

# Draft Guideline Document

## Vetri Nichayam

*(For all stake holders involved in implementation of the scheme)*



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## 1. Disclaimer

The Guideline document has been drafted to provide set of instructions to all stakeholders involved in implementation of the scheme. The information provided in this document is current as of the issue date (12-02-2025) and is subject to change based on the necessity and better implementation of the scheme. This guideline document provides a framework for major processes which needs to be adhered by all the stake holders involved in the project implementation. This document should not be distributed or duplicated or modified, the partners are advised to consult with appropriate team member of TNSDC in case of ambiguity or specific requirements.

## 2. Background

The Tamil Nadu Skill Development Corporation (TNSDC) aims to turn our state into a center of skill excellence by providing requisite skill training the youth to improve their job prospects and meet industry standards. Formed in 2013, as a corporation it is now under the Special Program Implementation Department. TNSDC was established to equip the youth with industry-relevant skills, enhancing their employability and position the state as India's skill hub. As the nodal agency for skill development in Tamil Nadu, TNSDC coordinates efforts among various stakeholders, including industries, industrial associations, training partners, sector skill councils, assessment agencies, and both state and central government bodies. TNSDC is committed to providing quality, placement-focused skill training by partnering with both private and government training providers.

Tamil Nadu Skill Development Corporation (TNSDC) will operate as the nodal agency for implementing the **Vetri Nichayam (VN)** which aims to skill the Unemployed youth who have completed graduation, ITI, Diploma, and school dropouts aged between 18-35 years. This will be done through empanelment of the Training Partners and Industry Partners who will provide the skill-based training to the registered students and also in convergence with various government departments such as Tamil Nadu Handicraft Development Board, Tamil Nadu Dr. J Jayalalithaa Fisheries University, Tamil Nadu Veterinary and Animal Sciences University, Institute of Road Transport, Cooperative Department (Providing Centers alone), Tamil Nadu Tourism Development Corporation (Providing Centers alone), Krishi Vigyan Kendras, Department of Agricultural Engineering and Department of Art and Culture who have the potential to provide skill training and also act as mobilisation partners for the programme. Training is being executed by the industry renowned training partners focusing on maximizing employability opportunities with the training duration exceeding 100 hours.

### 3. Target Beneficiaries

This initiative is designed to offer skill training and employment opportunities for unemployed candidates between 18-35 years of age category, specifically targeting individuals from diverse educational backgrounds. This program is open to the following groups of individuals:

❖ Unemployed Candidates:

- Graduates
- ITI (Industrial Training Institute) pass-outs
- Diploma holders
- School dropouts
- Candidates with any level of school education
- Candidates who have discontinued formal education.

❖ Candidates from Special Schemes:

- Those who are sourced/ part of existing special schemes from Ex-serviceman welfare, differentially abled, Vada Chennai valarchi thittam, fisheries, TN Urban Habitat development, other Convergence Programs, and Women Empowerment initiatives will also be eligible and benefit from this program.

❖ Factory Skill Schools

- Candidates trained at Factory Skill Schools, industry environment where they will gain hands-on training and be placed directly within factories and industries are also covered in this scheme.

❖ TN Auto Skills - ITI / Polytechnic / Industrial Schools and Industry Clusters

- Candidates trained in Collaboration with ITI, Polytechnic Institutes, and Industrial Schools to offer specialized training programs under TN Apex Centre for Auto Skills. These institutions will also help candidates get placed in industry clusters and others related to their skillsets.

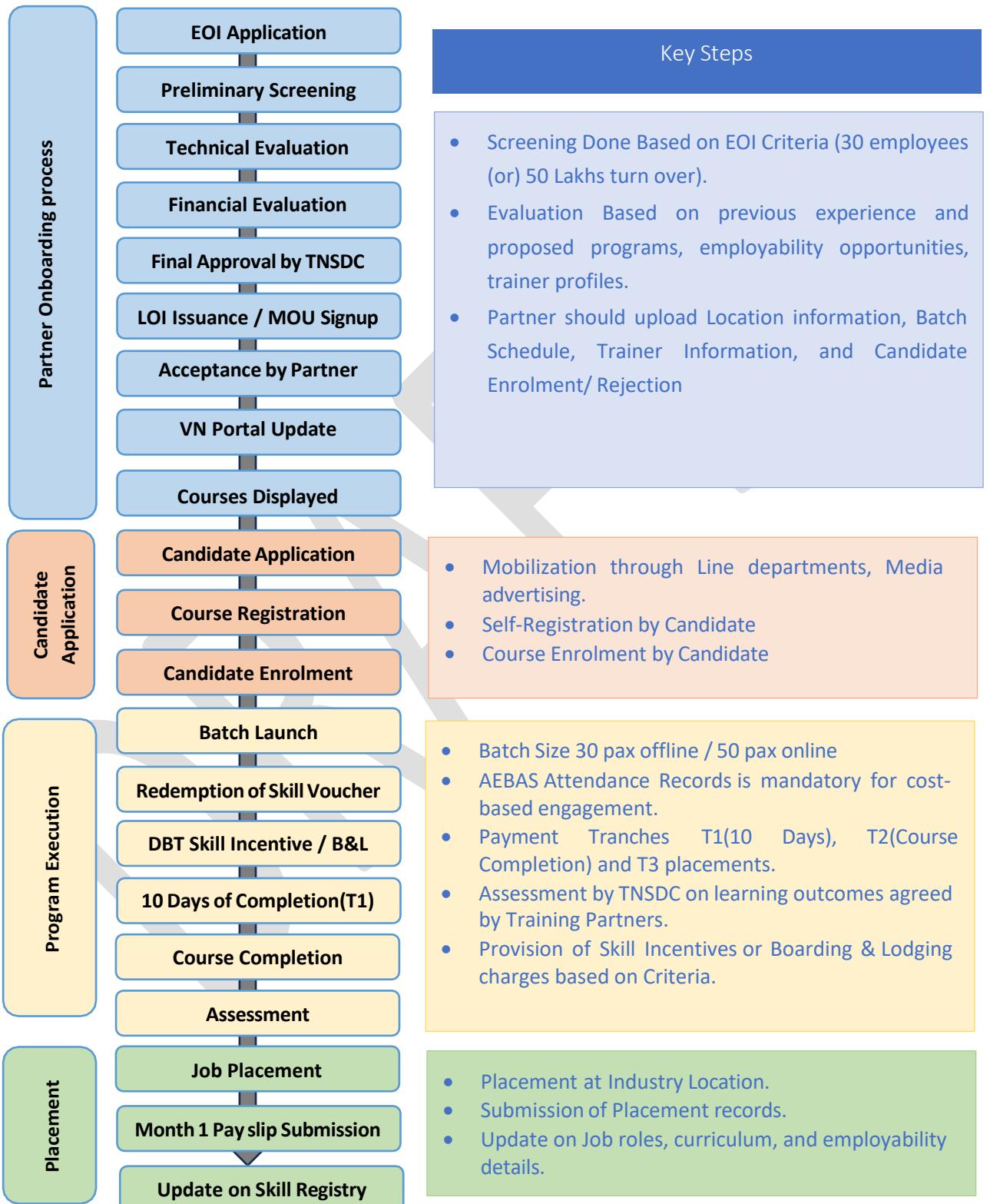
❖ (LEG) Learn Earn and Grow Model

- Candidates enrolled under this model will have the opportunity to learn and get a diploma/degree while earning, combining training and employment simultaneously for more practical exposure.

