Compendium of Guidelines and amendments for

Recognition of Prior Learning

under

Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

(2016-2020)

Updated on 16 September, 2019

Contents

Section 1 – Extract of RPL (Type 1//2/3) from PMKVY Guidelines

Recognition of Prior Learning (RPL) is an initiative of the Government of India (GoI), Ministry of Skill Development and Entrepreneurship (MSDE) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY), implemented by the National Skill Development Corporation (NSDC).

2.1. Background

2.1.1. The Ministry of Skill Development and Entrepreneurship (MSDE) launched Pradhan Mantri Kaushal Vikas Yojana (PMKVY) in the year 2015. Individuals with prior learning experience or skills shall be assessed and certified under the Recognition of Prior Learning (RPL) component of the Scheme. RPL majorly, not mandatorily focuses on the individuals engaged in unorganized sectors.

2.1.2. The objectives of RPL are primarily three-fold: (i) to align the competencies of the pre-existing workforce of the country to the standardized National Skills Qualification Framework (NSQF), (ii) to enhance the employability and/or entrepreneurial opportunities of an individual and (iii) to provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.

2.1.3. RPL shall be undertaken by Project Implementing Agencies (PIA) through any of the three project types specified under Section 2 of this guidelines document. PIAs shall include Sector Skill Councils (SSCs), Training Providers (TPs), Corporates, Industry Associations, Non-Government Organisations (NGOs), Government Entities or any other agency designated by NSDC/MSDE. Assessment Agencies (AAs) are not permitted to be PIAs under RPL.

2.1.4. Any revisions made to these Guidelines shall be incorporated and the final version will be available on the official.

2.2. Project Types

2.2.1. PIA shall implement RPL through any of the three project types mentioned in Table 1. The project types differ according to the target beneficiaries.

Table 1: The Project types of RPL

S. No.	Project Type	Target Beneficiaries	RPL process	Examples
1.	**RPL Camps**	RPL in a location where workers of a particular sector are consolidated	1. Mobilization 2. Pre-Screening and Counselling 3. Orientation 4. Final Assessment	Automotive cluster of Mumbai-Pune, Garment manufacturing

S. No.	Project Type	Target Beneficiaries	RPL process	Examples
		(such as Industrial and/ or Traditional Clusters)	5. Certification and Pay-out (Steps 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster)	cluster of Tiruppur (Tamil Nadu), Footwear cluster of Agra, etc.
2.	**Employer's Premises**	RPL on-site at an employer's premises	1. Mobilization 2. Pre-Screening & Counselling 3. Orientation 4. Final Assessment 5. Certification and Pay-out (Steps 1-5 to take place within employer's premises)	Rashtrapati Bhawan, Raj Bhawans, Various Private Sector Companies
3.	**RPL Centres**	RPL at designated centres for geographically scattered workers who need to be mobilised	1. Mobilization 2. Pre-Screening and Counselling 3. Orientation 4. Final Assessment 5. Certification and Pay-out (Steps 2-5 to take place at a designated RPL Centre within the mobilizing zone)	Street food vendors, Hairstylist, Beauticians, Cobblers, Tailors.
4.	**RPL with Best in Class Employers**	Reputed employers/industries across sectors shall implement this project type. Employees of Best In class employers from	1. Sensitization and On-boarding 2. Identification of Employer Assessors & Employees	*Kindly refer Section 2 for guidelines to this project type*

S. No.	Project Type	Target Beneficiaries	RPL process	Examples
		all the sectors shall be certified. Senior Employees such as Supervisors/Managers shall act as assessors in this mode.	3. Project Submission & Approval 4. Employer Assessor Orientation 5. Assessment 6. Certification	
5.	**RPL through Demand**	RPL through demand will be conducted at Centres to which targets have been allocated by NSDC under and mobilisation of candidates will happen through a Demand Aggregation portal	1. Expression of Interest 2. Target Allocation Strategy 3. Train the Assessor Program 4. Conduct of RPL 5. Assessment 6. Certification	*Kindly refer Section 3 for guidelines to this project type*

a. For Project Type 3, PIA shall identify Training Centres (TCs) which have been accredited and affiliated under PMKVY for provision of training.*(Alteration updated as per 6th PMKVY Steering Committee)*

b. For Project Types 1 and 2, whereby the RPL location need not be accredited and affiliated under PMKVY for the provision of training, the PIA shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements defined by respective Sector Skill Council (SSC) for the identified job roles. PIA shall ensure that the overall training infrastructure especially the training aids for the proposed job role are as per the industry benchmark. *(Alteration updated as per 6th PMKVY Steering Committee)*

2.2.2. PIA shall submit proposals to undertake certification of RPL candidates in any of the project types mentioned above in Table 1. For more information on the proposal submission process, *refer section 2.8* of these guidelines.

2.2.3. All RPL candidates shall undergo the same 5-step RPL process (i. Mobilisation, ii. Pre-Screening and Counselling, iii. Orientation, iv. Final Assessment and v. Certification and Pay-out).

2.2.4. PIA is to note, unless otherwise specified, that the implementation modalities and the stakeholders involved under each step may vary per project type. *Refer section 2.4* of these guidelines for more information.

2.3. Eligible Beneficiaries

RPL is applicable to any candidate of Indian nationality who:

▪ On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements

▪ As instructed by Ministry of Finance, all the cash transfers to beneficiaries under Govt. of India schemes have to be as per the Direct Benefit Transfer (DBT) mandate. As per the mandate, the benefits to be transferred to Aadhaar seeded bank account of the beneficiary. Thus, all the PMKVY candidates eligible for any cash transfer benefits will need to provide Aadhaar seeded bank account details (except for candidates from NE states and J&K). The Training Center will be responsible to provide Aadhaar seeded bank account details of all the candidates registered under PMKVY. *(Alteration updated as per 7th PMKVY Steering Committee)*

▪ Fits the pre-screening criteria defined by SSC for the respective job role

2.4. RPL Process

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

Table 2: The 5 step RPL process

Step 1: Mobilization	Step 2: Pre-screening and Counselling	Step 3: Orientation	Step 4: Final Assessment	Step 5: Certification and Pay-out

2.4.1   Step 1: Mobilization

2.4.1.1   For Project Types 1 and 3, PIA may engage a Mobilizing Agency (such as an Association /NGO /Training Partner) to assist in on-ground mobilisation of potential candidates to RPL Camps / RPL Centers.

2.4.1.2   For Project Type 2, mobilisation of employees is to be undertaken by the employer engaged.

2.4.1.3 PIA need to take note of the different implementation modalities and stakeholders engaged in each project type, as listed in Table 3.

Table 3: Difference in implementation modalities and stakeholders per Project Type for RPL

Step 1 - Mobilization

PROJECT TYPE 1 (RPL Camps)	PROJECT TYPE 2 (Employer's Premises)	PROJECT TYPE 3 (RPL Centers)
a. PIA to identify Industrial/Traditional Clusters to conduct RPL b. PIA to identify job roles in which RPL can be conducted in the clusters selected c. PIA to decide the duration of the RPL Camp, based on the availability of eligible beneficiaries d. PIA to conduct RPL Camp at a prominent locality within each cluster e. PIA to mobilise potential candidates to RPL Camps. PIA may engage a Mobilising Agency (such as Individual Association / NGO /Training Partner) to assist in on-ground mobilisation of potential candidates f. RPL Camp is to be branded according to PMKVY Branding & Communication Guidelines g. PIA to organize RPL Project Launch Ceremony and is	a. PIA to tie up with employers b. PIA to identify job roles for which RPL may be conducted within the employer's premises c. Employers need to mobilize their employees to participate in RPL d. Employer's premises is to be branded according to the PMKVY Branding & Communication Guidelines e. PIA to organize RPL Project Launch Ceremony and is encouraged to ensure the presence of MPs, MLAs, DMs, SDMs, DLOs, Chief Judicial Magistrates, Municipal Commissioners and/or District Employment Officers at the launch	a. PIA to identify job roles and geographies for conducting RPL b. PIA may engage a Mobilising Agency (such as Individual Association / NGO /Training Partner) to assist in on-ground mobilisation of potential candidates c. Mobilisation Agency is to invite potential candidates to designated RPL Centres in the area d. The designated training centre has to be in a prominent locality and must have been accredited and affiliated under PMKVY e. The RPL Centre is to be branded according to PMKVY Branding & Communication Guidelines

PROJECT TYPE 1	PROJECT TYPE 2	PROJECT TYPE 3
(RPL Camps)	*(Employer's Premises)*	*(RPL Centers)*
encouraged to ensure the presence of MPs, MLAs, DMs, SDMs, DLOs, Chief Judicial Magistrates, Municipal Commissioners and/or District Employment Officers at the launch		

2.4.2   Step 2: Pre-screening and Counselling

For all Project Types, the following instructions on Pre-screening and Counselling shall be adopted:

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

  a. PIAs are to evaluate the existing skill sets and experience of the candidates based on pre-screening format set by respective SSCs for each job role. RPL Facilitators shall conduct the candidate self-assessment for each candidate on behalf of the PIA. *(Alteration updated as per 6th PMKVY Steering Committee)*

2.4.2.2   Potential candidates must be counselled by RPL Facilitator in the following areas:

  • What is PMKVY?
  • What is RPL? (Explanation of the 5-step RPL process)
  • How will Skill Certification according to NSQF help in transforming the candidate's life?
    In addition, the Induction Video on RPL under PMKVY should be shown to the candidates at this stage.

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

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

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

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

2.4.3 Step 3: Orientation

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

2.4.3.1 PIA shall ensure that each enrolled candidate mandatorily undergoes 12 hours of Orientation. The Orientation, to be imparted by a RPL Facilitator, shall include the following activities:

Table 4: Orientation activities (Minimum duration)
(Orientation duration updated as per 6th PMKVY Steering Committee)

S. no.	Activity	Minimum Duration
1.	Domain Training (clarification of any doubts/gaps a candidate may have with respect to Job Role)	6 Hours
2.	Soft Skills and Entrepreneurship tips specific to the Job Role	4 Hours
3.	Familiarization with Assessment Process and Terms	2 Hours

2.4.3.2 **Bridge course:** Where appropriate, PIAs may propose Bridge Course be imparted to candidates for Project type 2 and 3 only. *Refer section 2.6* of these guidelines for more information on Bridge Courses under RPL *(Alteration updated as per 6th PMKVY Steering Committee)*

2.4.3.3 **Job role specific kit:** *(Alteration updated as per 6th PMKVY Steering Committee)*

a. PIA shall provide a job-role specific kit to the beneficiaries. In addition to any job-role specific items, it is mandatory that all kits have the following items:

- 01 Standard PMKVY T-shirt (For males) /Jacket (For females)

- 01 Standard PMKVY Cap

b. Details of costs in relation to Job Role Specific Kit (supported by cost calculations) shall be submitted by the PIA in the Project Proposal Template.

2.4.4 Step 4: Final Assessments

For all Project Types, the following Assessment guidelines shall be adopted.

2.4.4.1 PIA to identify Sector Skill Council (or the National Board for Skill Certification) accredited AAs to conduct the Final Assessments of candidates. There should be no overlap in the functions of the AA and the RPL Facilitator engaged for the project.

2.4.4.2 Assessments under RPL shall be conducted in a manner similar to the Short Term Training Component of PMKVY (2016-2020) in accordance with the NSQF. The difference lies in the way the results shall be evaluated.

2.4.4.3 SSC shall earmark the NOSs of a QP (for a job role) as Core and Non-Core. Refer to the list of abbreviations for the definition of Core and Non-Core NOSs.

2.4.4.4 Marks scored in the Core NOSs of a QP shall be given 70% weightage in the total score. The remaining 30% weightage shall be from the Non-Core NOSs.

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

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

Table 5: Pass percentage for a QP

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

2.4.4.6 A candidate who achieves greater than or equal to the pass percentage mentioned in Table 5 for a QP, shall be awarded the Skill Certificate, Mark Sheet, and a Pay-Out of INR 500. Certified candidates will also receive a Grade (A/B/C) on the Skill Certificate (*Kindly refer section 2.4.5.4 for the Grading Criteria*).

2.4.4.7 A candidate who achieves less than the pass percentage mentioned for a QP, but at least 30% or above of the total score, shall receive only the Mark Sheet and Pay-Out of INR 500.

2.4.4.8 A candidate who scores less than 30% of the total score, shall receive only the Mark Sheet and be encouraged to undergo Short Term Training under PMKVY (2016-2020).

2.4.4.9 Only those candidates who have valid Aadhaar numbers [or alternate IDs in the case of candidates belonging to J&K and applicable North-East states] and a bank account shall

be issued the Skill Certificate/ Mark Sheet/ Pay-Out, as applicable, in accordance with criteria mentioned in sections 2.4.4.6, 2.4.4.7, and 2.4.4.8).

2.4.4.10 The Aadhaar number of each assessor is to be validated by the PIA and uploaded on SDMS before the start of the final assessment. PIAs must ensure that the AAs/Assessors engaged for a project adhere to the following:

- All assessors must carry their photo IDs at all times during the assessment.

- Before the start of assessment, all candidates must receive an assessment orientation. The assessment orientation shall include an explanation of the assessment process and assessment format, and familiarise the candidates with the assessment technology.

- Assessments have to be conducted in regional languages (unless otherwise specified by the QP). Language, communication and expressions used in the assessment should be understandable and appropriate to the candidates. Special arrangements may be made for candidates who cannot read/write or express their inability to use the assessment technology provided.

- The AA will also review the evidences submitted by the candidate (such as confirmation of the identity of the candidate and physical verification of the documentation provided by the candidate).

- Final assessment result should be uploaded by AAs on the SDMS within five days of completion of the assessment.

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

- Real time tracking of assessors registered on SDMS for the project.

- Capturing high quality pictures and videos, attendance sheets, and other documents that may be required before issuance of Skill Certificates

2.4.4.12 Towards the end of final assessment, the PIA shall ensure candidates fill up the standardised Candidate Feedback Form available in regional languages (Refer to Annexure B). PIA shall retain the filled Candidate Feedback Forms for a minimum of two years.

2.4.5   Step 5: Certification and Pay-out

For all Project Types, the following instructions shall be adopted in relation to certification and pay-out guidelines.

2.4.5.1 SSCs need to validate and approve the results uploaded by the Assessment agencies within seven days of the final assessment.

2.4.5.2 PIAs shall then notify the final assessment result to the candidates and provide details of a designated area and time when they can collect the Skill certificate and / or marksheet. If the mobile number of the candidate is recorded, the PIA should notify them of the aforementioned details via SMS.

2.4.5.3 Candidates will be provided Skill Certificate / Mark sheet / Pay-Out (INR 500) based on their eligibility (as specified under Sections 2.4.4.6, 2.4.4.7, 2.4.4.8, and 2.4.4.9). The pay-out of INR 500 will be directly deposited to the candidate's bank account. Only candidates with valid bank account details will be considered by NSDC for processing of the pay-out amount. PIAs are to ensure that accurate bank details of candidates are captured on the SDMS upon enrolment.

- All RPL certified candidates shall receive accidental insurance of three years from New India Assurance Company Limited. The insurance money for the candidates shall be deducted from the PIA payout. A unique policy number of the Accidental Insurance is mentioned on the certificate that is to be awarded to respective certified candidates. *(Alteration added as per 9th Steering Committee)*

2.4.5.4 Candidates eligible for the Skill Certificate shall also be provided grades (A/ B/ C) as per Table 6.

Table 6: Grades provided on Skill Certificate

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

a. PIA shall conduct a Certificate and Mark sheet Distribution Ceremony for candidates. PIA to ensure the presence of each candidate. Candidates to wear the standard PMKVY T-Shirt / Jacket for the Certification and Mark Sheet distribution ceremony.
(Alteration updated as per 6th PMKVY Steering Committee)

b. High resolution pictures and videography are to be taken of the Certificate and Mark Sheet distribution ceremony including batch-wise photos of the candidates. PIAs are to upload

images and videos on a portal designated by NSDC.
(Alteration updated as per 6th PMKVY Steering Committee)

2.5   Branding and Publicity

2.5.1   Branding undertaken in Project Types 1, 2 and 3 shall be in accordance with the PMKVY Branding and Communication Guidelines. *(Kindly refer Annexure-D for guidelines to RPL Branding and Communication)*

2.5.2   PIAs shall publicise and promote all RPL projects conducted through the following medium:

▪ Print Media - Advertisements in Local newspapers, photo opportunities, and press release.

▪ Outdoor Advertising - Wall Paintings, installation of outdoor hoardings and posters in populated areas.

▪ Electronic Media – SMS, WhatsApp, pictures and videos on Facebook, Youtube, Twitter, and NSDC / PMKVY / SSC / Trade Associations websites.
Local and community radio stations.

2.5.3   PIA will be responsible for the branding, marketing and publicity of RPL under PMKVY through print and digital media. *(Alteration updated as per 6th PMKVY Steering Committee)*

2.5.4   PIA will be responsible for the arrangement of necessary collaterals for branding and communication in accordance to the PMKVY Branding and Communication Guidelines. *(Alteration updated as per 6th PMKVY Steering Committee)*

2.5.4   Details of costs in relation to branding and publicity (supported by cost calculations) shall be submitted by the PIA in the Project Proposal Template. *(Alteration updated as per 6th PMKVY Steering Committee)*

2.5.5   PIA has to strictly abide by PMKVY Branding Guidelines for branding and communication collaterals. Any deviation from the norms may result in cancellation of project or penalty as decided by the MSDE/ NSDC. *(Alteration updated as per 6th PMKVY Steering Committee)*

2.6   **Bridge Course Option** *(Alteration for the section updated as per 6th PMKVY Steering Committee)*

2.6.1   Over and above the mandatory 12 hours of Orientation (refer section2.4.3), a PIA may propose a bridge course of not more than 68 hours to be imparted to candidates for Project Types 2 and 3 only.

2.6.2 The proposed bridge course must be based on both core NOSs and Non-Core NOSs of the job role. PIAs may undertake the bridge course, subject to the approval of the Project Approval Committee. PIA shall provide a clear justification in the proposal template for requirement of Bridge Course, if any.

2.6.3 If approved, pay-out to PIA for the Bridge Course shall be in accordance with the Common Norms. The same shall be over and above the total pay-out to PIA per candidate, as specified under section 2.7 of these guidelines.

2.7 Project Funding

2.7.1 PIAs shall be funded for the implementation of RPL projects as per the following slabs. Details of variable costs (supported by cost calculations and justifications) shall be submitted by the PIA within the cost heads and ceilings specified in the Project Proposal Template.

