

**“REQUEST FOR PROPOSAL”
FOR
SKILL DEVELOPMENT
TRAINING
(FOR 3 YEARS UPTO 31.03.2015)**

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ABBREVIATION

BPL	Below Poverty Line
BPO	Business Processing Outsourcing
CA	Chartered Accountant
CAC	Common
CMA	Commissioner of Municipal Administration
CV	Curriculum Vitae
EMD	Earnest Money Deposit
ESI	Employees State Insurance
FY	Financial Year
GDP	Gross Domestic Products
GPA	General Power of Attorney
ITES	Information Technology Enabled Services
MOU	Memorandum of Understanding
NCVT	National Council for Vocational Training
OJT	On the Job Training
PF	Provident Fund
QCBS	Quality Cost Based Selection
RFP	Request for Proposal
SJSRY	Swarna Jayanthi Sahari Rozgar Yojana
TEV	Technical Evaluation
TN	Tamil Nadu
TOR	Terms of Reference
TOT	Trainers of Training
TPQ	Technical Pre-Qualification
SLNA	State level Nodal Agency

SECTION - 1

**LETTER OF INVITATION
(FOR 3 YEARS UPTO 31.03.2015)**

SJSRY - Skill Development Training

From
Thiru.Chandrakant B.Kamble, I.A.S.,
Commissioner of Municipal
Administration,
State Level Nodal Agency (SLNA)
Tamil Nadu
Chepauk, Chennai – 600 005



To

Letter Roc. No. /2011/UPA Dated .12.2011

Sir,

Sub : Commissioner of Municipal Administration, the State Level Nodal Agency – Tamil Nadu – SJSRY - Skill training to beneficiaries – Request for proposals from training agency / institutes / Industries / Universities for providing skill development training for 3 years - for the period upto 31.03.2015– called for Reg.

LETTER OF INVITATION

The Commissioner of Municipal Administration, the State level Nodal Officer for the implementation of Swarna Jayanthi Shahari Rozgar Yojana (SJSRY) in the State of Tamil Nadu is hereby inviting you to submit technical and financial proposals to impart Skill Development Training in the trades listed in Section 7 in Enclosure – 1, to the beneficiaries of urban poor identified jointly by the 10 Municipal Corporations, 125 Municipalities and 529 Town Panchayats of 31 districts in Tamil Nadu.

1.1 Purpose of the assignment :

As per the Market scan done by CII and as per the publications of the National skill development corporation there is an increased demand for skilled manpower to sustain the Industrial growth and thereby the economic growth of the nation. It is essential to give training that will provide assistance for skill formation/ up gradation of the urban poor to enhance their capacity to undertake gainful self-employment as well as access to better salaried employment in industries through the trades proposed.

1.2. Documents provided for submission of proposal :

- (a) Terms of reference (TOR) – Section - 2
- (b) Supplementary information for training institutes / industries, including a suggested format of curriculum vitae - Section - 3
- (c) Evaluation – Section - 4
- (d) Bid formats (Technical and Financial) – Section - 5
- (e) Formats required to submit along with technical proposal for evaluation – Section – 6
- (f) Model Form of Contract for the training under which the services will be performed - Section 6 Format – 14
- (g) List of trade, duration, approval, target – Section – 7 Enclosure – 1
- (h) Address of contact persons – Section – 7 Enclosure – 2
- (i) Syllabus details – Section 7, Enclosure – 3
- (j) List of Urban Local Bodies – Section – 7 Enclosure – 4
- (k) STEP-UP Operational Guidelines – Section – 7 Enclosure – 5

In order to obtain the first hand information on the assignment and the local conditions, it is desirable that a representative of your Institute / industry / training agency / university shall contact and visit the officials given in **Section–7** in **Enclosure – 2**.

Please ensure that advance intimation regarding your visit is sent to the concerned so as to enable them to make appropriate arrangements.

1.3 Pre-proposal meeting :

A pre-proposal meeting open to all prospective institutes / industries will be held **on 10.01.2012 @ 11.00 hrs in** the Commissionerate of Municipal Administration, Chennai. The prospective institutes / industries will have an opportunity to obtain clarifications regarding the scope of the work, Terms of Reference, Contract conditions and any other pertinent information.

Bidders are advised that their Bids shall be completely devoid whatsoever Conditions, may be addressed to Commissioner of Municipal Administration and request to modify the conditions in writing before the due date for pre-proposal meeting. On receipt of the request to modify the conditions, the following shall apply:

Commissioner of Municipal Administration reserves the right to consider or reject any such request for modification of conditions.

If in the opinion of Commissioner of Municipal Administration, certain requests on modifying the conditions are acceptable, in whole or in part, the same shall be finalized by Commissioner of Municipal Administration and the “Common Accepted Conditions” will be made available to all Bidders through publication of corrigendum.

1.4. Submission of Proposals:

Separate proposal for each trade should be submitted. Each proposals should be submitted in two parts, viz., Cover-A bearing Technical Bid and Cover-B Financial Bid in a separate sealed covers, placing them in a single large size sealed cover for each and every trade. The cover should legibly indicate the details of the name of the trade / technical Bid / Financial Bid etc.

Cover A – Technical Bid should be submitted in the format given in **Section-5**, should contain the E.M.D. amount and the particulars required to fulfill the eligibility criteria as indicated in this document and the particulars required for Technical Evaluation as indicated in the formats provided in **Section – 6**.

Cover B – This cover should contain only the Financial Bid as in the format given in **Section – 5** offering the rate for the trade opted. A detailed breakup for costs and fees shall be provided as follows :

Course Fees which includes the cost of the followings

- ❖ Cost of Course Material
- ❖ Cost of Tool kit
- ❖ Laboratory fees/Practical Training Fees etc.,

Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the Commissionerate of Municipal Administration, Chennai **up to 3.00 PM on 06.02.2012 (February 6th 2012).**

1.5 Opening of proposal

The proposals (first envelope containing technical proposal only) will be opened by the Commissioner of Municipal Administration, Chennai or his authorized representative or by a committee constituted for this purpose, in his office **at 3.30 hours on 06.02.2012 (February 6th 2012)**. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved and notified to all Institute / industries.

1.6 Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to financial proposals being opened. The technical proposals will be evaluated using the following criteria:

1. Overall Training Capacity	10 Marks
2. <u>Number of training centers which meets the basic infrastructure requirement</u>	
a. Extent of space for training	5 Marks
b. No.of Institutions	5 Marks
c. Location of Institutions	5 Marks
d. Equipments / Machineries / Computers	10 Marks
3. No.of training centres that have residential facilities	5 Marks
4. Financial Capacity (Average Annual Turnover in the last 3 years)	10 Marks
5. Financial turnover on Training	10 Marks
6. <u>Lesson Plan</u>	
a. Course approval	5 Marks
b. Method of teaching	5 Marks
c. Field visit and practical training	5 Marks
7. Company Tie –Ups made available for 2010-11 based on Letters of intent with renowned Organizations	10 Marks
8. The Training faculties and C.V.s	15 Marks
Total Marks	100Marks

1.7 Deciding Award of Contract:

Quality and competence of the training agency / institutes / Industries / Universities shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

- ❖ Technical proposals scoring not less than 70% of the total marks will only be considered for financial evaluation. The price envelopes of others will not be considered.
- ❖ The price envelope / envelopes of the all technically qualified training agency / institutes / Industries / Universities will be opened first and they will be invited for negotiations.
- ❖ The training agency / institutes / Industries / Universities must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by them, as may be required to justify the reasonableness of their price proposals.
- ❖ If more than one bidder is qualified, in the technical evaluation for a given trade, the price bids of all the technically qualified bids will be opened and the tender award committee according to the capacity of each training institute in the specific skill training trades required for all the urban local bodies spread in all the 31 districts and in seven regions of Tamil Nadu, may negotiate with all such qualified available bidders "to" give their consent to L1 rate. Those bidders who accept to give reduced rate on par with L1 after negotiation or the rate suitably arrived by the committee will be considered for award of the contract by following other procedures.
- ❖ Please note that the Commissioner of Municipal Administration is not bound to select all or any of training agency / institutes / Industries / Universities who submit their proposals. Commissioner of Municipal Administration reserves the right to reject any proposal or drop the bidding process at any point of time.
- ❖ The training should be conducted as per the 'demand for trade stipulated against each trade. This will be required for the assignment and generally financial proposal should be based on the number of training days and hours fixed. However, proposals are invited on the basis of man days and hours considered necessary to undertake the assignment.
- ❖ The training personnel should be held in the institution for a period of not less than 3 years i.e., up to 31.3.2015. If there is a need for the change of the personnel, they have to be replaced within a week's time with suitable eligible qualified person.

- ❖ Please note that the cost for preparing the proposal and for negotiating the contract including visits to the Commissionerate of Municipal Administration, if any, is not reimbursable as a direct cost of the assignment.
- ❖ Assuming that the contract can be satisfactorily concluded during February 2012, training should commence with the assignment during March 2012, as per schedule enclosed.
- ❖ Please note that if required expertise are not available with the training agency / institutes / Industries / Universities, considered as L1, it is permitted to associate with another training agency / institutes / Industries / Universities to enable a full range of expertise. However, joint ventures between training agency / institutes / Industries / Universities are not permitted without the prior approval of the Commissioner of Municipal Administration. The request for a joint venture should be accompanied with full details of the proposed association along with the proposal.
- ❖ Please note that the remuneration received from the contract, will be subject to normal tax liability in India. For further information if required in this regard, the concerned tax authorities may be contacted,
 - ❖ We would appreciate if informed by E-mail / Fax:
 - ❖ The receipt of this letter of invitation may be acknowledged even if, the proposal is not being submitted.

Yours faithfully,

Commissioner of Municipal Administration

SECTION - 2

<h3>SPECIAL INFORMATION</h3>

SECTION – 2 – SPECIAL INFORMATION

2.1 General

Government of India under Ministry of Housing and Urban Poverty Alleviation providing assistance for Skill Development Training under the component of Swarna Jayanthi Shahari Rozgar Yojana (SJSRY) for the Urban Poor in all States of India to make them self employed or to get the better employment opportunities, to provide them to have sustainability in their survival.

In this connection, Ministry of Housing and Urban Poverty Alleviation, Government of India is funding approximately Rs.5.00 crore along with the State share of 25% per year to provide Skill Development Training to benefit approximately 50000 persons every year in the State of Tamil Nadu.

The Commissionerate of Municipal Administration (client), is the State level Nodal Agency for the implementation of Swarna Jayanthi Shahari Rozgar Yojana in the State of Tamil Nadu having his office at Chepauk, Chennai 600 005 (hereinafter referred to as “Commissionerate of Municipal Administration, Tamil Nadu).

In view of implementing the said Skill Development Training Programme in various trades in all the districts comprising 10 Municipal Corporations, 125 Municipalities, and 529 Town Panchayats, in the State of Tamil Nadu, the “Request For Proposals (RFP)” are invited on a healthy competitive basis among the training Institutes / industries / Academies / Universities to impart training for the beneficiaries under SJSRY.

2.2 ELIGIBILITY CRITERIA FOR THE TRAINEE

- ❖ Candidates must have secured the requisite percentage of marks in the qualifying examination prescribed for admission into the desired course.
- ❖ Candidates belonging to the BPL Family, i.e., whose families are enlisted in the BPL lists of the respective Urban Local Bodies, are eligible for the selection for taking the skill training courses.
- ❖ Benefits of training under the scheme can be availed by a particular candidate only once. The training Institution will be required to take an affidavit from the candidate that he/she has not taken any benefit under this scheme earlier.

- ❖ 30% of the numbers sanctioned for training shall be earmarked for female candidates. It may be transferred to male candidates only, in case female candidates meeting the standards for training set by the Institute are not available.
- ❖ 3% of the allocation will be provided for differently-abled. If sufficient eligible applications are not received, this may be reallocated to other than differently-abled.
- ❖ 15% of the allocation will be provided for minorities. If sufficient eligible applications are not received, this may be reallocated to other candidates.
- ❖ There is no limitation on reservation for candidates belongs to Scheduled Caste and Scheduled Tribes

2.3 ELIGIBILITY CRITERIA FOR THE IMPLEMENTING AGENCY

The Training Agency fulfilling the following eligible criteria may offer their technical bid and financial bid under this programme.

- ❖ All Institutes in the Government Sector, including Universities and autonomous bodies, engaged in training activities.
- ❖ Universities / Colleges in private sector engaged in training activities, including deemed Universities.
- ❖ Institutes in the private sector engaged in providing job oriented training for placement in private sectors, which are trusts, companies, partnership firms, or societies registered under the relevant law, preferably of relevant industry bodies or institutes identified by them (**Format 2** given in **Section 6**)
- ❖ Trusts having many Institutes under different names and styles should apply in the names of the respective institutes only.
- ❖ If any institute have to renew every financial year, for a continuous period of three years, such renewal requests should be submitted not less than 30 days in advance to the commencement of the financial year.
- ❖ The training institute should have the approvals from the authority like NCVT, SCVT, JSS, BSS, DGET, RTO, DME, Universities and certification from the relevant company certified authority in the field of special areas like Travel & Tourism, Banking & Insurance or Industrial certification from CII.
- ❖ The Training Agency / Institute should have adequate number of training faculties having proficiency in the National & Local languages as indicated in the T.O.R. (Furnish the proof in **Format - 7** given in **Section – 6**)

2.4 Qualifying Criteria

The following will be the **Qualifying Criteria** to compete the technical bid for training under this scheme:-

- ❖ The training agency / institute must be in existence for a minimum period of three years as on 01.04.2011 and the overall training capacity should be furnished (Furnish the proof in **Format – 4** given in **Section – 6**)
- ❖ The training agency / institute should have an average overall annual turnover and training turnover as indicated below, during the last 3 years (Balance sheet for 3 years with IT return should be furnished in the **Format – 3** given in **Section – 6**).

S. No.	Sectors for which training offered	Average Training Turnover per year
1.	Life style / Health Care / Financial Sectors / Office Automation / Media Visual Arts	Upto Rs.10,00,000/-
2.	Education / Health Fitness / Media Visual Arts/ Hospitality / Tourism & Adventure Sports	From Rs.10,00,001/- to Rs.25,00,000/-
3.	Constructions / Repairs & Maintenance / Sales & Marketing / Logistics	From Rs.25,00,001/- to Rs.50,00,000/-
4.	I.T. / Manufacturing	Above Rs.50,00,000/-

- ❖ The training agency / institute should have achieved a minimum placement for the trainees, should not be less **than 70%** during last three years (Furnish the proof in **Format – 4** given in **Section – 6**)
- ❖ The training agency / Institute should have required infrastructure like premises, library, requisite equipment etc. to conduct training for each trade (Furnish the proof in **Format – 8** given in **Section – 6**)
- ❖ The training agency / Institute should have the required number of qualified faculty members on its pay roll (Furnish the proof in **Format – 6** given in **Section – 6**)
- ❖ The training agency / Institute should qualify themselves by having tie up arrangements with prominent call centres / companies to opt for training in the trade of BPO call centres (Documentary evidence should be produced)
- ❖ The training agency / Institute having simulator machine facility are only qualified for giving training on four wheeler driving (light vehicle) (Documentary evidence should be produced)
- ❖ The training agency / institute should have vital, acceptable lesson plan to provide successful training for the urban poor. (Furnish the details in **Format - 9** given in **Section – 6**)
- ❖ The training agency should make residential facility for the trade which needs to be trained as residential course. (Furnish the details in **Format - 10** in **Section – 6**)

2.5 Cost of Bid Document

The bid document containing “Terms of Reference (TOR)” can be downloaded at free of cost from the website : www.tn.gov.in/cma and www.tntenders.gov.in from 02.01.2012 (January 2nd 2012) onwards.

2.6 PROCESSING FEES

The bidder should enclose a Demand Draft for Rs.1,000/- from any nationalized bank or scheduled commercial bank, drawn in favour of “Commissioner of Municipal Administration” payable at Chennai, towards the cost of processing fees, which is not refundable.

2.7 EARNEST MONEY DEPOSIT (EMD) :

The Earnest Money Deposit should be paid in the form of Demand Draft from any nationalized bank or scheduled commercial bank, drawn in favour of “Commissioner of Municipal Administration” payable at Chennai. EMD should be paid for each trade separately.

The amount should be calculated as follows :

**(No. of Candidates proposed for training by the firm in a trade x
Rate fixed for the trade)**

Rates per candidate for various trade are as follows :

S. No.	Sectors for which training offered	E.M.D. to be remitted per candidate
1.	Life style / Health Care / Financial Sectors / Office Automation / Media Visual Arts / Construction / Education / Health Fitness / Media Visual Arts/ Hospitality	Rs.50 /-
2.	Tourism & Adventure Sports / Repairs & Maintenance / Sales & Marketing / Logistics	Rs.100/-
3.	I.T. / Manufacturing	Rs.125/-

The E.M.D. amount is refundable for the unsuccessful bidder after executing the agreement with the successful bidder.

If the E.M.D. amount remitted differs based on the actual no.of candidates allotted per trade, the difference amount should be paid / returned by the successful bidder / client respectively.

2.8 PERFORMANCE SECURITY DEPOSIT:

(i) The successful bidder has to remit 5% of the total value of work order as Performance security deposit, in the form of Bank Guarantee having validity for 42 months from the date of agreement (a period of six months after completion of training) or by a valid Demand Draft from any nationalized bank or scheduled commercial bank, drawn in favour of “Commissioner of Municipal Administration” payable at Chennai at the time of executing the agreement. This bank guarantee / deposit amount will be refunded to the successful bidder after completion of the training period.

(ii) The Central Government / State Government Institutions / Universities / Deemed Universities are exempted from payment of Performance Security Deposit.

2.9 ENQUIRIES AND CLARIFICATIONS

Clarifications that are received on or before the pre-proposal conference, addressing to the Commissioner of Municipal Administration, may be considered. Only in case of clarifications and suggestions that are considered positively requiring modifications to RFP, response will be communicated to all the Bidders who were present in the Pre-proposal Conference. No communications or reply will be sent to the concerned or all Bidders in case of repetition of clarifications.

2.10 MODE OF SUBMISSION

- ❖ Tenders shall be submitted both online in the website www.tntenders.gov.in and in person
- ❖ Tenders should be addressed to “Commissioner of Municipal Administration, SLNA, Chennai” by Designation only.
- ❖ Tenders should be submitted in Two Separate sealed covers subscribed as follows:

Training Notification dated 29.12.2011

Cover 1	-	Technical bid
Cover 2	-	Price bid

- ❖ Tenders shall be submitted both online and in person on or before 3.00 PM on 06.02.2012 specified in the tender notice. Such offline tenders shall be dropped in the TENDER BOX kept at the Commissionerate of Municipal Administration, Chennai – 600 005.

