



सत्यमेव जयते

**Government of India**  
Ministry of Skill Development & Entrepreneurship

**Guidelines for**  
**Pradhan Mantri Kaushal Vikas Yojana 4.0**  
**(2022-26)**

## Abbreviations and Acronyms

1.	AA	- Assessment Agency
2.	A&C	- Assessment and Certification
3.	ASEEM	- Aatmanirbhar Skilled Employee Employer Mapping
4.	BICE	- Best-in-class Employer
5.	CoE	- Centre of Excellence
6.	DAP	- Demand Aggregation Portal
7.	DAY-NRLM	- Deendayal Antyodaya Yojana - National Rural Livelihoods Mission
8.	DAY-NULM	- Deendayal Antyodaya Yojana-National Urban Livelihoods Mission
9.	DBT	- Direct Benefit Transfer
10.	DGT	- Directorate General of Training
11.	DSC	- District Skill Committee
12.	DM	- District Magistrate
13.	GFR	- General Financial Rules
14.	GoI	- Government of India
15.	IIE	- Indian Institute of Entrepreneurship
16.	ITI	- Industrial Training Institute
17.	MGNREGA	- Mahatma Gandhi National Employment Guarantee Act
18.	MHA	- Ministry of Home Affairs
19.	MIS	- Management Information System
20.	MoE	- Ministry of Education
21.	MoHFW	- Ministry of Health and Family Welfare
22.	MLA	- Member of Legislative Assembly
23.	MP	- Member of Parliament
24.	MSDE	- Ministry of Skill Development and Entrepreneurship
25.	MUDRA	- Micro Units Development and Refinance Agency Ltd
26.	NAPS	- National Apprenticeship Promotion Scheme
27.	NER	- North-East Region
28.	NCVET	- National Council for Vocational Education and Training
29.	NCVT	- National Council for Vocational Training
30.	NIESBUD	- National Institute for Entrepreneurship and Small Business Development
31.	NOS	- National Occupational Standards
32.	NSDA	- National Skill Development Agency
33.	NSDC	- National Skill Development Corporation
34.	NSDF	- National Skill Development Fund
35.	NSQF	- National Skills Qualification Framework
36.	NSTI	- National Skill Training Institute
37.	PFMS	- Public Financial Management System
38.	PIA	- Project Implementing Agency
39.	PMKVY	- Pradhan Mantri Kaushal Vikas Yojana
40.	PMMY	- Pradhan Mantri MUDRA Yojana
41.	PMU	- Project Management Unit
42.	PwD	- Persons with Disability

43.	QP	- Qualification Pack
44.	RDSDE	- Regional Directorate of Skill Development & Entrepreneurship
45.	RPL	- Recognition of Prior Learning
46.	SC	- Scheduled Caste
47.	SHI	- Skill Hub Initiative
48.	SIP	- Skill India Portal
49.	SSDM	- State Skill Development Mission
50.	SOP	- Standard Operating Procedure
51.	SP	- Special Projects
52.	SSC	- Sector Skill Council
53.	ST	- Scheduled Tribe
54.	STT	- Short Term Training
55.	SECC	- Socio Economic and Caste Census
56.	TC	- Training Centre
57.	ToT	- Training of Trainers
58.	ToA	- Training of Assessors
59.	TP	- Training Providers
60.	UC	- Utilization Certificate
61.	UT	- Union Territory

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# 1 Background

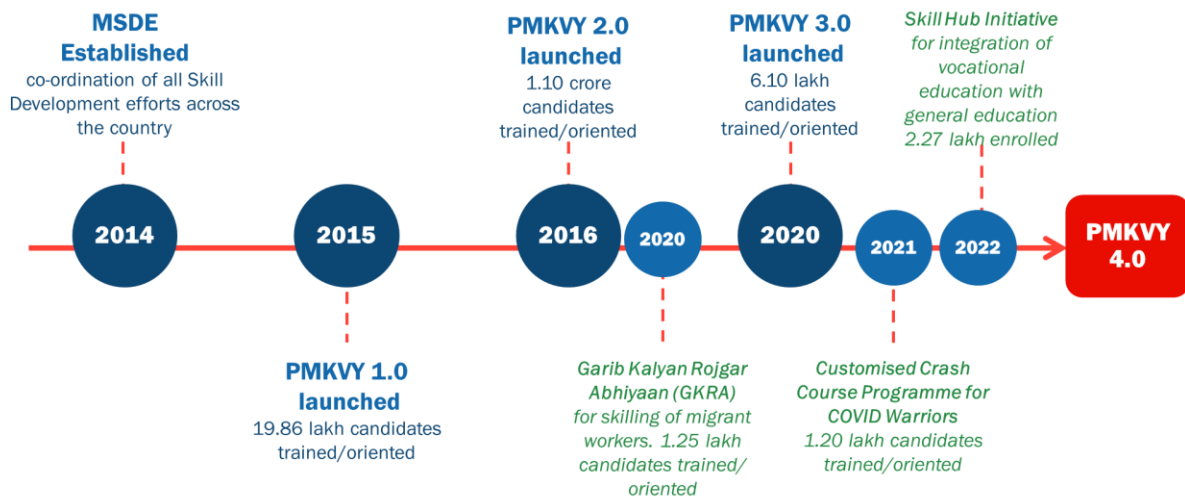
With Indian economy growing in scale with various enabling policies and programmes being put in place, the need for skilled workers in different sectors was a consequential requirement. Realizing the emerging need, Ministry of Skill Development and Entrepreneurship (MSDE) was established in 2014 with an overall objective to promote skilling and entrepreneurship development in India.

Subsequently India embarked on a very ambitious programme, unprecedented in scale, to skill the youth of the Country to not only meet the growing domestic need for a skilled workforce but also as an exporter of skilled workforce to meet the growing global need. The approach to create end-to-end implementation framework that provides opportunities for quality short and long-term Skill Development (SD), leading to productive employment and career progression that meets the aspirations of trainees has always been at the forefront of MSDE.

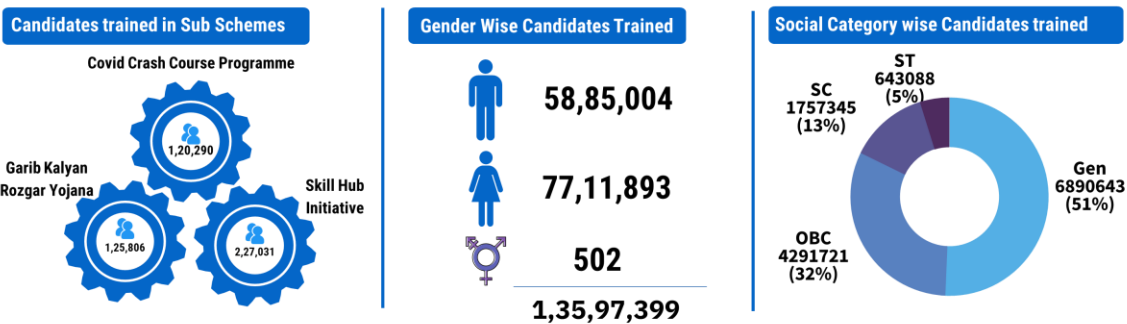
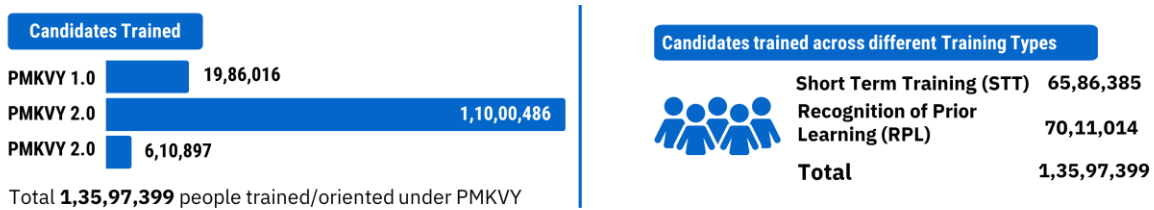
## 1.1 Journey of PMKVY

- 1.1.1. In 2015, MSDE launched its flagship scheme, PMKVY to encourage and promote skill development in the country by providing free short duration skill training and incentivizing youths for skill certification.
- 1.1.2. After successful implementation of PMKVY between 2015 and 2016 and learnings emerging, the second version of PMKVY was launched in 2016 as PMKVY 2.0 which was implemented between 2016 and 2020. PMKVY 2.0 focussed on scaling up the intervention in terms of sectors covered, geographies and greater alignment with other missions/ programs of Government of India such as 'Make in India', 'Digital India' and 'Swachh Bharat Mission'. To extend skilling initiatives to the migrant workers, a sub scheme viz. "Garib Kalyan Rozgar Abhiyan" was also implemented during the period.
- 1.1.3. Taking the skilling agenda forward intertwined with past learnings, PMKVY 3.0 was launched and implemented between 2020 and 2022. PMKVY 3.0 was a demand-driven scheme with bottom-up approach and reflected a paradigm change in implementation of training, with adoption of more decentralized institutional mechanism including District Skill Committees for identifying local skilling demands.
  - a. Customised Crash Course Programme for COVID Warriors was launched in 2021 under PMKVY 3.0 to meet the deficit skilled COVID warriors and augmentation of available healthcare services
  - b. Skill Hub Initiative was also launched under PMKVY 3.0 with a focus on integration of vocational education with general education as envisioned in the 'National Education Policy (NEP) 2020' and as an expansion of skilling programmes in education ecosystem in consultation with Ministry of Education, and other Ministry/Departments through 'Skill Hubs'.

Figure 1 Journey of PMKVY



## 1.2 Achievement so far



## 1.3 Way Forward

PMKVY being an integral part of the Skill India eco-system, revamping of the scheme with emphasis on making the skill eco-system future ready was imperative.

To meet the challenges of the past and the aspirations of the future, PMKVY 4.0 is being realigned by redesigning the training framework with core focus on making the existing skill eco-system more flexible, swift, and geared to meet the current challenges and the emerging needs through a process overhauling by promoting innovative financing, digitalization, etc.

## 2 Scheme Objectives and Approach

### 2.1 Objectives of PMKVY 4.0

PMKVY 4.0 will be implemented between 2022-26 with a strong emphasis on making the programme candidate centric by creating an enabling ecosystem to meet the aspirations and emerging sectoral needs.

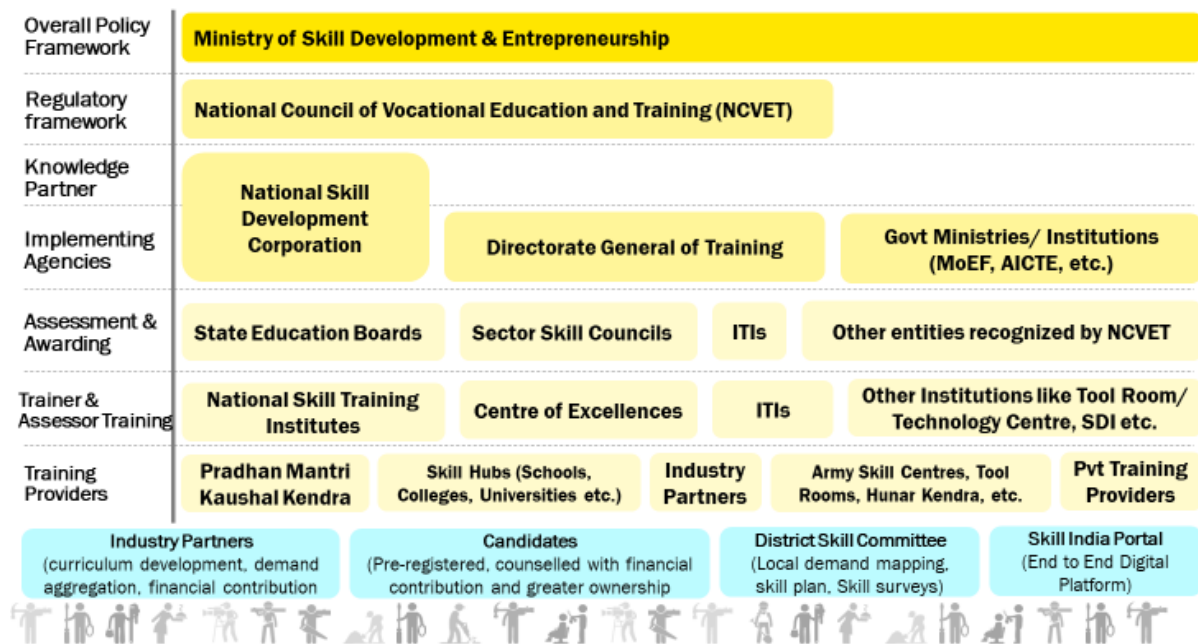
- a. To promote an enabling ecosystem for youths to get skilled and choose a career path.
- b. To create a platform for both demand and supply side by making the existing skilling eco-system more flexible, swift, and geared to meet the emerging demand.
- c. To effectively meet the demand and supply through a process overhauling by promoting technology-driven ecosystem, innovative financing, and digitalization.

