STANDARD OPERATING PROCEDURE (SOP)

FOR

RECOGNITION OF PRIOR LEARNING (RPL)

UNDER

PRADHAN MANTRI KAUSHAL VIKAS YOJANA (PMKVY)

TARGET ALLOCATION

Dated: 18th January 2016

RPL TEAM – PMKVY

Version History

Version Number	Purpose	Changes Made	New Processes	Author	Date of Creation
V 1.0	Process Manual	N/A	N/A	RPL Team - PMKVY	18.01.2016

Note:

National Skill Development Corporation (NSDC) on the recommendation of the Steering Committee has the right to change the contents of this Process Manual at any given point of time. The updated version will be available on the scheme's official website (www.pmkvyofficial.org).

1. Overview

1.1   Purpose of the Manual

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

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

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

a. Target Allocation (Project Proposal Submission and Approval)

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

1.2   Stakeholders of the Scheme

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

<div align="center">Table 1: Roles and Responsibilities of Key Stakeholders</div>

SN.	Stake Holder	Summary of Role and Responsibilities
1.	Ministry of Skill Development Entrepreneurship (MSDE)	Oversee overall implementation of Scheme
2.	PMKVY Executive Committee	Approve Project Proposals along with an allocation of targets and conditions for implementation Undertake key revisions to Guidelines
3.	PMKVY Screening Committee	Screening of Project Proposals as per the existing guidelines and give recommendations as to the suitability of the project and numbers of targets to be allocated

2.	NSDC	Evaluation of Project Proposals & Facilitation of Approvals
		On-boarding of approved PIAs to the Scheme
		Facilitating Disbursements
		Continuous Monitoring
3.	Project Implementing Agency (PIA) [Can be Sector Skill Councils (SSCs), Training Providers, Corporates, Industry Associations, NGOs or Government Entities. But not Assessment Agencies)	Responsible for the on-ground execution of the project.
4.	RPL Facilitator Organisation	PIA and RPL Facilitator Organisation may be the same organization.
		RPL Facilitators to be ToT (Training of Trainer) certified by SSC.
		RPL Facilitators shall conduct counselling, pre-screening and orientation/bridge course of beneficiaries.
5.	Assessment Agencies (AA)	AAs to conduct assessments of beneficiaries
		AA shall be an independent third party (neither the PIA or RPL Facilitator Organisation)
6.	SSCs	May be the PIA
		Evaluate and recommend Non-SSC proposals
		Ensure project proposals forwarded for screening shall not be limited to particular states and job roles within the sector.
		Conduct ToT programs for RPL Facilitator Organizations whose trainers are not certified
		Assign Assessment Agencies to batches
		Certify candidates

7.	State Skill Missions	Assist in solicitation of proposals
		Assist in on-ground monitoring of project

1.3 Implementation Mechanism for Target Allotment

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

i. **Submission of Project Proposal:**

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

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

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

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

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

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

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

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

1.4   Non-Compliance to Processes

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

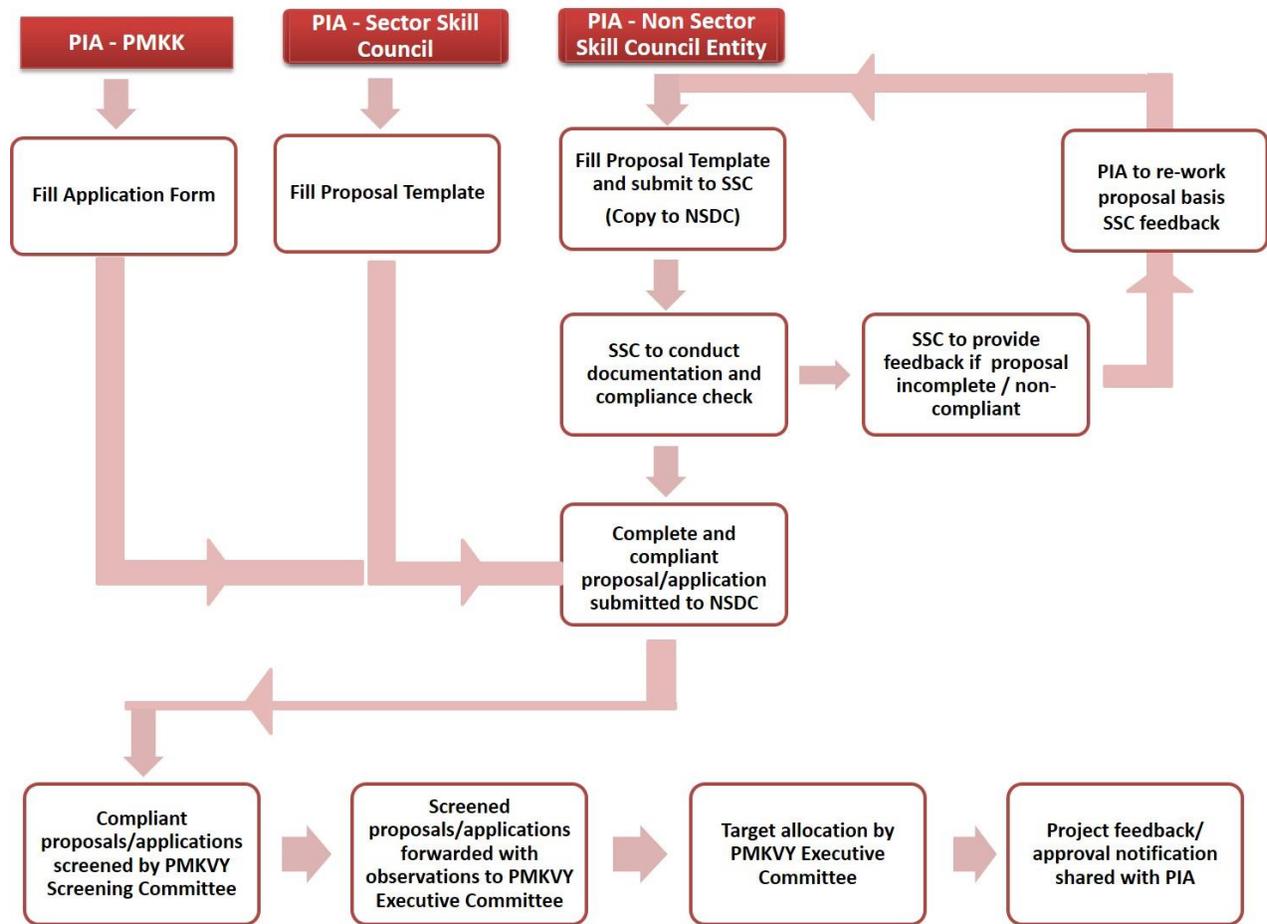## 1.5   Overall Process Diagram for Target Allotment