Table 7: Funding for RPL Projects (Alteration updated as per 6th PMKVY Steering Committee)

S. no.	Pay-out Heads	Project Type 1	Project Type 2	Project Type 3
Variable costs -				
1.	**Pay-out to PIA** a. Mobilization *(max. Rs.500)* b. Orientation c. Job Role Kit *(min.Rs.200 and max. Rs.500)* d. Branding and Publicity *(max. Rs.250)*	1,700.00 (Ceiling Cost)	1,400.00 (Ceiling cost)	1,600.00 (Ceiling Cost)
Fixed costs -				
2	**Pay out for Accidental Insurance**	76.70 (to be deducted from PIA payout) *(Pay out for Accidental Insurance to be deducted from PIA payout as per 9th Steering Committee)*		

3.	Pay – out to SSC for Assessments *(Pay out to SSC updated as per 10th Steering Committee)*			
NSQF Level	**Common Norms Category**	**1**	**2**	**3**
10 9 8	Senior Level/ Specialized, Executive level	1125	937.5	750
7 6 5	Mid – Level/ Administrative Employment	975	825	675
4 3	Entry level/ Operational Employment	900	750	600
2 1	Pre – employment (For schools) / Non – Organizational	525	450	375
SN	**Payout Heads**	**Project type 1**	**Project type 2**	**Project type 3**
4.	**Pay-out for Bridge Course**	Not applicable	*As per common norms*	
5.	**Pay-out to Candidate** (Candidate overall score must be 30% and above)	500.00	500.00	500.00

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

Table 8: Tranche pay-out to PIA
(Tranche pay out updated as per 7thPMKVY Steering Committee)

Tranche	% of total cost per candidate	Output parameters
I	80%	On successful certification of candidate.
II	20%	a. On successful submission of evidence based proofs of certification distribution ceremony (Batch-wise photos of

		candidates with certificates and video of certification distribution ceremony) b. Monthly Performance Report

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

Criteria fulfilment for releasing tranche 2 payment shall be monitored as per the following:
(Alteration added as per 10th Steering Committee)

Parameter	Monitoring	Action
Proof of certificate distribution ceremony	• Every photo should have all the students (min 80%) of the batch showing certificates • The PIAs will be sent a warning along with monitoring/penalty matrix for both missing of photograph and/or quality of photographs • NSDC will do a sampling of 20% of the allocated targets for each PIA for evaluating the photographs	• If the batch wise photographs are not uploaded within 1 year of the assessment date, tranche 2 for those batches will be automatically forfeited • On submission of the certification ceremony photographs for tranche 2, PIAs will be notified for any defects. If they don't submit the photographs as per guideline within 1 month, the tranche 2 for that batch will be forfeited. • The names of forfeited PIAs may be published in the public domain
Monthly Performance Report (MPR)	• If MPR is not submitted for 3 months continuously first SCN will be issued along with the penalty matrix SCN • The PIA will have to stick to the suggested MPR format issued by NSDC	• On submission of invoice for tranche 2, PIAs will be notified for missing MPRs. If they don't submit all MPRs (in prescribed format) within 1 month, the tranche 2 for that batch will be forfeited.

		• The names of forfeited PIAs may be published in the public domain

2.7.3 Bridge course is not applicable for Project Type 1. Bridge course is applicable for Project Type 2 and 3. For projects approved to conduct Bridge course beyond the mandatory 12 hours of orientation, the additional pay out per candidate will be as per the Common norms.

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

Table 9: Assessment Fee to be paid to the SSC

(Pay out to SSC updated as per 10th PMKVY Steering Committee)

NSQF level	Common Norms Category	1	2	3
10	Senior Level/ Specialized, Executive level	1125	937.5	750
9				
8				
7	Mid – Level/ Administrative Employment	975	825	675
6				
5				
4	Entry level/ Operational Employment	900	750	600
3				
2	Pre – employment (For schools) / Non – Organizational	525	450	375
1				

2.7.5 Candidates may 19enrol second time in the same/different job role under RPL over the duration of the scheme. The payout against such candidates (which includes payout to candidates, PIAs and SSCs) shall only be given for enrolment for a maximum of two job roles, provided that there is a six-month gap between the certification date of the first job role enrolled for and the subsequent enrolment date under RPL (or the batch start date, as per SDMS).

2.8   Project Sanction

2.8.1   Project proposal submission

In order to be eligible to apply as a PIA, an entity should be:

a. Any form of corporate entity or legal entity *(Updated alteration as per 8th PMKVY Steering Committee)*

b. More than 3 years of incorporation at the time project proposal is submitted to NSDC with at least 1 year of experience in the proposed sector(s) and

c. Have an average annual turnover or last 3 financial years that is atleast 25% of the total project cost proposed. *(Updated alteration as per 8th PMKVY Steering Committee)*

d. The PIA may propose a maximum of four projects, included rejected proposals, across all available sectors in a given financial year.
(Updated alteration as per 10th PMKVY Steering Committee)

e. The PIA should have a positive net worth for the last two consecutive financial years.
(Updated alteration as per 10th PMKVY Steering Committee)

f. Minimum two months gap from the date of return of proposal to resubmission of a returned or rejected proposal
(Updated alteration as per 10th Steering Committee)

In addition to the above, the PIA must adhere to the following:

(Following points updated as per 7th PMKVY Steering Committee)

a) To undertake the certification of RPL candidates in any of the project types defined under section 2.1 of these guidelines, interested PIAs shall submit proposals in the given Project Proposal Template / Application Form. (*Refer Annexure A.1*)

b) SSC proposals shall not target more than 60,000 beneficiaries. Non-SSC PIA proposals shall not target less than 2,000 beneficiaries. Proposals targeting less than 2,000 beneficiaries from non-SSC entities/ bodies shall be redirected to relevant SSCs for consolidation. (SSC to be PIA).

c) RPL component of the Scheme shall be applicable for NSQF level 3 and above job roles. NSQF level 2 may be permitted in special cases whereby adequate justification is provided by SSC.

d) All proposals are to be submitted to NSDC as per the instructions specified in the Standard Operating Procedure for Target Allocation. (*Refer Annexure A*)

e) Minimum two months gap from the date of return of proposal to resubmission of a returned or rejected proposal

2.8.2 Proposal review *(Entire portion updated as per 7thPMKVY Steering Committee)*

a. Complete and compliant proposals/application forms shall be screened by the PMKVY Screening Committee.

b. Once screened, compliant proposals shall forwarded to the PMKVY Executive Committee with recommendations as to the suitability of the project and numbers of targets to be allocated.

c. Proposals deemed suitable by the PMKVY Executive Committee are allotted targets with conditions for implementation.

d. The PMKVY Executive Committee may adjust the targets proposed by the PIA based on the evaluation of the project proposal.

The PMKVY Executive Committee may undertake alterations in targets allocated upon periodic reviews and evaluation of the project performance in accordance to the monitoring framework at Section 2.9.

2.8.3 Target allocation

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

b. NSDC may undertake alterations in targets allotted upon periodic reviews and evaluation of the project performance, in accordance with the Monitoring Framework. (Refer section 2.9)

2.9 Monitoring Framework

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

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

- Branding and appropriateness of the RPL venue

- Publicity of the project

- Mobilization process

- Counselling and Pre-screening process

- Orientation process

- Assessment process

- Achievements on target utilization and adherence to prescribed timelines

- Other parameters all sanctioned in the project proposal

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

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

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

- PIA shall submit Monthly Roll-out Plan and Monthly Performance Report in the stipulated time.
  (Updated amendment as per 7th PMKVY Steering Committee)

- The PIAs performance shall be monitored on a regular basis by NSDC. The slow performers as per the enrolment and certification rate shall be penalised as per the revocation matrix which can be found on PMKVY official website, www.pmkvyofficial.org *(Updated amendment as per 10th PMKVY Steering Committee)*

- If any discrepancy is observed based on the field visits, PIA may be penalised as per the penalty grid which can be found on PMKVY official website, www.pmkvyofficial.org *(Updated amendment as per 10th PMKVY Steering Committee)*

Supporting Documents for RPL (Type1/2/3)

Annexure A - Standard Operating Procedure for Target Allocation

STANDARD OPERATING PROCEDURE (SOP)

FOR

RECOGNITION OF PRIOR LEARNING (RPL)

UNDER

PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY)

TARGET ALLOCATION

1 Overview

1.1 Purpose of the Manual

Each stakeholder in Recognition of Prior Learning (RPL) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) has a critical role in ensuring the effective and efficient implementation of the scheme.

National Skill Development Corporation (NSDC), as the implementing agency of the scheme, is expected to ensure that the spirit and essence of RPL is maintained at all times.

Implementation of RPL could be divided into 3 key stages - *Target Allotment*, *Project Execution* & *Continuous Monitoring*. This document lays down a detailed Process Manual for stakeholders in RPL – PMKVY (2016-2020) in the following area:

a. Target Allocation (Project Proposal Submission and Approval)

This Document, supplements, and is to be read in conjunction with PMKVY (2016-2020) Guidelines and its approved revisions dated 19th September 2017, both available on the PMKVY website.

1.1 Stakeholders of the Scheme

Following are the key stakeholders and a summary of their roles and responsibilities under RPL:

Table 1: Roles and Responsibilities of Key Stakeholders

SN.	Stake Holder	Summary of Role and Responsibilities
1.	Ministry of Skill Development	Oversee overall implementation of Scheme

	Entrepreneurship (MSDE)	
2.	PMKVY Executive Committee	Approve Project Proposals along with an allocation of targets and conditions for implementation Undertake key revisions to Guidelines
3.	PMKVY Screening Committee	Screening of Project Proposals as per the existing guidelines and give recommendations as to the suitability of the project and numbers of targets to be allocated
2.	NSDC	Evaluation of Project Proposals & Facilitation of Approvals On-boarding of approved PIAs to the Scheme Facilitating Disbursements Continuous Monitoring
3.	Project Implementing Agency (PIA) [Can be Sector Skill Councils (SSCs), Training Providers, Corporates, Industry Associations, NGOs or Government Entities. But not	Responsible for the on-ground execution of the project.

	Assessment Agencies)	
4.	RPL Facilitator Organisation	PIA and RPL Facilitator Organisation may be the same organization. RPL Facilitators to be ToT (Training of Trainer) certified by SSC. RPL Facilitators shall conduct counselling, pre-screening and orientation/bridge course of beneficiaries.
5.	Assessment Agencies (AA)	AAs to conduct assessments of beneficiaries AA shall be an independent third party (neither the PIA or RPL Facilitator Organisation)
6.	SSCs	May be the PIA Evaluate and recommend Non-SSC proposals Ensure project proposals forwarded for screening shall not be limited to particular states and job roles within the sector. Conduct ToT programs for RPL Facilitator Organizations whose trainers are not certified Assign Assessment Agencies to batches Certify candidates
7.	State Skill Missions	Assist in solicitation of proposals Assist in on-ground monitoring of project

1.2   Implementation Mechanism for Target Allotment

Target allotment process under RPL has 3 stages. The stages are summarized below and further detailing of each is provided in subsequent sections. For an overall process diagram for Target Allotment refer to Section 1.5.

i.   **Submission of Project Proposal:**

- **SSCs** interested in conducting RPL as PIAs shall submit a Project Proposal to NSDC. <u>SSC proposals shall not target more than 60,000 beneficiaries.</u>

- **Non-SSCs** (Training Providers, Corporates, Government Institutions, Associations and NGOs) interested in conducting RPL as PIAs shall submit their Project Proposals to respective SSCs. <u>Non-SSC PIA proposals shall not target less than 2,000 beneficiaries and not more than 20,000 beneficiaries</u>. Proposals targeting less than 2,000 beneficiaries from non-SSC entities/bodies shall be redirected to relevant SSCs for consolidation (SSC to be PIA).

   SSCs shall undertake preliminary evaluation of all proposals submitted by non SSC entities/bodies. If proposal is complete and meets compliance parameters, proposal shall then be forwarded to NSDC by SSC.

   Entities (Corporates, Government Institutions or Associations) expressing interest in participating under RPL but unwilling to undertake the role of the PIA shall contact NSDC. NSDC in consultation with concerned Sector Skill Councils shall assemble a consortium of Training Providers to conduct RPL on-behalf of interested entity. Training Providers assigned as PIAs shall submit project proposals for the project to respective SSCs and the processes set forth for Non-SSC PIAs shall be followed thereafter.

Pradhan Mantri Kuashal Kendras (PMKKs) interested in implementing RPL under Project Type 3 shall submit an Application Form to NSDC.

ii. **Screening of Project Proposal/Application** :

- The PMKVY Screening Committee shall subsequently undertake the screening of all proposals/applications submitted.
- Once screened, compliant proposals/applications are forwarded to the PMKVY Executive Committee with recommendations as to the targets to be allocated to the project.
- Proposals/applications deemed non-compliant by the Screening Committee are returned to PIAs with observations. Basis these observations, PIAs may revise and resubmit their proposals.

iii. **Approval of Project Proposal/Application:**

- Proposals/applications deemed suitable by the PMKVY Executive Committee are allotted targets.
- For approved proposals/applications, a notification shall be sent out by NSDC to concerned PIA.
- For proposals requiring further revision, a notification shall be sent out indicating recommendations, observations and conditions set by the Executive Committee. Basis these recommendations and observations, the PIA may revise and resubmit its proposal for re-screening.

1.3 Non-Compliance to Processes

Any non-compliance to the processes laid out in this document and/ or any malpractice during different stages of implementation by PIAs, SSCs, RPL Facilitator Organisations and Assessment Agencies will be placed before the PMKVY Screening Committee or Executive Committee as per severity level.

1.4   Overall Process Diagram for Target Allocation
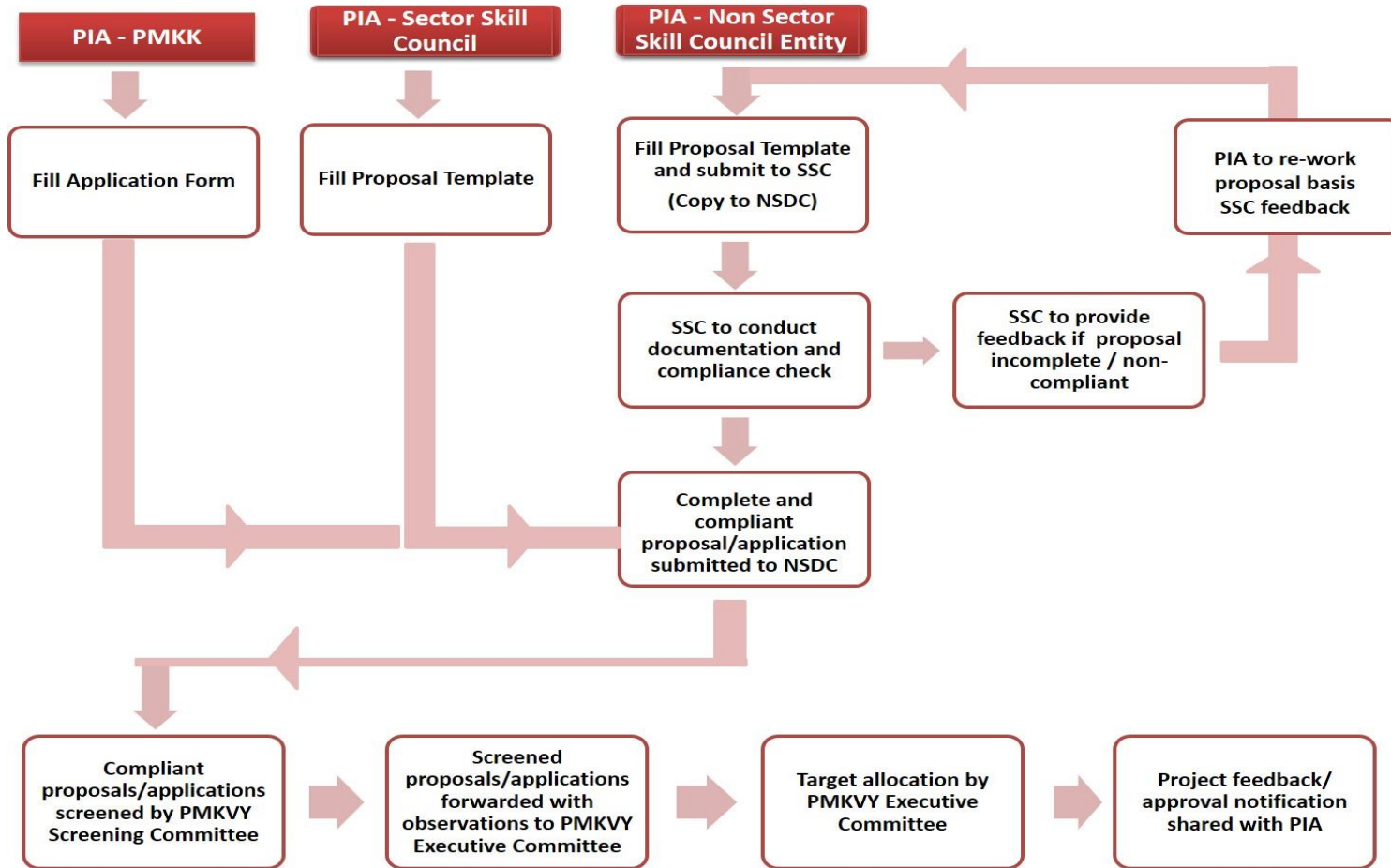
Figure 1: RPL Process Diagram for Target Allocation

2 Target Allocation

2.1. Submission of Project Proposal

Interested PIAs are required to submit a project proposal/application. PIAs shall ensure that all required fields in the proposal template/application are filled and all supporting documents are attached.