- ❖ Alternatively, the tenderer who prefers to submit their tender through post can despatch it by Registered Post or Courier so as to reach the above address on or before 3.00 PM on 06.02.2012 as specified in the Tender Notice. Tenders received after the due date and time will not be considered on any account and the Commissioner of Municipal Administration, Chennai has the right to reject such tenders. The Technical bid will be opened by the Tender Committee on 06.02.2012 at 3.30 p.m.
- ❖ Tenders can be submitted only in the Prescribed Tender Document.

2.11 VALIDITY OF TERMS OF THE BID

Each Bid shall indicate that it is a firm and irrevocable offer and shall remain valid and open for a period of not less than six months from the last date for submission of the Bid. Non-adherence to this requirement may be a ground for declaring the Bid as non-responsive. However, Commissioner of Municipal Administration may solicit the Bidder's consent for extension of the period of validity. Requests for additional Information or for extension of validity are procedural and do not indicate qualification of the Bidder in the Process. If the bidder agrees reasonably to consider such a request, the request and response shall be in writing. A Bidder accepting the request by the Commissioner of Municipal Administration for extension of validity shall not be permitted to modify his bid in any other respect.

2.12 CONTRACT NEGOTIATION

The aim of the negotiation is to reach an agreement on all points with the Institution and initial a draft contract at the conclusion of negotiation. Negotiation commence with a discussion of Institute / industry's proposal, the proposed training plan, staffing and any suggestion made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the activity schedule, which will indicate personnel, periods in the field and office, man-months and reporting schedule. Once these matters have been agreed financial negotiations will be initiated with a discussion on proposed rates for personnel, expressed in man-months.

2.13 Contracts with Team Members.

Bearing in mind that rates are negotiable, Institute / industries are advised against making necessary financial arrangements with prospective faculty members / trainers prior to negotiation.

2.14 Nomination of Experts

Having selected an Institute/industry partly on the basis of an evaluation of personnel listed in the Institute/industry's proposal, the Commissioner of Municipal Administration expects to negotiate a contract on the basis of the experts named in the proposal and prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, the Commissioner of Municipal Administration will not consider substitution after contract negotiations, except in cases of unexpected delays on the starting date or incapacity of an expert for reasons of health, or leaving the Institute/industry. The desire of a Institute/industry to use an expert on another institute / industry shall not be accepted for substitution of personnel.

2.15 Detailed Study / Market Survey about Programme

Bidders may prior to submitting their proposal for the training programme, may conduct a detailed study and market survey for the proposed Training Programme at their own expense and obtain and ascertain themselves, at their own responsibility. All technical data, market data and any other information necessary for preparing their bids including, inter alia, the actual nature and conditions of Employment Potential, etc., shall be considered for submission of the proposal after taking into account all the local conditions & bottlenecks, if any, etc. The Bidders shall be deemed to have full knowledge of the Training Programmes, when they are submitting their Bid for the Training Programme.

2.16 Monitoring

Monitoring of the progress made by the grantee institutes will be carried out as follows:

- i) The Institute shall submit the attendance, progress report of the training classes & month as prescribed in the sanction order to the respective Urban Local Bodies.
- ii) The institute shall submit information of employment secured by the candidates trained by them in Government and placements secured through their efforts in public / private / Government sector to Commissioner of Municipal Administration.
- iii) The grantee institute will be open to inspection by the SLNA or by the officers authorized by Commissioner of Municipal Administration at any of point of time with or without prior intimation to the institute regarding the inspection.

2.17 Arbitration And Jurisdiction

In the event of any arbitration, Commissioner of Municipal Administration and the training institute will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to arbitrator, appointed by the Commissioner of Municipal Administration and the award of the arbitration, as the case may be, will be final and binding on both the parties.

2.18 Applicable law

The work order shall be governed by the laws and procedures established by Govt., of Tamil Nadu, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings / processing. Any default in the terms and conditions of the document by the institution / training centre will lead to rejection of work order and forfeit of EMD / Security Deposit/ Training fee.

SECTION - 3

TERMS OF REFERENCE (TOR)

SECTION – 3 – TERMS OF REFERENCE (TOR)

3.1 BACKGROUND:

The Swarna Jayanti Shahari Rozgar Yojana (SJSRY) Scheme, aims at (i) addressing urban poverty alleviation through gainful employment to the urban unemployed or underemployed poor; (ii) supporting skill development and training to enable the urban poor have access to employment opportunities provided by the market or undertake self-employment; and (iii) empowering the community to tackle the issues of urban poverty through suitable self managed community structures and capacity building programme. The Scheme has five major components, namely:

- ❖ Urban Self Employment Programme (USEP)
- ❖ Urban Women Self-help Programme (UWSP)
- ❖ Skill Training for Employment Promotion amongst Urban Poor (STEP-UP)
- ❖ Urban Wage Employment Programme (UWEP)
- ❖ Urban Community Development Network (UCDN)

The Skills Training for Employment Promotion amongst Urban Poor (STEP-UP) component of SJSRY needs to be aligned to the goals of the National Skill Development Policy which are as follows:

- ❖ Creating opportunities for all to acquire skills throughout life and especially for youth, women and disadvantaged groups.
- ❖ Promoting commitment by all stakeholders to own skill development initiatives.
- ❖ Developing a high-quality skilled workforce / entrepreneur relevant to current and emerging employment market needs.
- ❖ Facilitating the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of stakeholders.
- ❖ Enabling effective coordination between different ministries, the Centre and the States and public and private service providers.

3.2 Need for the training programme under STEP UP :

- ❖ Poverty alleviation in urban areas by facilitating skill development through well structured market-oriented programmes that can make the poor and unskilled employable as wage workers or successful micro entrepreneurs.
- ❖ Promote economic growth and contribution of the urban economy to National GDP by ensuring a supply of appropriate skilled manpower at the lower end, thus enabling inclusive growth.

3.3 OBJECTIVES OF THE TRAINING PROGRAMME:

The main objectives of the programme are:

- ❖ To provide training to the urban poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration.

3.4 SCOPE OF THE TRAINING PROGRAMME

- ❖ The training is designed to impart the beneficiaries identified by the Urban Local Bodies under SJSRY scheme. Approximately, **50,000 beneficiaries** per year to be given training in Tamil Nadu as a whole. (District wise list of Urban Local Bodies are given in **Section – 7 in Enclosure – 5**)

3.5 Task to be performed by the training agency / institutes / Industries / Universities

- ❖ They should form a syllabus for the trade offered as par with syllabus provided under Modular Employable Skills (MES) published by Directorate General of Employment and Training (DGET), Government of India, which is given in (**Section – 7 in Enclosure – 4** and to get the approval from the review committee.
- ❖ They need to conduct training for the trade offered in batches not more than 40 participants per batch.
- ❖ They need to provide comfortable class room facilities and laboratory facilities.
- ❖ The duration of the training programme should be adhered as given in the **Section – 7 in Enclosure – 1**.
- ❖ The training should ensure achievements of the objectives set out above

- ❖ Preparation of course material for the trade offered for training should be done and to get approval for the same from Commissioner of Municipal Administration or official authorized, prior to the Commencement of first batch of training course. At the end of the programme, the course material and other reports should be submitted in the form of CD for the purpose of information exchange and subsequent reference for new members.
- ❖ Course materials to contain both reading material and hands out in the form of learners note, guidelines, quick reference guide including tools for further practice etc. All the material developed as part of course kit should be in Tamil and English.
- ❖ Each trainee should be evaluated using a short test before and after the training (pre and post evaluation) to justify the training methodology. The difference between the two tests can be considered as training gain.
- ❖ Submission of documentation report at the end of the programme comprising the salient features of the training activity under this programme, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre evaluation and post evaluation) submitted by the participants and over all summary report on completion of the entire programme.
- ❖ The course materials / tools should be provided to trainee along with scribbling pad, pen, folders, etc. put in a office bag / student's bag
- ❖ Instructors / Trainers with relevant specific experience and expertise are selected for the each specific session given in the training programme.
- ❖ Instructors / Trainers should have proficiency both in national and local language.
- ❖ The training activities should provide more scope for teamwork, individual practice on the skill and interaction of the participants.
- ❖ Arrangement of better venue with training accessories and provision of tea and snacks in the morning and evening.
- ❖ The training institute has to identify 3 to 5 prospective trainee in each batch for further training and to utilize as TOT.
- ❖ The training agency should make residential facility for the trade which need to trained as residential course.

3.6 Schedule of completion of tasks:

- a) Syllabus finalizing : 5 days
- b) Course material approval : 5 days
- c) Training Programme : as in Enclosure 1 of Section 6

The above schedule is to be reckoned from the starting date, which will be 15 days from the date of receipt of LOA.

3.7. Terms of Payment

- ❖ 100 % of the cost for training will be provided to the training institute.
- ❖ The training cost shall include the cost of study materials and the cost of Compact Disc containing the recorded teachings by the professional faculties on the relevant subjects which are to be supplied to the candidates free of cost at the commencement of the training, examination fee, soft skill development. Skill development training cost includes tax as applicable.
- ❖ The funds shall be released as per norms prescribed by the Commissioner of Municipal Administration.
- ❖ Funds will be released to the institutes as mentioned below.
- ❖ Candidates covered under the scheme shall have to attend all classes. Final payment will be made based on the number of candidates completing the course.
- ❖ The mode of payments to be made considering the work to be performed by the institute as given below :

i	20% of the contract value	After acceptance of letter of award and acceptance of the course material.
ii	20 % of the contract value	On successful completion of 50% of the training programme.
iii	30% of the contract value	On successful completion of all batches of the training and submission of all relevant reports documents and after the Review Committee reviewed the comprehensive feed back of the participants
iv	20% of the contract value	After the placement of at least 75% of the Trainees.
v	10% of the contract value	Will be released after 3 months after ascertaining the confirmation of placement.

Note:

All payments shall be made on submission of pre-receipt along with the bills raised by the Institute / industry in quadruplicate for respective stages.

- ❖ Funds will be released in subsequent years after inspection of the organization by the officials of SLNA **or any other officials designated by the SLNA for this purpose.**
- ❖ Sanction of proposals will depend on the level of placement rate of training institutes for jobs in public / private / Government sectors during the previous three years

3.8 Data, Services and facilities to be provided by the client

- (i) The list of beneficiaries / trainees will be provided for each trade for each batch to the training agency.
- (ii) Approving the syllabus furnished by the training agency for each trade in the line of syllabus suggested in this document.
- (iii) Approving the course material / tool kit proposed to provide by the training agency to the trainee.
- (iv) Approving the venue / class rooms proposed by the training agency by having inspection.
- (v) Monitoring the training activities.

3.9 Interaction with officials

Whenever the training agency visits the urban local bodies for data collection, they should interact with higher officials, middle level officials and lower level officials with the permission of the competent authority of the premises. If any critical situation occurs during the visit, they should interact with the State Level Nodal Agency.

3.10 Final Output that shall be expected from the training agency

- a. The training agency should ensure 100% placement for the trainees in each trade.
- b. The training agency should assure the self-employment / entrepreneurship to the interested trainees by guiding in all aspects.

3.11 Composition of Review Committee to monitor the performance of the training agency :

The Review Committee comprising of the following members will conduct Review Meeting to make binding decisions on behalf of the State Level Nodal Agency.

1.	Commissioner of Municipal Administration, Chepauk, Chennai - 5	Chairman
2.	Joint Director (Corporation), Office of the Commissioner of Municipal Administration, Chepauk, Chennai – 5	Secretary
3.	Assistant Project Officer, Office of the Commissioner of Municipal Administration, Chepauk, Chennai - 5	Member
4.	7 Regional Directors of Municipal Administration	Members
5.	Assistant Project Officer, 7 Regional Directorates of Municipal Administration Concerned,	Members
6.	Representative from Municipal Corporations	Members
7.	Representative from Directorate of Town Panchayats	Member

3.12 Procedure for the review of reports.

The Review Committee will review the reports and the progress of the training. The follow up action taken by the training agency on the decision / suggestion of the Review Committee will be reviewed in the consequent meetings. The comments or views on the various reports shall be given to the training agency within 7days of submission of the respective reports/documents.

Presentation on each report shall be made to the review committee. Incase of unexpected delays beyond the control of the training agency or due to un-fulfillment of obligation under this Terms of Reference. EOT based on request will be considered by the client without any financial commitment.

3.13 List of key professional positions whose CV and experience would be evaluated:

Sl. No.	Key Professional	No.of Persons	Experience
1	Project Manager	1 (Upto 5 trades)	A Graduate with minimum 10 years experience in the relevant field.
2.	Trainer	2 (For each trade)	A Graduate in the relevant field with minimum 3 years experience.

SECTION - 4

SELECTION PROCESS

SECTION – 4 – SELECTION PROCESS

4.1 SELECTION PROCESS

The Submission of Bids by interested parties in response to the Request for Proposal is based on Two Cover System” as indicated below:

Cover-1: Technical Proposal

Cover-2: Financial Proposal

The Bids received would be subject to a responsiveness check followed by a step-wise evaluation procedure as described below:

4.2 RESPONSIVENESS OF BID

The Bids submitted by Bidders shall be initially scrutinized to establish “Responsiveness”. A Bid may be deemed “Non-responsive” if it does not satisfy any of the following conditions:

- ❖ It is not received within the time and date specified.
- ❖ It does not include sufficient information for evaluation and/or is not in the formats specified or incomplete in any respect.
- ❖ It is not signed and / or sealed in the manner and to the extent indicated in “Instructions to Bidders” of this RFP Document, in case of the offline submission.
- ❖ It is not accompanied by the requisite Bid Processing Fee and/or the valid Bid
- ❖ Any page found without the signature of the Authorized Signatory.
- ❖ If GPA by way of a Resolution of the Company authorizing the authorized signatory is not submitted. If not complied with instructions contained in “Instructions to Bidders” & “Specific Conditions” of this RFP Document.
- ❖ Requisite certificate are not authorized by the competent authority and supported by the document.

4.3 Evaluation of Technical Proposal (Cover-1) For Qualitative Analysis

Evaluation of Cover-1 for Qualitative Analysis would be on “**Weightage of Points**” basis based on the presentation of their Technical Proposal (Cover-1 Documentation). The Bidders, who secure a minimum of **70 Points out of 100 Points** only will be considered for further evaluation.

The Bidders, who fail to secure a minimum of **70 Points out of 100 Points**, will be treated as ineligible for further process and their Financial Bids will be returned to the respective Bidders in sealed cover condition itself.

The Evaluation Criteria for the Technical Proposal for “Qualitative Analysis” and the Information “to be submitted” is detailed in the format as given in **Section-6**.

4.4 Weightage of points for Technical Evaluation

Technical Proposal Evaluation - Weightage is given at 2 levels: (i) Organization Standing, (ii) Sector-wise Standing.

4.4.1 Organizational Standing

S. No.		Weight age Marks	Weightage points				
1	Over all training capacity (Format 3 in Section 6)	10	Overall Training Capacity of qualified centers proposed	500 and above (10Points)	251 -500 (5Points)	101-250 (3Points)	100 and below (2 point)
2	No. of Training Centres which meets basic infrastructure requirements (Format 8 in Section 6)						
	a. Extent of space for training	5	2400 Sq.ft & above (5 points)	1000 to 1500 sq.ft (3 points)			
	b. No.of Institutions	5	Own premises (5 points)	Rental (3 points)			
	c. Location of Institutions	5	Prime locality (NH / SH / Arterial) 5 points)	Inner area (2 points)			
	d. Equipments / Machineries / Computers	10	More than 10 nos. (10 points)	Upto 10 nos (5 points)	Below 10 Nos. (3points)		
3	No. of Training Centres that have residential facilities (Format 10 in Section 6)	5	No. of training centres having qualified residential facilities	10 and above (5 points)	5-9 (3Points)	1-4 (2Points)	None (NoPoints)
4	Financial Standing (Average Annual Turnover in the last 3 Years) (Format 4 in Section 6)	10	Average Annual Turnover in last 3 years (In Rs. Lakhs)	Above 200 (10Points)	101-200 (5Points)	51-100 (3Points)	30-50 (2 Points)
5	Financial Turnover on Training) (Format 3 in Section 6)	10	Average training turnover in last 3 years (In Rs. Lakhs)	Above 201 (10Points)	101-200 (5Points)	51-100 (3Points)	30-50 (2 Points)
	Sub-Total	60					

4.4.2 Sector-wise Standing

1	Lesson Plan (Format 9 in Section7)						
	a. Course approval	5	NCVT / SCVT (5 points)	JSS / BSS / University (3 points)	Certified agencies (2 points)		
	b. Method of teaching	5	Visual display / PPT (5 points)	OHP (4 points)	White board (3 points)	Black board (2 points)	
	c. Field visit and practical training	5	Outside district (5 points)	Within district (3 points)			
2	Company Tie-ups made /available for the placement in the Year 2011-12 based on LOI with Renowned Organizations providing salaries more than minimum wages	10	No. of Placements	Above 500 (10 Points)	251-500 (8 Points)	151-250 (5 Points)	Below 150 (2 Points)
3	The Training Agency / Institute should have adequate number of training faculties having proficiency in the National & Local languages as indicated in the T.O.R. (Furnish the proof in Format - 7 given in Section – 5)	15	Trainer with PG degree in relevant field (15 points)	Trainer with UG degree in relevant field (10 points)	Trainer with diploma qualificator (5 points)		
	Sub-Total	40					
	Grand Total	100					

4.5 Evaluation Process

The bids received from the training agency for each trade will be opened on 06.02.2012 (February 6th, 2012 at 3.30 p.m. at the Office of the Commissioner of Municipal Administration, Chepauk, Chennai – 600 005, in presence of bidders available.

- Step – 1 :** The large cover opted for same trade will be opened first.
- Step – 2 :** The cover marked as “Technical Proposal” will be opened.
- Step – 3 :** The availability & validity of processing fee will be verified.
- Step – 4 :** The availability & validity of E.M.D. will be verified.
(If the processing fee (or) E.M.D. fee or both is not available in the cover, the technical proposal will not be considered for evaluation)
- Step – 5 :** Eligibility criteria will be verified and compared for all bidder for each trade as shows in **Table 1**.
(If any bidder not fulfilling the eligible criteria will not be considered for evaluation)
- Step – 6 :** Qualification criteria and the proof given by the bidders for each trade will be tabulated and weightage of marks will be assigned referring to earmarked criteria & weightage as shown in **Table 2** (The bidder who does not obtain 70% of marks will not be considered for opening the financial bid).
- Step – 7 :** Giving intimation to the Technically qualified bidders about the date of opening of Financial bid.
- Step – 8 :** Opening of the Financial Bid, Comparing & identifying the L1 bidder.
- Step – 9 :** Negotiation activity
- Step – 10 :** Issuing letter to proceed the training.
- Step – 11 :** Executing the MoU with the training agency.

