinning (Woolen)	10 th	420
127.	Khadi	Advance Spinning (Cotton & Muslin)	"	420
128.	Khadi	Advance Spinning (Silk)	"	420
129.	Khadi	Advance Weaving (Woolen)	"	390
130.	Khadi	Advance Weaving (Silk)	"	480
131.	Khadi	Advance Weaving (Cotton/Polyvastra)	"	480
132.	Medical & Nursing	Bedside Assistant	8 th	450
133.	Plastic Processing	Basic Fitting & Measurement	5 th	120
134.	Plastic Processing	Basic Electrical Joints & Fitting	"	120
135.	Plastic Processing	Plastic Mould assistant for injection moulding	"	120
136.	Plastic Processing	Plastic mould assistant for Compression moulding	"	120
137.	Plastic Processing	Plastic mould assistant for Extrusion Moulding	"	120
138.	Plastic Processing	Plastic mould assistant for Blow moulding	"	120
139.	Plastic Processing	Auto Plastic mould assistant (injection moulding)	"	120
140.	Plastic Processing	Auto Plastic mould assistant (compression moulding)	"	120
141.	Plastic Processing	Auto Plastic mould assistant (extrusion moulding)	"	120
142.	Plastic Processing	Auto Plastic mould assistant (blow moulding)	"	120
143.	Printing	Basic for Printing Sector (Except Book Binding)	8 th	120
144.	Printing	Basic Book Binding	"	120
145.	Printing	Screening printing	"	150
146.	Printing	Book Binder	"	150
147.	Printing	Offset Machine Operator –Sheet Fed (Single & Multi Colour))	10 th	150
148.	Printing	Offset Machine Operator – (Web Perfector)	"	150
149.	Printing	Offset Plate maker	"	150
150.	Printing	DTPO	"	150
151.	Printing	Advanced/ Supervisory (Except Book Binding)	"	120
152.	Printing	Advanced/ Supervisory (Book Binding)	"	120
153.	Process Instrumentation	Instrumentation Panel fabrication and installation of pipe line	8 th	160
154.	Process Instrumentation	Process instrumentation machinery and equipment mechanic	"	160
155.	Process Instrumentation	Maintenance of recorders, transmitters and analyzers	"	160
156.	Production and Manufacturing	Turning	"	210
157.	Production and Manufacturing	Advance Turning	"	240
158.	Production and Manufacturing	Milling	"	210

S.N.	Sector	Name of Course	Educational Qualification	Duration (hours)
159.	Production and Manufacturing	Advance Milling	"	240
160.	Production and Manufacturing	Surface Grinding	"	210
161.	Production and Manufacturing	Cylindrical Grinding	"	210
162.	Production and Manufacturing	CNC Turning	10 th	240
163.	Production and Manufacturing	CNC Milling	"	240
164.	Refrigeration & Air-conditioning	Basic Refrigeration & Air Conditioning	5 th	120
165.	Refrigeration & Air-conditioning	Repair & Maintenance of Refrigerators and Deep Freezers	"	120
166.	Refrigeration & Air-conditioning	Service & Maintenance of Water Cooler & Bottle Cooler	"	120
167.	Refrigeration & Air-conditioning	Repair & maintenance of Air Conditioner	"	120
168.	Refrigeration & Air-conditioning	Repair & maintenance of Car Air-Conditioning Unit	"	120
169.	Refrigeration & Air-conditioning	Service & Maintenance of Air Conditioning Plant	8 th	150
170.	Retail	Sales Person (Retail)	10 th	180
171.	Retail	Senior Sales Person (Retail)	"	120
172.	Toy Making (Soft Toy)	Pattern & Mould Maker (Soft Toy)	5 th	240
173.	Toy Making (Soft Toy)	Cutter & Fixer of Toys Parts (Soft Toy)	"	180
174.	Toy Making (Soft Toy)	General Sewing m/c Operator (Soft Toy)	"	360
175.	Toy Making (Soft Toy)	Willower & Stuffer (Soft Toy)	"	150
176.	Toy Making (Soft Toy)	Finisher & Painter (Soft Toy)	"	180
177.	Toy Making (Soft Toy)	Packer (Soft Toy)	"	90
178.	Toy Making (Soft Toy)	Special Sewing m/c Operator (Soft Toy)	"	300
179.	Indian Sweets, Snacks and Food	Attendant-Ethnic Indian Sweets, Snacks & Food	5 th	300
180.	"	AssistantCraftsman-Bengali Sweets	"	180
181.	"	Craftsman-Bengali Sweets	"	150
182.	"	AssistantCraftsman-Ghee BasedSweets	"	210
183.	"	Craftsman-Ghee BasedSweets	"	150
184.	"	AssistantCraftsman-Kaju & Dry Fruit BasedSweets	"	180
185.	"	Craftsman-Kaju & Dry Fruit BasedSweets	"	150
186.	"	AssistantCraftsman-Milk & Khoa Sweets	"	180
187.	"	Craftsman-Milk & Khoa Sweets	"	150
188.	"	AssistantCraftsman-Namkeens & Savouries	"	180
189.	"	Craftsman-Namkeens & Savouries	"	150
190.	"	AssistantCraftsman-Indian Snacks	"	210
191.	"	Craftsman-Indian Snacks	"	150
192.	"	AssistantCraftsman-North Indian Food	"	210
193.	"	Craftsman-North Indian Food	"	150
194.	"	AssistantCraftsman-South Indian Food	"	180
195.	"	Craftsman-South Indian Food	"	150
196.	"	AssistantCraftsman-Indian Chinese Food	"	180
197.	"	Craftsman-Indian Chinese Food	"	150
198.	"	AssistantCraftsman-Continental Food	"	180
199.	"	Craftsman-Continental Food	"	150
200.	"	AssistantCraftsman-Indian Chat	"	180
201.	"	Craftsman-Indian Chat	"	150
202.	"	AssistantCraftsman-Retail Counter Indian Chat	"	120
203.	"	Craftsman-Retail Counter Indian Chat	"	90
204.	"	AssistantCraftsman-Retail Counter Sweets	"	120
205.	"	Craftsman-Retail Counter Sweets	"	90
206.	"	AssistantCraftsman-Retail Counter Restaurant	"	120
207.	"	Craftsman-Retail Counter Restaurant	"	90
208.	"	AssistantCraftsman-Indian Desserts	"	120
209.	"	Craftsman-Indian Desserts	"	90
210.	"	AssistantCraftsman-Indian Syrups & Thandai	"	120
211.	"	Craftsman-Indian Syrups & Thandai	"	90
212.	"	AssistantCraftsman-South Indian Snacks	"	150
213.	"	Craftsman-South Indian Snacks	"	120
214.	Paint industry	Painter Assistant/helper	"	90