Figure 1: RPL Process Diagram for Target Allotment

2. Target Allotment

2.1. Submission of Project Proposal

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

S. No	Activity Brief	If PIA is Non-SSC (including PMKK)	If PIA is SSC	Responsibility	Timeline	Remarks (If Any)
1	**Proposal Creation**	a.PIA (non-PMKK) shall fill project proposal template and submit to concern SSC (s) along with all required documentation. NSDC shall be informed by PIA of proposal submission to SSC. b. PMKK shall fill application form and submit directly to NSDC.	SSC shall fill project proposal template	PIA		See **Annexure 1** for Project Proposal Template See **Annexure 2** for Checklist of Required Documents See **Annexure 3** for Application Form for PMKKs
2	**Document and Compliance Check** (not applicable to PMKK)	SSC shall confirm receipt of the proposal. SSC shall respond to PIA indicating if the documentation of the proposal is complete or incomplete. If documentation is complete, SSC shall revert with suggested revisions to proposal, if any.	SSC shall complete document checklist format	SSC	If PIA is non SSC, SSC shall revert to PIA within 5 working days of receipt of proposal	

		If documentation is incomplete, then missing documents shall be sought.				
3	**PIA revision of proposal, as required**	a. PIA shall respond to SSC's request for missing documentation and/or make revisions b.PMKK may revise application basis NSDC's observation and feedback.	-	PIA	PIA shall revert to SSC within 5 working days of receipt of SSC's (NSDC's, in the case of PMKK) requests for more documents and/or revisions	
4	**Submission of project proposal to NSDC**	a.If the proposal is deemed satisfactory by the SSC, it shall be forwarded to NSDC for further consideration. b.PMKKs submit revise applications to NSDC	If deemed compliant to the compliance checklist, proposal shall be submitted to NSDC for further consideration.	SSC/PIA		Complete and compliant proposals from non-SSC entities/bodies shall be forwarded by the SSC with its recommendation letter (whereby PIA is non SSC) (not applicable to PMKK). The recommendation letter shall be signed by either the SSC CEO or any authorized g of the SSC. See **Annexure 4** for the format of the recommendation letter (includes compliance checklist).

| 5 | **Acknowledgement of submission to NSDC** | The proposal/application shall be acknowledged as "submitted" by NSDC when complete with all required documentation.

Date of submission is considered as the date on which the proposal is submitted in its complete form and with all annexures. | The proposal shall be acknowledged as "submitted" by NSDC when complete with all required documentation.

Date of submission is considered as the date on which the proposal is submitted in its complete form and with all annexures. | NSDC | Within 5 Working Days of Receipt of Proposal by NSDC | Proposals/applications with incomplete documentation shall be returned to the SSC/PIA for revision. |

2.2. Screening of Project Proposal/Application

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

S. No	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1	"Submitted" project proposals/applications shall be provided a queue number over email indicating the date of screening.	NSDC	Queue number shall be shared with PIA when proposal is acknowledged as "submitted"	

2	NSDC shall revert to PIA, if any further clarification is required prior to the Screening Committee.	NSDC	If clarification required, email request to be sent 7 working days prior to the Screening Committee	
3	PIA shall respond to NSDC's request for clarification.	PIA	PIA shall revert to NSDC within 5 days of receipt of email request for clarification. If PIA is non respondent within the stipulated time, proposal shall be issued a new queue number upon response.	
4	Screening Committee Meeting to be arranged at NSDC	NSDC		
5	NSDC shall notify PIA of Screening Committee's observations	NSDC	Within 1 working day of approval of Screening Committee minutes	
6	If project proposal is forwarded to Executive Committee, PIA shall revert with clarifications sought, if any. If proposal is required for re-screening, new queue number allotted to PIA by NSDC	PIA/NSDC	PIA shall respond within 3 working days of sharing of Screening Committee's observations by NSDC	

2.3. Approval of Project Proposal

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

The Committee shall either:

(a.) Allocate targets with final observations and conditions or
(b.) Request for the proposal be re-evaluated at a subsequent Screening or Executive Committee meeting.