S. No	Activity Brief	If PIA is Non-SSC (including PMKK)	If PIA is SSC	Responsibility	Timeline	Remarks (If Any)
1	**Proposal Creation**	a. PIA (non-PMKK) shall fill project proposal template and submit to concern SSC (s) along with all required documentation. NSDC shall be informed by PIA of proposal submission to SSC. b. PMKK shall fill application form and submit directly to NSDC.	SSC shall fill project proposal template	PIA		See **Annexure A.1** for Project Proposal Template See **Annexure A.2** for Checklist of Required Documents See **Annexure A.3** for Application Form for PMKKs

2	**Document and Compliance Check** (not applicable to PMKK)	SSC shall confirm receipt of the proposal. SSC shall respond to PIA indicating if the documentation of the proposal is complete or incomplete. If documentation is complete, SSC shall revert with suggested revisions to proposal, if any. If documentation is incomplete, then missing documents shall be sought.	SSC shall complete document checklist format	SSC	If PIA is non SSC, SSC shall revert to PIA within 10 working days of receipt of proposal	
3	**PIA revision of proposal, as required**	a. PIA shall respond to SSC's request for missing documentation and/or make revisions b.PMKK may revise application basis NSDC's	-	PIA	PIA shall revert to SSC within 5 working days of receipt of SSC's (NSDC's, in the case of PMKK) requests for	

		observation and feedback.			more documents and/or revisions. The SSC may return the proposal back to the PIA no more than two times.	
4	**Submission of project proposal to NSDC**	a.If the proposal is deemed satisfactory by the SSC, it shall be forwarded to NSDC for further consideration. b.PMKKs submit revise applications to NSDC	If deemed compliant to the compliance checklist, proposal shall be submitted to NSDC for further consideration.	SSC/PIA	The SSC must recommend or reject a proposal within 15 working days of receipt. Justification for rejection must be provided to both the PIA and NSDC.	Complete and compliant proposals from non-SSC entities/bodies shall be forwarded by the SSC with its recommendation letter (whereby PIA is non SSC) (not applicable to PMKK). The recommendation letter shall be signed by either the SSC CEO or any authorized signatory of the SSC. See **Annexure A.4** for the format of the recommendation letter

						(includes compliance checklist).
5	**Acknowledgement of submission to NSDC**	The proposal/application shall be acknowledged as "submitted" by NSDC when complete with all required documentation. Date of submission is considered as the date on which the proposal is submitted in its complete form and with all annexures.	The proposal shall be acknowledged as "submitted" by NSDC when complete with all required documentation. Date of submission is considered as the date on which the proposal is submitted in its complete form and with all annexures.	NSDC	Within 5 Working Days of Receipt of Proposal by NSDC	Proposals/applications with incomplete documentation shall be returned to the SSC/PIA for revision.

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2.2. Screening of Project Proposal/Application

Submitted proposals/applications shall be screened by the PMKVY Screening Committee. The processes and assigned responsibilities in the screening of a project proposal are described below:

S. No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (if any)
1	"Submitted" project proposals/applications shall be provided a queue number over email indicating the date of screening.	NSDC	Queue number shall be shared with PIA when proposal is acknowledged as "submitted"	
2	NSDC shall revert to PIA, if any further clarification is required prior to the Screening Committee.	NSDC	If clarification required, email request to be sent 7 working days prior to the Screening Committee	
3	PIA shall respond to NSDC's request for clarification.	PIA	PIA shall revert to NSDC within 5 days of receipt of email request for clarification. If PIA is non respondent within the stipulated time, proposal shall be issued a new queue number upon response.	
4	Screening Committee Meeting to be arranged at NSDC	NSDC		

5	NSDC shall notify PIA of Screening Committee's observations	NSDC	Within 1 working day of approval of Screening Committee minutes	
6	If project proposal is forwarded to Executive Committee, PIA shall revert with clarifications sought, if any. If proposal is required for re-screening, new queue number allotted to PIA by NSDC	PIA/NSDC	PIA shall respond within 3 working days of sharing of Screening Committee's observations by NSDC	

2.3. Approval of Project Proposal

Following the fulfillment of all action points and the provision of all clarifications requested by the Screening Committee, the project proposal shall be forwarded to the Executive Committee.

The Committee shall either:

 (a.) Allocate targets with final observations and conditions or

 (b.) Request for the proposal be re-evaluated at a subsequent Screening or Executive Committee meeting.

The PIA and/or SSC might be required to be present at the Executive Committee.

NSDC shall draft the MOM of each Executive Committee meeting and send an official communication to the concerned stakeholders within 5 working days of MOM being approved.

Annexure A1 – Project Proposal Template (RPL Type 1/2/3)

RPL PROJECT PROPOSAL UNDER PMKVY 2.0

Instructions for preparing a RPL project proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
- **All fields are mandatory unless otherwise specified. No Para / Sub Para is to be left blank. Where not applicable indicate accordingly.**
- **This template is only for RPL Type 1/2/3. Each project shall not be for more than one project type.**
- **Each participant can associate themselves with only one SSC per project.**
- SSC proposals shall not target more than 60,000 beneficiaries. Non-SSC PIA proposals shall not target less than 2,000 beneficiaries and not more than 20,000 beneficiaries. Proposals targeting less than 2,000 beneficiaries from non-SSC entities/bodies shall be redirected to relevant SSCs for consolidation.
- **Please note that the PIA should have minimum three years of incorporation and minimum one year of experience in the proposed sector at the time of RPL proposal submission.** Kindly visit the PMKVY website for all the eligibility and other terms and conditions (www.pmkvyofficial.org)
- Submission of ground survey report of the prospective beneficiaries (minimum sample size of 5%) for each job role and each location is mandatory.
- PIA to avoid attaching documents that have no direct bearing with the information required to evaluate a proposal.
- PIA to ensure that all information provided is correct and verified and no available material information has been suppressed.
- Each application to consist of five sections:
  1) Project Overview, **2) Project Execution, 3) Project Monitoring, 4) Project Financials, and 5) Annexures**
- Under each section, there may be sub-headers, for which the applicant needs to provide the relevant information. Headers and sub-headers are followed by grey text that gives a brief description of the information to be provided by the applicant.
- **All supporting documents should be on the organizations' letter head, stamped with organizations' seal and signed by the authorized person.**
- The Project Proposal may undergo several rounds of review and revisions before final approval by the PMKVY Executive Committee. Please be informed that submission of this application does not mean or indicate acceptance of the proposal and/or any commitment of approval/allocation of targets for the project.
- PIAs may refer to the 'Explanatory Notes to Compliance Checklist' *Annexure 3.1 of RPL Target Allocation SOP* for assistance in the formulation of this proposal. The same is available on PMKVY website (www.pmkvyofficial.org)

- SSCs are requested to return the incomplete proposals to PIAs. Similarly incomplete proposals at NSDC will be returned to SSC or PIA
- SSC may reject / not recommend a proposal giving clear justification to the applicant and NSDC.
- Please fill up the check list along with the PAF. If any boxes are blank without proper justifications, the proposal will be returned without evaluation.
- Timeline to be followed for RPL Proposal submission :
  - ➢ In case NSDC has any queries regarding the submitted proposal, it shall be sent to the respective SSC or PIA for further modifications and will be given a timeline of 10 working days to revert with the updated proposal.
  - ➢ In case, information shared in the updated proposal is still incomplete or unsatisfactory, another notice of 10 working days shall be given to the respective SSC or PIA to make the observed changes, failing which the proposal will be rejected.

If applicant is non-SSC PIA:

- It is mandatory for non-SSC PIAs to submit two printed copies of the Project Proposal to SSC, along with a cover letter duly signed by the CEO of the Applicant's organization. Every page of the proposal must be signed and stamped by the Applicant organization. The PIA shall inform NSDC of its submission to SSC via email rplpmkvy@nsdcindia.org with subject heading "Proposal Submission to SSC".
- SSC shall conduct preliminary evaluation of the proposal in accordance to the mandatory compliance checklist set by NSDC.
- If the project proposal is compliant, the SSC shall forward one printed copy of the complete Project Proposal to NSDC along with duly filled:
  a. SSC Recommendation Letter (including compliance checklist).
  The number of targets recommended should be justified and specified along with the recommendation letter by the respective SSC
  b. The validation of Pre-Screening Sheet, orientation content and where relevant, Bridge course (requirement, hours and content).
  c. Document Checklist
  d. Information on Assessment Agencies on-boarded. SSC to ascertain there is no conflict of interest between the proposed Assessment agencies and the promoters of both PIA and facilitators involved in the project.
  e. SSC to ensure that the targeted beneficiaries are not common with any RPL type 4 project under the respective SSC.
- A soft copy of signed and scanned proposal with the aforementioned documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.

If applicant is SSC:

- It is mandatory for SSC PIAs to submit one printed copy of the Project Proposal to NSDC, along with a cover letter, the document and compliance checklist and other specified enclosures. Every page of the proposal and supporting documentation must be signed and stamped by SSC CEO or any member of the SSC's Governing Council.
- A soft copy of signed and scanned proposal with the supporting documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.
- SSC should also justify why the project cannot be executed by PIAs other than SSC.

Declaration (To be filled by PIA)

I, _____ (full name of competent authority from Applicant Organisation), _____

(designation), hereby declare that I have read and understood the aforementioned instructions and the information and supporting

documents submitted in this application to conduct of Recognition of Prior Learning (RPL) under Pradhan Mantri Kaushal Vikas Yojana

(PMKVY) are true and correct to the best of my knowledge. All responses are full and complete, omitting no material information.

_____   _____

Signature of Competent Authority and Stamp from Applicant Organisation

Date (dd/mm/yyyy)

SECTION 1: PROJECT OVERVIEW

Parameters		Documentary evidence
a. **Project Title:**		
b. **Name of Project Implementing Agency (PIA):**	There can be only one PIA per project	*See annexure 5.1*
c. **Applicant Type (SSC/ Non SSC):**		
d. **Project Type (Type 1,2,3):**		
e. **Name of SSC, if PIA is Non SSC:**		
f. **Mobilization Agency(s):** *Not applicable for Project Type 2*	1. Name of Mobilising Agency 1 2. Name of Mobilising Agency 2 3. Name of Mobilising Agency 3	*See section 2.1(a) and annexure 5.4*
g. **Participating Employer(s):** *Not applicable for Project Type 1 and 3* .	1. Name of Participating Employer 1 2. Name of Participating Employer 2	*See section 2.1(b) and annexure 5.5*

	3. Name of Participating Employer 2		
h. Name of RPL Facilitator Organization(s):	1. Name of RPL Facilitator 1		*See annexure 5.2*
	2. Name of RPL Facilitator 2		
	3. Name of RPL Facilitator 3		
i. Name of Assessment Agencies: **If PIA is SSC, names of Assessment Agencies to be listed here.** **If PIA is non-SSC, SSC shall submit information on-behalf of non-SSC PIA in the form of Annexure 5.3**	1. Name of Assessment Agency 1 2. Name of Assessment Agency 2		*See annexure 5.3* *SSC to ascertain there is no conflict of interest between the proposed assessment agencies and the promoters of both PIA and facilitators involved in the project.*

j. Project Locations (states covered):	<<Total number>> of RPL Locations across <<number>> states
	States covered:
	  1. State 1
	  2. State 2
			See Section 1.3

k. Job Role(s) Proposed: **NSQF Level 1 and 2 Job Roles not permitted** **SSC / PIA to ensure the job roles are NSQF approved** **SSC to ensure no overlap in the approved targets with RPL Type 4**	1. Name of Job Role 1 as Per QP (Job Role Code) (NSQF Level) 2. Name of Job Role 2 as Per Qualification Pact (Job Role Code) (NSQF Level ---)		*SSC to submit the Recommendation Letter for the approved targets along with the reasons to approve the same.*
l. Total RPL Targets Requested:	<<number>>	**Targets allocated till date under PMKVY 2.0 RPL*:** <<number>>	
m. Project Duration (max. 12 months):	<<number>> months		

*Under PMKVY (2016-2020)

1.1. Sample Survey Findings (Summary)

Applicants shall undertake a sample survey justifying the need for the RPL activity hereby proposed.

- *The minimum sample size shall be 5% of each proposed RPL Location.*
- *The candidate survey data should mention the following details of the targeted beneficiaries :*
  - ➤ *Name of the candidate*
  - ➤ *Contact details of the candidate*
  - ➤ *Previous number of years of experience in the Job Role for which RPL certification is being proposed*
- *If the applicant fails to conduct the sample survey for any of the proposed location(s), the final targets shall be reduced proportionately.*
- *The applicant shall submit a two (2) page executive summary highlighting the following :*
  - ➤ *Objective of the survey*
  - ➤ *Method used to conduct the survey*
  - ➤ *Findings from the survey*

The sample survey shall focus on finding the knowledge, productivity and performance gaps/challenges faced by Target Beneficiaries in the location/locations proposed.
It is expected that the RPL activity proposed will alleviate some of these gaps/challenges through the Orientation or Bridge Course and Skill Certification.

Applicants shall attach detailed findings in a separate document. See Annexure 5.6 for format in which detail findings to be reported.
The proposal stands rejected if the applicant fails to submit the sample survey with the above mentioned details.

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a. Reason for selection of proposed job role and locations:

---

b. Who are the target beneficiaries?

---

c. Knowledge, productivity and performance gaps or challenges faced by Target Beneficiaries in location/location proposed:

1.2 Purpose of RPL Project

Basis the findings of the Sample Survey, describe how this project is going to benefit the target beneficiaries (Please limit your response to not more than 800 words).

a. ***Indicate tangible benefits to the candidate from undertaking RPL under this project.***

The applicant is requested to not mention the following as tangible benefits as they are already part of the scheme:

- ➢ *Skill certificate*
- ➢ *Award money*
- ➢ *Improved soft skills*
- ➢ *Enhanced efficiency*
- ➢ *Five Year Insurance under Pradhan Mantri Suraksha Bima Yojana (PMSBY)*

b. Is the PIA going to assist target beneficiaries in attaining any of the following during RPL?

SN.	ITEM	YES (Y) / NO (N)	Remarks (if any)	Documentary evidence (if any)
1	Formalised Market Connect			Documentary proof stating tie up with any agency
2	Skills Premium/Industry Recognition		*If Yes, kindly specify form of Skills Premium/Industry Recognition*	Documentary proof stating preference to RPL certified person in recruitment, promotion or any other industry recognition
3	Bank Loans/ Financing		*If Yes, kindly specify type of Bank Loan*	Documentary proof stating the tie up with any bank/ agency for the provision of loans
4	Licenses		*If Yes, kindly specify type of Licenses*	Documentary proof from the licensing agency
5	Course on Digital Transactions (E-Wallet)			
6	Pay hike		*If Yes, kindly specify the margin by which the candidate's salary would be increased post RPL training*	Documentary proof stating the commitment on pay hike of certified persons

| 7 | Placements | | | Documentary proof stating letter of recruitment or tie ups with placement agencies which will recruit candidates post RPL training as per the specific project |

1.2 Proposed RPL Locations, Job Roles and Target Details of Project:

In RPL, the Location in which the RPL activity will be conducted is important. Applicants are therefore required to provide full name (i.e. Project Type 1 – Name of Venue, Project Type 2 – Company Name & Project Type 3- Training Centre Name) and address of location in which it will be conducting the RPL activity.

S.no	State	District	Location Name (where RPL will be conducted)	Address (full postal address including PIN)	Job Role Names (NSQF Level)	Proposed target per job role (in numbers)	Number of batches in a month	Number of candidates per batch	Documentary proof (if any)
1.									Proof of tie-up with the stated locations where the training will be conducted
2.									
3.									*If the applicant fails to provide the documents (any or all of the tie ups) the targets shall be reduced proportionately*
TOTAL									

SECTION 2: PROJECT EXECUTION

2.1 (a) Mobilization Strategy

Project Type 1 & 3

It is encouraged that PIA submit field linkages indicating access to a data base or network of potential beneficiaries for Project Type 1 and 3.

Letters of support/participation to be attached with proposal. The letter is to mention location in which support will be provided as well as number of potential beneficiaries in the location.

If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

If a mobilisation agency is engaged, a profile of the agency is to be submitted (**see Annexure 5.4**).

SN.	Name of Mobilising Agency	State	District	Location Name	Number of People being targeted	Past Experience of Mobilising Agency	Documentary evidence (Mandatory)
1	*Name of Mobilising agency 1*						*Proof of Mobilization in the form of Letter of Intent (LOI) or Memorandum of Understanding (MoU) by all the entities (panchayats, unions, corporates etc.) involved in mobilization of the project specific to the location and the number of candidates being targeted by the agency.*
2	*Name of Mobilising agency 2*						*In case the PIA is also the mobilizing agency, provide evidence of having conducted similar activity previously.*
3	*Name of Mobilising agency 3*						*If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.*

2.1 (b) Project Type 2 – Participating Employers

Letter of Interest (LOI) from participating companies under Project Type 2 is to be attached. LOI to mention location in which RPL activities shall be conducted and the number of target beneficiaries within each location. Incorporation numbers of participating companies to be mentioned in LOI.

If an Employer is engaged, a profile of the agency is to be submitted (**see Annexure 5.5**).

If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

SN.	Name of Employers involved	State	District	Location Name	Number of People being targeted	Documentary evidence (Mandatory)
1	*Name of Participating Employer 1*					*Letter of Intent (LOI) signed by all the employers involved in the scheme showcasing industry and corporation involvement* *If the applicant fails to provide the documents (any or all of the participating employers) the targets shall be reduced proportionately*
2	*Name of Participating Employer 2*					
3	*Name of Participating Employer 3*					

2.2 Pre-Screening Form (to be validated by SSC)

PIA shall submit validated pre-screening format sheet developed for each RPL Job Role. Pre-Screening Form to capture the candidate's profile, level of work experience, source of existing knowledge and skills, and any other pertinent information.

The PIA is expected to collect supporting documentation and evidence from the candidate - SSCs to specify the personal information required as per the SDMS, and the supporting documentation that may be available for the job role.

2.3 Orientation Content (to be validated by SSC)

As per the RPL Guidelines, the Orientation content of each candidate shall be a minimum of 12 hours and shall include the following:

S. no	Activity	Minimum Duration
1.	Domain Training (clarifying any doubts/gaps a candidate may have with respect to the Job Role including the topic of Health and Safety)	6 Hours
2.	Soft Skills and Entrepreneurship Tips specific to the Job Role (Financial and digital literacy training are mandatory)	4 Hours
3.	Familiarization to the Assessment Process and Terms	2 Hours

Applicants to specify the topic and subtopics to be covered under each of the aforementioned areas, the duration for each topic and expected outcome.
The topics and subtopics proposed shall be aligned to the findings of the sample survey*. **It is mandatory that a lesson on digital transactions be imparted.***

S.no	Topic & Subtopics	Duration (in hours)	Outcome
Job Role 1			
1			
2			
3			
Job Role 2			
1			
2			
3			

2.4 Bridge course details, if proposed (content to be validated by SSC)

*Bridge course is applicable only to Project Type 2 and 3 and shall not be of more than 68 hours in duration. Accordingly, Bridge course shall be over and above the minimum 12 hours of orientation. **The additional topics and subtopics proposed to be covered under Bridge Course shall be aligned to the findings of the sample survey and the SSC concerned shall be responsible for the development of the content**. Bridge course shall focus on both Core and Non-Core NOSs of the job role, however inclusion of at least one Core NOS is mandatory.*

2.4.1 Provide justification for Bridge Course

Applicant to justify the requirement of a bridge course for candidates in this project

S. no	Job role (name)	Justification for Bridge Course	Bridge Course Duration (additional hours required over and above the minimum 12 hours)
1			

2			
3			

2.4.2 PIA to Provide the Bridge course content applicable for each job role as Annexure 5.8. Indicate a summary of Topics of the same below.

