SKILL DEVELOPMENT TRAINING SCHEME OF NMDFC

1. **INTRODUCTION**

The Govt. of India had introduced a uniform skill development framework in 2009, in order to give a substantial boost to skill development of the unskilled manpower in the country by setting up Ministry of Skill Development & Entrepreneurship (MoSD&E) and an ecosystem which includes National Skill Development Agency (NSDA), National Skill Development Corporation (NSDC) and a number of Sector skill Councils. An updated National Skill Qualification framework (NSQF) was rolled out in 2015 with specific qualification packs, levels and job roles. The Sector skill councils have been assigned the role of developing curriculums in consultation with industry, conduct training of trainers and conduct certification of trained candidates.

While the prime mandate of NMDFC is to provide concessional finance to the Minorities for self-employment / income generation activities, NMDFC’s Developmental mandate also includes vocational training for the welfare of Minority Communities. Like its economic activities, the developmental activities of the Corporation are also implemented through its State Channelizing Agencies (SCAs). In order to improve efficacy of the credit programme of NMDFC, the entrepreneurial and technical capabilities of the prospective beneficiaries are to be appropriately enhanced, which may be necessary / pre-requisite for setting up/expanding of business enterprise. Thus there is need to improve their entrepreneurial and technical skills and then link them to credit.

NMDFC has been implementing its vocational Training Scheme through its SCAs. The MoSD&E has issued directive on 15th July 2015 that all Central Govt. programmes / schemes on skill development & vocational training are required to be aligned with NSQF / Common norms. Therefore the vocational Training Scheme of NMDFC is being re-aligned with the NSQF/Common norms as given below:-

2. **MISSION**

The mission of this scheme is to create self-employment/job opportunities for Minorities by catalyzing an ecosystem wherein productive and innovative entrepreneurship germinates, sustains and grows, leading to creation of better wage / self-employment opportunities for the target group.

3. **OBJECTIVES**

The objective of this Scheme is to encourage and promote Skill Development for the youth belonging to minority communities throughout the country. The Scheme aims to:

a. Enable and mobilize a large number of Minority youths (including the artisans working in the traditional art and craft sector) to take up industry designed quality skill training, become employable and earn respectable livelihood.

b. To provide skill training for generating better livelihood for marginalized minorities and align them in the mainstream, with preference given to the women and persons engaged in traditional occupations.
c. Ensure at least 70% placements of trained candidates including wage employment and self-employment.

4. PROCESS FOR IMPLEMENTATION OF THE SCHEME

a. Under this scheme, NMDFC would allocate number of candidates to the respective SCAs at the beginning of a financial year.
b. The SCAs would be required to identify the trades / skills having potential for local employment and prospects for further growth.
c. Accordingly the SCA would be required to invite applications from the eligible candidates and identify experienced Training Agency. The identified training agency should be:
   II. Preferably be accredited through NSDC SMART portal.
   III. Have adequate infrastructure, Training Campus & Manpower etc.
   IV. Give assurance for placement of 70% candidates who have completed their training successfully (at least 50% of the trainees passing out being placed in wage employment).
   V. Scoring at least 70 marks in the process of rating / evaluating the identified agency as per the proforma enclosed as Annexure-I. These rating norms would not apply to the SCAs already accredited with Directorate of Technical Education / Statutory bodies / Govt. bodies, for organizing skill development training by themselves in the trades approved by the body concerned.
d. The agency would also be required to apply for organizing the specific skill development programme as per the proforma enclosed as Annexure-I to the SCA. The SCA would examine the proposal and recommend the same to NMDFC, if found eligible after scrutiny of Annexure-I.
e. The training proposals should be submitted to NMDFC by the respective SCAs only if training institute has been found eligible on scrutiny of annexure-I, (score more than 70). Further the SCA would ensure that the guidelines of qualification pack, number of training hours etc. are complied with. A copy of the relevant circular / notification should be attached with the proposal.