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

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

Annexures:

Annexure 1 – Project Proposal Template

Annexure 2 – Application Form for PMKKs

Annexure 3- Check List of Required Documents

Annexure 4 – SSC Recommendation Letter (includes Compliance Checklist and Explanatory Notes)

RPL PROJECT PROPOSAL

Instructions for preparing a RPL Project Proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
- All fields are mandatory unless otherwise specified.
- **Each project shall not be for more than one project type. SSC proposals shall not target more than 60,000 beneficiaries. Non-SSC PIA proposals shall not target less than 2,000 beneficiaries and not more than 20,000 beneficiaries. Proposals targeting less than 2,000 beneficiaries from non-SSC entities/bodies shall be redirected to relevant SSCs for consolidation.**
- Each application to consist of five sections:
  1) Project Overview, **2) Project Execution, 3) Project Monitoring, 4) Project Financials, and 5) Annexures**
- Under each section, there may be sub-headers, for which the applicant needs to provide the relevant information. Headers and sub-headers are followed by grey text that gives a brief description of the information to be provided by the applicant.
- The Project Proposal may undergo several rounds of review and revisions before final approval by the PMKVY Executive Committee. Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project.
- PIAs may refer to the explanatory notes *Annexure 3.1 of RPL Target Allocation SOP* for assistance in the formulation of this proposal.

If applicant is non-SSC PIA:

- It is mandatory for non-SSC PIAs to submit two printed copies of the Project Proposal to SSC, along with a cover letter duly signed by the CEO of the Applicant's organization. Every page of the proposal must be signed and stamped by the Applicant organization. The PIA shall inform NSDC of its submission to SSC via email rplpmkvy@nsdcindia.org with subject heading "Proposal Submission to SSC".
- SSC shall conduct preliminary evaluation of the proposal in accordance to the compliance checklist set by NSDC.
- If the project proposal is compliant, the SSC shall forward one printed copy of the complete Project Proposal to NSDC along with duly filled:
  a. SSC Recommendation Letter (including compliance checklist),
  b. Pre-Screening Sheet,
  c. Document Checklist and

d. Information on Assessment Agencies on-boarded.

- A soft copy of signed and scanned proposal with the aforementioned documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.

If applicant is SSC:

- It is mandatory for SSC PIAs to submit one printed copy of the Project Proposal to NSDC, along with a cover letter, the document and compliance checklist and other specified enclosures. Every page of the proposal and supporting documentation must be signed and stamped by SSC CEO or any member of the SSC's Governing Council.
- A soft copy of signed and scanned proposal with the supporting documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.

Declaration (TO BE FILLED BY PIA)

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

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

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

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

_____   _____

Signature of Competent Authority and Stamp from Applicant Organisation   Date (dd/mm/yyyy)

SECTION 1: PROJECT OVERVIEW

a. Project Title:	
b. Name of Project Implementing Agency (PIA):	
c. Applicant Type (SSC/ Non SSC):	
d. Project Type (Type 1,2,3):	
e. Name of SSC, if PIA is Non SSC:	
f. Name of Mobilization Agency(s): *Not applicable for Project Type 2*	1. Name of Mobilising Agency 1 2. Name of Mobilising Agency 2
g. Name of Participating Employer(s): *Not applicable for Project Type 1 and 3*	1. Name of Participating Employer 1 2. Name of Participating Employer 2
h. Name of RPL Facilitator Organization(s) :	1. Name of RPL Facilitator 1 2. Name of RPL Facilitator 2
i. Name of Assessment Agencies: **If PIA is SSC, names of Assessment Agencies to be listed here.** **If PIA is non-SSC, SSC shall submit information on-behalf of non-SSC PIA in the form of Annexure 5.3**	1. Name of Assessment Agency 1 2. Name of Assessment Agency 2
j. Project Locations (states covered):	<<number>> of RPL Locations across <<number>> states States covered: 1. State 1 2. State 2
k. Job Role(s) Proposed: **NSQF Level 1 and 2 Job Roles not permitted**	1. Name of Job Role 1 as Per QP (Job Role Code) (NSQF Level) 2. Name of Job Role 2 as Per Qualification Pact (Job Role Code) (NSQF Level ---)

l. Total RPL Targets Requested:	<<number>>	Targets allocated till date to under PMKVY 2.0 RPL*: <<number>>
m. Project Duration (max. 12 months):	<<number>> months	

Under PMKVY (2016-2020)

1.1.   Sample Survey Findings (Summary)

Applicants shall undertake a sample survey justifying the need for the RPL activity hereby proposed.
The minimum sample size shall be 5% of each proposed RPL Location
The sample survey shall focus on finding the knowledge, productivity and performance gaps/challenges faced by Target Beneficiaries in the location/locations proposed.
It is hoped that the RPL activity proposed will alleviate some of these gaps/challenges through the Orientation or Bridge Course and Skill Certification.
Applicants shall attach detailed findings in a separate document. See Annexure 5.6 for format in which detail findings to be reported.