The content proposed shall be aligned to the findings of the sample survey and validated by concerned SSC. Bridge course shall focus on both Core and Non-Core NOSs of the job role, however inclusion of at least one Core NOS is mandatory.

S.no	Job role (name)	Topic of Bridge Course	Duration (in minutes/hours)
1			
2			
3			
4			
5			
6			
7			

2.5 Job-Role Specific Kit

Following items shall be mandatorily provided to candidates during orientation.

- 01 PMKVY T-shirt/Jacket
- 01 PMKVY Cap
- Delivery charges (if any)

All aforementioned items are to be procured from NSDC empaneled vendors.

Over and above the above mentioned items, PIA may give additional job role specific items. Details to be mentioned below.

S. no.	Job role name	List of Additional Items in Kit	Justification for the additional items
1.			
2.			
3.			

Sample of Additional Items to be provided to Executive Committee for Approval.

2.6 Media Coverage

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

a. Print Media:

Type (Newspaper/ Magazine/ Tabloid/ Others please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

b. Outdoor Advertising:

Type (Brochure/ Flyer/ Standee/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

c. Digital Media:

Type (Electronic - website/ Social - Facebook, LinkedIn, Twitter/ Television Advertisements/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

d. Radio Engagement:

Type (Govt. / Non-Govt. channels/ Local Radios/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	

<Type> (Name)	

SECTION 3: PROJECT MONITORING

3.1. Team from Applicant Organization Overseeing On-ground Implementation

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

Team From Applicant Organization					
S.no	Name	Qualification	Designation	E-mail	Phone Number
1					
2					

SECTION 4: PROJECT FINANCIALS

Select and fill the cost breakdown as per the type of project proposed. Applicant should indicate the total project fund that will be utilized in accordance to the costs heads and ceilings indicated. PIA to fill in all expense heads specified. Separate cost calculation sheets for cost heads associated with PIA payout shall be submitted along with this proposal (see Annexure 5.9 for further instructions) .

Details of total project cost

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
1	*PIA payout per candidate (Variable Cost)*					
a.	Mobilization expenses (Maximum per candidate cost: Rs. 500) (Not to be included in Type 2 projects)					
b.	Orientation expenses	*Ceiling cost:*				
c.	Branding and publicity expenses (Maximum per candidate cost: Rs. 250)	*Type 1 – 1,700* *Type 2 – 1,400*				
d.	Job role-specific kit expenses (Maximum per candidate cost: Rs.500)	*Type 3 – 1,600*				
	01 PMKVY Standard T-shirt/ Jacket (Fixed per candidate cost: Rs.120)					

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
	01 PMKVY Standard Cap (Fixed per candidate cost: Rs. 40)					
	Other additional items (please add more rows, if required)					
2	Assessment payout per candidate (Fixed Cost)					
NSQF Level	Common Norms Category	1	2	3		
10	Senior Level/ Specialized, Executive level	1125	937.5	750		
9						
8						
7	Mid – Level/ Administrative Employment	975	825	675		
6						
5						
4	Entry level/ Operational Employment	900	750	600		
3						
2	Pre – employment (For schools) / Non – Organizational	525	450	375		
1						
3.	Candidate payout (Fixed Cost)	500				
	Total cost for entire project (No. of RPL candidates* Cost per candidate)					

SECTION 5: ANNEXURES

List of Annexures required to be filled and submitted with Project Proposal

5.1 Information on PIA: (MANDATORY)

Name of PIA:				Documentary evidence (Mandatory)
				1. Certificate of Incorporation 2. PAN Card 3. CA audited complete financial statements from the last 3 (three) financial years (including notes) **Net worth to be clearly indicated.** 4. Documentary proof for any past achievement / recognition being mentioned for the Promoters.
Official Website of PIA:				
Promoter Details :				
Name of Promoter	Educational Qualification	Past experience	Any awards/ recognition	
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				
a. Total Revenue of PIA for Last 3 (Three) Financial Years :	FY 2014-2015:			
	FY 2015-2016:			
	FY 2016-2017:			
b. Net worth of PIA for Last 3 (Three) Financial Years	FY 2014-2015:			
	FY 2015-2016:			
	FY 2016-2017:			
c. PIA's Revenue from skill development activities	FY 2014-2015:			
	FY 2015-2016:			
	FY 2016-2017:			

5.2 Information on RPL Facilitator Organization(s):

Provide a profile of each RPL Facilitator Organization participating in this project in the table below. The RPL Facilitator Organization, may be the PIA or Training Provider(s) engaged to conduct the counselling, pre-screening and orientation (+Bridge Course) of candidates on be-half of PIA. Participating RPL Facilitators shall be TOT Certified by the concerned SSC.

Name of RPL Facilitator Organization 1:				Supporting Documentation Required:
Official Website of RPL Facilitator Organisation 1:				
Promoter Details :				Documentary proof for any past achievement / recognition being mentioned for the Promoters.
Name of Promoter	Educational Qualification	Past experience	Any awards/ recognition	
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				Letter of Incorporation
Affiliation with concerned SSC	Yes / No	If Yes, specify year of affiliation:		If yes, Attach Affiliation Certificate
Affiliation with NSDC	Yes / No	If Yes, specify year of affiliation:		If yes, Attach Affiliation Certificate
Past Training Performance	PMKVY	Fee Based Programmes of NSDC	Other Government Schemes:	Documentary proof in the form of work orders or testimonials for all the mentioned experience. *If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.*

Total number of candidates trained in last 1 year*				
Number of candidates trained in last 1 year in proposed sector				
Total number of Candidates certified in last 1 year				
Number of Candidates certified last 1 year in proposed sector				
Number of Candidates placed in last 1 year				
Number of Candidates placed last 1 year in proposed sector				
Number of Functional (own, not franchised) Training Centers bifurcated state wise	1. <State> : <Number of Functional Centers> 2. <State>: <Number of Functional Centers>			In case of non PMKVY centres, documentary proof on the existence and quality (type of infrastructure, training and placements done).
Number of ToT certified Trainers for the sector concerned				Documentary evidence for the available TOT certified trainers for Job Roles proposed in the project.

*Candidates trained refers to the candidates for whom the training has been completed. It includes short term or long term trainings conducted under any Central Government (NSDC/DDU-GKY/ITI/Polytechnics/Any other Central Government run schemes etc.) or State Government (State Skill Development Missions/State Government run schemes) or Fee-based or corporate body.

Kindy add additional tables, if the PIA has multiple facilitators for the project

5.3 Information on Assessment Agencies/Assessors (SSC to fill in Information) (If PIA is non-SSC, SSC to submit separately along with SSC Recommendation Letter)

SSC to check any corruption or performance issue with the assessment agency or any conflict of interest with the promoters.

Provide the profile of each Assessment Agency participating in this project in the template below.

Name of Assessment Agency 1:				**Supporting Documentation Required:**
Official Website of Assessment Agency:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				Letter of Incorporation
Year of affiliation of Assessment Agency(s) with SSC				Affiliation Certificate
Rational for Selection of the Assessment Agency for Proposed Project				
Total Number of Assessments conducted by Assessment Agency for this sector in last 1 year bifurcated State-wise	**PMKVY** 1. \<State> : \<Number > 2. \<State>: \<Number >		**NON – PMKVY** 1. \<State> : \<Number > 2. \<State>: \<Number >	
Total Number of Assessors for this sector bifurcated State-wise	**PMKVY** 1. \<State> : \<Number > 2. \<State>: \<Number >		**NON- PMKVY** 1. \<State> : \<Number > 2. \<State>: \<Number >	

Kindy add additional tables, if the PIA has multiple assessment agencies for the project

5.4 Information on Mobilization Agency

For **Project Type 1 and 3**, if separate mobilization agency is engaged, provide profile of mobilization agency. In case the PIA is also the mobilizing agency pl provide evidence of previous experience.

PIA's are encouraged to enclose letters of support from mobilisation agencies, Gram Panchayats, Block Development Officers, Gram Pradhans, NGOs, Associations and Cooperatives working in the locations whereby RPL is proposed.

If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

Name of Mobilisation Agency:					**Supporting Documentation Required:**
Official Website of Mobilisation Agency:					
Name of SPOC:	Designation of SPOC:		Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:					Incorporation letter
Previous Experience of Conducting Mobilization for Central or State Government Programmes	Name of Scheme	Duration of Engagement (From)	Duration of Engagement (To)	Describe Mobilisation Activity in Brief	Documentary evidence supporting the previous experience mentioned *If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.*

Kindy add additional tables, if the PIA has multiple mobilising agencies for the project

5.5 Support Letters - Project Type 2 (Employer Premises)

For project Type 2, a letter from the Employer to be engaged under RPL is to be submitted along with this project proposal template. The letter is to indicate the RPL requirement in terms of numbers of employees that shall undertake RPL against proposed job roles and the locations in which RPL shall be conducted. Also, specify name and contact details of SPOC from prospective employers.

Name of Participating Employer:				Supporting Documentation Required:
Official Website of Participating Employer:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				Incorporation letter
Number of Employees currently working with the Employer				

Kindy add additional tables, if the PIA has multiple employer engagements for the project

5.6 Sample Survey Finding Report

Applicants shall undertake a survey justifying the need for the RPL activity hereby proposed.

- *The minimum sample size shall be 5% of each proposed RPL Location.*
- *If the applicant fails to conduct the sample survey for any of the proposed location(s), the final targets shall be reduced proportionately.*
- *The candidate survey data should mention the following details of the targeted beneficiaries :*
  - *Name of the candidate*
  - *Contact details of the candidate.*
  - *Previous number of years of experience in the Job Role for which RPL certification is being proposed*
- *The applicant shall submit a two (2) page executive summary highlighting the following :*
  - *Objective of the survey*
  - *Method used to conduct the survey*
  - *Findings from the survey*

Applicant to submit detailed report on Sample Survey. The report should mention methodology of survey undertaken and corresponding results.

1.	Project Locations Surveyed	
2.	Objective of the Survey	
3.	Candidate Survey Sample Size	**Minimum 5% from each proposed location for each Job Role**
4.	Survey Methodology:	
5.	Location Profile	
a.	*Relevance of sector to locations*	

b.	Relevance of job roles to locations	
c.	Presence of industrial/traditional clusters around surveyed locations	
5.	**Demographic Study of Candidates:**	
a.	Age profile:	
b.	Education profile:	
c.	Experience profile:	
d.	Employment scenario:	
6.	**Skill gap study of target candidates:**	
a.	Core NOSs missing in workers' skillsets: (to be included in the Orientation / Bridge course)	
b.	Non-Core NOSs missing in workers skill sets: (to be included in the Orientation / Bridge course)	
7.	**Opportunities for tangible benefit (skills premium, up-skilling, financial support, etc.)**	
8.	**Conclusions from ground survey** :	

5.7 Course curriculum for proposed Bridge Course (Not applicable for Type 1 & Type 3)

PIA to Enclose detailed course curriculum against each proposed job role in the format below. Bridge course curriculum to be validated by SSC.

S.no	Topic & Subtopics	Duration (in hours)	Outcome
Job Role 1			
1			
2			
3			
Job Role 2			
1			
2			

5.9 Cost calculation sheets (MANDATORY)

Type 2 Proposal cost calculation sheet to be enclosed in the following template

Note: Max. and Min. limits defined for relevant expense heads is as per the approved guidelines

S. no.	Expense Head	Sub Head			Proposed amount per candidate in Rs.	Mandatory Remarks (description and justification of expense head)
1	**Total Payout to PIA (A+B+C)**					
	Orientation					
1.1	i.	Hiring of Location				
		Number of Locations	Rent per month	Total cost		
	ii.	Training of Trainers				
		Number of Trainers	Cost per trainer	Total cost		
	iii.	Salary of Trainers				

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		Number of Trainers	Cost per trainer	Total cost			
	iv.	Travel expenses (if any) with details					
	v.	Administrative expense for establishing camps					
		Items	Number of items and unit cost	Total cost			
	vi.	Administrative expense over employees					
		Number of people	Salary	Total cost			
	vii.	Training Material provided					
		Items	Number of Items and unit cost	Total cost			
	viii.	Additional Sub-cost head name					
	ix.	Additional Sub-cost head name					
	x.	Additional Sub-cost head name					
	Total (A)						
1.2	**Branding and Publicity (Maximum Rs 250/-)**						
	i.	Flex					
		Number of flexes and unit cost	Total Cost				
	ii.	Panels					
		Number of Panels and unit cost	Total Cost				
	iii.	Brochures					
		Number and unit cost	Total Cost				
	iv.	Radio					
		Number of channels	Frequency and unit cost	Total Cost			

		Television				
	v.	Number of channels	Frequency and unit cost	Total Cost		
	vi.	Additional Sub-cost head name				
	vii.	Additional Sub-cost head name				
	viii.	Additional Sub-cost head name				
	ix.	Additional Sub-cost head name				
	Total (B)					
1.3	**Job role specific kit (Maximum Rs 500/- including PMKVY Kit)**	PMKVY T-shirt/ Jacket (Fixed Rs 120/-)				
		PMKVY Cap (Fixed Rs 40/-)				
		Other, please specify numbers, unit cost and total cost				
	Total (C)					
2	**Payout for assessment**					
NSQF Level	**Common Cost**		**1**	**2**	**3**	
10	Senior Level/ Specialized, Executive level		1125	937.5	750	
9						
8						
7	Mid – Level/ Administrative Employment		975	825	675	
6						
5						
4	Entry level/ Operational Employment		900	750	600	
3						
2	Pre – employment (For schools) / Non – Organizational		525	450	375	
1						
3	**Candidate payout**			500.00		
4	**Bridge course expenses**					
5	**Total cost per candidate**					

Type 1 & 3 Proposal *cost calculation sheet to be enclosed in the following template*

Note: Max. and Min. limits defined for relevant expense heads is as per the approved guidelines

S. no.	Expense Head	Sub Head			Proposed amount per candidate in Rs.	Mandatory Remarks (description and justification of expense head)
1	Total Payout to PIA (A+B+C)					
	Mobilization (Maximum Rs 500/-)					
1.1	i.	Mobiliser details				
		Number of mobilisers	Duration of hire and Salary	Total cost		
	ii.	Transportation charges(if any)				
	iii.	Sub-cost head name				
	iv.	Sub-cost head name				
	v.	Sub-cost head name				
1.2	Orientation					
	i.	Hiring of location				
		Number of Locations	Rent per month	Total cost		
	ii.	Training of Trainers				
		Number of Trainers	Cost per trainer	Total cost		
	iii.	Salary of Trainers				
		Number of Trainers	Cost per trainer			
	iv.	Journey expense (if any)				
	v.	Administrative expense for establishing camps				
		Items	Number of items and unit cost	Total Cost		

	vi.	Administrative expense over employees				
		Number of people	Salary	Total cost		
	vii.	Training Material provided				
		Items	Number of items and unit cost	Total Cost		
	viii.	Additional Sub-cost head name				
	ix.	Additional Sub-cost head name				
	x.	Additional Sub-cost head name				
	xi.	Additional Sub-cost head name				
	Total (A)					
	Branding and Publicity (Maximum Rs 250/-)					
1.3	**i.**	Flex				
		Number and unit cost	Total Cost			
	ii.	Panels				
		Number and unit cost	Total Cost			
	iii.	Brochures				
		Number and unit cost	Total Cost			
	iv.	Radio				
		Number of Channels	Frequency and unit cost	Total Cost		
	v.	Television				
		Number of channels	Frequency and unit cost	Total Cost		
	vi.	Additional Sub-cost head name				
	vii.	Additional Sub-cost head name				
	viii.	Additional Sub-cost head name				

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	Total (B)				
1.4	**Job role specific kit (Maximum Rs 500/- including PMKVY Kit)**	PMKVY T Shirt (Fixed Rs 120/-)			
		PMKVY Cap (Fixed Rs 40/-)			
		Other, please specify numbers, unit cost and total cost			
		Additional Sub-cost head name			
		Additional Sub-cost head name			
		Additional Sub-cost head name			
	Total (C)				
2	**Payout for assessment**				
NSQF Level		**Common Cost**	**1**	**2**	**3**
10		Senior Level/ Specialized, Executive level	1125	937.5	750
9					
8					
7		Mid – Level/ Administrative Employment	975	825	675
6					
5					
4		Entry level/ Operational Employment	900	750	600
3					
2		Pre – employment (For schools) / Non – Organizational	525	450	375
1					
3	**Candidate payout**			500.00	
4	**Bridge course expenses**				
5	**Total cost per candidate**				

Annexure A2 - Mandatory Compliance Checklist

S.No.	Parameter	Check	Observations
1	Proof of Mobilization in the form on Letter of Intent (LOI) or Memorandum of Understanding (MoU) by all the mobilization agencies (panchayats, unions, corporates etc.) involved in mobilization of the project for all the proposed location		
2	Letter of Intent (LOI) signed by all the employers involved in the scheme showcasing industry and corporation involvement.		
3	Details of Facilitator Organization: Background details of promoter Proof of any past achievement/ recognition to promoter Details of PIA PIA – Background details of promoter PIA - Proof of any past achievement/ recognition to promoter		
4	Assessment agency details (approved by SSC)		

5	Survey Documents
	   (a) Ground Survey Report. Documents of survey conducted for candidates in all the proposed locations
	   (b) minimum candidate sample size will be 5% of each proposed location for each Job Role
	Two page executive summary highlighting objective / method / findings of survey		

6	Scanned documents justifying all tangible benefits proposed to the candidates.		
7	For RPL Type 1 and 3 , please provide documentary proof/LOIs that the proposed locations have been surveyed and are both suitable and available for setting up the Camp		
8	Pre Screening Content - focusing on supporting documentation and self-assessment questionnaire (to be validated by SSC)		

9	Comprehensive Orientation Content - detailing subtopic, duration and expected outcome for each job role proposed for skill gaps identified during ground survey. (to be validated by SSC)		
10	Comprehensive bridge course content (as per QP) – detailing on necessity, subtopic, duration and expected outcome for each job role proposed (to be validated by SSC)		
11	Past experience of the PIA in the proposed sector with supporting documents		
12	Scanned documents indicating any past experience in any other government skill development schemes / awards and testimonials		
13	Proof of existence and quality of training centers (if Non PMKVY centers)		
14	SSC Recommendation Letter highlighting the recommended targets and the reason for recommendation		
15	Scanned copy of PIAs Certification of Incorporation highlighting more than 3 years of existence		
16	Scanned copy of PIAs affiliation certificates, where applicable		
	PIAs certificate of affiliation with NSDC	PIAs certificate of affiliation with SSC	
17	CA audited Financial statements from the last 3 Financial Years, including notes to the statements		
18	Indicative project cost bifurcated as per the provided format		
19	TOT certified documents for the trainers		
20	Scanned PAN card copy of PIA		
21	Certificate on PIA letter head by authorized signatory that the organization is not black listed or suspended by any Central / State Government.		
22	PIA to certify that it is not under any financial debt / has not applied for insolvency at the time of submission of proposal.		
23	Declaration by PIA that all information provided is correct, verified and no available material information has been suppressed.		