### 2.2 Basic Tenets of PMKVY 4.0

Training Ecosystem	Training Providers	Candidates
<ul style="list-style-type: none"> <li>• Simplified training eco-system</li> <li>• National pool of trainers and assessors</li> <li>• On-Job-Training in short term trainings</li> <li>• Greater industry connects (curriculum design, sharing of training infrastructure, financial support, etc.)</li> <li>• Emphasis on Reskilling and Upskilling in RPL</li> <li>• Digitization of training eco-system through an integrated online system</li> <li>• Flexibility in course curriculum</li> <li>• Focus on Online/ Digital/ Blended skilling, multi-skilling courses etc.</li> <li>• Emphasis on traditional and informal sector</li> <li>• Robust online &amp; offline monitoring systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple training providers -Skill Hubs (schools, colleges, universities, etc.), training centres of other Ministries/Department (Tool Rooms, Army skill centre, etc.), PMKs, training centres of industry partners and private training providers.</li> <li>• Accreditation by respective Awarding Body</li> <li>• Option to graduate into production &amp; revenue centre</li> <li>• Greater choice for selecting trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Online/offline pre-registration</li> <li>• Counselling for selecting job-role</li> <li>• Choice to select course and training centre</li> <li>• Basic information (course outline, trainer details, raw materials, etc.) prior to start of training</li> <li>• Contribution by candidates for greater accountability and sense of ownership</li> <li>• Post certification tracking for one year</li> </ul>



## 2.3 Implementation framework



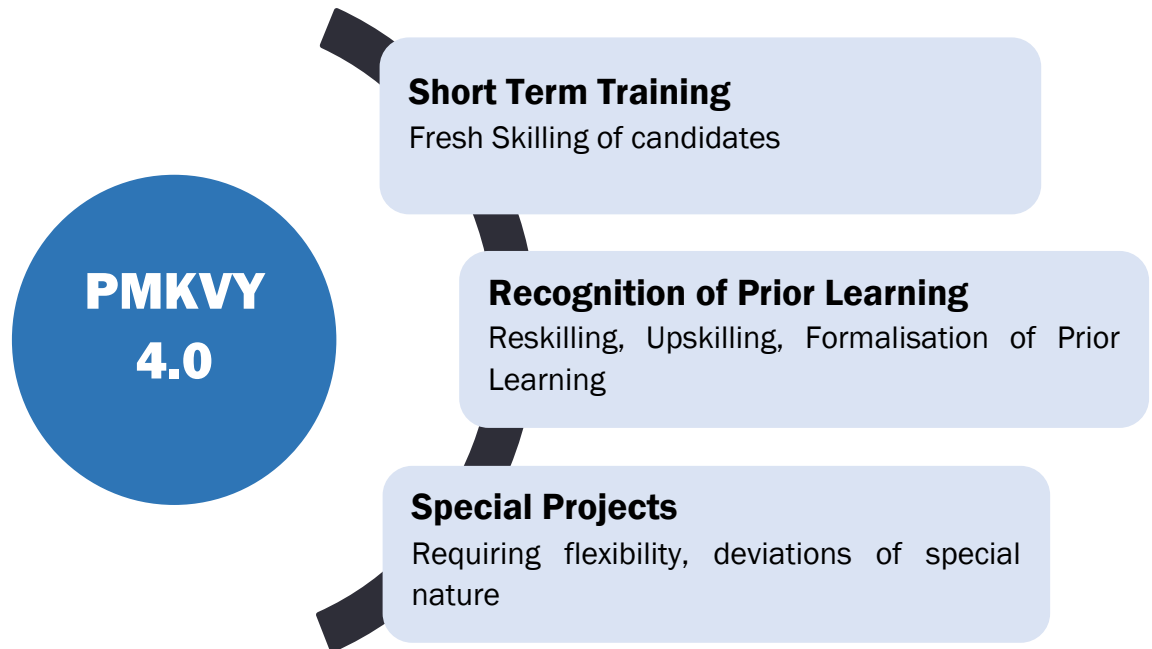
- Overall Policy Framework:** MSDE will provide the overall policy framework for implementation of PMKVY including support and guidance to various stakeholders.
- Regulatory framework:** National Council of Vocational Education & Training (NCVET) will provide a unified regulatory framework including recognizing Awarding Bodies (ABs) and Assessment Agencies (AAs) for NSQF courses, quality assurance through Certified Trainers and Assessors, etc.
- Knowledge Partner:** National Skill Development Corporation (NSDC) will support MSDE in effective implementation of the scheme by providing technical and knowledge support in various aspects of the scheme as mandated by MSDE.
- Implementing Agencies:** Identified agencies including NSDC, Directorate General of Training (DGT), other implementing agencies/ Institutions of Government Ministries/ Departments will be responsible implementing the scheme in accordance with the approved Guidelines or as decided by the PMKVY Steering Committee.
- Training of Trainers and Assessors:** National Skill Training Institutes (NSTIs), Centre of Excellences (CoEs), other Institutions like Tool Room, Technology Centres, Skill Development Institutes (SDIs) and other premier Institutes as decided by the PMKVY Steering Committee shall be entrusted for Training of Trainers and Assessors.
- Training Providers:** Existing empanelled Training Providers (TPs), Training Centers (TCs), ITIs, Schools, Higher Education Institutes (HEIs), Skill Hubs along with training centres of other Ministries/Department (Tool Rooms, Army skill centre, etc.), PMKK, training centres of industry partners and private training providers will be responsible for imparting quality training as per the mandate of NSQF and approved guidelines.
- Local Demand & Skill Planning:** District Skill Development Plan (DSDPs) including Skill surveys prepared/conducted by District Skill Committees (DSCs) shall be the baseline

for establishing more Training Centres/Skill Hubs and selection of Job roles/ courses in line with the industry requirement.

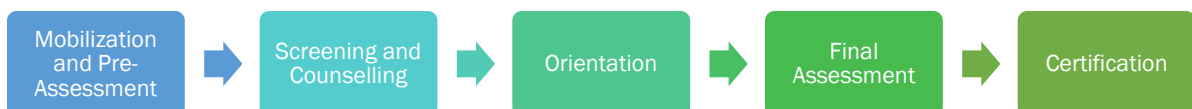
- h. **Assessment & Certification:** Sector Skill Councils (SSCs), Awarding Bodies (ABs), Assessment Agencies (AAs), State Education Boards and other Institutions recognised by NCVET shall be entrusted with the Assessment and Certification of trained candidates. Connecting with industry partners to ensure their effective contribution (including apprenticeship tie-ups), technical inputs relating to Qualification Packs (QPs)/ National Occupation Standards (NOS), Training of Trainers (ToT), Curriculum/ Content/ Textbooks/ Workbooks/ Handbooks, etc. as per the framework and role defined by NCVET shall also be facilitated by them.
- i. **Use of Digital Platform:** Skill India Portal (SIP) or any other online portal to track the life cycle of training process of candidates (enrolment-training-assessment-certification-post certification tracking) and monitoring on real-time basis linked with Aadhaar enabled biometric attendance. Even though multiple Awarding Bodies and other agencies will be onboarded under the scheme, it shall be mandatory for these bodies to implement the scheme through online platform to be designated by MSDE.
- j. **Alignment with Industry-needs:** Industry Partners shall be encouraged to provide support in curriculum design, sharing of training infrastructure, including financial contribution in project-based skilling. Expertise of Industry shall be required in identifying skill gaps, propose new job roles, provide innovative financing support, promote entrepreneurial spirit among the trained candidates of PMKVY.

### 3 Types of Training

PMKVY 4.0 will offer three types of training viz. Short-Term Training, Recognition of Prior Learning and Special Projects as detailed below:

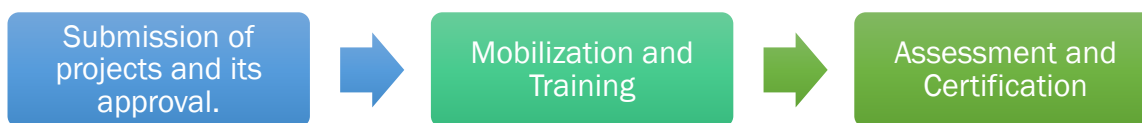


- a. **Short Term Training (STT)**: The training under the STT courses generally range between 200-600 hours (2 to 6 months). The courses are National Skills Qualification Framework (NSQF) aligned and imparted at accredited & affiliated Training Centres. School/college dropouts or unemployed youth of Indian nationality shall benefit from the scheme. Successfully certified candidates shall be provided On-Job-Training (OJT) assistance.
- b. **Recognition of Prior Learning (RPL)**: RPL enables Indian youth to obtain industry-relevant skill certification. Individuals with prior learning experience or skills can register themselves and get assessed and certified under the RPL component of the scheme. RPL mainly focuses on the individuals engaged in unregulated sectors. Further, RPL with Re-skilling and Up-skilling shall be provided. The duration of the training/orientation under RPL ranges between 12-120 hours, based on the requirement of the industry.



- c. **Special Project**: This component is meant for projects that require some deviation from the terms and conditions of Short-Term Training under PMKVY depending on special needs in terms of geography, demography, and social groups. Special Projects component envisages training in special areas and/or premises of Government

institutions, Corporates or Industry bodies, and trainings pertaining to special job roles that are not defined under the available Qualification Packs (QPs)/National Occupational Standards (NOSs).



### Type of Projects to be taken up as Special Projects

- i. Projects targeting marginalized and vulnerable groups. The target group may include groups as mentioned in Section 5.1.1 above. Special focus may also be given to rural artisans, women, jail inmates, inmates of juvenile homes, members of the transgender and beggars communities, with an aim to provide income generation opportunity and ease their entry into the mainstream society.
- ii. Targeting difficult geographies such as tribal areas, Left-wing Extremists (LWE), Aspirational districts, which have very remote access shall be considered under Special Projects.
- iii. Micro-entrepreneurship projects, which provide end-to-end linkages from skilling to market-connect/self-employment opportunities for local artisans and candidates belonging to the marginalized communities and have an established model of promoting entrepreneurship for such groups, could include setting-up training-cum-production centre, and employing certified candidates in such centres, or providing candidates support to produce goods and market them, shall be considered as Special Projects.
- iv. Projects involving job roles, which are not there in Short Term Training (STT) of PMKVY 4.0 shall be considered under Special Projects provided that, they are catering to uplift the standard of living of the marginalized communities/special groups. However, non-PMKVY confirming job roles will not be the sole criterion for considering as a Special Projects. Exceptional projects may also be considered by the PMKVY 4.0 Executive Committee on merit for such job roles catering to the need of a specific local culture or economy.
- v. To train the marginalized communities or backward-societies, any other type of proposals may be considered with the approval of Executive Committee. Organizations providing international placements or innovative skill projects will also be permitted under Special Projects.

### 3.1 Target Group, Eligibility and Geographical Coverage:

	Short Term Training	Special Projects	Recognition of Prior Learning
Target Group	Candidates looking for fresh skilling, re-skill/upskill, students in Schools/HEIs and other educational Institutes, School dropouts, out-of-education candidates, etc.		Individuals with prior learning experience or skills and willing to get assessed and certified with focus largely on individuals engaged in unregulated sectors.

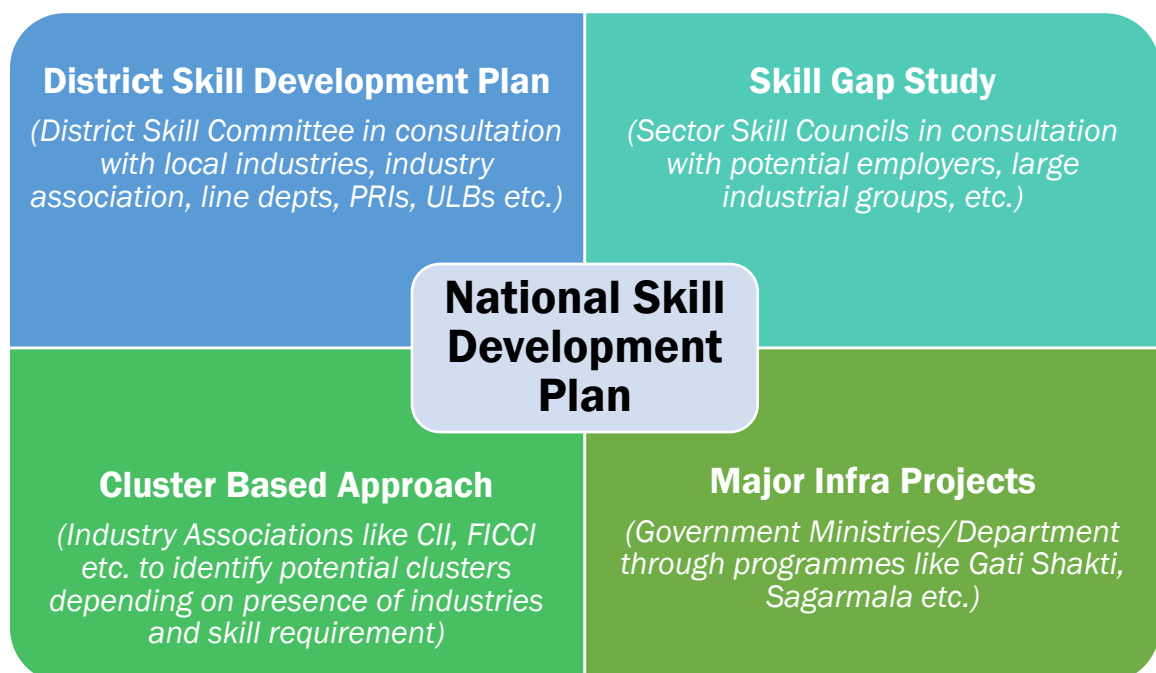
	Short Term Training	Special Projects	Recognition of Prior Learning
			Special focus may be given to rural artisans, women, jail inmates, inmates of juvenile homes, members of the transgender and beggars communities, etc.
Eligibility	Indian national possessing valid Aadhaar and a Aadhaar linked bank account		
Age Group	15 - 45 years	15 - 45 years	18 - 45 years (Exemption from Executive Committee to be sought for age relaxation)
Other eligibility conditions	Fulfils other eligibility criteria for respective job role as defined by the awarding body		
Prior experience	Not mandatory	In case of projects under captive placement, candidates should not be an employee (either regular or contractual or outsourced staff) of any company or organization.	Prior experience in job role for which RPL certification is being sought and as specified by the AB for those job roles.
Geographical Coverage	Pan India with priority to aspirational, backward (districts with low skill index), border, tribal and Left-Wing Extremism (LWE) affected districts.		

## 4 Training Life Cycle

The training life cycle under PMKVY begins with the identification of skill gaps and concludes with certification of successful candidates. Several stages are involved in the process as outlined below:

### 4.1 Identifying Skill Gap

- a. District Skill Committees to develop **District Skill Development Plans (DSDP)** looking at both demand and supply side. On the demand side the DSDPs will cover aspects like labour market and skill gap analysis, mapping demand in formal sector, employment generation capacity, etc along with a proposed action plan. These DSDPs will be form the foundation for identification of District specific job-roles. DSDPs will be prepared (or reviewed in case of existing DSDPs) in a time bound manner with support of MGNFs available in the district.
- b. The respective Sector Skill Councils will undertake **Skill Gap Study** to identify manpower requirements in various sectors of the economy and the skill sets required for the respective job roles in coordination with industries and DSC.  
  
Sector Skill Councils will also work with industry association to identify clusters for demand aggregation aligned with major Government infrastructure programmes like Gati Shakti, Sagarmala, etc.
- c. A composite National Skill Development Plan (NSDP) shall be prepared on basis of the DSDP and Skill Gap Study highlighting District wise demand and manpower requirement.
- d. This NSDP shall become the basis for target allocation among various implementing agencies across different geographies.



## 4.2 Implementing Agencies

Implementing agencies and training providers form the backbone of the scheme as they shoulder the broad responsibility of translating the scheme into action by conducting the skill development programmes in the ground.

### 4.2.1 Short Term Training

Implementing Agencies will include NSDC, DGT and any other agency/body/organization to be decided with approval of Screening Committee of PMKVY 4.0.

### 4.2.2 Recognition of Prior Learning

RPL Implementation Agency refers to the proposing entity for RPL project, which is responsible for the overall execution and implementation of the RPL:

- a. Any legal entity such as private companies, non-profit organizations, NGOs, industrial associations, cooperatives, etc. which have been working in the sector and have been recognised for such work. Recognition would include national level awards, SSC recommendation, etc.
- b. Best-in-Class employers as determined by SSC criteria.
- c. Central and state government ministries, departments, associations, etc.
- d. Specific eligibility criteria as notified by Ministry of Skill Development and Entrepreneurship (MSDE) be defined/ altered time to time.
- e. Assessment Agencies will not be permitted as PIA under RPL in PMKVY.

#### Eligibility Criteria for PIA

- a. Any form of corporate entity or legal entity.
- b. Should have an average annual turnover of last 3 financial years that is at least 25% of the total project cost proposed.
- c. The PIA may propose a maximum of two projects, included rejected proposals, across all available sectors in a given financial year.
- d. The PIA should have a positive net worth for the last two consecutive financial years.
- e. The conditions may be exempted in case of Government/semi-Government organizations.

