

## **Frequently Asked Questions**

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

### **Q.1. What are the objectives of the SDI scheme?**

**Ans.** The objective of the scheme are:

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

### **Q.2. Who prepares and decides courses and curricula?**

**Ans.** A trade committee comprising representatives of Industry, training providers & trade experts identifies employable skills and develop MES course curricula. The curriculum development process is:

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

### **Q.3. What is the role of industry?**

**Ans.** Role of industry has been envisaged in every stage of design and implementation of the scheme. Industry bodies are represented in the Central Apex Committee and State Committees which would have overall responsibility of implementation of the scheme. Other roles are:

- Forecasting of emerging areas of employment at micro level.
- Development of course curricula of various trades.
- Development of instructional material for training.
- Assist in the training of trainers, wherever required.
- Making available their training & testing facilities, wherever required.
- Provide on the job training in their establishments.

- Development of assessment standards.
- Monitoring and Quality assurance.
- Assistance in placement of graduates.
- Provide trade experts to work as assessors of competencies.
- Voluntary donation of equipment to the ITIs/other training institutions.
- Providing guest faculty in new trades.

**Q.4. Who are the target groups?**

**Ans.** MES would benefit different target groups like :

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

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

**Q.5. What will be the project output?**

**Ans.** 05 million persons would be trained or their existing skills tested and certified, over a period of five years.

**Q.6. What are the age limits for participants?**

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

**Q.7. Who will develop Instructional Media Packages?**

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

**Q.8. Who can provide training under the Scheme?**

**Ans.** The training under SDI scheme will be provided by various Vocational Training Providers (VTP) under Central Government, State Governments, Public and Private Sector and Industrial establishments.

**Ans. Eligible Vocational Training Providers**

The applicants fulfilling the following conditions are eligible to apply:

**1.1. Educational / Training Institutes:**

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

- ITIs / ITCs affiliated to NCVT on or before the date of submission of the application.
- Institutes approved by Councils under Central Government Ministries like All India Council of Technical Education / Medical Council of India / Indian Nursing Council / National Council for Hotel Management and Catering Technology / Any other on or before the date of submission of the application.
- Colleges / Institutes affiliated to a university set up by a Central or State / UT government or recognized by University Grants Commission.
- Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
- Distance Education Institutions (DEIs) that are approved by Distance Education Council (DEC) of India on or before the date of submission of application.
- Institutes approved by International Air Transport Association (IATA) and International Civil Aviation Organisation (ICAO).

**1.2. Organizations/ Institutes set up by Government:**

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

**1.3. Companies/Firms:**

Company/Firm fulfilling any of the following criteria:

- An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.

**1.4. Companies/Firms /Registered Societies/Trusts engaged in providing training:**

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

- Registered Company /Firm/ Trust/ Society conducting vocational education / trainin/ job oriented / self employmen /Chamber of Commerce and

Industry/Association of Industries or trade holding a valid Permanent Income Tax Account Number or Service Tax Registration Number.

- Hospitals/ Nursing homes registered with appropriate local authority having training infrastructure.

**Q.9. What is a mechanism for quality assurance for VTPs?**

**Ans.** Separation of training delivery and assessment functions are aimed at ensuring better quality. Performance of the VTPs would be closely monitored based on the outputs and outcomes of training provided by them.

**Q.10. What are the Terms and Conditions for the VTPs?**

**Ans.**

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

**Q.11. What is the procedure for registration of VTPs?**

**Ans. Registration Procedure**

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

The application should spell out, among other things, the following:

- i. Documentary proofs of eligibility to apply as VTP.

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

**Application for registration as VTPs should be submitted by:**

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

The applications can be submitted any time round the year to the respective State Director. Organizations having more than one training centre in a particular state can submit a combined application for all the training centres in a particular state. However, application forms are required to be filled up for each centre accompanied by separate application fee.

**Q.12. What is the application fee for registration of VTPs?**

**Ans.**

**Application Fee:**

- The Application forms can be collected from respective State Society/ UT Society /RDATs or downloaded from the DGE&T website: [www.dget.gov.in/](http://www.dget.gov.in/) mes.
- The applicant must submit a “Non-Refundable” application fee in the form of a Demand Draft for Rupees Two Thousand Only ( ` 2000.00) drawn on a nationalized bank in favour of << To be provided by State Government >>, failing which, the application will not be considered for evaluation.
- Government Organisations/Institutes are exempted from submission of Application Fee. The application fee collected is to be utilized for the promotion and implementation of the Scheme. This amount cannot be used for any work other than related to SDI Scheme and cannot be transferred in any other account

**Q:13- How to evaluate application of VTP?**

**Ans.**

- The State/UT administration shall constitute a VTP Evaluation Committee (VEC) for verification of the applications. There will be no representative of RDAT. The committee should preferably have a representative from Industry Association apart from Government representative(s). State/ UT must inspect the VTP within 30 days of submission of the application by the VTP.