*Documents are mandatory. Inclusion of all other documents is optional, but strongly preferred

Note: For non-SSC PIA proposals, respective SSC shall ensure that the document check is complete and the PIA is adhering to the guidelines provided. A copy of the checklist for <u>both SSC and non-SSC PIA proposals</u> is to be attached to the first page of all the hardcopies of project proposal submitted to NSDC and should also accompany the soft copy of the proposal sent to the RPL team at rplpmkvy@nsdcindia.org.

<div align="right">

<Signature>

<Name of SSC>

<Designation>

<Company Stamp>

</div>

Annexure A4 – SSC Recommendation Letter & Compliance Checklist*

To

<Head/ Deputy Head, PMKVY>

<NSDC address>

Date:

Subject: Approval of PMKVY RPL Project Proposal proposed by <PIA name>

Sir/ Ma'am,

We have gone through the RPL Project Proposal <Project Title> submitted by <PIA name> and find it suitable to undertake RPL of <RPL Target> persons.

<SSC Name> has conducted a compliance check and recommends that the proposal submitted by <PIA Name> be approved on merits for the following:

1. <Job Role><NSQF Level>   <Numbers Recommended>

2. <Job Role><NSQF Level>   <Numbers Recommended>

3. <Job Role><NSQF Level>   <Numbers Recommended>

Attached is the compliance checklist with our observations.

We have supported this proposal through the following means:

1. Provision of the pre-screening format for the aforementioned job roles

2. Validation of the orientation content and provision of Bridge course content (if applicable)

3. On-boarding of Assessment Agencies.

To ensure the effective implementation/ completion of this project, we shall undertake the following:

1. Ensure the effective on-boarding and presence of assessment agencies/ assessors at all RPL locations proposed

2. Ensure timely approval of results and certification of candidates

3. Ensure timely submission of reports as required by NSDC

4. Promote this project actively on social media

Yours Sincerely,

<Signature>

<Name of CEO>

<Name of SSC>

<Company Stamp>

* For non-SSC PIA proposals**,** respective SSC shall ensure that the compliance check is complete. A copy of the SSC recommendation letter and compliance checklist for <u>non-SSC PIA proposals</u> is to be attached to all the hardcopies of project proposal submitted to NSDC and should also accompany the soft copy of the proposal sent to the RPL team at rplpmkvy@nsdcindia.org. For SSC PIA proposals, the only the compliance check list is to be attached to all hardcopies of the project proposal submitted to NSDC and should also accompany the soft copy of the proposal sent to the RPL team.

Compliance Checklist

S. No	Parameter	Check	Observations
1	**Completeness of Proposal**		
1.1	All fields in the proposal template are populated, with non-applicable fields filled out to reflect the same		
2	**Mandatory Supporting Documents**		
2.1	All supporting documents and annexures attached along with proposal		
2.2	Annexure A.2 (Document Checklist) attached as a covering sheet and signed by SSC CEO or authorized member		
3	**Purpose and Objective**		
3.1	Proposal falls in line with the objectives of RPL		
3.2	Proposed job roles fall under acceptable NSQF levels		
4	**Sample Survey**		

4.1	Conclusions from on-the-ground sample survey attached along		
4.2	Survey methodology and scope clearly defined		
4.3	Raw survey data, including candidate details, shared with and verified by the SSC		
5	**Statement of Purpose**		
5.1	Detailed profile of target beneficiaries		
5.2	Justification for selection of proposed locations and job roles		
5.3	Definition and documentation of tangible benefit to the candidate		
6	**Financial Due Diligence**		
7	**Mobilizing Strategy**		
7.1	Concrete mobilization strategy presented with clear timelines and expected outcomes		
8	**Orientation Content**		
8.1	Detailed orientation content, bifurcated by subtopic		
8.2	Proposed orientation topics aligned to skill gaps identified in sample survey		

8.3	Orientation on digital/cashless transactions included in curriculum		
9	**Bridge Course Content (if applicable)**		
9.1	Detailed outline of bridge course curriculum provided by PIA		
9.2	Justification for bridge course provided as per parameters in Annexure A.4.1 Explanatory Note		
10	**Job Role Specific Kit**		
10.1	Inclusion of all non-mandatory job-role kit items justified		
10.2	Job role kit items (T-shirt/Jackets and Caps) to be procured from NSDC empaneled vendors at fixed rates		
11	**Indicative Project Financials**		
11.1	Detailed cost sheet submitted as per the required Excel format		
11.2	Project financials proposed fall within the respective cost head for that Project Type		
12	**Assessment Agency Details**		
12.1	Two or more assessment agencies nominated for the scheme		

12.2	Profile of each agency provided as per the specifications in Annexure A.4.1 – Explanatory Note		

Additional Observations/Recommendations

Annexure A4.1 – Explanatory Notes to Compliance Checklist

1. Completeness of Proposal

All fields included in the proposal template are mandatory and must be populated as required. If the field is not applicable, the same must be indicated clearly.

1. Completeness of Proposal

All fields included in the proposal template are mandatory and must be populated as required. If the field is not applicable, the same must be indicated clearly.

2. Mandatory Supporting Documents

In addition to complying with the points given below, the PIA must submit all mandatory documents, as per the checklist attached as Annexure 2. If the PIA is a non-SSC entity, the SSC is required to ensure that all required documents are included. A copy of the document checklist must be filled out, signed by the SSC CEO or any authorized individual, and submitted to NSDC along with the proposal.

3. Purpose and Objective:

The proposal must fall in line with the objectives of RPL; as per the PMKVY (2016-2020) Guidelines:

"The objectives of RPL are primarily three-fold: (i) to align the competencies of the unregulated workforce of the country to the standardized National Skills Qualification Framework (NSQF), (ii) to enhance the career/employability opportunities of an individual as well as provide alternative routes to higher education, and (iii) to provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others".

The proposal must target marginalized workers and groups with a degree of experience in their skill-based trades, but without access to formalized training opportunities.

Additionally, as RPL seeks to recognize and certify the skills of the skilled workforce, job roles falling under NSQF Levels 1 & 2 shall not be considered. These NSQF Levels represent unskilled and entry-level trades, respectively, as per the Gazette Notification available from MSDE's website (http://www.skilldevelopment.gov.in/nsqf.html)

4. Sample Survey:

The sample survey is an on-the-ground study to be conducted by the PIA in various cluster-based settings and employer locations that will shed concrete, quantifiable insights into the need for RPL along the following parameters:

Availability of certain numbers of candidate in target clusters and/or employer locations

Availability of targets of a certain job-role within a larger trade or traditional cluster

Need for RPL, both in the target locations, as well as for the proposed job-roles

Identification of specific skill gaps which can be addressed in orientation content, or in bridge course content, if applicable

Identification of areas for possible tangible value addition, e.g. access to microfinancing, potential for vertical and horizontal mobility in the industry, etc.

If the PIA is a non-SSC entity, raw survey data, including candidate details, is to be shared with the SSC for review and verification through random calling.

Minimum sample size shall be 5% in each proposed location.

5. Statement of Purpose

The PIA is required to outline the profile of the target beneficiary of the scheme, including, but not limited to age profile, socioeconomic status, education history, experience level and employment scenario. In addition, the PIA must provide clear justification for the selection of the proposed locations, as well as the proposed job roles.

The PIA is also required to document tangible benefits that the candidate would be able to gain as a result of being certified under RPL. These benefits could include, but are not limited to:

- Access to other beneficial government schemes, including 5-year coverage under Pradhan Mantri Jan Suraksha Bima Yojana (PMSBY)

- Formalized market connects

- Skills Premium/Industry Recognition in the form of wage increases and opportunities for horizontal and vertical movement in the candidate's relevant field

- Access to bank loans and/or financing

- Licensing opportunities

- Formation of cooperatives and/or unions

- Lesson on digital/cashless transactions

- Document-based proof of any tangible benefit would ideally be provided in the forms of Memorandums of Understanding (MoUs) with the relevant stakeholders.

6. Financial Due Diligence:

The PIA is required to submit audited financial statements, including auditor's comments and notes the financial statements, for the last three (3) financial years. If the PIA has been incorporated less than three (3) years ago, the PIA must provide audited statements for all financial years for which it is able to do so.

If the PIA is a non-SSC entity, the SSC is required to undertake financial due diligence, and raise standard accounting flags, including but not limited to low turnover, operating losses and negative net worth.

7. Mobilization Strategy:

The PIA must submit a concrete strategy for mobilizing large numbers of candidates, together with timelines and expected outcomes for the execution of this strategy (as per the project proposal template).

In the case of Type 1 (RPL Camps) and Type 3 (RPL Centers) Proposals, the PIA will preferably submit documented proof of tie-ups with community leaders, Panchayats, labor unions, cluster groups, etc. If the PIA is a non-SSC entity, the SSC should verify that the PIA's past mobilizing numbers are indicative of their capability to mobilize for the proposed scheme.

In the case of Type 2 (Employers' Premises) Proposals, the PIA must obtain and submit Letters of Intent (LOI) from each Employer involved in the scheme. These Letters must be on the Employer's official letterhead, and must make note of the following parameters:

- Name of Employer

- Name and address of Employer locations to be made available for the scheme

- Job roles for which RPL is required

- Number of candidates available to RPL certification

- Evaluation may proceed if Employers' LOIs are not included with the proposal. Conditional approval may be granted by the Screening and Executive Committees pending receipt of LOIs. If LOIs are not received within 15 working days of approval, approval may be rescinded by the Executive Committee.

8. Orientation Content:

SSCs are required to validate the orientation content and ensure the same is aligned with the technical and soft skill deficiencies identified in the sample survey. Each topic covered must be further bifurcated into composite subtopics; expected duration and outcome of each module must be stated.

9. Bridge Course:

In the case of Type 2 (Employers' Premises) and Type 3 (RPL Centres) proposals, provisions are made for the inclusion of a bridge course, with a maximum allowance of 68 hours. The bridge course is an optional provision designed to help cover any larger-than-normal or NOS-specific skill gaps that exist in the pool of target candidates.

If proposing a bridge course, the PIA must provide the following justification:

A detailed skill gap study on a location-by-location basis to determine which NOSs require bridging. Raw findings and conclusions from the same must be submitted to NSDC. In the case of non-SSC PIAs, these findings must first be submitted to the SSC for verification before submission to NSDC.

The percentage and/or number of candidates who will require a bridge course, as well as a detailed strategy for assessing which candidates will require a bridge course and which candidates will not. If the bridge course is to be applicable to 100% of candidates, detailed justification of the same must be provided by the PIA, and validated by additional stakeholders (Panchayats, labour unions, Employers, etc.) as well as the SSC

The bridge course content for each job role shall designed by PIA and validated by SSC.

10. Job-Role Specific Kit:

Every enrolled candidate must be provided with a job-role specific kit. To ensure quality of the items included in the kit, mandatory job-role kit items are to be procured from NSDC empaneled vendors and must be purchased at the following rates:

PMKVY Branded T-Shirt/Jacket – Rs. 120/candidate

PMKVY Branded Cap – Rs. 40/candidate

Abovementioned costs include taxes and excludes delivery charges.

Vendor details are as follows:

Shiv Naresh Sports Private Limited
Mayank - 093130 09109

micra.mayank@gmail.com

Orchid Corporate Services (i) Private Limited
Danish – 099103 02020
danish.sharma@ocsipl.com

Additional job role kit items proposed shall be presented to the Executive Committee for approval.

11. Indicative Project Financials

The PIA is required to propose project financials aligned with the cost heads recognized by NSDC, as per the annexed cost template. All costs are subject to the guidelines and per candidate cost ceilings laid out in the RPL guidelines and restated below:

S. no.	Pay-out Heads
Variable costs	

1.	Pay-out to PIA Mobilisation (max. Rs.500) Orientation Job Role Kit (max. Rs.500) Branding and Publicity (max. Rs.250)	1,700.00 (Ceiling Cost)

Fixed costs

2.	Pay-out to SSC (Assessment Fee)

NSQF Level	Common Norms Category	1	2	3
10	Senior Level/ Specialized, Executive level	1125	937.5	750
9				
8				
7	Mid – Level/ Administrative Employment	975	825	675
6				
5				
4	Entry level/ Operational Employment	900	750	600
3				
2	Pre – employment (For schools) / Non – Organizational	525	450	375
1				

3.	Pay-out to Candidate (Candidate overall score must be 30% and above)	500.00	500.00

Bridge course is not applicable for Project Type 1

Table 8: Funding for RPL Project Type 2

S. no.	Pay-out Heads			
Variable costs				
1.	Pay-out to PIA Orientation Job Role Kit (max. Rs.500) Branding and Publicity (max. Rs.250)	1,400.00 (Ceiling Cost)		
Fixed costs				
2.	Pay-out to SSC (Assessment Fee)			
NSQF Level	**Common Norms Category**	**1**	**2**	**3**
10	Senior Level/ Specialized, Executive level	1125	937.5	750
9				
8				
7		975	825	675

	6	Mid – Level/ Administrative Employment			
	5				
	4	Entry level/ Operational Employment	900	750	600
	3				
	2	Pre – employment (For schools) / Non – Organizational	525	450	375
	1				
3.	Pay-out to Candidate (Candidate overall score must be 30% and above)		500.00	500.00	
4.	Pay-out for Bridge Course (if applicable)		As per common norms	As per common norms	

Table 9: Funding for Project Type 3

S. no.	Pay-out Heads	
Variable costs		
1.	Pay-out to PIA Mobilization (max. Rs. 500) Orientation	1,600.00 (Ceiling Cost)

	Job Role Kit (max. Rs.500) Branding and Publicity (max. Rs.250)			

Fixed costs				
2.	Pay-out to SSC (Assessment Fee)			

NSQF Level	Common Norms Category	1	2	3
10	Senior Level/ Specialized, Executive level	1125	937.5	750
9				
8				
7	Mid – Level/ Administrative Employment	975	825	675
6				
5				
4	Entry level/ Operational Employment	900	750	600
3				
2	Pre – employment (For schools) / Non – Organizational	525	450	375
1				

3.	Pay-out to Candidate (Candidate overall score must be 30% and above)	500.00	500.00
4.	Pay-out for Bridge Course	As per common norms	As per common norms

	(if applicable)		

If the PIA is a non-SSC entity, the SSC is required to verify that all costs fall under the appropriate ceilings, and that a breakdown of sub-heads is provided and justified at every level as per the indicative format attached as Annexure 5.9 of project proposal template.

12. Assessment Agency Details

The SSC shall allocate two or more Assessment Agencies for each proposal. For each agency, the SSC must provide justification in the following forms:

Month and year of affiliation with the SSC

Justification for selection of the Assessment Agency

Number of assessments conducted in the last financial year in the relevant sector

Number of assessors available in each of the proposed locations, and whether assessments can be conducted in the local languages of those locations.

Annexure B - Candidate Feedback Form

RPL Candidate Feedback Form

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

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

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

B. AWARENESS ON PMKVY? *(Please tick Yes or No)*

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

C. PRE SCREENING *(Please tick Yes or No)*

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

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

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

E. FINAL ASSESSMENT *(Please tick Yes or No)*

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

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

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

G. OVERALL EXPIERNCE *(Kindly tick one option)*

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

Candidate's Signature: **Date:**

Annexure C - Common Norms Notification

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

*****

Annexure D – RPL Branding and Communication Guidelines

1. **RPL Backdrop**

(**Suggested use:** as a backdrop of the training room/venue)

2. A3 Sized Posters

(Suggested use: on the walls of the training room/venue, in other areas which candidates frequent, to generate awareness about the project**)**

3. **Standees**
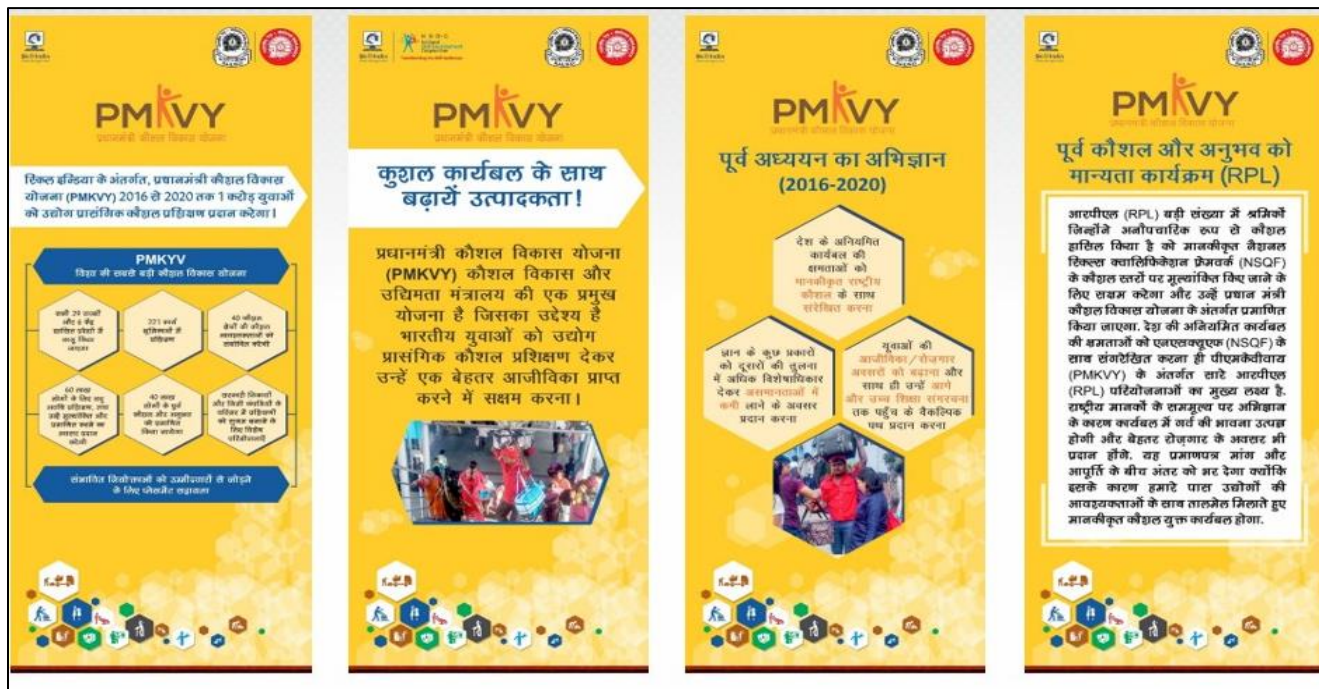
(**Suggested use:** Informative standees about the scheme enumerating the benefits of certification and benchmarking of skills, to be placed in the main training room.)