Table 4.5.1 : Verification of eligibility

Sl. No.	Eligible criteria earmarked	Criteria available with proof	Whether eligible to proceed to verify qualification criteria
1.	All Institutes in the Government Sector, including Universities and autonomous bodies, engaged in training activities		
2.	Universities / Colleges in private sector engaged in training activities, including deemed Universities.		
3.	Institutes in the private sector engaged in providing job oriented training for placement in private sectors, which are trusts, companies, partnership firms or societies registered under the relevant law, preferably of relevant industry or institutes identified by them. (Format 2) .		
4.	Trusts having many Institutes under different names and styles should apply in the names of the respective institutes only.		
5.	If any institute have to renew every financial year, for a continuous period of three years, such renewal requests should be submitted not less than 30 days in advance to the commencement of the financial year.		
6.	The training institute should have the approvals from the authority like NCVT, SCVT, JSS, BSS, DGET, RTO, DME, Universities and certification from the relevant company certified authority in the field of special areas like Travel & Tourism, Banking & Insurance or Industrial certification from CII.		

Table 4.5.2 : Verification of qualification criteria

Sl. No.	Qualification criteria required	Qualification criteria fulfilled by bidder	Proof available for qualification in page No.	Marks earmarked	Marks Obtained
1	2	3	4	5	6
1	Overall Training Capacity			10	
2	Number of training centers which meets the basic infrastructure requirement				
	e. Extent of space for training			5	
	f. No.of Institutions			5	
	g. Location of Institutions			5	
	h. Equipments / Machineries / Computers			10	
3	No.of training centres that have residential facilities			5	
4	Financial Capacity (Average Annual Turnover in the last 3 years)			10	
5	Financial turnover on Training			10	
6	Lesson Plan				
	d. Course approval			5	
	e. Method of teaching			5	
	f. Field visit and practical training			5	
7	Company Tie –Ups made available for 2010-11 based on Letters of intent with renowned Organizations			10	
8	The Training Agency / Institute should have adequate number of training faculties having proficiency in the National & Local languages as indicated in the T.O.R. (Furnish the proof in Format - 7 given in Section – 5)			15	
	Total Marks			100	

SECTION – 5

BID FORMATS

5.1 FORMAT FOR TECHNICAL BID

Sealed Cover

1. Name, Address, Telephone No. Fax No. / e-mail ID _____
of the head office of the Organization / Institution _____
2. Address and Telephone No. of the functional _____
centre for which the application is being submitted _____
3. Nature of the Organization / Institution (e.g. not _____
for profit, or commercial or registered _____
society or trust etc.) _____
4. Date of establishment _____
5. Whether registered under the Societies _____
Registration Act, 1860 or any relevant Act _____
of the State Govt./Union Territory Admn. or _____
under any State Law relating to registration _____
of literary, scientific and charitable societies _____
or as a public trust or as a charitable company, _____
if so:
 - a) Give name of the Act under which registered _____
 - b) Registration No. and date of registration _____
(Please attach an attested photocopy thereof)
 - c) Period up to which valid _____
6. Details of the training institution / center (Please furnish details in the format)

Name of the District	Name & Address of the Centre	Name of the course	No. of candidates opted for	Amount of EMD remitted

(a) Constitution of Board of Management / Governing Body etc., and the particulars of the member:

Sl.No.	Name	Address	Occupation

(b) Details of faculty members (Centre wise):

Sl.No.	Name	Qualification	Experience	Experience in the present institute	Subject taught

(c) Constitution/Memorandum of Association and bye-laws of the organization/institution (copy may be enclosed) _____

(d) Details of the achievement of the institution in coaching during the previous three years (copy of annual report may be enclosed) _____

(e) Income & expenditure statement and balance sheet for previous three years as certified by the chartered accountant or government auditor may be enclosed _____

(f) Institutes exempted from Income Tax should furnish Receipt and Payments / Profit and Loss Account and Balance Sheet (Evidence to be attached). Evidence for IT exemption also to be attached

(g) Annual Turn over

Year	Overall Turnover in Rupees	Turnover for Training in Rupees
2009-10		
2010-11		
2011-12		

(h) Placement details (evidence to be attached)

Year	Name of Trade	No. of candidates trained	No. of candidates placed
2008-09			
2009-10			
2010-11			
2011-12			

- ❖ PAN No. (Evidence to be attached):
 - ❖ TAN No.(Evidence to be attached)
 - ❖ Details of service Tax paid in last 3 years.
 - ❖ Service Tax Assessment number to be give.
- (k) Certificate that the institution has not received any other grant for the same purpose from any other Ministry/Department of the Government of India, State / UT Government and any other Government / Non-Government Organization.

5.2 FORMAT FOR FINANCIAL BID

The Financial Bid should be provided in the following format

Date:

Place:

Commissioner of Municipal Administration
(State Level Nodal officer for SJSRY),
Ezhilagam Annexe,
Chepauk,
Chennai
Email: cma.tncma@nic.in

Dear Sir,

Sub: Step-up Training – Submission of Financial Bid, Skill Development Training Providers “for Placement Linked Training Programme” under SJSRY in Tamil Nadu

I / We, the undersigned offer to provide the Training Services for the above mentioned Assignment in accordance with the terms and conditions contained in the RFP Document supplied to us.

The training fee for each course includes uniform costs, Training equipment, Training material, OJT, Exposure visit, Soft skill Development etc. This amount also includes service tax, all other taxes applicable, other contingency expenses concerning the Assignment However B & L charges and certification fee will be reimbursed to partners as per the norms of Commissioner of Municipal Administration.

Incase training venue is provided by Training Partner all the costs including rent, electricity, Water, maintenance will be borne by Training partner and will have to be included in training fee.

If the training venue is provided by Government all the costs including rent, electricity, Water, maintenance will be borne by Govt.

Proposed Intake and Course-wise Training Fee

S. No	Name of the Proposed Courses (with Course Code)	Proposed Intake in Number*	Training Fee per candidate	Total Capacity For training
1				
2				
3				
4				

**This number should indicate the capacity of the bidding entity to undertake a trainings for the Commissioneater of Municipal Administration in immediate future. This should be based on current training infrastructure available with the bidding entity and company tie-ups in place.*

This proposal and all other details furnished by us shall constitute a part of our offer. We understand that you are not bound to accept the lowest or any you receive and final Selection of the Bidder for Empanelment for a particular Sector & Course.

We have carefully read the entire set of RFP Documents and accept all the terms and conditions therein are submitting herewith.

We confirm our acceptance for the following Terms with Commissioner of Municipal Administration.

Payment Terms:

Payment Norms

i	25% of contract value	After acceptance of letter of award and acceptance of the course material.
ii	20 % of contract value	On successful completion of 50% of the training programme.
iii	30% of contract value	On successful completion of all batches of the training and submission of all relevant reports documents and after the Review Committee reviewed the comprehensive feed back of the participants,
iv	25% of contract value	After the placement of at least 75% of the Trainees.

Please note that the placements and retention percentages will be calculated on the basis of inception report

We agree to bind by this offer if we are the selected bidder.

For and on behalf of :

Signature :

Name :

Designation with seal :

(Authorized Representative and Signatory of the bidding entity)

SECTION – 6

**OTHER FORMATS
TO BE ENCLOSED WITH BID**

FORMAT - 1 - General detail of the Institution

Name and Details of the Bidding Entity and Authorized Representative:	
Name of Organization / Institution	
Regd.. / Head Office Address:	
Phones	
Fax	
Mobile	
Email	
Website	
Addresses of Branch Offices / Franchisees (If any?): (Attach additional sheets if necessary)	
Phone	
Fax	
Mobile Nos.	
Email IDs	
Dates of Establishment	
Authorized Representative	
Designation	
Mobile	
Email	
Brief history of the of the Bidding Entity & Current Nature of Business or Activities: (Briefly describe not exceeding 30 words)	

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 2 - Legal Constitution of Bidding Entity

1. Status / Constitution of the Firm
2. Registration No.
3. Date of Registration
4. Place of Registration
5. PAN card number
6. Partnership firm, if any - Details to be furnished
7. Private Ltd. Company - Details to be furnished
8. Public Ltd. Company - Details to be furnished

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 3 - particulars regarding annual turnover

Name and details of Training Agency As per the Audited Balance Sheet / Annual Reports to be enclosed duly certified by CA copies of Income tax returns for 2 years & current year's audited /Provisional financial statements duly certified by CA) (Not exceeding four lines)		
Name of the Group/ Companies:		
Primary Activities of the Company:		
Turn over Detail		
Year	Annual Training	Training Turnover
2009-10		
2010-11		
2011-12		

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 4 - Details of the Candidates Trained & Placed

Details of the Candidates Trained & Placed by the Bidding Entity:
(Attach additional sheets if necessary) *(Details of experience in conducting similar 'Placement Linked Training Programme' in the related field of sector with valid documentary evidence such as Work Orders & MOUs / Agreements supported by the 'Proof of Payments', shall be enclosed).*

S.No.	Financial Year	No. of People Trained	No. of Placements from People Trained	Percentage of Placements Achieved
1	2010-11			
2	2009-10			
3	2008-09			

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT - 5 - Capacities & Details of Training Centres (Sectorwise)

Capacities & Details of Training Centers per Sector which is operational at the time of bid opening in T.N <i>(Relevant documentary evidence should be produced such as, Rental deed / Ownership document, date of Franchise agreement with franchisee and proof of commencement of training with work orders/ MOUs. etc.)</i>		
1	Location of the Training Centre / Franchisee Located in T.N.:	
2	Complete Address of the Training Centre / Franchisee with Phone, Fax, Email details:	
3	Date of commencement of Training Centre:	
4	In-charge / Contact Person at Training Centre / Franchisee:	
5	Intake Capacity of the Training Centre / Franchisee for the Sector Applied:	
6	Training Space at Training Centre / Franchisee: (i) No. of Class Rooms with a minimum seating capacity of 25 Trainees available for the Applied Sector (ii) No. of Labs for Practical with capacity details for the Applied Sector	
7	Fixed Infrastructure at Training Centre / Franchisee:	
8	Tools & Equipments available for the Applied Sector at Training Centre / Franchisee:	
9	Support Staff Available for Applied Sector at Training Centre / Franchisee:	

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 6 - Details of Qualified Trainers on the Payroll

Details of Qualified Trainers on the Payrolls of Bidding Entity: - (Attach additional sheets if necessary) *(Details of ESI / PF Deductions in their Pay Slips or any other Documentary Evidence shall be enclosed. Please attach the Resumes of the Trainers & Proof of Salaries Paid).*

S.No.	Names of the Trainers	Qualifications	Experience	Period of Service with Bidding Entity
1				
2				

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT - 7 - Performa for CVs of Core Project Team / Trainers

Name & Designation				
Qualifications				
Professional Training				
Experience				
Major assignments undertaken in the last Five Years				
Expertise of the Trainer in the Sector				
Language Proficiency	Language	Speak	Read	Write

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 8 - Requirement Minimum Infrastructure

Particulars	Requirement Minimum Infrastructure	Actual Status of the available Infrastructure
Theory Classroom	<ol style="list-style-type: none"> 1. With a Minimum capacity of 30 Chairs 2. White / Black Boards – 1 3. Notice Board – 1 4. Alma rah – 1 5. In case of Computer related courses: Students (IT related Course 1:2) 6. In case of other courses: Tools and equipment, infrastructure as per the norms of NCVT 7. Common infrastructure: for all trainings 	
Practical Room	<ol style="list-style-type: none"> 1. Internet Connection – 1 2. Printer & Scanner -1 3. LCD Projector -1 4. Practical Material related to the Specific Course 5. Drinking Water 	
Other Facilities	<ol style="list-style-type: none"> 1. Separate rest room for male & female 2. Electricity 3. Hand Books Related to Course 4. Motivational Story Books 	
Study Material	<ol style="list-style-type: none"> 1. Motivational Movies 2. Magazines 3. News Papers 4. Attendance Registers (Trainers & Trainees) 	
Documentation	<ol style="list-style-type: none"> 1. Visitors Register 2. Trainees Assessment Reports 	
Location of the Training Centre	Easily accessible by any mode of transport	
Building Extent (In Sq.ft)	Minimum 1000 sq.ft	
Building Ownership Details	Own building preferred, if not, rental / lease agreement should be executed (Proof should be enclosed)	
Availability of training tools / equipments	Depending upon the trade, no.of equipments / tools should be made available	

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT - 9 - Lesson Plan

Note: Please provide documentary evidence and copies to support the above details.

S.No	Particulars	Details (Sample to be edited)
1	Sector	
2	Course code	(As prescribed by MES Syllabus)
3	Curriculum	(NCVT / OWN) Please provide comparison sheet between NCVT course content and the one proposed (if any)
	Course content	Attach trainees, trainers manual, trainees handbook, audio/Video multimedia material and other teaching aids. Attach Lesson plan with duration and timetable Theory to Practical ratio(Specify in Hours) Please specify the competency outcomes based on the knowledge, technical and attitude and skill sets at the end of each lesson plan.
4	Course content development and updating process in place	In-house or through external experts (Mention expert details) Explain linkage to industry requirements
5	Content approved by (If any)	Any academic Institution/Industry body
6	Methodology of Training of Trainers in Place and trainer assessment program	Explain Methodology followed. Attach the sample assessment sheets if any
7	Methodology of trainee assessment with Time line	Explain Methodology followed. Attach the sample assessment sheets if any
8	Field visit & practical training	Details of practical training proposed
9	Certification after completion of the course	Certificate issued by NCVT and / OR industry.
10		

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 10 – Information on Residential Facility

Description	Requirement	Availability
Hostels	Separate accommodation for male & female	
Stay room	30 sq. ft	
Distance from training center	Maximum 2 kms	
Rest room	1 : 5 ratio	
Food menu	2.2 calories per day	
Drinking Water	Supply of purified water	
First aid Kit	Compulsory	
Power supply	Minimum requirement	
Security arrangements	24 x 7	
Wash area	Area for cleaning the clothes	
Registers	Attendance & Mess register	
Hygiene	Kitchen, dining area & toilet	

Signature of Authorised Signatory /
Representative of the Training Agency

Note :

All the substantiating documents for the above details should be duly certified by a Chartered Accountant / Notary Public.

FORMAT – 11 – MODEL COVERING LETTER

(The covering letter is to be submitted by the Bidding Entity along with the Cover-1 of the Bid-Printed on their respective Letter Heads)

Date:

Place:

**The Commissioner of Municipal Administration
Government of Tamil Nadu,
6th Floor, Ezhilagam Annex Building,
Chepauk,
Chennai-600 005,
Tamilnadu. Ph.044-28549921 Fax: 04428549924**

Dear sir,

Sub: Commissioner of Municipal Administration, the State Level Nodal officer – Tamil Nadu – SJSRY - Skill training to beneficiaries – Request for proposals from training agency / institutes / Industries / Universities for providing skill development training for 3 years for the period upto 31.03.2015 – Proposal Submitted - Reg.

Ref : Letter of Invitation from the Commissioner of Municipal Administration
Lr.Roc.No. /UPA Dated :

In response to the Request for Proposal (RFP) document issued by the Commissionerate of Municipal Administration, State Level Nodal Agency Government of Tamil Nadu., I / we, enclose one (1) Original + two (2) Hard Copies + 2 soft copies of our Bid in respect of the Selection of Training Agency / Institute for Skill Development Training Programme” in Tamil Nadu,

We hereby confirm the following:

1. The Bid is being submitted by _____ (name of the Bidding Entity) who is the Bidding Entity, in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by Commissioner of Municipal

Administration and in any subsequent communication sent by Commissioner of Municipal Administration, including the norms of NCVT issued as Annexure to the main RFP Document. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from Commissioner of Municipal Administration.

3. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omission in our Bid.
4. The Bidding Entity satisfies the legal requirements and meets all the eligibility criteria laid down in the RFP.
5. The bid is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.

We, as the Bidding Entity designate Mr./ Ms _____ (mention name, deisignation, contact address, Phone no, fax no. mobile no, email id etc.), as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments etc. on behalf of the us in respect of the Programme. The Board Resolution authorizing the said person is enclosed.

For and on behalf of : (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Name of the Person:

Designation :

Signature :

FORMAT – 12 – PROFORMA OF BANK GUARANTEE FOR BID SECURITY

(To be executed on appropriate value of Non-Judicial Stamp Paper as per Stamp Act prevailing in the State of Tamil Nadu)

WHEREAS, _____ (name of the Bidder) wishes to submit his Request for Proposal for the Selection of a Training Provider / Institute to empanel „Training Providers“ for „Placement Linked Training Programme“ in Tamil Nadu, hereinafter called "the Bid".

KNOW ALL MEN by these presents that we _____ (name of bank) of _____ (country) having our registered office at _____

_____ (hereinafter called "the bank") are bound to the Commissioner of Municipal Administration, or its successor, (hereinafter referred to as " Commissioner of Municipal Administration ") in the sum of Rs. _____ (Rupees _____ Lakhs only) which payment can truly be made to Commissioner of Municipal Administration. The Bank binds themselves, their successors and assigns by these presents.

Sealed with the Common Seal of the Bank this _____ day of _____ 2010.

THE CONDITIONS of this obligation for invoking the guarantee by Commissioner of Municipal Administration are:

- (a) If the Bidder withdraws his Bid at any time during the stipulated period of Bid Validity of 6 months from the last date for submission of RFP as specified in the Request for Proposal Document (or such period of validity as may be extended).
- (b) If the Bidder, for the period of the Bid Validity (of 6 months):
 - i) In the opinion of the Commissioner of Municipal Administration, commits a material breach of any of the terms and / or conditions contained in the RFP Document and / or subsequent communication from Commissioner of Municipal Administration in this regard and /or
 - ii) Fails or refuses to accept the Letter of Award (in the event of the Award of the Programme to it) and/or
 - iii) Fails or refuses to furnish the Performance Guarantee within the stipulated time (viz. 30 days from the issue of the Letter of Award awarding the Programme to _____ it).

The Guarantee will remain in force up to and including the date of expiry of the period of Bid Validity as stated in the RFP Document or as extended by Commissioner of Municipal Administration at any time, notice of which extension to the Bank being hereby waived.