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

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b.   **Who are the target beneficiaries?**

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

1.2 Purpose of RPL Project

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

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

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	b. Is the PIA going to assist target beneficiaries in attaining any of the following during RPL?		
SN.	ITEM	YES (Y) / NO (N)	
1	Five Year Insurance under Pradhan Mantri Suraksha Bima Yojana (PMSBY)		
2	Formalised Market Connect		
3	Skills Premium/Industry Recognition		If Yes, kindly specify form of Skills Premium/Industry Recognition
4	Bank Loans/ Financing		If Yes, kindly specify type of Bank Loan of Financing
5	Licenses		If Yes, kindly specify type of Licenses
6	Formation of Cooperatives		If Yes, kindly specify name of Cooperatives
7	Course on Digital Transactions (E-Wallet)		

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

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

S.no	State	District	Location Name	Address	Job Role Names (NSQF Level)	Proposed target per job role (in numbers)	Number of Batches
1.							
2.							
3.							

SECTION 2: PROJECT IMPLEMENTATION

2.1   Mobilization Strategy (Not Applicable to Project Type 2 Applicants)

Project Type 1 & 3

It is encouraged that PIA submit field linkages indicating access to a data base or network of potential beneficiaries for Project Type 1 and 3. Letters of support/participation may be attached with proposal. The letter is to mention location in which support will be provided as well as number of potential beneficiaries in the location.

If a mobilisation agency is engaged, a profile of the agency is to be submitted (see Annexure 5.4).
Ensure that the State, District and Location Name provided in the table below is the same as that mentioned in Table 1.3.

SN.	State	District	Location Name	Agencies Involved* (eg. Local Govt., Associations, Cooperatives and NGOs)

Project Type 2

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

2.2   Pre-Screening Form (TO BE SUBMITTED BY SSC)

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

2.3   Orientation Content

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

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

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

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

2.4 Bridge course details, if proposed (Content to be Submitted by SSC)

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

2.4.1 Provide justification for Bridge Course

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

S. no	Job role (name)	Justification for Bridge Course	Bridge Course Duration (additional hours required over and above the minimum 12 hours)
1			
2			

3			

2.4.2 **Provide the Bridge course content applicable for each job role as Annexure 5.7. Indicate a summary of Topics of the same below.**

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

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

2.5 Job-Role Specific Kit

Following items shall be mandatorily provided to candidates during orientation.

- 01 PMKVY T-shirt/Jacket
- 01 PMKVY Cap

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

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

Job role name	List of Additional Items in Kit
1.	
2.	
3.	

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

2.6 Media Coverage

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

a. Print Media:	
Type (Newspaper/ Magazine/ Tabloid/ Others please specify)	Frequency
<Type> (Name)	
<Type> (Name)	

<Type> (Name)	

b. Outdoor Advertising:

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

c. Digital Media:

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

d. Radio Engagement:

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

SECTION 3: PROJECT MONITORING

3.1.   Team from Applicant Organization Overseeing On-ground Implementation

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

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

SECTION 4: PROJECT FINANCIALS

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

Details of total project cost

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

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
	(Fixed per candidate cost: Rs. 40)					
	Other additional items (please add more rows, if required)					
2	*Assessment payout per candidate (Fixed Cost)*	*800 (Manufacturing)* *600 (Services)*				
3.	*Candidate payout (Fixed Cost)*	*500*				
	Total cost for entire project (No. of RPL candidates Cost per candidate)*					

SECTION 5: ANNEXURES

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

5.1 Information on PIA:

				Supporting Documentation Required:
Name of PIA:				
				1. Certificate of Incorporation
Official Website of PIA:				2. PAN Card
Name of SPOC:	**Designation of SPOC:**	**Contact Number of SPOC:**	**Email ID of SPOC:**	3. Audited and complete financial statements from the last 3 (three) financial years (including notes). If company is less than 3 (three) years old, then all available statements are to be shared.
a. Year of Incorporation:				
b. Total Revenue of PIA for Last 3 (Three) Financial Years :	FY 2013-2014:			
	FY 2014-2015:			
	FY 2015-2016:			
c. Net worth of PIA for Last 3 (Three) Financial Years	FY 2013-2014:			
	FY 2014-2015:			
	FY 2015-2016:			
d. PIA's Revenue from skill development activities (as shown in notes to financial statements or clarified by CA Agency)	FY 2013-2014:			
	FY 2014-2015:			
	FY 2015-2016:			