❖ Mobilization Cum Placement Partners (MPP)

- Candidates who get skill training to get full-time employment through existing Mobilization and Placement Partners, this will ensure a seamless pathway to sustainable job opportunities.

#### 4. VN Approach



## 5. VN Stake holders

S. No	Stakeholder	Role
1	TNSDC	Nodal Agency for VN Implementation
2	Training Partners (All Categories)	Partners providing training and placement at different locations. (Includes Open Market Training Providers, Existing TNSDC training Partners, Factory Skill School Partners, Establishments, Direct Industries providing skill training employability and internship opportunities – Model may differ between all the partners).
3	Line Departments	Assist in mobilization of candidates and effective implementation of program.
4	Target Candidates	End Beneficiaries who are identified for the program.
6	AD/Regional Team	Audit and examine the current training infrastructure of training center.
7	Assessment Partners	Reputed Experts appointed by TNSDC (individual or organization)
8	Placement Partners	Direct Industries / Establishments provides placement

## 6. Skill Voucher

- ❖ Tamil Nadu Skill Development Corporation (TNSDC) has introduced a Skill Voucher Program to empower unemployed youth with the opportunity to gain industry-relevant skills at subsidized rates followed by employment opportunities. This initiative is designed to make skill training more accessible, flexible, and tailored to the needs of the candidates. The candidates can choose the skill courses of their interest based on sectors and locations and get placed in related industries.
- ❖ Under the TNSDC Skill Voucher Program, eligible candidates will receive a skill voucher valued up to Rs. 12,000 to subsidize the cost of skill training. The voucher will be redeemable at training centers recognized by the TNSDC, However, there are some courses with higher fees where the total training cost may exceed the value of the voucher as decided by committee.
- ❖ The skill vouchers can be redeemed to authorized training providers by TNSDC such as Direct Establishments, Industries, Private skill training centers, Factory Skill Schools, TN Auto Skills (Industrial Training Institutes (ITIs), Polytechnics, Vocational schools, Industry Clusters and Schools).
- ❖ Single Enrollment: Candidates can only be enrolled once through this scheme in their lifetime. This means that the skill voucher can be used by a candidate for a single course only. After completing a course, candidates cannot apply for another voucher under this program. Once issued, the voucher can only be redeemed for the course initially selected by the candidate.

- ❖ Withdrawal within 7 Days: If a candidate wishes to withdraw from the course within 7 days of enrollment, they may request to register for another course. This is allowed under the following conditions:
  - The candidate must submit a request letter to the training partner explaining the valid reason for withdrawal.
  - The training partner will then forward the request along with the justification to TNSDC for approval.
- ❖ Skill Voucher Program follows a structured payment schedule for training providers, which is based on milestones achieved by both the candidate and the training center. These milestones ensure that payments are made in three stages, correlating with the completion of the training, internship/OJT, assessment, and placement outcomes. Partners must upload the respective placement related documents in the Portal for payment trigger at each tranche. TNSDC team will provide orientation to access the portal and its usage.

#### **First Tranche (30%) – Initial Payment upon Training Progress**

- Completion of 10 Days of Training: The first tranche (30% of the total voucher value) will be paid to the training provider when the candidate completes at least 10 days of training.
- Attendance Requirement: The candidate must maintain 70% attendance during these 10 days to qualify for this payment.
- Exception for Duration Less Than 10 Days: If the training course is shorter than 10 days, the full payment will be made to the training provider, as long as the course is completed by the candidate along with assessment.

#### **Second Tranche (30%) – Course Completion and Assessment Verification**

- The second tranche (30% of the voucher value) will be paid once the candidate successfully completes the training program including Internship / OTJ and assessment completion: Payment will be triggered by the successful completion of assessments (by meeting 60% in skill component wherever it is applicable) that confirm the candidate's learning.
- Required Documentation: The training provider must upload the following documents to TNSDC for validation:
  - **Certificates of Completion** (confirming that the candidate completed the training).
  - **Assessment Reports** (evidence of candidate's performance in evaluations, if applicable).
  - **Attendance Records** (proof of candidate's attendance throughout the training duration).

### **Third Tranche (40%) – Placement / Employment**

The third tranche is the final settlement based on the candidate's outcome after completing the course and ensuring placements.

- 80% Placement: The training provider must place at least 80% of the trained candidates in a batch on full-time employment under industry payroll (or) third party payroll / company trainee/ apprenticeship under NAPS/NATS.
- Required Documentation: First Month Salary Slips of placed candidates must be uploaded to the VN portal.
- Headcount Reporting: The training partner must report the total number of candidates placed, with the documents to prove placement.
- Scenarios
  - For placements more than 80% - Full payment of T3 for the batch size during T2 will be paid.
  - For placement between 60% to 80%: - Payment of T3 will made with respect to actual number of candidates placed. If the placement rate is between 60% and 80%, the payment will be calculated on a pro-rata basis.
  - For placements less than 60%: - No payments will be made, the portal will be made available for Partners to provide the placements proof up to 3 months timeline after program completion date, if they can place more than 60% of candidates, request can be raised for T3 based on candidate head count. Candidates rating will get impacted if their placement records are less than 60% and TNSDC can blacklist the partners.

### **7. Skill Incentive**

- ❖ Scheme also provides additional incentives in form of cash for students from vulnerable groups. These incentives aim to support the economic uplift of marginalized families and communities, ensuring that individuals from these groups have equal opportunities to gain employable skills and enter the workforce.
- ❖ This ensures that those who are committed to completing their training and demonstrate consistent attendance are rewarded with additional financial support, which will be provided through Direct Benefit Transfer (DBT).
- ❖ The following scheme in which a family member/ candidate is a beneficiary are considered vulnerable and eligible for the skill incentives under this scheme:

#### **Suggested Schemes:**

1. Indira Gandhi National Old Age Pension Scheme (IGNOAPS)
2. Indira Gandhi National Disability Pension Scheme (IGNDPS)
3. Indira Gandhi National Widow Pension Scheme (IGNWPS)
4. Differently Abled Pension Scheme (DAPS)
5. Destitute Widow Pension Scheme (DWPS)
6. Chief Minister's Uzhavar Padukappu Thittam (CMUPT)
7. Destitute / Deserted Wives Pension Scheme (DDWPS)