### 4.2.3 Special Projects

- a. **Specialist Organizations involved in skilling:**
  - i. NGOs, research labs, Organizations of Persons with Disabilities (DPOs), educational or financial institutions, Development Agencies working for Particularly Vulnerable Tribal Groups (PVTGs) and other expert organizations experienced in working with and skilling of marginalized communities (including PVTGs) or specialized in working in proposed difficult geographies and have established some model for supporting these groups.

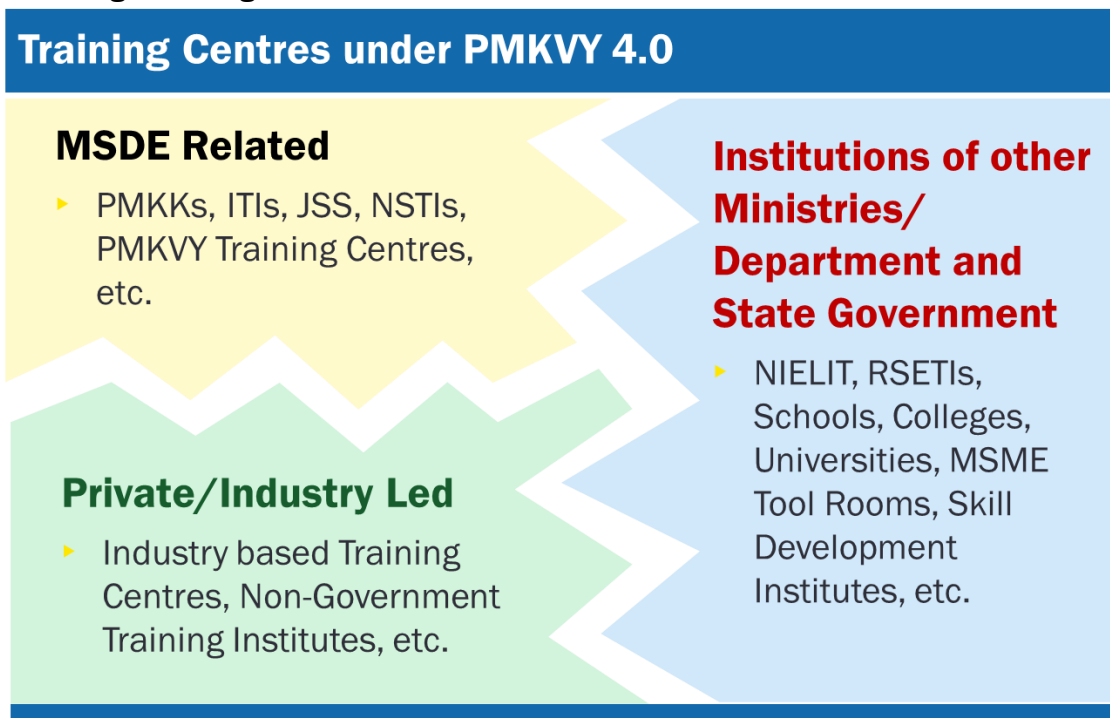
- ii. These organizations in course of their work with vulnerable/marginalized communities should have skilled them, leading to economic upliftment. Such organizations would be expected to have been awarded or recognized for their work by State Governments, Government of India or international organizations linked to UN, etc.
  - iii. Recognized organizations/NGOs/Government bodies under the Ministry of Tribal Affairs (MoTA) and Ministry of Social Justice and Empowerment (MoSJE), who have niche in training the marginalized communities, tribal forest areas shall also be considered as Special Projects Implementing Agency (SPIA).
- b. Captive Placement offering agencies/bodies/organizations:**
- i. Corporate, Industry bodies, associations, and Sector Skill Councils (SSCs) on behalf of/by aggregating demand from industry clusters sponsored organization with assurance of providing 90% captive placement/ placement.
  - ii. Industry bodies, Sector Skill Councils (SSCs) sponsored organizations or reputed industry associations at the national/state-level, committing 90% captive placement shall be a SPIA for their projects. Training will be conducted within the premises of SPIA, or premises hired by them.
- c. Government organizations/departments:**
- i. Government departments or organizations or private training institutions on behalf of government departments, can propose for training programs.
  - ii. Central and State Government including Union Territories (UTs), their ministries/departments, institutions, organizations, autonomous bodies, Public Sector Undertakings (PSUs) and similar agencies Organizations already providing/proposing innovative models of skilling linked to entrepreneurship and those providing international placements.
  - iii. Entities or Training Providers, who have skilling as their primary business and/or, which are already skilling in Short Term Training (STT) of PMKVY 4.0 can implement programs on behalf of and under ownership of various ministries and government departments. Similarly, SSCs are encouraged to implement the programs through industry bodies/associations for captive placements.



### 4.3 Training Providers

The universe of training providers under PMKVY 4.0 shall be expanded to give more thrust on Skill Hubs (schools, colleges, universities, etc.), training centres of other Ministries/Department (Tool Rooms, Army skill centre, etc.), Pradhan Mantri Kaushal Kendra, training centres of industry partners and private training providers.

- a. The training providers under PMKVY 4.0 can be broadly classified into 3 major categories as given below:



- b. Selection and empanelment of training providers will be the responsibility of the respective Awarding Bodies.
- c. Onboarding of Government Institutions as training providers will be based on a simple process. However, there will be transparent selection process shall be followed for onboarding of private training providers. This shall involve looking at their available infrastructure, previous experience in skilling etc.
- d. The training infrastructure used by the Training Provider including building and equipment should be owned or rented by the Training Providers. Also, key staff such as centre managers and trainers should be on the payrolls of the Training Providers. MSDE will empower a Central Agency to take actions on any Training Providers, who found violating this provision of the Guidelines. These actions may include target revocation, financial penalties, and blacklisting of Training Provider for the entire scheme duration. No further correspondence shall be tenable in this matter.
- e. A concurrent monitoring mechanism shall be put in place to periodically monitor the progress of these centres and unlocking of the assigned target shall be done if the defined performance criteria are met.

### Training Centres as Revenue and Production Centres

- a. Training Centres will be encouraged to become revenue and production centres by offering services based on the accredited job roles.
- b. They can also offer course under other schemes/programmes of the different Ministries/Department, Industries, Corporate Social Responsibility (CSR) etc.
- c. However, any training centre opting to offer PMKVY course shall mandatorily disclose details of other training programmes including list of candidates on the Skill India Portal or any other portal mandated by MSDE, to avoid duplicity.

#### 4.4 Centre Accreditation and Affiliation

- a. Grading of the training centres, concurrent monitoring will be the primary responsibility of the respective Awarding Body. Apart from this, regular monitoring through MSDE mandated mechanism will also be ensured. Training Centres empanelled under PMKVY 4.0 shall be allocated the targets.
- b. Accreditation of training centres will be carried out by respective Awarding Bodies through MSDE mandated online portal.
- c. Grading of the training centres, concurrent monitoring will be the primary responsibility of the respective Awarding Body. Apart from this, regular monitoring through MSDE mandated mechanism will also be ensured.
- d. Training Centres/Training Providers shall be empanelled through a digital platform. Verification of availability of premises and trainers would be carried out through a process and Accreditation of training centres will be carried out by respective Awarding Bodies through MSDE mandated online portal. DSC's support may be sought for field verification.
- e. High standard of monitoring of Training Centres will be ascertained. Quarterly progress report, geo-tagging, audit, etc. will be carried out. Penalties, blacklisting, will be imposed against the Training Providers in case of discrepancy and non-compliance to Guidelines.
- f. Through Skill India Portal, automatic on-boarding of the following entities as Training Provider shall be initiated under PMKVY 4.0:
  - i. Government Institutions
  - ii. Government ITIs
  - iii. Pvt. ITIs with grading 3.0 & above in participation with Industries
  - iv. NSTI/NIESBUD/IIE
  - v. Government Institutions/Institutions Identified by the State
  - vi. Training Providers meeting the accreditation and affiliation protocols and in receipt of Letter of Recommendation by SSDM/DSC.
- g. Active participation shall be encouraged by universities and colleges to participate in the skill development programs. Targets for training under PMKVY 4.0 may be directly given to Government Universities/Government Colleges.
- h. Reputed industrial establishments and NGOs having along the standing track record of quality training program implementation shall also be on-boarded on a case-to-case basis for providing training.
- i. Applicants who create permanent structures for trainings and have appropriate faculty shall be given long-term targets. In addition, focus would be to on-board those Training Providers, who show commitment of being a part of the skill development movement, for a long haul, through evidence of ownership/long lease of infrastructure created for providing training.
- j. The quality of the training staff is of utmost importance. Based on the requirement, a pool of trainers and assessors will be created in addition to the

existing trainers and assessors. The prospective trainers will have to go through a selection process and undergo a training before being onboarded on Takshashila or any other portal mandated by MSDE. The cost of training will be partially borne by the candidates. ToTs/ToAs will be carried out in National Skill Training Institutes (NSTIs), SSCs, ITIs, Centre of Excellence, etc.

- k. Creation of hub and spoke models at District-level shall be encouraged under the scheme. State of art Training Centres through PMKKs, have already been established/are under establishment at District level. PMKKs are envisaged as hubs of skill development with smaller centres at block level acting as spokes to these hubs.
- l. The scheme also proposed feedback-based rating mechanism along with existing Grading received during accreditation and affiliation of Training Centres. This mechanism of rating will help identify the most preferred Training Centres in the long run. Under recalibrate rating system, empanelled PMKVY Training Centres would receive feedback based on following mechanism:
  - i. Feedback on Training Centres from candidates regarding training delivery, infrastructure, quality of trainers and support provided for gainful employment.
  - ii. Feedback from industry partners regarding job readiness (technical and soft skills) of placed candidates.

## 4.5 Target and Job Role Allocation

### 4.5.1 Short Term Training

- a. Total Short-Term Training (STT) target of the scheme will be allocated based on industry demand, requirement of labour supply, DSDP and skill surveys.
- b. MSDE would allocate targets district-wise for training to be taken up in each district under STT based on demand and need. Of this initially, each Pradhan Mantri Kaushal Kendra (PMKK) training centre including Skill Hubs in a district, would be allocated a target of 60 for maximum of 3 job roles per centre considering the training capacity. Subsequently, target allocation would be done through a transparent Request for Proposal (RFP) mechanism, Letter of Intent by Government Institutions, Industrial Training Institutes.
- c. Selection and allocation of training targets to PMKKs, Government ITIs, institutions owned by the Central or State Governments, Government universities and Government colleges may be done without undergoing an open request for proposal process. Executive Committee of PMKVY 4.0 may issue the requisite Guidelines for allocation of targets to such institutions and/or Approval of Executive Committee of PMKVY 4.0 may be made mandatory on case-to-case basis.
- d. These allocations shall be done with the objective to promote self-sustainability in the Training Centres in the medium and long term. PMKKs, it is, Skill Hubs shall be the preferred vehicle for implementation of the training programs at district/block-level. Amongst other training providers, preference would be given to those who have invested in fixed assets and are seen to be committed for participation in the scheme for long-term.
- e. Specific proposals may be invited for implementation of future skills (industry 4.0 skills). In these proposals, partial payment by candidates, corporations, and other sources may be allowed. These proposals can be shortlisted by NSDC and shall be approved by PMKVY 4.0 Executive Committee.
- f. Sub-contracting, sub-letting, franchisee arrangement of any kind for the targets allocated is not allowed for any Training Provider.
- g. Target allocation will also be done considering the previous track record of training, certification, etc.
- h. Before batch allotment or target allocation, all contents of Job Roles/QPs must be available in English, Hindi and preferably at least in one vernacular language and Trainer/Teacher data on the centralised online portal.

### 4.5.2 Recognition of Prior Learning

- a. MSDE will allocate targets to its implementing agencies based on objective parameters.
- b. The implementation of the project shall be done through NSDC or any other implementing agencies. NSDC and other implementing agencies will identify

projects as per assessment done by SSC/NSDC/self-demand by candidates on Portal.

- c. Suitable projects with the help of DSCs, SSCs and Awarding Bodies shall be identified and selection of most suitable RPL Implementation Agencies (PIAs) to be done in transparent and competitive manner.
- d. NSDC, any other Implementing Agencies shall further through RFP process, or any other suitable process shall identify PIAs for implementation of projects under PMKVY 4.0.
- e. The projects with re-skilling/up-skilling courses shall be approved by the PMKVY 4.0 Executive Committee at MSDE.

#### **4.5.3 Special Projects**

- a. **Project-based route** - Targets shall be directly allocated to Ministries, reputed government organizations, SSCs/industries/association for captive placements. The proposals shall be evaluated at NSDC and further approved by PMKVY 4.0 Executive Committee.
- b. **RFP route** - Online RFP route will be adopted to invite, screen, and evaluate project proposals for training of focused group or in special areas as identified by implementing agencies with the approval of PMKVY 4.0 Executive Committee.

#### **4.5.4 Curriculum and Standards**

All job roles are required to be aligned with National Skill Qualification Framework (NSQF).

In case of Special Projects, SPIAs are required to follow the course curriculum as prescribed by the concerned SSC/AB for the job role. In case the SPIA wants to train under a new job role, they may connect with SSCs at their level before applying for Special Projects under PMKVY 4.0. The applications for Special Projects of PMKVY 4.0 will be accepted only after the job roles are approved by National Skill Qualification Committee (NSQC), and course/curriculum is ready.

## **4.6 Creating a pool of Trainers and Assessors and their capacity building:**

### **4.6.1 Need of the Training of Trainers (ToT) / Training of Assessors (ToA)**

- a. The primary objective of ToT/ToA program is to introduce the trainers to the changing space of training in the country. A Trainer or an Assessor can deliver great results only when, he/she understands the basics and is able to cater to needs of the learners.
- b. With an aim to increase the efficiency of Trainers & Assessors and to maintain the training delivery standards across NSQF aligned Job Roles/ QPs, ToT shall be mandatory to start any type of trainings (STT/RPL/SP) under PMKVY 4.0. When trainers receive relevant training, they directly experience the benefits of good training. To have the greatest impact on trainees, it's extremely important to discover the style of training that best fits to the industry requirement.
- c. With the setting up of Sector Skill Councils, Awarding Bodies (ABs) and advent of NOS for various job roles across sectors, it is important for the existing and aspiring Trainers & Assessors to be up-to-date with all these developments. The effort that goes into preparing for, delivering, then following up and making modifications to courses is often above and beyond the ordinary.
- d. ToT certified Trainers shall also be a pre-requisite for accreditation and affiliation of Training Centres by various Awarding Bodies (ABs) and Sector Skill Councils (SSCs). The implementing agencies shall also ensure the same before sanctioning of projects to Training Providers (TPs)/ Training Centres (TCs) under PMKVY 4.0.
- e. For training projects to be implemented in a time-bound manner and any other deviation in the arrangement of the ToT/ToA certified Trainers & Assessors, prior approval from the Steering Committee shall be obtained.