S.N.	Sector	Name of Course	Educational Qualification	Duration (hours)
215.	"	Wall Painter	"	120
216.	"	Wood Painter	"	180
217.	"	Metal Surface Painter	"	150
218.	"	Spray Painter	"	90
219.	"	Painter(Application, Testing, Handling and Storing)	"	120
220.	Construction	Assistant Shuttering Carpenter & Scaffolder	5th	300
221.	"	System Shuttering Carpenter	"	300
222.	"	Conventional Shuttering Carpenter	"	300
223.	"	Scaffolder	"	300
224.	"	Building Carpenter	"	300
225.	"	Assistant Bar Bender & Steel Fixer	"	300
226.	"	Bar Bender	"	300
227.	"	Assistant Mason	"	300
228.	"	Mason	"	300
229.	"	Tiler (Ceramic)	"	300
230.	"	Assistant Plumber	"	300
231.	"	Plumber	"	300

Annex-II: Assessment fee for various MES courses

List of MES courses for which Assessment Fee is Rs 800/-

Khadi Spinning & Weaving

1. Spinning on new model Charkha
2. Advance Spinning (Woolen)
3. Advance Spinning (Cotton & Muslin)
4. Advance Spinning (Silk)
5. Plain Weaving on Frame Loom
6. Advance Weaving (Woolen)
7. Advance Weaving (Silk)
8. Advance Weaving (Cotton/Polyvastra)

Fabrication

9. Basic Welding (Gas)
10. Basic Welding (Arc)
11. Gas Cutting
12. TIG Welding
13. MAG/ CO2 Welding
14. Fabrication Welding
15. Pipe welding (TIG & ARC)

Electronics

16. Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS)
17. Installation & Maintenance of DTH System
18. Digital Videography Editing and Mixing
19. Repair & Maintenance of washing machine and microwave oven
20. Repair & Maintenance of TV Receiver
21. Maintenance & Repair of Electronic Test Equipment
22. Repair & Maintenance of Cellular Phone
23. Repair & Maintenance of Intercom System
24. Installation & Maintenance of Electronic Equipments in Cell Phone towers
25. Repair & Maintenance PA & Audio Systems
26. Repair & Maintenance Photocopier and Fax Machine
27. Operation of clinical Equipment
28. Operation of ECG & ICCU Instruments
29. Maintenance of ECG & ICCU Equipment
30. Operation of X-Ray Machine & Dark room Assistance
31. Maintenance of X-Ray Machine
32. Operation of Physio Therapy Equipment
33. Maintenance of Physio Therapy Equipment

Indian Sweets, Snacks and Food Sector

34. Attendant-Ethnic Indian Sweets, Snacks & Food
35. AssistantCraftsman-Bengali Sweets
36. Craftsman-Bengali Sweets
37. AssistantCraftsman-Ghee BasedSweets
38. Craftsman-Ghee BasedSweets
39. AssistantCraftsman-Kaju & Dry Fruit BasedSweets
40. Craftsman-Kaju & Dry Fruit BasedSweets
41. AssistantCraftsman-Milk & Khoa Sweets
42. Craftsman-Milk & Khoa Sweets
43. AssistantCraftsman-Namkeens & Savouries
44. Craftsman-Namkeens & Savouries
45. AssistantCraftsman-Indian Snacks
46. Craftsman-Indian Snacks

