

**No. DGET – 2/2/2007 – MES/IS (Part-I)**  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment and Training  
Shram Shakti Bhawan, Rafi Marg, New Delhi –110001

Dated 4<sup>th</sup> October, 2010

To

1. The Principal Secretaries/Secretaries to all State Govts/UT Administration dealing with Vocational Training.
2. Commissioners/Directors to all State Govts/UT administrations dealing with Vocational Training
3. Regional Director, RDAT, Kanpur/RDAT Hyderabad/RDAT Kolkatta/RDAT Hyderabad/RDAT Kanpur/RDAT Mumbai

**Subject: Implementation of Revised Manual September 2010, Skill Development Initiative (SDI) Scheme -reg.**

Sir,

With reference to the meeting held on 13<sup>th</sup> September, 2010 and subsequent meeting of 4<sup>th</sup> Apex Committee held on 22<sup>nd</sup> September, 2010 in DGET, New Delhi, major decisions were taken based on challenges and issues faced in the implementing the Skill Development Initiative (SDI) Scheme in the Country. Both the above referred meetings were held under the Chairmanship of Secretary (L&E).

Consequent to these major decisions which has resulted to the supersession of orders issued prior to 22<sup>nd</sup> September 2010 , a implementation Manual for SDI Scheme has been revised for implementation here onwards to achieve the outcome of the scheme in the State

A copy of the revised Implementation Manual, September 2010 is enclosed as a ready reference for Stakeholders, Vocational Training Providers (VTPs), Assessing Bodies (ABs) and to beneficiaries . From now onwards, the SDI Scheme will be implemented strictly as per the procedure prescribed in the Implementation Manual, September 2010.

Yours faithfully,

  
(Dinesh Nijhawan)  
Director (SDI)

Ph: 011-23766337

Encl : Copy of Implementation Manual, September 2010 on Skill Development Initiative Scheme (based on Modular Employable Skills).

Sep.  
2010



**SKILL DEVELOPMENT INITIATIVE  
SCHEME (SDIS)**  
(Based on Modular Employable Skills)



**Implementation Manual**



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



**Skill Development Initiative Scheme (SDIS)**  
**Based on Modular Employable Skills**

---

# **Implementation Manual**

---

**September 2010**

The Implementation Manual of SDI Scheme has been revised with effect from September 2010 on the basis of the decisions taken during the 4th meeting of the Apex Committee constituted at National level for Skill Development Initiative (SDI) Scheme held on 22nd September 2010, under the Chairmanship of Secretary (L&E) at New Delhi.

## Contents

<b>A.</b>	<b>Background .....</b>	<b>7</b>
A.1	Vocational Training System in India.....	7
A.2	Need for launch of Skill Development Initiative Scheme (SDIS) .....	8
<b>B.</b>	<b>Features of the Scheme.....</b>	<b>10</b>
B.1	Objective .....	10
B.2	Key Features of the Scheme .....	10
B.3	Public Private Partnership (PPP) .....	11
B.4	Target Group.....	11
B.5	Project Output.....	11
B.6	Age of participants.....	12
B.7	Curriculum Development Process .....	12
B.8	Instructional Media Packages.....	12
<b>C.</b>	<b>Training under the Scheme .....</b>	<b>13</b>
C.1	Vocational Training Providers (VTPs) .....	13
C.2	Eligible Vocational Training Providers.....	13
C.3	Admission/ Registration of Candidates.....	19
C.4	Course Structure and Fee for Training .....	20
C.5	Reimbursement of Training cost.....	21
<b>D.</b>	<b>Testing and Certification .....</b>	<b>25</b>
D.1	Assessing Bodies .....	25
D.2	Testing Centres (TCs).....	28
D.3	Assessment/Testing Fee.....	29
D.4	Reimbursement of Assessment Fee.....	29
D.5	Testing and Certification Procedure.....	30
D.6	Certificate.....	30
<b>E.</b>	<b>Project Management, Monitoring &amp; Evaluation.....</b>	<b>32</b>
E.1	Apex Committee for SDI/ MES .....	32
E.2	National Project Management Cell (NPMC) and Regional Cells (RDAT) .....	33
E.3	State Societies at State Level.....	33
E.4	Functions of the Regional Directorate of Apprenticeship Training (RDAT) .....	34
E.5	Web based software for implementation, monitoring and evaluation .....	35
E.6	Efficiency of training.....	36
E.7	Expectations from Stakeholders .....	36
<b>F.</b>	<b>Scheme Outlay .....</b>	<b>38</b>

## List of Annexures

<b>Annexure</b>	<b>Description</b>	<b>Page No.</b>
Annexure-I	MES Course list approved by NCVT	39
Annexure-II	Application for Candidate Registration For Training/Testing	69
Annexure-III	Application Letter	72
	Appendix-I: Form for registration of VTPs under SDI Scheme Details of Supporting documents	73
	Appendix-II: Format of Bank Guarantee to be provided by the VTP	79
	Appendix-III: Format for Undertaking	82
	Appendix- IV: Terms and Conditions for the VTPs	84
Annexure-IV	States / UTs covered under Regional Cells in RDATs	85
Annexure-V	Key role of States /UTs	86
Annexure-VI	List of Assessment Bodies	87
Annexure-VII	Bill for Reimbursement of Training cost for courses under SDIS	98
Annexure-VIII	Format of Bill for Reimbursement of Assessment Fee for courses under SDIS	99

## Process Flow Diagrams

<b>Sl.No.</b>	<b>Description</b>	<b>Page No.</b>
1	Overview of VTP Selection Process	22
2	Overview of Student Selection Process by VTP	22
3	Overview of Re-imbursement procedure to VTP	23
4	Overview of procedure of issuance of duplicate certificate	23
5	Overview of certificate verification request procedure	24
6	Overview of Complaint Grievance Handling Procedure	24
7	Course / Curriculum / Development Process	25
8	Overview of Assessment Process and Issuance of certificate	33
9	Overview of Re-imbursement procedure to Assessing Body	33

## ABBREVIATIONS AND ACRONYMS

AB	Assessing Body
AG	Accountant General in States
AHI	Apex Hi-Tech Institute, Bangalore
ASSOCHAM	Associated Chambers of Commerce and Industry of India
ATI	Advanced Training Institute
ATI-EPI	Advanced Training Institute for Electronic and Process Instrumentation
C&AG	Comptroller and Auditor General of India
CII	Confederation of Indian Industry
CSS	Centrally Sponsored Scheme
CSTARI	Central Staff Training and Research Institute
CTI	Central Training Institute
CTS	Craftsmen Training Scheme
DDO	Drawing and Disbursing Officer
DEA	Department of Economic Affairs
DGE&T	Directorate General of Employment & Training
DVT	Directorate for Vocational Training
EA	Environment Assessment
EDUSAT	Educational Satellite
EMF	Environment Management Framework
FICCI	Federation of Indian Chamber of Commerce and Industry
FTI	Foremen Training Institute
GFR	General Financial Rules
GOI	Government of India
IDP	Institutional Development Plan
IFD	Integrated Finance Division of MoLE
IIT	Indian Institute of Technology
IMC	Institute Management Committee
IMP	Instructional Media Package
ITC	Industrial Training Centre
ITI	Industrial Training Institute
M&E	Monitoring and Evaluation
MES	Modular Employable Skills program of the Government of India
MIS	Management Information System
MHRD	Ministry of Human Resources Development

MoLE	Ministry of Labour & Employment
MoF	Ministry of Finance
MoU	Memorandum of Understanding
NCVT	National Council for Vocational Training
NIMI	National Instructional Media Institute at Chennai
NIOS	National Institute of Open Schooling
NLI	VV Giri National Labour Institute at Noida
NPC	National Project Coordinator
NPD	National Project Director
NPMC	National Project Management Cell
NVTI	National Vocational Training Institute for Women
NVQF	National Vocational Qualifications Framework
OBC	Other Backward Classes
PAO	Principal Accounts Office, MoLE
PLA	Public Ledger Account
PIP	Project Implementation Plan
QCI	Quality Council of India
RBI (CAS)	Reserve Bank of India (Central Accounting Section)
RVTI	Regional Vocational Training Institute for Women
SC	Scheduled Caste
SCVT	State Council for Vocational Training
SPD	State Project Director
ST	Scheduled Tribe
TC	Testing Centre
TCPC	Training, Counselling and Placement Cell
TCPO	Training, Counselling and Placement Officer
TOR	Terms of Reference
UC	Utilization Certificate
UT	Union Territory
VTP	Vocational Training Provider



## **A. Background**

### **A.1 Vocational Training System in India**

Vocational Training is a concurrent subject under the Constitution. The Central and State Governments share responsibility for effective implementation of vocational training system in the country. At the national level, the Directorate General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoLE), is the nodal body for formulating policies, laying down norms, standards, conducting trade test and certification of vocational training under the aegis of training advisory body National Council of Vocational Training (NCVT). The vocational training system under the Ministry of Labour and Employment is one of the most comprehensive systems in the country.

#### **A.1.1 Institutional Training – Craftsmen Training through Industrial Training Institute (ITI)**

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

#### **A.1.2 On the Job Training – Apprenticeship Training through Industry**

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

#### **A.1.3 Skill Development Initiative on Modular Employable Skill (MES)**

Skill Development Initiative on Modular Employable Skill (MES) has been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. MES is 'Minimum Skill Set' which is sufficient to get an employment in the world of work. MES allows skills upgradation/formation, multi entry and exist, vertical and horizontal mobility and

lifelong learning opportunities in a flexible manner and allows recognition of prior learning. The skill is to be assessed by the Assessing Body mainly from the Industry organizations. NCVT issues certificate of skills acquired through informal means/competence assessed.

#### **A.1.4 Advisory Body – National Council of Vocational Training (NCVT) and Central Apprenticeship Council**

Two tripartite bodies—the Central Apprenticeship Council (a statutory body) and the National Council for Vocational Training (a non-statutory body) - advise the GOI on formulating policies and procedures, and prescribing standards and norms for vocational training schemes. Both bodies have representatives from the Central and State governments, employers organizations, workers organizations and vocational training experts. Correspondingly, State Councils advise the State governments in respect of vocational training at the State level.

The National Council for Vocational Training develops syllabi, affiliates ITIs, conducts All India Trade Tests (AITT) and issue certificates.

### **A.2 Need for launch of Skill Development Initiative Scheme (SDIS)**

It is an established fact that, the skill level and educational attainment of the workforce determines the productivity as well as the ability to adapt to the changing industrial environment. A majority of Indian workforce does not possess marketable skills which is an impediment in getting decent employment and improving their economic condition. While India has large young population, only 10% of the Indian labour force - 8% informally and 2% formally have acquired vocational skills whereas the percentage in industrialized countries varies between 60% and 96%. About 63% of the school students drop out at different stages before reaching Class-X. Only about 3.1 million vocational training seats are available in the country whereas about 12.8 million persons enter the labour market every year. Even out of these training places, very few are available for early school dropouts. This signifies that a large number of school drop outs do not have access to skill development for improving their employability at one side and availability of 12.8 million jobs at the other side. A befitting reply is to provide skills and certificates to these school dropouts.

The educational entry requirements and long duration of courses of the formal training system are some of the impediments for a person of low educational attainment to acquire skills for his livelihood. Further, the largest share of new jobs in India is likely to come from the unorganized sector that employs up to 94 per cent of the national workforce, but most of the training programmes cater to the needs of the organized sector.

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

priority is also given to covering those above the age of 14 years who have been either engaged or withdrawn as child labour so as to enable them to learn employable skills in order to get gainful employment. Cluster approach has been adopted with a view to further reducing the incidence of child labour; parents of child labour could also be enrolled on a preferential basis for providing skills so as to improve their employability.

## B. Features of the Scheme

### B.1 Objective

The objectives of the scheme are:

- I. To provide vocational training to school leavers, existing workers, ITI graduates, etc. to improve their employability by optimally utilizing the infrastructure available in Govt., private institutions and the Industry. Existing skills of the persons can also be tested and certified under this scheme.
- II. To build capacity in the area of development of competency standards, course curricula, learning material and assessment standards in the country.

### B.2 Key Features of the Scheme

Key features of the scheme are:

- I. Demand driven short term training courses based on Modular Employable Skills (MES) identified and decided in consultation with Industry. MES is the 'Minimum Skills Set' which is sufficient for gainful employment or self employment in the world of work.
- II. Central government facilitates and promotes training while industry, private sector and state governments provide training to the persons
- III. Optimum utilisation of existing infrastructure available to make training cost effective..
- IV. Flexible delivery mechanism (part time, weekends, full time, onsite) to suit needs of various target groups.
- V. Different levels of programmes (foundation, skill formation and upgradation) to meet demands of various target groups of industry and commerce.
- VI. The services of existing or retired faculty or guest faculty are being utilized.
- VII. Courses are available for persons having completed 5th standard and onwards..
- VIII. Testing of skills of an individual acquired informally in competency and issue of NCVT certification on qualifying it successfully.
- IX. Testing of skills of trainees by independent assessing bodies, including industry organizations such as FICCI, CII, etc. which do not involve in training delivery, to ensure an impartial assessment by the employer itself.

- X. Essence of the scheme is in the certification on vocational training from the NCVT that is nationally and internationally recognized in world of work in the Government (Center and State) as well as private sector.

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

Public Private Partnership (PPP) envisaged in the form of active participation of the industry / Private Sector in every stage of design and implementation of the scheme conceive and conceptualized by Government. Representation of Industry bodies in the “Central Apex Committee” a highest decision making body on SDIS at the center, State Committees on SDIS have overall responsibility of the scheme. Other areas of partnership are:

- Forecasting of emerging areas of employment at micro level
- Development of course curricula of various trades covering diverse sector of economy
- Development of instructional material for training
- Assistance in the training of trainers, wherever required
- Development of a comprehensive and dynamic Web portal on SDIS
- Availability of training & testing facilities of industry, wherever required
- Provide on the job training in their establishments
- Development of assessment standards
- Monitoring, review of SDIS and quality assurance
- Assistance in placement of the SDIS graduates
- Provide trade experts to work as assessors of competencies
- Voluntary donation of equipment to the ITIs/other training institutions
- Providing guest faculty in new trades

### **B.4 Target Group**

MES benefits different target groups like:

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

### **B.5 Project Output**

One million persons would be trained or their existing skills tested and certified, over a period of five years and one million thereafter every year. More than 1161 modules for employable skills (Annex-I) as per Industry and labour market demands have been identified and course curriculum developed. The updated list can be downloaded from the website: [www.dget.gov.in/mes](http://www.dget.gov.in/mes).

## **B.6 Age of participants**

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

## **B.7 Curriculum Development Process**

- Identification of Employable Skills set in a sector based on division of work in the labour market in consultation with Industry, employee's organisations, experts from ILO, GTZ, World Bank, central/state government establishments, central/state bodies on skill building, educationist, etc.
- Development of training modules corresponding to skills set/competencies identified,
- Organising Modules in to Course Matrix indicating vertical and horizontal mobility,
- Development of detailed curriculum on MES
- Vetting of course curriculum by a trade committee comprising representatives of Industry, training providers & trade experts
- Inviting comments from Employers/ Employees Organisations, State Govts. etc.
- Place before the NCVT for its approval,
- Incorporation in the SDIS and upload in the website: [www.dget.gov.in/mes](http://www.dget.gov.in/mes)

## **B.8 Instructional Media Packages**

In order to maintain quality of training uniformly all over the country, instructional media packages (IMPs) are being developed by the National Instructional Media Institute (NIMI), Chennai. List of IMPs have been developed so far is given at the website: [www.dget.gov.in/nimi](http://www.dget.gov.in/nimi).

## C. Training under the Scheme

3

### Training under the Scheme

#### C.1 Vocational Training Providers (VTPs)

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

VTPs optimally utilise the training infrastructure available. VTPs also maintain data base on trainees trained and the outcome of the training, develop training infrastructure in the emerging areas. It also tracks the trainees for three years or till they get gainfully employed. VTPs are required to have close networking with the industry for immediate placement of the trainees. VTPs have to maintain accounts, ensure proper utilisation of funds and submit reports and utilisation certificates as per prescribed schedule. VTPs follow various instructions issued by the committees or any other authority from time to time.

All VTPs have been given necessary powers to collect the training fee from trainees. Fee collected is to be incurred by VTPs for meeting various expenses for imparting training and providing post training support services. VTPs have been vested with such powers to reimburse training fee to successful trainees collected from trainees on successful completion of training under SDIS. VTPs are re-imbursed training cost at the rate of rupees fifteen per hour per passed out trainee by State/UT. All registered VTPs shall have a broad band internet connection.

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

#### C.2 Eligible Vocational Training Providers

The applicants fulfilling the following conditions are eligible to apply:

##### C.2.1 Educational / Training Institutes:

Any educational/ training institute fulfilling any of the following criteria:

- C.2.1.1 ITIs /ITCs affiliated to NCVT on or before the date of submission of application.
- C.2.1.2 Institutes approved by Councils under Central Government Ministries like All India Council of Technical Education / Medical Council of India / Indian Nursing Council / National Council for Hotel Management and Catering Technology / Any other on or before the date of submission of the application.

- C.2.1.3 Colleges / Institutes affiliated to a university set up by a Central or State / UT government or recognized by University Grants Commission.
- C.2.1.4 Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
- C.2.1.5 Distance Education Institutions (DEIs) that are approved by Distance Education Council (DEC) of India on or before the date of submission of application.
- C.2.1.6 Institutes approved by International Air Transport Association (IATA) and International Civil Aviation Organization (ICAO).

In future, if the registration/affiliation of the institute is cancelled for any reason by the respective accrediting/registering/governing authority, then its registration as VTP under SDIS would also stand cancelled. VTP will not be allowed to run any new MES courses/batches from the date of cancellation. It will, however, have to complete the training of the on-going courses.

## **C.2.2 Organizations/ Institutes set up by Government:**

- C.2.2.1 Organizations / Institutes (including autonomous organizations) set up by Central Government / State Governments / UT Administrations.

## **C.2.3 Companies/Firms:**

Company/Firm fulfilling any of the following criteria:

- C.2.3.1 An organization providing training under The Apprentices Act, 1961.

## **C.2.4 Companies/Firms /Registered Societies/Trusts engaged in providing training:**

Companies/Firms/Registered Societies/Trusts fulfilling any of the following criteria:

- C.2.4.1 Registered Company /Firm/ Trust/ Society conducting vocational education / training / job oriented / self employmen /Chamber of Commerce and Industry/Association of Industries or trade holding a valid Permanent Income Tax Account Number or Service Tax Registration Number.
- C.2.4.2 Hospitals/ Nursing homes registered with appropriate local authority having training infrastructure.

## **C.2.5 Registration Procedure**

### **C.2.5.1 Advertisement:**

The respective State Government / UT Administration will give advertisement to invite applications for registration of VTPs to run MES courses under the SDI Scheme. DGE&T and RDATs may also give advertisements.



**C.2.5.2 Application:**

Duly filled in and signed application in the prescribed form (Annexure III) (two copies) along with prescribed application fee and the necessary supporting documents shall be submitted to the concerned State Government either in person or through post/registered post and copy to respective RDAT.

**C.2.5.3** The application should spell out, among other things, the following:

- i. Documentary proofs of eligibility to apply as VTP in accordance with relevant provisions under Section C 2.
- ii. Goals and objectives of the organization.
- iii. Training Infrastructure and amenities (equipment, space, power, instructional staff, etc.) available at its centres and methodology of training.
- iv. Detailed plan of the organization for conducting training including sectors/ trades, onsite, mobilization of resources (financial, instructional, administrative and physical equipment, raw-material, space, etc.), on-the-job training, organizing post training support for employment of students, etc.
- v. Policy and practices with regards to Trainers recruitment, retention and development.
- vi. Policy and practices for selection of trainees and vocational guidance and counseling.
- vii. The above, shall form the basis for evaluation of the application and shall serve as the blue print for proper evaluation of the applicant and further development.

**C.2.5.4** Application for registration as VTPs should be submitted by:

- i. The Director or authorized person of the Institute/ Company/Firm. The power of attorney to be submitted for authorized signatory.
- ii. Officer designated by the Government in case of Central/State Government organizations.
- iii. The Chairman or Secretary of Society/Trust.

C.2.5.4.1 The applications can be submitted any time round the year to the respective State Director.

C.2.5.4.2 Organizations having more than one training centre in a particular state can submit a combined application for all the training centres in a particular state. However, application forms are required to be filled up for each centre accompanied by separate application fee.

**C.2.5.5 Application Fee:**

C.2.5.5.1 The Application forms can be collected from respective State Society/ UT Society /RDATs or downloaded from the DGE&T website: [www.dget.gov.in/mes](http://www.dget.gov.in/mes)

- C.2.5.5.2 The applicant must submit a “Non-Refundable” application fee in the form of a Demand Draft for Rupees Two Thousand Only (₹ 2000.00) drawn on a nationalized bank in favour of << To be provided by State Government >>, failing which, the application will not be considered for evaluation.
- C.2.5.5.3 Government Organisations/Institutes are exempted from submission of Application Fee. The application fee collected is to be utilized for the promotion and implementation of the Scheme. This amount cannot be used for any work other than related to SDI Scheme and cannot be transferred in any other account.

#### **C.2.5.6 Evaluation of Application:**

The State/UT administration shall constitute a VTP Evaluation Committee (VEC) for verification of the applications. There will be no representative of RDAT. The committee should preferably have a representative from Industry Association apart from Government representative(s). State/ UT must inspect the VTP within 30 days of submission of the application by the VTP. The State/UT must ensure the inspection of the VTPs gets completed within 30 days of submission of the application by the VTP. In case, the State / UT fails to complete the inspection within 30 days, the respective RDAT will constitute a committee to inspect the concerned VTP within 15 days and forward the decision of the committee to the State/UT for taking necessary action. The Committee formed by RDAT shall comprise a representative of respective RDAT, a representative of concerned State/UT Admn., a trade expert from the industry. The registration number will be given by State/UT.

- C.2.5.6.1 The applications and related documents shall be duly scrutinized by the State VEC after consideration of the recommendation of VTP Inspection Committee. The VTP inspection Committee will inspect training infrastructure and amenities (space, power norms and tools & equipment etc.). The deficiencies if any, in the application shall be communicated to the applicant. The applicant shall furnish all such information/ documents / proofs sought for the purpose of evaluation.
- C.2.5.6.2 State Government will inform the applicant & RDAT, the decision of the VEC about the approval/ rejection of the application. The state government will register the VTP and issue registration letter with a copy to RDAT. The communication to RDAT should preferably be in the electronic format through the net.
- C.2.5.6.3 The applicants shall bear all costs for submission of information / documents as desired by State VEC.

C.2.5.6.4 In case of those applicants who have submitted the combined application as mentioned in Section 2.5.4.2, discussion can be done at one time only for the approval of all the centres.

C.2.5.6.5 The applicant whose application is rejected by State VEC on due evaluation can apply after making up the deficiencies indicated by the VEC.

#### C.2.5.7 Parameters of evaluation:


The evaluation of an organization/ institute for becoming VTP under SDI scheme shall be done by VEC based on criteria specified under Section 2.5.6.


#### C.2.5.8 Issue of Registration Letter:

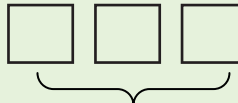
C.2.5.8.1 Based on the evaluation of the application, registration letter will be issued by respective State/UT with a copy of the same to the concerned RDAT. The State/UT will issue 7 digits code as a registration number to each VTP as per details given below:

First & second digit	State/UT
Third & fourth digit	District
Fifth, sixth & seventh digit	VTP

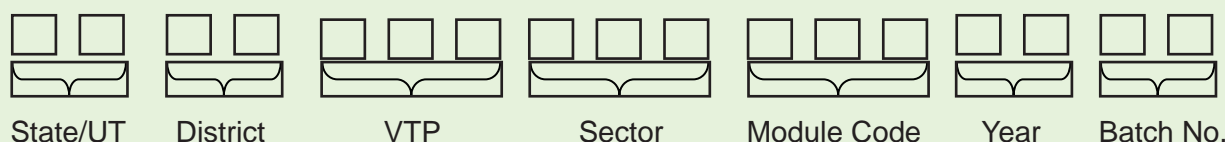
  
 State/UT

  
 District

  
 VTP

The State/UT will issue 17 digits code as a Training Batch Number (TBN) to each VTP as per details given below:-

First & second digit	State/UT
Third & fourth digit	District
Fifth, sixth & seventh digit	VTP
Eight & ninth & Tenth digit	Sector
Eleventh, twelfth & thirteenth digit	Module Code
Fourteenth & Fifteenth digit	Year
Sixteenth & seventeenth	Batch No.



C.2.5.8.2 The registration of the VTPs will be valid till 31.03.2012 and shall be reviewed every two year by State Government based on the performance of the VTP under the scheme.

- C.2.5.8.3 The selected VTP shall submit a Performance Guarantee in the form of a Bank Guarantee for Rupees Fifty Thousand only (₹ 50,000.00) for an organization/ institute having a single branch and Rupees Two Lakhs only (₹ 2,00,000.00) for an organization /institute having multiple branches in one State/UT & shall be paid one time for performing all the obligations arising on acceptance of all the terms and conditions of registration as Vocational Training Provider to the respective State/UT failing which the registration letter will not be issued. The format for the Bank Guarantee enclosed in Annexure –II shall be provided by the concerned State/UT to the selected VTPs. The Bank Guarantee shall be valid for the period of registration, i.e. till 31.03.2012. State/UT will have the absolute right to encash Bank Guarantee, if sufficiently convinced of negligence and lack of dedication to work on the part of the VTP.
- C.2.5.8.4 Government Organisations / Institutes are exempted from submission of Application Fee and Bank Guarantee.
- C.2.5.8.5 Autonomous Bodies under Government and private ITCs affiliated to the NCVT are exempted from submission of Bank Guarantee.

**C.2.5.9 Suspension / Cancellation of Registration:**

- C.2.5.9.1 DGE&T, RDAT, concerned State/ UT Government department or any agency authorized by them may carry out random visits round the year any time for verifying the status of the institution and to ensure maintenance of norms and standards.
- C.2.5.9.2 DGE&T, RDAT, concerned State/ UT Government department or any agency authorized by it may also conduct from time to time inspections with or without notifying such dates in cases where specific complaints of misrepresentation, violation of norms and standards, malpractices etc. are received to verify the facts. Upon inspection, such complaints, if found correct would be reported to the concerned State to cancel / suspend the registration of VTP and/or forfeit the Bank Guarantee submitted by it.
- C.2.5.9.3 Depending on a particular case, VTP may be allowed to create the facilities/ remove the deficiencies/ comply with stipulated conditions/ fulfilment of prescribed requirement as per timelines prescribed by State VEC.
- C.2.5.9.4 In case, it is found at a later stage that any of the documents submitted by the applicant are falsified, the registration of the VTP will be cancelled and VTP will be black-listed, the Bank Guarantee will be forfeited and it will not be allowed to register as VTP for the SDIS Scheme, in future.
- C.2.5.9.5 The proposal for cancellation of registration of a VTP will be considered by State VEC based on its recommendation of RDAT; State Government will issue show cause notice before issuing the cancellation order.

C.2.5.9.6 A show cause notice shall be issued to the VTP giving him 15 days time to explain why his registration should not be cancelled for stated reason.

## **C.2.6 Other Conditions**

- C.2.6.1 The selected VTPs shall submit an undertaking that it shall provide necessary training infrastructure such as tools & equipment, space , power norms etc. required to run the MES course under SDI Scheme. If at any stage it is found that VTP is running the courses without necessary training infrastructure, its registration may be cancelled / suspended and the bank guarantee shall be forfeited. The VTP will not open any franchise.
- C.2.6.2 DGE&T is in the process of developing web-based software for effective implementation of the SDIS. The VTP shall fully comply with instructions issued by DGE&T from time to time in this regard and for usage of the system. It shall provide necessary IT infrastructure and manpower for the same.
- C.2.6.3 The VTPs would be eligible to run only those MES courses for which it has been registered.
- C.2.6.4 The VTP shall submit the schedule of courses it intends to run.
- C.2.6.5 VTP cannot discontinue any course(s) without written approval of the State Government.

## **C.2.7 Quality Assurance for VTPs**

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

## **C.3 Admission/ Registration of Candidates**

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

- i. State Governments / UT administrations shall issue admission notice in leading newspapers or in any other media which will reach out to the largest number of people.
- ii. The notice contain the following information:
  - Salient features of the SDI Scheme
  - Names of approved Vocational Training Providers (VTPs) and details of the courses they will run
  - Fee structure and relaxation in fee for SC/ST and women candidates.
  - Reservation policy as applicable for admission to Government ITIs in the concerned States/ UTs will be applicable to all the approved VTPs in that State
  - Reimbursement of prescribed training fee to persons who pass the assessment conducted by assessing bodies
  - Application form as per Annexure-II for Training to be submitted for admission of the candidate.

- iii. The batch size for Manufacturing sector is 20 and 30 for agriculture , allied and service sectors. But, if some VTPs want to have larger batches they may apply to competent authority with full justification. The request to be decided after inspection to ensure availability of necessary training infrastructure.
- iv. Persons will get themselves registered in approved Vocational Training Providers. VTP will not admit any trainee once the course is started. VTP would send the details of the candidates within 7 days of commencement of training to the respective State/UT and RDAT (till Web Based Soft Ware would be launched)
- v. VTP will enter data about the trainees on the web based software, once it is operationalised. Since it may not be possible to cover all the above mentioned points in the advertisement, it is instructed that the VTP would display the relevant information and also provide the same to the aspirants through 'Counselling Centre' in their premises. VTPs should issue admission notice, as above, from time to time for the courses that it is offering and may also circulate publicity materials such as pamphlets, brochures etc. in order to create awareness about the courses, facilities from the MES funds.
- vi. The Candidates will be selected based on the minimum qualifying criteria of Age and Education. In case, where there are limited seats available with the VTP, the admission of the eligible candidates would be done on the basis of merit. Seats would be filled up as per the Reservation Policy applicable in the State in which the VTP is located.

As per the 'MES Curricula approved by NCVT (as on 31.03.10)', exemption will be given to the candidates who have passed the National Trade Certificate (NTC) under Craftsman Training Scheme (CTS), National Apprenticeship Certificate (NAC) and Diploma/ Degree in Engineering from appearing in relevant level-I MES course with minimum educational qualification and the candidates who possess minimum educational qualification with minimum 3 years experience in relevant trade shall be allowed directly to appear in the advanced level-II MES course examination.