- The State/UT must ensure the inspection of the VTPs gets completed within 30 days of submission of the application by the VTP. In case, the State / UT fails to complete the inspection within 30 days, the respective RDAT will constitute a committee to inspect the concerned VTP within 15 days and forward the decision of the committee to the State/UT for taking necessary action. The Committee formed by RDAT shall comprise a representative of respective RDAT, a representative of concerned State/UT Admn., a trade expert from the industry. The registration number will be given by State/UT.
- The applications and related documents shall be duly scrutinized by the State VEC after consideration of the recommendation of VTP Inspection Committee. The VTP inspection Committee will inspect training infrastructure and amenities (space, power norms and tools & equipment etc.). The deficiencies if any, in the application shall be communicated to the applicant. The applicant shall furnish all such information/ documents / proofs sought for the purpose of evaluation.
- State Government will inform the applicant & RDAT, the decision of the VEC about the approval/ rejection of the application. The state government will register the VTP and issue registration letter with a copy to RDAT. The communication to RDAT should preferably be in the electronic format through the net.
- The applicants shall bear all costs for submission of information / documents as desired by State VEC.
- In case of those applicants who have submitted the combined application as mentioned in Section 2.5.4.2, discussion can be done at one time only for the approval of all the centres.
- The applicant whose application is rejected by State VEC on due evaluation.

**Q: 14- Who will issue registration letter?**

**Ans.**

- Based on the evaluation of the application, registration letter will be issued by respective State/UT with a copy of the same to the concerned RDAT. The State/UT will issue 7 digits code as a registration number to each VTP.
- The selected VTP shall submit a Performance Guarantee in the form of a Bank Guarantee for Rupees Fifty Thousand only ( ` 50,000.00) for an organization/ institute having a single branch and Rupees Two Lakhs only( 2,00,000.00) for an organization /institute having multiple branches in one State/UT & shall be paid one time for performing all the obligations arising on acceptance of all the terms and conditions of registration as Vocational Training Provider to the respective State/UT failing which the registration letter will not be issued. The format for the Bank Guarantee shall be provided by the concerned State/UT to the selected VTPs. The Bank Guarantee shall be valid for the period of registration State/UT will have the absolute right to encash Bank Guarantee, if sufficiently convinced of negligence and lack of dedication to work on the part of the VTP.
- Government Organisations / Institutes are exempted from submission of Application Fee and Bank Guarantee.
- Autonomous Bodies under Government and private ITCs affiliated to the NCVT are exempted from submission of Bank Guarantee.

**Q.15 what is the procedure of Suspension / Cancellation of Registration?**

**Ans.**

- DGE&T, RDAT, concerned State/ UT Government department or any agency authorized by them may carry out random visits round the year any time for verifying the status of the institution and to ensure maintenance of norms and standards.
- DGE&T, RDAT, concerned State/ UT Government department or any agency authorized by it may also conduct from time to time inspections with or without notifying such

dates in such cases where specific complaints of misrepresentation, violation of norms and standards, malpractices etc. are received to verify the facts. Upon inspection, such complaints if found correct may decide to Cancel / suspend the registration of VTP and/or forfeit the Bank Guarantee submitted by it.

- Depending on a particular case, VTP may be allowed to create the facilities/ remove the deficiencies/ comply with stipulated conditions/ fulfilment of prescribed requirement as per timelines prescribed by State VEC or RDAT.
- In case, it is found at a later stage that any of the documents submitted by the applicant are falsified, the registration of the VTP will be cancelled and VTP will be black-listed, the Bank Guarantee will be forfeited and it will not be allowed to register as VTP for the SDIS Scheme, in future.
- The proposal for cancellation of registration of a VTP will be considered by State VEC and based on its recommendation, State Government/ RDAT will issue the cancellation order.
- A show cause notice shall be issued to the VTP giving him 15 days time to explain why his registration should not be cancelled for << give the reason>>.

**Q. 16- Any Other Conditions for VTP?**

**Ans.**

- The selected VTPs shall submit an undertaking that it shall provide necessary training infrastructure required to run the MES course under SDI Scheme. If at any stage it is found that VTP is running the courses without necessary training infrastructure, its registration may be cancelled / suspended and the bank guarantee shall be forfeited.
- DGE&T is in the process of developing web-based software for effective implementation of the SDIS. The VTP shall fully comply with instructions issued by DGE&T from time to time in this regard and for usage of the system. It shall provide necessary IT infrastructure and manpower for the same.
- The VTPs would be eligible to run only those MES courses for which it has been registered.
- The VTP shall submit the schedule of courses it intends to run / discontinue every six months to the concerned State Government. VTP cannot discontinue any course(s) without written approval of the State Government.
- The VTP can run off-campus courses only within the district in which the training centre has been registered.