8. Pension to Poor Unmarried Women of age 50 years and above (UWP)
  9. Srilankan Refugees (OAP, DWP, DDWP)
  10. Srilankan Refugees (DAPS)
  11. PHH – AAY family card
  12. Fisherwomen/Fisherman/Fisheries ban period Assistance/Special allowance
  13. Unemployment Assistance Scheme
  14. Welfare of Differently Abled Persons
  15. Unorganized Labour Welfare Board Members and pensioners
  16. Adi Dravidar Tribal Welfare Board Scholarship
  17. BC MBC and Minorities Welfare Scholarship
  18. Kalaignar Mahalir Urimai Thittam Scheme Beneficiaries
  19. Mahatma Gandhi National Rural Employment Guarantee Assurance (MGNREGA)
  20. Chief Minister's Comprehensive Health Insurance Scheme (CMCHIS)
  21. Puthumai Penn Scheme
  22. Tamil Puthalvan Scheme
  23. Handloom Weavers Old Age Pension and Family Pension Scheme
  24. Urban PIP
  25. Rural PIP
- ❖ Candidates who are registered through the department login will be considered as the candidates sponsored by the department for skill training will be considered as eligible for skill incentive based on the nature of the government department. Above clause is included considering the effort of the concerned Government Department following the due diligence in identifying the candidates belonging to the department.
  - ❖ Candidates from the vulnerable groups will be identified through the VN portal during their registration process through Aadhaar.
  - ❖ Once the attendance and incentive amounts are verified, TNSDC will initiate the Direct Benefit Transfer (DBT) process to the candidate's Aadhaar-linked bank account.
  - ❖ To ensure the efficient and direct transfer of the skill incentives, candidates must have their Aadhaar-linked bank accounts ready during the enrollment process itself.
  - ❖ Candidates enrolled in training courses that are 250 hours or less in duration will be eligible for an incentive of Rs. 6,000 and for the programs that have course duration more than 250 hours will be eligible for a higher incentive of Rs. 12,000 upon successful completion of the course, the incentive will be given only if the candidate has met the minimum attendance requirements, typically 70% or higher attendance.
  - ❖ Candidates are incentivized with skill incentives based on the AEBAS attendance provided by training partner for all categories, amount will be paid as DBT to individual bank accounts linked through their Aadhaar after achieving predetermined milestones as follows,

### **First Tranche (10%) – Initial Payment after Attendance Completion**

- The candidates who have attained 70% of attendance during first 10 days of training will get this tranche. If the training program is less than 10 days in duration, the candidate will receive the full payment for this tranche after completing the program and meeting the 70% attendance requirement for entire duration.

### **Second Tranche (50%) – Payment on Successful Training Completion and Assessment**

- The candidate must successfully complete the entire training program and meet the 70% attendance requirement throughout the entire duration of the training. The candidate must also complete assessments as required by the training provider and submit the results for verification.

### **Third Tranche (40%) – Payment upon Placement or Employment Record**

- Placement: The final incentive is contingent on the successful placement of the candidate. Candidates must provide documentation proving their placement record by self or through training partner.
- Required Documents: Proof of first month salary slip along with Offer letter /Employment/Placement/Apprenticeship Letter and.
- Final tranche will be paid in two parts.
  - 20% - will be made on receipt of first months' pay-slip.
  - 20% - will be made on updating employment post 3 months. (Candidates will be given provision to update the relevant information in their portal)
- ❖ All partners should upload the required information with valid AEBAS entries within 3 working days to process DBT payments to candidates.
- ❖ Boarding and Lodging charges are provided to candidates with specific criteria. This support includes meals and accommodation for eligible candidates. It is important to note that candidates receiving skill incentives are not eligible for Boarding and Lodging charges. However, candidates who reside more than 80 km away from the training location are eligible for Boarding and Lodging support.
- ❖ Boarding and Lodging charges can be paid to all category of candidates as follows,

Category	Districts	Daily Boarding and Lodging Charges
<b>Category A</b>	Chennai	Rs. 375 per day
<b>Category B</b>	Erode, Coimbatore, Madurai, Salem, Tiruppur, Trichy	Rs. 315 per day
<b>Category C</b>	Other districts in Tamil Nadu	Rs. 250 per day

- ❖ The Boarding and Lodging rates have been determined according to the latest Gazette notification issued by the Government of India. These charges are paid directly to the Training Providers (TPs) based on the availability of accommodation facilities at the training center.
- ❖ TPs are instructed to submit the request for Boarding & Lodging in the prescribed format shared by TNSDC, format available for download in the portal. (Ref: Annexure)

- ❖ Payment Terms of Boarding & Lodging.
- ❖ **First Tranche (30%) – Completion of 10 days**
  - Will be paid to Training Partner on completion of 10 days of training program based on actual number of days present in accommodation with valid AEBAS information provided by the partner.
- ❖ **Second Tranche (70%) – On Program Completion**
  - Will be paid on completion of entire training program based on actual number of days present as per AEBAS information.
- ❖ AEBAS should be installed in respective Lodging facilities, all payments will be reimbursed only on validation of AEBAS attendance records installed at accommodation facilities.

## **8. Letter of Intent / MOU**

- ❖ Tamil Nadu Skill Development Corporation (TNSDC) follows a structured process to engage training partners, either through the issuance of a Letter of Intent (LOI) or by formalizing a Memorandum of Understanding (MOU) in specific cases.
- ❖ After evaluating eligible training providers, the TNSDC will issue a Letter of Intent (LOI) to training partners that meet the necessary criteria for training candidates.
- ❖ In the case of No Cost Industry Partners, Corporate Social Responsibility (CSR) engagements, or other special partnerships, TNSDC will not issue an LOI. Instead, a formal Memorandum of Understanding (MOU) will be signed between TNSDC and the respective partners.
- ❖ TNSDC reserves the right to cancel the MOU or LOI if the training partner fails to meet the quality standards of program delivery. Quality assessment may be based on feedback from candidates and reliable sources of information (such as audits, third-party evaluations, or feedback from employers) which can be classified as follows,
  - Non-compliance with training standards: This can include issues such as Poor attendance rates, Lack of qualified trainers, Failure to deliver the agreed-upon curriculum, inadequate infrastructure or facilities and Low placement rates or failure to meet placement targets.
  - Feedback from Candidates: If candidates report dissatisfaction or concerns regarding the training experience (such as inadequate training materials, poor instructor quality, or unprofessional conduct), TNSDC may take corrective actions.
  - Reliable Sources of Information: Information from inspection by District Authorized external audits or third-party monitoring may also trigger a review and potential cancellation of the engagement.
- ❖ Soft copy of Work Orders can be auto downloaded from VN portal on 10<sup>th</sup> day of the batch launch based on number of candidates enrolled.

## 9. Generic Instructions to all Partners

Responsibility	Details
<b>Attendance Tracking (Offline/Face to Face)</b>	Daily attendance records can be captured through AEBAS integrated between TNSDC portal and the establishment's system. Exceptions has been given to CSR and No Cost Industry Partners.
<b>Attendance Tracking (Online &amp; Hybrid)</b>	All Partners should provide candidate attendance records captured in LMS tool or application on prior approval from TNSDC. TNSDC to approve the tool and interface with VN portal.
<b>Reimbursement of Skill Vouchers</b>	Reimbursement to Training Partners at payment milestones based on candidate training costs.
<b>Vetri Nichayam Program</b>	Register candidates and operationalize the Vetri Nichayam program with TNSDC credentials only
<b>Adherence to TNSDC Guidelines</b>	Follow all guidelines, updates, and instructions issued by TNSDC from Time to Time.
<b>Beneficiary Category</b>	All Partners should adhere to the scheme guideline and objective of onboarding unemployed youth at age 18-35 years. Candidates should not be employed anywhere during the time of enrolment in the scheme.
<b>Placement and Employer Engagement</b>	Organize placement drives, networking, and recruitment events to connect candidates with employers.
<b>Skill Incentives (DBT)</b>	Skill Incentives paid directly to candidates through DBT upon meeting milestones.
<b>No Fees or Charges from Candidates</b>	Training must be free of charge for all candidates; no fees can be collected from trainees.
<b>Branding</b>	Display TNSDC and Government logos on banners and flex posters at the training centres. Detailed in Section 20.
<b>Undertaking letter from Candidates (Ref Annexure 2)</b>	An agreement of undertaking from the candidates/their parents should be taken in case of discontinuing the course, the candidate must reimburse the skill incentives or course fee.
<b>Undertaking Letter from Training Partners</b>	All training partners should sign the letter of undertaking to adhere the placement opportunities committed during evaluation.
<b>No Additional Claims</b>	TPs will only be reimbursed as per the training cost rates fixed by the TNSDC committee.