### **4.6.2 Implementing Agencies for ToT and ToA**

- a. At the National level, the ToT/ToA programs shall be coordinated by National Skill Development Corporation (NSDC) or any other identified Agency under the overall supervision of MSDE. The Sector Skill Councils (SSCs) and other Awarding Bodies shall implement the ToT/ToA with the identified Academies / Institutions.
- b. Under PMKVY 4.0, it is envisaged that a national pool of trainers shall be created by arranging fee-based training and/or subsidised rates in NSTIs, ITIs, CoEs and Government training institutions of other Ministries like MSME- Tool Rooms/Technology Centres, etc. The ToT/ToA shall be rolled-out with a focus on the following:
- c. Domain Skills: Orientation and alignment of trainers and assessors as per the requirements of National Skill Qualification Framework (NSQF) on the respective job role.
- d. Training Delivery / Assessment Skills: Development of training delivery skills and assessment criteria for trainers and assessors respectively, engaged in skill training and assessments of various job roles.

- e. The allocation shall be in alignment with the target allocations across training types (STT/RPL/SP) under PMKVY 4.0.
- f. SSCs/ ABs shall be required to submit a proposal for project implementation and allocation of targets to the Implementing Agency i.e. NSDC or any other identified Implementing Agency. After evaluation of the received proposal, if found qualifying as per the criteria defined in the Guidelines, it will be presented before the Executive Committee under PMKVY 4.0. The Executive Committee may recommend or reject the proposal. If recommended, the project shall move for approval to the Steering Committee under PMKVY 4.0, who shall undertake the final decision on project implementation and target allocation. There will be defined timeline for accepting proposals for project implementation and target allocation.
- g. Concerned accredited Training Centres shall have to extend the residential facilities during the ToT/ToA, if required.

#### **4.6.3 National Portal for Trainers and Assessors (Takshashila)**

- a. The existing national portal for Trainers and Assessors (Takshashila), is an initiative under the Skill India Mission and integrated with the Skill India Portal, which serves as a dedicated online platform for the management of Trainers and Assessors of the Indian Short-Term Skill ecosystem.
- b. Requirements of ToT/ToA through training request shall be consolidated through a 'Demand Aggregation' on the portal. Efforts shall be made to increase the frequency of Training of Trainers (ToT).
- c. Under PMKVY 4.0, the same shall be revamped with addition of a greater number of ToT/ToA certified Trainers and Assessors. More Trainers and Assessors from SSCs and other ABs such as Teachers of CBSE, ICSE, School Boards; Instructors of Government ITIs, Polytechnics, Faculties of HEIs, AICTE Institutions, Colleges, Universities, Trainers of other affiliated Training Centres of other Central Ministries/ State Departments.
- d. Through a public training calendar, the ToT/ToA programme shall be implemented by collaborating with more Academies, Institutions, and Agencies to enhance the outreach of TCs for ToT/ToA. The process on the portal will further bring more transparency among all the involved stakeholders in certification process, competency enhancement and learning resources.
- e. Transparent parameter of trainer's salary and other details shall be decided by the Steering Committee as well-paid trainers are absolutely a must to ensure proper training. The same shall be placed in the national portal for wider awareness among the stakeholders.

#### **4.6.4 Selection and identification of Trainers and Assessors**

- a. Validity of ToT/ToA of all the existing Trainers and Assessors on the national portal are being authorised for a certain period. The same shall be further renewed on receipt of application and undergoing a bridge-course or refresher course.



- b. New trainers from variety of institutions mentioned at Para 4.3 shall be guided to register on the Demand Aggregation across all sectors for registration of ToT/ToA on the national portal.
- c. Other sources for onboarding of more suitable trainers shall be explored under the PMKVY 4.0. Prior approval of Steering Committee shall be obtained for any flexibility in the selection process of Trainers.

#### **4.6.5 Enrolment of Trainers / Assessors**

- a. The Trainers/Assessors need to register in the SIP (Skill India Portal) and have to raise training request for the ongoing Training Program according to the SSC/AB Training Calendar. The registration link <https://www.skillindia.gov.in/direct-registration> shall be used.
- b. The trainer will be required to submit the following documents at the time of registration:
  - i. Documents supporting your highest educational qualification, class 10th and 12th class certificates,
  - ii. Aadhaar card, or any other identity proof,
  - iii. Work certificates for relevant industry experience and work certificate for training experience.
- c. The training request will be approved by the respective SSC/AB based on the eligibility criteria mentioned in the NSQF aligned job roles.

#### **4.6.6 Training Types and Duration**

- a. **For an Existing Trainer:** The 'ToT model for an existing trainer' is the ToT model applicable for Trainers with prior training experience, minimum 500 hours. The ToT entails only the assessment and not the training on domain QP and platform skills assessment given that the trainer already meets the criteria set for the educational qualification and industry experience and has a minimum training experience of 500 hours.
- b. **For a New trainer:** The 'ToT model for a new trainer' entails the training of domain QP and platform skills along with the assessment on both within a period of 10 days, given that the trainer already meets the criteria set by SSCs on educational qualification and industry experience. On passing both the assessments with a minimum score of 80%, the trainer becomes a 'Certified Trainer'.
- c. **For Assessors:** The duration of the ToA shall be decided by the respected SSC/AB, which will include both the domain and platform skills.
- d. **Duration:** The duration of the ToT/ ToA is total of 10 Days. The break-up of the days are:
  - i. For domain skills training (2 days for the training and 1 day for assessment).
  - ii. Platform skills training (6 days for the training and 1 day for assessment).

#### **4.6.7 Assessment & Certification:**

- a. On passing both the assessments (domain and platform) with a minimum score of 80%, the trainer becomes a 'Certified Trainer'. Any mark below 80% would require the trainer to enroll for the 'ToT model for new trainer' if he/she wishes to.
- b. To become a 'Certified Trainer' the trainer needs to clear both the assessments (domain and platform) with at least 80% marks.
- c. As trainers of other Institutions shall be onboarded, dual certification of trainers and assessors shall also be explored to match global certification standards, knowledge sharing among trainers through a common platform.
- d. The programme has two levels of certification:
  - i. **Basic Certification:** Trainers/Assessors who successfully clear pre-screening, a classroom training and assessment on domain and platform skills. All trainers who achieve the passing requirements are awarded a certificate with a validity of 2 years.
  - ii. **Advanced Certification:** Certified Trainers/Assessors who appear for an On-job-Training component consisting of 6 assignment submissions, across a maximum 15-week period. The assignments of the trainer/assessor are evaluated by the Master Trainer and one-to-one feedback and mentorship support is provided during the OJT period. The final assignments are presented before an independent Certification Committee for final approval. All trainers/assessors who successfully clear this program are awarded a certificate with lifetime validity (with refresher courses as per the requirements of the job role).
- e. The certificate (Basic Certification) will be issued to the trainers will be valid for 2 years and for Certificate (Advanced Certification) will be valid for lifetime.

#### **4.6.8 Financial Provision for the ToT/ToA**

- a. The total expenditure apart from the contribution of Trainer/ Teacher shall be borne out of the 10% of the budget reserved for 'Skill Planning, Research & Development, Advocacy and Teacher/Assessor Training' under the PMKVY 4.0.
- b. The Unit Cost for the ToT and ToA shall be derived based on the applicable hours and training category defined in the Common Cost Norms.
- c. The cost for ToT/ToA shall further revised (if required) with the approval of Steering Committee.

## **4.7 Mobilization, Pre-Registration & Counselling of Candidates:**

- a. PMKVY 4.0 is a candidate centric scheme where the entire eco-system revolves around the candidate's interest and aspiration.
- b. Through a sustained media campaign prior to commencement of training, potential candidates will be reached out to inform them about PMKVY and its features.
- c. The services of existing field functionaries of different Ministries/Departments such as banking correspondents, Asha Workers and Nehru Yuva Kendra Volunteers will also be utilized. Other traditional and innovative methods of information dissemination may be explored.
- d. All relevant stakeholders including NSDC, DGT, NSTI, IIE, SSC, Industries Bodies/ Associations will be requested to mobilize potential candidates.
- e. Candidates will have to pre-register through basic profile information on Skill India Portal or any other online designated by MSDE.
- f. Profile verification shall be done through E-KYC using Aadhar Authentication.
- g. Verified candidates will have the option to undergo a brief counselling session through an online platform to give the candidates a wider choice and clarity in selecting the Job Roles.
- h. Online Counselling Platform - Relevant information regarding the job roles/sectors, online psychometric test, livelihood opportunities post training, career progression profiles, information on Training Centres including the rating of the centres and options for registration shall be made available through this portal.
- i. Counselling Helpline - An information desk / counselling helpdesk shall be created which will be voice / chat based.
- j. Once Job Role and Training Centre is selected by the Candidate, the details of the trainer, facilities in the Training Centre shall be made visible to the Candidate along with the details of the other course mates.
- k. In case adequate candidates for batch formation for a Job Role / Training Centre are not available for registration, the Training Provider can mobilize, counsel and register for the shortfall number.
- l. Training on a particular job role can only be allowed if requisite number of trainers and assessors are available on the portal.

### **4.7.1 Recognition of Prior Learning:**

- a. For all RPL project types, the following pre-screening and counselling instructions should be adopted:
- b. PIAs shall engage SSC/Awarding Body approved trainers who have completed the Training of Trainers (ToT) programme, for counselling and pre-screening of candidates.

- c. PIAs are to evaluate the existing skill sets and experience of the candidates based on pre-screening format set by respective SSCs for each job role and a self-assessment test.
- d. Potential candidates must be counselled by the PIA/trainer in the following areas:
  - i. A brief about MSDE, Skill India programme, and RPL processes.
  - ii. Eligibility criteria for appearing for RPL certification.
  - iii. The benefits of RPL certification and how to avail those benefits.
  - iv. Possible Career Progression (vertical and horizontal).
  - v. Employment opportunity (both wage and self) with learned skill.
- e. In addition to this, the Induction Video on RPL under PMKVY should be shown to the candidates at this stage.
- f. After counselling, the RPL facilitator would need to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most, and to identify knowledge gaps, if any. The pre-screening process is divided into following two parts:
  - i. **PART 1:** The collection of supporting documentation and evidence from the candidate - SSCs to specify the personal information required and the supporting documentation that may be available for the job role.
  - ii. **PART 2:** Candidate self-assessment for assessing the previous knowledge of the candidate.
- g. Candidates shall be enrolled under the scheme upon completion of counselling, pre-screening and registration. At the time of enrolment, it is mandatory for candidates to have valid Aadhaar and active bank accounts. If a candidate does not have an Aadhaar number and/or a bank account, the PIA is required to facilitate the same prior to the enrolment of candidate under the scheme.

#### **4.7.2 Special Projects:**

- a. After creation of projects, SPIA will be able to enrol candidates for training. SPIA is expected to source the candidates and counselling of candidates prior to enrolment.
- b. SPIAs shall be responsible for entering the details of the candidates on Skill India Portal (SIP).

#### 4.8 Co-Payment from Candidates:

- a. Candidate contribution will be part of the scheme budget and shall be utilized to increase the physical outreach of the scheme.
  - i. **STT:** Candidate intending to be enrolled for STT, shall have to deposit Rs. 1,000 through an online/offline system to be devised. On successful completion of training & certification, Rs. 500 shall be given as reward money through DBT.
  - ii. **RPL:** Deposit of Rs. 1,000 is not required for candidates enrolling for the RPL. However, on successful certification of RPL, Rs. 500 shall be paid to the candidates as reward money through DBT.
  - iii. **SP:** Exemption of Rs. 1,000 as enrolment fee may be given based on the nature and request made by the Special Project Implementing Agencies (SPIAs). Rs. 500 as reward money shall be paid to the certified candidates under Special Project through DBT.

## **4.9 Facilities and Entitlement of the Candidate:**

### **4.9.1 Prior Intimation to Candidates:**

All candidates must be provided with the participant handbook along with the induction kit.

Pre-registered candidates shall be informed about the various facilities and details of the training programme, which shall include the following but not limited to:

- i. Broad course outline (including duration of theory and practical classes)
- ii. Details of the trainer (Name, qualification, photograph etc.)
- iii. Facilities to be provided (e.g., conveyance allowance in case of LWE, Hilly places, Women, PwDs, etc.)
- iv. Content of induction kit (T-shirt/Jackets, Handbook/Study material etc.)
- v. Course specific raw materials to be provided during the training.

### **4.9.2 Boarding & Lodging:**

- a. **STT:** All Training under STT shall be non-residential in nature.
- b. **RPL:** All training under RPL shall be non-residential in nature.
- c. **SP:** As Special Projects are meant for social groups and to be implemented in hilly areas, difficult terrains and geographies, boarding & lodging shall be extended by the respective SPIAs during the entire period of training except in certain specified cases.

Cost of Boarding & Lodging shall be paid as per Common Cost Norms.

### **4.9.3 Additional support:**

To improve the outcome of the scheme shall be provided to the candidates, including special groups in the form of:

- a. One-time incentive to all certified candidates
- b. Additional support to PwD candidates
- c. Accidental insurance
- d. Induction kit and participant handbook

### **4.9.4 RPL Kit:**

For RPL, the PIA shall provide an RPL Kit that will mandatorily have the following items:

- i. 01 Standard PMKVY T-shirt (For males) /Jacket or T-shirt (For females and Transgender) [\*Females and transgender will be allowed to opt either for T-shirt or Jacket]
- ii. 01 Standard PMKVY Cap
- iii. Study material for the job role
- iv. Job role related items such as tools, items which can be useful at workplace, etc. (this is optional).

## **4.10 Training of Candidate:**

**4.10.1 Pre-requisites for Commencement of Training:**

- a. 100% enrolment of candidates as per batch size.
- b. Availability of handbook/study material for the selected job role
- c. Fully functional lab as per the job role
- d. Trained trainer for imparting the course
- e. Fully operational AEBAS device registered on NIC platform

**4.10.2 Short Term Training:**

- a. The training hours will be as per the approved hours of NCVET. The approved training hours of the job role should be less than 600 hours excluding hours allocated for soft skills & Employability Skills.
- b. The model curriculum and content for the respective Qualification Packs (QPs), should be in place, and preferably developed by awarding bodies (including SSCs).
- c. Add-on bridge courses and language courses for making schemes compatible internationally shall also be planned, to provide international opportunities to the Indian youth.
- d. Use of digital content to supplement classroom training shall be encouraged. NSDC shall curate the digital content on e-Skill India portal (<https://eskillindia.org>).
- e. The training program shall be conducted as per social distancing and hygiene Guidelines/Standard Operating Procedures (SOP) issued by Ministry of Health and Family Welfare (MoHFW) and Ministry of Home Affairs (MHA).

**4.10.3 Recognition of Prior Learning:****Orientation or Re-skilling & Up-skilling:****Minimum Duration of Orientation (12 Hours)**

- i. PIA shall ensure that each enrolled candidate mandatorily undergoes a basic module of 12 hours of orientation.
- ii. This orientation must be delivered in a classroom setting. The PIA shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements defined by respective Sector Skill Council (SSC) for the identified job roles.
- iii. Orientation content will be designed by the TP, industry experts and vetted by the SSC.