47. Assistant Craftsman-North Indian Food
48. Craftsman-North Indian Food
49. Assistant Craftsman-South Indian Food
50. Craftsman-South Indian Food
51. Assistant Craftsman-Indian Chinese Food
52. Craftsman-Indian Chinese Food
53. Assistant Craftsman-Continental Food
54. Craftsman-Continental Food
55. Assistant Craftsman-Indian Chat
56. Craftsman-Indian Chat
57. Assistant Craftsman-Retail Counter Indian Chat
58. Craftsman-Retail Counter Indian Chat
59. Assistant Craftsman-Retail Counter Sweets
60. Craftsman-Retail Counter Sweets
61. Assistant Craftsman-Retail Counter Restaurant
62. Craftsman-Retail Counter Restaurant
63. Assistant Craftsman-Indian Desserts
64. Craftsman-Indian Desserts
65. Assistant Craftsman-Indian Syrups & Thandai
66. Craftsman-Indian Syrups & Thandai
67. Assistant Craftsman-South Indian Snacks
68. Craftsman-South Indian Snacks

Process Instrumentation

69. Instrumentation Panel fabrication and installation of pipe line
70. Process instrumentation machinery and equipment mechanic
71. Maintenance of recorders, transmitters and analyzers

Refrigeration & Air-conditioning

72. Basic Refrigeration & Air Conditioning
73. Repair & Maintenance of Refrigerators and Deep Freezers
74. Service & Maintenance of Water Cooler & Bottle Cooler
75. Repair & maintenance of Air Conditioner
76. Repair & maintenance of Car Air-Conditioning Unit
77. Service & Maintenance of Air Conditioning Plant

Automobile

78. Basic Automotive Servicing (4 Wheelers)
79. Basic Automotive Servicing (2-3 wheelers)
80. R&O of 2 wheelers(moped)
81. R&O of 2 wheelers (scooter)
82. R&O of 2 wheelers (motor cycle)
83. R&O of 3 wheelers
84. R&O of engine systems (petrol/diesel)
85. R&O of Chassis system (Light Vehicle)
86. R&O of Chassis system (Heavy Vehicle)
87. R&O of Auto electrical & Electronic system
88. Repairing of Auto Air Conditioning System
89. Wheel Alignment & Balancing
90. Minor Repair of Auto Body
91. Auto Body Painting
92. Diesel Fuel Injection Technician

Chemical

93. Safety & General Awareness in Chemical Industry
94. Process Attendant Chemical Plant
95. Mechanical Operation Attendant in Chemical Plant
96. Maintenance Attendant Chemical Plant
97. Instrument Attendant Chemical Plant
98. Lab Attendant (Chemical Plant)

- 99. Industrial Chemical Manufacturing Attendant
- 100. Heat Transfer Equipment Attendant (Chemical Plant)
- 101. Mass transfer Equipment Operator – I
- 102. Mass transfer Equipment Operator - II
- 103. Maintenance of Pumps & Valves (Chemical Plant)
- 104. Industrial Chemical Manufacturing Assistant
- 105. Maintenance & Repairs of Pressure, Flow, Temperature and Level Instruments
- 106. Advance Instrumentation & Control attendant

Garment Making

- 107. Hand Embroider
- 108. Machine Embroidery Operator
- 109. Garment packer
- 110. Garment Ironer
- 111. Maintenance of Machines in Garment Sectors
- 112. Basic Sewing Operator
- 113. Computerized Embroidery Machine Operator
- 114. Garment Cutter
- 115. Garment Checkers
- 116. Skilled Sewing Operators
- 117. Special Sewing Machine Operator
- 118. Tailor Children
- 119. Tailor Ladies
- 120. Tailor Gent's
- 121. Tailor Suits

Production and Manufacturing

- 122. Turning
- 123. Advance Turning
- 124. CNC Turning
- 125. Milling
- 126. Advance Milling
- 127. CNC Milling
- 128. Surface Grinding
- 129. Cylindrical Grinding

Plastic Processing

- 130. Basic Fitting & Measurement
- 131. Basic Electrical Joints & Fitting
- 132. Plastic Mould assistant for injection moulding
- 133. Plastic mould assistant for Compression moulding
- 134. Plastic mould assistant for Extrusion Moulding
- 135. Plastic mould assistant for Blow moulding
- 136. Auto Plastic mould assistant (injection moulding)
- 137. Auto Plastic mould assistant (compression moulding)
- 138. Auto Plastic mould assistant (extrusion moulding)
- 139. Auto Plastic mould assistant (blow moulding)

Printing

- 140. Basic for Printing Sector (Except Book Binding)
- 141. Basic Book Binding
- 142. Offset Machine Operator –Sheet Fed (Single & Multi Colour))
- 143. Offset Machine Operator – (Web Perfector)
- 144. Offset Plate maker
- 145. DTPO
- 146. Screening printing
- 147. Book Binder
- 148. Advanced/ Supervisory (Except Book Binding)
- 149. Advanced/ Supervisory (Book Binding)

Electrical

- 150. Basic Electrical Training**
- 151. Repair of Home Appliance**
- 152. House Wiring**
- 153. Electronic Choke & CFL Assembling**
- 154. Transformer Winding**
- 155. Armature Winding**
- 156. Rewinding of AC/DC Motors**
- 157. Repair of Electrical Power Tools**
- 158. Maintenance of Batteries**