<b>Consequences for Violations</b>	Non-compliance or malpractices will lead to blacklisting and disqualification of Training Partners from the program and leads to withheld of the payments.
<b>Training of Trainers (ToT) Certification</b>	All training partners should allow ToT programs organised by TNSDC as and when it is required.

## 10. Monitoring & Evaluation

- ❖ District Level Monitoring: Monitoring will be carried out by the district-level staff or Assistant Directors (ADs), as well as any officials authorized by TNSDC to oversee the program's execution.
  - These personnel will be responsible for ensuring that the program is being implemented correctly at all training locations.
- ❖ Surprise Audits: A Monitoring Committee will conduct surprise audits to ensure that the program is being carried out effectively and according to the guidelines. These audits are aimed at assessing the following Criteria.
  - Engagement of Candidates: The level of engagement and interest candidates have in the training process.
  - Quality of Training Delivery: The effectiveness of training provided, including the qualification of trainers, training materials, and the overall learning experience.
  - Attendance and Compliance: Checking that attendance is accurately recorded and follows the required standards.
  - Other Scheme-related Aspects: Any other factors or anomalies related to the training program execution.
- ❖ A review mechanism will be implemented by TNSDC to track and address any queries, concerns, or anomalies that arise during the execution of the program.
- ❖ All Regular Training Partners are required to maintain the Aadhaar Enabled Biometric Attendance System (AEBAS) for recording the attendance of candidates and faculty throughout the training period.
- ❖ All attendance records must be securely stored for audit purposes and must be made available to TNSDC upon request or during any enquiry/ Inspection.
- ❖ The records should be kept in an organized manner and should be easily accessible for auditing and compliance checks.
- ❖ During the audit and inspection process, Training Partners are required to submit the following documents to ensure transparency and accountability:
  - Attendance Register: This should include the AEBAS data of both faculty and candidates, confirming attendance for each session.

- Course Progress: Provide documentation of the course schedule, the number of training days completed, and other relevant information related to the training schedule. This will help verify that the training is progressing according to plan and within the prescribed duration.
- Interim Assessment and Performance Reports: Training Partners should submit the interim assessment and performance reports of candidates. These reports will assess the progress of candidates in terms of knowledge and skills acquisition.
- The reports should provide a comprehensive overview of each candidate's performance and any interventions that were made during the course.

## **11. Curriculum Design, Training Delivery and Assessment**

- ❖ The Scheme is designed to equip candidates with the skills required by industry standards, ensuring that they are prepared for the workforce. To maintain the quality and relevance of training, specific guidelines have been established for curriculum development, training methods, and certification.
- ❖ **Curriculum Development**
  - Alignment with Industry Standards: The curriculum for each training program must align with both industry standards and the needs of the job market. The curriculum should also align with the National Skills Qualification Framework (NSQF) wherever applicable.
  - If the program does not align with NSQF, it can still be executed under the VN, Non-NSQF programs will be assessed by a team of TNSDC Experts, who will evaluate the program based on training outcomes and industry standards.
  - Approval Process for Non-NSQF Programs: Curriculum wing of TNSDC will approve the curriculum for non-NSQF programs. TNSDC will provide consent to move forward within 15-20 days for the non-NSQF programs, provided all required information are submitted.
  - Training Partners must submit detailed information about the curriculum, including:
    - Sector name, Occupation and job description, lesson plan, Day-wise and module-wise breakdown, detailed content outline, Age/eligibility criteria, Percentage of theory and practical training components.
- ❖ **Training Methods:**

Partners are encouraged to conduct workshops, industry exposure sessions, OJT/Industrial visits, group projects where candidates can engage with professionals and get practical insights into their chosen sectors. Soft skills and communication skills are

mandatory along with domain skills for which the partner can customize according to the curriculum and impart the skills.

- **Face to Face**

- The training includes practical, hands-on training alongside theoretical learning in face-to-face mode. Training should incorporate industry best practices, ensuring that students are prepared to meet the expectations of potential employers.
- Partners should ensure attendance capture in AEBAS for the entire course duration.
- Batch size should not exceed 30 candidates.

- **Online Mode**

- The training should be delivered through an exclusive learning portal.
- Partner should ensure the provision (or) methodology of tracking daily attendance with log in and log out mechanism of every session to share it with TNSDC.
- Batch size should not exceed 50 candidates.

❖ **Assessment Criteria:**

1. Candidates will be assessed based on the mechanism finalized by TNSDC. This assessment will evaluate the candidate's performance across both theoretical knowledge and practical skills.
2. The assessment criteria will be designed to reflect the skills required by employers and ensure that candidates meet industry standards.

❖ **Certification Criteria:**

1. Successful completion of the training program is a requirement for certification. This includes: 70% attendance during the training duration and meeting the assessment criteria (both theoretical and practical).
  2. Contingency Allowance: A 10% contingency relaxation on attendance can be allowed, case-by-case, provided that: The Training Partner (TP) and Candidate submit valid justifications in writing via email.
  3. TNSDC will certify the eligible candidates who clears the assessment criteria.
- ❖ Candidates who do not meet the required attendance or assessment criteria will not be awarded certification, but they can still attend job interviews organized by the Training Partner.

## 12. Roles & Responsibilities of TNSDC

- ❖ As the Nodal Implementation Agency, Tamil Nadu Skill Development Corporation (TNSDC) plays a crucial role in ensuring the successful execution of the Skill Voucher Program. Below is a detailed overview of the key responsibilities of TNSDC in designing, monitoring, evaluating, and managing the program:
- ❖ **Program Design and Fund Allocation**
  - **Program Design:** TNSDC will be responsible for designing the entire scheme, ensuring that it aligns with the state's skill development priorities and national standards. This involves defining the structure, criteria, and implementation mechanisms.
  - **Monitoring & Evaluation:** TNSDC will actively monitor and evaluate the progress of the scheme. This includes tracking candidate enrollment, training outcomes, certification, and placement rates.
  - **Identification of Skill Demands:** TNSDC will continually assess the skill demands across various sectors to ensure that the programs offered through the scheme align with industry needs. This will help in improving employability and filling skill gaps.
  - **Selection of Training Partners:** TNSDC will identify and select potential training partners based on their capabilities, infrastructure, and alignment with program goals. Partners will need to meet TNSDC's quality and operational standards.
  - **Fund Allocation:** TNSDC will allocate funds to the various components of the scheme, including training delivery, certification, incentives, and placement support.
- ❖ **Candidate Mobilization**
  - **Mobilization through Stakeholders:** TNSDC will engage multiple line departments and stakeholders (such as Fisheries, Urban Development, and Women Empowerment) to mobilize candidates for the program. Each department will be responsible for identifying and referring eligible candidates based on the criteria set by TNSDC.
  - **Partner-Driven Mobilization:** In addition to TNSDC's efforts, training partners also could mobilize candidates and enroll them via the VN portal. This will provide flexibility in reaching a larger pool of eligible candidates across various sectors.
  - **Eligibility and Registration:** Candidates who meet the eligibility criteria, which include unemployed individuals between 18-35 years, graduates, diploma holders, and other target groups, will be registered for training via the VN portal.
  - **Undertaking Letter:** Candidate / Parent should sign the undertaking letter for the selected course – Training Partners should ensure the formats are signed and shared to TNSDC in the format (**Ref: Annexure**)
- ❖ **Portal Management**
  - ❖ **VN Portal Management:** TNSDC will oversee the management and operation of the VN portal, which will serve as the central platform for:
    - Candidate registration/enrollment
    - Basic information collection (such as demographic data)
    - Assessment tracking
    - Attendance records