Provided however, that

- In the event that Bidder is selected for award of the Programme through the issue of the Letter of Award, the Bid Security shall remain in force until the creation of the Performance Guarantee by such Bidder

OR

- In the event this Bidder is not selected for award of the Programme, the Bid Security shall remain in force up to and including a period of 30 days after the announcement of award of the Programme to the Successful Bidder and the issue of the Letter of Award awarding the same. (Provided, however, that in the event that the Bidder is Non Responsive, then the Bid Security of such Bidder can cease to be in force upon return of the unopened Cover-2 of his Bid).

Notwithstanding anything contained herein above:

1. Our liability under this guarantee shall not exceed Rs. (Rupees _____ only)
2. This guarantee is valid from _____ to _____
3. We are liable to pay guaranteed amount or part thereof only if you serve upon us a written claim or demand on or before _____

Any demand in respect this Guarantee should reach the Bank not later than the date of expiry (as defined above) of this Guarantee.

SIGNATURE OF AUTHORISED : _____
REPRESENTATIVE OF THE BANK : _____
NAME AND DESIGNATION : _____
SEAL OF THE BANK : _____
TELE NO./ FAX NO./ EMAIL : _____
SIGNATURE OF THE WITNESS : _____
NAME OF THE WITNESS : _____
ADDRESS OF THE WITNESS : _____

FORMAT – 13 – MODEL LETTER OF ACCEPTANCE

(To be given by the employer)

FORMAT – 14 – MODEL MEMORANDUM OF UNDERSTANDING

(Executed between The State Level Nodal Agency & Training Agency)

MEMORANDUM OF UNDERSTANDING

This deed of agreement is executed at..... on this the..... (day) day of(month) (year) between (i).....Municipality, having its office at Door No.....Name of the street..... Post Office.....Taluk..... District.....PINCODE..... Tamil Nadu represented by its Municipal commissioners / Executive Officers (Hereinafter referred to as **“First Party”**, which expression shall wherever the context so requires or admits be deemed to mean and include its successors and assigns)

and

.....
.....
.....
..... (Name and address of the Applicant Institution) represented by its(Designation), (hereinafter referred to as **“Second Party”**, which expression shall, unless repugnant to the mean in and context, mean and include its agents, employees, successors, executors, permitted assigns)

Whereas on behalf of the First Party, had called for Request for Proposal (RFP), on ..12.2012 inviting proposals from the Training Institutions to impart skill development training under SJSRY Scheme for the year 2009-10 as per the new guidelines which came into force from 00.00.2012 onwards.

(a) The Second Party, an institution had submitted the proposals for imparting training in thetrade and subsequently selected based on the minutes of the technical evaluation Committees dated and as per the financial evaluation done on

Now, therefore in consideration of the mutual promises, mutual covenants & agreements set forth herein, the parties hereto agree and this agreement witnesses as follows:-

ROLE OF THE FIRST PARTY

Prior to the commencement of the training,

The First Party:

- i) shall decide the number of beneficiaries to be trained for the above trade
- ii) shall collect the applications from the eligible persons belong to BPL families as per the norms prescribed in the revised SJSRY guidelines and the same shall be endorsed by the RCVS or Convenor and Community Organiser.
- iii) shall collect the proof for the resident, community, educational qualification
- iv) shall send the list of beneficiaries to the Second Party for the conduct of an interview jointly with the First Party and to screen the beneficiaries for the proposed training.
- v) shall ensure only the suitable beneficiaries are selected for the trade to avoid dropouts in the later period.
- vi) shall collect an undertaking from the selected beneficiaries as well as from the parents duly endorsed by their responsible care takers.
- vii) shall maintain a register of the applications received, applications selected for the training, applications rejected with reason for the rejection, photographs of the applicants and all supporting documents in proof of the selection should also be maintained for record purpose.

- viii) shall send the intimation letter to the selected beneficiaries after the joint screening by the first and second parties, with the details of trades, location of the training centre, duration of the training course, timings of the training session, cost of training , monthly stipend and the value of course material and tool kit to be supplied etc.
- ix) Applications of the selected candidates should be provided to the second party and one copy of the application should be retained by the first party. The first party should arrange for the opening of zero balance savings bank account from a nearby bank for all the selected candidates for the adjustment of stipend.
- x) shall instruct second party to give Enrollment Number and to give photo identity card to the trainees.
- xi) shall retain a copy of syllabus, Time schedule, study materials, method of instruction in both audio, visual, theory and practical.

During the course of training

The First Party

- i) shall ensure the display of the banner or board indicating the details of skill development training which is sponsored by the Ministry of Housing and Poverty Alleviation & Government of Tamil Nadu (Municipal Administration & Water Supply Department), the name of the local body and duration of the training with venue
- ii) shall fix up responsibility to the Community Organisers, Nodal Officers and to the other suitable officers to be identified by the Municipal Commissioner / Executive Officer concerned, for the close monitoring and supervision of the conduct of the training as per terms of reference and as per agreement
- iii) shall undertake periodic visit to the training Centers and to evaluate the performance and will provide necessary guidance.
- iv) Shall visit the training centers as and when required and to ensure the prompt conduct of training
- v) shall ensure the training classes are done with proper study materials audiovisual, displays with proper equipments and through the field visits wherever required.

- vi) shall ensure the proper functioning of the equipments, devices, machineries and instruments required for the conduct of theoretical and practical sessions. If any of them found out of order, the first party shall give suitable instructions to the second party for replacement or for rectification within the stipulated time.
- vii) shall verify the evaluation records of the trainees maintained by the training institutes and to give suitable instructions for the improvements, if any required, in the training course.
- viii) shall arrange to depute suitable qualified officials to ensure the conduct of training as per the syllabus and schedule. In case of delay in completion of syllabus as per schedule, extra classes have to be arranged through the second party for the completion of syllabus.
- ix) shall have the right to impose penalty from Rs.250 to Rs.1000 for non-compliance of the rectification of the defects pointed out within the stipulated time.
- x) shall ensure the disbursement of the stipend amount through the second party before 5th of succeeding month.
- xi) shall resolve the disputes if any raised by the trainees and trainers
- xii) shall terminate the defaulting trainees for their irregularities in attending the training classes after due verification on the recommendation of the second party.

After the completion of the training course

The First Party

- i) shall ensure the conduct of theoretical & practical examinations to the trainees
- ii) shall collect the copy of the evaluated test papers from the second party to ensure the performance of the trainees and trainers
- iii) shall ensure the distribution of the certificates issued by the affiliated University / College as given in the Technical proposal.

ROLE OF THE SECOND PARTY

The Second Party

- i) has to impart the training as per the new guidelines which came into force in -----2012
- ii) has to commence the training programme on 00.00.2012
- iii) has to adhere to the terms and conditions prescribed in the TOR dated 00.00.2012, as per the RFP submitted by the second party on 00.00.2012.
- iv) has to give Enrollment Number and photo identity card for the eligible trainees
- v) has to give the details of enrolled beneficiaries' list centre wise, male and female wise, along with group photo containing their names along with their faculties.
- vi) has to supply course materials and syllabus to the first party.
- vii) has to conduct training as per syllabus, duration and methodology submitted as per the RFP.
- viii) has to release the stipend amount to the every beneficiary before the 5th of next month.
- ix) has to keep accurate and separate records, registers and accounts and to submit during the verification of the first party.
- x) has to conduct the weekly evaluation and report the same simultaneously to the first party.
- xi) has to conduct counseling with the parents along with first party in case of poor performance
- xii) has to intimate about the dropouts to the first party and should not admit the new beneficiaries without the knowledge of first party.
- xiii) has to arrange for field visit to the beneficiaries, wherever necessary.
- xiv) has to provide necessary infrastructure for the theory classes and practical classes.
- xv) has to engage well qualified teaching faculties and to submit their curriculum vitae with their undertaking to the first party.
- xvi) has to give schedule of examination to the first party.
- xvii) has to give model certificates of the affiliated institutions.

- xviii) has to provide necessary documents for the date of commencement of the agreement with the affiliated institutions and details of renewal of the agreement.
- xix) If the training has not been conducted as per the prescribed terms and conditions of this agreement, the first party has the power to cancel the agreement without assigning any reason.

TERMS OF PAYMENT

The mode of payments to be made in consideration of the training to be performed by the trainees shall be as follows:-

i	25% of contract value	After acceptance of letter of award and acceptance of the course material
ii	20% of contract value	On successful completion of 50% of the training programme
iii	30% of contract value	On successful completion of all batches of the training and submission of all relevant reports / documents and after the Review Committee reviewed the comprehensive feedback of the participants,
	25% of contract value	After the placement of at least 75% of the trainees

This MOU will be valid for a period up to the completion of the courses and further two months till the placements are arranged.

FORMAT – 15 – ISSUE OF NOTICE TO PROCEED WITH THE TRAINING

(In the letter head of the Employer)

To

SECTION - 7

<h3>ENCLOSURES</h3>

Enclosure 1 - List of Trades and Duration

Sl. No.	Name of the Sector	Name of the skill Training Course	Sl. No	Module Name	Total Course hours		
1	IT	Computer Applications	1	Computer Fundamentals, MS Office, Internet & Soft Skills Desk Top Publishing (DTP)	270 hours		
			2	Web Designing	180hours		
			3	Architectural & civil 2D-Drafting with AutoCAD	300hours		
			4	2D Pre-Production Animator	240 hours		
			5	3D Animation Production	300hours		
			4	Internet Kiosk Operators	60hours		
		Business Processing Outsource (BPO)	Computer Hardware Networking	1	Computer Hardware	360 hours	
					Computer Networking		
				1	Domestic BPO	180 hours	
				2	BPO Non voice business Training	180 hours	
				3	BPO voice business Training	180 hours	
		2	Manufacturing	Production & Manufacturing	1	Advanced Turning	240 hours
					2	CNC Turning	240 hours
Plastic Processing	1			Basic Fitting & Measuring	120hours		
	2			Plastic Mould Assistant for Injection Molding	120hours		
	3			Plastic Mould Assistant for Compression Molding	120hours		
	4			Plastic Mould Assistant for Extrusion Molding	120hours		
	5			Plastic Mould Assistant for Blow Molding	120hours		
	6			Auto plastic Mould Assistant(Injection Molding)	120hours		
	7			Auto plastic Mould Assistant(Blow Molding)	120hours		
Leather Technology	1			Leather & Rexene Goods Maker	240hours		
	2			Manufacturing Process of Leather	600hours		
Garment Making	1			Hand Embroider	210 hours		
	2			Tailor	270hours		
	3			Garment Cutter	270hours		
	4			Skilled Sewing Operator	210 hours		
Fashion Designing	1			Fashion Designer-Grade I	500 hours		
	2			Formal Wear Designer Grade-I	500 hours		
	3			Causal Wear Designer Grade-I	500 hours		
	4			Assistant Showroom Sales Representative	400hours		
	5			Showroom Sales Executor	500 hours		
Printing	1			Basic for printing sector(Except book binding)	120 hours		
	2			Basic Book Binding	120 hours		
	3			Screen printing	150 hours		
	4			Offset Plate Maker	150 hours		

Sl. No.	Name of the Sector	Name of the skill Training Course	Sl. No	Module Name	Total Course hours
3	Construction	Construction Workers	1	scaffold	300 hours
			2	Mason	300 hours
			3	Plumber	300 hours
			4	Tiler (Ceramic)	300 hours
			5	Bar Bender	300 hours
			6	Assistant Bar bender & Steel fixer	300 hours
			7	Assistant Mason	300 hours
			8	Assistant Plumber	300 hours
			9	Assistant Work Supervisor	300 hours
			10	Junior Land Surveyor	300 hours
		Fabrication	1	Basic Welding(Gas)	120 hours
			2	Basic Welding(Arc)	120 hours
			3	Gas Cutting	120 hours
			4	TIG Welding	90 hours
			5	MAG/CO2 Welding	90 hours
			6	Pipe Welding(TIG&ARC)	150hours
			7	Basic Fitting Work	150hours
Wood Work	1	Basic Wood Work	270 hours		
	2	Wooden Furniture	270 hours		
4	Repair and Maintenance	Electrical	1	Basic Electrical Training	120 hours
			2	Repair of Home Appliances	120 hours
			3	Home Wiring	120 hours
			4	Rewinding of AC/DC Motors	120 hours
			5	Repair of Electrical Power Tools	120 hours
			6	Maintenance of Batteries	60 hours
		Industrial Electrical	1	Basic Electrical and Industrial Wiring	240 hours
			2	Motors, Transformers and earthing	240 hours
			3	Cables and Industrial Equipments (Inverter, Lead Acid Battery &Operation of DG set)	240 hours
		Electronics	1	Basic Electronics (Repair & Maintenance of power supply, inverters and UPS)	120 hours
			2	Repair &Maintenance of Washing Machine and Micro Oven	60 hours
			3	Repair &Maintenance of Photocopier & Fax Machine	120 hours
			4	Operation of X-Ray Machine & Dark Room Assistance	120 hours
			5	Repair &Maintenance of Cellular Phone Service	210 hours
		Automotive Repair	1	Basic Automotive Servicing(4wheelers)	180hours
2	Basic Automotive Servicing (2-3wheelers)		180hours		
3	Repair &Overhauling of		210hours		

Sl. No.	Name of the Sector	Name of the skill Training Course	Sl. No	Module Name	Total Course hours
				2 wheelers(moped)	
			4	Repair &Overhauling of wheelers(scooter)	240hours
			5	Repair &Overhauling of 2 wheelers(motor cycle)	270hours
			6	Repair &Overhauling of 3 wheelers	270hours
			7	Repair &Overhauling of engine systems(Petrol/diesel)	320hours
			8	Repairing of Auto Air conditioning System	240hours
			9	Auto Body Painting	180hours
			10	Repair &Overhauling of Auto electrical & Electronics system	320hours
5	Sales & Marketing	Retail Trade	1	Sales Person(Retail)	180hours
			2	Senior Sales Person(Retail)	120hours
			3	Retail Operator	180hours
6	Logistics	Driving	1	Four wheeler Driving with license(simulator)	180hours
		Security	1	Personal Security Guard	50hours
			2	Industrial Security Guard	150hours
			3	Event/ conference Security Guard	150hours
			4	Security Guard	150hours
		Fire and Safety Engineering	1	Assistant Fire Operator	300hours
			2	Fire and Rescue OPERATOR	300hours
7	Life Style	Beauty culture & Hair Dressing	1	Basics beauty &Hair Dressing	150hours
			2	Make-up Artist	90hours
			3	Beauty Therapist	120hours
			4	Hair Therapist	120hours
8	Health Care	Medical And Nursing	1	Bedside Assistant	450hours
			2	Dietician Assistant	270hours
			3	Midwifery Assistant	200hours
			4	Operation Theatre Technician	270hours
9	Financial Sector / Office Maintenance	Banking & Accounting	1	Accounting	500hours
			2	Diploma in Business Accounting Application	540hours
			3	Book Keeping	540hours
			4	Tally Erp 0.9	540hours
			5	Diploma in Applied Business Taxation & Business Environment	540hours
			6	P.G.Diploma in Banking	120hours
10	Media & Visual Arts	Media	1	Digital Camera Photography	90hours
			2	Videography	90hours
			3	Mass Communication	120hours
11	Gems & Jewellery	Gems & Jewellery	1	Gem Cutting Assistant	180hours
			2	Foundation Course for Jewellery	180hours
			3	Basic stone setting	240hours
			4	Advanced stone setting	300hours
			5	Enameling	240hours

Sl. No.	Name of the Sector	Name of the skill Training Course	Sl. No	Module Name	Total Course hours
12	Hospitality	Hospitality	1	Hospitality Assistant	150hours
			2	Hospitality Assistant(General)	150hours
			3	Hospitality Assistant (Kitchen & Service)	150hours
			4	Assistant Cook	60hours
			5	Bell Boy	120hours
			6	Assistant Waiter/Barmen	120hours
			7	Houseman (basic)	70hours
			8	Cook-Fast Food	120hours
			9	Cook-Indian Cuisine	120hours
			10	Cook-Continental Cuisine	120hours
			11	Reservation Assistant &Telephone Assistant	80hours
			12	Steward /Waiter	120hours
13	Tourism and Adventure Sports	Travel & Tourism	1	Ticket Reservation Assistant	150hours
			2	Tour Agent / Travel &Tour Operator	120hours

ENCLOSURE - 2 - CONTACT DETAILS OF OFFICIALS CONCERNED

S. No.	Contact Person & Designation	Office Address
Regional Offices		
1	Tmt.Z.Mahabooba, Joint Director (Corporation), O/o. the Commissioner of Municipal Administration	VI Floor, Ezhilagam Annexe Building, Chepauk, Chennai – 600 005
2	Thiru.R.S.Krishanan Assistant Project Officer, O/o. the Commissioner of Municipal Administration	VI Floor, Ezhilagam Annexe Building, Chepauk, Chennai – 600 005
3	Assistant Project Officer O/o. the RDMA, Chengalpet	No.124, G.S.T.Road, Chengalpattu
4	Assistant Project Officer, O/o. the RDMA, Vellore	No.50, Sarathy Nagar, Kagithapattarai, Vellore – 623 012
5	Assistant Project Officer, O/o. the RDMA, Salem	Rajaji Kalaimandram Building No.253, Brett Road, Thongum Poonga (Hanging Garden), Salem – 636 007
6	Assistant Project Officer, O/o. the RDMA, Thanjavur	Gandhiji Vaniga Valaagam, Gandhiji Road, Thanjavur – 613 001
7	Assistant Project Officer, O/o. the RDMA, Tiruppur	Kumaran Shopping Complex, Tiruppur -
8	Assistant Project Officer, O/o. the RDMA, Madurai	Arignar Anna Maaligai, Outpost, Thallakulam Madurai, Madurai – 625 002
9	Assistant Project Officer, O/o. the RDMA, Tirunelveli	Thiruvanandapuram Main Road, Paalayankottai, Tirunelveli – 627 002
Municipal Corporations		
1	Commissioner/Nodal Officer Municipal Corporation of Chennai	Ripon Building, Chennai Corporation, Chennai
2	Commissioner/Nodal Officer Corporation of Madurai	Arignar Anna Maaligai, Outpost, Thallakulam Madurai, Madurai – 625 002
3	Commissioner/Nodal Officer Municipal Corporation of Coimbatore	Corporation of Coimbatore, Coimbatore – 641 001
4	Commissioner/Nodal Officer Municipal Corporation of Tiruchirappalli	Bharathidasan Road, Cantonment, Tiruchirappalli - 620001
5	Commissioner/Nodal Officer Municipal Corporation of Salem	Salem Corporation, Fort, Salem - 636 001,
6	Commissioner/Nodal Officer Municipal Corporation of Tirunelveli	Tirunelveli City Municipal Corporation S.N. High Road, Tirunelveli – 627 001