#### **C.4 Course Structure and Fee for Training**

VTPs impart training to students for the courses approved by DGE&T under the SDIS as per the approved curricula. The VTP will structure the course schedule as per the composition of the student requirements and availability of resources at its premises. The duration of the courses is as given in List of MES Curricula approved by NCVT. The training fee which includes cost of material, honorarium, etc. has been prescribed as follows:

<b>Sr. No.</b>	<b>Module Duration</b>	<b>Training Fee</b>
1	upto 90 hrs	₹ 500.00
2	from 91 hrs to 180 hrs	₹ 1000.00
3	from 181 hrs to 270 hrs	₹ 1500.00
4	more than 270 hrs	₹ 2000.00

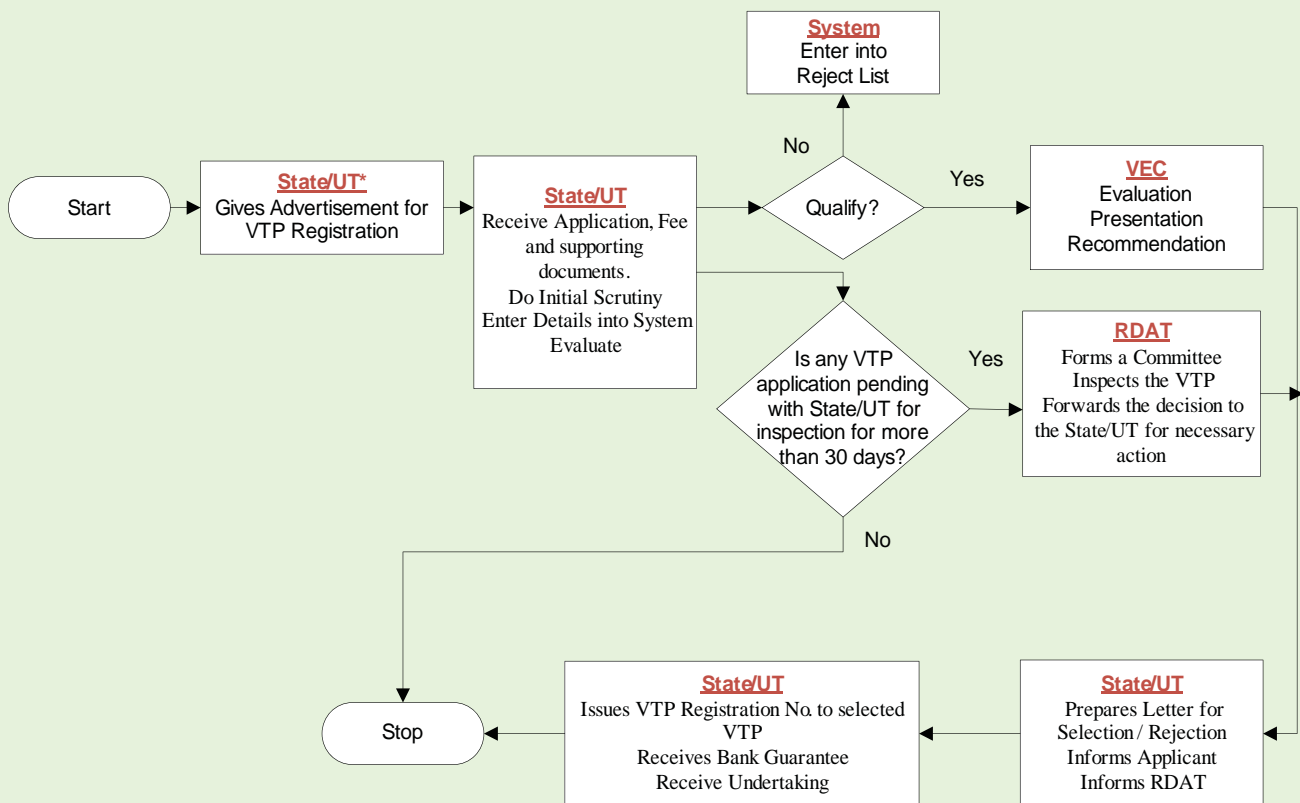
Candidates belonging to disadvantage group, physically challenged and women are given a relaxation of 25% in training fee & assessment fee. In order to motivate trainees to take the training programme seriously, training fees and assessment fee of all those trainees who successfully complete the training is refunded to them by State/UT.

## **C.5 Reimbursement of Training cost**

- i. The SDI Scheme has the provision of reimbursement of Training cost to the Vocational Training Providers. The amount for reimbursement has been fixed at the rate of ₹ 15/- per person per hour for the students who are successfully trained by the registered VTP.
- ii. The VTP is eligible for training cost reimbursement only after its students have successfully undergone assessment by the Assessing Body. After declaration of Result and issue of certificate by respective RDAT, VTP will submit the Bill for re-imbursement of Training Fee to respective State/UT. State/UT will make payment. An attempt should be made to make such payments through ECS.
- iii. State Directors furnish details to the DGE&T, New Delhi through six RDATs indicating number of persons to be trained in a financial year three months before the start of a financial year.
- iv. DGE&T would take necessary approval from Integrated Finance Department for releasing payment to the ITIs/ITCs @ ₹ 15/- per trainee per hour through State/UT. State Societies shall ensure that the training fee charged from the trainees is reimbursed to the successful candidates by the VTPs. Apex Committee can revise rate of reimbursement of training cost and the procedure for release of funds.
- v. Grants in Aid released to the State/UT should be utilized exclusively for the purpose for which it has been sanctioned conforming to the provisions of the GFR.
- vi. Funds will be transferred to the State Society which, in turn, shall make the payments towards reimbursements. The payment towards all reimbursement claims shall be settled within 30 days from the date of receipt of bills. If there are any discrepancies in the bills submitted by the VTPs and ABs, the Society shall return the said bills within 10 days from the receipt of bills. In case, if the disbursement against the authentic bills is not made within the stipulated period, the Society will pay interest @ 12% per year for the delay at their end and this extra interest burden will have to be met by the respective State Govt. from its own resources.

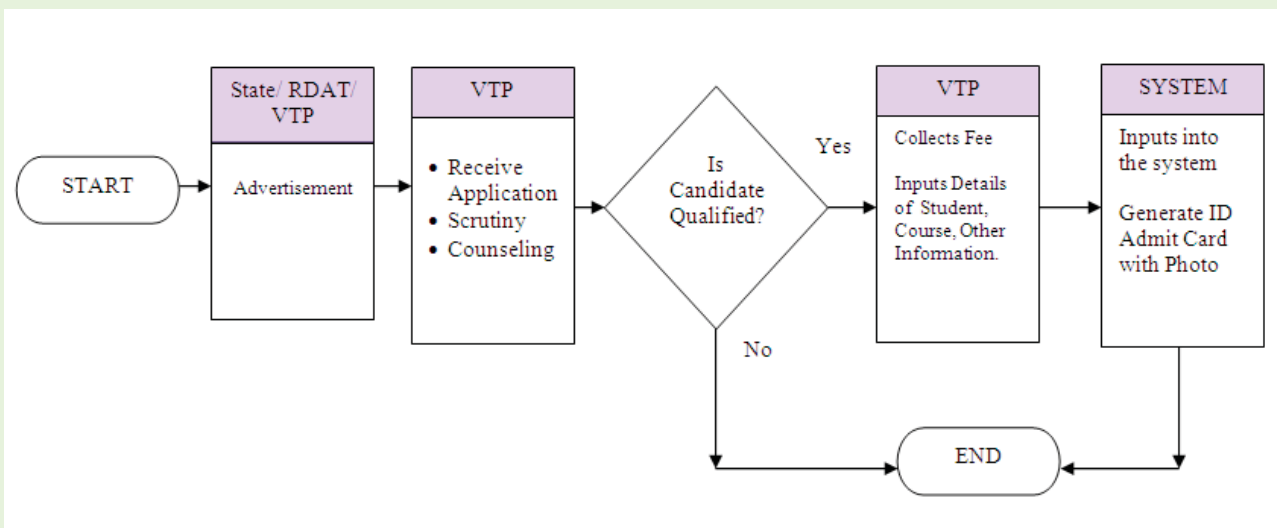


## Process Flow Diagram 1: Overview of VTP Selection Process



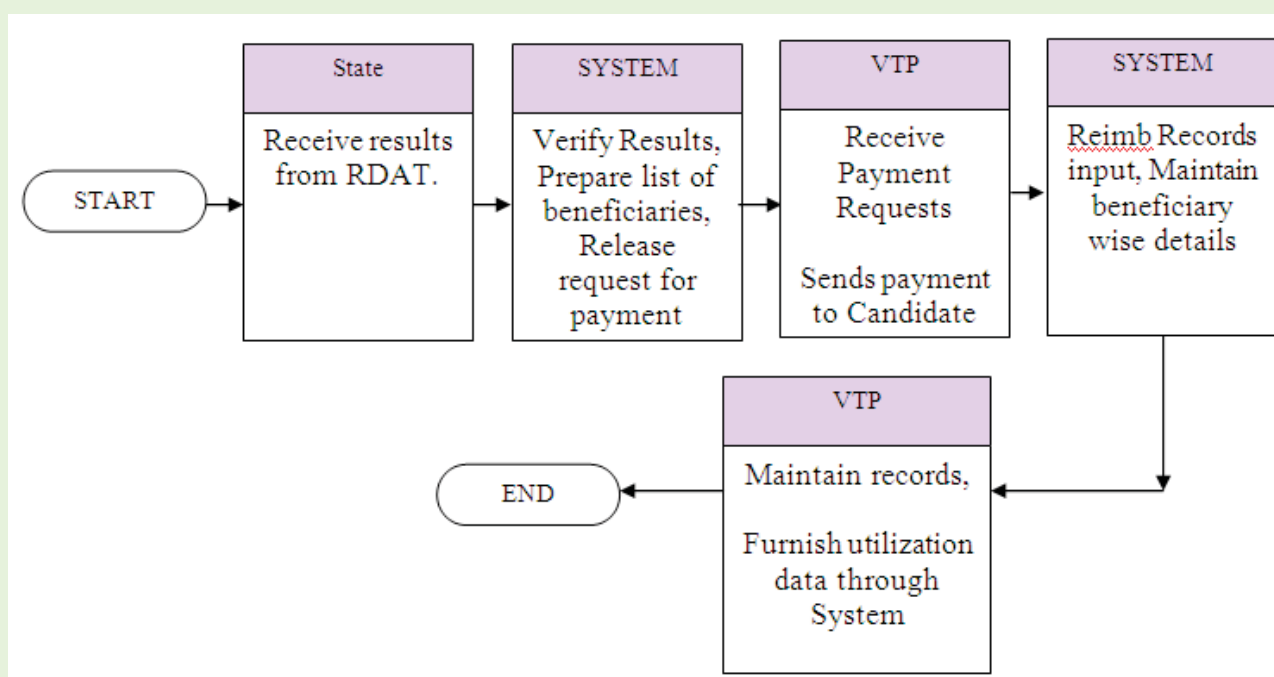
\* Though it is the primary responsibility of State/UT administration to issue the advertisement, however RDAT/DGE&T may also issue the advertisement.

## Process Flow Diagram 2: Overview of Student Selection Process by VTP

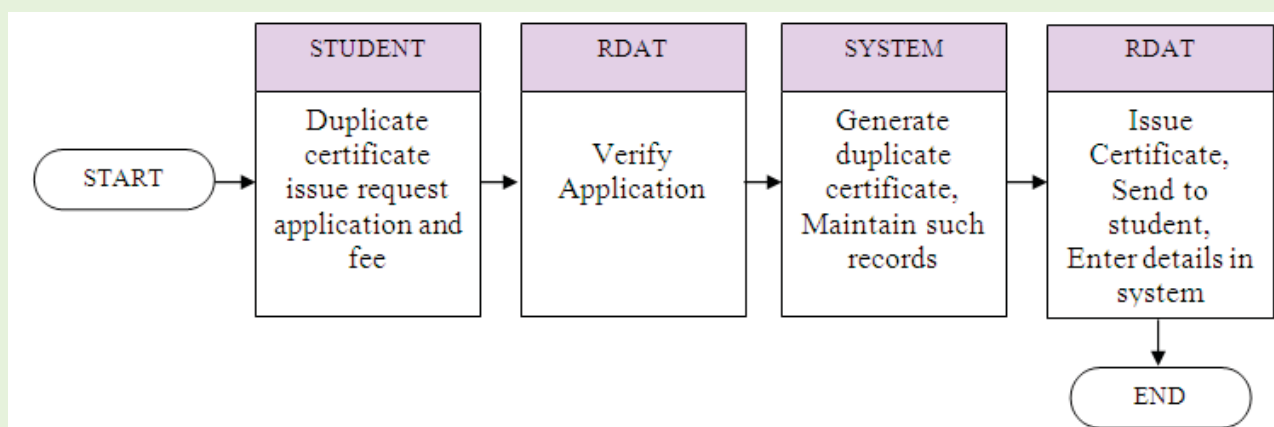




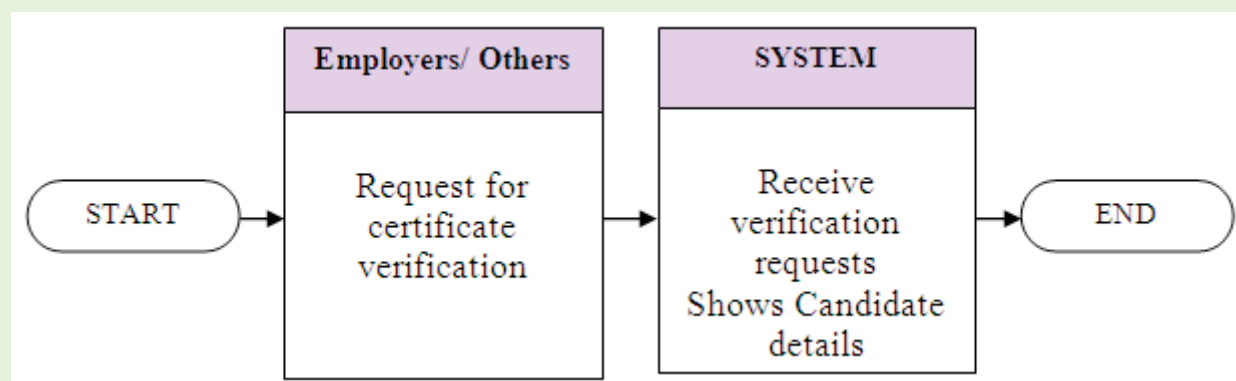
**Process Flow Diagram 3: Overview of Re-imbursement procedure to VTP**



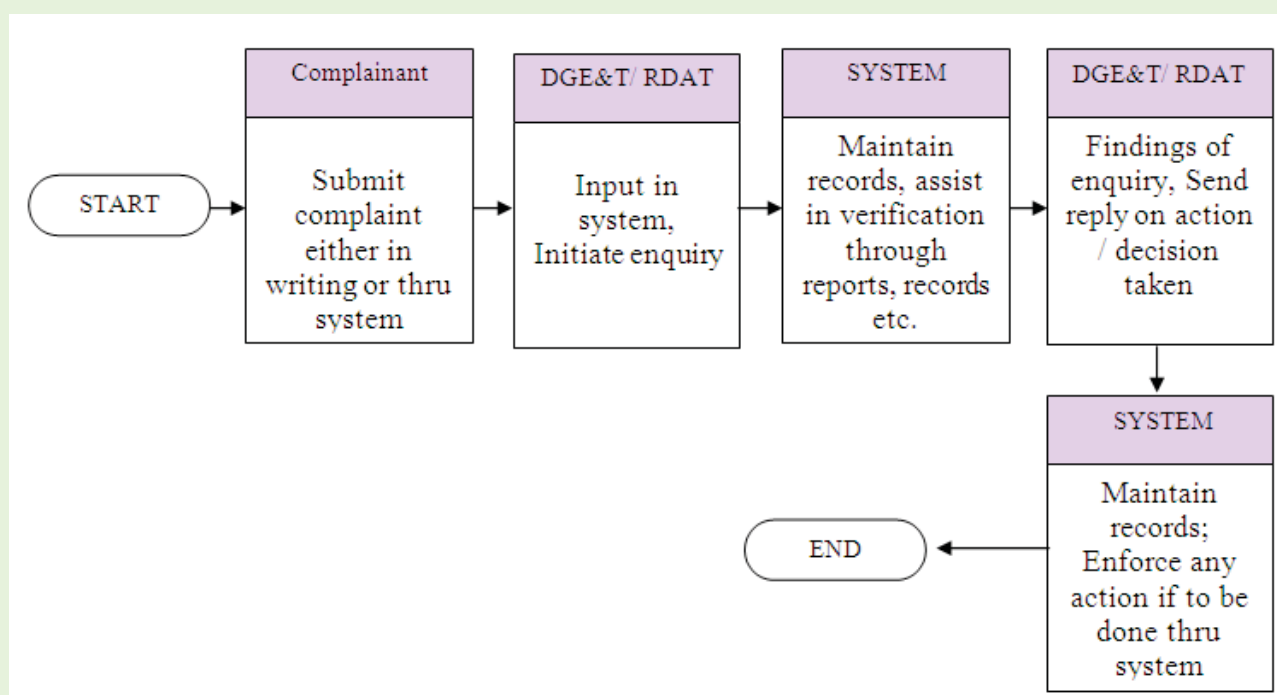
**Process Flow Diagram 4: Overview of procedure of issuance of duplicate certificate**



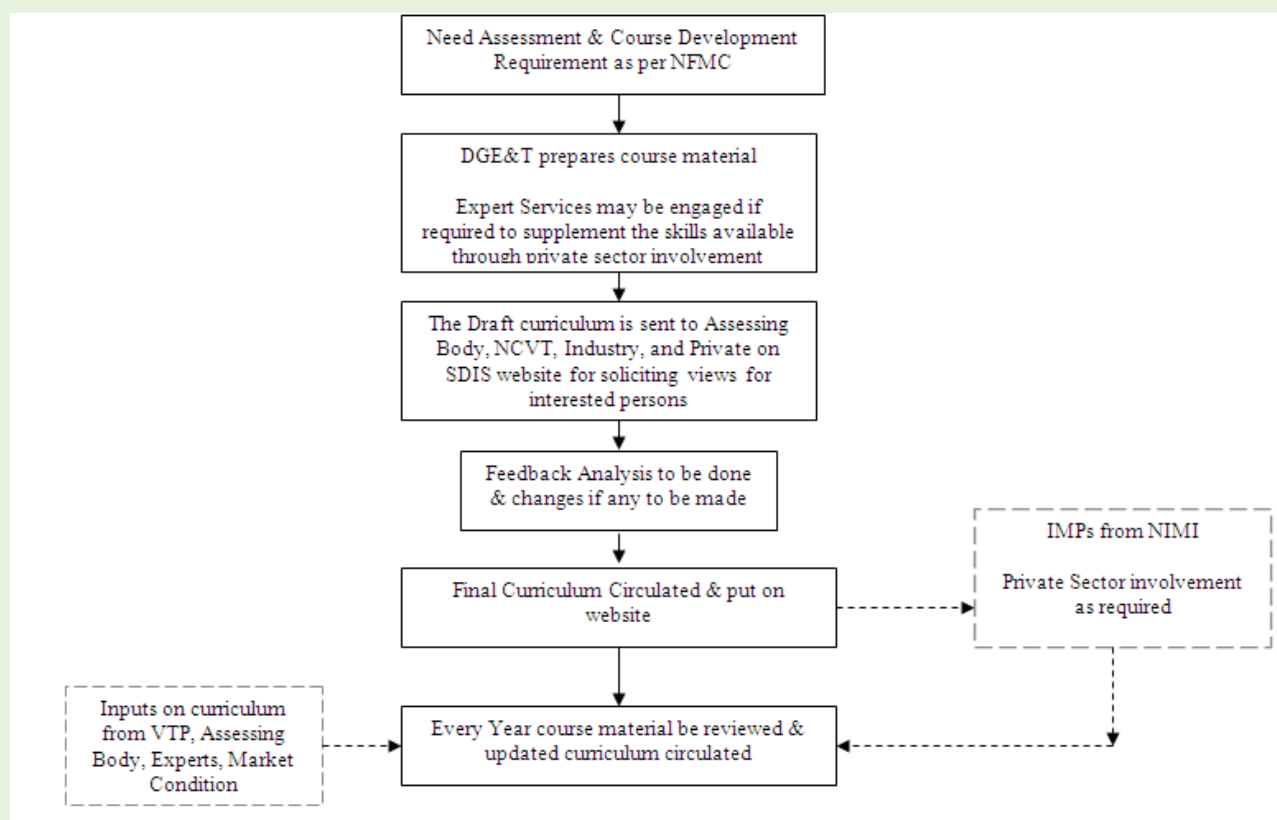
**Process Flow Diagram 5: Overview of certificate verification request procedure**



## Process Flow Diagram 6: Overview of Complaint Grievance Handling Procedure



## Process Flow Diagram 7: Course/Curriculum/Development Process



## D. Testing and Certification

### D.1 Assessing Bodies

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

#### D.1.1 Criteria for Selection of Assessing Body

Following parameters are considered while selecting assessing bodies:

- Should be an Industry/Employers' Association or any organisation having expertise in assessment of competencies. Organizations having experience in testing of competencies would be preferred.
- Should not be a training provider under the scheme.
- Should have branches or operations at state/regional/all India level.
- Should be an Income Tax assessee
- Should have experts of repute and integrity in different industrial trades and technology.
- Should have accredited by Quality Council of India. Such registered Assessing Bodies will have to get the ISO 17024 Certificate within one year of registration failing which they will automatically be de-registered.
- Apex Committee can review and revise the criteria.

#### D.1.2 Terms & Conditions for Assessing Bodies

##### D.1.2.1 Assessing bodies abide by the following terms and conditions:

1. Assessing Body (AB) shall conduct testing in respect of States and Sectors allotted by Directorate General of Employment and Training (DGE&T) under Skill Development Initiative Scheme. The testing shall be done only for MES courses under the sectors approved by the National Council for Vocational Training.
2. Assessing Bodies (ABs) shall apply for accreditation to Quality Council of India (QCI) by November 2010 failing which the ABs will be deemed to be de-registered from the list. Thereafter, ABs shall get themselves accredited from QCI by May, 2011 failing which ABs will be deemed to be de-registered. The ABs shall get ISO 17024 accreditation within a year from the date of accreditation from QCI.

3. Assessing body will not engage any franchises for undertaking assessment on their behalf. Assessing Body shall have office/infrastructure within the State/UT they have been permitted to conduct the assessment.
4. Assessing Body shall form a panel of assessors of high repute and integrity, State wise and MES sector wise and forward their name, address, qualifications, experience, contact nos., photographs to the DGE&T. Assessing Body shall upload the list of assessors with their addresses and phone nos. on the websites. These assessors shall be trained and certified by QCI after which they will be registered with DGE&T who will issue them identity cards with unique Id (Sector wise/State wise). The assessment can be carried out only by these authorized Assessors.
5. Assessing Body shall send their Assessors for training when conducted by DGE&T.
6. Assessing Body should conduct assessment only at the training centres of VTP or designated testing centres pre inspected by competent authorities.
7. Normally testing will be done at the training centre of concerned VTP. However, if the Assessing Body plans to carry out testing at their places, it shall draw a list of testing centres and such list will be sent to concerned RDAT and State Director for record. Testing shall be conducted at the authorised training centre or authorised testing centre only.
8. Assessment Batch size shall not be more than the prescribed i.e. 20 in case of Manufacturing and 30 in case of services, agriculture and allied sectors.
9. Assessment Batch Number (ABN) will be issued by RDATs.
10. Assessing Body shall reimburse to the TC expenses, at rate of 10%, towards conduct of assessment.
11. Assessing Body shall not enter into any agreement with any other organization for similar work without obtaining prior permission of DGE&T.
12. Assessing Body shall maintain full and complete record pertaining to candidates registered, tested, passed, fee charged, testing centres, assessors, assessment fee etc. and shall preserve all the records for at least five years to make it available to the authorised representatives of DGE&T/RDAT at any time.
13. Assessing Body shall open a separate bank account for MES scheme and all receipts & payments in this regard shall be made in this account only.
14. Assessing Body shall not charge more assessment fee than prescribed by the DGET. DGE&T reserves the right to review and revise the assessment fee as and when required.
15. RDAT shall maintain a roster of ABs sector-wise and state-wise and assign them to VTPs in order of conclusion of their training programmes, so that the same Assessing Body does not assess the same VTP again and again.

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

#### **D.1.2.2 Procedures to be followed for testing under Direct Testing :-**

1. Assessing body shall conduct assessment twice in a month regularly at the specified centres and give wide publicity for conducting the same through different media.
2. Assessing Body shall be responsible for registration of candidates for testing and collection of assessment fee. It may do so directly or through its authorised designated testing centres or Vocational Training Providers.
3. Assessing Body shall send list of candidates to be assessed to RDAT in the prescribed Proforma, who in turn shall acknowledge the same by allotting a unique Assessment Batch Number (ABN).
4. RDAT shall make schedule of trade test, including date, time and list of candidates and the location of designated Testing Centres under intimation to ABs.
5. Assessing Body shall inform TC well in advance about the courses, candidates' list, cost to be reimbursed, etc. in respect of trade testing.
6. Assessing Body shall be responsible for preparation of test question papers based on the approved assessment criteria i.e. theory, practical and viva voce for particular competency as approved by NCVT. The Assessing Body shall also provide a copy of the question paper along with claim bill to State/UTs.
7. AB shall carry out the testing as per the assessment methodology / marking instructions for the guidance of the assessors prepared by DGE&T.
8. Assessing Bodies shall communicate the outcome of assessment to the RDATs within 07 days from the date of assessment for declaration of results and issue of certificates by the RDATs.
9. Assessing Body shall consolidate the result of assessment and enter all the results on to the web based software and also forward a hard copy to the concerned RDAT by the fastest mode indicating therein, the name of certified assessor along with unique Id number etc.
10. RDAT shall distribute the certificates to the ABs who in turn will distribute the same to concerned candidates within 7 days. The ABs shall also reimburse assessment fee to the successful eligible candidates along with the certificate.
11. AB would claim the re-imbursement of assessment fee in case of SC/ST/OBC/ Women, and physically handicapped candidates and poorer section of the society from respective State/UT giving details of reimbursement made to successful eligible candidates. State/UT shall reimburse the same to the AB.

#### **D.1.2.3 Training and Assessment of trainees trained by a VTP**

1. Assessing Body (AB), empanelled for the specific sector(s) and State(s), shall be awarded assessment of trained candidates of registered VTP by RDAT according to the roster. AB shall collect assessment fee of the candidates trained through a bank draft from VTP.

2. VTP, in case approved as Testing Centre (TC), would deposit the Assessment Fee (AF) with the AB after deducting the expenses @ 10 % incurred in assessment.
3. ABs would confirm the suitability of the date of assessment in consultation with the VTP/TC, which should preferably be one month before the completion of training and communicate the same to the office of State Director and RDAT. State Director and RDAT, on random basis, shall visit the TC on assessment date as observer/inspector and prepare an Assessment Report (AR) in the specified proforma duly signed by them and the examination I/C from VTP/TC.
4. Assessing Body shall consolidate the result of assessment and enter all the results on to the web based software and also forward a hard copy to the concerned RDAT by the fastest mode indicating therein, the name of certified assessor along with unique Id number etc.
5. Assessing Body shall prepare results within 7 days after administering the assessment and up load the same on Web Based Software (WBS) for scrutiny, approval and declaration by the concerned RDAT within next three days.
6. RDAT shall distribute the certificates to the VTPs who ,in turn, will distribute the same to the concerned candidates within 7 days. The ABs shall also reimburse assessment fee of the successful eligible candidates to the VTP for distribution to candidates.
7. AB would claim the re-imbursement of assessment fee from respective State/UT giving details of reimbursement made to successful eligible candidates. State/UT shall reimburse the same to the AB.

#### **D.1.2.4 General**

Assessing Body shall be responsible for any claim or dispute arising out due to assessment done by it. DGE&T will not be a party to any such dispute. DGE&T reserves the right to cancel / alter / modify these terms & conditions at any point of time without giving any notice. DGE&T reserves the right to cancel the empanelment in case the stipulated terms & conditions are not adhered to by Assessing Body and no claims / damages etc., whatsoever, will be made to Assessing Body on account of this cancellation. In case of any dispute, decision of Ministry of Labour and Employment will be final and binding on Assessing Body.

## **D.2 Testing Centres (TCs)**

Assessment of the persons is done in designated Testing Centers (TCs). Assessing Bodies will select testing centers. The State /UT Governments will provide necessary support to the assessing bodies in selecting the Testing Centers. All VTPs and government ITIs affiliated to NCVT function as TCs. The assessing bodies will provide details of selected TCs along with skill areas in which assessment can be done to the respective RDATs . Testing Centres will enter into agreement with the assessing bodies for at least two years Copy of such MOU should be sent to respective RDAT. All Testing Centres (TCs) declared by ABs prior to assessment shall be inspected by a committee comprising representative of RDAT, State Director and Industry expert.

### **D.3 Assessment/Testing Fee**

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

### **D.4 Reimbursement of Assessment Fee**

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

#### **D.4.1 Methodology for Reimbursements**

##### **D.4.1.1 For students undergoing assessment after training**

Within a week of commencement of training, VTP would send the details of the trainees engaged under MES to respective RDAT/State in specified Proforma seeking the date of assessment and name of the Assessing Bodies allotted through electronic e-mail. RDAT shall allot the AB and fix the date of Assessment and Training Center through electronic e-mail. Once the Assessment schedule has been fixed, the VTP would provide the student details to the Assessing Body with a copy to the respective RDAT. After the assessment, the AB would prepare the results and send it to the respective RDAT within seven days. Based on the results, the RDAT would prepare the Certificates within a week and dispatch it to the ABs for sending the same to the trainees within two days. The State/UT will make payment to the respective VTPs. It would be the responsibility of the VTP to re-imburse the training fee to the students within a stipulated time period. The VTP will have to furnish a certificate to the State/UT within fifteen days from the date of receipt of cheque/s that they have reimbursed all the money to the successful students.

##### **D.4.1.2 For students undergoing assessment directly**

The student who wishes to undergo assessment only would approach the AB directly. The student would apply in the prescribed format and attach the supporting documents. The AB would verify the documents submitted by the student and note whether the student is eligible for reimbursement after passing the test. After the Assessment, the AB would send the consolidated results to the RDAT within 7 days.



The RDAT would prepare Certificates and will send the list of successful candidates to the State/UT and AB. AB will submit the Bill for re-imbursement of Assessment fee of the successful candidate to respective State/UT to make payment through ECS.

RDAT will prepare certificates within seven days of receipt of result from Assessing Body and will send to ABs for onwards transmission to the trainees within two days.

## **D.5 Testing and Certification Procedure**

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

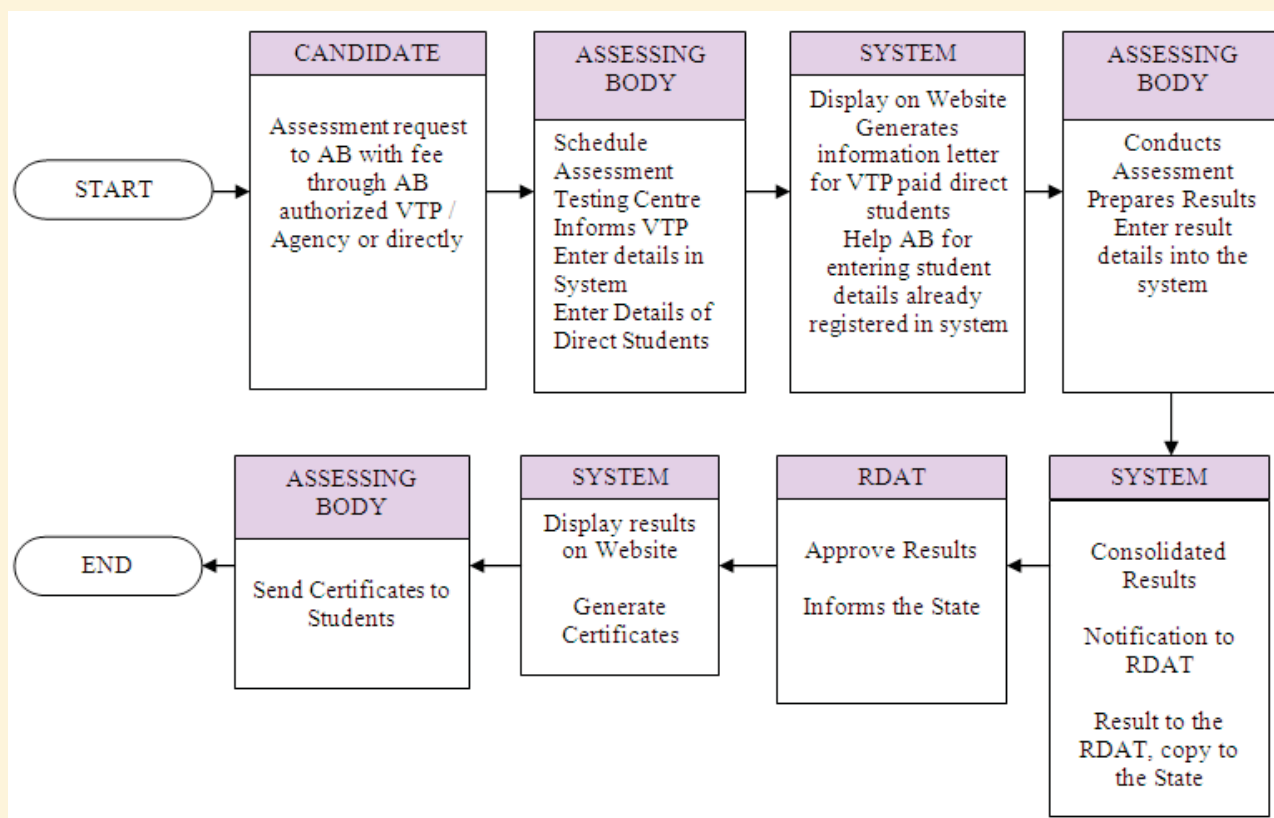
- i. Assessing Body (AB) will draw a list of testing centres (TC) and it will provide details of selected TC to the RDAT and respective State/UT. TCs shall be inspected.
- ii. ABs will empanel assessors – sectorwise and area wise and get them registered with DGET, New Delhi till Web based software is in place.
- iii. AB or its authorised TCs will collect testing fee and register the candidates on Web based software/ manually (Annex II).
- iv. Assessing Body will process the registration data & dispatch call letter to candidates indicating details about TC, date, etc.
- v. Assessing Body will prepare test (question) papers based on the assessment criteria / competency based standards (Question Bank) approved by NCVT & dispatch to the assessors identified by it.
- vi. Assessing Body will also communicate to the TC the following:
  - Details of candidates to appear for test in various MES courses (Name of trade/ area).
  - Details of assessors selected with their contact details.
  - Requirement of infrastructure, raw materials, etc.
  - Cost to be reimbursed by Assessing Body. A minimum of 10% of Assessment fee has to be paid to TC by AB.
- vii. TC will make necessary arrangements for test as per direction given by Assessing Body.
- viii. Assessing Body will prepare assessment guidelines & marking procedures for the guidance of assessors.
- ix. Tests are conducted in TCs by the assessors appointed by the AB. Assessment would include theory test, Practical test and Viva voce. The practical test should include all competencies enshrined in the course module.
- x. Assessing Body will reimburse cost to TC & to assessors.
- xi. Assessor will prepare result immediately and send it to the Assessing Body.
- xii. Assessing Body will consolidate result and will enter the results into Web based software & communicate to the RDAT through e-mail.