- Release of funds
- Certification and documentation
- Employment tracking
- ❖ The portal will allow for seamless communication between TNSDC, training partners, candidates, and other stakeholders.
- ❖ **Pre-Counselling:** Counselling will be given through respective training partners to provide course insights, suitability of the program based on qualification and overview.
- ❖ **Candidate Assessment and Certification**
  - Joint Assessment Mechanism: TNSDC will work with training partners to develop a candidate assessment mechanism. This mechanism will combine both theoretical and practical assessments, ensuring that candidates are evaluated on their overall knowledge and job-ready skills.
  - Assessment Execution: Assessments will be conducted at the training location under the guidance of TNSDC and its partners. It will be essential for assessments to meet industry standards and reflect employer expectations.
- ❖ **Help Desk and Grievance Redressal**
  - Help Desk for Partners:
  - TNSDC will establish a help desk to assist training partners and other stakeholders. This team will be responsible for addressing queries, providing support, and resolving grievances raised through the portal.
  - Response Time: Queries and grievances will be addressed within 48-72 hours, ensuring timely support for partners.
- ❖ **Action Against Non-Compliance**
  - Stringent Action against Violations: TNSDC will take strict action against training partners who do not meet the program's quality standards or fail to comply with the guidelines. Actions may include:
    - Blacklisting of non-compliant partners from future program participation.
    - Suspension of funding for partners that violate the terms of the program.
  - TNSDC will ensure that only high-performing and compliant training partners are allowed to continue under the scheme.

### 13. Guideline for Placement Records

Requirement	Details
<b>Proof of Employment</b>	<ul style="list-style-type: none"> <li>- Offer letter and <b>first-month salary slip</b> must be uploaded to the VN portal.</li> <li>- <b>Job role, designation, and salary range</b> must be provided.</li> </ul>
<b>Scrutiny by TNSDC</b>	<ul style="list-style-type: none"> <li>- TNSDC will scrutiny the document submitted by partners to proceed further; partners should provide valid justification within 2 days of query raised by TNSDC.</li> </ul>

<b>Placement Data</b>	- <b>80% of candidates</b> must be placed for final tranche payment.
	- Payment will be made on a <b>pro-rata basis</b> if placements are less than 80%, the overall training cost of the actual placed candidates will be paid.
<b>Payment Release</b>	- <b>Final tranche</b> (up to 40%) is released based on placement
<b>Applicability</b>	- To all CSR/ No Cost Industry Partners, Regular Training Partners, MPP, Establishments

#### 14. Attendance Records

- ❖ All partners except no cost industry partners should provide proof of attendance records updated in the portal through AEBAS.
- ❖ AEBAS devices must be procured through the empaneled vendors in GeM Portal.
- ❖ All partners are required to register their onboarding form through VN portal by providing Nodal officer information for Activating AEBAS system.
- ❖ Detailed User Manual for AEBAS has been published by VN team through the following URL [User Manual for AEBAS \(External Link\)](#).
- ❖ AEBAS system is mandatory to claim the payment tranche at each level based on the candidate attendance.

#### 15. Guidelines for Mobilization

- ❖ **Convergence Departments** includes Tamil Nadu Urban Habitat Development Board, BC, MBC & Minorities Welfare Department, Adi Dravida and Tribal Welfare Department, Department of Social Welfare, School Education Department for vocational students, Department of Art and Culture, Department of Fisheries and Fishermen Welfare, Department of Social Defense, Municipal Administration for sanitary workers, Department of labour for Child labour victims, Tamil Nadu Tourism Development Corporation, Department of Agricultural Engineering, Krishi Vigyan Kendras etc. will be responsible for mobilization of candidates for all the programs that will be provided by the various training partners.
- ❖ The Login and Dashboard details will be provided to the respective departments to upload the sourced candidate personal information which includes Name, Mobile no, Email, Aadhaar and residential information.
- ❖ Registration and Monitoring can be done through the Dashboard access provided to all departments.
- ❖ Individual departments should be responsible to register sourced candidates in the portal and allocate the courses accordingly.

- ❖ Respective partners can be also mobilizing candidates for the scheme ensuring all the students are registered and enrolled through VN portal.

## **16. Guideline for Batch scheduling**

- ❖ Training partners must prepare and submit their batch schedules for all courses on a quarterly basis. The batch schedule must be updated at least 15 working days before the start of the quarter. For example, for the January to March (JFM) quarter, then the batch schedule must be published by 14<sup>th</sup> December at the latest. Delay in confirmation on batch schedule will impact the delay in mobilization and batch launch.
- ❖ The batch schedule must include detailed information such as:
  - Course Duration: Start and end dates.
  - Trainer Information: Name, qualifications, and expertise of trainers assigned to the batch.
  - Training Location: Address or details of the venue where the training will be held.
  - Other Relevant Details: Including the number of candidates, schedule of theoretical and practical sessions, and other important logistical information.
- ❖ Minimum Batch Size
  - a. **Physical Training:** The batch size for the physical model has been set as min of 10 candidates and maximum of 30 candidates with maximum of 8 hours can be delivered.
  - b. **Online Training:** For online training programs the batch should not exceed 50 candidates. Partners should facilitate the integration between their learning platform and VNportal, learning can be planned through Instructor Led Sessions and Self-Paced Modules following by good assessment mechanism and maximum of 3-4 hours can be delivered if it is an instructor led session.
  - c. **Mobilization** for all batches will be closed before 15 days of the batch launch date by TNSDC, all training partners are allowed to add the required candidates to fill the gap till the previous day of batch launch date.
- ❖ Batch Approval by TNSDC
  - a. All Training Partners should obtain necessary approvals from TNSDC for the launch the program, approval to be sent to respective TNSDC stake holders handling the segment.
  - b. Candidate Registrations will be allowed to 3 times of the batch size mentioned in the LOI document.
  - c. Training Partners can conduct multiple batches on approval from TNSDC with a mandate allocation one trainer exclusive to each batch.