S. No.	Contact Person & Designation	Office Address
7	Commissioner/Nodal Officer Municipal Corporation of Tiruppur	Tiruppur Municipal Corporation Kumaran Road, Tiruppur
8	Commissioner/Nodal Officer Municipal Corporation of Erode	Erode City Municipal Corporation New No.246, Old No.894, Brough Road, Erode – 638 001
9	Commissioner/Nodal Officer Municipal Corporation of Vellore	Vellore City Municipal Corporation, Infantry Road, Vellore - 632 001
10	Commissioner/Nodal Officer Municipal Corporation of Tuticorin	Corporation Office, Thoothukudi -628 002

Enclosure 4 – Abstract of District wise Urban Local Bodies

Sl. No.	Name of the Region		Name of the District	Total No. of Corporation	Total No. of Municipality	Total No. of Town Panchayat
1	Chengalpet	1	Kancheepuram		8	18
		2	Tiruvallur		5	10
		3	Cuddalore		5	16
			Total		18	44
2	Vellore	4	Vellore	1	11	16
		5	Villupuram		4	15
		6	Tiruvannamalai		3	10
			Total	1	18	41
3	Thanjavur	7	Tiruchirapalli	1	3	16
		8	Nagapattinam		4	8
		9	Pudukottai		2	8
		10	Ariyalur		1	2
		11	Perambalur		2	4
		12	Thiruvarur		4	7
		13	Thanjavur		3	22
	Total	1	19	67		
4	Madurai	14	Madurai	1	3	9
		15	Dindigul		4	23
		16	Ramanathapuram		4	7
		17	Theni		6	22
		18	Sivakangai		3	12
			Total	1	20	73
5	Salem	19	Salem	1	4	33
		20	Krishnagiri		2	6
		21	Dharmapuri		1	10
		22	Karur		2	11
		23	Namakal		5	19
			Total	1	14	79
6	Thirupur	24	Thirupur	1	1	16
		25	Coimbatore	1	5	37
		26	Erode	1	6	42
		27	Nilgris		4	11
			Total	3	16	106
7	Tirunelveli	28	Tirunelveli	1	7	36
		29	Tuticorin	1	2	19
		30	Virudhunagar		7	9
		31	Kanyakumari		4	55
			Total	2	20	119
8	Chennai	32	Chennai	1		
			Grand Total	10	125	529

Name List of Urban Local Bodies

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
1	Chengalpet	Kancheepuram		Kancheepuram	Mamallapuram
				Thambaram	Chitlapakkam
				Pammal	Kunrathur
				Pallavaram	Nandivaram Guduvancheri
				Anakaputhur	Perungalathur
				Chengalpattu	Thirukalukundram
				Maduranthagam	Uthiramerur
				Maraimalai nagar	Sriperumbudur
					Walajabad
					Acharapakkam
					Karunguzhi
					Mangadu
					Thirupporur
					Sembakkam
					Thiruneermalai
					Madambakkam
					Edaikazhinadu
					Peerankaranai
		Tiruvallur		Thiruvallur	Minjur
				Thiruverkadi	Naaravarikuppam
				Poonamallee	Ponneri
				Avadi	Thirunindravur
				Thiruthani	Uthukottai
					Arani
					Gummidipoondi
					Pallipat
					Podhaturpet
					Thirumazhisai
		Cuddalore		Cuddalore	Annamalai Nagar
				Chidambaram	Kattumannarkoil
				Viruthachalam	Parangipettai
				Panruti	Vadalur
				Nellikuppam	Tittakudi
					Kurinjipadi
					Bhuvanagiri
					Gangaikondan
					Pennadam
					Srimushnam
					Lalpettai
					Mangalampettai

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Thorapadi
					Melpattambakkam
					Killai
					Sethiyathope
2	Vellore	Vellore	Vellore	Thirupathur	Sholinghur
				Vaniyambadi	Kaveripakkam
				Walajapet	Thimiri
				Ambur	Kalavai
				Arakkonam	Nemili
				Arcot	Pallikonda
				Gudiyatham	Alangayam
				Jokarpet	Natrampalli
				Melvisharam	Thakkolam
				Pernampet	Panapakkam
				Ranipet	Vilapakkam
					Ammoor
					Thiruvalam
					Odugathur
					Pennathur
					Uthayendram
		Vilupuram		Vilupuram	Chinnasalem
				Vandhavasi	Vadakkanandal
				Dindivanam	Thiyagadurgam
				Kallakurichy	Sankarapuram
					Thirukoilur
					Ulundurpet
					Valavanur
					Vikkiravandi
					Gingee
					Kottakuppam
					Marakkanam
					Manalurpet
					Thiruvennainallur
					Arakandanallur
					Ananthapuram
		Tiruvannamalai		Arani	Chengam
				Tiruvathipuram	Kalambur
				Tiruvannamalai	Chetpet
					Polur
					Kannamangalam
					Vettavalam
					Kilpennathur

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Pudupalayam
					Pernamallur
					Desur
3	Thanjavur	Tiruchirapalli	Tiruchirapalli	Manapparai	Lalgudi
				Thuraiyur	Mannachanallur
				Thuvakudi	Musiri
					Sirugamani
					Thotiyam
					Kallakudi
					Kaathuputhur
					Balakrishnampatti
					Koothappar
					Metupalayam
					Ponnampati
					Poovaloor
					Pullambadi
					S.Kannanur
					Thathaiyankarkottai
					Uppilayapuram
		Nagapattinam		Myladuthurai	Thalanyairu
				Nagapattinam	Velankanni
				Sirkazhi	Keelvelur
				Vedaranyam	Thittachery
					Kuthalam
					Manalmedu
					Tharangampadi
					Vaithieswarankoil
		Pudukottai		Aranthangii	Alangudi
				Pudukottai	Illuppur
					Karmabakkudy
					Keeranur
					Ponnamaravathy
					Arimalam
					Annavasal
					Keeramangalam
		Ariyalur		Ariyalur	Udayarpalayam
					Varadharajanpet
		Perambalur		Jayamkondan	Labbaikudikadu
				Perambalur	Kurumbalur
					Arumbavur
					Poolambadi
		Thiruvarur		Koothanallur	Nannilam

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
				Mannargudi	Peralam
				Tiruthuraipoondi	Kodavasal
				Tiruvarur	Koradachery
					Valangaiman
					Needamangalam
					Muthupettai
		Thanjavur		Kumbakonam	Vallam
				Pattukkottai	Orathanadu
				Thanjavur	Thiruvaiyaru
					Thirukattupalli
					Melathiruppanthruthi
					Peravurani
					Perumagalur
					Adirampattinam
					Madukkur
					Aduthurai
					Thirubuvanam
					Thiruvidadaimaruthur
					Thirunageswaram
					Thiruppananthal
					Veppathur
					Sholapuram
					Swamimalai
					Dharasuram
					Papanasam
					Ayyampettai
					Melattur
					Ammapettai
	Madurai	Madurai	Madurai	Melur	Paravai
				Tirumangalm	Alanganallur
				Usilampatti	Vadipatti
					Sholavandan
					A.Vellalapatti
					Paalamedu
					T.Kallupatti
					Peraiyur
					Elumalai
		Dindigul		Dindigul	Natham
				Kodaikanal	Chinnalapatti
				Palani	Vathalagundu
				Ottanchathiram	Nilakottai
					Vedasandur

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Ayyampalayam
					Palayam
					Ammaya naickanur
					Balagamudram
					Pattiveeranpatti
					Pannaikadu
					Neikkarapatti
					Ayakudi
					Vadamadurai
					Sithayankottai
					Thadicombu
					Agaram
					Kannivadi
					Ayyalur
					Keeranur
					Sriramapuram
					Sevugampatti
					Eriodu
		Ramanathapuram		Paramakudi	Kamuthi
				Ramanathapuram	Mudukulathur
				Keelakattalai	Abiramam
				Rameswaram	Thondi
					Mandapam
					R.S.Mangalam
					Sayalkudi
		Theni		Bodinayakanur	Aundipatti
				Chinnamanur	Vadugapatti
				Cumbum	Tamaraikulam
				Periyakulam	Thenkarai
				Theni-Allinagaram	Palanichettipatti
				Gudalur	Veerapandi
					Uthamapalayam
					C. Pudupatti
					Kombai
					Thevaram
					Kamayagoundanpatti
					Highwavys
					Devathanapatti
					Genguvarpatti
					Odaipatti
					Kutchanur
					Hanumanthanpatti

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Pannaipuram
					Melachokkanathapuram
					Markayankottai
					B. Meenakshipuram
					Boothipuram
		Sivakangai		Devakottai	Manamadurai
				Karaikudi	Thiruppuvanam
				Sivagangai	Singampunari
					Thiruppathur
					Ilayangudi
					Nattrasankottai
					Kottaiyur
					Kandanoor
					Puduvayal
					Pallathur
					Kanadukathan
					Nerkuppai
	Salem	Salem	Salem	Attur	Ayothiappattanam
				Idappadi	Attayampatty
				Mettur	Kannankurichi
				Narasingapuram	Kolathur
5					Konganapuram
					Mecheri
					Omalur
					P.N.Patty
					P.N.Palayam
					Sankari
					Tharamangalam
					Thammampatty
					Valapadi
					Veerakkalpudur
					Jalagandapuram
					Belur
					Edanganasalai
					Elampillai
					Gangavalli
					Kadayampatty
					Karuppur
					Keeripatty
					Mallur
					Panamarathu patty
					Sendarapatty

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Thedavur
					Thevur
					Veeraganur
					Yethapur
					Arasiramani
					Nangavalli
					Poolampatti
					Vanavasi
		Krishnagiri		Krishnagiri	Uthangarai
				Hosur	Kaveripattinam
					Kelamangalam
					Bargur
					Denkanikottai
					Nagojanahalli
		Dharmapuri		Dharmapuri	Harur
					Kadathur
					Karimangalam
					Palacode
					Papparapatti
					Pappireddipatti
					Pennagaram
					Marandahalli
					Kambainallur
					B.Mallapuram
		Karur		Karur	TNPL Pugalur
				Kulithalai	Pallapatti
					Punjaipugalur
					Puliyur
					Aravakurichi
					Nangavaram
					Uppidamangalam
					Punjai thottakurichi
					Marudur
					P.J.Cholapuram
					Krishnarayapuram
		Namakal		Komarapalayam	Aalampalayam.
				Namakkal	Mallasamudram
				Tiruchengode	Mohanur
				Rasipuram	Namagiripettai
				Pallipalayam	Padaveedu
					Paramathy
					Pandamangalam

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Pothanur
					Sendamangalam
					Velur
					Athanur
					Erumapatty
					K.N.Paty
					Pattanam
					Pillanallur
					Seerapalli
					Vennandur
					Vengarai
					R.Pudupatty
6	Thirupur	Thirupur	Thirupur	Kangeyam	Avanasi
					Kannivadi
					Kolathupalayam
					Kunnathur
					Madathukulam
					Mulanur
					Kaniyur
					Muthur
					Rudrawathi
					Samalapuram
					Uthukuli
					Komaralingam
					Sangaramanallur
					Chinnakkam palayam
					Thali
					Thirumurugan poondi
		Coimbatore	Coimbatore	Mettupalayam	Annur
				Palladam	Anamalai
				Pollachi	Irugur
				Udumalaipet	Karumathampatti
				Valparai	Karamadai
					Gudalur
					Kottur
					Sirumugai
					Sulur
					P.N.Palayam
					Madukkarai
					Vellalore
					Vettaikaranpudur
					Zaminuthukuli

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Othakkal mandapam
					Odayakulam
					Kannampalayam
					Kinathukadavu
					Samathur
					Sarcarsama kulam
					Suleswaranpatti
					Dhaliyur
					N.S.N.Palayam
					Pallapalayam
					Pooluvapatti
					Perianegamam
					Perur
					Vedapatti
					No.4 Veerapandi
					Alandurai
					Idigarai
					Ettimadai
					Chettipalayam
					Thirumalayampalayam
					Thenkarai
					Thondamuthur
					Mopperipalayam
		Erode	Erode	Vellakoil	Anthiyur
				Bhavani	Appakudal
				Dharapuram	Bhavanisagar
				Gobichettipalayam	Chennimalai
				Punjai Puliampatti	Chithode
				Sathiyamangalam	Karumandichellipalayam
					Kodumudi
					Kugalur
					Lakkampatti
					Nambiyur
					Periyakodivery
					Perundurai
					Sivagiri
					Suriyampalayam
					Vaniputhur
					Vengambur
					Ariyappam palayam
					Athani
					Avalpoondurai

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Chenna samudram
					Jambai
					Kanjikoil
					Kasipalayam (Gobi)
					Kolappalur
					Kollankoil
					Modakkurichi
					Nallampatti
					Nasiyanur
					Nerinjipettai
					P.Mettupalayam
					Pallapalayam
					Pasur
					Salangapalayam
					Vellottamparappu
					Ammapettai
					Arachalur
					Elathur
					Kembanaicken palayam
					Kilambadi
					Olagadam
					Pethampalayam
					Unjalur
					Vadugapatti
		Nilgris		Uthagamandalam	Devershola
				Coonoor	Hulical
				Gudalur	Jegathala
				Nelliyalam	Ketti
					Kil Kundah
					Kotagiri
					Naduvattam
					Adigaratty
					Bikkatty
					O' Valley
					Sholur
7	Tirunelveli	Tirunelveli	Tirunelveli	Kadayanallur	Courtalam
				Puliangudi	Manimuthar
				Sankarankoil	Sankar Nagar
				Sengottai	Vadakkuvalliyoor
				Tenkasi	Alangulam
				Ambasamudram	Kalakkad
				Vickramasingapuram	Cheranmahadevi

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Kallidaikurichi
					Keelappavoor
					Mukkudal
					Naranammal puram
					Panagudi
					Sivagiri
					Surandai
					Thisayanvilai
					Veeravanallur
					Achanpudur
					Alwarkurichi
					Ayikkudi
					Gopalamudram
					Eruvadi
					Ilangi
					Melaseval
					Melagaram
					Moolakkarai
					Nanguneri
					Pudur (S)
					Pattamadai
					Rayagiri
					Sambavar vadakarai
					Vadakaraikilpidagai
					Vasudevanallur
					Panpoli
					Sundarapandiapuram
					Thirukkurungudi
					Thiruvengadam
		Tuticorin	Tuticorin	Kovilpatti	Tiruchendur
				Kayalpattinam	Arumuganeri
					Authoor
					Eral
					Ettayapuram
					Kalugumalai
					Nazareth
					Sathankulam
					Sawyerpuram
					Srivaikundam
					Udankudi
					Vilathikulam
					Alwarthirunagari

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Kadambur
					Kayathar
					Pudur (V)
					Kanam
					Perungulam
					Thenthirupperai
		Virudhunagar		Aruppukottai	W.Pudupatti
				Rajapalayam	Watrap
				Sattur	S.Kodikulam
				Sivakasi	Sundarapandiam
				Srivilliputhur	Mamsapuram
				Virudhunagar	Seithur
				Thiruthangal	Chettiyarpatti
					Kariapatti
					Mallanginar
		Kanyakumari		Colachel	Kanniyakumari
				Kuzhithurai	Agasteeswaram
				Nagercoil	Anjugramam
				padmanabhapuram	Azhagappapuram
					Suchindrum
					Mylaudy
					Then thamaraikulam
					Theroor
					Kottaram
					Marungoor
					Thazhakudy
					Azhagiapandipuram
					Aralvaimozhi
					Boothapandy
					Ganapathipuram
					Puthalam
					Thengamputhoor
					Thingalnager
					Mandaikadu
					Vellimalai
					Villukuri
					Alloor
					Manavalakurichy
					Reethapuram
					Kallukuttam
					Neyyoor
					Eraniel

Sl. No.	Name of the Region	Name of the District	List of Municipal Corporation	List of Municipalities	List of Town Panchayat
					Kumarapuram
					Kothanallor
					Mulagumoodu
					Thiruvithancode
					Kappiyarai
					Valvachagostam
					Vilavoor
					Attoor
					Ponmanai
					Thiruparappu
					Thiruvattar
					Verkilambi
					Kulasekaram
					Palugal
					Edaicode
					Kadayal
					Pacode
					Kaliyakkavilai
					Arumanai
					Puthukadai
					Kollemcode
					Ezhudesam
					Palapallam
					Nalloor
					Killiyoor
					Karungal
					Keezhkulam
					Unamalaikadai
8	Chennai	Chennai	Chennai		

CHECK LIST FOR TECHNICAL BID - 1

Sl.No	Content	Details
1	Letter (Ref part 8.1)	A formal letter (Expression of interest with details of enclosures)
2	Registration Certificate	An authentication to run the Institute from a competent authority
3	Existence	a. A proof of certification from District Industries Centre in case of Industries b. I.T, Statement for the same period
4	Infrastructure details	Photograph showing the details of Administrative block, Classroom, Library, Lab etc.
5	Library Capacity	A copy of stock register showing the details of books, journals, duly certified by the Principal.
6	Building stability	A certificate from an Engineer by PWD not lower than Executive Engineer.
7	Ownership of the Immovable Property	A copy of Property Tax for the past 3 years
8	Electricity bill	A proof of certificate received by the EB for the past 6 months
9	Transportation	No.of vans / Buses with a copy of RC Books. An undertaking to accept for the mobility of the beneficiaries.
10	Faculty	A copy of the Pay roll of the faculty with the qualification duly signed with the principal,
11	Placement	Details of the beneficiaries with name, Photograph, address with Phone no. organization name with address & date of enrollment.
12	Partner	Details of Industries/University having partnership
13	Bid fee	DD
14	Bid security	DD
15	PAN Certificate	A copy of PAN authorized by the Gazetted Officer.
16	Boarding & Lodging	Photographs of the Hostel & Mess with capacity
17	By law	A copy of By law authorized by the Register of Social Act.
18	Award	A copy of the certificate with the photograph
19	Achievement	A proof from the media
20	Industrial certificate	A certificate from the reputed employer.
21	Exposure visit	A copy of the acceptance letter and photograph

Swarna Jayanti Shahari Rozgar Yojana

Operational Guidelines for Skills Training for Employment Promotion amongst the Urban Poor (STEP-UP)

1. The Swarna Jayanti Shahari Rozgar Yojana (SJSRY), comprehensively revamped with effect from 2009-2010, aims at (i) addressing urban poverty alleviation through gainful employment to the urban unemployed or underemployed poor; (ii) supporting skill development and training to enable the urban poor have access to employment opportunities provided by the market or undertake self-employment; and (iii) empowering the community to tackle the issues of urban poverty through suitable self-managed community structures and capacity building programmes. The Scheme has five major components, namely:

- (i). Urban Self Employment Programme (USEP)
- (ii). Urban Women Self-help Programme (UWSP)
- (iii). Skill Training for Employment Promotion amongst Urban Poor (STEP-UP)
- (iv). Urban Wage Employment Programme (UWEP)
- (v). Urban Community Development Network (UCDN)

2. National Skill Development Policy

2.1 The Skills Training for Employment Promotion amongst Urban Poor (STEP-UP) component of SJSRY needs to be aligned to the goals of the National Skill Development Policy which are as follows:

- a) Creating opportunities for all to acquire skills throughout life and especially for youth, women and disadvantaged groups.
- b) Promoting commitment by all stakeholders to own skill development initiatives.
- c) Developing a high-quality skilled workforce/entrepreneur relevant to current and emerging employment market needs.
- d) Facilitating the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of stakeholders.
- e) Enabling effective coordination between different ministries, the Centre and the States and public and private providers.