Beauty Culture & Hair Dressing

- 159. Basics of Beauty and Hair Dressing**
- 160. Massage Therapist**
- 161. Make up Artist**
- 162. Facial Therapist**
- 163. Hair stylist**
- 164. Hair Colourist**
- 165. Hair cutting Specialist**
- 166. Beauty Therapist**
- 167. Hair Therapist**

Carpet

- 168. Hand knotted Woolen Carpet Manufacturing**
- 169. Tibetan Carpet Manufacturing**
- 170. Flat woven Dhurrie Manufacturing**
- 171. Hand Spinning of Woolen Carpet Yarn**
- 172. Hand Spinning of Cotton Carpet Yarn**
- 173. Hand tufted Carpet Manufacturing**
- 174. Broadloom Carpet Manufacturing**
- 175. Carpet Yarn Dyeing**
- 176. Carpet Finishing – I**
- 177. Manufacture of fabric related to Carpet**
- 178. Entrepreneurship & Export Management**
- 179. Hand knotted Silk Carpet Manufacturing**
- 180. Natural Fibers for Carpets**
- 181. Spinning of Woolen Carpet yarn**
- 182. Spinning of Cotton Carpet yarn**
- 183. Carpet Backing**
- 184. Carpet yarn dyeing with Natural Dyes**
- 185. Carpet Finishing - II**
- 186. Designing of fabric related to Carpet**
- 187. Modern Carpet Yarn Manufacturing**
- 188. Modern Carpet Yarn Manufacturing**
- 189. Carpet Designing CAD**

Toy Making (Soft Toy)

- 190. Pattern & Mould Maker**
- 191. Cutter & Fixer of Toys Parts**
- 192. General Sewing m/c Operator**
- 193. Willower & Stuffer**
- 194. Finisher & Painter**
- 195. Packer**
- 196. Special Sewing m/c Operator**

Medical and Nursing

- 197. Bedside Assistant**

Gem and Jewellery

- 198. Gem Cutting Assistant**

Information and Communication Technology

- 199. Computer Fundamentals, MS-Office & Internet
- 200. Telecom Sales
- 201. Desk Top Publishing
- 202. Computer Hardware
- 203. Computer Networking
- 204. Domestic BPO
- 205. Internet Kiosk Operators
- 206. Web Designing
- 207. Tally

Construction Sector

- 208. Assistant Shuttering Carpenter & Scaffolder
- 209. System Shuttering Carpenter
- 210. Conventional Shuttering Carpenter
- 211. Scaffolder
- 212. Building Carpenter
- 213. Assistant Bar Bender & Steel Fixer
- 214. Bar Bender
- 215. Assistant Mason
- 216. Mason
- 217. Tiler (Ceramic)
- 218. Assistant Plumber
- 219. Plumber

Painting

- 220. Painter Assistant/helper
- 221. Wall Painter
- 222. Wood Painter
- 223. Metal Surface Painter
- 224. Spray Painter Painter (Application, Tests, Handling and Storing)
- 225. Painter(Application, Testing, Handling and Storing)

List of MES courses for which Assessment Fee is Rs 500/-

Retail

- 226. Sales Person (Retail)
- 227. Senior Sales Person (Retail)

Hospitality

- 228. Hospitality Assistant
- 229. Household Assistant (General)
- 230. Household Assistant (Kitchen and Service)

Banking and Accounting

- 231. Accounting

**Annex-III : Application Form for undergoing training
under Skill Development Initiative Scheme based on MES in VTP registered by D.G.E. & T.**

Ref No. (for office use only)Date **I. PERSONAL DETAILS**A. Candidate's Name B. Father's Name C. Mother's Name

D. Religion

 Hindu Sikh Muslim Christian Others

E. Sex

 M F

F. Date of birth

 d d m m y y

G. Category

 Gen S/C S/T OBC

H. Person with disability

 Yes No

I. Languages known

J. Monthly Income (in rupees).....

II. EDUCATIONAL DETAILS

A. General Qualification

 5th 8th 10th 12th

B. Professional Education

 NTC NAC Diploma Degree Post Graduation Non Professional
III. CONTACT DETAILS**Present Address**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City

District

Pin

State

Permanent Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City

District

Pin

State

Telephone

Mobile

E-mail (optional)

IV. MES COURSE IN WHICH ADMISSION IS SOUGHT

A. Sector

B. Course / Module

V. Details of VTP

Name of Vocational Training Provider

Address

VI. PAYMENT DETAILS FOR TRAINING FEE

Cash / Cheque / DD / IPO No. dated amount(in words

drawn on(Name, address of the Bank).

.....
Signature of the candidate

Ref. No.

ACKNOWLEDGEMENTReceived application form of dated with Amount(cash/ cheque / DD /IPO No.
.....dated
Authorized Signatory.

**Annex-IV: Application Form for undergoing testing
under Skill Development Initiative Scheme based on MES in VTP registered by D.G.E. & T.**

Ref No. (for office use only)Date

If already registered with a VTP, enter Id. No.

