



**Annexure to GO No. SDEL 179**  
**SSM 2021 dt.20.09.2021**



# GUIDELINES FOR CMKKY AND STATE SCHEMES

**REGISTRATION OF TRAINEES, TRAINING  
PROVIDERS, TRAINING CENTRES,  
ACCREDITATION/ALLOTMENT OF  
TARGETS,  
FORMATION OF BATCHES, INSPECTION, ASSESSMENT,**

**GOVERNMENT OF KARNATAKA**  
**SKILL DEVELOPMENT, ENTREPRENEURSHIP & LIVELIHOOD DEPARTMENT**  
**(SDEL)**

**KARNATAKA SKILL DEVELOPMENT CORPORATION (KSDC)**

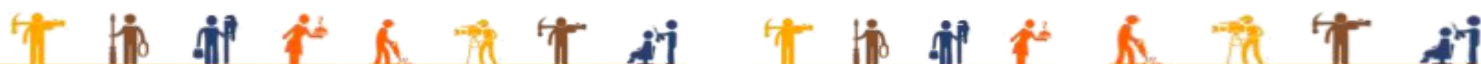
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**CMKKY GUIDELINES - KSDC**

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## **1. BACKGROUND:**

In pursuance of Hon'ble Chief Minister's announcement in 2016-17 Budget Speech, a new Department of Skill Development, Entrepreneurship and Livelihood (SDEL) was created vide Government order number DPAR 164 SAS 2016, dated 24-09-2016. Chief Minister's Kaushalya Karnataka Yojane is the flagship training scheme of SDEL which envisages to skill 5 lakh youth annually of which 2.50 lakh youth shall be targeted under schemes implemented directly by SDEL and 2.50 lakh youth shall be targeted under schemes implemented by other Government departments and government bodies.

The new Department was established to bring various Skill Trainings hither-to being conducted by different departments under one umbrella. The various skill sets and the corresponding job roles need to be standardized. It also envisages standardizing the Content, Syllabus, Selection of Trainees, Selection of Training Providers, Assessment of Trainees and their Placement. It also aims to develop a new strategic framework for Skill Development for the school drop-outs and existing workers, especially in the Informal Sector in close consultation with Industry, Micro Enterprises in the Informal Sector, State Governments, Experts and Academia. The Common Cost Norms, Qualification Packs of the NSQF and Assessment Methodology as prescribed by Government of India, MSDE will be adopted for state schemes till the State Government evolves its own Cost Norms, Assessment Method and where feasible or necessary, QPs.

### **1.1 KEY FEATURES OF THE NEW FRAMEWORK FOR SKILL DEVELOPMENT**

- a. Demand Driven: Short term Training Courses to be finalized in consultation with Industry as per the NSQF standards till State Standards are Framed where feasible.
- b. Online Web Application based: All the candidates aspiring to be Skilled to be registered on [www.kaushalkar.com](http://www.kaushalkar.com). Online selection of registered Trainees (Aadhaar linked) to avoid duplication and ensure they are resident in Karnataka.

- c. Innovation for Inclusion: Inclusive framework by bringing the Jai Kaushal Jawan (Ex- servicemen), Widows of ex-servicemen, war-widows, specially abled, juvenile delinquents, Jail inmates (Kaushal karagruha) along with other skill seekers.
- d. Flexible mechanism: Residential/ Non-residential, Full time/ Part time etc, RPL, Soft Skill Enhancement. Different levels of Training to meet demands of various Target groups.\_
- e. Universal Centralized Accreditation of VTPs, TCs and Assessment Agencies: Training to be provided by Vocational Training Providers (TP) through the Training Centres (TC) under the Government, Private Sector and Industrial establishments. The Training Providers (TP) and the Training Centres (TC and/or MTC) should be registered online with the Department and should be accredited by prescribed Agency/ Body/ Committee. TPs and respective TCs of PMKVY, DDUGKY, NRLM, NULM, RGCY and CMKKY etc. should register on [www.kaushalkar.com](http://www.kaushalkar.com) portal. Only duly accredited TCs shall be eligible to impart Training. No accredited TC or TP can sub-contract or sub- lease the training or provide training through franchisees. The TCs must be fully owned or leased by the TP or there should be a Joint Venture or contract or lease agreement which pre-dates the date of accreditation of the TC. No TC can be part of or in contract with more than one TP. Testing of Skills of Trainees by an independent assessing body that would not be involved in conduct of the training program to ensure that it is done impartially. The Assessing and Certification Body / Bodies will be appointed and monitored by the Skill Mission/Karnataka Skill Development Corporation under the guidance of KSDA and the standards of assessment and certification will be set by KSDA in due course.
- f. Placement Conditionality: Placement after training for at least 70 % of the trainees.
- g. Placement Assistance: Those who do not receive placement after passing assessment under CMKKY training program, will receive special assistance for placement.