5.2 Information on RPL Facilitator Organisation(s):

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

Name of RPL Facilitator Organisation 1:				Supporting Documentation Required:
Official Website of RPL Facilitator Organisation:				
Name of SPOC:	**Designation of SPOC:**	**Contact Number of SPOC:**	**Email ID of SPOC:**	
a. **Year of Incorporation:**				
b. **Affiliation with concerned SSC**	Yes / No	If Yes, specify year of affiliation:		Affiliation Certificate
c. **Affiliation with NSDC**	Yes / No	If Yes, specify year of affiliation:		
Past Training Performance	**PMKVY**	**Fee Based Programmes**	**Other Government Schemes:**	
d. **Total Number of Candidates <u>trained</u> in last 1 year***				
e. **Number of Candidates <u>trained</u> in last 1 year in SECTOR concerned**				
f. **Total Number of Candidates**				

	certified in last 1 year				
g.	**Number of Candidates certified last 1 year in SECTOR concerned**				
k.	**Number of Candidates placed in last 1 year**				
l.	**Number of Candidates placed last 1 year in SECTOR concerned**				
m.	**Number of Functional (own, not franchised) Training Centers bifurcated state wise**	1. <State> : <Number of Functional Centers> 2. <State>: <Number of Functional Centers>			
n.	**Number of ToT certified Trainers for the sector concerned**				

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

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

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

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

5.4   Information on Mobilization Agency

For **Project Type 1 and 3**, if separate mobilization agency is engaged, provide profile of mobilization agency

Name of Mobilisation Agency:				Supporting Documentation Required:
Official Website of Mobilisation Agency:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
a. Year of Incorporation:				
b. Previous Experience of Conducting Mobilization for Central or State Government Programmes	Name of Scheme	Duration of Engagement (From)	Duration of Engagement (To)	Describe Mobilisation Activity in Brief	

5.5   Pre-Screening Form

SSC to provide the pre-screening format for each RPL Job Role to be undertaken (Questions are to be based on the core NOSs of the job role as well as any other criteria as defined by the SSC for the project). This is to be attached in the proposal.

5.6   Sample Survey Finding Report

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

1. Project Locations	

2.	**Objective of the Survey**	
3.	**Survey Sample Size**	**Minimum 5% from each proposed location**
4.	**Survey Methodology:**	
5.	**Location Profile**	
a.	*Relevance of sector to locations*	
b.	*Relevance of job roles to locations*	
c.	*Presence of industrial/traditional clusters*	
5.	**Demographic Study of Candidates:**	
a.	*Age profile:*	
b.	*Education profile:*	
c.	*Experience profile:*	
d.	*Employment scenario:*	

6.	**Skill gap study of target candidates:**	
a.	*Core NOSs missing in workers' skillsets:*	
b.	*Non-Core NOSs missing in workers skill sets:*	
7.	**Opportunities for tangible benefit (skills premium, up-skilling, financial support, etc.)**	
8.	**Conclusions**:	

5.7 Course curriculum for proposed Bridge Course

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

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

5.8 Support Letters Project Type 1 & 3 – Mobilisation Partners & Project Type 2 – Employer Letter

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

For project Types 1& 3, PIA's encouraged to enclose letters of support from Gram Panchayats, Block Development Officers, Gram Pradhans, NGOs, Associations and Cooperatives working in the locations whereby RPL is proposed.

5.9   Cost calculation sheets

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

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

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs.	Remarks (description and justification of expense head)
1	**Total Payout to PIA (A+B+C)**			
1.1	**Orientation**	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
	Total (A)			
1.2	**Branding and Publicity**	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
	Total (B)			
1.3	**Job role specific kit**	PMKVY T-shirt/ Jacket		

		PMKVY Cap		
		Other, please specify		
	Total (C)			
2	**Payout for assessment**		800 / 600	
3	**Candidate payout**		500.00	
4	**Bridge course expenses**			
5	**Total cost per candidate**			

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

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

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs.	Remarks (description and justification of expense head)
1	**Total Payout to PIA (A+B+C)**			
1.1	**Mobilization**	Sub-cost head name		
		Sub-cost head name		
1.2	**Orientation**	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
	Total (A)			
1.3	**Branding and Publicity**	Sub-cost head name		
		Sub-cost head name		
		Sub-cost head name		
	Total (B)			
1.4	**Job role specific kit**	PMKVY T-shirt/ Jacket		

		PMKVY Cap		
		Other, please specify		
	Total (C)			
2	**Payout for assessment**		800 / 600	
3	**Candidate payout**		500.00	
4	**Bridge course expenses**			
5	**Total cost per candidate**			

S. No	Document	Check
1	SSC Recommendation Letter (if PIA is a non-SSC entity) *	
2	Scanned Copy of PIA's PAN Card*	
3	Scanned Copy of PIA's Certification of Incorporation (ROC Certificate) *	
4	Scanned Copies of PIA's affiliation certificates, where applicable*	
4.1	PIA's Certificate of Affiliation with NSDC	
4.2	PIA's Certificate of Affiliation with SSC	
5	Audited financial statements from the last 3 Financial Years, including notes to the statements*	
6	Comprehensive orientation content, with detailing on subtopic, duration and expected outcome*	
7	Comprehensive bridge course content, with detailing on subtopic, duration and expected outcome	
9	Pre-screening content/questionnaire for each proposed Job Role*	
10	Documented support of mobilization plan*	
10.1	Type 1/3: Proof of mobilization in the form of MoUs with Panchayats, corporates, unions, etc. (Encouraged)	
10.2	Type 2: Letters of Intent (LOI) signed by and any and all employers involved in the scheme*	
11	Assessment Agency details*	
12	Indicative project costs bifurcated as per the provided format*	

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

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

<Signature>

<Name of SSC>

<Designation>

<Company Stamp>

ANNEXURE 3 – APPLICATION FORM FOR PMKKs

Instructions for filling an application form

1. Please read all the instructions carefully.
2. Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
3. All fields are mandatory unless otherwise specified.
4. Under each section, there may be sub-headers, for which the applicant needs to provide the relevant information. Headers and sub-headers are followed by text that gives a brief description of the information to be provided by the applicant.
5. The application may undergo several rounds of review and revisions before final approval by the PMKVY Executive Committee. Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project.
6. A soft copy of signed and scanned application with the supporting documentation shall be shared by the PMKK via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal shall be submitted to NSDC Reception titled PMKK Application for RPL.