**Orientation Activities (12 Hours)**

Sl. No.	Name of the Activity	Minimum Duration
1.	Domain Training (clarification of any doubts/gaps a candidate may have with respect to the job role)	6 Hours

2.	Soft Skills and Entrepreneurship tips specific to the Job Role	4 Hours
3.	Familiarization with Assessment Process and Terms	2 Hours

- a. **Re-skilling & Up-skilling:** In addition to the 12 hours of Orientation, a PIA may also propose a course for RPL to be imparted to target beneficiaries, as deemed appropriate. Given below are the salient features of bridge course:
- i. Course duration will be upto 120 hours and will be an addition to the standard 12 hours of the orientation module. The Executive Committee may increase the total duration beyond 120 hours for a specific project.
  - ii. The proposed bridge course may be, but not necessarily based on both core NOSs and Non-Core NOSs of the job role. PIAs may undertake customized content subject to the approval of the Executive Committee.
  - iii. The content for bridge courses will need to be validated by the SSC/AB. The additional topics and sub-topics that will be covered in the bridge course need to be aligned with skill gaps and demand/requirement of target audience, as substantiated in the project proposal.
  - iv. If approved, pay-out to PIA for the Re-skilling & Up-skilling course will be in accordance with Common Norms. The same shall be over and above the base RPL (12-hour orientation) pay-out to PIA per candidate.
  - v. Where on-the-job-training with employers/industry is weaved into the Re-skilling & Up-skilling course the pay-out for the bridge will remain the same to promote OJT/industry exposure for candidates.



#### 4.11 Attendance:

- a. Daily candidate attendance monitoring to be ensured through Aadhaar enabled biometric attendance system (AEBAS). Payment to the training Centres shall be linked to attendance.
- b. The Trainers and Assessors visiting to Training Centres for training or assessment shall also be mandated for 100% biometric attendance.
- c. Apart from the above, a Hard Copy of the Attendance Register shall be maintained in each classroom of the TCs mentioning the Batch Name, Batch ID, Important Dates, Name of the Candidates, and other relevant information.
  - i. **STT:** Biometric attendance throughout the batch shall be ensured mandatorily by the concerned TCs at the training venue. More than 70% of biometric attendance is required for each candidate to appear the assessment.
  - ii. **RPL:** For both type of RPL (*i.e.* Reskilling & Upskilling and Formalisation of prior learning), biometric attendance of the candidate shall be ensured.
  - iii. **SP:** Biometric attendance throughout the batch must be ensured by the concerned TCs at the training venue. More than 70% of biometric attendance is required for each candidate to appear the assessment. If any SPIA seeks relaxation for the biometric attendance the same may be decided by the Steering Committee before sanction of projects or target allocation.

## **4.12 Mandatory On-Job-Training (OJT)**

### **4.12.1 Emphasis on OJT:**

- a. Learnings of previous initiatives and special project, it has been observed that OJT after classroom training improves the trainee's skills and knowledge of the job requirement and builds their confidence in their abilities. This will improve their performance and make them work more efficiently and effectively once they join the workforce either for wage-employment or self-employment purpose.
- b. As workplace strategies evolve and technology advances, there comes a need to align with these changes in terms of domain knowledge and platform skills. Keeping in view of the significance of On-Job-Training (OJT) after classroom training, it shall be mandatory under the Short-Term Training (STT) of PMKVY 4.0.

### **4.12.2 Enrolment for OJT**

As OJT is mandatory for STT, there shall be no further enrolment required. However, the following shall be ensured to feed in the training life cycle and integrate in the Skill India Portal (SIP) for awarding credit for the OJT period:

- a. Start date & end date of OJT period
- b. Name of the employer and type of formation (Proprietary, LLP, Company)
- c. Nature of engagement for the OJT (Expenditure thereto, remuneration, if any)
- d. Uploading a Certificate or letter from the Employer providing OJT

### **4.12.3 Duration and Learning of OJT**

- a. As the duration of the Job Role/QPs varies from one to another and defining specific hours or days for OJT shall be the responsibility of the Implementing Agencies to mention in the project sanction letter/order. However, the duration shall not extend the practical hours of the respective Job Roles/QPs and the same shall be fixed in consultation with SSCs/ABs under the overall supervision of NCVET.
- b. Implementing training programs in the workplace will help the trainees feel like they are being inducted to industry through a process to acquire skills and abilities. They will not just become better workers, they will feel like more productive individual, which will improve their morale as well as their workplace capabilities.

### **4.12.4 Attendance during OJT**

During the OJT AEBAS attendance may not be mandatory. However, a certificate of attendance from the concerned Employer shall be obtained at the end of the OJT. Physical inspection may be conducted to check and keep regular feedback.

### **4.12.5 Assessment of OJT period and Certification for OJT**

As the OJT is part of the training, Assessment shall be conducted at the completion of Training and On-job-Training (OJT) as per norms of respective job roles/ QPs.

However, if a trainee has successfully completed the OJT and classroom training due credit for both the component shall be mentioned in the final certification.

**4.12.6 Financial Provision for OJT**

The expenditure to be incurred during the OJT period shall be borne by the respective TPs/TCs out the training fund, as the practical hours are being adjusted from the total training hours.

## 4.13 Assessment and Certification of Candidates

### 4.13.1 Short Term Training & Special Projects

- a. Assessment & Certification will be the responsibility of NCVET approved Awarding Bodies and Assessment Agencies.
- b. Online assessment system and proctored assessment will be prioritized for theoretical and practical assessment (wherever possible).
- c. As far as possible, endeavour will be made to establish Common Assessment Centres (CACs) to ensure quality and transparency during the assessment process. The CACs shall be responsible for hosting assessments as per the requirements laid out by the Awarding Body/SSCs.
- d. The SSC/Awarding body shall earmark the NOSs of a QP (for a job role) as Core and Non-Core.
- e. The pass percentage for a QP basis the NSQF levels is outlined in the table below.

NSQF Level	Percentage required for passing a QP
1,2, and 3	50%
4 and above	70%
Non-NSQF	70%

- f. Candidates, who achieve greater than or equal to the pass percentage for a QP, shall be awarded the Skill Certificate, marksheet, and a pay-out of Rs. 500/-. Certified candidates will also receive a grade (A/B/C) on the Skill Certificate. The grades will be provided on Skill Certificate in accordance with the table below:

Grade	Score Range
<b>NSQF Level 1, 2, and 3 and non-NSQF</b>	
A	85% and above
B	> 70% to < 85%
C	50% to 70%
<b>NSQF Level 4 and above</b>	
A	85% and above
B	70% to < 85%

- g. Awarding Body/SSC must validate and approve the results uploaded by the Assessment Agencies within specified timelines.
- h. On successful completion of assessment, candidate will be informed about the generation of the certificate and a link to be shared on the mobile for downloading. Certificates shall be made available in Digital Form (Through E-mail/ WhatsApp/ SMS).

- i. A central repository of all the certificates will also be created. Every certified candidate will be mapped to Pradhan Mantri Suraksha Bima Yojana (PMSBY). Candidates will have the insurance clause mentioned on their respective PMKVY certificates.

#### Assessment and Re-assessment fees

- a. Assessment fees – Assessment fees shall be funded under the scheme.
- b. The SSCs or the Awarding Bodies can retain a maximum of up to 20% of the actual assessment fees paid to assessment agencies.
- c. Candidates will have an option for re-assessment in case of failing the first assessment.
- d. First 2 chances will be offered free of cost and for any subsequent assessment the candidate will have to pay a re-assessment fee as per norms.

#### 4.13.2 Recognition of Prior Learning

Assessments under RPL shall be conducted in a similar manner as outlined above. However, the difference is in the way the assessment results will be evaluated.

- a. Marks scored in the Core NOSs of a QP shall be given 70% weightage in the total score. The remaining 30% weightage shall be from the Non-Core NOSs. For example: A QP has five NOSs (three Core and two Non-Core). A candidate scores 240 marks out of 300 in the three Core NOS, and 160 out of 200 in the two Non-Core NOSs. The total score of the candidate will be  $(240/300 \times 70) + (160/200 \times 30) = 80$  out of 100.
- b. Candidates who score less than 30% of the total score, shall receive only the marksheet and will be encouraged to undergo a Short-Term Training course under PMKVY 4.0.

#### **4.14 Tracking of certified Trainees:**

- a. A robust mechanism for tracking of post-training activities shall be devised to keep a track a record of the certified candidates.
- b. On completion of training a tele-calling-based survey will be conducted with all the candidates for feedback on training.
- c. Post-certification, career progression support shall be explored through industry-connects and collaborations with Banks, Financial Institutions.

#### **4.15 Re-enrolment in Skill Training:**

- a. Successfully passed Candidates will have a choice to undergo another training post 6 month from the date of certification of previous training.
- b. A suitable mechanism will be worked out to encourage candidates to take a higher-level course.
- c. Taking a lower NSQF level course shall be discouraged. (for e.g., higher contribution from candidates for taking such a course will be explored.)

#### **4.16 Capacity Building**

- a. NSDC, DGT and other implementing agencies shall play the key roles in building the capacity of the participating stakeholders through training sessions, IT-based webinars, refresher course, regional/zonal review meetings, ideas exchange and knowledge exchange.

## 5 Convergence

MSDE's approach to convergence is based on the premise of standardization, unified regulation, data convergence, etc. To take this forward, the following will be requested from different line Ministries/Departments:

- a. All Ministries/Departments offering skill programmes to be onboarded on the **Skill India Portal** and ensure **data convergence** (including two-way APIs if scheme specific portal exists) to get an overview of skilling in the country.
- b. Use of **Skill India Logo** on certificates, along with QR code which leads to verifiability of certificate by the employers. This data sharing will open pathways to students for automatic registration for apprenticeship and job opportunities through Skill India Portal.
- c. Adhering to **Common Cost Norms** as the upper limit for skilling programmes.
- d. Alignment of all skilling courses offered by Ministries/Department to **NSQF** for standardization of course curriculum.
- e. Onboarding of recognized organizations/ autonomous bodies of respective Ministries/ Department as an **Awarding and Assessment Body** to decentralize assessment and certification process aligned with NCVET norms.
- f. Sharing and uploading of details of trainers and assessors available with the Ministries/Department on **Takshashila Portal** for cross utilization across different schemes. MSDE will assist in continuous training/upskilling of Trainers/Assessors.
- g. **Cross utilization** of available resources including **infrastructure** (for e.g., RSETIs offering PMVKY courses, Tool Rooms offering DDUGKY/PMKVY courses, etc). This will help in reducing the number of complaints being received from multiple agencies/training partners.
- h. Support the **District Skill Committee** established at the district level in preparation of an integrated **District Skill Development Plan** to be utilized by all concerned Ministries/Department to avoid duplication of efforts in terms of mobilization of candidates, selection of job roles, etc.

## 6 Financial Management

### 6.1 General Financial Management

The General Financial Rules (GFR) shall be followed in implementation of PMKVY 4.0. The implementing agencies shall adhere to the Guidelines regarding expenditure and submission of Utilization Certificates (UCs). Funds under the scheme will be transacted under Public Financial Management System (PFMS) platform.

- a. Funds for the implementation of PMKVY 4.0 to be met out of budgetary grant allocated to MSDE.
- b. The unspent balance of PMKVY 2.0 and PMKVY 3.0, if any, may be utilized for PMKVY 4.0. To meet remaining liabilities of PMKVY 2.0 and PMKVY 3.0, if any, funds of PMKVY 4.0 may be made available. As State Component is going to be discontinued in PMKVY 4.0, the unutilised funds lying with States/UTs shall be surrendered and to be deposited as per existing norms.
- c. The National Steering Committee constituted for the Scheme are empowered for taking appropriate decision in matters relating to broad policy direction, dynamic fixation of targets and any deviation in scheme concept note/guidelines, without affecting the financial provisions.
- d. The overall outlay of the PMKVY 4.0 (2022-26) shall be broadly divided in 3 heads viz. (i) Skill Budget, (ii) Skill Planning, Research & Development Budget and (iii) Administrative Budget, which shall be utilised in the ratio of **85:10:5**.
- e. Funds budgeted under the “*Skill Budget*” head will be utilized for the cost of training life cycle as per the Common Cost Norms as base and rationalized further based on learnings from previous phases of PMKVY.
- f. Funds under “*Skill Planning, Research & Development Budget*” head will be utilized for strengthening the skill eco-system in planning, implementation, and monitoring for activities like IT Services; Capacity Building of Trainer and Assessor; Awareness, counselling, and advocacy; Monitoring & evaluation; Capacity building of stakeholders, workshops, developing online content, etc.
- g. Funds under “*Administrative Budget*” head shall be utilized towards meeting the administrative costs of implementing agencies (NSDC, DGT, etc.) and towards the PMU at MSDE for overall management and monitoring of the scheme.

### 6.2 Pay-out mechanism - STT

- a. Candidate Pay-out: Direct monetary rewards to be paid to candidates shall be done through PFMS linking with Direct Benefit Transfer (DBT) Bharat Portal.
- b. Release of funds to Implementing Agencies: Based on allocation of training target and defined Unit Cost under different types of training of PMKVY 4.0 (**Annexure-I**), funds will be released to implementing agencies, as per GFR.
- c. Pay-out to TPs/TCs/Skill Hubs: Based on the defined unit cost at **Annexure-I** under various training types, payment shall be made to TPs/TCs/Skill Hubs.



### 6.3 Project Finance - RPL

- a. Four types of pay-outs have been covered in the total project cost:
  - Pay-out to PIA
  - Pay-out to SSC
  - Pay-out for Kaushal Bima
  - Pay-out to the Candidate
- b. The indicative project cost per candidate is annexed at the table\_:
- c. The pay-out for Re-skilling / Up-skilling courses would be as per Common Norms for the hours of bridge, subject to a maximum of 120 hours. However, with the approval of PMKVY 4.0 Executive Committee, the same may be enhanced.
- d. In projects where utilization of Government-owned infrastructure, equipment, trainers supported by other projects or Government agencies is involved, project cost will be discounted.
- e. Pay-outs will be directly transferred to the RPLPIA's bank account(DBT) on the completion of the following milestones:
  - i. **Tranche 1:** 80% payment on result approval by the SSC. 100% for RPL 4 and 5 post successful certification of candidates and submission/upload of relevant documents.
  - ii. **Tranche 2:** 20% payment upon submission/uploading of Monthly Performance Report (MPR) and submission of proof for certificate handover, with or without the distribution ceremony.
- f. Pay-out to the SSC/AB: The assessment pay-out will be provided for overseeing and facilitating final assessments, as per the NSQF level of job roles as given in the PMKVY 4.0 Guidelines.
- g. Pay-out for Kaushal Bima: Every certified candidate will be provided with 1-year accidental insurance of Rs. 2 lakh.
- h. Pay-out to Candidates/ Reward for Certification: Every certified candidate will get a reward of Rs. 500/- for clearing the exam as encouragement. The pay-out to candidates will be processed centrally and will be transferred directly to the bank account of the candidate.
- i. Candidates may choose to enrol for the second time in a different job role/related job role/higher job role, under RPL, during the duration of the scheme. The pay-out against such candidates (which includes pay-out to candidates, PIAs and SSCs) shall only be given for enrolment for a maximum of two job roles, only if there is a six-month gap between the certification date of the first job role enrolled for and the subsequent enrolment date under RPL (or the batch start date).