5. ELIGIBILITY CRITERIA FOR BENEFICIARIES

a. Members of Notified National Minority communities i.e. Muslim, Sikh, Christian, Buddhist, Jain and Parsis having annual family income up to Rs. 6.00 lacs.
b. Preference will be given to skills having local demand and potential for further growth.
c. Preference will be given to women and persons engaged in occupational groups.
d. Persons already trained under any other skill development training programme of the Government will not be eligible under this scheme.
e. The candidates should be between 18 to 55 years of age to be eligible for the skill development programme of NMDFC, on the date of enrolment or as per the age criteria prescribed in the Qualification Pack (QP) concerned.

6. TRADE, DURATION & COST OF TRAINING

a. All the trades/job roles prescribed under National skills qualification framework (NSQF) are eligible under the skill development scheme of NMDFC.

b. Training base cost will be guided as per common norms. However, this will be based on per hour fee notified by the MOSD&E, Govt. of India. The present per hour fee (all inclusive) is as given below:
c. The courses having duration between 200 to 250 hours (theory & practical) would be considered under this programme. The per hour fee would be subject to revision by MOSD&E, from time to time. The training cost shall be inclusive of cost components such as mobilization of candidates (Advertisement and publicity expenditure), Curriculum, Trainers' training, Equipment, amortization of Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers, Placement expenses and Post-placement tracking/monitoring etc.

d. In addition to the training base cost, third party assessments shall be undertaken through Sector skill councils and the assessment fee would also be borne by NMDFC in respect of only successful candidates. The fee has to be as per the schedule of fees notified by the Ministry of Skill Development, Govt. of India or as per schedule of fees of the National Skill Development Corporation. 100% of the total training cost or course fee of the training programme will be provided by NMDFC.

e. As per the approved scheme of NMDFC, a stipend of Rs. 1,000 per month per trainee would be given for a maximum of six months.

7. **COMMENCEMENT OF TRAINING PROGRAMME:**

Training programme shall commence only after acceptance of terms and conditions as laid down in approval issued by NMDFC and the sanction order issued by SCA to concerned PIA. The sanction will be valid for one year from the date of issue of sanction order by SCA. The programme should commence within 1 months from the date of issue of sanction letter by SCA.

8. **RELEASE OF FINANCIAL ASSISTANCE**

The sanctioned Grant-in-aid will be released by NMDFC in three installments as under:

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<tr>
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<th>First Installment</th>
<th>30% of total sanctioned amount on commencement of training batch against validated candidates. 50% of the stipend amount</th>
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<tbody>
<tr>
<td>(i)</td>
<td>Second Installment</td>
<td>50% of total sanctioned amount on successful certification of the trainees.</td>
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<tr>
<td>(ii)</td>
<td>Third Installment</td>
<td>20% of total sanctioned amount on outcomes based on placements. 50% of balance stipend amount.</td>
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The Payments to the PIA's shall be based on the outcomes achieved. The above payment schedule is subject to the following:-

a. It is applicable only for fresh training.

b. The first Installment of 30% of the sanctioned amount will be released by NMDFC to the SCA, as soon as demand of advance is received along with list of trainees and acceptance of the sanction letter envisaging the terms & conditions thereof (countersigned by SCA as well as the PIA, on each paper). The first instalment would also include 50% of the total stipend amount. The stipend would be mandatorily transferred in the bank accounts of the selected candidates.

c. The dropouts will not be considered for 2nd and 3rd installments. However, the agency would be allowed to replace maximum of 10% of total candidates against the drop out candidates, within first month of commencement of training. However the 1st instalment of payment in respect of the dropouts (if not replaced) would be adjusted in next tranche to be disbursed in respect of the continuing candidates.
d. The second installment of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified. Second Installment of 50% of the sanctioned amount will be released on receipt of the following from Training Institute duly verified & forwarded by the SCA:-

i) List of successful trainees along with complete details of each trainee uploaded on the website of PIA and a link on the website of SCA, with certified bio metric based attendance sheets for each center.

ii) Details of assessment & certification by Independent Agency as per National Standardization Guidelines of Govt. of India shall be produced by PIA/SCA, after completion of training programme.

iii) Utilization Certificate on GFR 19-A for earlier released funds duly certified by Head of PIA & Chartered Accountant with seal.

iv) Copy of Minutes of the Selection Committee Meeting comprising of representative of SCA & PIA, duly signed by its members for selection of candidates.

v) Copies of Advertisements with details of News Papers & dates.