## **D.6 Certificate**

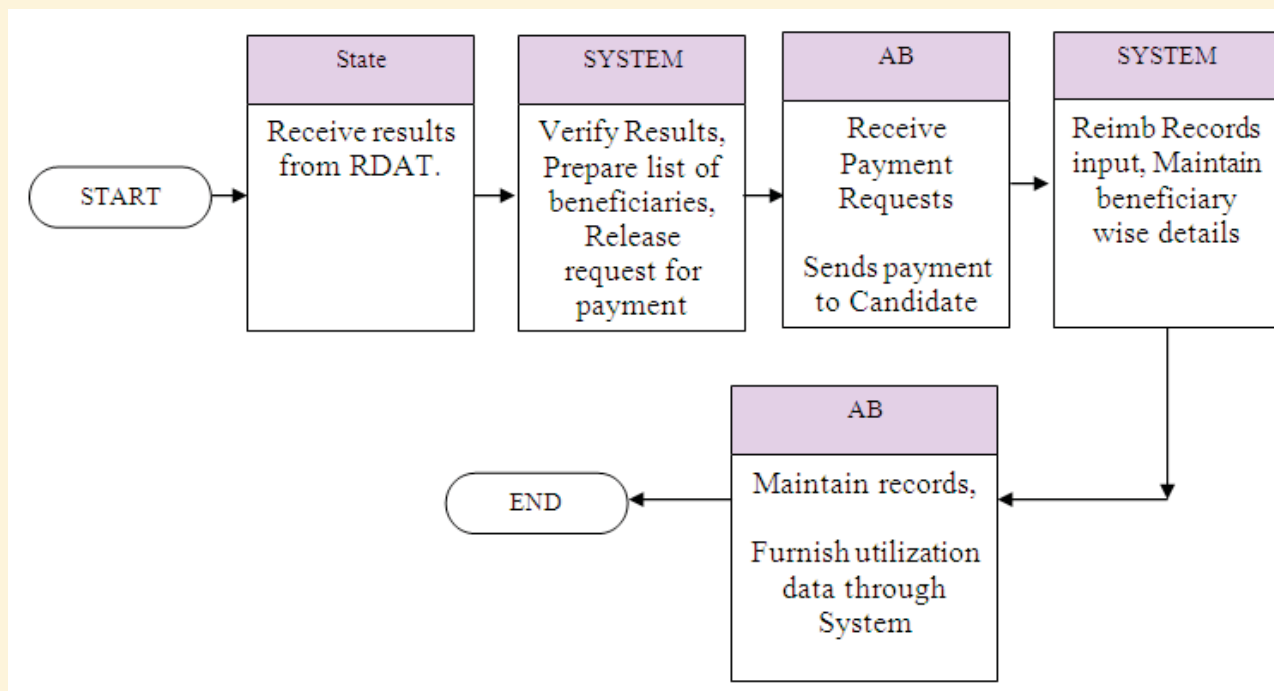
Successful persons are awarded certificates issued by National Council for Vocational Training (NCVT).



**Process Flow Diagram 8: Overview of Assessment Process and Issuance of certificate**



**Process Flow Diagram 9: Overview of Re-imbursement Procedure to Assessing Body**



## E. Project Management, Monitoring & Evaluation

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

# 5

## Project Management, Monitoring and Evaluation

### E.1 Apex Committee for SDI/ MES

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

#### E.1.1 Composition of Apex Committee

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

#### **Representatives from Central Government Ministries / Deptts. (Secretary or their representative, not below the rank of Joint Secretary)**

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

#### **Representatives of Trade Unions**

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

#### **Representatives of Employers' organisations**

12. Confederation of Indian Industry (CII), New Delhi
13. Associated Chambers of Commerce & Industry of India (ASSOCHAM), New Delhi
14. Federation of Indian Chamber of Commerce & Industries (FICCI), New Delhi
15. Federation of Indian Micro and Small & Medium Enterprises, N.Delhi
16. PHD Chamber of Commerce & Industry, New Delhi

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

17. Maharashtra
18. Tamil Nadu

### E.1.2 Functions of Apex Committee

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

### E.2 National Project Management Cell (NPMC) and Regional Cells (RDAT)

A National Project Management Cell (NPMC) in DGE&T Hqrs. and six regional cells in RDATs have been set up. These are responsible for implementation as well as monitoring of the activities of SDI/ MES Scheme in the country. These cells are equipped with modern office equipment, fax, photocopier, computers, laptop computer, projector, printers, scanner, high speed internet connection, exclusive telephone line with STD facility, video conferencing etc. The NPMC and regional cells are under the administrative control of Directorate General of Employment and Training in the Ministry of Labour & Employment, which is the coordinating agency.

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

### E.3 State Societies at State Level

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

#### E.3.1 Composition

This committee has 11 members:-

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

### **E.3.2 Functions**

- i. Assess labour market demand.
- ii. Give wide publicity to the scheme.
- iii. Invite applications from VTPs, scrutinise the same.
- iv. Maintain list of approved VTPs.
- v. Issue admission notice as per prescribed admission guidelines.
- vi. Ensure the implementation of prescribed training fee in the VTPs.
- vii. Prepare annual training plan for the State and send the same to RDAT/DGET at least three months before start of the financial year.
- viii. Ensure the implementation of reservation policy for SC/ST, women and others in respect of training places in VTPs.
- ix. Provide support to the assessing bodies in conducting tests.
- x. Monitor and evaluate the outcome of the scheme.
- xi. Prepare guidelines for inspecting VTPs.
- xii. Ensure proper utilisation of funds released to the VTPs.
- xiii. Re-imbursement of training cost to VTP through ECs within 30 days.
- xiv. Re-imbursement of assessment fee to ABs through ECS within 30days.
- xv. Registration of VTPs.
- xvi. Issuance of Fund utilization certificate to DGE&T.

### **E.4 Functions of the Regional Directorate of Apprenticeship Training (RDAT)**

- i. Periodic inspections of the training conducted by the Vocational Training Provider (VTP), preparation of the Inspection Report and its submission to the State/Society/VTP for their immediate compliance with a copy to NPMC (DGE&T) through electronic media. In case, during periodical inspection of VTPs, RDAT finds any deficiency in training infrastructure, qualified trainers, it will send report to DGET, New Delhi/State for taking necessary action. Direct Assessment of candidates will be recommended only to State/UT for which no reimbursement of training cost will be made by the State/Society to the VTPs concerned.
- ii. Periodic inspections of the assessment works carried out by assessing bodies, preparation of Inspection Report and its submission to the State/Society/TC for their immediate compliance with a copy to NPMC (DGE&T) through electronic media.
- iii. Quality assurance and overall supervision of implementation of the SDI Scheme by the Stakeholders.
- iv. Promotion and Publicity of the SDI Scheme through print or electronic media in regular intervals.
- v. Monitoring the report of registration of candidates enrolled for training under the SDIS by getting the information within a week of the commencement of training from the registered VTP.

- vi. Monitoring of reports of registration of candidates by Assessing Bodies (AB) and allotment of Batch number under Direct Candidate Assessment (DCA) and confirmation of the suitable dates and Testing Centres.
- vii. Communication / confirmation of unique “Assessment Batch Number” (ABN) under ‘Training Candidate Assessment’ (TCA) or Direct Candidate Assessment (DCA) and allotment of AB within a week to both VTP and AB.
- viii. Monitoring of Assessment Schedule forwarded by AB to RDAT through electronic media within 7days before the date of assessment.
- ix. Verification of results submitted by the assessing bodies along with their feedback on quality of training.
- x. Issuing of certificates to the trainees through ABs within a week time.
- xi. Maintenance of records of certificates issued and timely submission to NPMC.
- xii. Submission of various reports in regular interval to NPMC (DGE&T)

### **E.5 Web based software for implementation, monitoring and evaluation**

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

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

- i. On line registration of persons seeking training or testing of their skills
- ii. Call letters will be generated date of admission will be self generated and no admission will be allowed in the middle of the session.
- iii. Reports about number of persons undergoing training – course-wise and in which VTPs can be generated.
- iv. Reports about numbers of persons trained - course wise and by which VTPs and when, can be generated.
- v. Reports about number of persons assessed - course wise and by which Assessing Body and when, can be generated.
- vi. Reports about number of persons certified - course wise and by which Assessing Body and when can be generated.
- vii. Information about VTPs along with courses offered,
- viii. Information about TCs along with details of courses in which testing can be done.
- ix. information about assessing bodies
- x. Certificates will be prepared.
- xi. Trained persons can place their Curriculum Vitae for seeking employment.
- xii. Employers can place their requirements for skilled persons

## E.6 Efficiency of training

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

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

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

### E.6.1 Evaluation of the performance of the VTP

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

Grading	Pass rate of trainees who appeared in tests during a period of 6 months (Apr-Sep, Oct- Mar)	Employment rate of passed out trainees
A	80% and above	80% and above
B	60%- 80%	60%- 80%
C	Less than 60%	Less than 60%

List of VTPs along with ratings is provided on the SDI/ MES website. Registration of the VTP is cancelled if it gets 'C' grade, in two consecutive times. The VTP is able to apply for a fresh registration not before one year from the date of cancellation of the registration. From 3rd year onwards, employment rate of trainees is also considered in the rating.

### E.6.2 Tracer studies

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

### E.6.3 Mid-term review of the scheme

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

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

## E.7 Expectations from Stakeholders

### **Employers & employees organizations:**

- i. Forecasting of emerging areas for employment and skill mapping
- ii. Developing of competency standards

- iii. Providing guest faculty & assessors
- iv. Training of trainers & assessors
- v. Encouraging & deputing workers for training
- vi. Making available training & testing facilities
- vii. Monitoring & evaluation
- viii. Assisting trainee in getting employment

**International Organizations:**

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

**State Governments:**

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

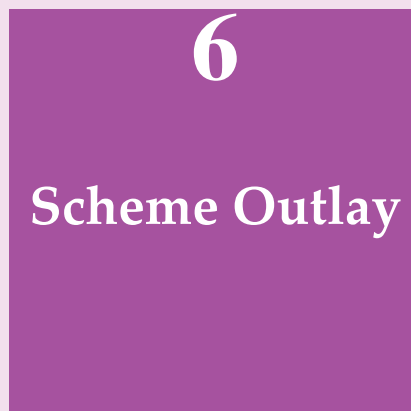
**NGOs/ Vocational Training providers:**

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

## F. Scheme Outlay

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

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



### XI Plan (Expenditure in ₹ Crore)

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



**Skill Development Initiative Scheme (SDIS) based on  
MODULAR EMPLOYABLE SKILLS**

**List of MES Courses approved by NCVT**

**(The updated list may be downloaded from website: [www.dget.gov.in/mes](http://www.dget.gov.in/mes))**

Sl. No.	MES Course Code	Sector / Course	Minimum Educational Qualification & MES Course	Duration of Training (hours)	Test Fee (₹)
	<b>AUR</b>	<b>AUTOMOTIVE REPAIR</b>	<b>Minimum age-14 years</b>		
1.	AUR101	Basic Automotive Servicing (4 Wheelers)	5 <sup>th</sup>	180	800/-
2.	AUR102	Basic Automotive Servicing (2-3 wheelers)	5 <sup>th</sup>	180	800/-
3.	AUR203	Repair & Overhauling of 2 wheelers( moped)	5 <sup>th</sup> +AUR102	210	800/-
4.	AUR204	Repair & Overhauling of 2 wheelers (scooter)	5 <sup>th</sup> +AUR102	240	800/-
5.	AUR205	Repair & Overhauling of 2 wheelers (motor cycle)	5 <sup>th</sup> +AUR102	270	800/-
6.	AUR206	Repair & Overhauling of 3 wheelers	5 <sup>th</sup> +AUR102	270	800/-
7.	AUR207	Repair & Overhauling of engine systems (petrol/ diesel)	5 <sup>th</sup> +AUR101	320	800/-
8.	AUR208	Repair & Overhauling of Chassis system (Light Vehicle)	5 <sup>th</sup> +AUR101	320	800/-
9.	AUR209	Repair & Overhauling of Chassis system (Heavy Vehicle)	5 <sup>th</sup> +AUR101	320	800/-
10.	AUR210	Repairing of Auto Air Conditioning System	5 <sup>th</sup> +AUR101	240	800/-
11.	AUR211	Wheel Alignment & Balancing	5 <sup>th</sup> +AUR101	120	800/-
12.	AUR212	Minor Repair of Auto Body	5 <sup>th</sup> +AUR101	210	800/-
13.	AUR213	Auto Body Painting	5 <sup>th</sup> +AUR101	180	800/-
14.	AUR214	Diesel Fuel injection Technician	5 <sup>th</sup> +AUR101	180	800/-
15.	AUR215	Repair & Overhauling of Auto electrical & Electronic system	8 <sup>th</sup> +AUR101	320	800/-
16.	AUR116	Bicycle and Tricycle repair	5 <sup>th</sup>	180	500/-
17.	AUR 117	Sun Control Film Fixing	5 <sup>th</sup>	60	500/-
18.	AUR 118	Driver cum Peon	8 <sup>th</sup>	180	800/-
	<b>BAN</b>	<b>BANKING &amp; ACCOUNTING</b>	<b>Minimum age-14 years</b>		
19.	BAN101	Accounting	12 <sup>th</sup>	450	500/-
	<b>BEA</b>	<b>BEAUTY CULTURE &amp; HAIR DRESSING</b>	<b>Minimum age-14 years</b>		
20.	BEA101	Basics of Beauty and Hair Dressing	8 <sup>th</sup>	150	800/-
21.	BEA202	Massage Therapist	8 <sup>th</sup> +BEA101	60	800/-
22.	BEA203	Make up Artist	8 <sup>th</sup> +BEA101	90	800/-
23.	BEA204	Facial Therapist	8 <sup>th</sup> +BEA101	120	800/-
24.	BEA205	Hair stylist	8 <sup>th</sup> +BEA101	120	800/-
25.	BEA206	Hair Colorist	8 <sup>th</sup> +BEA101	60	800/-
26.	BEA207	Hair cutting Specialist	8 <sup>th</sup> +BEA101	120	800/-
27.	BEA308	Beauty Therapist	10 <sup>th</sup> +BEA202+203+204	120	800/-
28.	BEA309	Hair Therapist	10 <sup>th</sup> +BEA205+206+207	120	800/-

	CAR	CARPET	Minimum age-14 years		
29.	CAR101	Hand knotted Woolen Carpet Manufacturing	5 <sup>th</sup>	240	800/-
30.	CAR102	Tibetan Carpet Manufacturing	5 <sup>th</sup>	240	800/-
31.	CAR103	Flat woven Durries Manufacturing	5 <sup>th</sup>	240	800/-
32.	CAR104	Hand Spinning of Woolen Carpet Yarn	5 <sup>th</sup>	240	800/-
33.	CAR105	Hand Spinning of Cotton Carpet Yarn	5 <sup>th</sup>	240	800/-
34.	CAR106	Hand tufted Carpet Manufacturing	5 <sup>th</sup>	240	800/-
35.	CAR107	Broadloom Carpet Manufacturing	5 <sup>th</sup>	240	800/-
36.	CAR108	Carpet Yarn Dyeing	5 <sup>th</sup>	240	800/-
37.	CAR109	Carpet Finishing	5 <sup>th</sup>	240	800/-
38.	CAR210	Hand knotted Silk Carpet Manufacturing	5 <sup>th</sup> +CAR101/102/103	240	800/-
39.	CAR211	Natural Fibers for Carpets	5 <sup>th</sup> +CAR103/104/105	240	800/-
40.	CAR112	Manufacture of fabric related to Carpet	5 <sup>th</sup>	150	800/-
41.	CAR213	Spinning of Woolen Carpet yarn	8 <sup>th</sup> +CAR104	240	800/-
42.	CAR214	Entrepreneurship & Export Management	10 <sup>th</sup> +any one of MES level I course	240	800/-
43.	CAR215	Spinning of Cotton Carpet yarn	10 <sup>th</sup> +CAR105	240	800/-
44.	CAR216	Carpet Backing	10 <sup>th</sup> +CAR106/107	240	800/-
45.	CAR217	Carpet yarn dyeing with Natural Dyes	10 <sup>th</sup> +CAR108	120	800/-
46.	CAR218	Carpet Finishing	10 <sup>th</sup> +CAR109	240	800/-
47.	CAR219	Designing of fabric related to Carpet	10 <sup>th</sup> +CAR112	360	800/-
48.	CAR320	Modern Carpet Yarn Manufacturing	10 <sup>th</sup> +CAR214/215	120	800/-
49.	CAR221	Carpet Designing CAD	10 <sup>th</sup> +any one of MES level I course	240	800/-
50.	CAR222	Fundamentals of I. T. & its application in Carpet Industry	10 <sup>th</sup> /ICT101	240	800/-
	CHE	CHEMICAL	Minimum age-14 years		
51.	CHE101	Safety & General Awareness in Chemical Industry	8 <sup>th</sup>	90	800/-
52.	CHE202	Process Attendant Chemical Plant	8 <sup>th</sup> +CHE101	90	800/-
53.	CHE203	Mechanical Operation Attendant in Chemical Plant	8 <sup>th</sup> +CHE101	60	800/-
54.	CHE204	Maintenance Attendant Chemical Plant	8 <sup>th</sup> +CHE101	60	800/-
55.	CHE205	Instrument Attendant Chemical Plant	8 <sup>th</sup> +CHE101	90	800/-
56.	CHE206	Lab Attendant (Chemical Plant)	8 <sup>th</sup> +CHE101	60	800/-
57.	CHE107	Industrial Chemical Manufacturing Attendant	8 <sup>th</sup>	60	800/-
58.	CHE208	Heat Transfer Equipment Attendant (Chemical Plant)	8 <sup>th</sup> +CHE101	90	800/-
59.	CHE209	Mass transfer Equipment Operator	8 <sup>th</sup> +CHE101	60	800/-
60.	CHE210	Mass transfer Equipment Operator	8 <sup>th</sup> +CHE101	60	800/-
61.	CHE311	Maintenance of Pumps & Valves (Chemical Plant)	8 <sup>th</sup> +CHE209	90	800/-
62.	CHE212	Industrial Chemical Manufacturing Assistant	8 <sup>th</sup> +CHE107	60	800/-
63.	CHE213	Maintenance & Repairs of Pressure, Flow, Temperature and Level Instruments	8 <sup>th</sup> +CHE101	90	800/-
64.	CHE214	Advance Instrumentation & Control attendant	10 <sup>th</sup> +CHE101	90	800/-
	ELE	ELECTRICAL	Minimum age-14 years		
65.	ELE101	Basic Electrical Training	5 <sup>th</sup>	120	800/-
66.	ELE202	Repair of Home Appliance	8 <sup>th</sup> + ELE101	120	800/-
67.	ELE203	House Wiring	8 <sup>th</sup> + ELE101	120	800/-

68.	ELE204	Electronic Choke & CFL Assembling	8 <sup>th</sup> + ELE101	120	800/-
69.	ELE205	Transformer Winding	8 <sup>th</sup> + ELE101	120	800/-
70.	ELE206	Armature Winding	8 <sup>th</sup> + ELE101	120	800/-
71.	ELE207	Rewinding of AC/DC Motors	8 <sup>th</sup> + ELE101	120	800/-
72.	ELE208	Repair of Electrical Power Tools	8 <sup>th</sup> + ELE101	120	800/-
73.	ELE209	Maintenance of Batteries	8 <sup>th</sup> + ELE101	60	800/-
	<b>ELC</b>	<b>ELECTRONICS</b>	<b>Minimum age-14 years</b>		
74.	ELC101	Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS	8 <sup>th</sup>	120	800/-
75.	ELC202	Installation & Maintenance of DTH System	8 <sup>th</sup> +ELC101	60	800/-
76.	ELC203	Digital Videography (Editing and Mixing)	8 <sup>th</sup> +ELC101	150	800/-
77.	ELC204	Repair & Maintenance of washing machine and microwave oven	8 <sup>th</sup> +ELC101	60	800/-
78.	ELC205	Repair & Maintenance of TV Receiver	8 <sup>th</sup> +ELC101	180	800/-
79.	ELC206	Maintenance & Repair of Electronic Test Equipment	8 <sup>th</sup> +ELC101	240	800/-
80.	ELC207	Repair & Maintenance of Cellular Phone	8 <sup>th</sup> +ELC101	210	800/-
81.	ELC208	Repair & Maintenance of Intercom System	8 <sup>th</sup> +ELC101	150	800/-
82.	ELC209	Installation & Maintenance of Electronic Equipments in Cell Phone towers	8 <sup>th</sup> +ELC101	240	800/-
83.	ELC210	Repair & Maintenance PA & Audio Systems	8 <sup>th</sup> +ELC101	120	800/-
84.	ELC211	Repair & Maintenance Photocopier and Fax Machine	8 <sup>th</sup> +ELC101	120	800/-
85.	ELC112	Operation of clinical Equipment	8 <sup>th</sup>	180	800/-
86.	ELC113	Operation of ECG & ICCU Instruments	8 <sup>th</sup>	120	800/-
87.	ELC214	Maintenance of ECG & ICCU Equipment	8 <sup>th</sup> +ELC113/101/Work experience	120	800/-
88.	ELC115	Operation of X-Ray Machine & Dark room Assistance	8 <sup>th</sup>	120	800/-
89.	ELC216	Maintenance of X-Ray Machine	8 <sup>th</sup> +ELC115/101/work experience	240	800/-
90.	ELC117	Operation of Physiotherapy Equipment	8 <sup>th</sup>	120	800/-
91.	ELC218	Maintenance of Physiotherapy Equipment	8 <sup>th</sup> +ELC117/101/work experience	120	800/-
	<b>FAB</b>	<b>FABRICATION</b>	<b>Minimum age-14 years</b>		
92.	FAB101	Basic Welding (Gas)	8 <sup>th</sup>	120	800/-
93.	FAB102	Basic Welding (Arc)	8 <sup>th</sup>	120	800/-
94.	FAB103	Gas Cutting	8 <sup>th</sup>	120	800/-
95.	FAB204	TIG Welding	8 <sup>th</sup> +FAB101	90	800/-
96.	FAB205	MAG/ CO2 Welding	8 <sup>th</sup> +FAB102+103	90	800/-
97.	FAB206	Fabrication Welding	8 <sup>th</sup> +FAB102+103	180	800/-
98.	FAB207	Pipe welding (TIG & ARC)	8 <sup>th</sup> +FAB102+103	150	800/-
99.	FAB108	Basic Fitting Work	8 <sup>th</sup>	180	800/-
100.	FAB109	Basic Sheet Metal Work	8 <sup>th</sup>	180	800/-
101.	FAB210	Structural Fabrication	8 <sup>th</sup> +FAB 103	150	800/-
102.	FAB211	Pipe Fabrication	8 <sup>th</sup> +FAB 103	150	800/-
	<b>GAR</b>	<b>GARMENT MAKING</b>	<b>Minimum age-14 years</b>		
103.	GAR101	Hand Embroider	5 <sup>th</sup>	210	800/-

104.	GAR102	Machine Embroidery Operator	5 <sup>th</sup>	210	800/-
105.	GAR103	Garment packer	5 <sup>th</sup>	120	800/-
106.	GAR104	Garment Ironer	5 <sup>th</sup>	120	800/-
107.	GAR105	Tailor (Basic Sewing Operator)	5 <sup>th</sup>	270	800/-
108.	GAR106	Maintenance of Machines in Garment Sectors	8 <sup>th</sup>	300	800/-
109.	GAR107	Computerized Embroidery Machine Operator	10 <sup>th</sup>	210	800/-
110.	GAR208	Garment Cutter	8 <sup>th</sup> +GAR105	270	800/-
111.	GAR209	Garment Checkers	8 <sup>th</sup> +GAR105	210	800/-
112.	GAR210	Skilled Sewing Operators	8 <sup>th</sup> +GAR105	210	800/-
113.	GAR211	Special Sewing Machine Operator	10 <sup>th</sup> + GAR105	270	800/-
114.	GAR212	Tailor Children	8 <sup>th</sup> + GAR105	210	800/-
115.	GAR213	Tailor Ladies	8 <sup>th</sup> + GAR105	420	800/-
116.	GAR214	Tailor Gent's	8 <sup>th</sup> + GAR105	210	800/-
117.	GAR215	Tailor Suits	10 <sup>th</sup> + GAR105+213/214	300	800/-
118.	GAR116	Numbering Helper	5 <sup>th</sup>	200	500/-
119.	GAR117	Panel Checker	7 <sup>th</sup>	300	500/-
120.	GAR118	Sorter	5 <sup>th</sup>	200	500/-
121.	GAR119	Issuer-Cutting Section	7 <sup>th</sup>	300	500/-
122.	GAR120	Fusing Operator	9 <sup>th</sup>	300	800/-
123.	GAR121	Bit Layer	5 <sup>th</sup>	300	500/-
124.	GAR122	Re Layer	5 <sup>th</sup>	300	500/-
125.	GAR123	Feeding Helper	5 <sup>th</sup>	300	500/-
126.	GAR124	Production Writer	7 <sup>th</sup>	300	500/-
127.	GAR125	Sewing Helper	5 <sup>th</sup>	300	500/-
128.	GAR126	Data Entry Operator	7 <sup>th</sup>	400	800/-
129.	GAR127	Finishing Helper	5 <sup>th</sup>	300	500/-
130.	GAR128	Feeding Helper	5 <sup>th</sup>	300	500/-
131.	GAR129	Stock Keeper-parts bank assistant	7 <sup>th</sup>	300	500/-
132.	GAR130	Document Assistant	7 <sup>th</sup>	300	800/-
133.	GAR131	Stationary Assistant	7 <sup>th</sup>	300	800/-
134.	GAR132	Stock Distributor	7 <sup>th</sup>	300	800/-
135.	GAR133	Stock Keeper	7 <sup>th</sup>	500	800/-
136.	GAR134	Trim Quality Checker	7 <sup>th</sup>	400	800/-
137.	GAR135	Assistant fabric Checker	5 <sup>th</sup>	300	800/-
138.	GAR136	Cutting Quality Controller	9 <sup>th</sup>	400	800/-
139.	GAR137	Loader and Unloader	5 <sup>th</sup>	300	500/-
140.	GAR138	Office Assistant	5 <sup>th</sup>	300	500/-
141.	GAR139	Visual Display Assistant	7 <sup>th</sup>	400	500/-
142.	GAR140	Printing Assistant	5 <sup>th</sup>	400	500/-
143.	GAR141	Helper Washing	5 <sup>th</sup>	400	500/-
144.	GAR142	Fabric Checker	7 <sup>th</sup>	400	500/-
145.	GAR143	Sampling Tailor	7 <sup>th</sup>	600	800/-
146.	GAR144	Kaza (Button Hole )& Button Operator	7 <sup>th</sup>	300	800/-
147.	GAR145	Final Checker – Finishing Checker	7 <sup>th</sup>	400	800/-
148.	GAR146	Spot Washer	7 <sup>th</sup>	400	800/-
149.	GAR147	Heat Sealer/ Heat Transfer Printing Machine Operator	7 <sup>th</sup>	400	800/-

150.	GAR148	Darner	7 <sup>th</sup>	400	800/-
151.	GAR149	Production Coordinator	9 <sup>th</sup>	400	800/-
152.	GAR150	Data Collection Operator - Costing	9 <sup>th</sup>	400	800/-
153.	GAR151	Printing Operator – screen printing	5 <sup>th</sup>	400	800/-
154.	GAR152	Printing Operator – Hand Roller	5 <sup>th</sup>	400	800/-
155.	GAR153	Washing Machine Operator	7 <sup>th</sup>	300	800/-
156.	GAR154	Hydro-extractor Operator	7 <sup>th</sup>	300	800/-
157.	GAR155	Denim Washing Operator	7 <sup>th</sup>	400	800/-
158.	GAR156	Logistic Clerk	7 <sup>th</sup>	400	800/-
159.	GAR157	Cutter- Band Knife/ Bladed Cutting	7 <sup>th</sup>	400	800/-
160.	GAR158	Gerber Cutting Machine Operator	9 <sup>th</sup>	400	800/-
161.	GAR259	CAD Operator	10 <sup>th</sup> +Basic Computer Knowledge	400	800/-
162.	GAR160	Re- Cutter	7 <sup>th</sup>	300	800/-
163.	GAR161	Printing Operator – MHM Machine	7 <sup>th</sup>	400	800/-
164.	GAR162	Curing Machine Operator	7 <sup>th</sup>	400	800/-
165.	GAR163	Colour Mixer – Printing	7 <sup>th</sup>	400	800/-
166.	GAR164	Stone Wash Machine Operator	7 <sup>th</sup>	500	800/-
167.	GAR165	Sand Wash Machine Operator	7 <sup>th</sup>	500	800/-
168.	GAR166	Bio Polishing Machine Operator	7 <sup>th</sup>	500	800/-
169.	GAR167	Sand Blasting Machine Operator	7 <sup>th</sup>	500	800/-
170.	GAR168	Grinding Machine Operator	7 <sup>th</sup>	500	800/-
171.	GAR169	Nicking Operator	7 <sup>th</sup>	500	800/-
172.	GAR170	Mud Wash Operator	7 <sup>th</sup>	500	800/-
173.	GAR171	Gerber Mechanic	9 <sup>th</sup>	600	800/-
174.	GAR272	Fabric Quality Inspector/ Sourcing Fabric QC	12 <sup>th</sup> or JOC Textiles+ 16 years age	600	800/-
175.	GAR173	Mechanic – Garment Machines (Sewing Machines)	9 <sup>th</sup>	600	800/-
176.	GAR174	Mechanic General	9 <sup>th</sup>	600	800/-
177.	GAR175	Assistant Finishing Supervisor	9 <sup>th</sup>	800	800/-
178.	GAR176	Assistant System Controller	9 <sup>th</sup>	600	800/-
179.	GAR277	Finishing Supervisor	9 <sup>th</sup> +GAR175 with 02 years experience	400	800/-
180.	GAR278	System Controller	9 <sup>th</sup> +GAR176 with 02 years Experience	400	800/-
181.	GAR279	Training Instructor	12 <sup>th</sup> +GAR143 with 02 years experience	600	800/-
182.	GAR180	Junior Executive	12 <sup>th</sup> and 16 years of age	400	800/-
183.	GAR281	Senior Executive	12 <sup>th</sup> +GAR180and 18 years of age	400	800/-
184.	GAR182	Ornamentalist –Bead work for Garments	5 <sup>th</sup>	600	800/-
185.	GAR183	Ornamentalist – Ikkat Designer	5 <sup>th</sup>	600	800/-
186.	GAR184	Ornamentalist – Chikkan Kari Designer	5 <sup>th</sup>	600	800/-
187.	GAR185	Ornamentalist – Kasuti Designer	5 <sup>th</sup>	600	800/-
188.	GAR186	Ornamentalist –kantha Designer	5 <sup>th</sup>	600	800/-
189.	GAR187	Ornamentalist – Kashida kari Designer	5 <sup>th</sup>	600	800/-
190.	GAR188	Ornamentalist – Phulkari Designer	5 <sup>th</sup>	600	800/-