Kindly visit the below link for any further information on PMKVY 2.0 – Branding and Communication
http://www.pmkvyofficial.org/App_Documents/News/PMKVY%20Branding%20and%20Communication%20Guidelines%2018th%20July%202016.pdf

Annexure E - Target Revocation Matrix (RPL)

Conditions		Project timeline with actions to be taken				
Percentage of Enrolled Candidates on target allocated	Percentage of Certified Candidates on enrolled candidates	T+90	T+180	T+270	T+360	T+450
<25%	<75%	Warning	10% of the project target allocated or balance targets, whichever is lower, will be revoked	20% of the project target allocated or balance targets, whichever is lower, will be revoked	Project closed	N/A
25% to 49.9%	<75%	N/A	Warning	10% of the project target allocated or balance targets, whichever is lower, will be revoked	20% of the project target allocated or balance targets, whichever is lower, will be revoked	Project closed
50% to74.9%	<75%	N/A	N/A	Warning	10% of the project target allocated or balance targets, whichever is lower, will be revoked	Project closed

Note:
1. 'T' is the day of on-boarding into the SDMS
2. The condition for enrolment and certification is AND based.
3. Target revoked are from the total allocated targets of the PIA
4. The matrix will be applicable on case to case basis
5. This matrix will be applicable on the on-going projects. However, before target revocation, PIAs will be issued warning or show cause notices.
6. Some of the TPs might be defaulters as the payments or action items are pending at NSDC, these TPs will be considered accordingly
7. The revocation and penalty matrix by the Monitoring team will be applicable side by side with this revocation matrix.
8. The review timeline of 90, 180, 270, 360 & 450 is for a project of duration being 1 year and the same ratio will apply to projects with different durations
9. The Monthly Performance Report (MPR) and the certification ceremony photo upload timelines (conditions for releasing Tranche 2 payment) will also be tracked alongside the project timeline mentioned above

Annexure F – Penalty Grid (RPL)

S.No	Compliance Standards	Penalty proposed
1	**a) Non conduct of RPL training at the location mentioned in SDMS** **b) Candidates not available at the RPL Location**	**High**
	- **While batches as per SDMS are in progress**	Issuing of a Show-Cause Notice to the PIA with immediate stopping of fund disbursement and issuing of future targets until finalization of decision on PIA's non-compliance
		1) 10 % target or remainder targets, whichever is less, of PIA for the said RPL project target shall be revoked 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA
2	**Fake candidates**	**High**
		Issuing of a Show-Cause Notice to the PIA with immediate stopping of fund disbursement and issuing of future targets until finalization of decision on PIA's non-compliance
		1) 10% target or remainder targets, whichever is less, of PIA for the said RPL project target shall be revoked 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA

3	**Unethical Practices** **If the PIA is found indulging in unethical practices such as offering/demanding undue favors in cash or in kind to a stakeholder like Assessor , in order to influence the outcome of assessment OR with any other malafide intention affecting the outcome of the training**	**High**
		Issuing of a Show-Cause Notice to the PIA with immediate stopping of fund disbursement and issuing of future targets until finalization of decision on PIA's non-compliance
		a) A penalty equivalent to disbursement for the all batches at the location shall be recoverable and be adjusted in future payments b) Matter shall be referred to PMC for taking action against PIA
		For subsequent offences:- a) A penalty equivalent to disbursement for the all batches at the location shall be recoverable and be adjusted in future payments b) Matter shall be referred to PMC for taking action against PIA
4	**Intimidating assessor to conduct assessment at a place other than given on SDMS**	High
		Issuing of a Show-Cause Notice to the PIA with immediate stopping of fund disbursement and issuing of future targets until finalization of decision on PIA's non-compliance
		1) 10% target or remainder targets, whichever is less, of PIA for the said RPL project target shall be revoked 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA
		For subsequent offences:- a) A penalty equivalent to disbursement for the all batches at the location shall be recoverable and be adjusted in future payments b) Matter shall be referred to PMC for taking action against PIA

5	Candidates have not undergone through pre-screening and conselling	Medium
		Issuing of a Show-Cause Notice to the PIA with immediate stopping of fund disbursement and issuing of future targets until finalization of decision on PIA's non-compliance
		A strong warning mail to PIA, for mending its ways as per PMKVY guidelines
6	Unawareness of candidates about RPL or PMKVY	Medium
		Issuing of a Show-Cause Notice to the PIA
		A strong warning mail to PIA, for mending its ways as per PMKVY guidelines
7	Non Distribution of Job Role Kits to the trainees (including t-shirt/Jacket and cap)	Medium
		Issuing of a Show-Cause Notice to the PIA
		Disbursement made for Kits to PIA shall be recoverable and be adjusted in future payments to PIA
		A strong warning mail to PIA, for mending its ways as per PMKVY guidelines
8	Non Availability of SSC Certified Trainers at the Center	Medium
		Issuing of a Show-Cause Notice to the PIA
		A strong warning mail to PIA, for mending its ways as per PMKVY guidelines
9	Non Distribution of training material to the candidates	Medium
		Issuing of a Show-Cause Notice to the PIA
		Disbursement made for training material to PIA shall be recoverable and be adjusted in future payments to PIA

		A strong warning mail to PIA, for mending its ways as per PMKVY guidelines
10	**Non Adherence to PMKVY Marketing and Branding Guidelines specified for RPL location**	**Low**
		Issuing of a Show-Cause Notice to the PIA
		A strong warning mail to PIA, for mending its ways as per PMKVY guidelines
11	**Any other Offence not listed above**	**High/Medium/Low**
		Any other offence which is not listed above to be categorized as High/Medium/Low offence by the IMC. The IMC to forward the case with comments to the PMC for action.

Penal Action on Subsequent offences

Nature of offence	Low	Medium	High
2nd Offence	Penalty equivalent to disbursement of the concerned batch, which shall be adjustable in future payments to PIA	1) 5% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) 15% additional targets for the project or remainder targets, whichever is less, to be reduced 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA

3rd Ofence	Penalty equivalent to disbursement of the concerned batch, which shall be adjustable in future payments to PIA	1) 10% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) 20% additional targets for the project or remainder targets, whichever is less, to be reduced 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA
4th Offence	Penalty equivalent to disbursement of the concerned batch, which shall be adjustable in future payments to PIA	1) 15% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) 25% additional targets for the project or remainder targets, whichever is less, to be reduced 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA

5th Offence	Penalty equivalent to disbursement of the concerned batch, which shall be adjustable in future payments to PIA	1) 20% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) 30% additional targets for the project or remainder targets, whichever is less, to be reduced and 20% tranche for the complete project which has not been disbursed till date shall be forfeited 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA
6th Offence	1) 5% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) 25% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) Project to be stopped 2) No further disbursement of tranche for that Project 3) No more targets for six months in the concerned sector 4) No disbursement for the said batch 5) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA

7th Offence	1) 10% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) 30% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	Blacklist the PIA for 1 year /other than when the SSC is PIA SSC not to be given RPL targets for next 12 months
8th Offence	1) 15% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) Remainder targets for the project shall be revoked and 20% tranche for the complete project which has not been disbursed till date shall be forfeited 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	

9th Offence	1) 20% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	1) Project to be stopped 2) No further disbursement of tranche for that Project 3) No more targets for six months in the concerned sector 4) No disbursement for the said batch 5) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	
10th Offence	1) 25% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA	Blacklist the PIA for 1 year /other than when the SSC is PIA SSC not to be given RPL targets for next 12 months	

11th Offence	1) 30% additional targets for the project to be reduced or remainder targets whichever is less 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA		
12th Offence	1) Remainder targets for the project shall be revoked and 20% tranche for the complete project which has not been disbursed till date shall be forfeited 2) No disbursement for the said batch 3) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA		
13th Offence	1) Project to be stopped 2) No further disbursement of tranche for that Project 3) No more targets for six months in the concerned sector 4) No disbursement for the said batch 5) Any disbursement made earlier for the discrepant batch shall be recoverable and adjustable in future payments to PIA		

14th Offence	Blacklist the PIA for 1 year /other than when the SSC is PIA SSC not to be given RPL targets for next 12 months		

Section 2 – Guidelines for RPL with Best in Class Employers

1. Objective

This mode of RPL in the scheme shall focus on flexible and direct collaboration with top reputed employers in different sectors through Sector Skill Councils. Top of the line large employers are expected to be selected by SSCs with the mandate to certify their workforce across their different areas of operations.

The aim is to put the top employer in the centre of the activities and extend the NSQF certification to the large uncertified workforce existing across employers in various sectors. Project shall look to utilize Top chef/ Departmental Head/ Supervisors/Workshop Managers/Senior Supervisors/Master Trainers of employers as 'Employer Assessor'. SSCs will link with them for orientation and conduct of assessment.

Employer and SSC shall work together to map the competencies of the employees with the eligible job roles under NSQF. In case, there is a requirement of a specific job role, SSC shall undertake development of standards for a new job role and align it with NSQF. SSCs will be the main link for approaching the industry, orienting the assessor and beneficiaries and organizing the assessment and certification. Post successful completion of the assessments by the Employer Assessor, SSC shall issue certificates aligned to NSQF. Certificate shall be co-branded by incorporating the logo of the employer. The project approval to be simplified with the least requirement of documents and approvals. Initial target, industry/ corporate, job roles, duration and financial approvals will be given to SSC by MSDE with a flexibility to change job roles and industry within approved financials.

1.1 Eligibility (Indicative)
   a. Employer

Eligibility criteria for each sector will be formulated by the concerned SSC. The indicative but not exhaustive parameters are given below. SSC shall provide its categorization of the Best on Class Employer and accordingly the same will be incorporated in the guidelines sector wise.

- Turnover
- Number of employees
- Listed on BSE/NSE
- Years of operations
- Awards/ recognition
- Any other

   b. Employee

Eligibility criteria for each sector will be formulated by the concerned SSC. The indicative but not exhaustive parameters are given below. SSC shall provide its categorization of eligible employees and accordingly the same will be incorporated in the guidelines sector wise.

- Employees on payroll and contractual workers of the eligible employer

- Not already certified under NSQF
- Having a minimum work experience of One Year with the Best in Class Employer or two years overall
- Other mandatory requirements as per the PMKVY guidelines

1.2 Implementation Mechanism

A pictorial view of the flow of activities may be given as follows.

Figure 4: Flow of activities in implementation of RPL through Best in Class Employers
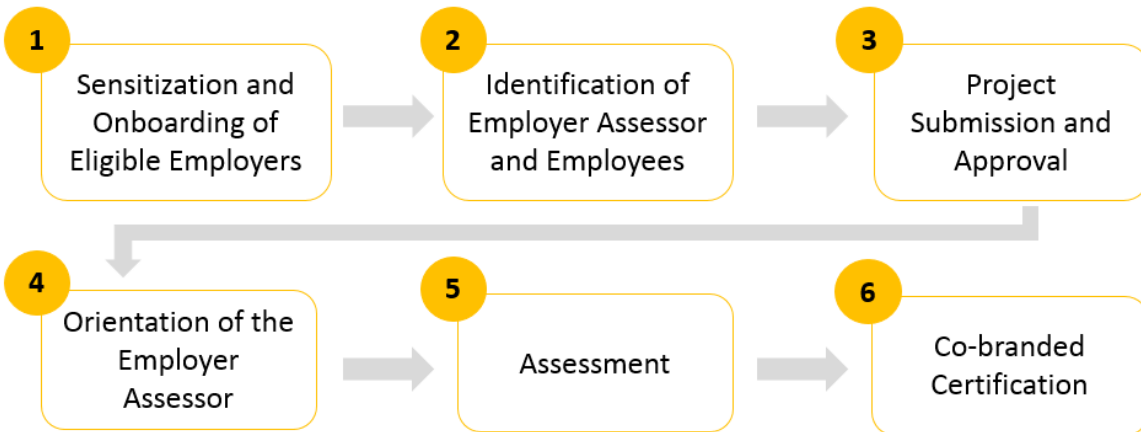
A. Sensitization and On-boarding of Eligible Employers

- Sector Skill Councils will be given flexibility to define the eligibility of the employers as the Best-in-Class employer in their respective sectors.

- SSC to notify NSDC and MSDE after finalization of the eligibility criteria and should also publish the same in the public domain before submission of projects under RPL type 4. Sector Skill Councils to provide these details within 30 days from the official notification of the guidelines.

- SSCs are encouraged to approach the industries/ businesses of their Governing Council members and other top-rated industry in their sector.

- Sector Skill Council will approach the eligible industry and finalize the job roles and tentative targets for the project type.

B. Identification of Employer Assessor and Employees

- Employers shall identify 'Employer Assessor' across their departments.

- The employer will identify employee supervisors such as Departmental Head/ Top chef//Workshop Managers/Senior Supervisors/Master Trainers as 'Employer Assessor'.

- 'Employer Assessor' shall be an experienced employee having required qualification and minimum experience of the job role being assessed.

- Employer will also categorize their employees' industrial job role wise as per the eligibility condition under this project mode and share the list of number of employees with the SSC for project submission.

- Employer and SSC to identify/map the industrial job roles to the NSQF aligned job roles, Qualification Packs and National Occupational Standards.

- QP-NOS at NSQF Level 3 and above will be preferred under this project type. In certain cases, NSQF Level 2 may also be included.

- Job roles which require a license or a similar government regulation, must not be considered for RPL Type 4, as license is a recognition of some one's capability to execute a certain job / trade. Only in cases where a certain skill set related to the job role not covered under the license or maybe an add on to the skill being covered under the license are being provided or certified, such cases may be considered under RPL Type 4.

C. Project Submission and Approval

- Sector Skill Council will submit the proposal to NSDC for processing the project. Proposal template is provided at Annexure 1. NSDC will look to automate the process through online submission of details.

- The proposal to include details of the employer, employees, employer assessor qualifications, list of job roles, implementation plan etc.

- Proposal shall be screened at NSDC and forwarded to Executive Committee (EC) of PMKVY at MSDE. Details of the project implementation mobilization, orientation, assessment & certification will be evaluated by EC for financial approvals.

- Post the approval from Executive Committee, SSC shall be provided a go ahead for the implementation of the project.

D. Employer Assessor Orientation

- Post the approval, Sector Skill Council's Master resources shall conduct an orientation for the identified 'Employer Assessor' on National Skill Qualification Framework, Qualification Packs (QPs) & National Occupational Standards (NOS).

- Sector Skill Councils will preferably conduct Employer Assessors Orientation of short Online Orientation Modules

- SSC shall also orient the Employer / 'Employer Assessor' on the process for capturing the details of the employees in the prescribed format.

- Orientation on filling the result sheets will be done by the SSC, to be duly filled by the 'Employer Assessor' and shared with the SSC for certificate generation.

E. Assessment

- 'Employer Assessors' oriented by the Sector Skill Councils will be conducting the assessments under this project type.

- Sector Skill Councils will provide the Assessment Criteria and Question Banks to the Employer Assessor.
- SSC are encouraged to develop/use online portal for the conduct of assessments on ground. In this case, the Employer Assessor will act as a facilitator to conduct the assessment.
- In cases of offline assessment, evidence of test (theory) and practical conducted to be captured on random basis through video recordings and others etc. The percentage of assessments to be captured should be decided by NSDC in consultation with respective SSCs and can go up to 100% (i.e. all of the assessment conducted offline in the given sector)
- No assessment and certification to be conducted before NSQF alignment of the job role.
- There should be a set maximum number of assessments per assessor per day in the system for conducting the assessment in the system.

Activity	Responsibility
Assessment Criteria	SSC
Question Bank	SSC
Conduct of Assessment	Internal
Sharing of Results	Employer will send a sheet of NOS marks to SSC
Certification	SSC to generate co-branded certification

F. Certification

- Employer Assessor' shall forward the results to the SSC in the prescribed format provided by the Sector Skill Council. SDMS to also facilitate Excel upload for easy process.

- Sector Skill Council will issue the co-branded secured certificate and share the same with the employer. More details on the calculation of the results is mentioned later in the Certification section of this document.

- Employer will conduct a certification distribution ceremony at the employer premises to distribute to the certificate to the employees.

- RPL candidates shall be issued a dual-logo certificate.

1.3 Funding Details

- The following financials are proposed to be provided to SSCs for the activities undertaken by them for the project type.
- The cost to cover the following:
  - Advocacy and onboarding the Employers
  - Submission of Project Template
  - Orientation of Employer Assessor
  - Admin Expenses for conduct of the assessments
  - Provision of Assessment Criteria & Question Bank
  - Conduct of Online Assessments (If Applicable)
  - Generation of Certificates

***Per Candidate Payout (Indicative)** *(Agenda updated as per 11th Steering Committee)*

Payment to SSC for conducting online assessment	Rs. 800
Payment to SSC for conducting offline assessment	Rs. 500

*The above-mentioned payout indicates the ceiling cost and the SSCs can have a more competitive costing as per the method of assessment and provisions made.