**Table 1: Budget Break-up for PMKVY 4.0**

(Rs. in crores)

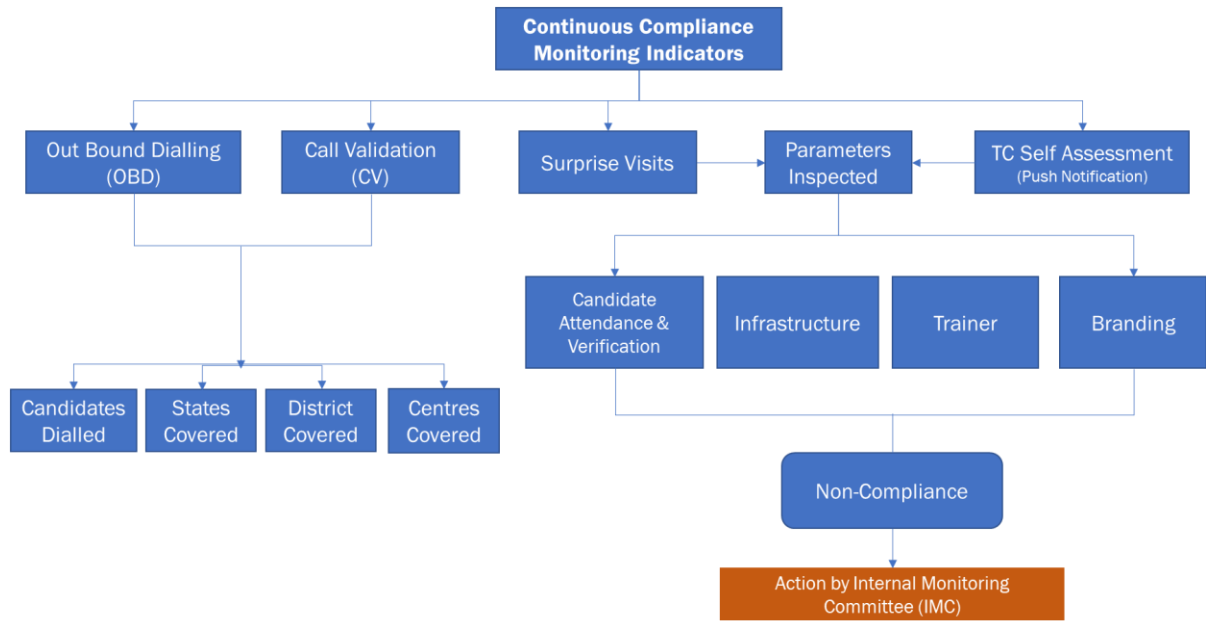
Sl. No	Component	Total Amount Sought	2022-23	2023-24	2024-25	2025-26
1	Skill Budget (85% of the budget) Short Term Trainings (25%), Special Projects (15%) and Recognition of Prior Learning (60%),	5,100	1,020	1,530	1,530	1,020
2	Skill Planning, Research and Development (10% of the budget) Trainer and assessor training, IT services, awareness, counselling, capacity building of stakeholders, workshops, online content, etc. Any other component as decided by Steering Committee.	600	120	180	180	120
3	Administrative Cost (5% of the budget) Admin cost for implementing agency, Monitoring, Evaluation - MSDE PMU	300	60	90	90	60
<b>Grand Total</b>		<b>6000</b>	<b>1,200</b>	<b>1,800</b>	<b>1,800</b>	<b>1,200</b>

Detailed costing and unit cost is at **Annexure - I**.

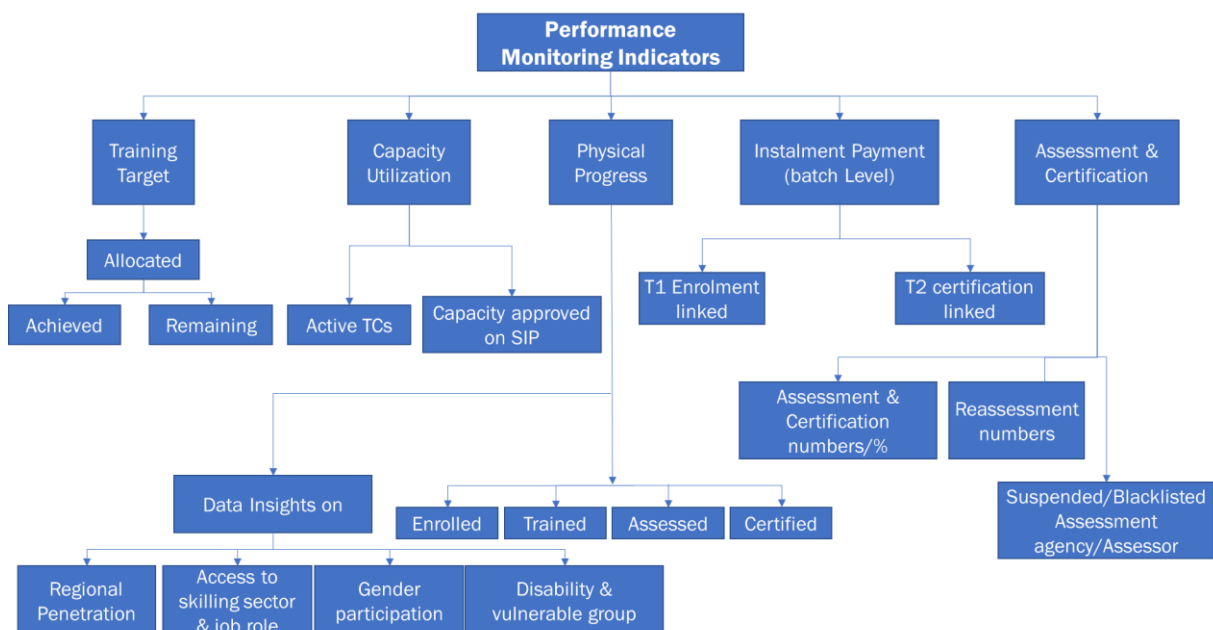
# 7 Programme Monitoring and Evaluation

## 7.1 Monitoring Mechanism

**7.1.1 Compliance monitoring:** These are input indicators which the stakeholders (TC/PIA) are mandated to comply with as per the guidelines to ensure quality delivery of training. These include ToT, TC accreditation & affiliation, attendance Monitoring (AEBAS), learning kits, labs, equipment, Assessment TAT, branding etc.



**7.1.2 Performance monitoring:** These are qualitative outcome and quantitative outputs indicators at the scheme level and disaggregated at the TC/PIA level. These include monthly monitoring insights, score cards and candidate feedback.



## 7.2 Monitoring Tools

7.2.1 **Skill India Portal (SIP)** shall be revamped as SIP 2.0 to track the life cycle of training process of candidates (enrolment-training-assessment-certification-post training tracking) and monitoring on real-time basis linked with Aadhaar enabled biometric attendance.

Even though multiple Awarding Bodies are expected to be onboarded under the scheme, it shall be mandatory for these bodies to implement the scheme through **online platforms** to be designated by MSDE.

7.2.2 **Daily candidate attendance** monitoring through **Aadhaar Enabled Biometric Attendance System (AEBAS)**. Payment to the training Centres will be linked to attendance

7.2.3 **Candidate Verification:** Automated/manual calls to candidate on the mobile number provided to verify the candidates enrolled under the scheme. Additionally, call validation will help to investigate the issues received through multiple channels like public grievance, complaint from other stakeholders etc.

7.2.4 **Centre Visits:** Officers from MSDE and other agencies mandated by MSDE will regularly visit the centres. Surprise visits by implementing agencies and Awarding Bodies will also be ensured to check the array of scheme compliance parameters.

Key parameters to be monitored during visits:

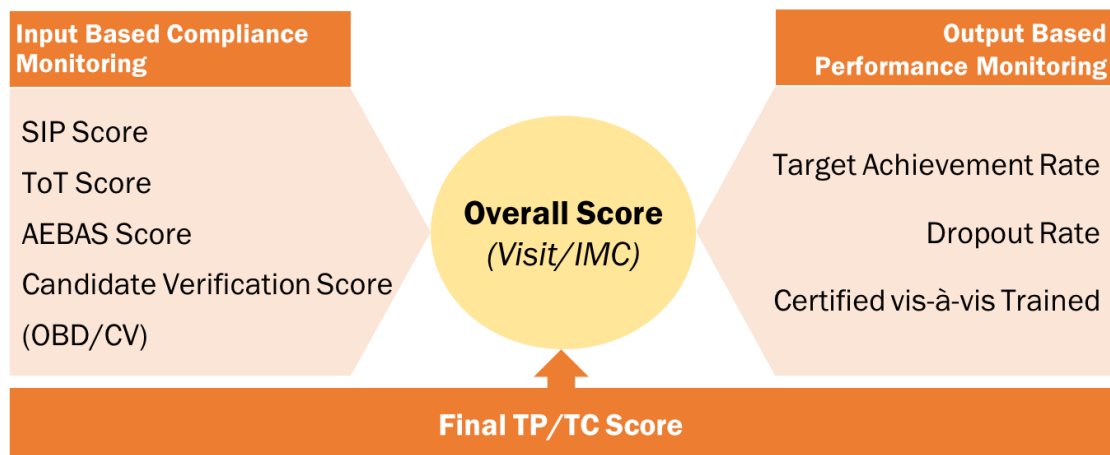
- a. **Mass Enrolments:** This shall be proved if a considerable percentage of trainees enrolled at a TC as per SIP verify that they are pursuing education from a school, college, or other educational institute.
- b. **Fake Enrolments:** This shall be proved if any trainee undergoing training at the TC is not enrolled in SIP.
- c. **TC availability at the stated address:** This refers to such cases when it is found that the TC does not exist at the address mentioned at the time of accreditation, which means the TC was accredited, but during a surprise visit or through any other means post-accreditation, it is found that it exists at a different address without accreditation.
- d. **Unethical Practices:** If the TC is found to be indulging in unethical practices. Unethical practices include but are not limited to:
  - i. Offering any undue favour in cash or kind to assessors to influence the trainee's results.
  - ii. Forging/manipulating any data.
  - iii. Misleading trainees during mobilisation or at any point of time.
  - iv. Providing any information through branding/marketing that may mislead the trainees or public in general, such as promising to offer government jobs to the trainees.
  - v. Any other serious violation to PMKVY guidelines observed at any point of time.

- e. **Infrastructure** – For this, information like type of building, number of classrooms, labs and other facilities are cross verified with the details mentioned in the form submitted by the centers during accreditation and affiliation in SIP. The aim is to ensure that the quality in terms of infrastructure is made available to the candidates.
  - f. **Quality of trainers** – The trainers should be SSC/awarding body certified and at least 1 trainer should be NIESBUD certified in every centre to ensure provide entrepreneurship related information to the candidates.
  - g. **Regularity of training** – Conducting surprise visits enables us to get the ground reality and hence the regularity in terms of strength of batches being trained, training environment etc. is verified by the inspector.
  - h. **Availability of facilities** – The availability of essential facilities like computer labs, placement cell, firefighting equipment, first aid and other facilities mentioned in the form on SIP is verified.
  - i. **Availability of functional AEBAS** – Under the PMKVY scheme, all centers are instructed to ensure attendance of candidates on Aadhaar Enabled Biometric Attendance System.
  - j. **Availability of lab equipment** – For each job role for which target have been allocated to the centre, verification is done whether the necessary equipment as specified by SSC are available to the candidates.
  - k. **Document Verification** – All relevant documents like enrolment forms, trainee feedback forms, attendance register etc. are verified by the inspector.
  - l. **Availability of training material** – All candidates should receive their induction kits and training material at the start of the batch.
  - m. **Branding of PMKVY** – Each centre must adhere to the branding guidelines of PMKVY 4.0.
- 7.2.5 **Virtual Verification** as a technology driven monitoring mechanism to virtually monitor and verify PMKVY compliance at the training center level. The training center must provide the required information along with geotagged and time stamped images through mobile application, as and when asked. The mobile app will provide an array of parameters against which response will be captured to complete the TC self-assessment. Desk Assessment (DA) of the self-assessment report will be carried out by monitoring team or authorised third-party DA agency. The TC self-assessment will be an add-on to the physical inspection.
- 7.2.6 **Outcome based payment to training centres:** Payment to training centres based on specific outcomes like attendance, certification, etc. through the lifecycle of the program.
- 7.2.7 **Periodic Meetings and Review** with NSDC/IA, SSCs/awarding bodies, and other stakeholders to review the implementation of the scheme.
- 7.2.8 **Penalty matrix to penalize (including the financial penalties)** for non-compliant entities as per the discrepancies observed after due diligence. In cases of severe non-compliance, a training center may be suspended for a period of six months or blacklisted from the skill ecosystem. Penalty Grid is at **Annexure II**.

**7.2.9 Candidate Feedback Mechanism:** Qualitative feedback from trainees will be systematically recorded in PMKVY 4.0. The aggregated candidate feedback at the TC/PIA level and at the scheme level is expected to help course correct and improve the quality of scheme delivery.

**7.2.10 Grading of the Training Centres** as a concurrent monitoring process to ensure quality TCs. This process shall also ensure continued focus on the quality of training by the TCs.

**7.2.11 Scorecards for TC/PIA:** To objectively evaluate the performance of TP/TC/PIA/SPIAs, scorecards based on input, output, and compliance metrics will be used. The purpose is to highlight the good performers, handhold those who have the potential to improve and disincentivize low performers through a data driven systematic performance assessment. Score card parameters are identified to reflect the qualitative and quantitative outcomes of the respective stakeholders. The framework used for the scorecards to arrive at the total score is presented in the figure below:



Detailed scoring matrix is at **Annexure III**.

### 7.3 Monitoring Committees

For effective Monitoring of the scheme, following committees will be constituted:

<b>Steering committee (SC)</b>	<ul style="list-style-type: none"> <li>• Chaired by Secretary, MSDE</li> <li>• Apex committee to provide broad policy direction for implementation of the scheme</li> </ul>
<b>Executive Committee (EC)</b>	<ul style="list-style-type: none"> <li>• Chaired by Joint Secretary (PMKVY), MSDE</li> <li>• Oversee regular functioning of scheme, any other function assigned by SC</li> </ul>
<b>PMKVY Monitoring Committee (PMC)</b>	<ul style="list-style-type: none"> <li>• Chaired by Director (PMKVY), MSDE</li> <li>• Review overall performance of the scheme and issues on regular basis</li> </ul>
<b>Internal Monitoring Committee</b>	<ul style="list-style-type: none"> <li>• Constituted by Implementing Agencies</li> <li>• Identify discrepant stakeholders, take actions as per approved penalty grid, regular monitoring</li> </ul>

Composition, Roles & Responsibilities of the Committees is at **Annexure IV**

## **7.4 Key Stakeholders & their Role in Monitoring**

### **7.4.1 Ministry of Skill Development and Entrepreneurship:**

- a. MSDE shall hold periodical meetings to review the physical progress, utilisation of funds, future planning, and proposed suggestions to improve the implementation of PMKVY 4.0, as and when required.
- b. MSDE shall empanel a group of National Level Monitors (NLMs) including renowned social workers, experienced development sector professionals, retired senior officials of Government to make field visits to the States/UTs, Districts to monitor the implementation of the scheme as per the Guidelines and some pre-defined checklist/ template report. The NLMs may submit the report to MSDE on completion of inspection/ field visit and based on the same MSDE will act as deemed fit
- c. MSDE shall notify a group of its Senior Officials and other Central Ministries for making field visits with some list of States/UTs for monitoring the scheme at field level and within a specific duration or time-period. The officials would visit for inspection or implementation by the concerned stakeholders in accordance with the Guidelines of the PMKVY 4.0 scheme.
- d. A comprehensive Monthly Progress Report (MPR) shall be devised by MSDE for updates from Implementing Agencies and periodic review shall be conducted.