I. PERSONAL DETAILS**D. Candidate's Name** **E. Father's Name** **F. Mother's Name** **D. Religion** Hindu Sikh Muslim Christian Others **E. Sex** M F**F. Date of birth** d d m m y y**G. Category** Gen S/C S/T OBC **H. Person with disability** Yes No**I. Languages known** **J. Monthly Income** (in rupees).....**II. EDUCATIONAL DETAILS****C. General Qualification** 5th 8th 10th 12th**D. Professional Education** NTC NAC Diploma Degree Post Graduation Non Professional**III. CONTACT DETAILS****Present Address**

City
District
Pin
State

Permanent Address

City
District
Pin
State

Telephone E-mail (optional)
Mobile**IV. MES COURSE IN WHICH TESTING AND CERTIFICATION IS SOUGHT****A. Sector** **B. Course / Module****V. DETAILS OF ASSESSING BODY & COLLECTION CENTER**

Name & Address of Authorized Collection Center.....

On behalf of Assessment Body

Address of Assessment Body

VI. PAYMENT DETAILS OF TESTING FEECash / Cheque / DD / IPO No. dated amount (in words)
drawn on(Name, address of the Bank)......
Signature of the candidate

Ref. No.

ACKNOWLEDGEMENTReceived application form of dated with Amount(cash/ cheque / DD /IPO No.)
.....dated
Authorized Signatory.

Annex-V : Form for registration of VTPs under SDI Scheme

Name & Address of the Vocational Training Provider (VTP)		District:_____ State_____
		Pin Code:_____
Phone No:..... Fax No:e-mail:.....		
For the purpose of payment of release of funds from RDAT to VTP:		
DD to be drawn in favour of:_____ payable at:_____		
Bank account details:		
Whether the institute is affiliated/ accredited to NCVT/ AICTE/ an University		
If yes, mention details and enclose a copy of relevant orders from the NCVT/ AICTE/ University		
Details of the MES Sectors/ courses for which VTP proposes to conduct training		
S.No	Name of the Sector	Name of Courses
In addition to above, we confirm that the VTP shall provide training infrastructure as per norms prescribed in the course(s)/module(s) approved by NCVT. We have read terms and conditions given below and shall abide by the same.		
(Signature of Authorised person) Name & Designation Phone No. e-mail		
For Official use (Following information will be filled up by State Directorate)		
To be filled by authorized officer of State Directorate dealing with Craftsmen Training Scheme		
The information furnished by the VTP is found to be correct as per the record available in the Directorate.		
(Authorised signatory) Name Designation Phone No.		
For official use (Following information will be filled up by RDAT)		
Registration No.:		
Permission granted for running following MES courses		
SNo	Name of the Sector	Name of Course
(Signature of authorized person) Name & Designation		

Terms and Conditions for the VTPs

1. VTP shall run only those MES courses for which it is registered with RDATs.
2. VTPs shall provide training facilities as per norms.
3. VTP shall appoint qualified and trained instructional staff to impart quality training.
4. VTP shall implement Central government /State Government's reservation policy applicable for ITIs, as the case may be.
5. VTP shall maintain proper accounts and reimburse training cost received from respective Regional Directorate of Apprenticeship Training to its candidate(s) who has/have cleared test conducted by the Assessing agencies appointed by NCVT.
6. VTP shall provide post training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training.
7. VTP shall submit reports and utilization certificate as per schedule prescribed by DGE&T.
8. VTP shall allow authorized officers of RDAT/DGE&T /respective State Government dealing with CTS to inspect the training infrastructure available in its premises for courses/modules under SDI scheme.
9. VTP shall not make RDAT/DGE&T/State Governments a party in any disputes arising in its premises.
10. VTP shall abide by all the instructions prescribed in the Implementation Manual and those issued by DGE&T from time to time.
11. VTP shall have necessary powers to collect the training fee from trainees and to utilise fee collected and funds received from DGET for meeting various expenses for imparting training, providing post training support services, etc.

We have read terms and conditions and shall abide by the same. In case of violation of any terms or if infrastructure/ quality of training is not satisfactory, the registration would be cancelled by the DGE&T. If case of any dispute, the decision of Ministry of Labour and Employment shall be final and acceptable to us.

(Signature of Authorised person)
Name & Designation
Phone No.

Annex-VI : Annual Training Plan Proposal of State/UT Government

Financial Year 20 -- .

(To be sent by State Director to concerned Regional Directorate of Apprenticeship Training, Directorate General of Employment and Training, three months before the start of every financial year)

1. State/UT : _____

2. Name of the Director : _____

3. Address : _____

Phone No.: _____ Fax _____

E-mail: _____

4. Total number of Vocational Training Providers to be involved for providing training in MES course * _____.

5. Number of candidates to be trained *: _____

6. Total estimated amount to be reimbursed *: _____

(Signature of the State Director)

Note: * Details are given in annexure I

** Soft copy of the proposal should also be sent by e-mail to the concerned RDAT.

Skill Development Initiative Scheme

Annual Training Plan Proposal of State/UT Government

Form A, Annexure II
Financial Year: 20

(To be filled for each Vocational Training Provider)

1. Name of the VTP _____
2. Registration No. _____
3. Address _____

4. Phone No. _____
5. Fax No. _____
6. E-mail _____
7. Details of the MES courses planned to be conducted during the financial year.