IMPORTANT:

RPL APPLICATIONS FROM PMKKS ARE CURRENTLY ACCEPTED ON A PILOT BASIS.

APPLICATION SUBMISSION PERIOD – 19th JANUARY 2017 to 26th JANUARY 2017.

IF APPLICATION APPROVED, RPL SHALL BE CONDUCTED AT PMKK FROM 1st FEBURARY 2017 to 31st MARCH 2017.

1. Application Summary

Parameter	Details	
Name of Project Implementing Agency (PIA):		
Pradhan Mantri Kaushal Kendras (PMKKs) eligible:	1. <State>, <District> 2. <State>, <District>	
Job Role(s) Proposed at each PMKK: NSQF Level 1 and 2 Job Roles not permitted.	**1.** <District>	a. Name of Job Role 1 as Per Qualification Pact (NSQF Level ---) b. Name of Job Role 2 as Per Qualification Pact (NSQF Level __)
	2. <District>	a. Name of Job Role 1 as Per Qualification Pact (NSQF Level ---) b. Name of Job Role 2 as Per Qualification Pact (NSQF Level __)
Project Duration: (between 1st Feburary 2017 and 31st March 2017)	<<Date>> to << Date>>	
Total Number of Batches:	1. <<Distirct>>, <<Job Role>>, <<Number of Batches>> 2. <<District>>,<<Job Role>>, <<Number of Batches>>	

2.Details of PMKK Centers Participating

S.N	State	District	Centre Address	Job Role Names (NSQF Level)	Number of Batches per job role (Maximum number of candidates per batch is 30)
1.					
2.					
3.					

3. Sample Survey Findings

Applicants shall undertake a sample survey to identify skill gaps or occupational challenges encountered by target beneficiaries of proposed job roles in the surrounding area. The minimum sample size shall be 10 beneficiaries for each job role in each prosed location. Detailed findings per job role and location may be attached with names and mobile numbers of survey participants.

a.	Reason for selection of proposed job role:

b. Who are the target beneficiaries of the scheme (age, socioeconomic status, years of experience, employment scenario, source of existing skill set, etc.)

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

d. Indicate tangible benefits to the Target Beneficiary from undertaking RPL at the PMKK:

e. Is the PIA going to assist target beneficiaries in attaining any of the following during RPL at PMKK(s)?

Potential Benefits	YES (Y) / NO (N)	If YES (Y), please provide additional information:
Five Year Insurance under Pradhan Mantri Suraksha Bima Yojana (PMSBY)		
Skills Premium/Industry Recognition		
Bank Loans/ Financing		
Licenses		
Formation of Cooperatives		
Course on Digital Transactions (E-Wallet)		

Course on Financial Literacy		
Placement Facilitation		

4. Block-wise Mobilization Drives

PIAs shall conduct fortnightly mobilization drives in the blocks surrounding each centre. Details of drives conducted in each block, including planned start and end date and mobilization strategy are to be provided in the below:

S N	State	District	Block	Mobilization Start Date	Mobilization End Date	Modes of Mobilization	Name and mobile number of Mobilizer
1	<Provide name of the state in which mobilization drive shall be conducted>	<Provide name of the district in which mobilizatio n drive shall be conducte>	<Provide name of the block in which mobilization drive shall be conducted>	<Specify date at which mobilization drive will begin>	<Specify date at which mobilization drive will end>	<Specify list of activities (with quantities) to be undertaken during mobilization period>	<Provide name and mobile number of mobilizer, if identified>
2							
3							
4							

5. Batch-wise Roll Out Plan

Attach batch-wise roll out plan for each PMKK as per format given in Annexure 11.1.

6. Pre-Screening Format

SSC to provide the pre-screening format for each RPL Job Role to be undertaken (Questions are to be based on the core NOSs of the job role as well as any other criteria as defined by the SSC for the project). Pre-Screening Formats to be attached in the application.

7. Orientation Content

Attach job role wise orientation content as per format given in Annexure 11.2.

8. Details of Job Role Specific Kit

Following items shall be mandatorily provided to candidates during orientation.

- 01 PMKVY T-shirt/Jacket
- 01 PMKVY Cap

Both aforementioned items are to be procured from NSDC empaneled vendors at a fixed cost of Rs. 120 and Rs. 40 per candidate (including taxes), respectively. Over and above the above mentioned items, PIA may give additional job role specific items. Details to be mentioned below.