191.	GAR189	Ornamentalist – Chamba Rumal Designer	5 <sup>th</sup>	600	800/-
192.	GAR190	Ornamentalist – Zardosi Specialist –Zari	5 <sup>th</sup>	600	800/-
193.	GAR191	Ornamentalist – Zardosi specialist –sequence	5 <sup>th</sup>	600	800/-
194.	GAR192	Ornamentalist – Zardosi specialist –Glass	5 <sup>th</sup>	600	800/-
195.	GAR193	Ornamentalist – Zardosi specialist – Metal Zardosi	5 <sup>th</sup>	600	800/-
196.	GAR194	Ornamentalist – Zardosi specialist –woolen/ pique	5 <sup>th</sup>	600	800/-
197.	GAR195	Ornamentalist –Zardosi specialist –Mirror	5 <sup>th</sup>	600	800/-
198.	GAR196	Ornamentalist – Hand Work specialist- Applique	5 <sup>th</sup>	600	800/-
199.	GAR197	Ornamentalist – Hand Work specialist- Patch Work	5 <sup>th</sup>	600	800/-
200.	GAR198	Ornamentalist – Hand Work specialist-Combination of different skills	5 <sup>th</sup>	600	800/-
	<b>FAD</b>	<b>FASHION DESIGN</b>	<b>Minimum age-14 years</b>		
201.	FAD101	Assistant Fashion Sales Representative	7 <sup>th</sup>	400	800/-
202.	FAD102	Assistant Showroom Sales Representative	7 <sup>th</sup>	400	800/-
203.	FAD203	Assistant Fashion Merchandiser	12 <sup>th</sup> or JOC Textiles	500	800/-
204.	FAD104	Showroom Sales Executive	10 <sup>th</sup> & 16 years of age	500	800/-
205.	FAD205	CAD Illustrator – Fashion Designing	10 <sup>th</sup> + Computer Knowledge & 16 years of age	400	800/-
206.	FAD106	Apparel Ornamentalist Grade I	7 <sup>th</sup>	400	800/-
207.	FAD307	Fashion Designer –Grade I	7 <sup>th</sup> +GAR 212/213/214/215	500	800/-
208.	FAD108	Batik Printing Specialist	7 <sup>th</sup>	500	800/-
209.	FAD109	Tie and Dye Specialist	7 <sup>th</sup>	500	800/-
210.	FAD110	Block Printer	7 <sup>th</sup>	500	800/-
211.	FAD411	Fashion Entrepreneur	7 <sup>th</sup> +FAD307	500	800/-
212.	FAD312	Formal Wear Designer Grade I	10 <sup>th</sup> +GAR215	500	800/-
213.	FAD413	Casual Wear Designer Grade I	10 <sup>th</sup> +FAD307	500	800/-
214.	FAD314	Gown Designer – Grade I	10 <sup>th</sup> +GAR213	500	800/-
215.	FAD415	Ethnic Wear Designer – Grade I	10 <sup>th</sup> + FAD307	500	800/-
216.	FAD416	Theatre Costume Designer – Grade I	10 <sup>th</sup> +FAD307	500	800/-
217.	FAD417	Summer and Winter Wear Designer – Grade I	10 <sup>th</sup> +FAD307	500	800/-
218.	FAD318	Beach Wear Designer – Grade I	10 <sup>th</sup> + GAR212+213+214	500	800/-
219.	FAD119	Fashion Accessories Designer	7 <sup>th</sup>	500	800/-
220.	FAD120	Fashion Sales Representative	10 <sup>th</sup> and 16 years of age	500	800/-
221.	FAD121	Textile Designer – Grade I	10 <sup>th</sup> and 16 years of age	500	800/-
	<b>GEM</b>	<b>GEM AND JEWELLERY</b>	<b>Minimum age-14 years</b>		
222.	GEM101	Gem Cutting Assistant	8 <sup>th</sup>	180	800/-
223.	GEM102	Foundation Course for Jewellery	8 <sup>th</sup>	120	800/-
224.	GEM203	Rubber mould packing, Vulcanizing, Mould Cutting, Course Wax Injection & Tree	8 <sup>th</sup> +GEM102	90	800/-
225.	GEM204	Casting	8 <sup>th</sup> +GEM102	120	800/-
226.	GEM205	Basic Stone Setting	8 <sup>th</sup> +GEM102	240	800/-
227.	GEM306	Advanced Stone Setting	8 <sup>th</sup> +GEM204	360	800/-
228.	GEM307	Pave Stone Setting	8 <sup>th</sup> +GEM204	240	800/-
229.	GEM208	Enameling	8 <sup>th</sup> +GEM102	240	800/-
230.	GEM209	Basic Metal Model Making	8 <sup>th</sup> +GEM102	240	800/-



231.	GEM310	Advanced Metal Model making	8 <sup>th</sup> +GEM208	360	800/-
232.	GEM211	Embossing	10 <sup>th</sup> +GEM102	360	800/-
233.	GEM212	Finishing & Polishing of Jewellery Pieces	8 <sup>th</sup> +GEM102	120	800/-
234.	GEM213	Manual Jewellery Design	10 <sup>th</sup> +GEM102	120	800/-
235.	GEM214	Jewellery CAD design using Rhinoceros	10 <sup>th</sup> +GEM102	120	800/-
236.	GEM315	Jewellery CAD design using Matrix	10 <sup>th</sup> +GEM213 or GEM214	60	800/-
237.	GEM416	Advanced Jewellery CAD design using Matrix	10 <sup>th</sup> +GEM315	60	800/-
238.	GEM117	Diamond Grading(revised)	8 <sup>th</sup>	270	800/-
239.	GEM218	Cut Designing	10 <sup>th</sup> +GEM117	60	800/-
240.	GEM219	Cut Optimization and Analysis	10 <sup>th</sup> +GEM117	60	800/-
241.	GEM220	Jewellery in Organized Retail Management	10 <sup>th</sup> +GEM102	175	800/-
242.	GEM221	International System of Diamond Grading	8 <sup>th</sup> + GEM117	210	800/-
	<b>HOS</b>	<b>HOSPITALITY</b>	<b>Minimum age-14 years</b>		
243.	HOS101	Hospitality Assistant	8 <sup>th</sup>	180	500/-
244.	HOS102	Household Assistant (General )	8 <sup>th</sup>	150	500/-
245.	HOS103	Household Assistant(Kitchen& Service)	8 <sup>th</sup>	150	500/-
246.	HOS104	Assistant Cook	5 <sup>th</sup>	60	800/-
247.	HOS105	Bellboy	8 <sup>th</sup>	120	500/-
248.	HOS106	Assistant Waiter/Barmen	10 <sup>th</sup>	120	500/-
249.	HOS107	Houseman(basic)	5 <sup>th</sup>	70	500/-
250.	HOS208	Cook-Fast Food	5 <sup>th</sup> +HOS104	120	800/-
251.	HOS209	Cook-Indian Cuisine	5 <sup>th</sup> +HOS104	120	800/-
252.	HOS210	Cook –Tandoori Cuisine	5 <sup>th</sup> + HOS104	120	800/-
253.	HOS211	Cook-Chinese (veg.& non veg.)	5 <sup>th</sup> + HOS104	120	800/-
254.	HOS212	Cook-South Indian Cuisine	5 <sup>th</sup> +HOS104	120	800/-
255.	HOS213	Cook-Continental Cuisine	5 <sup>th</sup> +HOS104	120	800/-
256.	HOS214	Cook-Halwaie	5 <sup>th</sup> +HOS104	120	800/-
257.	HOS215	Cook-Amritsar Punjabi	5 <sup>th</sup> +HOS104	270	800/-
258.	HOS216	Cook-Baker	5 <sup>th</sup> +HOS104	240	800/-
259.	HOS217	Room Attendant	8 <sup>th</sup> +HOS107	100	500/-
260.	HOS218	Head Houseman	8 <sup>th</sup> +HOS107	100	500/-
261.	HOS219	Reservation Asst. And Telephone Asst.	10 <sup>th</sup> +HOS105	80	500/-
262.	HOS220	Reception Asst. and information Asst.	10 <sup>th</sup> +HOS105	80	500/-
263.	HOS221	Steward/Waiter	10 <sup>th</sup> +HOS106	120	500/-
264.	HOS222	Bar Tender	8 <sup>th</sup> +HOS106	120	500/-
265.	HOS323	Public Area Supervisor	8 <sup>th</sup> +HOS217/218	120	500/-
266.	HOS324	Linen/Uniform Room Supervisor	8 <sup>th</sup> +HOS217/218	120	500/-
267.	HOS325	Head Cook	8 <sup>th</sup> +Any MES Module of Level II-208to216	150	800/-
268.	HOS126	Household Help (Cleaning)	Basic reading& writing local language	60	500/-
269.	HOS127	Household Help (Washing)	Basic reading& writing local language	60	500/-
270.	HOS128	Household Help (Kitchen)	Basic reading& writing local language	60	500/-
271.	HOS129	Household Help (General)	Basic reading& writing local language	80	500/-

272.	HOS230	Household Child Care	5 <sup>th</sup> pass + HOS129	90	500/-
273.	HOS231	Household Elderly Care	5 <sup>th</sup> pass + HOS129	90	500/-
274.	HOS332	Household Baby Care	5 <sup>th</sup> pass + HOS230	150	500/-
275.	HOS333	Household Infirm Adult Care	5 <sup>th</sup> pass + HOS231	150	500/-
276.	HOS134	Assistant Steward	5 <sup>th</sup> +Spoken/written English module	120	500/-
277.	HOS135	Assistant waiter	5 <sup>th</sup> +Spoken/written English module	120	500/-
278.	HOS136	Assistant Barmen	5 <sup>th</sup> +Spoken/written English module	120	500/-
279.	HOS137	Pantry Man	5 <sup>th</sup> +Spoken/written English module	120	500/-
280.	HOS138	Geriatrics Assistant	5 <sup>th</sup> +Spoken/written English module	120	500/-
281.	HOS139	Hotel Billing Clerk	7 <sup>th</sup> +Spoken/written English module	120	500/-
282.	HOS140	Door Man	5 <sup>th</sup> +Spoken/written English module	100	500/-
283.	HOS141	Domestic Higher level House keepers	5 <sup>th</sup>	100	500/-
284.	HOS142	Assistant Bell Captain	5 <sup>th</sup> +Spoken/written English module	120	500/-
285.	HOS143	House Keeping-Room Boy	5 <sup>th</sup>	120	500/-
286.	HOS144	House Keeping-Chamber Maids	5 <sup>th</sup>	120	500/-
287.	HOS145	Assistant House Keepers	5 <sup>th</sup>	120	500/-
288.	HOS146	Dosa Maker	5 <sup>th</sup>	100	500/-
289.	HOS147	Anna Sambhar Maker	5 <sup>th</sup>	100	500/-
290.	HOS148	The Biryani Specialist	5 <sup>th</sup>	100	500/-
291.	HOS149	The Kabab Maker	5 <sup>th</sup>	100	500/-
292.	HOS150	Seekh Kabab & Beef Grill Maker	5 <sup>th</sup>	100	500/-
293.	HOS151	The Chat Maker	5 <sup>th</sup>	100	500/-
294.	HOS152	Cook- Chinese (Veg & Non Veg)	5 <sup>th</sup>	100	500/-
295.	HOS153	Tea Stall Vendor	5 <sup>th</sup>	100	500/-
296.	HOS154	Room Service Operator	5 <sup>th</sup> +Spoken/written English module	100	500/-
297.	HOS155	Infant Nursing Care- Creche Assistants/ Genetic Care	5 <sup>th</sup>	100	500/-
298.	HOS156	Buchery	5 <sup>th</sup>	100	500/-
299.	HOS157	Restaurant Cook- Chettinad	5 <sup>th</sup>	100	500/-
300.	HOS158	Restaurant Cook- Continental	5 <sup>th</sup>	100	500/-
301.	HOS159	Restaurant Cook- Italian	5 <sup>th</sup>	100	500/-
302.	HOS160	Restaurant Cook- Japanese	5 <sup>th</sup>	100	500/-
303.	HOS161	Restaurant Cook- Kerala	5 <sup>th</sup>	100	500/-
304.	HOS162	Restaurant Cook- Korean	5 <sup>th</sup>	100	500/-
305.	HOS163	Restaurant Cook- Mangalore	5 <sup>th</sup>	100	500/-
306.	HOS164	Restaurant Cook- North Indian Tandoori	5 <sup>th</sup>	100	500/-
307.	HOS165	Restaurant Cook- Thai	5 <sup>th</sup>	100	500/-
308.	HOS166	Restaurant Cook- Western	5 <sup>th</sup>	100	500/-
309.	HOS167	Restaurant Cook- South Indian	5 <sup>th</sup>	100	500/-
310.	HOS168	Idli Sambhar Maker	5 <sup>th</sup>	100	500/-



311.	HOS169	Care Giver for Differently abled Children(Physical & Mental)	10 <sup>th</sup> & 16 yrs of age	100	500/-
312.	HOS170	Care Taker- Day Care	10 <sup>th</sup> & 16 yrs of age	100	500/-
313.	HOS271	Hotel Cashier	12 <sup>th</sup> +Spoken/written English module& 17 yrs of age	120	500/-
314.	HOS272	Food & Beverage Service- Star Hotels & Fine Dining Restaurants	10 <sup>th</sup> +HOS135+HOS136 & 18 yrs of age	100	500/-
315.	HOS273	Handy man	Carpentary+ Plumbing	120	500/-
316.	HOS274	Bell Captain	5 <sup>th</sup> +Spoken/written Englishmodule+ HOS142	100	500/-
317.	HOS275	Steward/ Head waiter	10 <sup>th</sup> +HOS134+HOS135+ HOS136& 18 yrs of age	120	500/-
318.	HOS276	Food & Beverage Service	10 <sup>th</sup> +Spoken/written English	180	500/-
319.	HOS177	Language Coordinator	5 <sup>th</sup> & 16 yrs of age	120	500/-
320.	HOS378	Captains	10 <sup>th</sup> +HOS275& 18 yrs of age	120	500/-
321.	HOS279	Pre School Child Support Associate	10 <sup>th</sup> +Spoken/written English module	100	500/-
322.	HOS380	Steward- Supervisor	10 <sup>th</sup> +HOS275& 18 yrs of age	120	500/-
323.	HOS381	Senior Captain	10 <sup>th</sup> +HOS277& 18 yrs of age	120	500/-
	<b>ICT</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>	<b>Minimum age-14 years</b>		
324.	ICT101	Computer Fundamentals, MS-Office & Internet	8 <sup>th</sup>	120	800/-
325.	ICT102	Tally	10 <sup>th</sup>	180	800/-
326.	ICT203	Desk Top Publishing	8 <sup>th</sup> +ICT101	150	800/-
327.	ICT104	Telecom Sales	10 <sup>th</sup>	60	800/-
328.	ICT205	Computer Hardware	10 <sup>th</sup> +ICT101	180	800/-
329.	ICT206	Computer Networking	10 <sup>th</sup> +ICT101	180	800/-
330.	ICT207	Domestic BPO	10 <sup>th</sup> +ICT101	180	800/-
331.	ICT208	Internet Kiosk Operators	10 <sup>th</sup> +ICT101	60	800/-
332.	ICT209	Web Designing	10 <sup>th</sup> +ICT101+203	180	800/-
333.	ICT110	2D Pre-Production Animator	10 <sup>th</sup>	240	800/-
334.	ICT111	3D – Animation Production	10 <sup>th</sup>	300	800/-
335.	ICT112	Fundamentals of JAVA <sup>TM</sup> Programming Language-SL110	12 <sup>th</sup>	300	800/-
336.	ICT113	BPO Non Voice business training	12 <sup>th</sup>	180	800/-
337.	ICT114	BPO Voice business training	12 <sup>th</sup>	180	800/-
338.	ICT115	3D- Visualisation in Architecture	10 <sup>th</sup>	240	800/-
339.	ICT116	Architectural & Civil 2D-Drafting with AutoCAD	10 <sup>th</sup>	300	800/-
340.	ICT217	Classical Animation	10 <sup>th</sup> +ICT110	300	800/-
341.	ICT218	Advanced 3D Animation Production	10 <sup>th</sup> +ICT111	300	800/-
342.	ICT219	Print Publishing	10 <sup>th</sup> +ICT101	300	800/-
343.	ICT220	Web Publishing	10 <sup>th</sup> +ICT101	270	800/-
344.	ICT221	UNIX (R) Essentials Featuring the SOLARIS <sup>TM</sup> 10 Operating System	10 <sup>th</sup> +ICT101	300	800/-
345.	ICT222	E- Commerce-Start an On line business	12 <sup>th</sup> +ICT101	60	800/-

346.	ICT223	LINUX Operating System	10 <sup>th</sup> +ICT101	90	800/-
347.	ICT224	Mechanical Drafting & Modelling with Autodesk Inventor (includes AUTOCAD)	10 <sup>th</sup> +Any MES Module of Production & Manufacturing Sector	300	800/-
348.	ICT225	Architectural Drafting & 3D design with Autodesk Revit	10 <sup>th</sup> +ICT114	200	800/-
349.	ICT326	Advanced Web Publishing	10 <sup>th</sup> +ICT220	300	800/-
350.	ICT327	System Administration for the SOLARIS TM 10 operating	10 <sup>th</sup> +ICT221	120	800/-
351.	ICT328	Advanced Architectural Drafting & 3D Design with Auto desk Revit	10 <sup>th</sup> +ICT225	200	800/-
352.	ICT129	Behavioral Basics	10 <sup>th</sup>	90	500/-
353.	ICT230	Advanced Behavioral Basics	10 <sup>th</sup> + ICT 129	150	500/-
354.	ICT231	JAVA <sup>TM</sup> Programming Language – SL 275 (Advance)	10 <sup>th</sup> + ICT 112	120	800/-
355.	ICT232	Software Testing	10 <sup>th</sup> + ICT101/ICT112/ ICT129	100	800/-
356.	ICT233	Interactive Media Design	10 <sup>th</sup> + ICT 101/ ICT 129	240	800/-
357.	ICT234	Character Animation	SSC passed+ ICT 129	300	800/-
358.	ICT235	Clean-Up for 2D Animation	SSC passed+ ICT 129	360	800/-
359.	ICT236	In Betweening for 2D Animation	SSC passed+ ICT 129	300	800/-
360.	ICT237	Ink and Paint for 2D Animation	SSC passed+ ICT 129	240	800/-
	<b>KHA</b>	<b>KHADI</b>	<b>Minimum age-14 years</b>		
361.	KHA101	Spinning on new model Charkha	5 <sup>th</sup>	150	800/-
362.	KHA102	Plain Weaving on Frame Loom	5 <sup>th</sup>	720	800/-
363.	KHA203	Advance Spinning (Woolen)	8 <sup>th</sup> +KHA101	420	800/-
364.	KHA204	Advance Spinning (Cotton & Muslin)	8 <sup>th</sup> +KHA101	420	800/-
365.	KHA205	Advance Spinning (Silk)	8 <sup>th</sup> +KHA101	420	800/-
366.	KHA206	Advance Weaving ( Woolen)	8 <sup>th</sup> +KHA102	390	800/-
367.	KHA207	Advance Weaving (Silk)	8 <sup>th</sup> +KHA102	480	800/-
368.	KHA208	Advance Weaving (Cotton/ Polyvastra)	8 <sup>th</sup> +KHA102	480	800/-
	<b>MED</b>	<b>MEDICAL AND NURSING</b>	<b>Minimum age-14 years</b>		
369.	MED101	Bedside Assistant	8 <sup>th</sup>	450	800/-
370.	MED102	Basic of Anatomy & Physiology	10 <sup>th</sup>	300	500/-
371.	MED 103	Dietician Assistant	8 <sup>th</sup>	270	800/-
372.	MED104	Inoculator	8 <sup>th</sup>	300	800/-
373.	MED205	Vaccination Technician	10 <sup>th</sup> +MED102	200	800/-
374.	MED206	Dresser	10 <sup>th</sup> +MED102	270	800/-
375.	MED207	Midwifery Assistant	10 <sup>th</sup> +MED102	200	800/-
376.	MED208	Operation Theatre Technician	10 <sup>th</sup> +MED102	270	800/-
377.	MED209	Physical Modality Operator	10 <sup>th</sup> +MED102	300	800/-
378.	MED210	Diathermy Operator	10 <sup>th</sup> +MED102	300	800/-
379.	MED211	Bio electrical Modality Operator	10 <sup>th</sup> +MED102	300	800/-
380.	MED212	Chiropractic Operator	10 <sup>th</sup> +MED102	200	800/-
381.	MED213	Bio mobility Technician	10 <sup>th</sup> +MED102	300	800/-
382.	MED214	Therapeutic Massage Technician	10 <sup>th</sup> +MED102	300	800/-
383.	MED315	Therapeutic Laser Technician	10 <sup>th</sup> +MED213/214	300	800/-
384.	MED316	EMG Technician	10 <sup>th</sup> +MED213/214	300	800/-
385.	MED217	Occupational Therapy Assistant	10 <sup>th</sup> +MED102	300	800/-

386.	MED118	Dental Ceramic Assistant	10 <sup>th</sup>	120	500/-
387.	MED219	Dental Ceramic Technician	10 <sup>th</sup> +MED118	450	800/-
388.	MED120	Dental Hygiene Assistant	10 <sup>th</sup>	300	800/-
389.	MED121	Dental Mechanic	10 <sup>th</sup>	300	800/-
390.	MED122	Optician	8 <sup>th</sup>	120	500/-
391.	MED123	Optometrist	10 <sup>th</sup>	170	800/-
392.	MED225	Basic Testing Equipments (Pharmacy)	10 <sup>th</sup> +MED124	180	800/-
393.	MED126	Yoga Therapist	10 <sup>th</sup>	360	500/-
394.	MED227	Advanced Yoga Therapist	10 <sup>th</sup> +MED126	360	500/-
395.	MED128	Naturopathist- I	10 <sup>th</sup>	360	500/-
396.	MED229	Naturopathist-I I	10 <sup>th</sup> +MED128	360	500/-
397.	MED130	External Therapist	10 <sup>th</sup>	380	500/-
	<b>PLA</b>	<b>PLASTIC PROCESSING</b>	<b>Minimum age-14 years</b>		
398.	PLA101	Basic Fitting & Measurement	5 <sup>th</sup>	120	800/-
399.	PLA102	Basic Electrical Joints & Fitting	5 <sup>th</sup>	120	800/-
400.	PLA203	Plastic Mould assistant for injection moulding	5 <sup>th</sup> +PLA101	120	800/-
401.	PLA204	Plastic mould assistant for Compression moulding	5 <sup>th</sup> +PLA101/102	120	800/-
402.	PLA205	Plastic mould assistant for Extrusion Moulding	5 <sup>th</sup> +PLA101/102	120	800/-
403.	PLA206	Plastic mould assistant for Blow moulding	5 <sup>th</sup> +PLA101/102	120	800/-
404.	PLA307	Auto Plastic mould assistant ( injection moulding)	5 <sup>th</sup> PLA 203/204/205/206	120	800/-
405.	PLA308	Auto Plastic mould assistant ( compression moulding)	5 <sup>th</sup> +PLA203/204/205/206	120	800/-
406.	PLA309	Auto Plastic mould assistant ( extrusion moulding)	5 <sup>th</sup> +PLA203/204/205/206	120	800/-
407.	PLA310	Auto Plastic mould assistant ( blow moulding)	5 <sup>th</sup> +PLA203/204/205/206	120	800/-
	<b>PRI</b>	<b>PRINTING</b>	<b>Minimum age-14 years</b>		
408.	PRI101	Basic for Printing Sector (Except Book Binding)	8 <sup>th</sup>	120	800/-
409.	PRI102	Basic Book Binding	8 <sup>th</sup>	120	800/-
410.	PRI203	Screen printing	8 <sup>th</sup> +PRI101	150	800/-
411.	PRI204	Book Binder	8 <sup>th</sup> +PRI102	150	800/-
412.	PRI205	Offset Machine Operator –Sheet Fed (Single & Multi Color))	10 <sup>th</sup> +PRI101	150	800/-
413.	PRI206	Offset Machine Operator – ( Web Perfect or)	10 <sup>th</sup> +PRI101	150	800/-
414.	PRI207	Offset Plate maker	10 <sup>th</sup> +PRI101	150	800/-
415.	PRI208	DTPO	10 <sup>th</sup> +PRI101	150	800/-
416.	PRI309	Advanced/ Supervisory ( Except Book Binding)	10 <sup>th</sup> +PRI206/207/208	120	800/-
417.	PRI310	Advanced/ Supervisory (Book Binding)	10 <sup>th</sup> +PRI 204	120	800/-
	<b>PRO</b>	<b>PROCESS INSTRUMENTATION</b>	<b>Minimum age-14 years</b>		
418.	PRO101	Instrumentation Panel fabrication and installation of pipe line	8 <sup>th</sup>	160	800/-
419.	PRO202	Process instrumentation machinery and equipment mechanic	8 <sup>th</sup> +PRO101	160	800/-
420.	PRO203	Maintenance of recorders, transmitters and analyzers	8 <sup>th</sup> +PRO101	160	800/-
421.	PRO 104	Installation, Repair and Maintenance of Pressure Gauge	8 <sup>th</sup>	80	800/-
422.	PRO 105	Installation, Repair and Maintenance of Temperature measuring instruments	8 <sup>th</sup>	80	800/-
423.	PRO 106	Installation, Repair and Maintenance of Level measuring instruments	8 <sup>th</sup>	80	800/-

424.	PRO 107	Installation, Repair and Maintenance of Flow measuring instruments	8 <sup>th</sup>	80	800/-
	<b>MAN</b>	<b>PRODUCTION AND MANUFACTURING</b>	<b>Minimum age-14 years</b>		
425.	MAN101	Turning	8 <sup>th</sup>	210	800/-
426.	MAN202	Advance Turning	8 <sup>th</sup> +MAN101	240	800/-
427.	MAN103	Milling	8 <sup>th</sup>	210	800/-
428.	MAN204	Advance Milling	8 <sup>th</sup> +MAN103	240	800/-
429.	MAN105	Surface Grinding	8 <sup>th</sup>	210	800/-
430.	MAN206	Cylindrical Grinding	8 <sup>th</sup> +MAN105	210	800/-
431.	MAN307	CNC Turning	10 <sup>th</sup> +MAN 202	240	800/-
432.	MAN308	CNC Milling	10 <sup>th</sup> +MAN204	240	800/-
433.	MAN109	Basics of Forging Technology & Process	8 <sup>th</sup>	270	800/-
434.	MAN210	Die Manufacturing, Inspection of Die & Handling	8 <sup>th</sup> + MAN109	270	800/-
435.	MAN311	Advanced Forging Technology & Heat Treatment	8 <sup>th</sup> + MAN210	270	800/-
436.	MAN112	Basic Mechanical Drafting	SSC & 16 years of age	180	500/-
437.	MAN213	Advanced Mechanical Drafting	SSC & 16 yrs of age + MAN112	160	500/-
	<b>REF</b>	<b>REFRIGERATION &amp; AIR CONDITIONING</b>	<b>Minimum age-14 years</b>		
438.	REF101	Basic Refrigeration & Air Conditioning	5 <sup>th</sup>	120	800/-
439.	REF202	Repair & Maintenance of Refrigerators and Deep Freezers	5 <sup>th</sup> +REF101	120	800/-
440.	REF203	Service & Maintenance of Water Cooler & Bottle Cooler	5 <sup>th</sup> +REF101	120	800/-
441.	REF204	Repair & maintenance of Air Conditioner	5 <sup>th</sup> +REF101	120	800/-
442.	REF205	Repair & maintenance of Car Air-Conditioning Unit	5 <sup>th</sup> +REF101	120	800/-
443.	REF206	Service & Maintenance of Air Conditioning Plant	8 <sup>th</sup> +REF101	150	800/-
	<b>RET</b>	<b>RETAIL</b>	<b>Minimum age-14 years</b>		
444.	RET101	Sales Person ( Retail)	10 <sup>th</sup>	180	500/-
445.	RET202	Senior Sales Person ( Retail)	10 <sup>th</sup> +RET101	120	500/-
446.	RET103	Retail Operations	10 <sup>th</sup>	180	500/-
	<b>TOY</b>	<b>TOY MAKING</b>	<b>Minimum age-14 years</b>		
447.	TOY101	Pattern & Mould Maker ( Soft Toy)	5 <sup>th</sup>	240	800/-
448.	TOY102	Cutter & Fixer of Toys Parts (Soft Toy)	5 <sup>th</sup>	180	800/-
449.	TOY103	General Sewing m/c Operator ( Soft Toy)	5 <sup>th</sup>	360	800/-
450.	TOY104	Stuffer &Willower ( Soft Toy)	5 <sup>th</sup>	150	800/-
451.	TOY105	Finisher & Painter ( Soft Toy)	5 <sup>th</sup>	180	800/-
452.	TOY106	Packer ( Soft Toy)	5 <sup>th</sup>	90	800/-
453.	TOY207	Special Sewing m/c Operator ( Soft Toy)	5 <sup>th</sup> +TOY 103	300	800/-
	<b>SWE</b>	<b>INDIAN SWEETS, SNACKS AND FOOD</b>	<b>Minimum age-14 years</b>		
454.	SWE101	Attendant-Ethnic Indian Sweets, Snacks & Food	5 <sup>th</sup>	300	800/-
455.	SWE202	Assistant Craftsman-Bengali Sweets	5 <sup>th</sup> +SWE 101	180	800/-
456.	SWE303	Craftsman-Bengali Sweets	5 <sup>th</sup> +SWE 202	150	800/-
457.	SWE204	Assistant Craftsman-Ghee Based Sweets	5 <sup>th</sup> +SWE 101	210	800/-
458.	SWE305	Craftsman-Ghee Based Sweets	5 <sup>th</sup> +SWE 204	150	800/-
459	SWE206	Assistant Craftsman- Kaju & Dry Fruit Based Sweets	5 <sup>th</sup> +SWE 101	180	800/-