**Q:17 What is the procedure for Admission/ Registration of Candidates?**

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

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

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

- The batch size for Manufacturing sector is 20 and 30 for agriculture , allied and service sectors. But, if some VTPs want to have larger batches they may apply to competent authority with full justification. The request to be decided after inspection to ensure availability of necessary training infrastructure.
- Persons will get themselves registered in approved Vocational Training Providers. VTP will not admit any trainee once the course is started. VTP would send the details of the candidates within 7 days of commencement of training to the respective State/UT and RDAT (till Web Based Soft Ware would be launched).
- VTP will enter data about the trainees on the web based software, once it is operationalised. Since it may not be possible to cover all the above mentioned points in the advertisement, it is instructed that the VTP would display the relevant information and also provide the same to the aspirants through 'Counselling Centre' in their premises. VTPs should issue admission notice, as above, from time to time for the courses that it is offering and may also circulate publicity materials such as pamphlets, brochures etc. in order to create awareness about the courses, facilities from the MES funds.
- The Candidates will be selected based on the minimum qualifying criteria of Age and Education. In case, where there are limited seats available with the VTP, the admission of the eligible candidates would be done on the basis of merit. Seats would be filled up as per the Reservation Policy applicable in the State in which the VTP is located.
- As per the 'MES Curricula approved by NCVT (as on 31.03.10)', exemption will be given to the candidates who have passed the National Trade Certificate (NTC) under Craftsman Training Scheme (CTS), National Apprenticeship Certificate (NAC) and Diploma/ Degree in Engineering from appearing in relevant level-I MES course with minimum educational qualification and the candidates who possess minimum educational qualification with minimum 3 years experience in relevant trade shall be allowed directly to appear in the advanced level-II MES course examination.

**Q:18 Who has the power to modify?**

**Ans.** The Apex committee has the power to modify any of the provisions of these Regulations in respect of any class or category of institutions.

**Q:19 What is the Training Fee?**

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

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

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



**Q:20 What is the procedure for reimbursement of training cost?**

**Ans.**

- I. Training cost @ Rs 15/- per person per hour is reimbursed to VTPs in respect of those successful persons who got training from the VTPs approved by DGE&T.
- II. State Directors will furnish details to the DGE&T, New Delhi indicating number of persons to be trained in a financial year three months before the start of a financial year.
- III. A onetime advance of Rs.3.00 to 10.00 lakhs is paid to each Govt. ITI so that they can start courses under the SDI scheme
- IV. DGE&T will take a one time approval from Integrated Finance Department at the start of every financial year based on information received from State Directors about the number of persons to be trained in the year for releasing payment to the ITIs/ITCs @ Rs 15/- per trainee per hour through six Regional Directorates of Apprenticeship (RDATs) under DGE&T.
- V. The approval of Integrated Finance Division (IFD), MoL&E will be communicated to all the six RDATS. Whenever statement (indicating number of persons who have successfully passed the tests) come from State Governments for reimbursement, the RDAT after scrutiny of the statement will release funds to the respective VTPs.
- VI. State Committees & Principal of each ITI shall ensure that the training fee charged from the trainees is reimbursed to the successful candidates by the VTPs.

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

**Q: 21 Who will do assessment?**

**Ans.**

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme.

**Q:22 What are the Criteria for Selection of assessing Body?**

**Ans.** Following parameters will be considered while selecting assessing bodies:

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

Apex Committee can review and revise the criteria.

**Q. 23 What are the Terms & Conditions for Assessing Bodies?**

**Ans. Assessing bodies abide by the following terms and conditions:**

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

15. RDAT shall maintain a roster of ABs sector-wise and state-wise and assign them to VTPs in order of conclusion of their training programmes, so that the same Assessing Body does not assess the same VTP again and again.
16. RDATs will closely monitor the assessment carried out by the ABs and also provide necessary guidance to the ABs for maintaining proper documentation of record in this regard.