## 17. Guidelines for No Cost Industry Partners

- ❖ **No Cost Industry Partners:** Establishments/Industries willing to provide training at free of cost.
- ❖ **Role & Responsibilities of Industry Partners:**
  1. To provide industry specific skill training at the respective factory/ industry locations.
  2. The duration of the training program can be decided depends upon the industry onboarding norms which will range from **min of 05 working days**.
  3. To jointly assess along with TNSDC assessment team on the skill sets and certify them accordingly depends on the trades.
  4. On completion of the skill training, the onus of providing employment opportunities to the trainees lies with the Industry Partner.
  5. To Provide Employment Letters for the trained candidates to TNSDC and in VN
  6. To report required information to pay Skill Incentive to eligible students of vulnerable community, AEBAS attendance is mandatory for payment approval.
  7. To provide information to VN Portal - Publishing Training Schedule: The training is planned to execute at industry premises a convenient schedule needs to be worked out and updated in the portal, List of Trades, Training Duration, Expected Salary, and other criteria related to the implementation and monitoring.
- ❖ **Training Cost:** Industry partners will provide training at “No Cost” for the training component.
- ❖ **Candidate Enrollment:** The candidates are required to register themselves / with the help of Industry Partner through **VN Portal** launched by the TNSDC which collects the user data which includes Mobile Number, Name, Email ID, Pin code and Aadhaar Details after which the Candidate will get the access to understand the course details Skill Partner Location, Course Details, Eligibility, Outcome, Learning Mode, Testimonial Video, Program Rating, Participant Feedback, Batch Schedule, Assessment Certificate Samples, Job Opportunities, Internship / Placement Partner.
- ❖ **Attendance:** The industry should maintain the record of attendance which will be produced during TNSDC Audits

## 18. Guidelines for Industries and Training Partners

- ❖ **Training Partners:** Industries /Training partners / Institutes/ Agencies who conducts NSQF-aligned / non-NSQF courses to provide employment for whom LOI is given by TNSDC.
- ❖ **Training Cost and Duration:** Training partners will be paid as per the cost and duration agreed by selection committee based on the LOI/ MOU issues by TNSDC.
- ❖ **Role & Responsibilities of Training Partners:**
  1. To provide industry specific skill training at the respective training locations agreed during evaluation.

2. Share the course outline with relevant NSQF Levels and codes if it is NSQF programs and if it is non-NSQF program course outline with day wise break up must be provided.
  3. To jointly assess along with TNSDC assessment team on the skill sets and certify them accordingly depends on the trades.
  4. On completion of the skill training, the TP should ensure 80% of placement to the eligible candidates.
  5. To Provide Employment Letters post completion of training program for all the eligible trained candidates to update in Skill Registry.
  6. To report required information to pay Skill Incentive to eligible students of vulnerable community.
- ❖ **Enrollment Procedure:** The candidates are required to register themselves / with the help of Training Partner through “VN Portal” launched by the TNSDC, the app collects the user data which includes Mobile Number, Name, Email ID, Pin code and Aadhaar Details after which the Candidate will get the access to understand the course details Skill Partner Location, Course Details, Eligibility, Outcome, Learning Mode, Testimonial Video, Program Rating, Participant Feedback, Batch Schedule, Assessment Certificate Samples, Job Opportunities, Placement Partner.
- ❖ **Uploading Trainer and Batch Information:** The information of all the trainers should be updated in the portal by the training partner. The information on Batch schedule should be published by Training Partner.
- ❖ **Information Required for VN Portal:**
- Publishing Training Schedule: The training is planned to execute at TP premises a convenient schedule needs to be worked out and updated in the portal,
  - List of Trades, Training Duration, Expected Salary, and other criteria related to the implementation and monitoring.
- ❖ **Attendance:** The industry should maintain the record of attendance which will be produced during TNSDC Audits.
- ❖ **Monitoring Mechanism:** TNSDC will monitor the scheme implementation through district level staff involved in the skill development and monitoring committee team will do surprise audits to understand engagement of the candidates towards learning, quality of training delivery, attendance, and other grievances if any.
- ❖ **Industry Tie up:** All training partners are directed to get tie up with direct industries to approve the curriculum to get industry alignment and certify them based on the skill sets gained through the courses applicable based on industry norms.

## 19. Guidelines for Mobilization and Placement Partners

### ❖ Model – 1: Existing Model (Rs. 2000 per candidate)

- MPP should mobilize and place candidates across the industries, MPP should provide 3 months' pay slips ensuring the mobilized candidates are employed at customer sites, all candidates Adhaar number should be shared with TNSDC for the preliminary checks. MPP should provide the list of candidates placed and employed in the customer sites with customer authorization by email (or) letter head.

### ❖ Model- 2: Basic Training Model (Rs. 3280 or Rs. 3080 per candidate)

- MPPs are required to design and deliver a minimum of 40 hours of training for each batch of candidates. The training can be conducted either at the partner's own premises or at a center proposed by TNSDC, each training program must be followed by job placement opportunities for the trainees like providing HR interview or offer letter, ensuring that the training leads directly to employment.
- **Financial Structure and Payment Details:** TNSDC will pay Rs. 2000 as a base fee plus the training cost, based on the location of training delivery.
- **Training Cost Options:**
  - Option 1: Maximum of Rs. 27 per hour if the training is conducted in proposed center of TNSDC at your location. Total for 40 hours: Rs. 3080 (Rs. 2000 + Rs. 1080 for 40 hours)
  - Option 2: Maximum of Rs. 32 per hour if the training is conducted at your own facility or at an industry location.
- **Payment Tranche:** 60% of the total cost will be disbursed upon successful completion of the program and assessment and submission of offer letter/ placement. 40% of the total cost will be disbursed upon submission of the first month's salary slip for placed candidates, as placement tracking will be conducted for one month.

### ❖ Model- 3: Trained Candidate Placement (Rs. 1500 per candidate)

- MPP should place the trained candidates by TNSDC under different schemes, MPP will be provided with the trained candidate information through TN Skill Registry, MPP will get paid of Rs. 1500 by providing first month pay slip of TNSDC trained candidates.

## 20. Guidelines for TN AutoSkills

- ❖ **TN AutoSkills Centre:** TN Auto Skills Apex Skill Centre are Not for profit section 8 company incorporated by TNSDC in association with industry partners to provide skills in sectors like Automotive sector and related ones. TN AutoSkills has been appointed as industry partner under VN who will interact with Institutions under DOTE and DET such Industrial

Training Institutes, Industry Schools, Polytechnic and Industry Clusters to deliver programs under VN.

#### ❖ Process Flow



#### ❖ Scope of TN AutoSkills:

1. **Course Design & Delivery:** TN AutoSkills will interact with expert faculty members in respective institutions like ITI/Polytechnic/IC/IS (or) from the external market to design & deliver programs suggested by respective institutions based on their available infrastructure and resources according to skill needs of Industries/ employers.
2. **Course Duration:** The course design aligning with NSQF / Non-NSQF levels can be decided jointly by TNSDC and TN AutoSkills based on learning outcome, certification is mandatory for all the courses executed by TN AutoSkills.
3. **Batch Scheduling:** Batch scheduling will be done by respective Institutions on Quarterly basis and shared to TNSDC by TN AutoSkills. All the Scheduling must be submitted in 15 days in advance every Quarter.
4. **Cost of Training:** TN AutoSkills can adopt the similar payment tranches mentioned in Clause 4 (30:30:40) to be paid to the institutions.
5. **AEBAS System:** TN AutoSkills must ensure that the AEBAS system installed and functional in respective institutions, Attendance entry of both candidate and faculty must be recorded in AEBAS system, the records must be shared to TNSDC for audit and future references based on the request. All actual invoices should be submitted with the AEBAS records of both student and faculty member.
6. **Placement Tracking:** TN AutoSkills must ensure the placement of trained candidates through the respective institutions and the same must be updated in the VN portal, final tranche of payment to TN Auto Skills will be done based on the placement record.
7. **Assessment & Certification:** TN AutoSkills to facilitate assessments aligning with TNSDC team guidelines of adhering the percentage completion of the program duration. (**Mandatory Attendance of 70% should be achieved to get eligibility for assessment and certification.**)

### 21. Guideline for Assessments

- ❖ **Assessment Mechanism:** All Assessments of VN will be carried out by TNSDC Assessment wing except the programs delivered by No Cost Industry Partners and CSR Partner, Unless specifically requested by CSR/No cost partner Each Assessment is unique in terms of methodology and TNSDC reserves the right to formulate the mechanism adhering to the guidelines suggested by NCVET.