- The payout will be given to SSC on a per batch basis, post the successful certification of the employees.
- Accidental Insurance to all the certified candidates for 3 years under this as per PMKVY guidelines.
- Reward money of INR 500 to the certified candidates through Direct Benefit Transfer (DBT)

Annexure A – Eligibility Criteria

- Employer Eligibility (Indicative)

- Eligibility criteria for each sector will be decided by the concerned SSC. The indicative parameters are given below and are not exhaustive
  - Turnover
  - Number of employees
  - Listed on BSE/NSE
  - Years of operations
  - Awards/ recognition
  - Any other

- SSC shall be providing their categorization of the Best on Class Employer and accordingly the same will be incorporated in the guidelines sector wise.
- Employee Eligibility (Indicative)

- Eligibility criteria for each sector will be decided by the concerned SSC. The indicative parameters are given below and are not exhaustive

  - Employees on payroll and contractual workers of the eligible employer
  - Not already certified under NSQF
  - Having a minimum work experience of One Year with the Best in Class Employer or two years overall.
  - Other mandatory requirements as per the PMKVY guidelines

- SSC shall be providing their categorization of the eligible employees and accordingly the same will be incorporated in the guidelines sector wise.

Annexure B - Proposal Submission Template

SECTION 1: PROJECT OVERVIEW

a. Project Title:	
b. Name of the proposing Sector Skill Council	
c. Name of Best in Class Employer/s	1. Name of Participating Employer 1 2. Name of Participating Employer 2 (Details of all employers to be included)
d. Eligibility Criteria for Best in Class Employer/s *Mention the list of criteria fulfilled by the employer/s*	(Mention employer wise eligibility criteria)
e. Project Locations/ district and states covered:	<<number>> of RPL Locations across <<number>> states States covered: 1. Location 1 and State 1 2. Location 2 and State 2
f. Job Role(s) Proposed:	1. Name of Job Role 1 as Per QP (Job Role Code) (NSQF Level) 2. Name of Job Role 2 as Per Qualification Pact (Job Role Code) (NSQF Level ---)
g. Total RPL Targets Proposed:	<<number>>
h. Project Duration (max. 12 months):	<<number>> months

Section 2 : Locations and Job Role Details

Employer Wise Details (Add different tables for the different employer)

S.no	State	District	Location Name	Address	Job Role Names (NSQF Level)	Proposed target per job role (in numbers)
1.						
2.						

3.						

SECTION 3: DETAILS OF THE BEST IN CLASS EMPLOYER

Fill different tables for different employers

Name of Employer:				Supporting Documentation Required:
				1. Certificate of Incorporation
Details of the Promoters				2. PAN Card
Brief background of the Promoters				3. Supporting Documents for qualifying parameters of Best in Class Employer
Official Website of Employer:				
Name of SPOC:	**Designation of SPOC:**	**Contact Number of SPOC:**	**Email ID of SPOC:**	
a. Year of Incorporation:				

(Certain details based on the eligibility criteria set by SSC to be incorporated)

SECTION 4: PROPOSED FINANCIALS

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs. (Subject to Max. Ceilng)	Remarks (description and justification of expense head)
1	SSC Payout	Sub-cost head name		
		Sub-cost head name		

		Sub-cost head name			
2	Employer Payout				
3	Candidate Payout		Rs. 500		
		TOTAL			

Annexure C – Template For Details of Employer Assessor and Employees

S.no	State	District	Location Name	Job Role Names (NSQF Level)	Name of Employer Assessor	Designation	No. of years of Experience	Educational/ professional qualification	Total Number of Employees	Permanent / Contractual
1										
2.										
3.										

Section 3 – Guidelines for RPL through Demand

- The Ministry of Skill Development and Entrepreneurship (MSDE) launched Pradhan Mantri Kaushal Vikas Yojana (PMKVY) in the year 2015. This Scheme was further extended in the year 2016. The objective of this Skill Certification Scheme was to enable a large number of Indian youth to take up industry-relevant skill training that will help them in securing a better livelihood. A component for assessment and certification of individuals with prior learning experience or skills was also introduced under the Recognition of Prior Learning (RPL) component of the Scheme.

- As of 10th June 2018, more than 5.81 lakh individuals have been RPL certified under PMKVY Scheme (2016-20) and 1.19 Lakh individuals have been RPL certified in PMKVY 1 (2015-16).

- Currently, it is observed that a sizeable number of training centres have been created under the purview of Short Term Training (STT) component of PMKVY as well as Pradhan Mantri Kaushal Kendras (PMKKs). Leveraging of the existing infrastructure of good quality training centres for conduct of RPL may provide deeper penetration of the scheme component. Hence, it is envisioned that RPL shall be opened up for participation of these training centres via the project type of RPL at Centres.

- Project type RPL at Centres majorly focuses on conduct of RPL of individuals at training centres formalized in the PMKVY skilling ecosystem and PMKKs. RPL Centres are accorded affiliation and accreditation after compliance with quality assurance standards as laid down by the SMART guidelines and PMKK Centres are state of the art Training Centres that are adept to provide training in industry-driven courses. These Centres will work towards creation of a pool of RPL certified skilled individuals. This project type aims to bridge the existing gap in demand for and supply of skilled workforce by simplifying the process of mobilization of interested candidates. A demand-based approach shall be followed during implementation of RPL program wherein the PIAs shall be able to concentrate details of interested candidates via an online portal for demand aggregation.

- This document provides the Guidelines which indicate the overall strategy and approach for implementation of RPL at centres under PMKVY 2018-2020. Any revisions made to these Guidelines will be uploaded on the official website of PMKVY, www.pmkvyofficial.org. All stakeholders are advised to regularly check for amendments / changes, if any.

1. Objective

Conceptually, RPL can be identified as a tool to validate the existing skills of an individual gathered by formal or non-formal means. This includes skills accumulated over the years by experience

and/or by working on-the-job at a workplace. The objectives of RPL under PMKVY are primarily three-fold:

a. To align the competencies of the pre-existing workforce of the country to the standardized National Skills Qualification Framework (NSQF),
b. To enhance the employability and/or entrepreneurial opportunities of an individual and
c. To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.

2. Key Terminologies cum Eligibility Criteria

2.1. Project Implementing Agency (PIA)

Project Implementation Agency refers to the proposing entity for RPL project which is responsible for the overall execution and implementation of the RPL. Agencies such as Sector Skill council (SSC), Best in Class Employers, Ministerial/Government Bodies, SMART accredited centres, etc. may function as PIA under RPL in PMKVY. For RPL at Centres, the eligible training centres shall include the ones to which targets have been allocated through STT CSCM mode (Centrally sponsored Centrally Managed) under PMKVY including PMKKs. Specific eligibility criteria as notified by National Skills Development Corporation (NSDC) may be defined/ altered time to time. Eligible training centres i.e. PIAs under this project type shall also be referred to as *RPL Centres.*

2.2. RPL Facilitator Organization

RPL Facilitator Organization refers to an entity which is responsible for conduct of mobilization, counselling, pre-screening, and orientation of the beneficiaries, among other tasks as specified in various RPL modes. Individual Training Providers, selected by the respective PIA may function as the RPL Facilitator Organization. PIA and RPL Facilitator Organization may also be the same agency wherever applicable as per the Guidelines. For RPL at Centres project type, PIA shall also function as RPL Facilitator Organization.

2.3. Mobilization Agency

Mobilization Agency refers to any individual agency responsible for conduct of mobilization of candidates for RPL program. A PIA may choose to engage a Mobilization Agency for RPL, however the same is not mandatory. For RPL at Centres, an online portal shall be developed for demand aggregation of eligible candidates. This portal shall serve as a *Mobilization Tool* for interested candidates which will provide a platform for candidates to gather information about proposed RPL programs across the country. PIAs shall be able to access the demand for RPL programs for various job roles from this online portal on a real time basis. This portal shall bridge the information gap between the PIAs and interested candidates and fasten the matching of demand and supply of the workforce interested to become RPL certified.

2.4. Targeted Beneficiary

Uncertified skilled workforce across the country as identified by the PIA with/without the assistance of mobilization agencies refers to the Targeted Beneficiary in the Guidelines. RPL is applicable to any candidate of Indian nationality who,

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements
- Possesses an Aadhaar Card [verifiable alternate IDs, such as PAN or Voter ID may be applicable for Jammu & Kashmir (J&K) and certain states in the North-East Region] and a bank account, and
- Fits the pre-screening criteria defined by SSC for the respective job role Non-Awarding Body for RPL mode 1 for the respective job role.

2.5. Job roles

All QPs approved by National Skills Qualification Committee (NSQC), prescribed by the Sector Skill Councils of National Skill Qualification Framework (NSQF) level 3 and above listed on NSDC website are eligible for conduct of RPL in this project type. However, job roles of NSQF level 2 may be also approved in exceptional circumstances, with detailed justification provided by the PIA. Further, the PIA shall be able to conduct RPL in only those job roles for which its centre has received a valid affiliation and/or approval from NSDC. Also, during the implementation of RPL program, if RPL Centre is allocated targets by NSDC in new/additional job role(s), the Centre will be eligible to roll out RPL assessments for the same as well.

2.6. Assessor

This project type shall function with *Trainer-Assessor* who would undertake the activities related to assessment of RPL oriented candidates. Trainers hired by the RPL Centres shall be identified as *Trainer-Assessor*. The Trainer-Assessor should preferably be hired on the pay-roll of the RPL Centre. However, independent consultants/ contractual trainers may also participate. The Assessor is required to fulfil the following conditions.

- It is mandatory for the Assessor to undertake 'Training of Assessor' (ToA) program defined by the concerned Sector Skill Council and get certified as an Assessor
- ToA certification shall be completed prior to initiation of the RPL program
- Assessor shall fit the eligibility criteria defined by the SSC for the particular job role
- Assessor must possess an Aadhaar number

Considering the proctor / invigilator base way of conducting assessment for the IT/ITeS sector, it is suggested that one or two registered / fixed person(s) should be nominated /assigned / made responsible by IT/ITeS SSC for assessments in a particular centre irrespective of the number of batches in that particular centre wherein he/she does not need to undergo ToA. *Kindly refer Annexure A for Operating Procedure to be followed in IT/ITeS SSC under RPL through Demand. (Alteration added as per 31st Executive Committee)*

2.7. Trainer

It is mandatory for the Trainer to undertake 'Training of Trainer (ToT)' program specified by the concerned Sector Skill Council and get certified. Trainer shall fit the eligibility criteria defined by the SSC for the particular job role(s).

3. Implementation Mechanism

The implementation mechanism for RPL at Centres can be described across the below mentioned areas.

Process flow

Table 10: Overall process flow for RPL at Centres

SN	Activity	Responsibility
1.	Issuance of Expression of Interest (EoI) for participation in project type RPL at Centres, along with specific eligibility criteria for participating entities	NSDC
2.	Provision of acceptance to EoI in the specified format	Interested Centre
3.	Desk assessment of the details provided in EoI and inclusion of interested Centre in the list of approved Centres	NSDC
4.	Quarterly target allocation to *RPL Centre**	NSDC
5.	Provision of user name and password of online portal for demand aggregation to *RPL Centre*	NSDC
6.	Conduct of Training of Assessors (ToA) for creating *Trainer-Assessor. Exception for conduct of ToA in case of IT/ITeS SSC*	SSC, RPL Centre
7.	Mobilization and counselling of candidates identified through online portal for demand aggregation	RPL Centre
8.	Project on-boarding - creation of PIA Login ID for RPL Centre on SDMS	NSDC
9.	Mobilization of candidates and registration of eligible candidates on SDMS	RPL Centre
10.	Conduct of RPL program in line with guidelines	RPL Centre

*A pilot program to be initiated to test efficacy of the program

3.1. Participation of eligible centres

All eligible centres as defined in this guideline may participate in this project type. Interested centre shall be required to submit acceptance to an expression of interest indicating its willingness to conduct RPL at its centre.

3.2. Target allocation

RPL Centres shall have a ceiling on total target allocation for RPL. A maximum of two times the target allocated for PMKVY STT shall be allocated to eligible centres annually. The underlying condition for target allocation to RPL Centre may be revised subject to discretion of NSDC/ MSDE.

The eligible numbers for target allocation shall be released only quarterly to the PIAs. The target allocation numbers shall also be updated quarterly on the SDMS of the scheme. Accordingly, completion of the physical targets by the PIAs (in terms of RPL assessment on SDMS) shall be monitored quarterly. The PIA shall be eligible to next phase of target allocation only upon completion of physical targets of the previous phase.

3.3. Train the assessor

After target allocation to RPL Centre, SSC shall work with eligible RPL Centre to chalk out a plan of action for certifying its Trainers as Assessors for this project type. These shall be referred to as the *Trainer-Assessor*. It is mandatory for the PIA to ensure that all Assessors shall undergo the 'Training of Assessor' (ToA) program prior to initiation of the RPL project. PIA shall coordinate with concerned SSC for obtaining the schedule for ToA program. For specific queries/requirements, the concerned SSC may be directly contacted. Trainers at RPL locations shall be deemed as *Trainer-Assessor* only for this project type of RPL under PMKVY. *Exception for conduct of ToA in case of IT/ITeS SSC*

3.4. Candidate mobilization and registration

Candidate mobilization in this project type shall be aided by the online portal created for demand aggregation of eligible candidates. PIA shall ascertain the demand for RPL at its centre by the number of interests received on the online portal. Details of Centres available for RPL program, job roles, PIA SPOC name, contact number, etc. shall be made available on the portal upon completing of mandatory requirements to assist the interested candidates to register for the RPL program.

 The guiding parameters for candidate registration are as follows.

- Upon providing an acceptance to interest for participation and fulfilling the minimum eligibility conditions, RPL Centre shall be allocated targets quarterly on SDMS as deemed fit in line with the guidelines.

- RPL Centre shall be further provided a user name and password to the online portal for demand aggregation. It is mandatory for RPL Centre to complete 'Train the Assessor' program for eligible Trainers for receiving the user access to online portal.

- Individuals interested to apply for RPL program may access the online portal. The portal shall describe the background for RPL as well as outline the process. Candidates shall have two options for registration on the portal i.e. Registration for a scheduled batch and general registration against a centre.

  - Registration for a scheduled batch
    - RPL Centre to add the schedule of the upcoming RPL batches at least 21 days in advance to enable candidates for registration. While adding the batch schedule, RPL Centre to provide details such as batch start date, end date, job role, batch size etc.

- This schedule of the upcoming batches along with based details created by various RPL Centres will be visible to the candidates at the registration page.
- From the list of upcoming batches, interested individuals shall self-register till atleast 7 days before the batch start date for the RPL program.

  o <u>General registration against a centre</u>
    - Candidates may register for a particular RPL Centre from the list of available locations and sectors and leave their demand for the centres to create a specific batch in the future.
    - This option will be useful to capture details of the candidates, who have not found a suitable batch from the upcoming scheduled batches.

- Upon registration through either modes, candidate shall receive a confirmation email and SMS notifying successful registration on the system.

- RPL Centre shall get an update upon registration of a candidate on the online portal. RPL Centre shall receive the contact details of the registered candidate and shall connect with the candidate to undertake related activities for registration of the candidates on scheme SDMS.

- RPL Centre can ONLY register those candidates on SDMS who have been mobilized through the online portal created for demand aggregation.

- Major activities to be undertaken by key stakeholders during the program implementation are given below.

Conduct of RPL for job roles in neighbouring clusters:

With reference to conducting RPL through Demand at PMKK Centres for job roles available in the identified clusters…wherein it was suggested that the labs for the job roles to be set up in the PMKKs has to be sponsored and that's why the question of committed targets to the PMKKs does not arise. Kindly refer Annexure B for Operating Procedure to be followed to conduct RPL for job roles in neighbouring clusters. (Alteration added as per 31st Executive Committee)

Table 11: Major activities of key stakeholders:

S N	Stakeholder name	Major activities
A.	NSDC	1. Issue of Expression of Interest (EoI) for participation in project type RPL at Centres, along with specific eligibility criteria for participating entities 2. Ensure readiness of online portal for demand aggregation 3. Conduct desk assessment of the details provided in EoI 4. Identify a list of eligible centres which confirm to the eligibility criteria as per the guidelines 5. Issue a list of approved Centres for participation 6. Ensure quarterly target allocation to eligible RPL Centre 7. Ensure provision of user name and password of online portal for demand aggregation to RPL Centre 8. On-board eligible RPL Centres on PIA on SDMS 9. Monitor performance of PIAs in terms of completion of physical targets allocated
B.	RPL Centre	1. Provide acceptance to EoI in the specified format 2. Develop a standard orientation content for all eligible job roles along with SSC and submit the same to NSDC prior to initiation of the RPL program 3. Access the online portal for demand aggregation including providing details of schedule of upcoming batches. 4. Contact candidates registered on online portal for demand aggregation for mobilization and counselling about PMKVY RPL program 5. Obtain other relevant candidate-level information required for candidate registration on SDMS 6. Coordinate with SSC and ensure all trainers undergo 'Training of Assessors' (ToA) prior to initiation of RPL program 7. Register eligible candidates on SDMS 8. Regularly update NSDC about affiliation or approval to conduct training in additional job roles for inclusion in the online portal 9. Ensure conduct of RPL program in line with guidelines
C.	Sector Skill Council	1. Share the training calendar for conduct of ToA and coordinate with PIAs to ensure completion of ToA program for all trainers 2. Ensure that all trainers have undergone ToA program prior to conducting assessment for any batch 3. Assist PIA in development of standard orientation content for eligible job roes and provide approval on the same 4. Undertake monitoring activities as per the guidelines of NSDC 5. Ensure conduct of surprise inspection visits to RPL Centres

3.5. Conduct of RPL

Conduct of RPL program will comprise of mobilization of candidates, conduct of pre-screening and counselling, followed by orientation and final assessment.

Step 1 – Mobilization

- Mobilization of candidates shall be driven through the online portal created for demand aggregation of the candidates, as explained in Section 4.4 of the guidelines. MSDE, NSDC, SSC, and Training Centres will drive communication activities to promote the knowledge about the portal to the targeted candidates.

Step 2 – Pre-screening and Counselling

- Post registration, RPL Centre is required to counsel the candidates about the following:
  - What is PMKVY
  - What is meant by RPL and explanation of all steps in implementation
- After counselling, the PIA is required to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge, competencies and experience. The pre-screening process is divided into two parts;

  - Part 1: Collection of supporting documentation and evidence from the candidate, including supporting documentation and/or any other information pertaining to the particular job role as specified by SSC, if any.
  - Part 2: PIA may facilitate a candidate self-assessment. The candidate self-assessment shall be designed in line with inputs from the SSC. Questions are required to be based on the Core NOSs of the job role. The candidate self-assessment shall not be longer than 15 minutes.