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

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

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

1. Assessing Body (AB), empanelled for the specific sector(s) and State(s), shall be awarded assessment of trained candidates of registered VTP by RDAT according to the roster. AB shall collect assessment fee of the candidates trained through a bank draft from VTP.
2. VTP, in case approved as Testing Centre (TC), would deposit the Assessment Fee (AF) with the AB after deducting the expenses @ 10 % incurred in assessment.
3. ABs would confirm the suitability of the date of assessment in consultation with the VTP/TC, which should preferably be within 24 / 48 hrs of completion of training, communicate the same to the office of State Director and RDAT. State Director and RDAT, on random basis, shall visit the TC on assessment date as observer/inspector and prepare an Assessment Report (AR) in the specified proforma duly signed by them and the examination I/C from VTP/TC.
4. Assessing Body shall consolidate the result of assessment and enter all the results on to the web based software and also forward a hard copy to the concerned RDAT by the fastest mode indicating therein, the name of certified assessor along with unique Id number etc.
5. Assessing Body shall prepare results within 7 days after administering the assessment and up load the same on Web Based Software (WBS) for scrutiny, approval and declaration by the concerned RDAT within next three days .
6. RDAT shall distribute the certificates to the VTPs who in turn will distribute the same to the concerned candidates within 7 days. The ABs shall also reimburse assessment fee of the successful eligible candidates to the VTP for distribution to candidates.
7. AB would claim the re-imbursement of assessment fee from respective State/UT giving details of reimbursement made to successful eligible candidates. State/UT shall reimburse the same to the AB.

### **General**

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

### **Q: 24 What is the Assessment/Testing Fee?**

- Ans.** The assessment fee is Rs.500-800 depending on the skill area. The assessment fee for an engineering course (requiring workshop, equipment, raw material in addition to class room training) will be Rs 800/- per trainee per course and assessment fee for a non-engineering course will be Rs 500/-. Apex Committee can review and revise the assessment fee, if required.

**Q: 25 What is the procedure for Reimbursement of Assessment Fee?**

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

**Q: 26 Who will issue certificate?**

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

**Q.27 When is scheme implemented?**

**Ans.** SDI scheme was operationalised on 24<sup>th</sup> May 2007.

**Q:- What is the procedure of Project Management, Monitoring & Evaluation?**

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

Apex Committee for SDI/ MES

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

**Q:28 - What is the Composition of Apex Committee**

**Ans.**

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

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

6. D/o Expenditure, M/o Finance

7. M/o Social Justice & Empowerment
8. M/o Housing & Urban Poverty Alleviation
9. Planning Commission

**Representatives of Trade Unions**

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

**Representatives of Employers' organisations**

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

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

17. Maharashtra
18. Tamil Nadu

**Q:29 - What are the Functions of Apex Committee?**

**Ans:** The Functions of Apex Committee are:

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

**Q:30 - Who are responsible for implementation and monitoring activities of the scheme?**

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

**Q:31- What is the composition of State Committees?**

**Ans.** This committee will have 11 members:-

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

**Q:32- What are the Functions of State Committees?**

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

**Q:33- How web based software will be useful?**

**Ans:-Web based software for implementation, monitoring and evaluation**

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

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

- I. on line registration of persons seeking training or testing of their skills
- II. call letters will be generated
- III. Date of admission will be self generated and no admission will be allowed in the middle of the session.
- IV. Reports about number of persons undergoing training – course-wise and in which VTPs, can be generated.
- V. Reports about numbers of persons trained - course wise and by which VTPs and when, can be generated.

- VI. Reports about number of persons assessed - course wise and by which assessing body and when, can be generated.
- VII. Reports about number of persons certified - course wise and by which assessing body and when can be generated.
- VIII. information about VTPs along with courses offered,
- IX. Information about TCs along with details of courses in which testing can be done.
- X. information about assessing bodies
- XI. Certificates will be prepared.
- XII. Trained persons can place their Curriculum Vitae for seeking employment.
- XIII. Employers can place their requirements for skilled persons.

**Q:34- How VTPs will be evaluated?**

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

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

**Q:35 - What are the Expectations from Stakeholders?**

**Ans.**

**Employers & employees organisations**

- i. Forecasting of emerging areas for employment and skill napping
- ii. Developing of competency standards
- iii. Providing guest faculty & assessors
- iv. Training of trainers & assessors
- v. Encouraging & deputing workers for training
- vi. Making available training & testing facilities
- vii. Monitoring & evaluation
- viii. Assisting trainee is getting in employment

**International organisations**

- i. Exposure to International good practices
- ii. Capacity building in the area of planning, implementation and monitoring of Skill Development programme for the Informal Economy



- iii. Capacity building in the area of development of competency standards, curricula, learning material, assessment standards etc.
- iv. Implementing pilot programmes

**State Governments.**

- i. Identifying training providers and assessing bodies
- ii. Providing full support to the assessing bodies
- iii. Assessing of labour market demand & curriculum development
- iv. Giving wide publicity
- v. Implementing MES programme in ITIs/ITCs
- vi. Providing Post training support
- vii. Close monitoring & evaluation to ensure quality
- viii. Setting up of dedicated MES cells

**NGOs/ Vocational Training providers**

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