### **7.4.2 National Skill Development Corporation (NSDC)**

- a. Internal Monitoring Committee (IMC) at NSDC shall prepare the Monthly monitoring reports to provide oversight of the ecosystem to the stakeholders. Such monitoring reports to be submitted to PMKVY Monitoring Committee (PMC) for review.
- b. NSDC shall use compliance monitoring tools like Call Validation, Out-Bound Dialling and Surprise Visits during the enrolment and training phases to gain candidate feedback, complains and grievances about the skill ecosystem.
- c. NSDC shall monitor the following indicators during the training lifecycle to enforce the quality of training, being imparted by TPs/TCs under PMKVY 4.0:
  - Attendance of candidates
  - Availability of TC facilities & infrastructure
  - Availability of Training material as per the guidelines
  - Branding of PMKVY as per the guidelines
  - Availability of Candidate enrolment Forms and Candidate Feedback forms
  - Regularity of Training including batch strength
  - Trainer Qualification and ToT certification
  - Any unethical practices by TC like giving misleading info about scheme to the candidates etc.



- d. NSDC shall prepare performance-based scorecards for TPs and TCs. These scorecard rankings will help in highlighting best practices in the ecosystem and may be used during the subsequent allocation or scheme.

#### **7.4.3 Sector Skill Councils (SSCs) and other approved awarding bodies**

The SSCs/ ABs shall continue to play a key role through their processes, resources, and affiliated assessment agencies, in monitoring the training (visit-based monitoring) and assessment-related aspects under PMKVY 4.0

### **7.5 Consequence Management**

#### **7.5.1 Investigation Procedure**

- a. The defaulting cases identified shall be sent a show cause notice to provide an explanation for the discrepancies observed with relevant proofs. The concerned entity shall be provided reasonable time to respond to the notice with relevant evidence. The responses and the submitted evidence would be analysed by the Monitoring team and then these cases would be presented to the Internal Monitoring Committee (IMC).
- b. A response is considered “dissatisfactory” under any of the following conditions:
  - If the stakeholder fails to submit the appropriate response on time.
  - If IMC finds that the compliance report submitted lacks enough supporting proofs /evidence.
  - If the explanation provided as per the compliance report is not found logical to defend the identified discrepancies.
  - If the investigation leads to an analysis that contradicts the explanation/ compliance report submitted by the stakeholder.
- c. A response by the stakeholder is considered “satisfactory” when all the following conditions are met:
  - If the concerned stakeholder submits the compliance report along with all the supporting proofs/evidence that may include documents, photographs, and videos.
  - If the explanation provided along with the proofs is found logical with regards to the discrepancies found.
  - If the investigation supports, the explanation/compliance report submitted by the stakeholder.
- d. Based on whether the response was satisfactory or dissatisfactory, and based on the nature and severity of the discrepancy, the IMC shall take appropriate action as per the approved penalty grid. The final decision shall be then communicated to the concerned stakeholders

#### **7.5.2 Subsequent Measures**

After due deliberations on the case in point, final decision is taken by IMC as per the approved penalty grid.

- a. In case of severe non-compliance, a FIR shall be registered against the respective stakeholder by NSDC.



- b. Suspension and Blacklisting of Stakeholder under PMKVY: Suspension shall be temporary, for a limited period for six months as per non-compliance penalty grid.
- c. Blacklisting indicates that the concerned stakeholder will not be allowed to operate under PMKVY under any circumstances. The concerned stakeholder will be permanently debarred from the PMKVY ecosystem.
- d. In case of suspension/blacklisting of a TC (in case of ToT/ ToA, the respective SSC will be Stakeholder), the following would be the additional consequences:
- e. The information related to suspension/blacklisting of a TC would be uploaded on the PMKVY website.
- f. The detailed consequences that may include financial penalty/recovery and target revocation shall be enforced on the concerned stakeholder by the IMC.
- g. Any remaining target allocated to the stakeholder will be transferred to the nearest TC/PMKK considering their capacity and performance.
- h. NSDC to prepare a detailed SOP on the processes and present to IMC and PMC for approval.

## **7.6 Impact Assessment**

NSDC or other implementing agencies may empanel external impact assessment agencies, which will conduct the baseline and end-line survey of the approved projects. The cost for impact assessment will be deducted from the project cost of the SPIA in case of Special Projects. Report submitted by the agency will be used to assess the impact of the project and future course of action.

## **7.7 Deployment of Human Resource**

At MSDE, a Project Management Unit (PMU) shall be set up through professional firms/ agencies to provide support for implementation and monitoring of the scheme. The cost for setting up of PMU shall be retained out of the Administrative Cost (5%) earmarked under the scheme.

## **7.8 Grievance Redressal**

A Grievance Redressal mechanism for Applicant, Training Providers and Assessors shall be set up with the appropriate authority at District and Central level for a time bound resolution of grievances.

## **8 Branding and Communication**

### **8.1 Branding and Communication Guidelines**

### **8.2 Advertisements**

8.2.1. Print Advertisement

8.2.2. Radio

8.2.3. Television

8.2.4. Kaushal/Rozgar Mela or Skill Exhibitions

### **8.3 Social Media**

**Annexure – I: Tentative Average Unit Cost and Assumptions**

Sl. No	Training Type	%age of Exp.	Assumptions	Estimated Target (In Nos.)	Estimated Unit Cost (In Rs.)	Estimated Cost (Rs. In Crore)	Share (In %age)
A	Short Term Training (STT) (Non-residential)	25	100% of STT will be Non-residential	13,64,649	9,415.83	1,275.00	25
B	Special Projects (SP) (Non-residential)	15	80% of SP will be Non-residential	6,49,946	9,415.83	612.00	12
C	Special Projects (SP) (Residential)		20% of SP will be residential	1,22,487	12,491.16	153.00	3
D	Recognition of Prior Learning (Category 1: Reskilling and Upskilling)	60	Cat 1: 70% of RPL	73,03,264	2,723.44	1,989.00	39
E	Recognition of Prior Learning (Category 2: Formalisation of Prior Learning)		Cat 2: 30% of RPL	56,07,870	1,909.82	1,071.00	21
	<b>TOTAL</b>	<b>100</b>		<b>1,50,48,215</b>		<b>5,100.00</b>	<b>100</b>

**\*Note:** The estimated target may increase during implementation of the scheme, as the contribution from Industry and CSR Partners will be explored under the PMKVY 4.0 scheme. It is also assumed that the incremental cost of training shall be met from the financial resources raised from Industries and CSR funds.

**Annexure – II: Penalty Matrix under PMKVY 4.0**

S.N	Compliance Standards	Penalty Proposed
1	Non-Existence of PMKVY Center	High
	Nonexistence may also include such centres where instead of PMKVY training, some other classes (coaching classes etc. is going on)	<p>Issuing of a Show-Cause Notice to the TP and the TC with immediate stopping of fund disbursement and future batch creation until the finalization of decision on TC non-compliance.</p> <p>a) A FIR may be registered against the TP in such severe cases  b) TC to be suspended, if proven guilty  c) Members/Partners/Directors managing such TC, to be barred using from registering any centre over SIP.</p> <p>Any disbursement(s) made earlier to the TP for the non-compliant TC under consideration, to be recoverable and be adjusted in future payments.</p> <p>TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted</p>
2	Unethical Practices-Subletting	High
	-PMKVY scheme doesn't allow any franchise centres -All centres must be TP owned	Issuing of a Show-Cause Notice to the TP and the TC with immediate stopping of fund disbursement and future batch creation until the finalization of decision on TC non-compliance.
		<p>a) TC to be Suspended for six months, if proven guilty  b) TP shall not be allowed to create new TCs over SDMS  c) For any subsequent offence, TP shall be penalized with 30% of total future disbursements for each subsequent offence  c) Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP</p>
		Amount disbursed earlier to the TC under consideration of penalty action be recovered from the TP for TC non-compliance.
3	Fake Enrollments / Ghost candidates	High
		<p>a) A FIR may be registered in such severe cases  b) TC to be Blacklisted, if proven guilty  c) Members/Partners/Directors managing such TC, to be barred using from registering any center over SIP.</p>

S.N	Compliance Standards	Penalty Proposed
		Amount payable for the said TC to be forfeited
		TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted
4	Non Availability of required infrastructure/tools and equipment for each job role post inspection	High
	-While batches as per SDMS are in progress - There are absence of mandatory equipment	Issuing of a Show-Cause Notice to TP and TC with immediate stopping of fund disbursement and future batch creation until the finalization of decision on TC non-compliance.
		a) TC to be Suspended for six months, if proven guilty of not complying with PMKVY 4.0 norms by not fulfilling the mandatory equipment requirements, with no further disbursement for ongoing batches b) Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP
		Amount payable for the said TC to be forfeited
		TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted
5	Mass enrolments	High
		Issuing of a Show-Cause Notice to TP and TC with immediate stopping of fund disbursement and future batch creation until the finalization of decision on TC non-compliance.
		a) TC shall be Suspended for six months, with no further disbursement for ongoing batches, if proven guilty b) Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP
		Amount payable for the said TC to be forfeited

S.N	Compliance Standards	Penalty Proposed
		TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted
6	a) Center was closed at the time of visit b) Training not being conducted at the time of visit as per PMKVY guidelines	High
	- While batches as per SDMS are in progress - TP fails to justify the reason for not conducting training as per PMKVY guidelines	Issuing of a Show-Cause Notice to TP and TC with immediate stopping of fund disbursement and future batch creation until the finalization of decision on TC non-compliance.
		a) TC to be Suspended for six months, with no further disbursement for ongoing batches, If proven guilty and they are not able to submit proof of conduction of any training at the center b) Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP
		Amount payable for the said TC to be forfeited
		TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted
7	Unethical Practices If the Training Center is found indulging in unethical practices such as offering/demanding undue favors in cash or in kind to a stakeholder like Assessor, in order to influence the outcome of assessment OR with any other malafide intention affecting the outcome of the training	High

S.N	Compliance Standards	Penalty Proposed
		Issuing of a Show-Cause Notice to TP and TC with immediate stopping of fund disbursement and future batch creation untill the finalization of decision on TC non-compliance.
		a) A FIR may be registered against such severe cases b) If proven guilty, TC shall be suspended for six months, with no further disbursement for ongoing batches c) Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP
		Amount payable for the said TC to be forfeited
		TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted
8	Intimidating assessor to conduct assessment at a place other than authorized by SIP	High
		Issuing of a Show-Cause Notice to TP and TC with immediate stopping of fund disbursement and future batch creation untill the finalization of decision on TC non-compliance.
		a) TC to be Suspended for six months, with no further disbursement for ongoing batches, if proven guilty b) Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP
		Amount payable for the said TC to be forfeited
		TP to be responsible for completing training of the ongoing batches for TC(s) without any future payments. In case TP doesn't complete ongoing batches, he will be charged a penalty of 100% of the amount which shall be given to TC, had the training completed on time honestly. In case penal amount is not recoverable from future payments, TC shall be blacklisted
9	Training not being conducted at the time of visit	Medium

S.N	Compliance Standards	Penalty Proposed
	- While batches as per SDMS are in progress - TP justifies the reason for not conducting training as per PMKVY guidelines	Issuing of a Show-Cause Notice to TP and TC with immediate stopping of fund disbursement and future batch creation until the finalization of decision on TC non-compliance.
		TC to be issued warning mail, if they are able to submit proof of conduction of any training at the center
10	Non Availability of required infrastructure /tools and equipment for each job role post inspection	Medium
	- While batches as per SDMS are in progress	Issuing of a Show-Cause Notice to TP and TC
	However, mandatory equipment is present at the center	Grading to be reduced by 1 star. Warning mail shall be issued for mending its ways.
11	Non Availability of SSC Certified Trainers at the Center.	Medium
	Exemption to be provided if the trainer has been formally nominated for the ToT and the ToT is pending from SSC's end	Issuing of a Show-Cause Notice to TP and TC
		Warning Mail to be issued to TP for complying with PMKVY 4.0 Guidelines with fund disbursements and further batch creation to be stalled unless TC submits TOT certification
12	Non Distribution of Induction Kits to the trainees	Medium
		Issuing of a Show-Cause Notice to TP and TC
		Warning Mail to be issued to the TP to comply with the PMKVY 4.0 Guidelines.
13	Non Distribution of Handbook to the trainees	Medium
		Issuing of a Show-Cause Notice to TP and TC
		Warning Mail to be issued to the TP to comply with the PMKVY 4.0 Guidelines.
14	Non Usage of AEBAS for recording Trainees and Trainers attendance	Medium
		Issuing of a Show-Cause Notice to TP and TC



S.N	Compliance Standards	Penalty Proposed
		Warning Mail to be issued to the TP to comply with the PMKVY 4.0 Guidelines with fund disbursements and further batch creation to be stalled unless TC use AEBAS for recording attendance
15	Regular candidates are admitted at the Training Centre	Medium
	<ul style="list-style-type: none"> <li>- TC will be held responsible, if he fails to check whether regular candidates are admitted at the TC</li> <li>- This offence needs to be verified by Call validation</li> <li>- If more than 30% of verified candidates confirms being part of regular course then penalty under this offence shall be applicable</li> </ul>	Issuing of a Show-Cause Notice to TP and TC
		<ul style="list-style-type: none"> <li>1) Warning mail</li> <li>2) TC to be penalised equivalent to 10% deduction in future disbursements</li> </ul>
16	Non-Adherence to PMKVY Marketing and Branding Guidelines	Low
		Issuing of a Show-Cause Notice to TP and TC
		Warning Mail to be issued to the TP to comply with the PMKVY 4.0 Guidelines.
17	<ul style="list-style-type: none"> <li>a) Any offence not listed above or any action to be taken against TP not listed</li> <li>b) Any action taken by IMC</li> </ul>	High/Medium/Low
		<p>PMC will be competent to increase/decrease any penalty for the discrepancy mentioned above, based on some special conditions like rural areas, special category candidates etc.</p> <p>PMC will be competent to call suo-moto for any case that has been decided by IMC, for further deliberation and may overturn IMC decision</p> <p>Any other offence which is not listed above to be categorized as High/Medium/Low offence by the IMC. IMC is competent to take decision on such cases with intimation to PMC about the decision</p>
Note: All Suspension and blacklisting shall be linked to Aadhar number of the person linked with suspended/blacklisted entity		

## Action on Subsequent Offences

Nature of offence	2nd Offence	3rd Offence	4th Offence	5th Offence
High	A FIR may be registered against such severe offence  TC to be Blacklisted  Members/Partners/Directors managing such TC, to be barred from registering any center over SIP			
Medium	30% of the disbursement amount to be deducted for the TC.	Suspension of the TC for six months  Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP	TC to be Blacklisted  Members/Partners/Directors managing such TC, to be barred from registering any center over SIP	
Low	10% of the disbursement amount to be deducted for the TC.	30% of the disbursement amount to be deducted for the TC.	Suspension of the TC for six months  Members/Partners/Directors managing such TC, to be barred for six months from registering any center over SIP	TC to be Blacklisted  Members/Partners/Directors managing such TC, to be barred from registering any center over SIP

**Appeal Process**

An appeal process is developed to provide a formal channel for an aggrieved TP to appeal against an IMC decision on their respective TC which according to the TP may be inappropriate or is too harsh for the case. Thus, the Appeal committee shall act as an Ombudsman for the TPs/TCs in assuring a time bound, fair, and transparent appeal process.