S. No.	Name of the MES Course	Sector	Duration in hours* (a)	Number of candidates to be trained (b)	Estimated amount of reimbursement (a × b × Rs.15)
	Total	—	—		

*Mention duration as given in the curriculum.

Signature of Authorized Signatory _____

Name & Designation _____

Phone No. _____

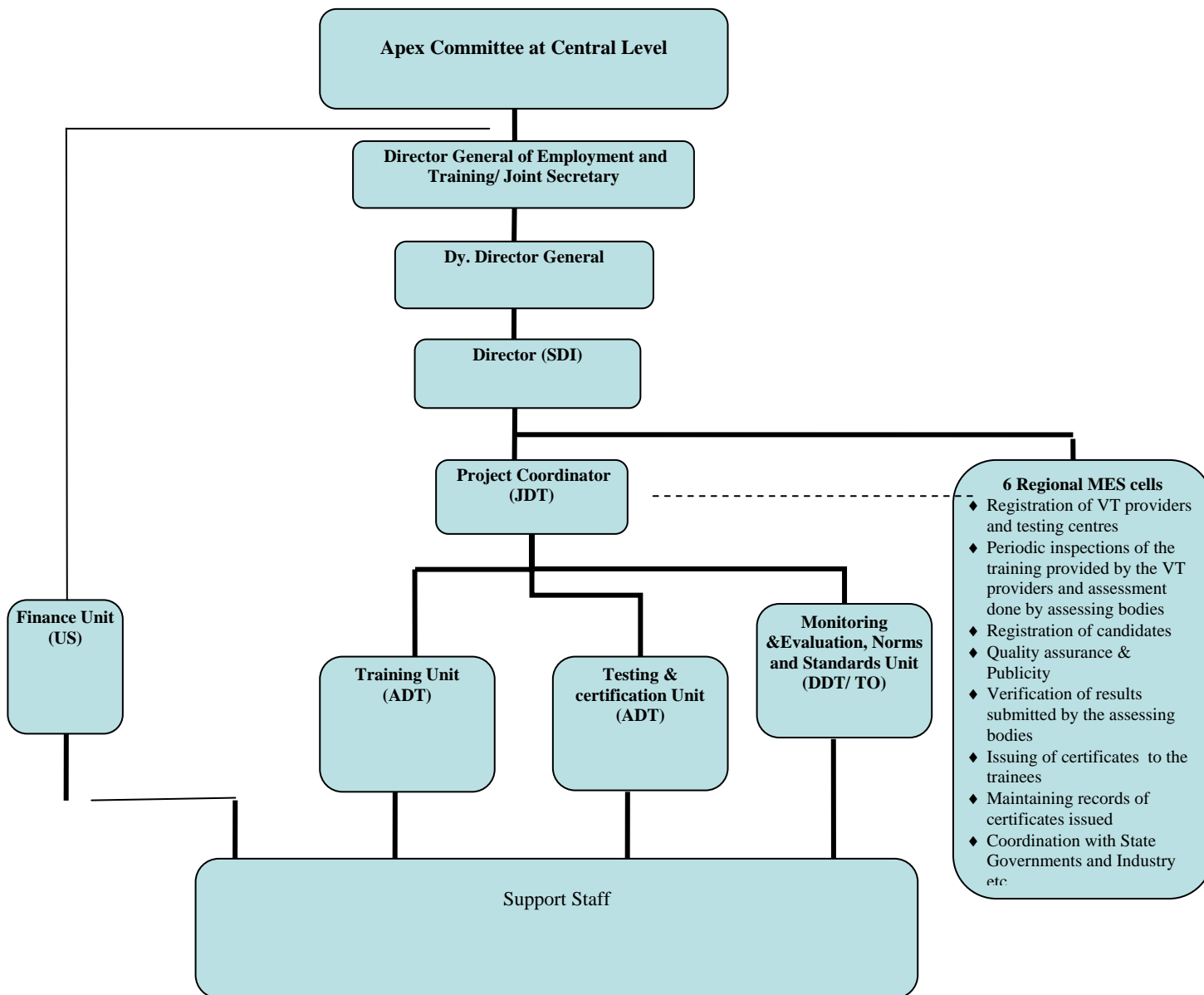
Annex-VII-Proforma For Empanelment Of Assessing Bodies

1. NAME OF THE ORGANISATION	
2. ADDRESS Telephone No. E-mail address Fax Web Site	
3. TYPE OF ORGANISATION	
4. NAME OF CHAIRPERSON & CEO	
5. DETAILS OF AUTHORISED CONTACT PERSON Name Telephone No. E-mail address Fax Web Site	
6. OBJECTIVES OF THE ORGANISATION:	
7. TURNOVER FOR LAST 5 YEARS:	
1. TOTAL NO. OF EMPLOYEES / MEMBERS:	
9. NUMBER OF BRANCHES/OFFICES AND LOCATIONS:	
10. NATURE OF MAJOR ACTIVITIES PERFORMED DURING LAST 3 YEARS:	
11. PLEASE GIVE DETAILS OF EXPERIENCE AND EXPERTISE IN THE FIELD OF TRAINING OF WORKFORCE, TESTING & CERTIFICATION OF COMPETENCIES :	