460.	SWE307	Craftsman-Kaju & Dry Fruit Based Sweets	5 <sup>th</sup> +SWE 206	150	800/-
461.	SWE208	Assistant Craftsman-Milk & Khoa Sweets	5 <sup>th</sup> +SWE 101	180	800/-
462.	SWE309	Craftsman-Milk & Khoa Sweets	5 <sup>th</sup> +SWE 208	150	800/-
463.	SWE210	Assistant Craftsman- Namkeens & Savouries	5 <sup>th</sup> +SWE 101	180	800/-
464.	SWE311	Craftsman- Namkeens & Savouries	5 <sup>th</sup> +SWE 210	150	800/-
465.	SWE212	Assistant Craftsman-Indian Snacks	5 <sup>th</sup> +SWE 101	210	800/-
466.	SWE313	Craftsman-Indian Snacks	5 <sup>th</sup> +SWE 212	150	800/-
467.	SWE214	Assistant Craftsman-North Indian Food	5 <sup>th</sup> +SWE 101	210	800/-
468.	SWE315	Craftsman-North Indian Food	5 <sup>th</sup> +SWE 214	150	800/-
469.	SWE216	Assistant Craftsman-South Indian Food	5 <sup>th</sup> +SWE 101	180	800/-
470.	SWE317	Craftsman-South Indian Food	5 <sup>th</sup> +SWE 216	150	800/-
471.	SWE218	Assistant Craftsman-Indian Chinese Food	5 <sup>th</sup> +SWE 101	180	800/-
472.	SWE319	Craftsman-Indian Chinese Food	5 <sup>th</sup> +SWE 218	150	800/-
473.	SWE220	Assistant Craftsman-Continental Food	5 <sup>th</sup> +SWE 101	180	800/-
474.	SWE321	Craftsman-Continental Food	5 <sup>th</sup> +SWE 220	150	800/-
475.	SWE222	Assistant Craftsman-Indian Chat	5 <sup>th</sup> +SWE 101	180	800/-
476.	SWE323	Craftsman-Indian Chat	5 <sup>th</sup> +SWE 222	150	800/-
477.	SWE124	Assistant Craftsman-Retail Counter Indian Chat	5 <sup>th</sup>	120	800/-
478.	SWE225	Craftsman-Retail Counter Indian Chat	5 <sup>th</sup> +SWE 124	90	800/-
479.	SWE126	Assistant Craftsman –Retail Counter Indian Sweets	5 <sup>th</sup>	120	800/-
480.	SWE227	Craftsman-Retail Counter Indian Sweets	5 <sup>th</sup> +SWE 126	90	800/-
481.	SWE128	Assistant Craftsman-Retail Counter Restaurant	5 <sup>th</sup>	120	800/-
482.	SWE229	Craftsman-Retail Counter Restaurant	5 <sup>th</sup> +SWE 128	90	800/-
483.	SWE230	Assistant Craftsman-Indian Desserts	5 <sup>th</sup> +SWE 101	120	800/-
484.	SWE331	Craftsman-Indian Desserts	5 <sup>th</sup> +SWE 230	90	800/-
485.	SWE232	Assistant Craftsman-Indian Syrups & Thandai	5 <sup>th</sup> +SWE 101	120	800/-
486.	SWE333	Craftsman-Indian Syrups & Thandai	5 <sup>th</sup> +SWE 232	90	800/-
487.	SWE234	Assistant Craftsman-South Indian Snacks	5 <sup>th</sup> +SWE 101	150	800/-
488.	SWE335	Craftsman-South Indian Snacks	5 <sup>th</sup> +SWE 234	120	800/-
489.	SWE236	Assistant Craftsman-Bengali Sweets	5 <sup>th</sup> +SWE 101	120	800/-
	<b>PAI</b>	<b>PAINT</b>	<b>Minimum Age- 14 years</b>		
490.	PAI101	Painter Assistant/helper	5 <sup>th</sup>	90	800/-
491.	PAI202	Wall Painter	5 <sup>th</sup> + PAI 101	120	800/-
492.	PAI203	Wood Painter	5 <sup>th</sup> + PAI 101	180	800/-
493.	PAI204	Metal Surface Painter	5 <sup>th</sup> + PAI 101	150	800/-
494.	PAI205	Spray Painter	5 <sup>th</sup> + PAI 101	90	800/-
495.	PAI306	Painter(Application, Testing, Handling and Storing)	5 <sup>th</sup> + Any one of MES level II course	120	800/-
	<b>CON</b>	<b>CONSTRUCTION</b>	<b>Minimum Age- 18 years</b>		
496.	CON101	Assistant Shuttering Carpenter & Scaffolder	5 <sup>th</sup>	300	800/-
497.	CON202	System Shuttering Carpenter	5 <sup>th</sup> +CON101	300	800/-
498.	CON203	Conventional Shuttering Carpenter	5 <sup>th</sup> +CON101	300	800/-
499.	CON204	Scaffolder	5 <sup>th</sup> +CON101	300	800/-
500.	CON205	Building Carpenter	5 <sup>th</sup> +CON101	300	800/-
501.	CON106	Assistant Bar Bender & Steel Fixer	5 <sup>th</sup>	300	800/-

502.	CON207	Bar Bender	5 <sup>th</sup> +CON106	300	800/-
503.	CON108	Assistant Mason	5 <sup>th</sup>	300	800/-
504.	CON209	Mason	5 <sup>th</sup> +CON108	300	800/-
505.	CON210	Tiler (Ceramic)	5 <sup>th</sup> +CON108	300	800/-
506.	CON111	Assistant Plumber	5 <sup>th</sup>	300	800/-
507.	CON212	Plumber	5 <sup>th</sup> +CON111	300	800/-
508.	CON113	Assistant Works Supervisor	8 <sup>th</sup>	300	800/-
509.	CON114	Assistant Storekeeper	12 <sup>th</sup>	200	800/-
510.	CON115	Junior Land Surveyor	10 <sup>th</sup>	400	800/-
511.	CON216	Works Supervisor	10 <sup>th</sup> +CON113	300	800/-
512.	CON217	Storekeeper	Graduate Degree in any discipline+CON114	300	800/-
513.	CON218	Senior Land Surveyor	10 <sup>th</sup> +CON115	400	800/-
514.	CON119	Junior Rural Road Layer	5 <sup>th</sup>	120	800/-
515.	CON120	Assistant Highway Works Supervisor	Inter pass, ITI,GWS,III year diploma appeared	300	800/-
516.	CON221	Highway Works Supervisor	Inter pass, ITI,III year diploma appeared + CON 120	300	800/-
517.	CON222	3D Designer Using ProE	10 <sup>th</sup> + ICT101	200	800/-
518.	CON323	3D ADVANCED Designer Using ProE	10 <sup>th</sup> + CON222	200	800/-
519.	CON124	Construction Electrician-I	8 <sup>th</sup>	300	800/-
520.	CON225	Construction Electrician-II	8 <sup>th</sup> + CON124	150	800/-
521.	CON326	Construction Electrician-III	8 <sup>th</sup> + CON225	300	800/-
522.	CON227	Building Security System Mechanic	8 <sup>th</sup> + ELC101+ICT101	200	800/-
523.	CON128	Rigger	Basic Reading & Writing	200	800/-
524.	CON229	Electrical Wireman	8 <sup>th</sup> + ELE101	200	800/-
525.	CON230	Control Panel Assembler	8 <sup>th</sup> + ELE101+FAB109	200	800/-
526.	CON231	Electrical Fitter	8 <sup>th</sup> + ELE101	200	800/-
527.	CON232	Overhead Linesman	8 <sup>th</sup> + ELE101+ CON111	200	800/-
528.	CON233	Cable Jointer (Power)	8 <sup>th</sup> + ELE101+CON111	200	800/-
529.	CON234	Communication System Mechanic	8 <sup>th</sup> + ELE101 + ELC101	200	800/-
530.	CON235	Refrigeration/Air Conditioning/Ventilation Mechanic (Electrical Control)	8 <sup>th</sup> + ELE101 + FAB108	200	800/-
531.	CON236	Fire Services Electrical Fitter	8 <sup>th</sup> + ELE101+ ELC101	200	800/-
532.	CON437	Construction Electrician-IV	8 <sup>th</sup> + CON326	200	800/-
533.	CON138	Helper	5 <sup>th</sup> + Able to read & write & 14 yrs of age	90	500/-
534.	CON139	Earth Work Excavator	Read & Write in Local language	150	500/-
535.	CON140	Granite Stone Dresser-I	5 <sup>th</sup>	200	500/-
536.	CON241	Granite Stone Dresser-II	5 <sup>th</sup> + CON140	120	500/-
537.	CON242	Granolithic Flooring Mason	5 <sup>th</sup> + CON108	120	800/-
	<b>SEC</b>	<b>SECURITY</b>	<b>Minimum age -16 Years</b>		
538.	SEC101	Personal Security Guard	8th	150	500/-
539.	SEC102	Industrial Security Guard	8th	150	500/-
540.	SEC103	Event/Conference Security guard	8th	150	500/-
541.	SEC104	Security Guard(General)	8th	150	500/-



542.	SEC105	Security Guard(General) & Personal Security Guard	8 <sup>th</sup> +SEC104/SEC101	90	500/-
543.	SEC106	Security Guard(General) & Event/Conference Security Guard	8 <sup>th</sup> +SEC104/SEC103	90	500/-
544.	SEC107	Security Guard(General) & Industrial Security Guard	8 <sup>th</sup> +SEC104/SEC102	90	500/-
545.	SEC108	Personal Security Guard & Industrial Security Guard	8 <sup>th</sup> +SEC101/SEC102	90	500/-
546.	SEC109	Personal Security Guard & Event/Conference Security Guard	8 <sup>th</sup> +SEC101/SEC103	90	500/-
	<b>WOO</b>	<b>WOOD WORK</b>	<b>Minimum age-14 Years</b>		
547.	WOO101	Basic Wood Work	5 <sup>th</sup>	270	800/-
548.	WOO202	Wooden Furniture	5 <sup>th</sup> +WOO101	270	800/-
	<b>MDA</b>	<b>MEDIA</b>	<b>Minimum age-14 Years</b>		
549.	MDA101	Digital Camera Photography	8 <sup>th</sup>	90	500/-
550.	MDA102	Videography	8 <sup>th</sup>	90	500/-
551.	MDA103	Mass Communication	10 <sup>th</sup>	180	500/-
	<b>FOO</b>	<b>FOOD PROCESSING &amp; PRESERVATION</b>	<b>Minimum age-14 Years</b>		
552.	FOO101	Basic Food Preservation	5 <sup>th</sup>	240	800/-
	<b>LEA</b>	<b>LEATHER &amp; SPORTS GOODS</b>	<b>Minimum age-14 Years</b>		
553.	LEA101	Leather & Rexene Goods Maker	5 <sup>th</sup>	240	800/-
554.	LEA102	Manufacturing Process of Leather	8 <sup>th</sup> (No formal education is required who are engaged in leather industries)	600	800/-
555.	LEA103	Leather Garments Maker	8 <sup>th</sup>	480	800/-
556.	LEA104	Leather & Sports Goods Maker	8 <sup>th</sup>	480	800/-
557.	LEA105	Leather Goods Maker (Travels)	8 <sup>th</sup>	480	800/-
558.	LEA106	Leather Footwear & Sports Shoes Maker	8 <sup>th</sup>	960	800/-
559.	LEA207	Pattern & Template Maker ( Leather & Sports Goods)	12 <sup>th</sup> + Any one of the level-I course(LEA101-106)	480	800/-
560.	LEA208	Pattern & Template Maker ( Leather Shoes & Leather Sports Shoes)	12 <sup>th</sup> + Any one of the level-I course(LEA101-106)	480	800/-
561.	LEA209	Leather Goods Salesman	10 <sup>th</sup> + Any one of the level-I course(LEA101-106)	240	800/-
562.	LEA310	Leather Goods Supervisor/Administrator	12 <sup>th</sup> + Any one of the level-II course(LEA207-209)	200	800/-
563.	LEA111	Leather Footwear Machine Operators(Closing)	5 <sup>th</sup>	240	800/-
564.	LEA112	Leather Footwear Machine Operators(Clicking)	5 <sup>th</sup>	240	800/-
	<b>AGR</b>	<b>AGRICULTURE</b>	<b>Minimum age-16 Years</b>		
565.	AGR101	Basic Tractor Servicing	5 <sup>th</sup>	150	800/-
566.	AGR102	Basic Cultivation of cereal crops	5 <sup>th</sup>	240	500/-
567.	AGR103	Repair, Maintenance & operation of energy sources equipment	5 <sup>th</sup>	90	800/-
568.	AGR104	Repair, Maintenance & field operation of tillage equipment	5 <sup>th</sup>	150	800/-
569.	AGR105	Repair & Maintenance of Irrigation equipment	5 <sup>th</sup>	150	800/-
570.	AGR106	Repair, Maintenance & field operation of soil farming equipment	5 <sup>th</sup>	120	800/-
571.	AGR107	Repair, Maintenance & field operation of seed drills	5 <sup>th</sup>	150	800/-

572.	AGR108	Repair, Maintenance & field operation of planters	5 <sup>th</sup>	150	800/-
573.	AGR109	Repair Maintenance of Harvesting & threshing equipment	5 <sup>th</sup>	240	800/-
574.	AGR110	Repair, Maintenance & field operation of root harvesting equipment	5 <sup>th</sup>	120	800/-
575.	AGR111	Repair& Maintenance of Spraying & Dusting equipment	5 <sup>th</sup>	150	800/-
576.	AGR112	Repair & Maintenance Of Tyre tube	5 <sup>th</sup>	150	800/-
577.	AGR113	Repair & Maintenance Of radiator	5 <sup>th</sup>	120	800/-
578.	AGR214	Repair & overhauling of Tractor	5 <sup>th</sup> + AGR101	480	800/-
579.	AGR215	Repair, Maintenance & operation of Power tiller	5 <sup>th</sup> + AGR101	240	800/-
580.	AGR216	Repair & Overhauling of hydraulic system	5 <sup>th</sup> + AGR101	150	800/-
581.	AGR217	Repair, Maintenance & operation of post harvesting equip	5 <sup>th</sup> +AGR101-111(ANY ONE)	240	800/-
582.	AGR218	Repair, Maintenance & field operation of combine harvester	5 <sup>th</sup> +AGR101-111(ANY ONE)	240	800/-
583.	AGR219	Repair, Maintenance & operation of processing equipment	5 <sup>th</sup> +AGR101-111(ANY ONE)	90	800/-
584.	AGR220	Repair, Maintenance & field operation of land shaping & develop. machinery	5 <sup>th</sup> +AGR101-111(ANY ONE)	150	800/-
585.	AGR221	Custom hiring of Agriculture machinery	5 <sup>th</sup> +AGR101-111(ANY ONE)	150	800/-
586.	AGR222	Cultivation of oil seed & pulses	5 <sup>th</sup> +AGR101-111(ANY ONE)	90	500/-
587.	AGR223	Cultivation of vegetables	5 <sup>th</sup> +AGR101-111(ANY ONE)	150	500/-
588.	AGR224	Cultivation of orchards with special reference to citers	5 <sup>th</sup> +AGR101-111(ANY ONE)	120	500/-
589.	AGR225	Cultivation of potato	5 <sup>th</sup> +AGR101-111(ANY ONE)	120	500/-
590.	AGR226	Cultivation of cotton	5 <sup>th</sup> +AGR101-111(ANY ONE)	120	500/-
591.	AGR227	Cultivation of groundnut & sunflower	5 <sup>th</sup> +AGR101-111(ANY ONE)	120	500/-
592.	AGR228	Cultivation of fodder	5 <sup>th</sup> +AGR101-111(ANY ONE)	90	500/-
593.	AGR129	Landscaping and Floriculture	8 <sup>th</sup> + 14 yrs. of age	300	500/-
594.	AGR 130	Fruit Cultivation	7 <sup>th</sup> + 14 yrs of age	300	500/-
595.	AGR131	Seed Production	8 <sup>th</sup> + 14 yrs.of age	180	500/-
596.	AGR132	Mushroom Cultivation	5 <sup>th</sup> + 14 yrs.of age	90	500/-
597.	AGR133	Apiary	5 <sup>th</sup> + 14 yrs.of age	120	500/-
598.	AGR134	Bio Fertilizer	8 <sup>th</sup> + 14 yrs.of age	120	500/-
599.	AGR135	Medicinal Plant	8 <sup>th</sup> + 14 yrs.of age	300	500/-
600.	AGR136	Agro Forestry	7 <sup>th</sup> + 14 yrs of age	300	500/-
601.	AGR137	Vermiculturing & Vermicomposting	5 <sup>th</sup> + 14 yrs.of age	90	500/-
602.	AGR138	Preservation of Fruits & Vegetables	5 <sup>th</sup> + 14 yrs.of age	240	500/-
603.	AGR239	Gardeners	8 <sup>th</sup> + AGR 129 & 15 yrs. of age	300	500/-
604.	AGR140	Entrepreneurship Development in Agri Business	Graduate in any discipline & 20 yrs. of age	480	500/-



	<b>TRV</b>	<b>TRAVEL &amp; TOURISM</b>	<b>Minimum age-18 Years</b>		
605.	TRV101	Tour Salesman	10 <sup>th</sup>	180	500/-
606.	TRV102	Tour Office Assistant	10 <sup>th</sup>	150	800/-
607.	TRV103	Accommodation assistant	10 <sup>th</sup>	150	800/-
608.	TRV104	Ticket Reservation Assistant	10 <sup>th</sup>	150	800/-
609.	TRV105	Tour Guide for Domestic Tourist	10 <sup>th</sup>	180	800/-
610.	TRV106	Driver cum Tour Guide	10 <sup>TH</sup> +Driving license from RTO for Commercial Tourist Vehicles	180	800/-
611.	TRV207	Tour Program me Coordinator	10+2 +TRV101-106 (ANYONE)	120	800/-
612.	TRV208	Tour Guide for International Tourist	10+2 +TRV101-106 (ANYONE)	300	800/-
613.	TRV209	Tour Agent / Travel & Tour Operator	10+2 +TRV101-106 (ANYONE)	120	800/-
	<b>SS</b>	<b>SOFT SKILLS</b>	<b>Minimum age – 14 Years</b>		
614.	SS101	Soft Skills for Base Line Staff in Service sector	5 <sup>th</sup>	100	800/-
615.	SS202	Soft Skills for Front Line Assistant	8 <sup>th</sup> + SS101( rebate of 100 hours)	150	800/-
616.	SS303	Soft Skills for Supervisors	10+2 to Graduate + SS202 ( rebate of 150 hours)	180	800/-
	<b>COL</b>	<b>COURIER &amp; LOGISTICS</b>	<b>Minimum age – 14 Years</b>		
617.	COL101	Loader	5 <sup>th</sup>	50	500/-
618.	COL102	Courier	8 <sup>th</sup>	120	500/-
619.	COL103	Driver cum Courier	8 <sup>th</sup>	180	800/-
620.	COL104	Office Assistant	10 <sup>th</sup>	240	800/-
621.	COL205	Operation Supervisor/ Executive	10+2 +COL104	240	800/-
622.	COL306	Marketing/Channel (Vendor/Franchise)/ Sales Executive	Graduate + COL205/ COL104	240	800/-
	<b>INS</b>	<b>INSURANCE</b>	<b>Minimum age – 14 Years</b>		
623.	INS101	Insurance Sales Advisor	10 <sup>th</sup>	150	800/-
624.	INS202	Senior Sales Person (Non life Insurance)	10 <sup>th</sup> +INS101	250	800/-
625.	INS203	Senior Sales Person (life Insurance)	10 <sup>th</sup> +INS101	250	800/-
	<b>JUT</b>	<b>JUTE SECTOR</b>	<b>Minimum age – 18 Years</b>		
626.	JUT101	Mazdoor	5 <sup>th</sup>	160	500/-
627.	JUT102	Root Cutter, Heckler cum Selector	5 <sup>th</sup>	480	500/-
628.	JUT103	Jute spreader/ softener (feeder/ receiver/ Pliers)	5 <sup>th</sup>	160	800/-
629.	JUT104	Breaker/ teaser card feeder	5 <sup>th</sup>	160	800/-
630.	JUT105	Breaker Receiver & Finisher/ Inter Card Feeder	5 <sup>th</sup>	320	800/-
631.	JUT106	Finisher card receiver cum First Drawing Feeder	5 <sup>th</sup>	320	800/-
632.	JUT107	Jute Drawing Operator	5 <sup>th</sup>	160	800/-
633.	JUT108	Spinner/ Twister	5 <sup>th</sup>	480	800/-
634.	JUT109	Sliver Feeder/ Bobbin Shifter	5 <sup>th</sup>	160	800/-
635.	JUT110	Spool winder	5 <sup>th</sup>	320	800/-
636.	JUT111	Cop winder	5 <sup>th</sup>	320	800/-
637.	JUT112	Pre-Beamer	5 <sup>th</sup>	320	800/-
638.	JUT113	Beamer/ Dresser	5 <sup>th</sup>	320	800/-
639.	JUT114	Weaver	5 <sup>th</sup>	480	800/-
640.	JUT115	Weaver – Modern Shuttleness Looms	5 <sup>th</sup>	480	800/-

641.	JUT116	Damping/ Calender/ Lapping Operator	5 <sup>th</sup>	160	800/-
642.	JUT117	Cutting Machine Operator	5 <sup>th</sup>	160	800/-
643.	JUT118	Sewer	5 <sup>th</sup>	320	800/-
644.	JUT119	Press operator	5 <sup>th</sup>	320	800/-
645.	JUT120	Electrical Maintenance (Jute Mill)	8 <sup>th</sup>	300	800/-
	<b>JTD</b>	<b>JUTE DIVERSIFIED PRODUCTS SECTOR</b>	<b>Minimum age – 14 Years</b>		
646.	JTD101	Jute braided Product Maker	5 <sup>th</sup>	160	800/-
647.	JTD102	Jute Footwears Maker	5 <sup>th</sup>	160	800/-
648.	JTD103	Weaver	5 <sup>th</sup>	200	800/-
649.	JTD104	Dyer	5 <sup>th</sup>	90	800/-
650.	JTD205	Designer cum Maker of Fabric Bags	5 <sup>th</sup> +JTD101	160	800/-
651.	JTD206	Designer cum Maker Decorative items	5 <sup>th</sup> +JTD101	160	800/-
	<b>FSH</b>	<b>FISHERIES AND ALLIED SECTOR</b>	<b>Minimum age – 14 Years</b>		
652.	FSH101	Fishing Operation	5 <sup>th</sup>	480	800/-
653.	FSH102	Aquarium fabrication & Maintenance	5 <sup>th</sup>	360	800/-
654.	FSH103	Operation, maintenance & repair of Fishing Boat Engines	8 <sup>th</sup>	360	800/-
655.	FSH104	Crab Culture & fattening	5 <sup>th</sup>	240	800/-
656.	FSH105	Fish Feed preparation	5 <sup>th</sup>	240	800/-
657.	FSH106	Breeding of Ornamental Fish	5 <sup>th</sup>	240	800/-
658.	FSH107	Breeding of Carps	5 <sup>th</sup>	240	800/-
659.	FSH108	Fish boat building	5 <sup>th</sup>	480	800/-
660.	FSH109	Multiplication of Aquatic Ornamental Plant	5 <sup>th</sup>	240	800/-
661.	FSH110	Operation & Maintenance of Marine Refrigeration Equipment	5 <sup>th</sup>	240	800/-
662.	FSH111	Operation & Maintenance of Marine Electronic Equipment	8 <sup>th</sup>	240	800/-
663.	FSH112	Mussel Culture	5 <sup>th</sup>	240	800/-
664.	FSH113	Shrimp Hatchery	5 <sup>th</sup>	480	800/-
665.	FSH114	Shrimp Farming	5 <sup>th</sup>	240	800/-
666.	FSH115	Fish processing	8 <sup>th</sup>	480	800/-
667.	FSH116	Preparation of Value added Seafood Product	5 <sup>th</sup>	360	800/-
	<b>FRS</b>	<b>FIRE AND SAFETY ENGINEERING</b>	<b>Minimum age -18 Years</b>		
668.	FRS101	Assistant Fire Operator	10 <sup>th</sup>	300	800/-
669.	FRS202	Fire and Rescue Operator	10 <sup>th</sup> +FRS101	300	800/-
	<b>BSC</b>	<b>BUSINESS &amp; COMMERCE</b>	<b>Minimum age – 18 Years</b>		
670.	BSC 101	Small Office/ Home Office Coordinator	Graduation or Equivalent	480	800/-
671.	BSC 102	Junior Marketing Associate	Graduation or Equivalent	480	800/-
672.	BSC 103	Junior Human Resource Associate	Graduation or Equivalent	480	800/-
673.	BSC 104	Junior Finance associate	Graduation or Equivalent	480	800/-
674.	BSC 205	Small Office/ Home Office entrepreneur	Graduation or Equivalent + BSC 101	480	800/-
675.	BSC 206	Marketing Associate	Graduation or Equivalent + BSC 102	480	800/-
676.	BSC 207	Human Resource Associate	Graduation or Equivalent + BSC 103	480	800/-
677.	BSC 208	Finance associate	Graduation or Equivalent + BSC 104	480	800/-

	<b>MAM</b>	<b>MATERIAL MANAGEMENT</b>	<b>Minimum age – 18 Years</b>		
678.	MAM 101	Store Attendant	8 <sup>th</sup>	180	800/-
679.	MAM 102	Material handling	8 <sup>th</sup>	160	800/-
680.	MAM 103	Finish Goods Keeper	10 <sup>th</sup>	160	800/-
681.	MAM 104	Assistant Storekeeper	12 <sup>th</sup>	300	800/-
682.	MAM 205	Storekeeper	12 <sup>th</sup> +MAM 104	300	800/-
	<b>PAP</b>	<b>PAPER PRODUCTS</b>	<b>Minimum age – 18 Years</b>		
683.	PAP101	Manufacturing of Envelopes	5 <sup>th</sup>	80	500/-
684.	PAP102	Manufacturing of Donnas and Plates	5 <sup>th</sup>	120	500/-
685.	PAP103	Manufacturing of Cup and Tumbler	5 <sup>th</sup>	100	500/-
	<b>IEL</b>	<b>INDUSTRIAL ELECTRICAL</b>	<b>Minimum age – 15 Years</b>		
686.	IEL101	Basic Electricity and Industrial Wiring	8 <sup>th</sup>	240	800/-
687.	IEL102	Motors, Transformers and Earthing	8 <sup>th</sup>	240	800/-
688.	IEL103	Cables and Industrial Equipments (Inverter, Lead Acid Battery & Operation of DG set)	8 <sup>th</sup>	240	800/-
	<b>GIN</b>	<b>TEXTILE –COTTON GINNING</b>	<b>Minimum age-14 years</b>		
689.	GIN101	Pre- cleaner of Kapas	5 <sup>th</sup>	200	500/-
690.	GIN102	Sweeper cum fly gatherer	5 <sup>th</sup>	200	500/-
691.	GIN103	Ginning Operator	5 <sup>th</sup>	300	800/-
692.	GIN104	Post cleaner of cotton lint and seed	5 <sup>th</sup>	300	800/-
693.	GIN105	Bale Packer	5 <sup>th</sup>	300	800/-
	<b>SPG</b>	<b>TEXTILE –COTTON SPINNING</b>	<b>Minimum age-14 years</b>		
694.	SPG101	Contamination Sorter – Cotton Blues	5 <sup>th</sup>	200	500/-
695.	SPG102	Mixing Operator –Cotton Mixing	5 <sup>th</sup>	200	500/-
696.	SPG103	Willow Machine Operator	5 <sup>th</sup>	200	500/-
697.	SPG104	Hard Waste Opener Machine Operator	5 <sup>th</sup>	200	500/-
698.	SPG105	Roving waste opener machine operator	5 <sup>th</sup>	200	500/-
699.	SPG106	Rotary filter operator and waste handler	5 <sup>th</sup>	200	500/-
700.	SPG107	Saleable Waste handler and packer	5 <sup>th</sup>	200	500/-
701.	SPG108	Lattice man cum cobbler	5 <sup>th</sup>	200	500/-
702.	SPG109	Lap Carrier	5 <sup>th</sup>	200	500/-
703.	SPG110	Can Carrier	5 <sup>th</sup>	200	500/-
704.	SPG111	Apron Joiner	5 <sup>th</sup>	200	500/-
705.	SPG112	Cobbler – Belt Stitcher	5 <sup>th</sup>	200	500/-
706.	SPG113	Tape Stitcher	5 <sup>th</sup>	200	800/-
707.	SPG114	Sweeper cum Fly gatherer	5 <sup>th</sup>	200	800/-
708.	SPG115	Can Assembler	5 <sup>th</sup>	200	800/-
709.	SPG116	Bale plucker Operator	7 <sup>th</sup>	300	800/-
710.	SPG117	Bale Breaker tenter and cotton feeder	7 <sup>th</sup>	300	800/-
711.	SPG118	Blow Room Oiler	7 <sup>th</sup>	300	800/-
712.	SPG119	Card tenter – semi high speed cards	5 <sup>th</sup>	400	800/-
713.	SPG120	Card Fitter – End milling, mounting and grinding of flats	7 <sup>th</sup>	500	800/-
714.	SPG121	Card Fitter – Licker-in Mounting	7 <sup>th</sup>	500	800/-
715.	SPG122	Card Oiler	7 <sup>th</sup>	300	800/-

716.	SPG123	Draw Frame Tenter	7 <sup>th</sup>	300	800/-
717.	SPG124	Draw frame Cleaner	7 <sup>th</sup>	300	800/-
718.	SPG125	Sliver Lap Tenter	5 <sup>th</sup>	300	800/-
719.	SPG126	Ribbon Lap Tenter	5 <sup>th</sup>	300	800/-
720.	SPG127	Comber Needler	7 <sup>th</sup>	300	800/-
721.	SPG128	Speed Frame Doffer	5 <sup>th</sup>	400	800/-
722.	SPG129	Sped Frame Cleaner	7 <sup>th</sup>	300	800/-
723.	SPG130	Ring Frame Doffer	5 <sup>th</sup>	400	800/-
724.	SPG131	Ring Frame Cleaner	7 <sup>th</sup>	400	800/-
725.	SPG132	Roller Coverer	7 <sup>th</sup>	400	800/-
726.	SPG133	Ring Frame assistant Fitter – Creel and Bobbin holder maintenance	7 <sup>th</sup>	400	800/-
727.	SPG134	Button Fitting in plug type spindles	5 <sup>th</sup>	400	800/-
728.	SPG135	Ring buffing and reconditioning	7 <sup>th</sup>	400	800/-
729.	SPG136	Open end Machine Tenter	7 <sup>th</sup>	400	800/-
730.	SPG237	Mixing Mukaddam – Cotton Mixing	5 <sup>th</sup> +SPG102	400	800/-
731.	SPG138	Scutcher operator in blow room	7 <sup>th</sup>	400	800/-
732.	SPG139	Card Tenter-High Speed/ Super high speed cards	7 <sup>th</sup>	400	800/-
733.	SPG240	Card Fitter – Mounting and Grinding of Cylinder, doffer and Flats	7 <sup>th</sup> +SPG120	600	800/-
734.	SPG241	Card Fitter – Semi high speed cards	7 <sup>th</sup> +SPG122	600	800/-
735.	SPG142	Combing Tenter	7 <sup>th</sup>	600	800/-
736.	SPG243	Speed Frame Machine Operator	7 <sup>th</sup> +SPG128	300	800/-
737.	SPG244	Ring Frame Sider – (Operator)	7 <sup>th</sup> +SPG130	400	800/-
738.	SPG145	Ring Frame Assistant Fitter – Spindle gauging	7 <sup>th</sup>	600	800/-
739.	SPG146	Ring Frame Assistant Fitter – Roller truing	7 <sup>th</sup>	600	800/-
740.	SPG147	Ring Frame Assistant Fitter – Drafting Roller and top arm maintenance	7 <sup>th</sup>	600	800/-
741.	SPG148	Ring Frame Assistant Fitter – Pneumatic ducts, filter and over head cleaners maintenance	7 <sup>th</sup>	600	800/-
742.	SPG149	Cots mounting and buffing operator	7 <sup>th</sup>	600	800/-
743.	SPG250	Blow Room Fitter	7 <sup>th</sup> +SPG118	600	800/-
744.	SPG351	Card Fitter- High speeds and super high speed cards	7 <sup>th</sup> +SPG122+SPG240	600	800/-
745.	SPG252	Draw Frame Fitter	7 <sup>th</sup> +SPG118	600	800/-
746.	SPG253	Comber Fitter	7 <sup>th</sup> +SPG118	600	800/-
747.	SPG254	Speed Frame Fitter	7 <sup>th</sup> +SPG132+SPG146	600	800/-
748.	SPG255	Ring Frame Fitter	7 <sup>th</sup> +SPG145,SPG146,SPG147, SPG148	600	800/-
749.	SPG256	Open end Machine Fitter	7 <sup>th</sup> +SPG145,SPG146,SPG147, SPG148	600	800/-
		<b>TEXTILES - DOUBLING</b>	<b>Minimum age-14 years</b>		
750.	DBL101	Ring Doubling Doffer	5 <sup>th</sup>	400	500/-
751.	DBL202	Ring Doubling – Tenter	7 <sup>th</sup> +DBL101	400	800/-
752.	DBL103	Two-for-one Twister Operator	7 <sup>th</sup>	400	800/-
753.	DBL104	Two-for-one Twister Fitter	7 <sup>th</sup>	600	800/-
754.	DBL205	Ring Doubling Machine Fitter	7 <sup>th</sup> +SPG145	600	800/-