- ❖ All Partners executing Non – NSQF curriculum should provide the course details which includes (drilled down content outline, day wise plan, expected outcomes against each topic with duration).
- ❖ TNSDC Assessment wing will decide the assessment method and type based on specific learning outcome derived by the assessment committee.
- ❖ All Assessments will be done by the expert appointed by TNSDC, which can be internal or external based on the trades.
- ❖ Certification will be provided only for the candidates who clears the assessment by TNSDC.
- ❖ Assessment Marks and Metric have no correlation with the employment, there is not restriction to get employment.

## 22. Guidelines for Service Desk

- ❖ **Segregation of Services:** All escalations will be categorized under Queries and complaints based on the nature of the service enquiry.
- ❖ **TACT Time:** All queries should be addressed within 24 hours of timeline and complaints in 36 -48 hours based on the complexity.
- ❖ Detailed classification of queries for quick reference

S.no	Query Type	Subcategory	Queries
1	<b>Department</b>	Login Issues	1. Portal issues. 2. Delayed OTP. 3. Change of mobile number. 4. Browser compatibility issues during login.
		Candidate Registration	1. Mismatch of Aadhar details. 2. Eligibility criteria for skill incentive. 3. Registration confirmation not received. 4. Error during uploading of Aadhar number.
		Candidate Course Mapping	1. Issues selecting or enrolling in specific courses. 2. Changes in course mapping after approval.
		Availability of Courses	1. What are the available courses in the district. 2. Course id not visible or available in the portal. 3. Course starting date. 4. Updates on new course availability. 5. Issue finding specific course based on sector, job role, placement opportunity.
2	<b>Candidate</b>	Candidate Registration - Self	1. OTP not generated. 2. Issue in fetching Aadhar details. 3. Non availability of Course. 4. Applied courses not reflecting in the TP portal. 5. Starting Date of the course.

		Batch Grievances	1. Non availability of tools and equipment's in the center. 2. Non-qualified Trainers.
		Attendance Issues	1. AEBAS fingerprint capture issues. 2. Attendance not reflecting in the portal.
		Aadhar Related Issues	1. AEBAS fingerprint capture issues.
		Skill Incentive (SI Tranche-1)	1. Who all are eligible for this.
		Skill Incentive (SI Tranche-2)	1. Who all are eligible for this.
		Skill Incentive (SI Tranche-3)	1. Who all are eligible for this.
		Feedback Mechanism	1. How to raise ticket about training center, trainer, course.
3	<b>Training Partner</b>	Trainer Registration	1. Issues faced during trainer registration. 2. Eligibility criteria or documents required for registering trainers. 3. Difficulty in selecting the batch.
		Batch Creation, Enrollment, Batch Submission	1. Difficulty in creating new batches for training sessions. 2. Issues with enrolling candidates into a batch. 3. Batch submission errors or problems with the portal.
		Tranche 1	1. Clarification on what falls under each tranche.
		Tranche 2	1. Clarification on what falls under each tranche.
		Tranche 3	1. Clarification on what falls under each tranche.
		Assessment/Reassessment	1. Scheduling assessments and reassessments. 2. Criteria for assessment eligibility.
		Placement Officer Creation	
		Assessment Certificate	1. Downloading or accessing assessment certificates. 2. Troubleshooting missing certificates or incorrect details on certificates.
4	<b>Assessor</b>	Registration/Empanelment	1. Quality criteria for the assessor. 2. job role not available in the list.
		Login Issue	1. Why am I unable to log in to the system?
		Mobile App Issue	1. Why is the mobile app not functioning properly? 2. Are there specific features that are not responding within the app?
		Location Issues	1. Why is the system not recognizing my current location? 2. Are there GPS or location permissions not enabled on my device?
5	<b>Assessment</b>	Batch Assigning Issue	1. Portal issue
		Batch Assessment Date Change	1. Reflecting/approval of the batch assessment date in the portal.
		Batch - Result Uploading	1. Is there a delay in the system updating the results?

		Assessment / Reassessment	1. What is the process to request a reassessment for a batch? 2. How do I track the progress of reassessments in the system?
6	<b>AEBAS</b>	TC AEBAS Portal Onboarding / Integration	1. What steps are involved in onboarding or integrating with the AEBAS portal? 2. Are there compatibility issues with the TC AEBAS portal?
		Fingerprint / Eyeball Scanner Issue	1. AEBAS fingerprint capture issues.
		Attendance Mismatch	1. Attendance not reflecting in the portal.
7	<b>Placement / Internship Officer</b>	Placement / Internship Module - General Clarification	1. Why is a particular feature not visible or accessible in the module?
		Candidate Placement / Internship Details Upload Issues	1. Why am I unable to upload candidate placement or internship details? 2. Are there specific formats or document types required for upload? 3. Is the system showing any specific error messages during the upload?

### 23. Course Code Standardization

To streamline the course identification and management process for TNSKILL, a standardized course code system has been regulated. This system will ensure clarity, consistency, and efficient tracking of courses across various sectors and levels.

#### Course Code Structure

The course code will adhere to the following format: **QPGE-X.X-S-L(NN)-NC/NS/NN-V.X**

Where:

- **QP**: Qualification Pack (common across all courses)
- **G/N/M**: **G**: General Short-Term Training (G for General (usually between 120-1200 Hours), **N** for NOS (usually ranges between 30 - 120 Hours), **M** for Micro-credential (usually less than 30 Hours))
- **E/T**: Language (E for English, T for Tamil)
- **X.X**: NSQF Level (1.0-8.0, based on minimum entry criteria)
- **S**: Sector (e.g., APL for Apparel)
- **L**: Level (A for Advanced, B for Intermediate, C for Basic)
- **(NN)**: Serial Number within the Sector
- **NN/NS/NC**: Qualification Type (NN for Non-NSQF, NS for NSQF, NC for No Cost)
- **V.X**: Version Number (e.g., V1.0, V1.1, V2.0)

#### Versioning Guidelines:

- **Minor Changes (up to 20%)**: Increment the decimal part of the version number (e.g., V1.0 to V1.1)
- **Major Changes (over 20%)**: Increment the whole number of the version number (e.g., V1.1 to V2.0)

To further enhance the granularity of course identification and management, a standardized module code system has been regulated. This system will allow for precise tracking of individual modules within each course.

#### Module Code Structure

The module code will be appended to the existing course code as follows:

**QPGE-X.X-S-L(NN)-NC/NS/NN-V.X-M(01)**

Where:

- **M(01)**: Module Number (e.g., M01 for Module 1, M02 for Module 2, etc.)

## 24. Branding Guidelines

### ❖ On-Ground Branding

- **Training Partner Badge:** Trainers and organizers must wear badges displaying Vetri Nichayam branding during events and hackathon sessions.
- **Branded Training Materials:** All presentations, handouts, and distributed materials must incorporate the TN Skill, TN Govt, and Naan Mudhalvan logos. Certificates and any student-facing materials are required to prominently display the logos to ensure brand visibility.
- **Signage and Displays:** Event venues and training locations should feature prominent signage showcasing TN Skill/ Naan Mudhalvan branding to reinforce identity.