**Process for filing an appeal by the TP**

- a. A TP intending to appeal against the decision of IMC should follow the below mentioned steps:
- b. An appeal must be made by the TP within 15 days from receiving the decision of IMC received from Monitoring Team. Appeal raised beyond 15 days should be approved by CEO, NSDC or Joint Secretary of MSDE.
- c. TP should send an email application for the appeal from the TP SPOC email ID to registered email ID with a request to review the decision. The TP should refer to the IMC decision communicated to the TP.
- d. The Appeal application must contain grounds on which the TP is challenging the IMC decision. No additional/new evidence/s will be entertained beyond the evidence provided as a response to the 'Show Cause Notice' (SCN), issued by Monitoring Team.
- e. The TP will receive an acknowledgement e mail confirming the receipt of the appeal application with a link to deposit fees for appeal process.
- f. The TP shall deposit an Appeal fee of Rs. 20000 for each TC appeal for which the review is sought. TP shall send the receipt/payment reference number of the payment made to registered email ID.

Appeals committee shall constitute the following members.

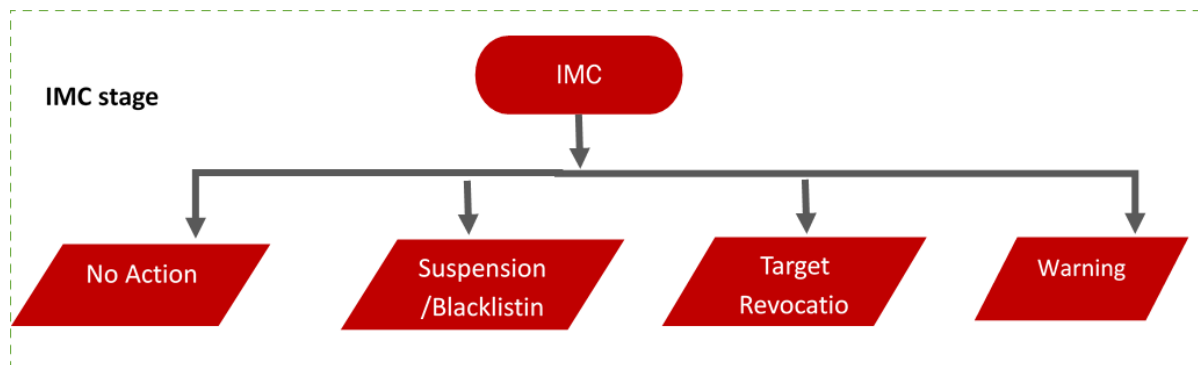
S. No	Members	Designation
1	Head Monitoring, NSDC/IA	Chairman
2	IMC member (relevant to the business division) appointed by Appeals committee chairman	Member
3	IMC Chairman	Member
4	A senior member from the legal team	Member
3	A senior member from finance team	Member

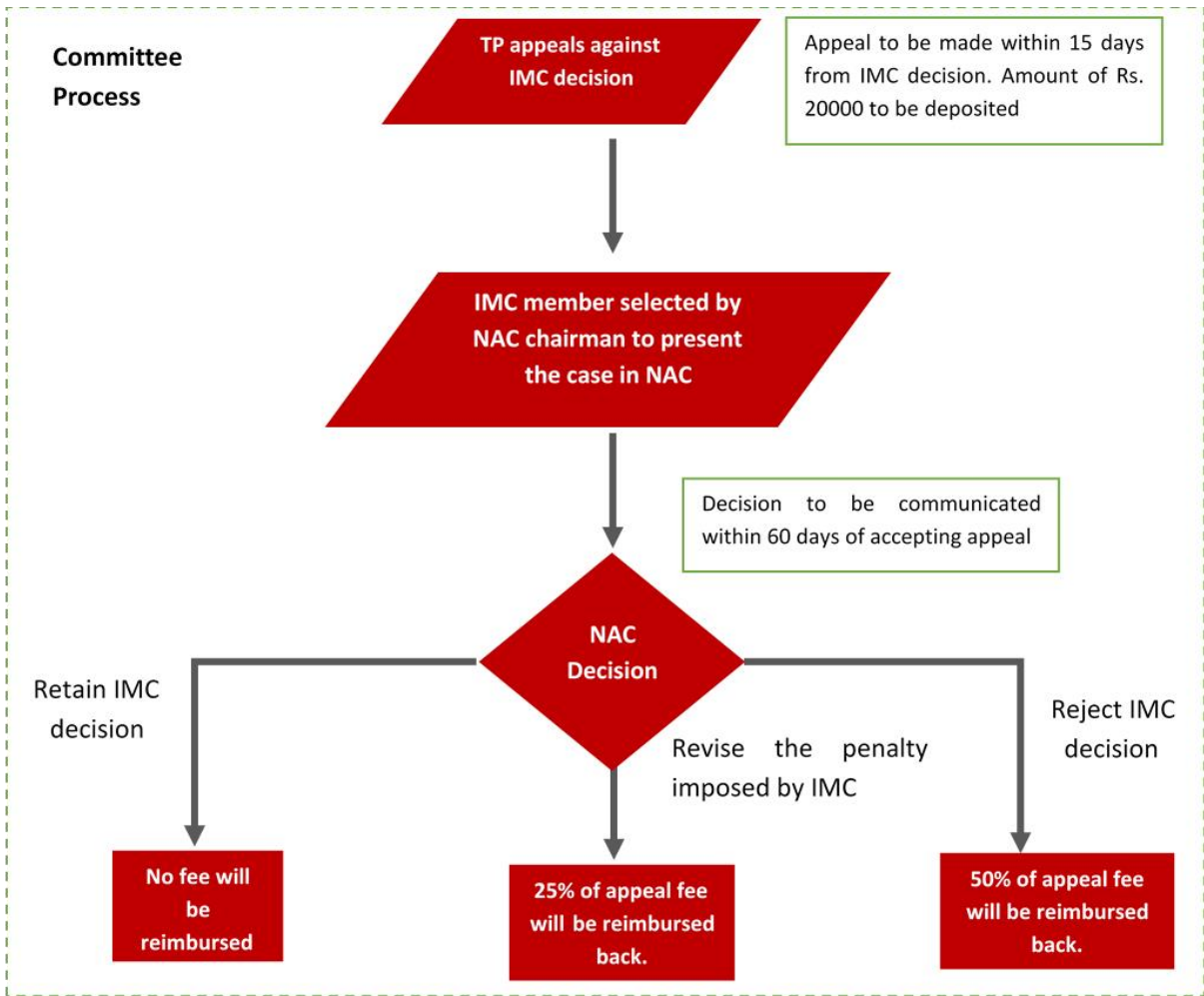
**Appeal process to be carried out:**

- a. Appeal Committee will follow the below process after receiving the Appeal application as explained below.
- b. After payment is received, the 'Appeals committee' chairman will nominate an IMC member (relevant to the appeal) for preparing the appeal case.
- c. Monitoring team will provide the case details along with IMC minutes pertaining to the case to the nominated IMC member.
- d. IMC member will analyze and prepare the case (may communicate with aggrieved TP for any clarifications) to be presented to the Appeals committee.
- e. Committee chairman in consultation with nominated IMC member may invite the aggrieved TP to seek further clarification.

- f. The case shall be presented to the committee by the IMC member, nominated by Committee Chairman. IMC member while presenting the case, shall highlight any new evidence/explanations submitted by the TP or any fact that has been disregarded/omitted by IMC while taking the decision.
- g. After due deliberations of the case, the Appeal Committee may take the final decision of the appeal which may be any of the following:
  - i. Retain IMC decision
  - ii. Revise the penalty imposed by IMC
  - iii. Reject IMC decision
- h. The decision of the Appeals committee will be communicated accordingly to the TP (sent from registered email ID). The decision will be sent to the operations and finance team members with consequent action decided by committee.
- i. The decision of the Committee will be communicated to the TP within 60 days.
- j. The final decision made by committee will be binding on the TC/TP and no further request for Appeal will be entertained.
- k. Appeal fee reimbursement as per committee decision
- l. Retain IMC decision: In this scenario, no fee will be reimbursed back to the TP.
- m. Revise the penalty imposed by IMC: In this scenario, 25% of fee collected at the time of accepting the appeal will be reimbursed back to the TP.
- n. Reject IMC decision: In this scenario, 50% of fee collected at the time of accepting the appeal will be reimbursed back to the TP.

**Flow Diagram for Appeal Process**





## Annexure – III: Detailed Scoring Matrix for Training Centres

TP/PIA level scorecard					
Parameters					Overall Weightage
Compliance Monitoring (Input Based) – [A]					40%
SIP Score	ToT Score	OBD Score	CV Score	AEBAS Score	
30%	10%	25%	25%	10%	
Performance Monitoring (Output Based) – [B]					60%
Target Achievement Rate (%)	1-[Dropout/Enrolled] (%)	Certified/Trained (%)	Reported Placed/Certified (%)		
10%	20%	35%	35%		
Total Weightage					100%
Compliance Monitoring (Visit/IMC based) – [C]					Score
No. of TCs Onboarded (a)	No. of TCs Suspended (b)	No. of TCs Warned (c)	No. of TCs – Compliance Issued (d)		
(1) *a	(0.5) *b	(0.2) *c	(0.1) *d		$[a-(0.5*b)-(0.2*c)-(0.1*d)]/a$
Final TP Score					$C[0.4*A+0.6*B]$

TC level scorecard					
Parameters					Overall Weightage
Compliance Monitoring (Input Based) – [A]					40%
SIP Score	ToT Score	OBD Score	CV Score	AEBAS Score	
30%	10%	25%	25%	10%	
Performance Monitoring (Output Based) – [B]					60%
Target Achievement Rate (%)	1-[Dropout/Enrolled] (%)	Certified/Trained (%)	Reported Placed/Certified (%)		
10%	20%	35%	35%		
Total Weightage					100%
Compliance Monitoring (IMC/Visit Based) – [C] Score					
Suspended	Warning	Compliance Mail		No Action	
50%	80%	90%		100%	
Final Score					$C[0.4*A+0.6*B]$

## Annexure – III: Composition, Roles & Responsibilities of various Committees

### 1. National Steering Committee

Secretary, Ministry of Skill Development and Entrepreneurship (MSDE)	Chairperson
Additional/Joint Secretary (Skill Development), Ministry of Skill Development and Entrepreneurship (MSDE)	Member Secretary
Additional Secretary, Department of School Education & Literacy (DoSEL), Ministry of Education, Government of India	Member
Additional Secretary, Department of Higher Education (DoHE), Ministry of Education, Government of India	Member
Officers not below the rank of Joint Secretary, Department of Expenditure, Ministry of Finance, Govt. Of India	Member
Additional Secretary & Financial Advisor, Ministry of Skill Development and Entrepreneurship (MSDE)	Member
MD & CEO, National Skill Development Corporation (NSDC)	Member
Officers not below the rank of Joint Secretary from two different Central Ministries*	Members
Officers not below the rank of Principal Secretary, Skill Development (or equivalent) from two States*	Members
Chairperson of two SSCs**	Members
Special Invitees as decided by the Chairperson, Steering Committee	

\*On rotational basis (nominated by Secretary, MSDE)

\*\* On rotational basis (nominated by CEO, NSDC)

### 2. Executive Committee

Additional/Joint Secretary, Ministry of Skill Development and Entrepreneurship (MSDE)	Chairperson
Chief Program Officer, NSDC	Member
Director/Joint Director, MSDE	Member Secretary
Head, NSDC, Monitoring & MIS, PMKVY	Member
Head, NSDC, SSC Governance	Member
Chief Financial Officer, NSDC or his representative	Member

Head, NSDC, RPL & Special Projects	Member
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### 3. PMKVY Monitoring Committee (PMC)

The PMC comprises of 7 members and meets on a monthly/ bi-monthly basis to review the overall performance of the scheme and issues (if any) pertaining to or escalated by the IMC/SLMC and decisions reviewed in appeals committee. The PMC would also discuss specific cases as referred by IMC/SLMC, of non-compliance related issues of stakeholders, such as TCs, PIAs and SSCs. The committee composition is mentioned in the below table.

Composition of PMKVY Monitoring Committee (PMC)	
Joint Director/ Director, MSDE	Chairperson
Under Secretary, IFD Dept., MSDE	Member
Under Secretary, Vigilance Dept., MSDE	Member
Chairman, IMC NSDC or respective SLMC	Member
Grievance Redressal Officer, NSDC or respective SLMC	Member
Any other Government Official (invited by Chairman)	Member
Any other Government Official (invited by Chairman)	Member
Head/ Team Member Monitoring & MIS, NSDC or respective SLMC	Convenor

### 4. Internal Monitoring Committee

The IMC at NSDC comprises of the following members.

Composition of Internal Monitoring Committee (IMC)	
Deputy Director / Under Secretary, MSDE	Chairperson
Senior Head (Monitoring), NSDC	Member
Head, RPL & Special Projects	Member
Head, Customer Relations	Member
Grievance Redressal Officer, NSDC	Member
Dy. Head STT	Member
Dy. Head RPL	Member
Head CRM	Member
Dy. Head Special Project	Member
Any other member invited by Chairman	Member

### 5. District Skill Committee (DSC):

PMKVY 4.0 (2022-26) envisages a larger role and participation of District administration in the whole skilling process. District machinery through **District Skill Committees (DSCs)** are envisaged to play a key role in the identification of Skill demand of districts,



mobilization and counselling of candidates, post training support, monitoring, addressing the grievances, etc. District Skill Committee is a body established under each district administration helming the skill development initiative of the district.

The Committee is composed of diverse representatives and officers working in domains encompassing skills, entrepreneurship, and employment landscape. Establishing DSC is a major step towards ensuring quality and consistency with efficiency to facilitate on ground implementation of various skilling initiatives of Ministry of Skill Development and Entrepreneurship. The DSC would be chaired by the District Magistrate and would have the following composition:

- District Collector/Magistrate, Deputy Commissioner – Chairperson
- District level Officials dealing with the following:
  - Skill Development & Entrepreneurship
  - Education
  - Labour and Employment
  - Industries
  - Social Welfare, Tribal Welfare, Minorities
- Manager of Lead District Bank
- Principal/Head of Nodal Institute/ ITI / PMKK
- 1-3 industry representatives from industry cluster/ prominent industry in the district etc.
- Any other members up to three maybe co-opted by Chairperson

Formation of DSCs would help to achieve objectives like decentralized planning and implementation, better fund utilization, demand-supply mapping, and monitoring, reduce dependency on external agencies for steering regional initiatives.