		<b>TEXTILES – WINDING</b>	<b>Minimum age-14 years</b>		
755.	WDG101	Reconditioning of old paper cones	5 <sup>th</sup>	200	500/-
756.	WDG102	Yarn Conditioning machine operator (Xorella, Autoclave)	5 <sup>th</sup>	300	800/-
757.	WDG103	Winder – Manual winding machine	5 <sup>th</sup>	400	800/-
758.	WDG104	Winder –Soft package winding	5 <sup>th</sup>	400	800/-
759.	WDG105	Winder – Dyed Yarn	5 <sup>th</sup>	400	800/-
760.	WDG106	Winder – Automatic Winding machine	7 <sup>th</sup>	400	800/-
761.	WDG107	Winder – Assembly winding	5 <sup>th</sup>	400	800/-
762.	WDG108	Yarn Packer – Bag packing	7 <sup>th</sup>	400	800/-
763.	WDG109	Yarn Packer – Carton packing	7 <sup>th</sup>	400	800/-
764.	WDG110	Yarn Packer – Shrink packing	7 <sup>th</sup>	400	800/-
765.	WDG111	Fitter – Manual Winding	7 <sup>th</sup>	600	800/-
766.	WDG112	Fitter – Automatic Winding	7 <sup>th</sup>	600	800/-
		<b>TEXTILES – REELING</b>	<b>Minimum age-14 years</b>		
767.	REL101	Conditioning Coolie-Water Conditioning	5 <sup>th</sup>	200	800/-
768.	REL102	Conditioning Coolie-Steam Conditioning	5 <sup>th</sup>	200	800/-
769.	REL103	Reeler- Hand Reeling Machines	7 <sup>th</sup>	300	800/-
770.	REL104	Reeler- Reeling on machines	7 <sup>th</sup>	300	800/-
771.	REL105	Hank Dresser	7 <sup>th</sup>	300	800/-
772.	REL106	Knotter, Weigher cum Bundling Machine	7 <sup>th</sup>	300	800/-
773.	REL107	Baling press machine operator	7 <sup>th</sup>	400	800/-
		<b>TEXTILES – WEAVING PREPARATION</b>	<b>Minimum age-14 years</b>		
774.	WPN101	Creel Attendant – Warping	7 <sup>th</sup>	300	800/-
775.	WPN102	Bach Attendant - Back Sizer	7 <sup>th</sup>	400	800/-
776.	WPN103	Warper- Sectional Warping	7 <sup>th</sup>	400	800/-
777.	WPN104	Warper- Beam Warping- Slow Speed	7 <sup>th</sup>	400	800/-
778.	WPN105	Warper- Beam Warping- High Speed	7 <sup>th</sup>	400	800/-
779.	WPN106	Warper- Beam Warping- Super High Speed	7 <sup>th</sup>	400	800/-
780.	WPN107	Size Cooker	7 <sup>th</sup>	400	800/-
781.	WPN108	Front Attendant – Two Cylinder Sizing	7 <sup>th</sup>	400	800/-
782.	WPN109	Front Attendant- Multi Cylinder Sizing	7 <sup>th</sup>	500	800/-
783.	WPN110	Fitter – Warping	7 <sup>th</sup>	600	800/-
784.	WPN111	Fitter – Sizing	7 <sup>th</sup>	600	800/-
		<b>TEXTILES – WEAVING</b>	<b>Minimum age-14 years</b>		
785.	WVG101	Drawer in	5 <sup>th</sup>	300	500/-
786.	WVG102	Reacher	5 <sup>th</sup>	300	500/-
787.	WVG103	Pirn Winder	5 <sup>th</sup>	300	500/-
788.	WVG104	Warp Dresser for Typing Machine	5 <sup>th</sup>	300	500/-
789.	WVG105	Heald and Reed Cleaner	5 <sup>th</sup>	200	500/-
790.	WVG106	Reedman	5 <sup>th</sup>	300	500/-
791.	WVG107	Healdman	5 <sup>th</sup>	300	500/-
792.	WVG108	Beam Coolie	5 <sup>th</sup>	200	500/-
793.	WVG109	Weft Distributor	5 <sup>th</sup>	200	500/-
794.	WVG110	Sweeper cum Fly Gatherer	5 <sup>th</sup>	200	500/-
795.	WVG111	Cleaner	5 <sup>th</sup>	200	500/-

796.	WVG112	Pirn Winding – Automatic Machine	7 <sup>th</sup>	400	800/-
797.	WVG213	Warp typing Operator – Machine-man	7 <sup>th</sup> +WVG104	300	800/-
798.	WVG114	Auto reaching Machine Attendant	7 <sup>th</sup>	300	800/-
799.	WVG115	Weaver – 2 looms- Plain Power loom	7 <sup>th</sup>	300	800/-
800.	WVG116	Weaver – 4 looms- Plain Power loom	7 <sup>th</sup>	400	800/-
801.	WVG117	Weaver – Auto loom	7 <sup>th</sup>	500	800/-
802.	WVG118	Weaver – Drop Box loom	7 <sup>th</sup>	500	800/-
803.	WVG119	Weaver – Dobby loom	7 <sup>th</sup>	500	800/-
804.	WVG120	Weaver – Jacquard loom	7 <sup>th</sup>	500	800/-
805.	WVG121	Jacquard Card punching	7 <sup>th</sup>	400	800/-
806.	WVG122	Comber – Board Man	9 <sup>th</sup>	400	800/-
807.	WVG123	Lattice Man	7 <sup>th</sup>	300	800/-
808.	WVG124	Line Man (Nakshiwala)	7 <sup>th</sup>	400	800/-
809.	WVG125	Card Cutter and Lacer	7 <sup>th</sup>	500	800/-
810.	WVG126	Jacquard Lineman	7 <sup>th</sup>	500	800/-
811.	WVG127	Slay Maker	5 <sup>th</sup>	400	800/-
812.	WVG128	Carpenter	5 <sup>th</sup>	600	800/-
813.	WVG129	Shuttle Man	5 <sup>th</sup>	400	800/-
814.	WVG130	Oiler	7 <sup>th</sup>	400	800/-
815.	WVG131	Fabric packer	7 <sup>th</sup>	500	800/-
816.	WVG132	Weaver – Shuttleless Rapier Looms	9 <sup>th</sup>	400	800/-
817.	WVG133	Weaver – Shuttleless Gripper/ Projectile looms	9 <sup>th</sup>	400	800/-
818.	WVG134	Weaver – Shuttleless Air Jet looms	9 <sup>th</sup>	400	800/-
819.	WVG135	Weaver – Shuttleless water jet looms	9 <sup>th</sup>	400	800/-
820.	WVG136	Drop Box Fitter	7 <sup>th</sup>	400	800/-
821.	WVG137	Loom Fitter	7 <sup>th</sup>	600	800/-
		<b>TEXTILES – CHEMICAL PROCESSING</b>	<b>Minimum age-14 years</b>		
822.	TCP101	Water Softening Plant operator	7 <sup>th</sup>	400	800/-
823.	TCP102	Effluent Water Treatment plant operator	7 <sup>th</sup>	400	800/-
824.	TCP103	Laundering operator	7 <sup>th</sup>	300	800/-
825.	TCP104	Loose Cotton Bleaching Operator	7 <sup>th</sup>	300	800/-
826.	TCP105	Yarn Bleaching in Hank form Operator	7 <sup>th</sup>	300	800/-
827.	TCP106	Grey Fabric marking and counting	7 <sup>th</sup>	300	800/-
828.	TCP107	Grey fabric stitching	7 <sup>th</sup>	300	800/-
829.	TCP108	Electrolysers operator	7 <sup>th</sup>	300	800/-
830.	TCP109	Preparing Bleaching solution – operator	7 <sup>th</sup>	300	800/-
831.	TCP110	Scutcher machine man	5 <sup>th</sup>	300	800/-
832.	TCP111	Scutcher plaiter	5 <sup>th</sup>	300	800/-
833.	TCP112	Colour Mixer/ Chemical preparation operator	7 <sup>th</sup>	300	800/-
834.	TCP113	Yarn dyeing in hanks – operator	7 <sup>th</sup>	300	800/-
835.	TCP114	Fibre dyeing in machine operator	7 <sup>th</sup>	400	800/-
836.	TCP115	Loose Cotton dyeing in Vats operator	7 <sup>th</sup>	400	800/-
837.	TCP116	Loose cotton drying in Hydro extractor	7 <sup>th</sup>	400	800/-
838.	TCP117	Wet cotton opening – Operator	7 <sup>th</sup>	400	800/-
839.	TCP118	Drying hanks in Hydro extractor –operator	7 <sup>th</sup>	400	800/-
840.	TCP119	Hot air dryer operator	7 <sup>th</sup>	500	800/-

841.	TCP120	Screen printing – Manual Operation	5 <sup>th</sup>	200	800/-
842.	TCP121	Screen Preparer – Manual	9 <sup>th</sup>	400	800/-
843.	TCP122	Batching Machine Operator	5 <sup>th</sup>	300	800/-
844.	TCP123	Colour Mixer – Printing	7 <sup>th</sup>	300	800/-
845.	TCP124	Soaper machine operator	7 <sup>th</sup>	300	800/-
846.	TCP125	Curing machine Operator	7 <sup>th</sup>	300	800/-
847.	TCP126	Yarn Printing by hand	7 <sup>th</sup>	300	800/-
848.	TCP127	After/ Post Processing of Printed Yarn Operator	7 <sup>th</sup>	300	800/-
849.	TCP228	Back Grey washing and drying operator	7 <sup>th</sup> +TCP124+TCP119	300	800/-
850.	TCP129	Starch Kitchen operator	5 <sup>th</sup>	400	800/-
851.	TCP130	Selvage stamping operator	5 <sup>th</sup>	200	800/-
852.	TCP131	Hand Folding operator	5 <sup>th</sup>	300	800/-
853.	TCP132	Role folding – Hand operator	5 <sup>th</sup>	300	800/-
854.	TCP133	Plaiter –cloth by machine	5 <sup>th</sup>	300	800/-
855.	TCP134	Role folding machine operator	5 <sup>th</sup>	300	800/-
856.	TCP135	Split cutting operator	5 <sup>th</sup>	300	800/-
857.	TCP136	Terry Towel Cutting operator	5 <sup>th</sup>	300	800/-
858.	TCP137	Hand Folding of plaited cloth	5 <sup>th</sup>	200	800/-
859.	TCP138	Selvage stamping of folded cloth by hand	5 <sup>th</sup>	200	800/-
860.	TCP139	Packer and bundler of stamped pieces	5 <sup>th</sup>	200	800/-
861.	TCP140	Baling Press helper	5 <sup>th</sup>	300	800/-
862.	TCP141	Case packing Operator	7 <sup>th</sup>	300	800/-
863.	TCP142	Sample cutting machine operator	7 <sup>th</sup>	200	800/-
864.	TCP143	Straw board Cutter	5 <sup>th</sup>	200	800/-
865.	TCP144	Yarn Boiling – Kier operator	7 <sup>th</sup>	400	800/-
866.	TCP145	Yarn singeing machine operator-Electrical	7 <sup>th</sup>	400	800/-
867.	TCP146	Yarn singeing machine operator-Gassing	5 <sup>th</sup>	400	800/-
868.	TCP147	Yarn Mercerising machine operator	7 <sup>th</sup>	400	800/-
869.	TCP148	Shearing Machine operator	7 <sup>th</sup>	300	800/-
870.	TCP149	Grey fabric Cropping operator	7 <sup>th</sup>	300	800/-
871.	TCP150	Desizing Machine Operator	7 <sup>th</sup>	300	800/-
872.	TCP151	Kier operator – fabric	7 <sup>th</sup>	400	800/-
873.	TCP152	Fabric singeing machine Operator	7 <sup>th</sup>	400	800/-
874.	TCP153	Fabric Mercerising machine operator	7 <sup>th</sup>	400	800/-
875.	TCP154	Drying machine operator- Cylinder dryer	7 <sup>th</sup>	400	800/-
876.	TCP155	Water Mangle Machine Operator	5 <sup>th</sup>	300	800/-
877.	TCP156	Jigger Machine Operator	7 <sup>th</sup>	300	800/-
878.	TCP157	Padding Mangle cum Float drier machine operator	7 <sup>th</sup>	400	800/-
879.	TCP158	HT-HP Cheese dyeing of Yarns- machine operator	7 <sup>th</sup>	400	800/-
880.	TCP159	HT-HP Beam dyeing of Yarns- machine operator	7 <sup>th</sup>	400	800/-
881.	TCP260	Color Matching Operator	9 <sup>th</sup> +Basic Computer Knowledge or equivalent	600	800/-



882.	TCP161	Loose cotton drying in continuous drying machine –operator	7 <sup>th</sup>	500	800/-
883.	TCP162	Flat Bed Screen printing machine operator	9 <sup>th</sup>	400	800/-
884.	TCP163	Rotary Screen printing machine operator	9 <sup>th</sup>	400	800/-
885.	TCP164	Engraver- roller printing Machine	9 <sup>th</sup>	400	800/-
886.	TCP165	Roller Printing – machine operator	9 <sup>th</sup>	300	800/-
887.	TCP166	Ager machine operator	7 <sup>th</sup>	300	800/-
888.	TCP167	Short Clip Stenter Operator	7 <sup>th</sup>	300	800/-
889.	TCP268	Starch Mangle and Back Filling mangle operator	7 <sup>th</sup> +TCP155	300	800/-
890.	TCP169	Breaking Machine Operator	7 <sup>th</sup>	300	800/-
891.	TCP170	Damping machine Operator – Brush Type, nozzle type and pneumatic type	7 <sup>th</sup>	300	800/-
892.	TCP171	Calender Machine Operator-Swissing, Chasing, Shreiner and embossing	7 <sup>th</sup>	300	800/-
893.	TCP172	Pre- shrinking machine operator- Zero-zero finishing or Felt Calender	7 <sup>th</sup>	300	800/-
894.	TCP173	Stenter or Fionishing machine operator- Cylinder dryer	7 <sup>th</sup>	300	800/-
895.	TCP174	Single folding/ Double folding/ Full width machine operator (Back and Front)	7 <sup>th</sup>	400	800/-
896.	TCP175	Combined double folding and plaiting operator	7 <sup>th</sup>	400	800/-
897.	TCP176	Shrink packing/ Sealing machine operator	7 <sup>th</sup>	300	800/-
898.	TCP177	Bailing Press Machine Operator	7 <sup>th</sup>	400	800/-
899.	TCP178	Inspection operator/ Piece checker (near hand folding)	7 <sup>th</sup>	400	800/-
900.	TCP179	Inspection Operator/ piece checker (near Bailing)	7 <sup>th</sup>	400	800/-
901.	TCP180	Raising Machine Operator	5 <sup>th</sup>	300	800/-
902.	TCP181	Grey Room inspection operator (Piece Checker)	7 <sup>th</sup>	400	800/-
903.	TCP182	Bleaching Department inspection operator (piece checker)	7 <sup>th</sup>	400	800/-
904.	TCP183	Continuous Bleaching Plant-Machine Operator	7 <sup>th</sup>	400	800/-
905.	TCP184	HT-HP Beam dyeing machine operator	7 <sup>th</sup>	400	800/-
906.	TCP185	Jet Dyeing Machine Operator	7 <sup>th</sup>	400	800/-
907.	TCP186	Folding Department Jobber	7 <sup>th</sup>	400	800/-
		<b>TEXTILES – QUALITY CONTROL</b>	<b>Minimum age-14 years</b>		
908.	TQC101	Tester – Wrapping Boy	7 <sup>th</sup>	400	800/-
909.	TQC102	Tester – Cotton Trash Analyser	7 <sup>th</sup>	400	800/-
910.	TQC103	Tester – Classimat/ Classifault Tester	7 <sup>th</sup>	400	800/-
911.	TQC104	Inspector – Fabric – Visual inspection for Quality	7 <sup>th</sup>	600	800/-
912.	TQC105	Cone Quality Inspector	7 <sup>th</sup>	400	800/-
913.	TQC106	Tester – Cotton- Length, Strength, Micronaire, Rd, Neps	7 <sup>th</sup>	600	800/-
914.	TQC107	Tester – Yarn Count, Strength and Twist	7 <sup>th</sup>	600	800/-
915.	TQC108	Tester – Evenness Tester	7 <sup>th</sup>	600	800/-
916.	TQC109	Tester – Fabric- Dimensions and Construction- Woven Fabrics	7 <sup>th</sup>	600	800/-
917.	TQC110	Tester – Fabric-Dimensions and Construction- Knitted Fabrics	7 <sup>th</sup>	600	800/-
918.	TQC111	Tester – Blend Analysis	9 <sup>th</sup>	600	800/-



919.	TQC112	Tester – Colour Fastness Testing	9 <sup>th</sup>	600	800/-
920.	TQC113	Tester – Dimensional stability, Pilling, Abrasion, Drape and Handle	9 <sup>th</sup>	600	800/-
		<b>TEXTILES – KNITTING</b>	<b>Minimum age-14 years</b>		
921.	KNT101	Knitting Runner – Helper	5 <sup>th</sup>	400	500/-
922.	KNT102	Lab Assistant	7 <sup>th</sup>	400	800/-
923.	KNT103	Yarn Stores Assistant	7 <sup>th</sup>	400	800/-
924.	KNT104	Hand knitter – Flat Knitting	5 <sup>th</sup>	400	800/-
925.	KNT105	Fabric Inspector	7 <sup>th</sup>	600	800/-
926.	KNT106	Peaching Machine Operator	7 <sup>th</sup>	400	800/-
927.	KNT107	Roll Packer	7 <sup>th</sup>	400	800/-
928.	KNT108	Knitter – Circular knitting	7 <sup>th</sup>	600	800/-
929.	KNT109	Knitter – Flat Knitting Machine	7 <sup>th</sup>	600	800/-
930.	KNT110	Knitting Mechanic	7 <sup>th</sup>	600	800/-
		<b>TEXTILES – NON - WOVEN</b>	<b>Minimum age-14 years</b>		
931.	NWN101	Opening Machine Operator	7 <sup>th</sup>	200	800/-
932.	NWN102	Randomizer machine Operator	7 <sup>th</sup>	200	800/-
933.	NWN103	Hydro Entanglement Operator	7 <sup>th</sup>	300	800/-
934.	NWN104	pH Controller	7 <sup>th</sup>	300	800/-
935.	NWN105	Lap Slitting Machine Operator	7 <sup>th</sup>	300	800/-
936.	NWN106	Punching Machine Operator	7 <sup>th</sup>	300	800/-
937.	NWN107	Blade cutting Machine Operator	7 <sup>th</sup>	300	800/-
938.	NWN108	Ear Bud Machine Operator	7 <sup>th</sup>	300	800/-
939.	NWN109	Ball making Operator	7 <sup>th</sup>	300	800/-
940.	NWN110	Surgical Cotton Roll operator	7 <sup>th</sup>	300	800/-
941.	NWN111	Surgical Cotton Pleats operator	7 <sup>th</sup>	300	800/-
942.	NWN112	Ear Bud Packer	7 <sup>th</sup>	300	800/-
943.	NWN113	Numbering and heat sealing operator- packed bags	7 <sup>th</sup>	300	800/-
944.	NWN114	Carton packer – Balls and Pads	7 <sup>th</sup>	300	800/-
945.	NWN115	Drying Range Operator	7 <sup>th</sup>	400	800/-
946.	NWN116	Lap Former Operator	7 <sup>th</sup>	400	800/-
		<b>TEXTILES – WOOL</b>	<b>Minimum age-14 years</b>		
947.	WOL101	Helpers – Sorting and Cleaning	5 <sup>th</sup>	200	500/-
948.	WOL102	Helper Blow Room	5 <sup>th</sup>	200	800/-
949.	WOL103	Helper – Carding	5 <sup>th</sup>	200	800/-
950.	WOL104	Helper – Gill Box	5 <sup>th</sup>	200	800/-
951.	WOL105	Helper- Combing	5 <sup>th</sup>	200	800/-
952.	WOL106	Helper- Draw Frame	5 <sup>th</sup>	200	800/-
953.	WOL107	Helper – Doffers Roving Frames	5 <sup>th</sup>	200	800/-
954.	WOL108	Helper – Doffers Ring Frames	5 <sup>th</sup>	200	800/-
955.	WOL109	Helper – Winding	5 <sup>th</sup>	200	800/-
956.	WOL110	Helper / Creeler – Warping	5 <sup>th</sup>	200	800/-
957.	WOL111	Helper –Weft Feeder	5 <sup>th</sup>	200	800/-
958.	WOL112	Helper – Gaiter Weaving	5 <sup>th</sup>	200	800/-
959.	WOL113	Helper – Wet processing	5 <sup>th</sup>	200	800/-

960.	WOL114	Wool Sorter	5 <sup>th</sup>	300	800/-
961.	WOL115	Wool Washing and Scouring operator	7 <sup>th</sup>	300	800/-
962.	WOL116	Fibre opening – Blending operator	7 <sup>th</sup>	300	800/-
963.	WOL117	Blow Room Chute Feeding Operator	7 <sup>th</sup>	300	800/-
964.	WOL118	Carding operator	7 <sup>th</sup>	300	800/-
965.	WOL119	Operator – Gill Box	7 <sup>th</sup>	300	800/-
966.	WOL120	Operator – Comber	7 <sup>th</sup>	300	800/-
967.	WOL121	Operator – Finisher Draw frame	7 <sup>th</sup>	300	800/-
968.	WOL122	Operator – Roving Frame	7 <sup>th</sup>	300	800/-
969.	WOL123	Operator – Ring Frame	7 <sup>th</sup>	300	800/-
970.	WOL124	Winder – Automatic Winding	7 <sup>th</sup>	300	800/-
971.	WOL125	Winder – Cheese Winding	7 <sup>th</sup>	300	800/-
972.	WOL126	Warper	7 <sup>th</sup>	300	800/-
973.	WOL127	Weft Winder	7 <sup>th</sup>	300	800/-
974.	WOL128	Weaver	7 <sup>th</sup>	300	800/-
975.	WOL129	Grey fabric Mender	7 <sup>th</sup>	300	800/-
976.	WOL130	Grey Fabric Checker	7 <sup>th</sup>	400	800/-
977.	WOL131	Fabric processing Operator	7 <sup>th</sup>	400	800/-
978.	WOL132	Maintenance Helpers – Blow Room	7 <sup>th</sup>	300	800/-
979.	WOL133	Machine Cleaners – Blow Room	7 <sup>th</sup>	300	800/-
980.	WOL134	Maintenance Helpers – Carding	7 <sup>th</sup>	300	800/-
981.	WOL135	Machine Cleaners – Carding	7 <sup>th</sup>	300	800/-
982.	WOL136	Maintenance Helpers – Gill Box	7 <sup>th</sup>	300	800/-
983.	WOL137	Machine Cleaners – Gill Box	7 <sup>th</sup>	300	800/-
984.	WOL138	Maintenance Helpers – Combing	7 <sup>th</sup>	300	800/-
985.	WOL139	Machine Cleaners – Comber	7 <sup>th</sup>	300	800/-
986.	WOL140	Maintenance Helpers – Speed Frames	7 <sup>th</sup>	300	800/-
987.	WOL141	Machine Cleaners – Speed Frames	7 <sup>th</sup>	300	800/-
988.	WOL142	Maintenance Helpers – Ring Frames	7 <sup>th</sup>	300	800/-
989.	WOL143	Machine Cleaners – Ring Frame	7 <sup>th</sup>	300	800/-
990.	WOL144	Maintenance Helpers – Winding Machines	7 <sup>th</sup>	300	800/-
991.	WOL145	Machine Cleaners – Winding machines	7 <sup>th</sup>	300	800/-
992.	WOL146	Maintenance helpers cum Cleaners – Weaving	7 <sup>th</sup>	300	800/-
993.	WOL147	Maintenance helpers cum Cleaners – Wet Processing	7 <sup>th</sup>	300	800/-
994.	WOL248	Maintenance Fitter – Blow Room	7 <sup>th</sup> +WOL132	600	800/-
995.	WOL249	Maintenance Fitter – Carding	7 <sup>th</sup> +WOL134	600	800/-
996.	WOL250	Maintenance Fitter – Gill Box	7 <sup>th</sup> +WOL136	400	800/-
997.	WOL251	Maintenance Fitter – Comber	7 <sup>th</sup> +WOL138	400	800/-
998.	WOL252	Maintenance Fitter – Speed Frame	7 <sup>th</sup> +WOL140	400	800/-
999.	WOL253	Maintenance Fitter – Ring Frame	7 <sup>th</sup> +WOL142	400	800/-
1000.	WOL254	Maintenance servicing operations	7 <sup>th</sup> +WOL142	400	800/-
1001.	WOL255	Maintenance Fitter – Automatic Winding	7 <sup>th</sup> +WOL144	400	800/-
1002.	WOL256	Maintenance Fitter – Cheese Winding	7 <sup>th</sup> +WOL144	400	800/-
1003.	WOL257	Maintenance Fitter – Weaving	7 <sup>th</sup> +WOL146	400	800/-
1004.	WOL258	Maintenance Fitter – Wet processing	7 <sup>th</sup> +WOL147	400	800/-
		<b>TEXTILES – SILK</b>	<b>Minimum age-14 years</b>		

1005.	SLK101	Cocoon Sorter	5 <sup>th</sup>	200	800/-
1006.	SLK102	Cone and Cheese Winder	5 <sup>th</sup>	200	800/-
1007.	SLK103	Fabric Checker	7 <sup>th</sup>	300	800/-
1008.	SLK104	Packer	5 <sup>th</sup>	300	800/-
1009.	SLK105	Raw waste Sorter/ blender	5 <sup>th</sup>	300	800/-
1010.	SLK106	Waste Stapler	5 <sup>th</sup>	300	500/-
1011.	SLK107	De-Gumming Operator	7 <sup>th</sup>	300	800/-
1012.	SLK108	Drying operator	5 <sup>th</sup>	300	800/-
1013.	SLK109	Neutraliser	7 <sup>th</sup>	300	800/-
1014.	SLK110	Bailing Operator	5 <sup>th</sup>	300	800/-
1015.	SLK111	Maintenance helpers cum Cleaners- Weaving preparatory	7 <sup>th</sup>	300	800/-
1016.	SLK112	Maintenance helpers cum cleaners- weaving	7 <sup>th</sup>	300	800/-
1017.	SLK113	Cocoon Cooking Operator	5 <sup>th</sup>	200	800/-
1018.	SLK114	Reeler	5 <sup>th</sup>	200	800/-
1019.	SLK115	Re- Reeler	5 <sup>th</sup>	200	800/-
1020.	SLK116	Soaking Operator	5 <sup>th</sup>	300	800/-
1021.	SLK117	Drying Operator	5 <sup>th</sup>	300	800/-
1022.	SLK118	Winders	5 <sup>th</sup>	200	800/-
1023.	SLK119	Twisting Operator	5 <sup>th</sup>	300	800/-
1024.	SLK120	Doubling Operator	5 <sup>th</sup>	300	800/-
1025.	SLK121	Yarn singeing machine operator	7 <sup>th</sup>	400	800/-
1026.	SLK122	Auto Clave Operator	5 <sup>th</sup>	300	800/-
1027.	SLK123	Re- Winder	5 <sup>th</sup>	200	800/-
1028.	SLK124	Reeler – Preparatory section	5 <sup>th</sup>	200	800/-
1029.	SLK125	Dyer – Assistant	7 <sup>th</sup>	200	800/-
1030.	SLK126	Dryer Operator for dyed silk	7 <sup>th</sup>	200	800/-
1031.	SLK127	Yarn Store Assistant	7 <sup>th</sup>	300	800/-
1032.	SLK128	Winders (Dyed Yarn)	7 <sup>th</sup>	200	800/-
1033.	SLK129	Cone and Cheese Winder	7 <sup>th</sup>	200	800/-
1034.	SLK130	Pirn Winder	7 <sup>th</sup>	200	800/-
1035.	SLK131	Warping Operator	7 <sup>th</sup>	300	800/-
1036.	SLK132	Warp Drawer	7 <sup>th</sup>	300	800/-
1037.	SLK133	Beam Gaiter	7 <sup>th</sup>	300	800/-
1038.	SLK134	Knotter	7 <sup>th</sup>	300	800/-
1039.	SLK135	Carding Tenter	7 <sup>th</sup>	300	800/-
1040.	SLK136	Draw Frame/ Gill Box Tenter	7 <sup>th</sup>	300	800/-
1041.	SLK137	Comber Tenter	7 <sup>th</sup>	300	800/-
1042.	SLK138	Roving Frame Tenter	7 <sup>th</sup>	300	800/-
1043.	SLK139	Ring Frame Tenter	7 <sup>th</sup>	300	800/-
1044.	SLK140	Bundling Operator	5 <sup>th</sup>	300	800/-
1045.	SLK141	Ring Doubling Operator	7 <sup>th</sup>	300	800/-
1046.	SLK142	Yarn & Silk Tester	9 <sup>th</sup>	600	800/-
1047.	SLK143	Raw Silk Yarn Store Assistant	9 <sup>th</sup>	600	800/-
1048.	SLK144	Cocoon Stifling/ Drying Operator	9 <sup>th</sup>	200	800/-
1049.	SLK145	Twist Setting Operator	9 <sup>th</sup>	200	800/-

1050.	SLK146	Weaver	7 <sup>th</sup>	400	800/-
1051.	SLK247	CAD Operator	10 <sup>th</sup> +Basic Computer Knowledge or equivalent	400	800/-
1052.	SLK148	General Fitter	7 <sup>th</sup>	600	800/-
1053.	SLK149	Fitter – Twisting Machine	7 <sup>th</sup>	600	800/-
1054.	SLK150	General Fitter – Preparatory Section	7 <sup>th</sup>	600	800/-
1055.	SLK151	Dyeing Operator	7 <sup>th</sup>	600	800/-
1056.	SLK152	Lab – Assistant	9 <sup>th</sup>	600	800/-
1057.	SLK153	Dyeing Machine Fitter	7 <sup>th</sup>	600	800/-
1058.	SLK154	Loom Fitter	7 <sup>th</sup>	600	800/-
1059.	SLK155	Carding Oiler cum Fitter	7 <sup>th</sup>	600	800/-
1060.	SLK156	Gill Box/ Draw Frame Fitter	7 <sup>th</sup>	600	800/-
1061.	SLK157	Roving Frame/ Ring frame/ Ring Double Fitter	7 <sup>th</sup>	600	800/-
		<b>TEXTILES – HDPE/PP</b>	<b>Minimum age-14 years</b>		
1062.	HDP101	Raw Material Blender	5 <sup>th</sup>	200	500/-
1063.	HDP102	Helper	5 <sup>th</sup>	200	500/-
1064.	HDP103	Lamination Helper	5 <sup>th</sup>	200	500/-
1065.	HDP104	Stacker	5 <sup>th</sup>	200	500/-
1066.	HDP105	Trimmer	5 <sup>th</sup>	200	500/-
1067.	HDP106	Slit Tape Extruder Operator	7 <sup>th</sup>	300	800/-
1068.	HDP107	Winder Mechanic	7 <sup>th</sup>	300	800/-
1069.	HDP108	Slit Tape Extruder Winder	7 <sup>th</sup>	300	800/-
1070.	HDP109	Circular Loom Weaver	7 <sup>th</sup>	300	800/-
1071.	HDP110	Lamination Operator	7 <sup>th</sup>	300	800/-
1072.	HDP111	Heavy Duty Fabric Cutting operator	7 <sup>th</sup>	300	800/-
1073.	HDP112	Heavy Duty Tailor	7 <sup>th</sup>	300	800/-
1074.	HDP113	Reeler	5 <sup>th</sup>	300	800/-
1075.	HDP114	Bobbin Winder	5 <sup>th</sup>	300	800/-
1076.	HDP115	Sectional Warper	7 <sup>th</sup>	300	800/-
1077.	HDP116	Reed Mounter	7 <sup>th</sup>	300	800/-
1078.	HDP117	Pirn Winder	5 <sup>th</sup>	300	800/-
1079.	HDP118	Weaver	7 <sup>th</sup>	300	800/-
1080.	HDP119	Quality Inspector	9 <sup>th</sup>	400	800/-
1081.	HDP120	Packing Operator	7 <sup>th</sup>	300	800/-
1082.	HDP121	Circular Looms Jobbers	9 <sup>th</sup>	600	800/-
1083.	HDP222	Looms Jobbers	7 <sup>th</sup> +HDP118	400	800/-
	<b>SER</b>	<b>SERICULTURE</b>	<b>Minimum age-14 years</b>		
1084.	SER101	Mulberry sampling producer	5 <sup>th</sup>	200	800/-
1085.	SER102	Mulberry crop protection Assistant	5 <sup>th</sup>	120	500/-
1086.	SER103	Chawki Rearer	5 <sup>th</sup>	150	500/-
1087.	SER104	Pre-emergence Grainage Operator	5 <sup>th</sup>	150	800/-
1088.	SER105	Post emergence Grainage Operator	5 <sup>th</sup>	150	800/-
1089.	SER106	Silk Handicrafts Maker	5 <sup>th</sup>	150	800/-
1090.	SER107	Mulberry Cosmetic Assistant	5 <sup>th</sup>	150	800/-
1091.	SER108	Mulberry Snack Maker	5 <sup>th</sup>	150	800/-
1092.	SER109	Silk Garland Maker	5 <sup>th</sup>	150	800/-