Job role name	List of Additional Items in Kit

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

9. Branding & Publicity Plan

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

1. Name of PMKK: <<State>>, <<District>>

a. Print Media:	
Type (Newspaper/ Magazine/ Tabloid/ Others please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

b. Outdoor Advertising:	
Type (Brochure/ Flyer/ Standee/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

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

<Type> (Name)	

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

10. Indicative Project Financials

Applicant should indicate the total project fund that will be utilized in accordance to the costs heads and ceilings indicated as per Project Type 3. PIA shall fill in all expense heads specified. Separate cost calculation sheets for cost heads associated with PIA payout shall be submitted along with this application.

Details of total project cost

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
1	**PIA payout per candidate (Variable Cost)**					
a.	Mobilization expenses (Maximum per candidate cost: Rs. 500)					
b.	Orientation expenses					
c.	Branding and publicity expenses (Maximum per candidate cost: Rs. 250)	**Ceiling cost: Type 3 – 1,600**				
d.	Job role-specific kit expenses (Maximum per candidate cost: Rs.500)					
	01 PMKVY Standard T-shirt/ Jacket					

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
	(Fixed per candidate cost: Rs.120)					
	01 PMKVY Standard Cap (Fixed per candidate cost: Rs. 40)					
	Other additional items (please add more rows, if required)					

11. Annexures

11.1 Roll Out Plan Template

RPL Batches shall only be scheduled on Saturdays and Sundays at a PMKK.

Roll Out Plan shall be submitted location and month-wise in accordance to the template below.

Cumulative Batch Number to be assigned.

Roll Out Plan: PMKK << Name>><<District>>

Month: February, 2017

SN	Day	Date	Class Room/Lab 1	Class Room/Lab 2	Class Room/Lab 3	Class Room/Lab 4	Class Room/Lab 5
1	Saturday	4th February 2017	<Job Role> <Batch Number> <Time: __to ___ >	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>
2	Sunday	5th February 2017	<Job Role> <Batch Number> <Time: __to ___ >	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>
3	Saturday	11th February 2017	<Job Role> <Batch Number> <Time: __to ___ >	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>	<Job Role> <Batch Number> <Time: ___to ___>
4	…..	……..	………	……….	…………..	……………	…………..

11.2 Orientation Content

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

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

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

S. No	Topic	Subtopics	Duration (in hours)	Proposed Tangible Outcome
Job Role 1				
1	Domain Training			
2	Soft Skill & Entrepreneurship Tips specific to the job role			
3	Familiarization to the Assessment Process & Terms			

	Job Role 2			
1	Domain Training			
2	Soft Skill & Entrepreneurship Tips specific to the job role			
3	Familiarization to the Assessment Process & Terms			

ANNEXURE 4 – SSC RECOMMENDATION LETTER & COMPLIANCE CHECKLIST*

To

<Head/ Deputy Head, PMKVY>

<NSDC address>

Date:

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

Sir/ Ma'am,

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

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

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

Attached is the compliance checklist with our observations.

We have supported this proposal through the following means:

1. Provision of the pre-screening format for the aforementioned job roles
2. Validation of the orientation content and provision of Bridge course content (if applicable)
3. On-boarding of Assessment Agencies.

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

1. Ensure the effective on-boarding and presence of assessment agencies/ assessors at all RPL locations proposed
2. Ensure timely approval of results and certification of candidates
3. Ensure timely submission of reports as required by NSDC
4. Promote this project actively on social media

Yours Sincerely,

<Signature>

<Name of CEO>

<Name of SSC>

<Company Stamp>

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

Compliance Checklist

SSCs shall conduct a preliminary evaluation of project proposals against the compliance parameters listed below. The SSC shall be additionally responsible for filing any quantitative or qualitative observations against these parameters. Further explanation of each parameter is appended as Annexure 3.1.

S. No	Parameter	Check	Observations
1	**Completeness of Proposal**		
1.1	All fields in the proposal template are populated, with non-applicable fields filled out to reflect the same		
2	**Mandatory Supporting Documents**		
2.1	All supporting documents and annexures attached along with proposal		
2.2	Annexure 2 (Document Checklist) attached as a covering sheet and signed by SSC CEO or authorized member		
3	**Purpose and Objective**		
3.1	Proposal falls in line with the objectives of RPL		
3.2	Proposed job roles fall under acceptable NSQF levels		
4	**Sample Survey**		
4.1	Conclusions from on-the-ground sample survey attached along		
4.2	Survey methodology and scope clearly defined		
4.3	Raw survey data, including candidate details, shared with and verified by the SSC		
5	**Statement of Purpose**		
5.1	Detailed profile of target beneficiaries		

5.2	Justification for selection of proposed locations and job roles		
5.3	Definition and documentation of tangible benefit to the candidate		
6	**Financial Due Diligence**		
7	**Mobilizing Strategy**		
7.1	Concrete mobilization strategy presented with clear timelines and expected outcomes		
8	**Orientation Content**		
8.1	Detailed orientation content, bifurcated by subtopic		
8.2	Proposed orientation topics aligned to skill gaps identified in sample survey		
8.3	Orientation on digital/cashless transactions included in curriculum		
9	**Bridge Course Content (if applicable)**		
9.1	Detailed outline of bridge course curriculum provided by SSC		
9.2	Justification for bridge course provided as per parameters in Annexure 3.1 – Explanatory Note		
10	**Job Role Specific Kit**		
10.1	Inclusion of all non-mandatory job-role kit items justified		
10.2	Job role kit items (T-shirt/Jackets and Caps) to be procured from NSDC empaneled vendors at fixed rates		
11	**Indicative Project Financials**		
11.1	Detailed cost sheet submitted as per the required Excel format		