2.2 The scope of the National Skill Development Policy covers the following:

- a) Institution-based skill development including ITIs / ITCs / vocational schools/technical schools/polytechnics/professional colleges etc.
- b) Learning initiatives of sectoral skill development organized by different ministries/departments.
- c) Formal and informal apprenticeships and other types of training by enterprises
- d) Training for self-employment/entrepreneurial development
- e) Adult learning, retraining of retired or retiring employees and lifelong learning
- f) Non-formal training including training by civil society organizations
- g) E-learning, web-based learning and distance learning.

3. STEP-UP - Skills Training Target

3.1 STEP-UP aims at the following

- Poverty alleviation in urban areas by facilitating skill development through well-structured market-oriented programmes that can make the poor and unskilled employable as wage workers or successful micro-entrepreneurs,
- Promote economic growth and contribution of the urban economy to National GDP by ensuring a supply of appropriate skilled manpower at the lower end, thus enabling inclusive growth.

3.2. Most of the urban poor live in slums and low income settlements and work in the informal sector as manual labour or in the poorest paid jobs. These poor do not possess any worthwhile skills that can get them gainful regular employment. 60th round of NSS reveals that only 6% of urban poor (15-29 years) have gone through any kind of vocational training. Accordingly, STEP-UP targets the urban population below Poverty Line. The percentage of women beneficiaries under STEP-UP shall not be less than 30%. SCs and STs must be benefited at least to the extent of the proportion of their strength in the city/town population below poverty line (BPL). A special provision of 3% reservation should be made for the differently-abled, under this programme. In view of the Prime Minister's New 15-Point Programme for the Welfare of Minorities, 15% of the physical and financial targets under the Skill Training for Employment Promotion amongst Urban Poor (STEP-UP) at the national level shall be earmarked for the minority communities.

3.3. STEP-UP will provide training to the urban poor in a variety of service, business and manufacturing activities as well as in local skills and local crafts so that they can set up self-employment ventures or secure salaried employment with enhanced remuneration. Training should also be imparted in vital components of the service sector like the construction trade and allied services such as carpentry, plumbing, electrical and also in manufacturing low-cost building materials based on improved or cost-effective technology using local materials.

3.4 Targets under STEP-UP are to be fixed for 11th, 12th and 13th Five Year Plans in accordance with target set by Prime Minister's National Council on Skill Development of 500 million skilled persons by 2022. The annual target under STEP-UP is currently pegged at 200,000 – about 150,000 for skills training to secure wage/salaried employment and 50,000 for self-employment.

4. Skill Development Process

4.1 Key issues that need to be addressed in the context of skills training of the urban poor under STEP-UP are as follows:

- Which sectors/segments of the service /manufacturing/business industry have mass employment requirements - for wage employment and self-employment?
- What kind of skills and level of proficiencies do they want their potential employees to have?
- How do we identify the potential candidates belonging to urban poor community to be trained?
- Where are the training institutions that can deliver proficiency in skills as required by the industry/market?
- Is there curriculum that develops skills as required by the market?

- Is there content in understandable languages?
- Are there sufficient competent trainers, or a system to produce them in sufficient quantities for our needs? How do we generate them?
- Is there a relevant assessment mechanism that can assess that skills have been imparted and learned adequately?
- Is there a certification mechanism acceptable alike to candidate and potential employers?
- How can potential employers access trained manpower?
- How can trained candidates be enabled to access credit and marketing opportunities and set up successful self-employment ventures?
- Can we make skills training activity sustainable?

4.2 Though these issues seem overwhelming and complex, it is possible by a step by step approach to set up a successful training & placement programme. The present guidelines take into account and draw upon the processes followed in successful programmes /schemes of other Ministries such as Skill Development Initiative Scheme (SDI) – Modular Employable Skills (MES) of Ministry of Labour & Employment, Jan Sikshan Sansthan Scheme of Ministry of Human Resource Development, Placement-linked model of Rural Development Ministry and initiatives of State Governments involving partnerships with the private sector and NGOs such as IL&FS, Dr. Reddy's Foundation, TREC-STEP, UMEED etc. (Brief notes on the government supported initiatives are enclosed at **Annexure I**).

4.3 The following process is suggested for designing and implementing skill development / upgradation programmes for the urban poor by States/UTs:

- (i). Identification of manufacturing, business and service industry in the vicinity or catchment area which may be at local, district, State or even regional level and upgradation of this information at regular intervals.
- (ii). Discussion and market survey with the involvement of the industry to identify and estimate the emerging job opportunities and the skills & skill levels required for each kind of job;
- (iii). Within SJSRY programme areas, the urban poverty survey and identification of skill training needs, especially among the unemployed and marginally employed men and women (above 18 years). This may require discussions after the identification of those seeking employment is done, on job opportunities available, training arrangements made etc. It may also require discussion of the identified job seekers with industry representatives and training institutions to clarify their questions and doubts.
- (iv). Identification of Lead Technical Institution(s) or Skills Training Implementation Agency(ies), which may be at local, district, state or national level and which will coordinate, steer and monitor the STEP-UP on behalf of and in close working association with the State administrative machinery, so as to put in place the necessary actors or institutions for each/all step of the skill development process and ensure qualitative satisfaction. It would deal with the process for development of content and proficiency standards for skills training programme, training of trainers, independent assessment and certification, and other technical support for training.
- (v). Memorandum of Agreement between State Nodal Agency for SJSRY /Urban Local Body (Urban Poverty Alleviation Cell) and Lead Technical Institutions/Skills Training Implementation Agencies.
- (vi). Selection of trainees by the STIAs with the help of ULBs / Community Structures/ Organisations/NGOs and their phasing for training with the

view to obtain universal coverage of households in the SJSRY project area for wage or self employment.

- (vii). Conduct of training with certification including apprenticeship/internship with industry where planned
- (viii). Placement or linkages with banks for credit in case of self-employment
- (ix). Post-training tracking of trainees /impact assessment
- (xi). Monitoring, evaluation and corrective measures of the skill programme.

While following the stated process, States/UTs may choose any or follow a mix of models already being implemented by Labour & Employment, Human Resource Development and Rural Development Ministries, Urban Resource Centre and PPP models.

The major steps mentioned above are discussed in greater detail below

5. Market Scan – Estimating Job Requirement

5.1 A key challenge in skill development is to impart the skills that are relevant to the market, enabling the individual to take advantage of available opportunities. The Confederation of Indian Industry (CII) has projected the following requirement of skilled workers at different levels by 2015:

S. No.	Sector	Demand (in Million)	Skill Level Break-up
1.	Auto	2-2.5	Specialized skills – 5% Skill category level II – 25% Skill category level I – 30% Minimum education skilable – 40%
2.	Construction	15	Specialised skills – 2% Skill category level II – 11% Skill category level I – 12% Minimal education skilable – 75%
3.	Retail	4-5	Specialised skills – 6.8% Skill category level II – 31-43% Skill category level I – 45-50% Minimum education skilable – 10-15%
4.	Healthcare	4-4.5	Specialized skills – 10% Skill category level II – 40% Skill category level I – 16% Minimum education skilable – 34%
5.	Banking & Financial services	4.5-5	Specialized skills – 5% Skill category level II – 15% Skill category level I – 65% Minimum education skilable – 15%
6.	Creative Industry	0.5-0.8	Specialized skills – 5% Skill category level II – 20% Skill category level I – 65% Minimum education skilable – 10%
7.	Logistics	Drivers: 51 Million	Warehouse Managers: 8000
	Total	81-83.8 Million	

Further, there is an acute shortage of trained manpower in the hospitality sector. It is observed that the annual requirement of the trained manpower in the hospitality sector is about 2.03 Lakhs. Against this, the supply, after accounting for attrition, is only about 12000. Keeping in view the ratio of requirement of managers and skilled personnel as about 34 : 66, it is estimated that about 1.34 Lakhs skilled persons, below managerial level, will be required in the hospitality sector. In view of this the skill development under STEP-UP should focus on this segment of market also.

5.2 The total requirement of skilled work force by 2022 is estimated at about 300 Million, including a huge number at the lower end and indicating large scale opportunities likely to be offered to the poor by the market – at the bottom of the pyramid. Escalating urbanization will also create many opportunities in the unorganized sector arising from the economies of agglomeration.

5.3 The estimates presented above are macro-projections. Each State would need to identify potential employers in cities and towns and at local, district and regional level. Sectors might include ITeS, manufacturing, construction, sales and marketing, education, health and fitness, logistics management, financial sector, office automation/management, hospitality, visual arts, gems and jewelry, health care, repairs and maintenance, tourism and adventurous sports, life styles, etc. (see **Annexure-II**)

5.4 Making a list of the employers and setting up a dialogue with sector/industry associations would be the first step to understand the skill training needs and likely number of jobs.

6. Skill Needs Assessment Surveys

6.1 Under the SJSRY Guidelines, it has been suggested that while conducting slum and household survey, States/UTs also conduct Livelihoods/Skill Needs Assessment Surveys in identified cities and towns, duly focusing on slums, to assess the skill levels of the urban poor, their present occupation, aptitudes etc. Formats for such surveys are enclosed as **Annexure III**. State Nodal Agencies for SJSRY shall coordinate the Skill Surveys and prepare skill needs profiles of the prospective urban poor trainees.

6.2 Focus in skills training will need to be on skills of high-value for which there is market demand. As Para 5.1 shows, the industry differentiates between different skill levels. Trainees may be differentiated in such or similar categories on the basis of entry level qualifications and previous work experience before being assigned courses to attend. Matriculate pass candidates can be provided technical vocational training of a higher standard where literacy is essential to understand the technicalities and master the skill, whereas lesser education attainers can be provided training requiring less technical knowledge. Noting that the new SJSRY guidelines do not exclude any one from STEP-UP with minimum education criteria, courses for the skill development of the illiterate may be given particular attention, so that they are not excluded and left with only unskilled manual work as a choice..

6.3 Starting from survey and counseling to training and post-training handholding, community structures such as Neighbourhood Groups, Neighbourhood Committees, Community Development Societies and Community Organizers must be involved. This will ensure proper selection and that the urban poor trainees are assisted in finding market-based employment or securing credit and subsidy for starting self-employment ventures.

7. Identification of Lead Technical/Skills Training Implementation Institutions/Agencies

7.1. SJSRY Guidelines stipulate that skill training be linked to Accreditation and Certification and preferably be taken on Public-Private-Partnership (PPP) mode with the involvement of reputed institutions like IITs, NITs, Industry Associations, reputed Engineering Colleges, Management Institutes, Foundations and other reputed agencies including NGOs/CBOs.

7.2 States/UTs may empanel activity-specific Lead Skills Training Implementation Agency for each specific group of technical vocational skill (e.g. Modern Appliance Maintenance, IT-enabled Services, Construction, Hospitality etc.). The Lead Agency will need to be involved in developing content, proficiency standards, training of trainers, and mentoring, assessment and certification of trainees.

7.3. The Lead Skills Training Implementing Agency, which will coordinate the entire training process, need not be a Government institution or agency. In fact, in STEP-UP, it is envisaged that skill training will be in PPP mode, with the employer and the trainer both coming from outside government. The reason for this emphasis is that firstly the existing government institutions are geared towards young school and college level entrants and to giving a complete academic and theoretical grounding even in vocational subjects. Thus setting up of a Skill Development Council is the acknowledgement of the expressions of the employing industry's dissatisfaction with the traditional model of imparting learning and a job-oriented skill development programme may require different institutional settings. Secondly, existing institutions/agencies are by and large geared to longer courses built on a certain educational attainment. The STEP-UP needs guidance and steering by agencies who have dealt with skill development for the school dropout, barely literate, unemployed, in short practical courses, which may be in the NGO/CBO/Private Sectors.

7.4. To begin with, it would be prudent to concentrate on the skills for which the demand is the greatest. It may require the identification of more than one institution. At the State level, it would be prudent to have an anchor agency (or agencies) which can provide the umbrella and coordination for the entire process of skills training. These Lead Skills Training Implementation Agency(ies) would need to give particular care to industry involvement in the development of the training courses so that the skills they want in their employees are the objective or outcomes of the course. These outcomes should guide the curriculum development and course content to ensure relevance and emphasis on practical skills rather than on theory. Potential employers should be involved in this exercise, especially in spelling out the curriculum objectives. The Lead Skills Training Implementation Agency(ies) may also strive to obtain the industry involvement for training of trainers. The assistance and support of industry associations should be sought. The Lead Skills Training Implementation Agency(ies) should facilitate the skills training process addressing all the issues listed in paragraph 4.1, including identification of accredited/reputed institutes/skills training providers for training, independent assessment and certification agencies, social partners for handholding/counseling support to the urban poor etc.

7.5. Particular attention may be given to certification. The Certificate at the end of the course will enhance the long term employability and self-reliance of the trainee and also be his passport to higher skills attainment. Since the value of the certificate will depend a good deal on the reputation of the certification agency and a reputed agency will require high standards, the certification system will be one of the tools for maintaining quality.

8. Urban Resource Centres

Under the programme of Comprehensive Capacity Building for Improved Urban Governance and Poverty Alleviation, Urban Resource Centres (covering cities with population of 1 lakh or more) are proposed to be established to serve as one-stop service resources for the urban poor for employment-related information, market assessment data, life skills development training, placement, career counseling, credit linkage, marketing support, etc. These Centres, which may also be run on public-private partnerships model, will also facilitate the development of human resource and institutional capacity to implement programmes for the urban poor who need support of the Government the most. These Urban Resource Centres could be engaged as Lead Skills Training Implementation Agencies for skills training of the urban poor in select areas as already the case with certain States, subject to a certification process and placement-linkage in the case of training for wage employment or credit-linkage in the case of self-employment.

9. Training & Post-Training Financial Support

9.1. Financial support for skills training for the urban poor is linked to the number of trainees. The support under the scheme for the purpose of training would be the actual cost of training, including the project management costs, not exceeding Rs.10,000/- per trainee. This support is meant for the complete skills process i.e. towards mobilization and recruitment of trainees, training of trainers, cost of trainers, preparation of training location, training equipment, consumables, training materials, utilities, boarding/lodging of trainees if required, assessment and certification of trainees, toolkit and/or stipend to trainees if permitted, MIS for reporting, and mentoring and tracking of trainees for the State Implementer.

9.2. We would require that the programme is fully worked out with special emphasis on the quality aspects and the Learning Assessment & Certification. The size of classes and number of courses should then be put together to meet the costs. In case costs exceed capacities to train to required levels of learning, additional assistance as available under various other schemes of the Government of India or State Governments may be accessed and dovetailed. In addition, the Lead Skills Training Implementation Agencies may access funds from the industry, donors and State /UT Governments /ULBs. We would emphasize this approach over one which assesses the number of unemployed first, as that is fraught with danger to the quality of the programme. In fact, if the Skill Training Programme is developed with utilisation of 80-85% of the moneys available under STEP-UP, the remaining can be used as an incentive, linked to satisfactory placement of at least 75% of the trainees in wage employment or being credit-linked. Stipend or toolkit distribution should normally be avoided as the same are likely to create perverse incentives. Instead bank loans for toolkits should be linked up..

9.3 Funds will be released by the States/UTs to the Lead Skills Training Implementation Agencies, either directly or through a nominated agency as determined by the State/UT Government concerned. Ministry of Housing & Urban Poverty Alleviation will also consider innovative initiatives, under the innovative/special projects component under SJSRY (under its 3% share of budget allocation). These initiatives may be in the nature of pioneering efforts, aimed at catalyzing sustainable approaches to urban poverty alleviation through skill development, undertaken on a partnership mode involving Community-Based Organisations, NGOs, semi-government organizations, departments, national or state resource centres or international organizations. Under

these special projects, the Ministry's share of approved cost will be released in 3 installments – 25% on assignment of training, 50% on launch of training process and 25% after receipt of report on placements/bank-linkage.

10. Monitoring

In order to assess the progress and outcomes of the programme, the Ministry/States/UTs will undertake monitoring and evaluation through National/State Resource Centres or any other reputed external agencies, at least once in six months.

11. States/UTs may issue additional guidelines, if necessary, to facilitate skills training of the urban poor. It is suggested that STEP-UP may be implemented in a phased manner covering select cities/towns only, with adequate preparedness.

Alternative Skill Development Training Models

I. Skill Development Initiative Scheme (SDIS) - Modular Employable Skills (MES), (Ministry of Labour & Employment, Government of India)

MES is the 'minimum skills set' which is sufficient for gainful employment. Ministry of Labour & Employment undertook development of a new strategic framework for skill development for early school leavers and existing workers, especially in the unorganised sector in close consultation with industry, micro enterprises in the unorganised sector, State Governments, experts and academia. The main objective of the scheme is to provide employable skills to school leavers, existing workers, ITI graduates, etc. Existing skills of the persons can also be tested and certified under this scheme. Priority will be given to covering those above the age of 14 years who have been or withdrawn as child labour to enable them to learn employable skills in order to get gainful employment. The scheme proposes to optimally utilize the infrastructure available in Government, private institutions and the industry and to build capacity in the area of development of competency standards, course curricula, learning material and assessment standards in the country.