**Note:** Logos should be used in their original format without alterations in aspect ratio, color, or additional effects like shadows. Only provided logos should be utilized without edits.

### ❖ Banner Usage

- **Placement:** Banners should be displayed at visible locations within training centers, including entrances and training rooms.
- **Dimensions:** The standard banner size is 72 x 36 inches.
- **Material:** Use durable stainless steel nameboards mounted on a double pole.

### ❖ Logo Usage Guidelines

- **Logo Integrity:** Utilize official TN Skill and Naan Mudhalvan logos across all communications. Logos should be prominently featured on all promotional materials (banners, posters, pamphlets, digital assets).

### ❖ Placement

- Place logos in the top right or left corner of materials for brand consistency.
- Partner logos may appear but must be scaled smaller than TN Skill and Naan Mudhalvan logos to maintain primary brand prominence.

### ❖ Digital Branding (social media)

- **Content Guidelines:** Regularly post on social media platforms (Facebook, Instagram, YouTube) showcasing the involvement with TN Skill and VN.
- Tag and collaborate with official TN Skill and Naan Mudhalvan handles.

### ❖ Content Types to Include

- Highlight training orientations, ongoing classes, and student success stories.
- Share behind-the-scenes moments from training sessions, workshops, and events to build a connection with the audience.

## 25. Enrolment Procedure

### ❖ Submission of Application

- Applications must be direct, concise, and complete. TNSDC will evaluate the agency/TPs based on its clarity and the directness of its response to the requirements of the company as outlined in this document.
- The template for documents can be downloaded from the website [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in)
- Submission of Applications: Applicants should submit their Expression of Interests in online mode ([www.naanmudhalvan.tn.gov.in](http://www.naanmudhalvan.tn.gov.in)) and in accordance with the instructions given in this document. No Financial proposals needs to be submitted along with the application.
- Interested Training Partners/ Agencies / Organizations / Factories / Industries are requested to clarify their doubts regarding the selection and seek information on the assignment as email addressed to [eoil2023@tnsdc.in](mailto:eoil2023@tnsdc.in). TNSDC will discuss and review the Queries and provide reply through emails and TNSDC website.
- Empanelment of Agencies will be done only after evaluation of the application submitted based on the relevance of the course proposed and the expertise of the applicant.

### ❖ Technical Proposal Submission

- **Technical Evaluation Criteria:** Upon shortlisting through the EOI, applicants will be invited to submit a detailed technical proposal. This proposal must demonstrate:
  - Specific skill training expertise and previous experience.
  - Ability to deliver training in alignment with the Industry Requirements.
  - Infrastructure readiness and human resources, including qualified trainers.
- **Selection Process:** The technical proposal will undergo thorough evaluation based on criteria such as curriculum relevance, training methodology, and alignment with TNSDC's goals for the unemployed youth of Tamil Nadu.

### ❖ Financial Proposal Submission

- **Invitation for Financial Bids:** Only agencies that pass the technical evaluation will be asked to submit their financial proposals. The financial proposal should detail the cost structure for conducting the training programs.
- **No Financials in EOI:** Financial information should not be included in the EOI or technical proposal. Financial bids are strictly considered in the final phase after

technical evaluations (subject to meet basic qualification parameters to financial evaluation).

- **Cost-Benefit Analysis:** The financial proposal will be assessed for cost-effectiveness, with preference given to proposals that demonstrate efficient budget utilization while maintaining high training standards.

#### ❖ Clarifications and Communication

- Queries: Agencies seeking clarification regarding the selection or proposal requirements can direct their questions to [eoи2023@tnsdc.in](mailto:eoи2023@tnsdc.in). Responses will be provided via email and updates on the TNSDC website.
- Follow-up: Regular updates regarding the application status and the selection process will be available on the TNSDC portal.

#### ❖ Evaluation and Empanelment

- **Opening of Applications:** Applications will be reviewed by a committee constituted under the authority of the Managing Director, TNSDC, as soon as they are received.
- **Criteria for Empanelment:** Empanelment will depend on the applicant's expertise and the relevance of the proposed course offerings to TNSDC's goals. The final decision will be considered based on both technical qualifications and financial feasibility.

#### ❖ Portal Update

- Training Partners will receive login credentials for the Vetri Nichayam program to register candidates and operationalize this program.
- Training Partners should update the course details, duration, trainer information and schedule.

## 26. Annexures

### 1. Boarding & Lodging Request (To be shared in Partner's Letter Head)

Date:

To

The Managing Director  
 Tamil Nadu Skill Development Corporation  
 8th Floor, CMRL Building, METROS, No.327, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035

#### **Subject: Request for Boarding and Lodging Cost**

We are formally requesting approval for boarding and lodging arrangements for the proposed program [Program Name1, Program Name2] under Vetri Nichayam Scheme. The following location has been identified to provide Boarding and Lodging for the candidates trained under this scheme.

We hereby ensure that the attendance of all the candidates will be captured by AEBAS in respective accommodation locations and same can be produced for reimbursements of tranches suggested by TNSDC. (30% after 10 days completion and 70% after program completion of program).

#### **Accommodation Facility Details:**

Program Name	
Program Duration	
Facility Name	
Facility Type (Own/Rented)	
Full Address with Pin code	
Mention Category (A) Rs. 375 per day for Chennai city limits. (B) Rs. 315 per day for Erode, Coimbatore, Madurai, Salem, Tirupur, Trichy (C) Rs. 250 per day for other districts	
SPOC Contact Number for Facility	
Latitude	
Longitude	
Accommodation Capacity Men	
Accommodation Capacity Women	

Your assistance in facilitating these arrangements will significantly contribute to the success of this initiative. Thank you for considering our request.

We look forward to your approval.

Yours Sincerely

Authorized Signatory

2. Undertaking Letter from Candidate

To

The Managing Director

Tamil Nadu Skill Development Corporation

8th Floor, CMRL Building, METROS, No.327, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035

Subject: Undertaking to Continue VN

Dear Madam,

I (candidate name), son/daughter of (parents/guardian name) residing at (address) here by undertake the following as a beneficiary of Vetri Nichayam funded by Tamil Nadu skill development corporation. (TNSDC)

**Commitment to program completion:**

- I commit to fully participating in and completing the programme as per the prescribed schedule and guidelines provided by the program authorities.

**Obligation in case of discontinuation:**

- If I discontinue the program before its completion for reasons other than those approved by the program authorities, I agree to reimburse the full amount of cost incurred on my training including my incentives boarding lodging and other facilities provided to me.

**Awareness of programme benefits:**

- Acknowledge the value of the programme and resources invested in my training and development and I understand the importance of completion of the program for my personal growth and intended social impact.

**Declaration of understanding**

- I have read and understood the terms of this undertaking in agree to abide by them I further declare that I will not hold the program authorities responsible for any actions takeover to require the cost in case of my noncompliance with this agreement.

I hereby affix my signature as an acceptance of this undertaking.

Program name : \_\_\_\_\_

Training partner name : \_\_\_\_\_

Batch number : \_\_\_\_\_

Contact number : \_\_\_\_\_

Email id : \_\_\_\_\_

Candidate signature : \_\_\_\_\_

Parents signature : \_\_\_\_\_