vi) Details of disbursement of stipend through DBT, if any, duly certified by authorized signatory.

vii) Good quality photographs of each training programme (4-5) of the candidates (in a group) working, attending classroom training /workshop etc.

viii) Certificate that Copies of feedback forms duly filled in by candidates are being maintained by the PIA.

ix) Details of commencement and completion of training programme for each batch with details of trainees.

e. Third Installment of 20% of the sanctioned amount & 50% of the stipend amount will be released on receipt of the following from Training Institute.

i) Proof of placement of minimum 70% of the candidates in wage / self-employment. At least 50% of the trainees should be in wage employment. The detail of such trainees should include monthly wages, contact details of companies where they are placed duly certified by the head of the organization / PIA and counter certified by the SCA. These details should be uploaded on the website of the PIA within one month from completion of training and maintained for a period of at least three years.

ii) Copies of bank pass books of the trainees to be provided as proof for transfer of stipend and receipt of salary in their bank account for a period of at least first three months.

9. **INSPECTION**

Representative of NMDFC/SCA shall have the right to inspect the a/c books, records, interact with the retained trainees as well as with the trainer and officials of the PIA.

10. **THIRD PARTY CERTIFICATION & ASSESSMENT THROUGH SECTOR SKILL COUNCIL**

To ensure independent and unbiased assessment and certification of trained candidates, costs for assessment & certification shall be payable by NMDFC to an independent third party including a university / institute authorized for conducting assessments and certifications. The assessment fee present being Rs. 600-1500 per candidate, would be regulated as per the guidelines issued by Ministry of Skill Development & Entrepreneurship, Govt. of India, from time to time.
11. **PROCEDURE FOR SELECTION OF TRAINEES BY PIA**

a. The PIA may invite applications through advertisements in local newspapers & take help of State Channelizing Agency & District Admn. Officials for mobilizing the target group.

b. Transparent system of selection of trainees should be adopted by the PIA. Preference should be given to female applicants & persons belonging to occupational groups, amongst the target group.

c. A selection committee should be constituted for selection of suitable candidates as well as monitoring of the ongoing course with a nominee from SCA & PIA.

d. The selection committee should draw the minutes which should be signed by all the members.

12. **PLACEMENT**

The SCAs/PIA have to ensure placement of at least 70% trainees in wage employment / self-employment. Placement should be within 3 months of completion of training with at least 50% of the trainees passing out being placed in wage employment. The SCA should encourage and give preference to trainees by extending loan for starting self-employment venture.

13. **MONITORING & TRACKING**

All the trainees trained under the Project should be tracked for a period of one year from the date of completion / certification. The PIA should track the trainees as per Govt. guidelines of Ministry of Skill Development & Entrepreneurship from the date of completion/certification with respect to their career progression, retention and other parameters. Each candidate should be tracked once every month for a period of one year.

14. **GENERAL TERMS AND CONDITIONS**

a) NMDFC funding would only be available for training/educational programmes / courses which are NSQF compliant.

b) NMDFC funded training and educational institutions shall define eligibility criteria for admission to various courses in terms of NSQF levels.

c) NMDFC reserves the right to withhold the payment of the balance amount wherever deemed appropriate and may demand refund of the installments released with Bank interest, if the Training Institute is found to have misled NMDFC by submitting incorrect information or deliberately suppressing relevant information. NMDFC may consider to blacklist such PIAs and inform to other funding agencies of Central Govt./State Govt.

d) In case of unsatisfactory placement i.e. 49% and below, within 3 months of completion of training, the agency would not be allowed to conduct training of subsequent batches, if any.

e) The PIA would be de-empaenled if it does not fulfill the terms and conditions. However, the PIA would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment.

f) To ensure that the curricula is in sync with emerging market demands and aligned to latest National Occupational Standards (NOS) and Qualification packs (QPs) for various job roles, NMDFC would be implementing only sector skill councils (SSCs) approved courses or those courses which are recognized as per the guideline of the Ministry of Skill Development and entrepreneurship.

g) The guidelines of the Ministry of Skill Development & Entrepreneurship, Govt. of India and National Skill Development Corporation as issued from time to time will be followed for implementing the Skill Development Scheme of NMDFC.