- It is required that the candidates are enrolled under the Scheme only upon completion of counselling and pre-screening by the RPL Centre. At the time of enrolment, it is mandatory for the candidates to have a valid Aadhar card number (or alternate verifiable ID in case of NE/JK region) and a bank account. If a candidate does not possess an Aadhar card and/or bank account, the RPL Centre is required to facilitate the same prior to candidate's enrolment in the Scheme via SDMS.

Step 3 – Orientation

- RPL Centre will ensure that each enrolled candidate mandatorily undergoes 12 hours of orientation during RPL program. The orientation content shall be provided by PIA in consultation and verification by SSC. The orientation which shall be conducted by SSC certified trainers shall include the following activities.

Table 12: Orientation activities and duration

S. no.	Activity	Minimum Duration
1.	Domain Training	6 Hours

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S. no.	Activity	Minimum Duration
	(clarification of any doubts/gaps a candidate may have with respect to Job Role)	
2.	Soft Skills and Entrepreneurship tips specific to the Job Role	4 Hours
3.	Familiarization with Assessment Process and Terms	2 Hours

- It is mandatory that Aadhar Enabled Biometric Attendance System (AEBAS) will be used during registration of candidates and enrolment in batch on SDMS. Candidates not captured via AEBAS will not be eligible for certification under this project type of RPL.

Step 4 – Final Assessment

Following Assessment modalities shall be adopted for this RPL mode.

- SSC shall provide a detailed assessment criteria and job role related Question Bank to the *Trainer-Assessor* to assist in conduct of assessment.

- It is encouraged, though not mandatory, that SSCs shall develop online modules of assessments for their respective job roles. In this case, the role of the *Trainer-Assessor* will be more of a facilitator at the RPL Centre. This shall help to ensure greater standardization and stringent assessments.

- Assessments under RPL shall be conducted in a manner similar to the Short-Term Training assessments component of PMKVY (2016-2020) in accordance with the NSQF parameters. The difference is in the way the results are evaluated which is in line with the RPL certificates being currently issued.

- RPL Centres must ensure that only SSC certified Assessors are engaged for a project adhere to the following:

  o Before the start of assessment, all candidates shall receive an assessment orientation. The assessment orientation shall include an explanation of the assessment process and assessment format, and familiarize the candidates with the assessment technology.

  o Assessments shall be conducted in local languages, wherever required. Language, communication and expressions used in the assessment should be understandable and appropriate to the candidates.

  o Special arrangements may be made for candidates who cannot read/write or express their inability to use the assessment technology provided.

  o *Trainer-Assessor* shall carry their photo IDs at all times during the assessment.

- The Assessor will also need to review the evidences submitted by the candidate (such as confirmation of the identity of the candidate and physical verification of the documentation provided by the candidate).

- Final assessment results should be uploaded by the SSC certified *Trainer-Assessor* on the SDMS within five days of the completion of the assessment.

- Capturing of high quality pictures and videos, attendance sheets, and other documents that may be required before issuance of RPL Skill Certificates is recommended. The video resolution and photo dimensions will be specified by NSDC.

Refer Annexure C for Operating Procedures to be followed by SSCs for conduct of Assessment in RPL through Demand

3.6. Certification

In addition to the overall guiding parameters for Certification of RPL candidates mentioned in this document, following instructions will be applicable.

- *On-ground assessors* shall submit the detailed results to the SSC directly through SDMS.

- SSC will validate and accord approval to the assessment results uploaded by the qualified Assessor within seven days of final assessment.

- RPL Centre is required to notify final assessment result to the candidate and provide time details when they can collect the RPL Skill Certificate and/or Mark-sheet. It should also notify them of the aforementioned details via SMS.

3.7. Funding details

Following table summarizes details of funding to be extended to PIAs, SSCs and Candidates for implementation of RPL program in this project type.

Table 13: Funding details for eligible entities

SN	Pay-out Head	Amount in INR
1	**Pay-out to RPL Centre**	**550.00**
	Mobilization and Orientation Support	
	Branding and publicity	
2	**Pay-out to SSC**	**350.00**
	Assessment and certification support	
3	**Pay-out to Candidate**	**500.00**
4	**Pay-out for Accidental Insurance***	**76.70**
	Total Cost	**1,476.70**
	amount towards provision of accidental insurance to the candidates	

Modalities of pay-out to each concerned entity can be specified as below.

- Pay-out to RPL Centre will be transferred to the PIA's bank account based on the number of candidates certified in a batch, validated upon certification on Scheme SDMS. The tranche pay-out to PIA shall be as follows.

Table 14: Tranche pay-out to PIA

Tranche	% of total cost per candidate	Output parameters
I	80%	On successful certification of candidate on Scheme SDMS
II	20%	i. On upload of evidence based proofs of certification distribution ceremony (Batch-wise photos of candidates with certificates and video of certification distribution ceremony) ii. Monthly Performance Report

- Pay-out to candidate of INR 500 will be credited directly to the candidate's valid and Aadhar linked bank account upon successful generation of RPL certificate online as per the SDMS. In case of alternate IDs, pay-out shall be processed via Direct Benefit Transfer. PIA is required to ensure that accurate bank details of candidates are captured on the SDMS during enrolment.
- The SSC will be paid the assessment and certification support fees upon validation and approval of final assessment on Scheme SDMS.

4. Certification

- For all the modes for SSC Certification, the SSC shall earmark the NOSs of a QP (for a job role) as Core and Non-Core.

- Marks scored in the Core NOSs of a QP will be given 70% weightage in the total score. The remaining 30% weightage will be from the Non-Core NOSs.

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

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

Table 15: Pass Percentage for a QP in RPL Assessments

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

- Candidates eligible for the RPL Certificate shall also be provided a Grade (A/B/C) on the basis of scores achieved in final assessment. The score range for each grade is specified in the table given below.

Table 16: Grades provided in RPL Certificate

Grade	Score Range
For Job Roles with NSQF Level 2 and 3	
A	85% and above
B	> 70% to < 85%
C	50% to 70%
For Job Roles with NSQF Level 4 and above	
A	85% and above
B	70% to < 85%

- A candidate who achieves greater than or equal to the pass percentage mentioned in the table above for a QP, shall be awarded the RPL Skill Certificate, Mark-sheet and Pay-out of INR500. RPL Certified candidates will Also receive a Grade (A/B/C) on their RPL Skill Certificates (refer to Section of certification for the grading criteria).

- A candidate who achieves less than the pass percentage mentioned for a QP, but at least 30% or above of the total score, shall receive only the Mark-sheet and Pay-out of INR 500.

- A candidate who scores less than 30% of the total score, shall receive only the Mark-sheet and be encouraged to undergo Short Term Training under PMKVY.

- Candidates will be provided RPL certificate and/ or Mark-sheet and a pay-out of INR 500 based on their eligibility as specified above.

- Only those candidates who have valid Aadhaar numbers [or alternate IDs in the case of J&K and applicable North-East states] and a bank account shall be issued the RPL Skill Certificate/ Mark-sheet/ Pay-out, as applicable.

5. Branding and publicity

RPL Centres shall ensure adequate branding and publicity of RPL and PMKVY Scheme at the Centres. The Centres must publicize ongoing RPL program by use of physical and digital advertisement methods. The PMKVY RPL branding guidelines may be referred to at the following link - http://pmkvyofficial.org/App_Documents/MarketingGuidlines/RPL-Artworks.zip . PMKVY official website may be visited for any specific updates in this regards (http://pmkvyofficial.org/Index.aspx).

- PIA will be responsible for the branding, marketing and publicity of RPL under PMKVY through print and digital media.

- PIA will be responsible for the arrangement of necessary collaterals for branding and communication in accordance to the PMKVY Branding and Communication Guidelines.

6. Monitoring

Zero Tolerance will be observed for non-adherence to the guidelines. SSC and the participating PMKK/PMKVY Centre(s) shall ensure that all the guiding parameters listed especially assessments are carried out in a fair and transparent manner. If found otherwise, NSDC/MSDE will have the right to debar the RPL Centre from conducting future RPL assessments and take serious action against the respective SSC. This shall also invite a penalty on the target allocation to RPL Centres in Short Term Training (STT) under PMKVY.

For this mode of RPL, evidence based monitoring is mandatory. SSCs must ensure 100% physical monitoring for the initial 3-4 batches. As a further step, SSC to continue with mandatory 10% physical monitoring and the remaining may be a combination of both physical and digital monitoring.

Following guiding parameters shall be applicable with regards to overall Monitoring of the RPL implementation:

- RPL Centre shall update candidate details and associated documents on SDMS regularly basis the requirement of the Scheme and as communicated time and again.

- RPL shall come under the purview of the Monitoring Framework of PMKVY. Any deviations would be taken action against as per the penal grid of RPL.

- SSCs to lead monitoring initiatives for the RPL at Centres. Detailed role and responsibilities of the SSC for the monitoring of the RPL will be shared by NSDC.

- RPL Locations may be evaluated through surprise inspection visits by the NSDC, SSC or any designated agency indicatively on the following parameters. The outcome of these visits shall affect the performance of PIA, and subsequently reallocation of targets.

  o Mobilization process
  o Counselling and pre-screening process
  o Orientation process
  o Assessment process
  o Achievements on target completion in line with adherence to the prescribed timelines
  o Any other criteria as seem to be relevant to RPL implementation/ Compliance with Scheme guidelines.

  As part of this process, RPL candidates shall be approached via telephonic calls by the authorized call centre of NSDC. The candidates may be asked a certain set of questions to ascertain whether the RPL Location is adhering to Compliance and Performance Standards or not. The answers shall be collated and analysed to reach a conclusion, based on which a suitable action may be taken against the stakeholder, as deem fit by NSDC.

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Annexure A - Operating Procedure to be followed in IT/ITeS SSC under RPL through Demand

Background: As suggested by IT/ITeS , SSC does not use assessors or trainers for any of its assessments under PMKVY. Under usual circumstance, or any assessments, a proctor (totally unrelated to the domain) visits the site to oversee the assessment. Basis the same, an agenda was taken in the 31st Executive Committee (10th August 2019) to get clarity on the process to be followed in IT sector to conduct RPL through Demand. As per the decision of EC, " *Considering the proctor/invigilator base way of conducting assessment for the IT/TeS sector , EC while nothing the recommendations/observations of the Screening Committee suggested that one or two registered / fixed person/s should be nominated / assigned / made responsible by IT/ITeS SSC for assessments in a particular centre irrespective of the number of batches in that particular centre wherein he/she does not need to undergo ToA*".

To implement the above decision the below process will be followed:

Expression of Interest (EOI) submission by PMKK

1. PMKK TP to share an EOI where they want to conduct RPL for IT-ITeS job role with SSC and NSDC
2. The EOI must highlight the nominated / assigned person responsible to overview assessment in particular centre
3. As mentioned above, the nominated person will not undergo ToA and must be unrelated to the domain of job role for which assessment is due.
4. The assigned person will be completely responsible for smooth assessment. PMKK will not be permitted to make any last minute changes regarding the availability of this individual.

SSC approval to conduct RPL by PMKKs at their centres and subsequent release of targets by NSDC

1. SSC to validate and approve the EOI shared by PMKK for target allocation
2. NSDC to release 300 targets per centre per job role as per the approved EOI
3. PMKK TP to share the signed termsheet with NSDC to allow project onboarding on SDMS

Conduct of assessment at PMKK Centre
1. SSC to share assessment link with PMKK TP for conduct of assessment at their centres. SSC may use the services of Assessment Agency for the same

2. SSC to share SOP for conduct of assessment highlighting pre-assessment form , orientation content, mandatory documents needed from PMKK (if any) etc. with PMKK

Monitoring

1. SSC to ensure compliance during conduct of assessment and share monitoring report through SENPIPER to PMKVY monitoring team.
2. SSC to maintain mandatory 10% physical monitoring for the batches in PMKK

Annexure B - Operating Procedure to be followed to conduct RPL for job roles in neighbouring clusters

Background: A number of discussions were held with the PMKKS regarding the slow implementation of *RPL through Demand*. It was brought out by a number of PMKKs that the mobilisation of the candidates is a challenge since there is not enough demand in the vicinity of the centers for the job roles for which *RPL through Demand* targets are being allocated. As of now the PMKKs are given *RPL through Demand* targets only in the job roles wherein the center is conducting Short Term Training (STT). In addition, the centers also mentioned that they did not have spare capacity (infrastructure, scheduling etc.) to do RPLs for the job roles in which they are doing STT. Keeping this in mind, PMKKs requested that they be allowed to do RPL, under *RPL through Demand* mode, for the jobs roles for which there is a cluster/ demand in the neighbourhood.

With respect to feedback received from PMKK Training Partners to conduct RPL in their neighbouring clusters, an agenda was taken in the 31st Executive Committee. As per the EC decision, "*With reference to conducting RPL through Demand at PMKK Centres for job roles available in the identified clusters…wherein it was suggested that the labs for the job roles to be set up in the PMKKs has to be sponsored and that's why the question of committed targets to the PMKKs does not arise.*"

To implement the above decision, the below Operating Procedure will be followed:

Demand Identification by Desirous PMKK TPs:

1. PMKK Training Partners to identify the demand for RPL in the neighbouring clusters
2. PMKK TPs to share a consolidated list highlighting the existing demand with SSCs , keeping NSDC in loop
3. TPs to ensure the demand is captured for job roles and sector, mentioning the likely number of people interested to get RPL certification

Compliance of the PMKK to conduct RPL by Demand:

1. SSC to provide job role specific infrastructure and equipment requirement to all PMKK TPs to ensure they meet the compliance for conducting RPL in their centres. SSCs may keep in mind, the utility of these centres will be only for orientation and assessment in RPL and need not abide strictly as per STT/SMART norms.
2. PMKK centre to prepare their established centre as per SSC norms at their own cost/ arrangement. It may be noted that this cost incurred is only for conduct of RPL by demand and has no relation to PMKK contract for STT target allocation with NSDC
3. SSC to inspect the center for compliance towards RPL and send an affirmation to NSDC for a given job role at PMKK.

4. Post compliance affirmation, PMKK Training Partners to nominate their ToT certified trainers to undergo ToA for target allocation in *RPL though Demand*. In case PMKK does not have a ToT certified trainer for that job role, PMKK to hire a new trainer for the identified job role and nominate him for ToA post ToT completion.

Target allocation:

1. 1,000 target per centre per job role to be allocated as per SSC affirmation of the centre infrastructure.
2. Targets to be allocated post ToA completion of the eligible ToT trainer

NOTE:
* Apart from the above mentioned operating procedure, the process flow for project implementation will be as per the approved guidelines for RPL through Demand

Annexure C - Operating Procedures to be followed by SSCs for conduct of Assessment in RPL through Demand

Background: RPL through Demand is a new project type under RPL component of PMVKY approved as per 23rd Executive Committee. In this mode of RPL, the prospective RPL candidates register themselves on PMKVY Demand Aggregation portal and are then directed to the nearest PMKK center for RPL. One of the unique feature of this mode of RPL is that the trainer at PMKK center itself has to do the assessment.

Challenges: This mode of RPL has been slow to take off primarily because enough trainers have not been ToA certified by the SSCs. The challenges being faced by the PMKKs are:

- Inability of the training partners to spare their trainers for regular ToA duration of 7 – 10 days due to ongoing trainings
- Trainers nominated and certified under ToA for RPL through Demand, approaching assessment bodies for individual business as assessor and in turn avoiding the trainer's responsibilities.

Operating Procedure:

The following to be implemented by SSCs:

ToA certification by SSC:.

1. As the trainers nominated for ToA are already ToT certified and have domain knowledge about the job role, they may not be called for the entire domain skill assessment duration during ToA.
2. The trainer assessor to be given required domain and platform. ToA online and the personal contact be reduced to minimum, preferably two day duration over weekends.
3. The qualified trainer assessor will only function as assessors under RPL through Demand for that particular PMKK/ PMKVY Center / Training Partner
4. Such Trainer – Assessors will not be registered on Takshashila portal and SSC's to issue manual certificate mentioning the restrictions with regards to the validity of his certificate and his practice to be only within RPL through Demand.
5. SSC to ensure these trainer assessors don't get themselves aligned with Assessment Bodies outside RPL through Demand.
6. This certificate will be checked during the monitoring visit by the SSC during assessment and also included as part of physical evidence of the assessment process.

Conduct of assessment at PMKKs:

As here to fore the responsibility of assessment is with the SSCs. Since the Assessment Agencies are not a part of RPL through Demand process, certain procedures, as given below, will be amended.

1. Assessment for the theory portion, as far as possible, to be conducted through online platform by SSCs. This is in line with the current directives to move most of the assessments online. In the case of total online assessment, SSCs should send the proctor with Tabs for online assessment.
2. Alternatively, as a second preference and if feasible, computers available at the PMMKs to be utilized for online assessment. SSCs may provide a link for taking an online assessment to the candidates before start of the assessment through trainer – assessor.
3. In case online assessment is not possible, the SSC should share 3-4 sets of question papers, as late as possible, before the assessment schedule. These papers should be made available to trainer – assessor through login and passwords, and should preferably be sent in an encrypted form.
4. The same modalities as applicable for offline assessment will be applicable for practical test.
5. The questions papers will be regularly shuffled by the SSCs from one batch to another, and the entire question bank should be reviewed after a few months.
6. Since SSCs have been asked to do 100% monitoring of RPL though Demand, they should ensure the sanctity of the assessment process during the monitoring visit.
7. In addition the evidence of the assessment such as photos, videos, logs etc. will be maintained by all SSCs.
8. Trainer – assessor will carry out all the other actions such as checking of the identity etc. which is the responsibility of a normal assessor and the record of same will be maintained by SSC.

Upload of assessment result on SDMS:

1. It will be the responsibility of trainer – assessor to upload the result in case the same is to be physically uploaded.
2. In case of online assessment, if the SSCs are using the services of any Assessment Agency, they can use the services of same Assessment Agency to approve the results.
3. Alternatively, the SSCs can affiliate Trainer – Assessors to SSC itself and approve the results both as Assessment Agency and SSC.

Monitoring:

1. The SSCs in this project type have been promised to be paid INR 350 and the same shall be provided when they do 100% monitoring during assessments at the PMKK Centre / PMKVY Centre .
2. SSCs will share hundred percent (10% mandatory physical visits) monitoring report through SENPIPER to PMKVY monitoring team.