Key features of the SDIS-MES

- Demand driven short term training courses based on Modular Employable Skills (MES) decided in consultation with Industry.
- Central Government to facilitate and promote training while industry, private sector and State Governments will train the persons. Optimum utilisation of existing infrastructure to make training cost-effective (Including use of services of existing or retired faculty or guest faculty)
- Flexible delivery mechanism (part time, weekends, full time, onsite/ offsite) to suit needs of various target groups.
- Different levels of programmes (foundation level as well as skill upgradation) to meet demands of various target groups. Courses would also be available for persons having completed 5th standard.
- Testing & certification of skills acquired informally. Testing of skills of trainees by independent assessing bodies, which would not be involved in training delivery, to ensure that it is done impartially.
- The essence of the scheme is in the certification that will be nationally and internationally recognized.

Public Private Partnership (PPP)

Public Private Partnership (PPP) envisaged in the form of active participation of the Industry / Private Sector in every stage of design and implementation of the scheme. Industry bodies are represented in the Central Apex Committee and State Committees which would have overall responsibility of implementation of the scheme. Partnerships are also undertaken in:

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

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

Target Group

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

The following aspects are also covered by the scheme:

Curriculum Development Process

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

Vocational Training Providers (VTP) :

The training under SDI scheme will be provided by various VTPs under Central Government, State Governments, Public and Private Sector and Industrial establishments. VTPs will provide counseling & vocational guidance, training facilities as per norms, impart good quality training, post-training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training. They will track the trainees for three years or till they get gainfully employed. VTP will also be required to have close networking with the industry for immediate placement of the trainees. They will also maintain accounts, ensure proper utilisation of funds and submit reports and utilisation certificates as per prescribed schedule. They will follow various instructions issued by committees/authorities from time to time. All VTPs should have necessary powers to collect the training fee from trainees. They should utilise fee collected and funds received from Directorate General of Employment & Training (DGET) for meeting various expenses for imparting training and providing post training support services. They should also have powers to reimburse training fee to successful trainees out of funds received from DGET. All VTPs must have a broad band internet connection.

Criteria for selection of VTPs

The following categories of Educational and Training Institutes having requisite facilities for conducting training courses would be eligible for becoming VTP for conducting MES courses:

- Institutes (including autonomous institutes) set up by Central Government / State Governments / UT Administrations
- Private Institutes of repute affiliated/ accredited to a Board / University / Council [National Council for Vocational Training (NCVT), All India Council for

Technical Education (AICTE) etc] set up by Central Government / State Governments / UT Administrations

- Any other type of institutions/ bodies approved by Apex committee

Quality assurance of VTP :

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.

Accreditation/ registration of VTPs

The procedure for registration of VTPs is given below:

- (i) DGET will give advertisement for inviting VTPs which wants to run MES courses under SDI scheme to get themselves registered with Regional Directorates of Apprenticeship Training (RDATs). State Govts. may also give advertisements.
- (ii) VTPs will apply to the respective State Director dealing with vocational training with a copy to the respective RDAT. VTP will give a certificate that it has necessary training infrastructure to run the programme. If at any stage it is found that VTP has started courses without necessary training infrastructure, its registration will be cancelled.
- (iii) State Committees after verifying the records will send the list of recommended VTPs to RDAT for registration.
- (iv) If no information is received from the State within 4 weeks from the last date for receipt of application, RDAT can issue registration number to VTPs based on data available with DGET.
- (v) The registered VTPs would be eligible to run MES courses. However, DGET can restrict funding to VTPs.

Admission/ Registration of Candidates

State Directors will issue admission notice along with names of approved VTPs in print and electronic media or in any other media which will reach out to the largest number of people. The candidates will get themselves registered in VTPs. Thereafter, the VTPs will send the list of candidates to respective State Directors immediately. The existing State Govt. policy of reservation of seats for women, Scheduled Caste/ Tribe (SC/ST) persons and others would be followed. From time to time, DGET in consultation with various Industry Associations will give wide publicity about the emerging skill areas in the market so that persons select only those skill areas in which employment is available in the market.

Training Fee

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

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

Candidates belonging to SC/ST category and women will be given relaxation of 25% in fee. In order to motivate trainees to take the training programme seriously, training fees of all those trainees who successfully complete the training would be refunded to them. The fee structure has been prescribed initially for one year and if required, the Apex Committee may revise the training fee.

II. Jan Sikshan Sansthan (JSS), (Ministry of Human Resource Development, Department of Elementary Education & Literacy, Government of India)

Jan Shikshan Sansthan (JSS) has been conceived as an institute for conducting skill upgradation in the areas of programmes of non-formal, adult and continuing education. The JSS programme evolved from its earlier form as Shramik Vidyapeeth launched in 1967, which aimed at improving the vocational skills and quality of life of industrial workers and their families especially those migrating from a rural to an urban setting. In 2000, the name was changed to JSS and the focus expanded to the rural areas as well. Today there are 221 JSS in the country and they are expected to act as district level resource support agencies with regard to the organization of vocational training and skill development programmes for the neo-literates and other target groups of the continuing education programme.

Functions:

- Identify appropriate target areas and groups via the development of socio-economic profiles
- Identify a list of neo-literates from the Zila Saksharata Samitis to ensure that at least 25% of the clientele of JSS is neo-literate
- Organize training programmes for key resource persons, master trainers and trainees in vocational courses
- Identify and ascertain a variety of educational and vocational needs of different categories of clientele groups
- Plan and organize polyvalent educational programmes and other activities including literacy, post-literacy and continuing education to suit the learning requirements of target groups
- Organize equivalency programmes through Open Learning Systems
- Organize educational and vocational training programmes with special concern for the deprived sections of society, women/girls and unemployed youth to provide new skills and upgrade existing skills leading to employment, self-employment and income generation.

JSS in the States function as registered voluntary organizations under the aegis of voluntary agencies of repute or universities under the Societies Registration Act of 1860. The target of the JSS programme is adult neo-literates, SC/ST, women/girls, oppressed, migrants, slum/pavement dwellers and working children. JSS also uses the services of local qualified and experienced instructors / resource persons / experts / to impart different skills on a part-time / fixed honorarium basis. There are three categories of JSS:

Category	State/Cities
A	Bangalore, Chennai, Delhi, Hyderabad, Kolkata & Mumbai (Worli)
B	Ajmer, Aurangabad, Chandigarh, Coimbatore, Cuttack, Faridabad, Guntur, Indore, Mysore, Nagpur, Narendrapur, Pune, Ranga Reddy, Rourkela, Surat, Tiruchirapalli, Thiruvananthapuram, Vadodara, Vijayawada and Vishakhapatnam
C	The States/districts not mentioned in categories A & B fall under this category

JSS offer a large number of training programmes e.g. intensive care unit nursing assistants, industrial electronics, four wheeler motor vehicle repairing, refrigeration and air conditioner repairing, tool and die making etc. – in all approximately 371 vocational training programmes across states/districts in the categories mentioned above.

III. Tiruchirapilli Regional Engineering College - Science and Technology Entrepreneurs Park (TREC-STEP) – SKILLS Academies

TREC-STEP

Tiruchirapilli Regional Engineering College-Science and Technology Entrepreneurs Park (TREC-STEP), established in 1986, is the first Science Park promoted in India by Department of Science and Technology, Government of India, together with State and Central Financial Institutions and hosted by National Institute of Technology (NIT), Trichy. It is a model incubator, which delivers Innovation, Science and Technology and Entrepreneurship through training, development and consultancy.

TREC-STEP promotes knowledge- based ventures of young entrepreneurs, providing incubation support and new industrial development initiatives for the region. It has central machining, design and innovation facility to support the technology start –up ventures. In addition, TREC-STEP provides skill training and continuing education programmes for the general population with enterprise component embedded in these programmes. To maintain excellence in cutting edge areas, TREC - STEP focuses on:

- Promotion of knowledge based Industries
- Development and Transfer of Technologies
- Training in Technology and Business Skills
- New Developmental Project Initiatives

SKILLS (Skills & Knowledge for Improved Livelihoods & Living Standards) Project:

The SKILLS programmes in Modern Appliances Maintenance (MAM) led by TREC-STEP, are short-term market oriented training programs that benefit a large number of unemployed youth. The programmes provide them with an opportunity to upgrade their skills and income-generating potential by developing competent technical skills in repair and maintenance of a wide range of 28 Modern Household appliances that are available in the market today.

TREC-STEP is implementing the SKILLS Project in a Public-Private-Partnership mode. It promotes new employable skills training centers at Chennai and Bangalore – called TREC-STEP SKILLS Academies, for the leveraging the skills of youth for better employment opportunities. The SKILLS Academies are state-of-the art facilities with a comprehensive training curriculum in emerging technology skills, for the benefit of the unemployed youth

This project takes a lead in adapting and implementing the `franchise model' (hitherto applicable mostly in higher technical areas) to skills required by the target segment of resource poor communities and less educated persons. Under this modality, private entrepreneurs are encouraged to undertake skill-building efforts in urban, semi-urban and rural areas through support from the comprehensive capacity building paradigm and framework developed by TREC-STEP. There is a 50-50 sharing pattern between the public and private partners. Salient features of the TREC-STEP-Skills Academy Model are stated below.

Curriculum Development & Course Fee:

The curriculum focuses on developing the desired competencies, at performance standards that are set by the 'Industry' viz., the Original Equipment Manufacturers (OEM) of white and brown goods. Market leading brands were actively involved in providing vital inputs for curriculum development and validation. The MAM curriculum is constantly updated, to remain current with the ever-evolving white goods industry, with the help of OEMs.

The curriculum is drawn for two highly occupationally driven diploma courses:

1. Diploma in Electronic Servicing and Maintenance Technology (MAM), including Servicing of Audio systems, Televisions, VCD, DVD and other Video appliances, stabilizers, etc
2. Diploma in Refrigeration and Air-conditioning (MAM) that includes servicing major types of refrigerators and air conditioning systems and their accessories.

The duration of the training programme is planned for 200 hours or approximately 3 months @ 3 hours /day, with one week devoted for on-site training at service centers at OEMs. The course fees for both specializations have been fixed currently at Rs.6000. The fees will be collected by the staff of franchisee.

Physical Infrastructure Facilities and Staff for Training:

Under the Franchisee model, the SKILLS Academy facilities are established by the franchisee as per the design specifications provided by TREC-STEP. The space should be 2500 Sq. feet or above, in a prominent commercial location, with high visibility and accessibility and adequate façade space for display of signage and other promotional material. The academy shall be operated as per the quality standards mutually agreed upon, which will be strengthened further by the weekly interventions by the project management team from TREC-STEP.

The franchisee is expected to make capital investment towards advances for the building, establishing lab facilities by procuring appliances, training systems, equipments and tools, furnishing the labs and classrooms, wiring and other miscellaneous investments as per TREC-STEP's specifications.

The staff for training purposes is provided by the franchisee as per the specifications provided by TREC-STEP. The staff team currently includes a senior trainer, junior trainer, a lab assistant and a counselor. TREC-STEP is involved in the selection process and in provision of intensive training to the selected trainers. Staffing related expenses, rent and power and communication charges make up the major recurring expenditure for the franchisee. TREC-STEP meets all the expenses for advertisements. All expenses related to providing trainers training at TREC-STEP and at the OEM training centers are to be met by TREC-STEP.

Performance Assessment and Certification:

Continuous assessment is used as a tool for assessing the competence attained, throughout the training duration by the franchisee. Properly designed evaluation tools are administered and the candidate is required to be successful in all critical and essential

criteria. A certificate of competence is issued to all trainees who are successful by TREC-STEP within two weeks of completion of the programme.

Quality Systems, Reporting & Monitoring:

The franchisee implements the quality systems that have been drawn up and mutually agreed upon by TREC-STEP and the franchisee at the time of entering into the franchising agreement. These are audited on a weekly basis by the Advisor-Franchisee operations appointed by TREC-STEP. Financial and other reports are submitted by the franchisee as specified by TREC-STEP and regular monitoring is carried out by a field officer appointed by TREC-STEP. Based on this monitoring, installments to the franchisee are released by TREC-STEP.

Note: It is envisaged that each SKILLS academy targets training an average of 750 candidates, annually, by operating adequate batches in a day. The batch strength is likely to be affected by seasonal variations / formal education academic schedules. The franchisee is therefore expected to accommodate 40 students per batch during peak seasons.

Skills Training on PPP Mode - Grouping of Trades by Sector/Profiles

Sector	Potential Profiles	
ITeS	<ul style="list-style-type: none"> • Data entry operators • Scanning and indexing executive • Computer hardware assistant • Web designers • Database administrator/managers • DTP assistants • Internet cafe managers • IT-based accounting managers/assistants • Visual art technicians • Animators 	<ul style="list-style-type: none"> • Website maintenance & upgrade executive/assistant • Vernacular Call Center operators • Non-voice based outsourcing (e.g payroll/ claims/billing etc) assistants • Type Setters • Medical transcriptionists • BPO assistant
Manufacturing	<ul style="list-style-type: none"> • Machine Operators • Material handling equipment handlers • Industrial sewing machine operators • Concrete / Iron grill makers • Mechanic-auto/heavy vehicles • Mechanic – earthmoving equipment 	<ul style="list-style-type: none"> • Glass cutters / handlers • Weaving machine operators • Pattern Makers • Embroidery machine operators • Footwear / leather industry operators • Machine fabricators / welders etc.
Construction	<ul style="list-style-type: none"> • Site engineers /supervisors • Work inspectors • Multi-skilled workers (Masons/plumbers/electricians/carpenters/bar-benders/ Shuttering carpenters/ Electrical wiremen, painters/ Riggers/Welders/Electrical foremen / Vibrator operator etc) • OMC technicians • Batching plant operator • Tower crane operator • Road Roller Operator • Tile Layers 	<ul style="list-style-type: none"> • Building restoration workers • Auto CAD workers • Structural testing supervisors • Store-keepers • Land surveyors • Quantity estimators • Soil Lab technicians • Draughtsman - civil • Excavator Operator • Gardeners • Security guards

Repair & Maintenance	<ul style="list-style-type: none"> • White goods repair and maintenance technicians • Cell phones repair and maintenance technicians • Automotive repair and maintenance technicians • Refrigerators and air conditions repair and maintenance technicians • Multi skilled repair and maintenance technicians 	<ul style="list-style-type: none"> • Airport/ port machine/ craft maintenance technicians • TV mechanics • Auto mechanics • Facilities maintenance
Sales & Marketing	<ul style="list-style-type: none"> • Over-the-counter sales executive • Direct marketing executive • Mall floor sales persons • Billing clerks • Tele marketers • Field promotion agents • Online Sales executive • Customer Response executives • Credit collectors • Facilities Management • Market Researcher 	<ul style="list-style-type: none"> • Data Enumerator • Inventory Clerks • Financial products sales person • Insurance Agents • Multi-Skilled marketing executives • Window Display Designer • Technomarketer • Customer Care executives
Logistics	<ul style="list-style-type: none"> • Material handling equipment handlers • Drivers • Route agents • Online booking agents and schedulers • Documentation checkers and experts 	<ul style="list-style-type: none"> • EXIM Documentation • Custom House executives • Warehouse supervisors • Ground staff • Ticketing Staff
Education, Health & Fitness	<ul style="list-style-type: none"> • Pre-Primary teachers • Crèche managers • Physical Education Teachers • Teachers for differently-abled children • Dietician 	<ul style="list-style-type: none"> • Instructors for Yoga, Aerobics etc • Instructors in Gym/ Fitness Centers • Lab assistants
Lifestyle	<ul style="list-style-type: none"> • Beauty technicians • Personal groomers • Make up experts • Hair designers • Photograph restorers 	<ul style="list-style-type: none"> • Furniture restorers • Interior designer assistants • Body artists (Nails tattoos, etc)

Health Care	<ul style="list-style-type: none"> • Home care nursing assistants • Bed side patient Assistants • Hospital health workers • Hospital administrative assistants • Geriatric nursing assistants • First aid workers • Blood Pressure/Sugar Monitors • Nursing home assistants 	<ul style="list-style-type: none"> • Pharmacy assistants • Child care nursing assistants • Neonatology genetic disease screening and management assistants • X-ray technicians • Ultrasound technicians
Financial Sector/ Office Maintenance	<ul style="list-style-type: none"> • Book keepers • Investment advisors • Computer -aided accountants • Front office executives • Office staff 	<ul style="list-style-type: none"> • Record keepers • Library assistants • EPABX operators • Insurance Agents • Debt Recovery Agents
Media / Visual Arts	<ul style="list-style-type: none"> • Assistant camera men • Freelance videographer / photographer • Animation assistant 	<ul style="list-style-type: none"> • Film processing technician
Gems & Jewellery	<ul style="list-style-type: none"> • Gems sorters • Gems graders • Gems setters • Gem polishers 	<ul style="list-style-type: none"> • Gems cutters • Pattern makers • Workers for other semi-precious stones and metals
Hospitality	<ul style="list-style-type: none"> • Waiters • Stewards • Captains • Restaurant managers • Billing clerks • Housekeeping staff • Food & beverage service providers - hotels, guesthouse, hospitals, offices 	<ul style="list-style-type: none"> • Coffee specialists • Desert specialists • Mock tail specialists • Café managers • Sandwich specialists • Cooks/Assistant cooks • Kitchen assistants
Tourism and adventure sports	<ul style="list-style-type: none"> • Heritage tourism guides • Eco tourism guides • Medical tourism guides • Tour operators • Small scale enterprises for training and conferences • Event managers/management assistants 	<ul style="list-style-type: none"> • Sports coaches • Sports injury therapists • Adventure sports guides • Trekking guides and experts

Detailed Livelihoods Survey - Format

I. Details of Earning Members of the Household

1. Earning Members:

1a: General Details

Sl. No.	Name	Relation to Head of Family	Age	Sex (code)	Caste (code)	Religion (code)
1	2	3	4	5	6	7

Sex (Code): Male: 01, Female: 02

Caste (Code): General-01, SC-02, ST-03, OBC-04

Religion (Code): Hindu-01, Muslim-02, Christian-03, Sikh-04, Jainism-05, Buddhism- 06, Zoroastrianism-07, Others-49

1b: Education & Training

Educational Qualification (Code)	Skill Training Acquired (Code)	Type of institution from whom skill training received (Code)
8	9	10

Educational qualification (Code): No education – 01, Primary school – 02, Middle school – 03, Matriculate – 04, Certificate – 05, Diploma – 06, Graduate – 07, Post-graduate – 08, Technical (e.g. Engineering) – 07, Any Other - 49

Skill training acquired (Code): No skills training – 01, Pre-employment Training – 02, In-Service Training – 03, Skill Upgradation – 04, Apprenticeship – 05, Soft Skills/Life Skill Programme - 06, Entrepreneurship - 07, Any Other – 49

Type of institution from which skills training acquired (Code): ITI – 01, Polytechnic – 02, Vocational schools – 03, Technical Schools/Institutes – 04, Any Other – 49

1c: Employment & Earnings

Employment status (Code)	Place of work (Code)	Time of work (Code)	Monthly earning (Code)
11	12	13	14

Employment status (Code): Self-employed (01), Salaried (02), Regular wage ((03), Casual labour (04), Others (05)

Place of work (Code): Within the slum area – 01, Outside the slum area: within distance Less than 0.5 kms - 02, 0.5 to 1.0 km.- 03, 1.0 km to 2.0 km. - 04, 2.0 km to 5.0 km. -05, more than 5.0 km-06

Time of work (Code): Whole day- 01, Half day-02 Part time-03, 3 Months in a year- 04, 6 Months in a year-05, Whole year-06

Monthly earning (Code): Less than Rs. 500 – 01, 500 to 1000 – 02, 1000 to 1500 – 03, 1500 to 2000 – 04, 2000 to 3000 – 05, More than 3000 - 06

2. Source of earning/ livelihood (code):

Male earners: Primary occupation	<input type="text"/>
Secondary occupation	<input type="text"/>
Female earners: Primary occupation	<input type="text"/>
Secondary occupation	<input type="text"/>

Unskilled Labour: Agriculture/horticulture - 01, Hawking/street vending - 02, Domestic servant - 03, Sanitation worker- 04, Raggicker - 05, Watchman - 06, Construction worker - 07, Industrial worker - 08, Contract worker - 09, Casual Labourer - 10.