12. NAMES OF MES SECTORS, MODULES/ COURSES FOR WHICH YOU WANT TO BECOME AN ASSESSING BODY :
13. DETAILS OF EMPLOYERS ORGANISATIONS AND INDUSTRY WHICH ARE ASSOCIATED WITH YOUR ORGANISATION & FOR WHAT PURPOSE :
14. SIGNATURE OF THE AUTHORISED PERSON : DESIGNATION & PHONE NO.
FOR OFFICE USE:
DECISION OF APEX COMMITTEE : APPROVED/ NOT APPROVED
IF APPROVED, ON WHICH DATE: REGISTRSTION NO. _____
APPROVED FOR TESTING FOR FOLLOWING MES SECTORS/ COURSES :
1) 2) 3) 4)
Signature of Authorised Officer (With date & Office Stamp)

Annex-VIII: National Project Management Cell (NPMC) and Regional MES Cells

NPMC Structure and Composition: The organizational structure of NPMC and regional MES cells is as follows:



** - Regional MES Cells would be located in RDATs at Faridabad, Kanpur, Mumbai, Hyderabad, Chennai and Kolkata.*

Remarks: Works such as Typing, Data Entry etc. in Cells would be out sourced or support staff could be taken on contract basis as per the need. Project Coordinators will have the authority to appoint consultants and support staff on contract basis as and when needed.

Roles & Responsibilities of NPMC and Regional Cells

DDG(AT)

In-charge of SDI scheme, Apprenticeship Training Programme, TA-I and TA-II sections

Director

- In- charge of **National Project Management Cell (NPMC)** and **six regional Cells**.
- Responsible for implementation and monitoring of the project.

National Project Management Cell (NPMC)

A. Joint Director (Joint National Project Coordinator)

- In- charge of National Project Management Cell (NPMC)
- Coordination with six regional cells

A.1. Development of Systems, Norms, Guidelines, etc. and Monitoring, Evaluation and Reporting Unit (*DDT -1, TO- 1*)

1) Development and revision of norms, guidelines and policy

- a. Development and revision of norms & guidelines for Vocational Training Providers
 - b. Development and revision of norms & guidelines for Assessing Bodies
 - c. Development and revision of guidelines for State Governments
 - d. Development and revision of guidelines for Nodal ITIs
 - e. Development and revision of norms & guidelines for Trainers and Assessors
 - f. Development and revision of norms for recognition of prior learning
 - g. Development and revision of norms & guidelines for funding and reimbursement
- a. Revision in scope, coverage and eligibility criteria of beneficiaries under the scheme
 - b. Norms for Quality Assurance

2) Organising meetings of the Apex Committee and taking follow up actions

3) Development and maintenance of website

- a. Hoisting of website
- b. Regular updation and maintenance of website
- 4) Development and maintenance of web based software**
 - a. Scrutiny and selection of consultants
 - b. Inviting applications from IT vendors for development of software
 - c. Award of work
 - d. Association and monitoring development of web based software
 - e. Implementation and maintenance of software
- 5) Monitoring and Evaluation**
 - a. Monitoring the progress of implementation
 - b. Evaluation of the outcome of the training and testing, tracer study, peer assessment
 - c. Assessment of the impact of the scheme.
 - d. Organising seminars, workshops, review meetings, etc.
- 6) Preparation of reports for various authorities like PMO, Cabinet, Planning Commission, Ministry of Finance, M/o Labour & Employment etc.**
- 7) Mid-term appraisal and revisions in the scheme**
- 8) Infrastructure and facilities in NPMC and regional cells**
- 9) Publicity**
- 10) Any other work allotted by seniors**

A.2. Courses and Curriculum Development, Technical Assistance Unit (Assistant Director- 1)

- i. Identification of new courses, development & revision of curriculum, standardization and uniformity of qualifications
- ii. Maintenance of information about courses
- iii. Coordination with NIMI for development of instructional media packages (IMPs), audio-visual aids, assessment tools/ question banks and standards and their dissemination
- iv. Development of MES Vocational Qualification framework.
- v. Agreement with Assessing Bodies (ABs) and records of ABs
- vi. Filling up and continuation of posts, appointment of consultants and support staff
- vii. Training of staff of National Project Management Cell, Regional Cells, State Cells and MES Cells in ITIs, training of trainers and assessors.
- viii. Parliament Questions, Information under RTI Act, VIP references

- ix. Information for Parliamentary Standing Committee and Consultative Committee
- x. Any other work allotted by seniors

A.3. Training and Testing Unit (Assistant Director- 1)

- i. Training of beneficiaries
- ii. Issuing sanctions for releasing funds for training and monitoring its utilization
- iii. Records of Vocational Training Providers
- iv. Maintenance of records and data about persons registered for training and testing as well as persons tested and certified.
- v. Issuing sanctions for releasing funds for assessment and monitoring utilization of funds at national level.
- vi. Budgeting and expenditure monitoring, preparation of annual plan.
- vii. Any other work allotted by seniors

B. Finance Unit (Under Secretary – 1)

(It will be part of the IFD of the Ministry of Labour & Employment).

- Scrutiny of the proposals and conveying concurrence of the Finance Division.
- Guidance on financial procedures.