1093.	SER210	Mulberry Garden Establisher	5 <sup>th</sup> +SER101	150	800/-
1094.	SER211	Mulberry Garden Maintainer	5 <sup>th</sup> +SER101	200	800/-
1095.	SER212	Vermicompost Producer	5 <sup>th</sup> +SER101	200	800/-
1096.	SER113	Sanitation and Disinfection Assistant	5 <sup>th</sup>	200	800/-
1097.	SER214	Late age silkworm rearing assistant	5 <sup>th</sup> +SER103	200	800/-
1098.	SER215	Silkworm Protector	5 <sup>th</sup> +SER105	200	800/-
1099.	SER116	Acid Treatment Technician	10 <sup>th</sup>	150	800/-
1100.	SER117	Silk worm cold storage operator	10 <sup>th</sup>	150	800/-
1101.	SER218	Silk Worm Egg Marketing Assistant	10 <sup>th</sup> +Basic computer knowledge or equivalent	150	800/-
1102.	SER119	Bamboo Appliances Maker for Silkworm rearing	5 <sup>th</sup>	200	800/-
1103.	SER120	Wooden Appliances Maker for Sericulture	5 <sup>th</sup>	200	800/-
1104.	SER221	Mulberry Crop Protector	5 <sup>th</sup> +SER102+SER113	200	800/-
1105.	SER122	Seed Cocoon Procurer	10 <sup>th</sup>	150	800/-
1106.	SER123	Pupa and Moth Tester	10 <sup>th</sup>	150	800/-
1107.	SER224	Egg Production Supervisor	10 <sup>th</sup> +SER103+SER104+SER105	150	800/-
1108.	SER325	Sericulture Extension Worker	10 <sup>th</sup> +SER224	150	800/-
1109.	SER326	Egg Production Manager	10 <sup>th</sup> +SER224	150	800/-
	<b>PLT</b>	<b>POULTRY</b>	<b>Minimum age-14 years</b>		
		<b>(Broiler Farming)</b>			
1110.	PLT101	Cleaning Assistant- Cleaning of shed	5 <sup>th</sup>	100	500/-
1111.	PLT102	Brooding Assistant-I-Preparation of brooding room	5 <sup>th</sup>	100	500/-
1112.	PLT103	Feeding Assistant- Poultry Worker	5 <sup>th</sup>	100	500/-
1113.	PLT104	Bio security Assistant Poultry worker- Bio security & disinfections	5 <sup>th</sup>	100	500/-
1114.	PLT105	Assistant poultry worker- Outbreak & crisis management	5 <sup>th</sup>	100	500/-
1115.	PLT106	Poultry Assistant- Carcass, debris, waste & litter disposal	5 <sup>th</sup>	100	500/-
1116.	PLT107	Broiler disposal & Selling Assistant	5 <sup>th</sup>	100	500/-
1117.	PLT108	Vaccination Assistant	7 <sup>th</sup>	120	500/-
1118.	PLT109	Records Assistant/ Writer	8 <sup>th</sup>	120	500/-
		<b>(Layer Farming)</b>			
1119.	PLT110	Cleaning Assistant- cleaning of shed	5 <sup>th</sup>	100	500/-
1120.	PLT111	Brooding Assistant-I-Preparation of brooding room	5 <sup>th</sup>	100	500/-
1121.	PLT112	Feeding Assistant- Poultry Worker	5 <sup>th</sup>	100	500/-
1122.	PLT113	Bio security Assistant Poultry worker- Bio security & disinfections	5 <sup>th</sup>	100	500/-
1123.	PLT114	Assistant poultry worker- Outbreak & crisis management	5 <sup>th</sup>	100	500/-
1124.	PLT115	Poultry Assistant- Carcass, debris, waste & litter disposal	5 <sup>th</sup>	100	500/-
1125.	PLT116	Medication Assistant	7 <sup>th</sup>	120	500/-
1126.	PLT117	PM Assistant	7 <sup>th</sup>	120	500/-
1127.	PLT118	Supervisor (Vaccinations & Debeaking)	8 <sup>th</sup>	360	800/-
		<b>(Poultry)</b>			
1128.	PLT119	Egg Selling Assistant	5 <sup>th</sup>	100	500/-

1129.	PLT120	Raw Material Warehouse Assistant	7 <sup>th</sup>	160	500/-
1130.	PLT121	Feed Mixing Assistant	7 <sup>th</sup>	160	500/-
1131.	PLT122	Premix Assistant	7 <sup>th</sup>	160	500/-
1132.	PLT223	Disease Prevention bio security supervisor (Terminal cleaning)	12 <sup>th</sup> +PLT125	360	800/-
		<b>(Hatchery)</b>			
1133.	PLT124	Hatchery Operations Assistant	7 <sup>th</sup>	360	500/-
1134.	PLT125	Poultry Bio security Assistant	5 <sup>th</sup>	100	500/-
1135.	PLT226	Hatchery operations supervisor	8 <sup>th</sup> +PLT124	360	800/-
		<b>(Breeding)</b>			
1136.	PLT127	Brooder House Assistant	5 <sup>th</sup>	100	500/-
1137.	PLT128	Selection & Culling Assistant	7 <sup>th</sup>	100	500/-
1138.	PLT129	Healthcare Service Assistant	7 <sup>th</sup>	100	500/-
1139.	PLT130	Inseminators	7 <sup>th</sup>	100	500/-
1140.	PLT231	Poultry Farm Supervisor	8 <sup>th</sup> +PLT127	360	800/-
	<b>BRS</b>	<b>BRASSWARE</b>	<b>Minimum age-14 years</b>		
1141.	BRS101	Basic Art of Engraving	Ability to read & write, no handicap	120	500/-
	<b>ANH</b>	<b>ANIMAL HUSBANDRY</b>	<b>Minimum age-14 years</b>		
1142.	ANH101	Poultry Farming	8 <sup>th</sup> & 18 years of age	480	500/-
1143.	ANH102	Sheep & Goat Rearing	8 <sup>th</sup> & 14 years of age	150	500/-
1144.	ANH103	Dairy Farming	8 <sup>th</sup> & 14 years of age	180	500/-
1145.	ANH104	Dairy Development Worker	8 <sup>th</sup> & 14 years of age	180	500/-
1146.	ANH105	Entrepreneurship on Dairy Management	Graduate in any discipline	360	500/-
	<b>GLW</b>	<b>GLASSWARE</b>	<b>Minimum age-14 years</b>		
1147.	GLW101	Kiln Formed glass	Functionally literate. Should not be colour blind. Drawing skills and an aptitude for design would be desirable.	120	500/-
	<b>APC</b>	<b>APICULTURE</b>	<b>Minimum age-14 years</b>		
1148.	APC101	Basic Bee keeping Assistant	5 <sup>th</sup>	200	500/-
1149.	APC102	Colony Multiplication Assistant in Bee Keeping	5 <sup>th</sup>	200	500/-
1150.	APC103	Beehive Products, Honey Collector and Producer	5 <sup>th</sup>	200	500/-
1151.	APC104	Beehive products, Bee Wax Producer	5 <sup>th</sup>	200	500/-
1152.	APC105	Attender of Bee diseases, Pests, Predators and Enemies	5 <sup>th</sup>	200	500/-
1153.	APC206	Bee hive Manufacturer	5 <sup>th</sup> + APC101	160	800/-
	<b>CWR</b>	<b>CLOCK AND WATCH REPAIR</b>	<b>Minimum age-14 years</b>		
1154.	CWR101	Basic Clock and Watch Repair	5 <sup>th</sup>	180	500/-
1155.	CWR102	Basic Clock Repair- Analog & Digital	5 <sup>th</sup>	180	500/-
1156.	CWR203	Automatic Watch Repair	5 <sup>th</sup> + CWR102	280	500/-
	<b>RWH</b>	<b>RAIN WATER HARVESTING</b>	<b>Minimum age-18 years</b>		
1157.	RWH101	Assistant Rain Water Harvester	7 <sup>th</sup>	200	500/-
1158.	RWH202	Rain Water Harvester	7 <sup>th</sup> + RWH101	200	500/-

**SKILL DEVELOPMENT INITIATIVE SCHEME (SDIS)  
MODULAR EMPLOYABLE SKILLS (MES)****APPLICATION FOR:** Candidate Registration for Training / Testing

Reg. No..... (For official use only)

Date.....

**I. PERSONAL DETAILS**Candidate's Name Father's Name Mother's Name Religion ☐ Hindu ☐ Sikh ☐ Muslim ☐ Christian ☐ Others Sex ☐ Male ☐ FemaleDate of Birth   Category ☐ General ☐ SC ☐ ST ☐ OBC Person with disability ☐ Yes ☐ No

Languages Known .....Monthly Income (In rupees).....

**II. EDUCATIONAL DETAILS**General Qualification ☐ 5<sup>th</sup> ☐ 8<sup>th</sup> ☐ 10<sup>th</sup> ☐ 12<sup>th</sup>Professional Qualification ☐ NTC ☐ NAC ☐ Diploma ☐ Degree ☐ Post Graduation ☐ Non Professional**III. CONTACT DETAILS**Telephone/ Mobile E-mail (optional) 

Present Address

Permanent Address

  
City City District District Postal Code Postal Code State State Country Country **IV. MES COURSE IN WHICH ADMSSION IS SOUGHT**Sector Course / Module



## V. DETAILS OF VTP

Name of Vocational Training Provider

Address

## VI. PAYMENT DETAILS FOR TESTING DEPOSIT/ FEE

Cash / Cheque / DD/ IPO No.....Dated .....Amount ..... (In Words.....  
.....) Drawn on .....

### ACKNOWLEDGEMENT- RECEIPT MODULAR EMPLOYABLE SKILLS (MES)

(Acknowledgment receipt to be filled by the VTP/ Assessing Body while acceptance of Application for training)

Student Identification No. (for office use only) \_\_\_\_\_ Date (To be filled in by the VTP/Assessing Body) \_\_\_\_\_

Received application form of \_\_\_\_\_ dated \_\_\_\_\_ with amount \_\_\_\_\_

(Cash/Cheque/DD/IPO No.) dated \_\_\_\_\_ as training and as Assessment fee

### DECLARATION

I declare that the entries made by me in this form are true to my knowledge and I understand that I am liable for action under the law for any false information or document produced by me.

I also understand that the VTP shall be free to investigate on its own into the correctness of information furnished by me in this application and/or call for any further information in this regard from me.

During such investigation or at any subsequent stage, DGE&T may refuse to issue the Certificate or if already issued may cancel the same and I shall stand debarred from appearing in the Training under the SDIS.

### Signature of candidate:

Name :

Place :

### Instructions to fill the form:

1. Candidates are advised to read carefully the details of this Scheme and any advertisement notice issued by the VTP, before applying for admission.
2. Duly filled in and signed application form with requisite application fee and supporting documents should be submitted by the candidate applying for Training to the Vocational Training Provider.
3. The Application Form should be submitted either in person or through speed post/registered post so as to reach on or before the last date of receipt of application as mentioned by the VTP.
4. The Form should be neatly filled up in Capital letters.
5. In case needed, the candidate should be present, in person, with all the original documents at the time of submission of application / counselling.
6. Incomplete documents will not be accepted. Application must be complete in all respects. No alteration will be allowed to be made in the application form after it has been submitted to the VTP.
7. The candidates are required to provide correct information in their application form. In case of misrepresentation of facts/ documents/ tampering / producing false certificate, admission will be cancelled immediately and legal



action may be taken.

8. Two (2) clear attested photocopies of all supporting documents should be submitted.
9. Applicant is required to affix one recent front view photograph duly attested by a Gazetted Officer on the application form and also attach two (2) passport size photographs.
10. Reservation policy as applicable for admission to Government ITIs in the concerned States/UTs will be applicable to all the approved VTPs in that State.
11. Two (2) clear attested photocopies of original Caste Certificate (in case of reserved category candidates) and a copy of English Version in case Caste Certificate is in regional language, should be submitted.

**Application Letter**

From

---

---

---

Sir,

**Subject :** Application for Registration as Vocational Training Provider under the Skill Development Initiative Scheme.

We, the undersigned, hereby apply for Registration as Vocational Training Provider under the Skill Development Initiative Scheme. We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us.

We also understand that DGE&T / RDAT/State or any other representative of DGE&T shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

During such investigation or at any subsequent stage, State/UT may refuse to issue the letter of registration or if already issued may cancel the same and we shall stand debarred for applying as Vocational Training Provider / Assessing Body under the SDIS.

---

**Signature of Authorised Person**

**Name & Designation :**

**Phone NO. :**

**E-mail :**

**Form for registration of VTPs under SDI Scheme**

<b>1. Contact Details</b>		
Name of the Organization		
Name of the Head of the Organization		
Contact Details	Address:	
	City:	
	District:	
	State:	
	Pin Code:	
	Telephone:	
	Mobile:	
	Fax:	
	Email:	
	Website:	
Name of the Centre for which registration as VTP is sought		
Contact Details	Address:	
	City:	
	District:	
	State:	
	Pin Code:	
	Telephone:	
	Mobile:	
	Fax:	
	Email:	
	Website:	
<b>2. Preliminary Data</b>		
a.	Whether applying for Registration for the	First Time <input type="radio"/> Second Time <input type="radio"/> Third Time <input type="radio"/>
b.	If re-applying, please specify the last date / s of application and reasons of not being selected	
c.	Date of Registration / Incorporation	

3. Educational / Training Institutes and Organizations/ Institutes set up by Government				
Sl. No.	Type of Institute	Whether institute affiliated/ accredited to any of the institution mentioned below?	Yes / No	Details and Documentary Proof
a.	ITIs / ITCs / Colleges / Schools / Distance Education Institute / Organizations / Autonomous Organizations	NCVT / AICTE / MCI / INC / NCHMCT / Any other? <i>In case, the Accreditation Body is a Council, then it should be set up under the Central Government Ministry</i>		
		Central/ State / UT Government University		
		University recognized by UGC		
		Central/ State Board of Secondary Education		
		Board of Technical Education		
		Distance Education Council of India		
		University recognized by DEC of India		
		Institutes approved by International Air Transport Association (IATA) or International Civil Aviation Organisation (ICAO)		
		Set up by Central/ State/ UT government <i>In case of autonomous organizations</i>		
	Any other (Please specify)			
<p><i>The documentary proof in the above would be Certificates of Registration / accreditation clearly highlighting the date of Registration and the Accrediting Body</i></p>				

4. <u>For Companies/ Firms/Registered Societies/ Trusts</u>			
Sl. No.	Type of Institute	Documents/ Information to be furnished	Details and Documentary Proof
a.	Providing training under Apprentices Act, 1961	Date of Registration for providing training under Apprentices Act 1961 <i>Attach Certificate of Registration</i>	
OR			
b.	Registered Organization in India	Certificate of Incorporation	
		Permanent Income Tax Account Number (PAN)	
OR			
c.	Hospitals/ Nursing homes	Certificate of Registration with appropriate local authority	
		Date of Registration	
		No. of beds	
		Details of Training Infrastructure	
		Service Tax Registration Number	
OR			
d.	Chambers of Commerce and Industry / Associations of Industries or Trade	Number of members at the time of submission of application	
OR			

e.	Others engaged in providing Training	Date and Certificate of being Registered as Company /Firm/ Trust / Society conducting vocational education / training / job oriented /self employment/ entrepreneurship development training courses	
		Name of the Management / Trust	
		Permanent Income Tax Account Number (PAN)	

#### 5. Technical Proposal for Vocational Training under SDIS

- Background of the organization with reference to its experience in promoting, managing and operating training mandates; its legal standing with respect to its registration; details of its promoters including their background
- Training domain activities related to the sectors / trades in which it proposes to impart the training since its inception and its growth plan
- Methodology of Training, Training Infrastructure and amenities available at its centres
- Policy with regards to Trainers recruitment, retention and development
- Industry tie-ups for imparting training & Industry tie-ups for post-training support in the form of generating employment (wage employment/ self employment / any other)
- Any other relevant information

Please attach a write-up covering all the above mentioned points. The Information provided herein should be adequately supported by relevant documents.

#### 6. Details of application fee

Demand Draft Number		
Date		
Payable at		
Bank		
Amount		

#### 7. Bank Details for the purpose of payment of release of funds from State/UT to VTP

*Account Details to be submitted after selection*

DD to be drawn in favour of		
Payable at		
Bank account details		
<b>8. Details of the MES Sectors/Courses for which VTP proposes to conduct training</b>		
<b>Name of the Sector</b>	<b>MES Course Code</b>	<b>Name of the Courses</b>
<p>In addition to above, we confirm that VTP shall provide training infrastructure as per norms prescribed in the module(s) approved by NCVT. We have read terms and conditions given below and shall abide by the same.</p> <p style="text-align: right;"><b>(Signature of Authorised person)</b></p> <p style="text-align: right;"><b>Name &amp; Designation</b></p> <p style="text-align: right;"><b>Phone No.</b></p> <p style="text-align: right;"><b>e-mail.</b></p>		
<b><u>For Official Use (To be filled in by the State Directorate)</u></b>		
To be filled by the authorized officer of the State Directorate dealing with the Craftsmen Training Scheme		
The information furnished by the applicant is found to be correct as per the record available to the Directorate.		
Any other comments : _____		
_____		
<b>Signature of Authorised Person</b> <b>Name &amp; Designation :</b> <b>Phone No.:</b> <b>e-mail:</b>		
<b><u>For Official Use (To be filled in by the State/UT)</u></b>		
Registration No:		
Permission granted for running the following MES Courses		
<b>Name of the Sector</b>	<b>MES Course Code</b>	<b>Name of the Courses</b>




Any other comments : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorised Person**  
**Name & Designation :**  
**Phone No.:**  
**e-mail:**

### **Supporting Documents**

Please submit the following supporting documents (whichever applicable) with the application form:

1. Copy of the Certificate of Registration from the relevant Accreditation Body.
2. Copy of Registration of Society / Trust along with details of constitution, memorandum of association of the Society /Trust.
3. Certification of Incorporation of the Company.
4. Supporting documents for Technical Proposal.
5. Application Fee.

*Note: Copy of the application shall also be sent to respective RDAT.*

**FORMAT OF BANK GUARANTEE TO BE PROVIDED BY THE VOCATIONAL TRAINING PROVIDER**

*(Note: This guarantee is to be provided by the VTP after selection. This will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified)*

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Subject:** Performance Guarantee for Registration as Vocational Training  
Provider under the Skill Development Initiative Scheme (SDIS)

Bank Guarantee No. : \_\_\_\_\_ Date: \_\_\_\_\_

Name of the VTP : \_\_\_\_\_

**WHEREAS**

**1. Directorate General of Employment and Training (hereinafter referred to as DGE&T),**

Ministry of Labour & Employment has launched a new Scheme called Skill Development Initiative Scheme ( hereinafter referred to as SDIS). The Training under the SDIS would be provided by various Vocational Training Providers selected through the Selection and Registration Procedure described in the Operational Manual of SDIS published by DGE&T from time to time and revised by the Apex committee set up for this Scheme.

**2. The VTP shall submit a Performance Guarantee in the form of a Bank Guarantee for Rupees Fifty Thousands only ( ₹ 50,000/-) for an organization/institute having a single branch and Rupees Two Lakhs only ( ₹ 2,00,000/-) for an orgainsation/institute having multiple branches in one State/UT shall be paid one time for performing all the obligations arising on acceptance of all terms and conditions of registration as Vocational Training Provider to the respective State/UT failing which the registration letter will not be issued. The Performance guarantee will be valid upto the Period of Registration which is till 31st March, 2012.**

**NOW THIS GUARANTEE WITNESSETH**

**1. In consideration of State having agreed to register << Name of the VTP >>, <<VTP Registration No.>> (hereinafter referred to as VTP) as the Vocational Training Provider under the Skill Development Initiative Scheme (SDIS) of Ministry of Labour & Employment , Government of**

India under the terms and conditions which are given in the SDIS Operational Manual published by DGE&T from time to time and revised by the Apex committee set up for this Scheme, we <<**Name of the Bank**>>, having our registered branch at <<**Address of the Bank**>> do hereby undertake to the State, their Successors, Assigns that in the event of State coming to the conclusion that the VTP has not performed their obligations under the said conditions of the SDIS, or have committed a breach thereof, which conclusion shall be binding on us as well as the said .

2. We also agree to undertake to and confirm that the sum not exceeding ₹ 200,000/- (Rupees Two Lakhs Only) (covered for all institutes in one State/UT) or ₹ 50,000/- (for individual institute) as aforesaid shall be paid by us without any demur or protest, merely on demand from State/Society on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the State shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by State within a period of one week from the date of receipt of the notice as aforesaid.
3. We, <<**Name of the Bank**>>, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said work as the VTP and that it shall continue to be enforceable till all the dues of State under, or by virtue of the said work have been fully paid and it's claims satisfied or discharged or till State certifies that the terms and conditions of the said work order have been fully and properly carried out by the said VTP and accordingly discharge the guarantee unless a demand or claim under this guarantee made on us in writing on or before **31st March 2012** we shall be discharged from all liability under this guarantee thereafter.
4. We confirm that our obligation to State under this guarantee shall be independent of the agreement or agreements or other understandings between State and the VTP.
5. Our liability under this will terminate unless these are renewed as provided hereinabove on the **31st March 2012** or on the day when our said constituents comply with their obligations, as to which a certificate in writing by State alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of State against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.
6. The Bank agrees that the amount hereby guaranteed shall be due and payable to State on serving us with a notice before expiry of Bank Guarantee requiring the payment of the amount and such notice shall be deemed to have been served on the Bank either by actual delivery thereof to the Bank or by despatch thereof to the Bank by registered post at the address of the Bank.
7. This guarantee shall not be revoked by us without prior consent in writing of State..
8. This guarantee shall remain in force upto **31st March 2012** provided that if so desired by State, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted ₹ 2,00,000/- (Rupees Two Lakhs Only) (covered for all institutes in one State/UT) or ₹ 50,000/- (for individual institute), and this guarantee is valid upto **31st March 2012**. We shall be released and discharged from all liabilities hereunder unless a written claim for payment under this guarantee is lodged on us on or before **31st March 2012** irrespective of whether or not the original guarantee is returned to us.

Dated \_\_\_\_\_ day of \_\_\_\_\_

Yours faithfully,

For and on behalf of \_\_\_\_\_ Bank

**UNDERTAKING**

*(Note: This Undertaking will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified. It is to be submitted after registration)*

I/We, \_\_\_\_\_ (name of the Trustee/ Chairman/ Principal/ Director/ Authorised Person) of \_\_\_\_\_ (name of the College/ Institution/ Trust/ Society/ Company/ Firm etc.) hereby undertake to comply with the following in connection with my/our application for registration as VTP under Skill Development Initiative Scheme.

1. The VTP shall provide funds /investment in development of related infrastructural, instructional and other facility for providing MES training courses as per DGE&T's norms and standards laid down from time to time and for meeting recurring expenditure.
2. VTP shall allow authorized officers of RDAT/DGE&T/Respective State Government dealing with CTS to inspect the training infrastructure available in its premises for courses/modules under SDI scheme.
3. The VTP shall at its cost make necessary arrangements for providing information to persons desirous of undertaking training regarding the institution and courses/programmes being conducted and details of infrastructural facilities including faculty etc. before commencement of the training courses. The information shall be revised every year with updated information about all aspects of the institution.
4. Admissions to courses shall be made in accordance with the regulations notified by State from time to time.
5. The VTP shall not cause or allow either closure of the Institution or discontinuation of the course(s) or start any new course (s) or alter intake capacity of seats without the prior approval of the State.
6. VTP shall implement Central government /State Government's reservation policy applicable for ITIs, as the case may be.
7. VTP shall maintain a separate bank account *(To be submitted to State/UT after selection)* and reimburse training cost, as instructed by DGE&T and received from respective State/UT to its candidate(s) who has/have cleared test conducted by the Assessing Bodies. The accounts related to SDI Scheme shall be open for inspection by DGE&T or any body or person authorized by it.
8. VTP shall submit reports and utilization certificate as per schedule prescribed by DGE&T.
9. The training and any other fees shall be charged as prescribed by DGE&T. No additional fee shall be charged from the students/guardians of students in any form.

10. The VTP, by virtue of the approval given by DGE&T shall not automatically become claimant to any grant-in-aid from the Central or State Government for the Institute or for recurring expenditure etc.
11. It shall be mandatory for the VTPs to use the web-based system being developed by DGE&T for the purpose of implementation and monitoring of the scheme as and when the system is implemented. The VTP must provide at its cost all such infrastructure and manpower to operate the system as per instructions issued by DGE&T from time to time in this regard.
12. If a VTP fails to disclose the information or suppress and/or misrepresent the information, appropriate action could be initiated including suspension/ cancellation of registration and forfeiture of Bank Guarantee.
13. VTP shall provide post training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training.
14. VTP shall not make RDAT / DGE&T / State Governments a party in any disputes arising in its premises.
15. VTP shall abide by all the instructions prescribed in the Implementation Manual and those issued by DGE&T from time to time.
16. VTP shall strictly follow further conditions as may be specified by DGE&T from time to time. In addition to above, we confirm that we shall provide training infrastructure as per norms prescribed in the course(s)/module(s) approved by NCVT. We have read terms and conditions and shall abide by the same. In case of violation of any terms or if infrastructure / quality of training is not satisfactory, the registration would be cancelled by DGE&T. In case of any dispute, the decision of DGE&T shall be final and acceptable to us.

\_\_\_\_\_  
Signature of the Authorized Representative

Name: \_\_\_\_\_

Seal of the Institution: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms and Conditions for the VTPs**

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

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

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



**STATE / UTs COVERED UNDER REGIONAL CELLS IN RDATs**

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

<b>Regional Cell, RDAT</b>	<b>States/ UTs</b>	<b>Telephone</b>	<b>Fax</b>	<b>e-mail address</b>
Director. RDAT 3 <sup>rd</sup> Floor, A-Wing, New CGO Building NH-IV Faridabad	Delhi, Haryana, Punjab, HP, J&K, Chandigarh, Rajasthan	0129-2413890	0129-2421973	<a href="mailto:rdatfdb@hub.nic.in">rdatfdb@hub.nic.in</a>
Director. RDAT Udyag Nagar Kanpur	UP, MP, Uttrakhand	0512-2296088, 22225072	0512-2296273	<a href="mailto:rdappt@yahoo.com">rdappt@yahoo.com</a> <a href="mailto:chatterjee_l@yahoo.com">chatterjee_l@yahoo.com</a>
Director. RDAT V N Purav Marg, Sion Trombay Road Mumbai	Maharashtra, Goa, Gujarat, Daman & Diu, Dadra & Nagar Haveli	022-24057519, 24051602 24055748	24057519	<a href="mailto:rdatmum@nic.in">rdatmum@nic.in</a> <a href="mailto:rdatmum@gmail.com">rdatmum@gmail.com</a> <a href="mailto:rdatmum@yahoo.in">rdatmum@yahoo.in</a>
Director. RDAT ATI-EPI-Campus, Ramanthapur Hyderabad	AP, Karnataka, Orissa	040-27038264 27034656 27031783 27038982	040-27038264	<a href="mailto:rdat_hyd@yahoo.co.in">rdat_hyd@yahoo.co.in</a>
Director. RDAT, CTI Campus Southern Region, Guindy Chennai	TN, Kerala, Andaman & Nicobar Islands, Pondicherry, Lakshadweep	044-22500091 22501460 22500092	044-22500989	<a href="mailto:regappms@vsnl.net">regappms@vsnl.net</a> <a href="mailto:rdatchen@nic.in">rdatchen@nic.in</a>
Director. RDAT MSO Building, E-Wing, 1 <sup>st</sup> Floor, D F Block, Sector-1 Kolkata	W. Bengal, Chattisgarh, Bihar, Jharkhand, NE states and Sikkim	033-23210331 23340364	033-23211404	<a href="mailto:rdatkol@nic.in">rdatkol@nic.in</a>

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

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

**Key role of States/ UTs**

1. Establish Society and open a separate Bank account through which all transaction for implementation of SDI scheme could be made.
2. Assess labour market demand and do skill mapping. Help of Institute Management Committees and Industry may be taken.
3. Give wide publicity to the scheme.
4. Provide guidance and counselling to trainees through its organization set up.
5. Invite applications from VTPs for registration in the prescribed form, scrutinize the same and issue registration number to VTP.
6. Maintain list of approved VTPs.
7. Prepare annual training plan for the State and send the same to RDAT at least three months before start of the financial year.
8. Grant necessary powers to ITIs to collect the training fee from trainees and to utilise fee collected and funds received from DGET for meeting various expenses for imparting training, providing post training support services, reimburse training fee to successful trainees etc.
9. Implement the recommendations of the Apex Committee. Re-imbursement of training fee to VTP and Assessment Fee to AB through ECS within 30 days. Send Fund utilization certificate to DGE&T through RDATs.