Skilled Labour: Electrician -11, Electronics gadget repairing – 12, Plumbing – 13, Tailoring - 14, Weaving – 15, Artisan / craftsman/ handicraft and cottage based production work -16, Beautician, hairdressing & related work – 17, Driving – 18, Auto repair/motor mechanic work –19, Mechanical engineering related works – 20, Chemical engineering related works – 21, Shoe-making/leather-related work - 22, Photography and related work – 23, Work related to childcare, nutrition, pre-schools and crèche-24, Health and paramedical services related work - 25, Office related work – 26, Printing related work - 27, Hotel and restaurant related work - 28, Tourism related activity - 29, Security-related work – 30, Computer-related work – 31, Creative arts / artists – 32, Laundry related work - 33, Toy-making - 34, Candle-making - 35, Artificial jewellery -36, Embroidery/kitting - 37, Cooking-38, Bakery - 39, Mason - 40, Carpenter-41, Painter-42 Food processing/preservation-43

Other Profession: Petty trader-44, Rickshaw puller – 45, Cycle-rickshaw driver-46, Pushcart driver-47, Auto Rickshaw driver - 48, Retail sale – 49, Pig/Poultry/ Cow/ Buffalo rearing -50, Others - 99

3. Main Reason for Unemployment of Unemployed Member of the Household (Code):

Illiterate - 01, Lack of vocation skill - 02, Lack of job opportunity - 03, Disability - 04, Low wage-05, Lack of capital to invest-06, Loss of earlier job-07, Closure of unit-08, Lack of work in the enterprise (for self-employed person) - 09, Lack of work in the area (for casual labour)-10, Lay-off without pay-11, Employer harsh-12, Health hazard-13, Other - 49

4. Preferred Area for Training/Skill Enhancement (Code)

Male earners: For Primary occupation

For Secondary occupation

Female earners: For Primary occupation

For Secondary occupation

Mechanical engineering trades-01, electrical and electronic engineering trades-02, computer trades-03, civil engineering and building construction related works-04, chemical engineering trades-05, leather related work-06, textile related works-07, catering, nutrition, hotel and restaurant related work-08, artisan/craftsman/handicraft and cottage based production work-09, creative arts/artists-10, agriculture and crop production related skills and food preservation related work-11, non-crop based agriculture and other related activities-12, health and paramedical services related work-13, office and business related work-14, driving and motor mechanic work-15, beautician, hairdressing & related work-16, work related to tour operators/travel managers-17, photography and related work-18, work related to childcare, nutrition, pre-school and crèche-19, journalism, mass communication and media related work-20, printing technology related work-21, Tailoring /weaving – 22, other-49

5. Suggestions regarding imparting of Training/Skill Enhancement programmes

6. Suggestions regarding post-Training/Skill Enhancement programmes – Self Employment, Market-based Employment etc.

ENCLOSURE 4 - SYLLABUS

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
1	ITES	Computer Applications	1	ICT101	Computer Fundamentals,MS Office,Internet &Soft Skills	8thPass/Fail	18yrs&above	120 hours	270 hours
				ICT203	Desk Top Pubishing(DTP)	8thPass/Fail	18yrs&above	150 hours	
			2	ICT209	Web Designing	10thPass	18yrs&above	180 hours	180hours
			3	ICT116	Architectural&civil 2D-Drafting with AutoCAD	10thPass	18yrs&above	300 hours	300hours
			4	ICT110	2D Pre-Production Animator	10thPass	18yrs&above	240 hours	240 hours
			5	ICT111	3D Animation Production	10thPass	18yrs&above	300 hours	300hours
			4	ICT208	Internet Kiosk Operators	10thPass	18yrs&above	60hours	60hours
		Computer Hardware Networking	1	ICT205	Computer Hardware	10thPass	18yrs&above	180 hours	360 hours
				ICT206	Computer Networking	10thPass	18yrs&above	180 hours	
		Business Processing Outsource(BPO)	1	ICT206	DomesticBPO	10thPass	18yrs&above	180 hours	180 hours
			2	ICT113	BPO Non voice business Training	12thPass	18yrs&above	180 hours	180 hours
			3	ICT114	BPO voice business Training	12thPass	18yrs&above	180 hours	180 hours
2	MANUFACTURING	Production &Manufacturing	1	MAN202	Advanced Turning	8thPass/Fail	18yrs&above	240 hours	240 hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			2	MAN202	CNC Turning	10thPass	18yrs&above	240 hours	240 hours
		Plastic Processing	1	PLA101	Basic Fitting & Measuring	5th&Above	18yrs&above	120hours	120hours
			2	PLA203	Plastic Mould Assistant for Injection Moulding	5th&Above	18yrs&above	120hours	120hours
			3	PLA204	Plastic Mould Assistant for CompressionMoulding	5th&Above	18yrs&above	120hours	120hours
			4	PLA205	Plastic Mould Assistant forExtrusionMoulding	5th&Above	18yrs&above	120hours	120hours
			5	PLA206	Plastic Mould Assistant for Blow Moulding	5th&Above	18yrs&above	120hours	120hours
			6	PLA207	Auto plastic Mould Assistant(Injection Moulding)	5th&Above	18yrs&above	120hours	120hours
			7	PLA210	Auto plastic Mould Assistant(Blow Moulding)	5th&Above	18yrs&above	120hours	120hours
		Leather Technology	1	LEA101	Leather &Rexene Goods Maker	5th&Above	18yrs&above	240hours	240hours
			2	LEA102	Manufacturing Process of Leather	5th&Above	18yrs&above	600hours	600hours
		Garment Making	1	GAR101	Hand Embroider	5th&Above	18yrs&above	210 hours	210 hours
			2	GAR105	Tailor	5th&Above	18yrs&above	270hours	270hours
			3	GAR208	Garment Cutter	8thPass/Fail	18yrs&above	270hours	270hours
			4	GAR210	Skilled Sewing Operator	8thPass/Fail	18yrs&above	210 hours	210 hours
		Fashion Designing	1	FAD307	Fashion Designer-Grade I	7thPass/Fail	18yrs&above	500 hours	500 hours
			2	FAD312	Formal Wear DesignerGrade-I	10thPass	18yrs&above	500 hours	500 hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			3	FAD313	Causal Wear DesignerGrade-I	10thPass	18yrs&above	500 hours	500 hours
			4	FAD102	Assistant Showroom Sales Representative	7th &above	18yrs&above	400hours	400hours
			5	FAD104	Showroom Sales Executor	10th&Above	18yrs&above	500 hours	500 hours
		Printing	1	PRI101	Basic for printing sector(Except book binding)	8thPass/Fail	18yrs&above	120 hours	120 hours
			2	PRI102	Basic Book Binding	8thPass/Fail	18yrs&above	120 hours	120 hours
			3	PRI103	Screen printing	10thPass	18yrs&above	150 hours	150 hours
			4	PRI207	Offset Plate Maker	10thPass	18yrs&above	150 hours	150 hours
3	CONSTRUCTIONS	Construction Workers	1	CON204	scaffolder	5th&Above	18yrs&above	300 hours	300 hours
			2	CON209	Mason	5th&Above	18yrs&above	300 hours	300 hours
			3	CON212	Plumber	5th&Above	18yrs&above	300 hours	300 hours
			4	CON210	Tiler(Ceramic)	5th&Above	18yrs&above	300 hours	300 hours
			5	CON207	Bar Bender	5th&Above	18yrs&above	300 hours	300 hours
			6	CON206	Assistant Bar bender&Steel fixer	5th&Above	18yrs&above	300 hours	300 hours
			7	CON2108	Assistant Mason	5th&Above	18yrs&above	300 hours	300 hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			8	CON111	Assistant Plumber	5th&Above	18yrs&above	300 hours	300 hours
			9	CON113	Assistant Work Supervisor	8thPass	18yrs&above	300 hours	300 hours
			10	CON115	Junnior Land Surveyor	10thPass	18yrs&above	300 hours	300 hours
		Fabrication	1	FAB101	Basic Welding(Gas)	8thPass	18yrs&above	120 hours	120 hours
			2	FAB102	Basic Welding(Arc)	8thPass	18yrs&above	120 hours	120 hours
			3	FAB103	Gas Cutting	8thPass	18yrs&above	120 hours	120 hours
			4	FAB204	TIG Welding	8thPass	18yrs&above	90 hours	90 hours
			5	FAB205	MAG/CO2 Welding	8thPass	18yrs&above	90 hours	90 hours
			6	FAB207	Pipe Welding(TIG&ARC)	8thPass	18yrs&above	150 hours	150hours
			7	FAB108	Basic Fitting Work	8thPass	18yrs&above	150 hours	150hours
		Wood Work	1	WOO101	Basic Wood Work	5th&Above	18yrs&above	270 hours	270 hours
			2	WOO102	Wooden Furniture	5th&Above	18yrs&above	270 hours	270 hours
4	REPAIR AND MAINTENANCE	Electrical	1	ELE101	Basic Electrical Training	5th&Above	18yrs&above	120 hours	120 hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			2	ELE202	Repair of Home Appliances	8th&Above	18yrs&above	120 hours	120 hours
			3	ELE203	Home Wiring	8th&Above	18yrs&above	120 hours	120 hours
			4	ELE203	Rewinding of AC/DC Motors	8th&Above	18yrs&above	120 hours	120 hours
			5	ELE208	Repair of Electrical Power Tools	8th&Above	18yrs&above	120 hours	120 hours
			6	ELE209	Maintanance of Batteries	8th&Above	18yrs&above	60 hours	60 hours
		Industrial Electrical	1	IEI101	Basic Electricaland Industrial Wiring	8th&Above	18yrs&above	240 hours	240 hours
			2	IEI102	Motors,Transformers and earthing	8th&Above	18yrs&above	240 hours	240 hours
			3	IEI103	Cables and Industrial Equipments(Inverter,Lead Acid Battery &Operation of DG set)	8th&Above	18yrs&above	240 hours	240 hours
		Electronics	1	ELC101	Basic Electronics (Repair&Maintenance of power supply,inverters and UPS)	8th&Above	18yrs&above	120 hours	120 hours
			2	ELC204	Repair &Maintenance of Washing Machineand Micro Oven	8th&Above	18yrs&above	60 hours	60 hours
			3	ELC211	Repair &Maintenance of Photocopier&Fax Machine	8th&Above	18yrs&above	120 hours	120 hours
			4	ELC115	Operation of X-Ray Machine&Dark Room Assistance	8th&Above	18yrs&above	120 hours	120 hours
			5	ELC207	Repair &Maintenance of Cellular Phone Service	8th&Above	18yrs&above	210 hours	210 hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
		Automotive Repair	1	AUR101	Basic Automotive Servicing(4wheelers)	5th&Above	18yrs&above	180hours	180hours
			2	AUR102	Basic Automotive Servicing (2-3wheelers)	5th&Above	18yrs&above	180hours	180hours
			3	AUR203	Repair &Overhauling of 2 wheelers(moped)	5th&Above	18yrs&above	210hours	210hours
			4	AUR204	Repair &Overhauling of 2 wheelers(scooter)	5th&Above	18yrs&above	240hours	240hours
			5	AUR205	Repair &Overhauling of 2 wheelers(motor cycle)	5th&Above	18yrs&above	270hours	270hours
			6	AUR206	Repair &Overhauling of 3 wheelers	5th&Above	18yrs&above	270hours	270hours
			7	AUR207	Repair &Overhauling of engine systems(Petrol/diesel)	5th&Above	18yrs&above	320hours	320hours
			8	AUR210	Repairing of Auto Air conditioning System	5th&Above	18yrs&above	240hours	240hours
			9	AUR213	Auto Body Painting	5th&Above	18yrs&above	180hours	180hours
			10	AUR215	Repair &Overhauling of Auto electrical &Electronics system	8th&Above	18yrs&above	320hours	320hours
5	SALES &MARKETING	Retail Trade	1	RET101	Sales Person(Retail)	10th&Above	18yrs&above	180hours	180hours
			2	RET102	Senior Sales Person(Retail)	10th&Above	18yrs&above	120hours	120hours
			3	RET102	Retail Operator	10th&Above	18yrs&above	180hours	180hours
6	LOGISTICS	Driving	1		Four wheeler Driving with license(simulator)	10th&Above	18yrs&above	180hours	180hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
		Security	1	SEC101	Personal Security Guard	8th	18yrs&above	50hours	50hours
			2	SEC102	Industrial Security Guard	8th	18yrs&above	150hours	150hours
			3	SEC103	Event/conferenceSecurity Guard	8th	18yrs&above	150hours	150hours
			4	SEC104	Security Guard	9th	18yrs&above	150hours	150hours
		Fire and Safety Engineering	1	FRS101	Assistant Fire Operator	10th	18yrs&above	300hours	300hours
			2	FRS102	Fire and Rescue OPERATOR	10th	18yrs&above	300hours	300hours
6	LIFE SYTLE	Beauty culutre&Hair Dressing	1	BEA101	Basics beauty &Hair Dressing	8th&Above	18yrs&above	150hours	150hours
			2	BEA203	Make-up Artist	8th&Above	18yrs&above	90hours	90hours
			3	BEA308	Beauty Therapist	8th&Above	18yrs&above	120hours	120hours
			4	BEA308	Hair Therapist	10th&Above	18yrs&above	120hours	120hours
7	HEALTHCARE	MEDICAL AND NURSING	1	MED101	Bedside Assistant	8th&Above	18yrs&above	450hours	450hours
			2	MED103	Dietician Assistant	8th&Above	18yrs&above	270hours	270hours
			3	MED207	Midwifery Assistant	10th&Above	18yrs&above	200hours	200hours

SI.No.	Name of the Sector	Name of the skill Training Course	SI.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			4	MED208	Operation Theatre Technician	10th&Above	18yrs&above	270hours	270hours
8	FINANCIAL SECTOR/OFFICE MAINTENANCE	Banking&Accounting	1	BAN101	Accounting	12th	18yrs&above	500hours	500hours
			2		Diploma in Business Accounting Application	12th	18yrs&above	540hours	540hours
			3		Book Keeping	12th	18yrs&above	540hours	540hours
			4		Tally Erp 0.9	12th	18yrs&above	540hours	540hours
			5		Diploma in Applied Business Taxation & Business Environment	12th	18yrs&above	540hours	540hours
			6		P.G.Diploma in Banking	Any Degree with50%marks	18yrs&above	120hours	120hours
9	MEDIA &VISUAL ARTS	Media	1	MDA101	Digital Camera Photography	8th&Above	18yrs&above	90hours	90hours
			2	MDA102	Videography	8th&Above	18yrs&above	90hours	90hours
			3	MDA103	Mass Communication	10th&Above	18yrs&above	120hours	120hours
10	GEMS&JEWELLERY	GEMS&JEWELLERY	1	GEM101	Gem Cutting Assstant	8th&Above	18yrs&above	180hours	180hours
			2	GEM101	Foundation Course for Jewellery	8th&Above	18yrs&above	180hours	180hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			3	GEM205	Basic stone setting	8th&Above	18yrs&above	240hours	240hours
			4	GEM101	Advanced stone setting	8th&Above	18yrs&above	300hours	300hours
			5	GEM208	Enamelling	8th&Above	18yrs&above	240hours	240hours
11	HOSPITALITY	HOSPITALITY	1	HOS101	Hospitality Assistant	8th&Above	18yrs&above	150hours	150hours
			2	HOS102	Hospitality Assistant(General)	8th&Above	18yrs&above	150hours	150hours
			3	HOS103	Hospitality Assistant(Kitchen&Service)	8th&Above	18yrs&above	150hours	150hours
			4	HOS104	Assistant Cook	5th	18yrs&above	60hours	60hours
			5	HOS105	BellBoy	8th&Above	18yrs&above	120hours	120hours
			6	HOS106	Assistant Waiter/Barmen	10th	18yrs&above	120hours	120hours
			7	HOS107	Houseman (basic)	5th	18yrs&above	70hours	70hours
			8	HOS208	Cook-Fast Food	5th	18yrs&above	120hours	120hours
			9	HOS209	Cook-Indian Cuisine	5th	18yrs&above	120hours	120hours
			10	HOS210	Cook-Continental Cuisine	6th	18yrs&above	120hours	120hours
			11	HOS219	Reservation Assistant &Telephone Assistant	10th	18yrs&above	80hours	80hours

Sl.No.	Name of the Sector	Name of the skill Training Course	Sl.No.	MES module Code	Module Name	Qualification	Age	Course hours for each Module	Total Course hours
			12	HOS221	Steward /Waiter	10th	18yrs&above	120hours	120hours
12	TOURISM AND ADVENTURE SPORTS	TRAVEL&TOURISM	1	TRV104	Ticket Reservation Assistant	10th	18yrs&above	150hours	150hours
			2	TRV209	TourAgent/Travel &Tour Operator	12th	18yrs&above	120hours	120hours

For Syllabus Detail Kindly refer the link <http://dget.gov.in/mes/sectors.htm>