Remarks: Works like typing, data entry etc. would be out sourced or support staff could be taken on contract basis as per the need. Consultants may be appointed to provide technical expertise as and when needed. At least, one data entry operator-cum-steno would be provided for National Project Director, Joint National Project Coordinator and each of four units.

Six Regional MES Cells (Each Cell will have one Joint Director and one Assistant Director)

Regional Cells will be set up in Regional Directorates of Apprenticeship Training (RDATs) under DGE&T.

- 1) Scrutiny of applications of the VT providers and their registration
- 2) Periodic inspections of the training provided by the VT providers
- 3) Registration of testing centres
- 4) Empanelment of assessors
- 5) Periodic inspections of the assessment done by assessing bodies
- 6) Quality assurance & Publicity
- 7) Monitoring registration of candidates by Assessing bodies and VTPs
- 8) Verification of results submitted by the assessing bodies
- 9) Issuing of certificates to the trainees through Assessing bodies
- 10) Maintaining records of certificates issued
- 11) Release of funds to the VTPs based on trainees who passed tests
- 12) Release of funds to Assessing Bodies based on candidates who passed tests
- 13) Monitoring proper utilisation funds and reimbursement of funds to candidates by Assessing Bodies and VTPs
- 14) Coordination with State Governments and Industry etc.

Remarks: Works like Typing, Data Entry etc. in Cells would be out sourced or support staff could be taken on contract basis as per the need. Project Coordinators will have the authority to appoint consultants and support staff on contract basis as and when needed. Atleast, one data entry operator-cum-steno would be provided for each unit/ cell.

Annex-IX

Annex-IX: States/ UTs covered under Regional Cells in RDATs

List and contact details of Regional Cells in RDATs responsible for implementation of SDI/ MES scheme in various States/ UTs is given below:

Regional Cell, RDAT	States/ UTs	Telephone	Fax	e-mail address
Director. RDAT 3 rd Floor, A-Wing, New CGO Building NH-IV Faridabad	Delhi, Haryana, Punjab, HP, J&K, Chandigarh, Rajasthan	0129- 2413890	0129- 2421973	rdatfdb@hub.nic.in
Director. RDAT Udyag Nagar Kanpur	UP, MP, Chattisgarh, Uttarakhand	0512- 2296088	0512- 2296088	rdappt@yahoo.com
Director. RDAT V N Purav Marg, Sion Trombay Road Mumbai	Maharashtra, Goa, Gujarat, Daman & Diu, Dadra & Nagar Haveli	022- 24057519	022- 24057519	rdat_regionaldirector@yahoo.co.in rdatmum@nic.in
Director. RDAT ATI-EPI-Campus, Ramanthapur Hyderabad	AP, Karnataka, Orissa	040- 27038264	040- 27038264	rdat_hyd@yahoo.co.in sjamalan@yahoo.co.in
Director. RDAT Southern Region, Guindy Chennai	TN, Kerala, Andaman & Nicobar Islands, Pondicherry, Lakshadweep	044- 22500091	044- 22501460	regappms@vsnl.net rdatchen@nic.in
Director. RDAT MSO Building, E- Wing, 1 st Floor, D F Block, Sector-1 Kolkatta	W. Bengal, Bihar, Jharkhand, NE states and Sikkim	033- 23210331	033- 23211404	rdatkol@nic.in

For any query regarding the scheme, please contact the concerned Director of the Regional Directorate of Apprenticeship Training (RDAT). If the query is not resolved by the Regional Cell, please contact at following address:

Deputy Director General (Apprenticeship Training)
Directorate General of Employment & Training
Ministry of Labour & Employment
Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001 (India)
Phone: +91 11 23710485, 23001232 **e-mail:** mes-dget@nic.in
Website: www.dget.gov.in/mes

Annex-X

Annex-X: Key role of States/ UTs

1. Establish State Committee.
2. Establish a State SDI Cell with adequate powers to discharge its functions.
3. Declare one government ITI as nodal ITI in each district, which will coordinate with Vocational Training Providers and provide support to the assessing bodies in its region. The VTPs refer to government and private training institutes including ITIs, which are registered with Regional Directorate of Apprenticeship Training for imparting training under the scheme.
4. Ensure that nodal Government ITI enter data on the web based software or compile information as required by the National Project Management Cell and regional cells setup by DGET. Nodal ITIs should have a broad band internet connection.
5. Grant necessary powers to the nodal ITIs to perform the prescribed role.
6. Assess labour market demand and do skill mapping. Help of Institute Management Committees and Industry may be taken.
7. Give wide publicity to the scheme.
8. Provide guidance and counseling to trainees through its organization set up.
9. **Invite applications from VTPs for registration in the prescribed form, scrutinize the same and forward recommendations to the RDAT.**
10. Maintain list of approved VTPs.
11. **Prepare annual training plan for the State and send the same to RDAT at least three months before start of the financial year.**
12. Grant necessary powers to ITIs to collect the training fee from trainees and to utilise fee collected and funds received from DGET for meeting various expenses for imparting training, providing post training support services, reimburse training fee to successful trainees etc.
13. Implement the recommendations of the Apex Committee.