**List of Assessing Bodies**

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
1.	Col. I.S. Gahlaut, Director & Head, Confederation of Indian Industry (CII), 249 – F, Udyog Vihar, Phase IV, Sector – 18, Gurgaon – 122015 (Haryana) Ph. No. : 0124-4014060-67 Fax : 0124-4014083 Email : skills@ciionline.org neeta.das@ciionline.org	• All Sates/UTs	• All Sectors
2.	Mr. B.P. Pant, Additional Director, Federation of Indian Chambers of Commerce and Industry (FICCI), Federation House, Tansen Marg, New Delhi – 110001 Ph. No. : 23316121 Fax : 23721504, 23320714 Email : aioe@ficci.com	• All Sates/UTs	• All Sectors
3.	Shri. T. Ramappa, Secretary General, Bangalore Chamber of Industry and Commerce (BCIC), No.14, Sheriff Chambers, Cunningham Road, Bangalore – 560052 Ph. No. : 080 – 22286080-82 Fax : 080 22251475 Email : bcic@bcic.org.in ramappa@bcic.org.in	1. Karnataka	<ul style="list-style-type: none"> <li>• Automotive Repair</li> <li>• Construction</li> <li>• Electrical</li> <li>• Electronics</li> <li>• Fabrication</li> <li>• Garment Making</li> <li>• Hospitality</li> <li>• Information and Communication Technology</li> <li>• Printing</li> <li>• Production</li> <li>• Refrigeration &amp; Air Conditioning</li> <li>• Retail</li> </ul>
4.	Shri. P.R. Swarup, Director General, Construction Industry Development Council (CIDC), 801 ( 8th Floor), Hemkunt Chambers, 89, Nehru Place, New Delhi – 110019 Ph. No. : 26234770, 26433709, 26489992, 26451766, Fax : 26451604, 26234770 Email : cidc@vsnl.com , cidcindia@yahoo.com	• All Sates/UTs	• Construction
5.	Air Cdmre. (Retd.) Amrit Lal, Indian Society for Training and Development (ISTD), Training House, B- 41, Qutab Institutional Area, New Mehrauli Road, New Delhi – 110016 Ph. No. : 26867710,26857157, 26519498, 26519524,26862339 Fax : 26867607 Email : istdtrg@nic.in, istdtrg@airtelbroadband.in, ncm@istdtrg.org	• All Sates/UTs	• All Sectors

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
6.	Akhil Bhartiya Mishthan, Namkeen Vikreta Mahamandal, 164, Desh Bandhu Gupta Market, Karol Bagh, New Delhi – 110005 Ph. No. : 23522068, 27151607 Mobile : 09899171123 Fax : 27105958, 27196893	<ul style="list-style-type: none"> <li>• Jammu &amp; Kashmir</li> <li>• Punjab</li> <li>• Himachal Pradesh</li> <li>• Chandigarh</li> <li>• Haryana</li> <li>• Uttarakhand</li> <li>• UP</li> <li>• MP</li> <li>• Rajasthan</li> </ul>	1. Indian Sweets, Snacks and Food.
7.	Mrs. K. Saraswati, Director, Tanstia-Fnf Service Centre (TFSC), 11th Cross Road Street , Industrial Estate, Guindy, Chennai – 32 Ph. no.: 044–22501451, 43534040 Fax : 044- 22500860 Email : <a href="mailto:dir@tanstiafnf.com">dir@tanstiafnf.com</a> <a href="mailto:tfsc@tanstiafnf.com">tfsc@tanstiafnf.com</a>	<ul style="list-style-type: none"> <li>• Tamil Nadu</li> </ul>	<ul style="list-style-type: none"> <li>• All Sectors</li> </ul>
8	Shri Suresh Jacob, Project Manager, Kitcoplacementpark KITCO Ltd., South Kalamassery, Kochi - 682022 Kerala Ph. No. : 0484 2550072, 6453444 Fax : 0484 2550072 Email: kitcoplacementpark@gmail.com	<ul style="list-style-type: none"> <li>• Kerala</li> <li>• Tamil Nadu</li> <li>• Pudducherry</li> <li>• Goa</li> <li>• Lakshadweep Islands</li> <li>• Andaman &amp; Nicobar Islands</li> <li>• Maharashtra</li> </ul>	<ul style="list-style-type: none"> <li>• All Sectors</li> </ul>
9.	<b>Shri. I.D. Prasad,</b> Chief Consultant (Corporate Development), <b>APITCO Limited,</b> 8th Floor, Parishrama Bhavanam, Basheerbagh, Hyderabad – 04 <b>Ph. No. :</b> 040 – 23237333, 23237891, 23243611 <b>Fax :</b> 040- 23298945 <b>Email :</b> <a href="mailto:idp@apitco.org">idp@apitco.org</a> <a href="mailto:hyd1_apitco@sancharnet.in">hyd1_apitco@sancharnet.in</a>	<ul style="list-style-type: none"> <li>• Andhra Pradesh</li> <li>• Orissa.</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Repair</li> <li>• Banking and Accounting</li> <li>• Beauty Culture and</li> <li>• Hair Dressing</li> <li>• Chemical</li> <li>• Electrical</li> <li>• Electronics</li> <li>• Fabrication</li> <li>• Garment Making</li> <li>• Hospitality</li> <li>• Information and Communication Technology</li> <li>• Indian Sweets, Snacks and Food Sector</li> <li>• Medical and Nursing</li> <li>• Plastic Processing</li> <li>• Printing</li> <li>• Production and Manufacturing</li> <li>• Refrigeration &amp; Airconditioning</li> <li>• Retail</li> <li>• Toy Making (Soft Toys)</li> </ul>

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
10.	Shri. Jitendra Tiwari, Executive Director, Centre for Entrepreneurship Development (CEDMAP), 16-A, Arera Hills, Bhopal - 462011 Madhya Pradesh Ph. No.: 0755 4000918, 4000922 Fax : 0755- 4000903 Email : cedmap_ed@yahoo.co.in cedmap_dget@yahoo.com	<ul style="list-style-type: none"> <li>• Madhya Pradesh</li> <li>• Chattisgarh.</li> </ul>	<ul style="list-style-type: none"> <li>• All Sectors</li> </ul>
11.	Shri S. R. Nageswaran, Executive Director, M/s ITCOT consultancy & Services Ltd., 50A, Greames Road, Chennai-600 006. Tel. : 044-28294504, 282943655 & 28290324 Fax : 044-28293512 E-mail : itcot@vsnl.com Website : www.itcot.com	<ul style="list-style-type: none"> <li>• Tamil Nadu</li> <li>• Pudducherry</li> </ul>	<ul style="list-style-type: none"> <li>• All Sectors</li> </ul>
12.	Brig (Retd.) M.S. Dhadwal, Sr. Director & Head North Zone M/s The Lancer Technologies IV-1/64, Gopinath Bazaar, Delhi Cantt, New Delhi-10, Tel.: 011-25684560, Mobile-9845161052 Fax: 011-5684590 E-mail : thelancertech@yahoo.in Website : www.thelancertech.com	<ul style="list-style-type: none"> <li>• All States/UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Hospitality</li> </ul>
13.	Shri R. Banerjee, Executive Director, M/s The Indian Institute of Welding, Mayur Apartment (4 <sup>th</sup> Floor), 3A, Dr. U. N. Brahmachari Street, Kolkata, West Bengal-700 017. Tel : 913322813208 Mobile : 913322871350 Fax : 913322871350 E-mail : indianwelding@vsnalnet Website: <a href="http://www.liwindia.com">www.liwindia.com</a>	<ul style="list-style-type: none"> <li>• All States/UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Fabrication</li> </ul>
14.	Shri Mayank Jaiswal, Sr. Consultant, M/s Eduquity Career Technologies (P) Ltd., 433, 1 <sup>st</sup> C Main, 7 <sup>th</sup> Block Extn., Koramangala, Bangalore-560 095. Tel. : 0804-3436000 Fax : 080-43436060 Website: <a href="http://www.eduquity.com">www.eduquity.com</a>	<ul style="list-style-type: none"> <li>• All States/UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Banking &amp; Accounting</li> <li>• Information &amp; Communication Technology</li> <li>• Retail</li> <li>• Courier</li> <li>• Logistics, Insurance</li> </ul>
15.	Shri H. Asgar, Director, M/s Star Projects Services Pvt. Ltd., R-148, Sir Syed Road, Joga Bai Extn., Jamia Nagar, Okhla, New Delhi-110 025. Tel. : 011-26989501 Mobile : 9811376288 Fax : 011-26989501 Website: <a href="http://www.spspl.in">www.spspl.in</a> E-mail : <a href="mailto:starprojectsservices@gmail.com">starprojectsservices@gmail.com</a>	<ul style="list-style-type: none"> <li>• All States/UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Construction</li> </ul>

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
16.	Shri Rajnee Aggrawal, President, FIWE M/s. Federation of Indian Women Entrepreneurs (FIWE), 1A, Lower Ground floor, Hauz Khas Village, New Delhi-110 016. Tel. : 011-26850395, 46089142 Mobile : 9810026570 E-mail : <a href="mailto:fiweglobal@gmail.com">fiweglobal@gmail.com</a> Website : <a href="http://www.fiwe.org">www.fiwe.org</a>	• All States/UTs	• Beauty Culture & Hair Dressing
17.	Shri Rajesh Gopal, Vice President, M/s Merit Trac Services Pvt.Ltd., 2 <sup>nd</sup> floor, No.125/1/18, G. K. Arcade, Jayanagar, Bangalore-560 011. Tel. : 91-80-40130200 Fax : 91-80-40130208, E-mail : <a href="mailto:rajesh@merittrac.com">rajesh@merittrac.com</a> Website : <a href="http://www.merittrac.com">www.merittrac.com</a>	• All States/UTs	• Banking and Accounting • Hospitality • Information and Communication Technology • Refrigeration & Air Conditioning • Retail • Soft Skills • Insurance
18.	Dr. Darlie O. Oshy, Director General, M/s Apparel Export Promotional Council (The Apparel Training & Design Centre [ATDC]) National Head Quarters, Apparel House, Institutional Area, Sector-44, Gurgaon-122 003. Haryana Tel. : 0124-2708224 Fax : 91-124-2708004-05 E-mail : <a href="mailto:rawat@aepecindia.com">rawat@aepecindia.com</a> Website : <a href="http://www.aepecindia.com">www.aepecindia.com</a>	• All States/UTs	• Apparel/ Garment Making • Khadi • Carpet
19.	Shri S. K. Sharma, Director, M/s India Skills (GISS), A-282, Okhla Industrial Area, New Delhi-110 020. Tel. : 011-30855050 Mobile : 91-995804000 Fax : 011-30855050 E-mail : <a href="mailto:jasjit.ahluwalia@gmail.com">jasjit.ahluwalia@gmail.com</a>	• All States/UTs	• All Sectors
20.	Shri M. B. S. Sastry, Chief Executive Officer, M/s Human Potential Development Centre, 282, Jodhpur Park, 2 <sup>nd</sup> Floor, (West), Kolkata-700 068. Tel. : 91-33-65359894, 91-33-24727310, 91-33-24728006 Fax : 91-33-24831908 E-mail : <a href="mailto:mbss@hpdw-world.com">mbss@hpdw-world.com</a> <a href="mailto:mbss@cal3.vsnl.net.in">mbss@cal3.vsnl.net.in</a>	• All States/UTs	• All Sectors
21.	Prof. K. NB. Vaid, Director General, M/s Akruti Citygold Institute, Akruti Centre Point, Central Road, Andheri (E), Mumbai-400 093. Tel. : 91-22-6715803-810 Fax : 91-22-67152800 E-mail : <a href="mailto:foundation@akrutcityfoundation.edu.in">foundation@akrutcityfoundation.edu.in</a> Website : <a href="http://www.akrutcityfoundation.edu.in">www.akrutcityfoundation.edu.in</a>	• All States/UTs	• Construction

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
22	Shri Martin Mariadoss, Director, Bureau of Skills Assessment, #302, 9 <sup>th</sup> Main, HRBR Layout, first Block, Kalyannagar, Bangalore-560 043. Tel. : 080-25422243 Mobile : 09342910885 E-mail : <a href="mailto:bskillsa@gmail.com">bskillsa@gmail.com</a>	<ul style="list-style-type: none"> <li>• All States/UTs</li> </ul>	<ul style="list-style-type: none"> <li>• All Sectors</li> </ul>
23	Ms.Shobha Sinha, Sales Proprietor, TECHNOMED SERVICES, Aditya tower, B-3, Plot No. 4, O&P Block, Dilshad Garden, New Delhi-95 Tel. : 011-22594534 (Fax) Mobile : 09210473793, 09968555603 E-mail : <a href="mailto:info@technomed_services.com">info@technomed_services.com</a>	<ul style="list-style-type: none"> <li>• Uttar Pradesh</li> <li>• Delhi</li> <li>• West Bengal</li> </ul>	<ul style="list-style-type: none"> <li>• Electronics</li> <li>• Refrigeration &amp; Air Conditioning</li> </ul>
24.	Shri K.J.Ramesh, SATVAT INFOSOL , 23, Lattice Bridge Road, K.R.Building, III Floor, Adyar, Chennai – 600 020 Tamilnadu Tel. : 044-24463128, 044-24463129, 044-24463140 Mobile : 0944409602 Fax : 91-44-24463140 E-mail : <a href="mailto:satvat@satvatinfosol.com">satvat@satvatinfosol.com</a>	<ul style="list-style-type: none"> <li>• Tamil Nadu</li> <li>• Andhra Pradesh</li> <li>• Kerala</li> <li>• Karnataka</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Repair</li> <li>• Information &amp; Communication Technology</li> <li>• Banking &amp; Accounting</li> <li>• Retail</li> <li>• Soft Skills</li> </ul>
25.	Shri Rajiv Ahuja, President, SHIKASHA BHARTI E-112, Lower Ground Floor, Kalkaji, New Delhi-19 Tel. : 011-40701344/55/66 Mobile : 09971338444 Fax : 91-11-40519895 E-mail : <a href="mailto:shikshabharti.india@gmail.com">shikshabharti.india@gmail.com</a>	<ul style="list-style-type: none"> <li>• All States/ UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> <li>• Electronics</li> <li>• Electrical</li> <li>• Construction</li> <li>• Process Instrumentation</li> <li>• Production &amp; Manufacturing</li> <li>• Soft Skills</li> <li>• Retail</li> </ul>
26.	Shri Arun Mandot, President,SIMS, Santhan-Sun Institute of Management Study (SIMS) Sun Campus, Navkar, University Road, Udaipur, Rajasthan 310001, Tel. : 0294-2417170/2416080 Mobile : 09414156570 E-mail : <a href="mailto:arunmandot@gmail.com">arunmandot@gmail.com</a> <a href="mailto:info@suneducation.org">info@suneducation.org</a>	<ul style="list-style-type: none"> <li>• Rajasthan</li> <li>• Gujarat</li> <li>• Madhya Pradesh</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> </ul>
27.	Ms.Susmita Sekhar, Deputy Secretary General, PHD Chamber of Commerce and Industry, PHD house, 4/2 Siri Institutional Area August Kranti Marg, New Delhi-110016. Tel. : 011-26863801-04, Fax : 011-26855450 E-mail : <a href="mailto:phdcci@phdcci.in">phdcci@phdcci.in</a> , Website : <a href="http://www.phdcci.in">www.phdcci.in</a>	<ul style="list-style-type: none"> <li>• Delhi</li> <li>• Punjab</li> <li>• Haryana</li> <li>• Rajasthan</li> <li>• Madhya Pradesh</li> <li>• J&amp;K</li> <li>• Himachal Pradesh</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Repair</li> <li>• Banking &amp; Accounting</li> <li>• Beauty Culture &amp; Hair Dressing</li> <li>• Carpet</li> <li>• Electrical</li> <li>• Electronics</li> <li>• Gems &amp; Jewellery</li> <li>• Hospitality</li> <li>• Information &amp; Communication Technology</li> <li>• Khadi</li> </ul>



Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
		<ul style="list-style-type: none"> <li>• Bihar</li> <li>• Jharkhand</li> <li>• Chhattisgarh</li> </ul>	<ul style="list-style-type: none"> <li>• Medical &amp; Nursing</li> <li>• Plastic Processing</li> <li>• Printing</li> <li>• Process Instrumentation</li> <li>• Production &amp; Manufacturing</li> <li>• Refrigeration &amp; Air Conditioning</li> <li>• Retail</li> <li>• Toy Making</li> <li>• Garment Making</li> <li>• Fabrication</li> </ul>
28.	Shri Vivek Sawant Managing Director, Maharashtra Knowledge Corporation Limited, ICC Trade Tower, A Wing, 5th Floor, Senapati Bapat Road, Shivaji Nagar, Pune - 411016 , Maharashtra Tel. : 9120-2563 0302, 09822052914 Fax : 91-20-25630302 E-mail : md@mkcl.org/ www.mkcl.org	<ul style="list-style-type: none"> <li>• Gujarat</li> <li>• Goa</li> <li>• Karnataka</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> </ul>
29.	Maj.Gen Satnam Singh (Retd.), CEO, Multi Skills Assessors Guild (MSAG), A 313, Defence Colony (BM), New Delhi -24 Tel. : 011-64705100 Mobile : 09910007182 E-mail : general.msag@gmail.com	<ul style="list-style-type: none"> <li>• NE States</li> <li>• West Bengal</li> <li>• Orissa</li> <li>• Jammu &amp; Kashmir</li> <li>• Uttar Pradesh</li> <li>• Punjab</li> <li>• Delhi</li> <li>• Haryana</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Repair</li> <li>• Beauty Culture &amp; Hair Dressing</li> <li>• Electrical</li> <li>• Electronics</li> <li>• Hospitality</li> <li>• Security</li> </ul>
30.	Shri M.Chandra Sekhar, CEO, M/s Achievement Labs' Management System Institute, 29-D, Knowledge Park, Greater Noida - 201308 Tel. : 91-120-4330307/4313500 Website : www.achievementlabs.com www.msin.in	<ul style="list-style-type: none"> <li>• Andhra Pradesh</li> <li>• Delhi</li> <li>• Haryana</li> <li>• Uttar Pradesh</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> <li>• Electrical</li> <li>• Electronics</li> <li>• Soft Skills</li> <li>• Production &amp; Manufacturing</li> <li>• Business &amp; Commerce</li> <li>• Fabrication</li> </ul>
31.	Shri Sanjay Malaviya, CEO, Planet EDU Pvt. Ltd., 101, Greenwood Plaza, Greenwood City, Sector 45, Gurgaon- 122 001 Haryana Tel. : 91-124-4684800 Mobile : 09810014644 Fax : 91-124-4261131 E-mail : Sanjay.malaviya@planeteduworld.com Website : www.Info@PlanetMail.in	<ul style="list-style-type: none"> <li>• All States/ UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Soft Skills</li> </ul>
32.	Shri A.K.Mathur, Executive Director, Lucknow Management Association 'Krishnalaya' B-978, Sector – A, Mahanagar, Lucknow -226 006. TeleFax : 0522-2325508/ 4078331 E-mail : lmalucknow1970@yahoo.co.in Website : www.lmalucknow.in	<ul style="list-style-type: none"> <li>• Uttar Pradesh</li> <li>• Uttarakhand</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality</li> <li>• Fashion Design</li> <li>• Garment Making</li> <li>• Information &amp; Communication Technology</li> <li>• Refrigeration &amp; Air Conditioning</li> <li>• Security</li> </ul>

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
			<ul style="list-style-type: none"> <li>• Retail</li> <li>• Soft Skills</li> <li>• Business &amp; Commerce</li> <li>• Material Management</li> <li>• Medical &amp; Nursing</li> <li>• Construction</li> <li>• Printing</li> <li>• Electrical</li> </ul>
33.	Shri N.R.Jadhav, Director, Integrated Circuit & Information Technology Pvt. Ltd., VLSI Design and Research Centre, Department of Electronic Science, University of Pune, Ganesh Khind, Pune -411 007. Tel. : 020 25690836/25690837 Mobile : 09822053377 E-mail : vlsi@unipune.ernet.in Website : www.icitonline.org	<ul style="list-style-type: none"> <li>• Maharashtra</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> <li>• Electrical</li> <li>• Electronics</li> </ul>
34.	Shri V.S.Chandane, Secretary, Board of Trustee Indian Technical Education Society, B-1011/12, Station Plaza, Station Road, Bhandup (west), Mumbai- 400078 Maharashtra Tel. : 022-25663760/25694128, 25903740 Telefax : 022-25664168 Mobile : 09324003780, 09819423626 E-mail : itesmumbai@yahoo.com	<ul style="list-style-type: none"> <li>• Maharashtra</li> <li>• Kerala</li> <li>• Tamil Nadu</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Repair</li> <li>• Electronics</li> <li>• Information &amp; Communication Technology</li> <li>• Production &amp; Manufacturing</li> <li>• Refrigeration &amp; Air Conditioning</li> </ul>
35.	Shri Mukesh Hajela, CEO & Vice Chairman, NICT (Network for Information & Computer technology), Head Office, FF-21, In front of Fortune Land Mark, Scheme No.54, Vijay Nagar, Indore -452 010 (MP) Tel. : 0731-4098060, 2555480 Fax : 0731-4215687 E-mail : nicthoin@yahoo.com/ info@nict.co.in Website : www.nict.co.in	<ul style="list-style-type: none"> <li>• Haryana</li> <li>• Delhi</li> <li>• Rajasthan</li> <li>• MP</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Toy Making</li> <li>• Medical &amp; Nursing</li> <li>• Leather &amp; Sports Goods</li> <li>• Plastic Processing</li> </ul>
36.	Shri D.S.Rawat, Secretary General, ASSOCHAM The Associated Chamber of Commerce & Industry of India, 1, Community Centre, Zamrudpur, Kailash Colony, New Delhi, Pin-110048. Tel. : 011-46550555 Fax : 46536481-82 E-mail : assocham@nic.in	<ul style="list-style-type: none"> <li>• Uttar Pradesh</li> <li>• NE – States</li> <li>• Maharashtra</li> <li>• Gujarat</li> <li>• Haryana</li> <li>• Madhya Pradesh</li> </ul>	<ul style="list-style-type: none"> <li>• Textile</li> <li>• Fabrication</li> <li>• Production &amp; Manufacturing</li> <li>• Electrical</li> <li>• Travel &amp; Tourism</li> <li>• Refrigeration &amp; Air Conditioning</li> <li>• Agriculture</li> </ul>

Sl.No.	Name of Contact person & Organization	Assessing Body for	
		States	Sectors
37.	Shri N.S.Vasnik, Chief Officer – Assessment Processes, Deogiri Valley Innovative Information Technology Pvt.Ltd., C27, N1, Behind CIDCO Bus Stand, CIDCO Town Center, Aurangabad, Maharashtra- 431001 Tel. : 0240-6953922 Mobile : 09766325839 E-mail : info @dviit.in	<ul style="list-style-type: none"> <li>• Maharashtra</li> </ul>	<ul style="list-style-type: none"> <li>• Textile ( restricted to Cotton Ginning code GIN101 to 105)</li> </ul>
38.	Shri Ninad Karpe, CEO & MD, Attest Testing Services Ltd., A-65, , MIDC Marol, Andheri (E), Mumbai - 400093 (Maharashtra) Tel. : 022-28272472, 022-28272399 Mobile : 09819302894 E-mail : sanjeevp@attest.in	<ul style="list-style-type: none"> <li>• All States/ UTs</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> <li>• Retail</li> <li>• Banking &amp; Accounting</li> <li>• Soft Skill</li> </ul>
39.	Shri Y. Madhusudhan, Chairman, Pinnacle College of Hotel Management & Catering Technology, Ph II, KP Housing Board, Hyderabad- 72. Tel. : 040-23055102, 040-656488831 Mobile : 09866538830 E-mail : yerroju_ms@yahoo.com	<ul style="list-style-type: none"> <li>• Andhra Pradesh</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality</li> <li>• Travel &amp; Tourism</li> <li>• Manufacturing of Indian Sweets Snacks Production</li> </ul>
40.	Shri Anuj Khare Managing Director APPIN Knowledge Solutions Pvt. Limited., 9th Floor, Metro Heights, NSP, Pitampura, New Delhi-34. Tel. : 011-43227777/ 011-43228888, Fax : 011-43227790 E-mail : Eathagat@appinonline.com	<ul style="list-style-type: none"> <li>• Delhi</li> <li>• Haryana</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Communication Technology</li> </ul>
41.	Shri Milind Chittawar, CEO, SEE –Tech solutions Pvt.Ltd., 11/5, MIDC Infotech, Park, Near VRCE Telephone Exchange, South Ambazari Road, Nagpur -440 022, Maharashtra E-mail : seemil_rgp@ sancharnet.in	<ul style="list-style-type: none"> <li>• Maharashtra</li> </ul>	<ul style="list-style-type: none"> <li>• Chemical</li> <li>• Plastic Processing</li> <li>• Process Instrumentation</li> <li>• Production &amp; Manufacturing</li> <li>• Refrigeration &amp; Air Conditioning</li> <li>• Fire &amp; Safety Engineering</li> </ul>

**Undertaking of acceptance of Terms & Conditions for Assessing Bodies for conducting assessment for Modular Employable Skills (MES) courses under Skill Development Initiative Scheme**

1. Assessing Body (AB) shall conduct testing in respect of States and Sectors allotted by Directorate General of Employment and Training (DGE&T) under Skill Development Initiative Scheme. The testing shall be done only for MES courses under the sectors approved by the National Council for Vocational Training.
2. Assessing Bodies (ABs) shall apply for accreditation to Quality Council of India (QCI) by November 2010 failing which the ABs will be deemed to be de-registered from the list. Thereafter, ABs shall get themselves accredited from QCI by May, 2011 failing which ABs will be deemed to be de-registered. The ABs shall get ISO 17024 accreditation within a year from the date of accreditation from QCI.
3. Assessing body will not engage any franchises for undertaking assessment on their behalf. Assessing Body shall have office/infrastructure within the State/UT they have been permitted to conduct the assessment
4. Assessing Body shall form a panel of assessors of high repute and integrity, State wise and MES sector wise and forward their name, address, qualifications, experience, contact nos., photographs to the DGE&T. Assessing Body shall upload the list of assessors with their addresses and phone nos. on the websites. These assessors shall be trained and certified by QCI after which they will be registered with DGE&T who will issue them identity cards with unique Id (Sector wise/State wise). The assessment can be carried out only by these authorized Assessors.
5. Assessing Body shall send their Assessors for training when conducted by DGE&T.
6. Assessing Body should conduct assessment only at the training centres of VTP or designated testing centres pre inspected by competent authorities.
7. Normally testing will be done at the training centre of concerned VTP. However, if the Assessing Body plans to carry out testing at their places, it shall draw a list of testing centres and such list will be sent to concerned RDAT and State Director for record. Testing shall be conducted at the authorised training centre or authorised testing centre only.
8. Assessment Batch size shall not be more than the prescribed i.e. 20 in case of Manufacturing and 30 in case of services, agriculture and allied sectors.
9. Assessment Batch Number (ABN) will be issued by RDATs.
10. Assessing Body shall reimburse to the TC expenses, at rate of 10%, towards conduct of assessment.
11. Assessing Body shall not enter into any agreement with any other organization for similar work without obtaining prior permission of DGE&T.
12. Assessing Body shall maintain full and complete record pertaining to candidates registered, tested, passed, fee charged, testing centres, assessors, assessment fee etc. and shall preserve all the records for at least five years to make it available to the authorised representatives of DGE&T/RDAT at any time.
13. Assessing Body shall open a separate bank account for MES scheme and all receipts & payments in this regard shall be made in this account only.
14. Assessing Body shall not charge more assessment fee than prescribed by the DGET. DGE&T reserves the right to review and revise the assessment fee as and when required.
15. RDAT shall maintain a roster of ABs sector-wise and state-wise and assign them to VTPs in order of conclusion of their training programmes, so that the same assessing body does not assess the same VTP again and again.

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

**Procedures to be followed for testing under Direct Testing :-**

1. Assessing body shall conduct assessment twice in a month regularly at the specified centres and give wide publicity for conducting the same through different media.
2. Assessing Body shall be responsible for registration of candidates for testing and collection of assessment fee. It may do so directly or through its authorised designated testing centres or Vocational Training Providers.
3. Assessing Body shall send list of candidates to be assessed to RDAT in the prescribed Proforma, who in turn shall acknowledge the same by allotting a unique Assessment Batch Number (ABN).
4. RDAT shall make schedule of trade test, including date, time and list of candidates and the location of designated Testing Centres under intimation to ABs.
5. Assessing Body shall inform TC well in advance about the courses, candidates' list, cost to be reimbursed, etc. in respect of trade testing.
6. Assessing Body shall be responsible for preparation of test question papers based on the approved assessment criteria i.e. theory, practical and viva voce for particular competency as approved by NCVT. The Assessing Body shall also provide a copy of the question paper along with claim bill to State/UTs.
7. AB shall carry out the testing as per the assessment methodology / marking instructions for the guidance of the assessors prepared by DGE&T.
8. Assessing Bodies shall communicate the outcome of assessment to the RDATs within 07 days from the date of assessment for declaration of results and issue of certificates by the RDATs.
9. Assessing Body shall consolidate the result of assessment and enter all the results on to the web based software and also forward a hard copy to the concerned RDAT by the fastest mode indicating therein, the name of certified assessor along with unique Id number etc.
10. RDAT shall distribute the certificates to the ABs who in turn will distribute the same to concerned candidates within 7 days. The ABs shall also reimburse assessment fee to the successful eligible candidates along with the certificate.
11. AB would claim the re-imbursement of assessment fee in case of SC/ST/OBC/Women, and physically handicapped candidates and poorer section of the society from respective RDAT giving details of reimbursement made to successful eligible candidates. State/UT shall reimburse the same to the AB.

**Training and Assessment of trainees trained by a VTP**

1. Assessing Body (AB), empanelled for the specific sector(s) and State(s), shall be awarded assessment of trained candidates of registered VTP by RDAT according to the roster. AB shall collect assessment fee of the candidates trained through a bank draft from VTP.
2. VTP, in case approved as Testing Centre (TC), would deposit the Assessment Fee (AF) with the AB after deducting the expenses @ 10 % incurred in assessment.
3. ABs would confirm the suitability of the date of assessment in consultation with the VTP/TC, which should preferably be within 24 / 48 hrs of completion of training, communicate the same to the office of State Director and RDAT. State Director and RDAT, on random basis, shall visit the TC on assessment date as observer/inspector and prepare an Assessment Report (AR) in the specified proforma duly signed by them and the examination I/C from VTP/TC.
4. Assessing Body shall consolidate the result of assessment and enter all the results on to the web based software and also forward a hard copy to the concerned RDAT by the fastest mode indicating therein, the name of certified assessor along with unique Id number etc.

5. Assessing Body shall prepare results within seven days after administering the assessment and upload the same on Web Based Software (WBS) for scrutiny, approval and declaration by the concerned RDAT within 3 days.
6. RDAT shall distribute the certificates to the VTPs who, in turn, will distribute the same to concerned candidates within 7 days. The ABs shall also reimburse assessment fee of the successful eligible candidates to the VTP for distribution to candidates.
7. AB would claim the re-imbursement of assessment fee from respective State/UT giving details of reimbursement made to successful eligible candidates. State/UT shall reimburse the same to the AB.

**General:-**

1. Assessing Body shall be responsible for any claim or dispute arising out due to assessment done by it. DGE&T will not be a party to any such dispute. DGE&T reserves the right to cancel / alter / modify these terms & conditions at any point of time without giving any notice. DGE&T reserves the right to cancel the empanelment in case the stipulated terms & conditions are not adhered to by Assessing Body and no claims / damages etc., whatsoever, will be made to Assessing Body on account of this cancellation. In case of any dispute, decision of Ministry of Labour and Employment will be final and binding on assessing body.
2. It is certified that we have read terms and conditions and shall abide by the same. In case of violation of any terms and conditions or if quality of assessment is not satisfactory, the empanelment could be cancelled by the DGE&T.

(Name & Address of Authorized signatory)

**Format of Bill for the Reimbursement of Training cost and Assessment Fee****Bill for the Reimbursement of Training cost for courses under the SDIS**

*(To be filled in by the registered VTP)*

1. Registration No. of the VTP	
2. Name of the VTP	
3. Name of Course & Course Code	
4. Training Batch No.	
5. Duration of Module (in hours)	
6. Training imparted from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)	
7. Total number of trainees enrolled for the above course module	
8. Total number of trainees who have regularly attended the course and successfully passed out for _____ hours and for whom claim has been made in the bill @ ₹ 15/- per trainee per hour	
9. Total amount claimed in this bill for successfully passed out trainees	

*\* Claim must be supported by list of trainees & their consolidated attendance*

**It is certified that:**

1. The Training has been imparted to trainees in accordance with the prescribed duration & syllabus of Course module under SDIS.
2. Claim has been submitted in respect of those trainees to whom training has been imparted. Attendance sheet of the trainees has been maintained regularly for the entire training period. The same would be produced immediately whenever required by the RDAT/competent authority.
3. Claim has been submitted in respect of those trainees who have been declared successful by Assessing Body.
4. Claim as per this bill has not been drawn/ made previously.

**Signature** : \_\_\_\_\_  
**Name of the Principal** : \_\_\_\_\_  
**VTP** : \_\_\_\_\_



**Format of Bill for the Reimbursement of Assessment Fee for courses under the SDIS**

*(To be filled in by the registered Assessing Body)*

1. Registration No. of the Assessing Body	
2. Name of the Assessing Body	
3. ABN No.	
4. Name of Course & Course Code	
5. Assessment done on	_____ (dd/mm/yyyy)
6. Total number of trainees for whom the assessment fee to be reimbursed	
7. Total amount to be reimbursed (in ₹)	

*\* Claim must be supported by list of those who have been assessed, reason for reimbursement, attendance & result.*

**It is certified that:**

1. The assessment has been done in accordance with the prescribed assessment methodology under SDIS.
2. Claims have been submitted in respect of those who have successfully passed the test conducted by us and are eligible for reimbursement.
3. Claims as per this bill has not been drawn/made previously.

**Signature** : \_\_\_\_\_  
**Name** : \_\_\_\_\_  
**Assessing Body** : \_\_\_\_\_