11.2	Project financials proposed fall within the respective cost head for that Project Type		
12	**Assessment Agency Details**		
12.1	Two or more assessment agencies nominated for the scheme		
12.2	Profile of each agency provided as per the specifications in Annexure 3.1 – Explanatory Note		

ADDITIONAL OBSERVATIONS/RECOMMENDATIONS

1. Completeness of Proposal

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

2. Mandatory Supporting Documents

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

3. Purpose and Objective:

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

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

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

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

4. Sample Survey:

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

- Availability of certain numbers of candidate in target clusters and/or employer locations
- Availability of targets of a certain job-role within a larger trade or traditional cluster
- Need for RPL, both in the target locations, as well as for the proposed job-roles

- Identification of specific skill gaps which can be addressed in orientation content, or in bridge course content, if applicable
- Identification of areas for possible tangible value addition, e.g. access to microfinancing, potential for vertical and horizontal mobility in the industry, etc.

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

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

5. Statement of Purpose

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

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

- Access to other beneficial government schemes, including 5-year coverage under Pradhan Mantri Jan Suraksha Bima Yojana (PMSBY)
- Formalized market connects
- Skills Premium/Industry Recognition in the form of wage increases and opportunities for horizontal and vertical movement in the candidate's relevant field
- Access to bank loans and/or financing
- Licensing opportunities
- Formation of cooperatives and/or unions
- Lesson on digital/cashless transactions

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

6. Financial Due Diligence:

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

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

7. Mobilization Strategy:

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

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

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

- Name of Employer
- Name and address of Employer locations to be made available for the scheme
- Job roles for which RPL is required
- Number of candidates available to RPL certification

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

8. Orientation Content:

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

9. Bridge Course:

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

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

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

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

The bridge course content for each job role shall then be designed by concerned SSC in collaboration with PIA.

10. Job-Role Specific Kit:

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

- PMKVY Branded T-Shirt/Jacket – Rs. 120/candidate
- PMKVY Branded Cap – Rs. 40/candidate

Abovementioned costs include taxes and excludes delivery charges.

Vendor details are as follows:

- **Shiv Naresh Sports Private Limited**
  Mayank - 093130 09109
  micra.mayank@gmail.com
- **Orchid Corporate Services (i) Private Limited**
  Danish – 099103 02020
  danish.sharma@ocsipl.com

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

11. Indicative Project Financials

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

S. no.	Pay-out Heads	Manufacturing (Rs.)	Services (Rs.)
Variable costs			
1.	**Pay-out to PIA** a. Mobilisation (max. Rs.500) b. Orientation	1,700.00 (Ceiling Cost)	1,700.00 (Ceiling Cost)

	c.	Job Role Kit (max. Rs.500)		
	d.	Branding and Publicity (max. Rs.250)		
Fixed costs				
2.	**Pay-out to SSC** (Assessment Fee)		800.00	600.00
3.	**Pay-out to Candidate** (Candidate overall score must be 30% and above)		500.00	500.00
Total Base Ceiling Cost			**3,000.00**	**2,800.00**

Bridge course is not applicable for Project Type 1

Table 1: Funding for RPL Project Type 2

S. no.	Pay-out Heads	Manufacturing (Rs.)	Services (Rs.)
Variable costs			
1.	**Pay-out to PIA** a. Orientation b. Job Role Kit (max. Rs.500) c. Branding and Publicity (max. Rs.250)	1,400.00 (Ceiling Cost)	1,400.00 (Ceiling Cost)
Fixed costs			
2.	**Pay-out to SSC** (Assessment Fee)	800.00	600.00
3.	**Pay-out to Candidate** (Candidate overall score must be 30% and above)	500.00	500.00
4.	**Pay-out for Bridge Course** **(if applicable)**	As per common norms	As per common norms
Total Base Ceiling Cost		**2,700.00**	**2,500.00**

Table 2: Funding for Project Type 3

S. no.	Pay-out Heads	Manufacturing (Rs.)	Services (Rs.)
Variable costs			
1.	**Pay-out to PIA** a. Orientation b. Job Role Kit (max. Rs.500) c. Branding and Publicity (max. Rs.250)	1,600.00 (Ceiling Cost)	1,600.00 (Ceiling Cost)

	Fixed costs		
2.	**Pay-out to SSC** (Assessment Fee)	800.00	600.00
3.	**Pay-out to Candidate** (Candidate overall score must be 30% and above)	500.00	500.00
4.	**Pay-out for Bridge Course** (if applicable)	As per common norms	As per common norms
Total Base Ceiling Cost		**2,900.00**	**2,700.00**

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

12. Assessment Agency Details

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

- Month and year of affiliation with the SSC
- Justification for selection of the Assessment Agency
- Number of assessments conducted in the last financial year in the relevant sector
- Number of assessors available in each of the proposed locations, and whether assessments can be conducted in the local languages of those locations.