## **2. REGISTRATION OF TRAINEES:**

**2.1** All those  
seeking:

- a. Skill Training
- b. Employment
- c. Enterprunership & Livelihood
- d. Apprenticeship

Should register on [www.kaushalkar.com](http://www.kaushalkar.com), which is free of cost. The registration form is bi-lingual and available in **English** and **Kannada**.

**2.2** The prescribed age spectrum for the registrants are as follows:

- a. Jai Kaushal Jawan (Ex-servicemen)  
33 to 50 Yrs.
- b. Widows of ex-servicemen, war-widows  
15 to 50 Yrs.
- c. Specially challenged  
14 to 50 yrs.
- d. Juvenile delinquents  
14 to 18 Yrs.
- e. Jail inmates (Kaushal Karagruha)  
15 to 50 yrs.
- f. Trainees for Short Term Agricultural & Animal Husbandry Courses\*: 15 to 50 yrs.
- g. All Others  
15 to 35 yrs.

\*Include those in animal husbandry, agriculture, horticulture, sericulture, fisheries and allied sectors.

**2.3** The registrant has to read the Aadhaar consent form (Annexure B), provide consent and enter their Aadhaar number in the registration form.

**2.4** Aadhaar number and mobile phone contact number are mandatory while registering and also to avail information on services of [www.kaushalkar.com](http://www.kaushalkar.com).

**2.5** The registrant can choose any of one of Skilling, Employment, Entrepreneurship or Apprenticeship options or any combination.

**2.6** Upon successful registration, the aspirant will receive SMS and the username and password of a free email with the details of login. When a trainee starts training, he or she will also receive a free Digital Locker.

- 2.7** Registrant can login to utilize the various information and functionality that are available on [www.kaushalkar.com](http://www.kaushalkar.com) portal.
- 2.8** Registration of aspirants for Juvenile delinquents and Jail inmates would be done by the respective departmental officers and would not be available in public domain.

### **3. REGISTRATION OF TRAINING PROVIDERS**

#### **3.1 ELIGIBILITY CRITERIA FOR TPS**

**The applicants fulfilling the following conditions are eligible to apply:**

- 3.1.1**TPs already affiliated/ accredited by NSDC / DDUGKY.
- 3.1.2**Any other institute / PSU / Company / Board / Corporation set up by Central or State / UT government. These include Organizations / Institutes (including autonomous organizations) set up by Central Government / State Government / UT Administrations.
- 3.1.3**Private, Aided and Self-financed institutions of higher, secondary and technical education duly recognized by the Government (State and Central).
- 3.1.4**Registered societies, trusts or companies/ firms which are duly registered under various statutes in India, having been in existence in at the time of submission of application having a valid Permanent Income Tax Account Number (PAN) and Service Tax Registration Number (TAN).
- 3.1.5**Proprietary entities set up exclusively for skill training.
- 3.1.6**In future, if the registration/affiliation of the institute is cancelled for any



reason by the respective accrediting/registering/governing authority, then its Registration as TP / TC would also stand cancelled automatically. TP/TC will not be allowed to operate any new courses/batches from the date of cancellation. It will, however, have to complete the training of the on-going courses.

## **3.2 REGISTRATION AND SUBMISSION OF TP**

**3.2.1** The TPs desirous of providing skill training under the various schemes shall compulsorily register themselves on [www.kaushalkar.com](http://www.kaushalkar.com). Only upon successful registration of TP, can a TP register the TC/ TCs/MTC/MTCs through which the said TP intends to impart the training. The registration will be as per the following procedure:

**3.2.2** The TP shall complete the Training Provider Application Form (TPAF) online on [www.kaushalkar.com](http://www.kaushalkar.com) website.

**3.2.3** The TPAF should have the following three sections:

### **(I) General Details :**

The fields below are to be filled (those with \* being mandatory)

**a.** Name of the Training Provider (TP) \*

**b.** Type of Training Provider \* Main Business/ Background of the TP

**c.** Past Experience in Skilling \* - This will have two options - New Training Provider and Existing Training Provider. If TP chooses New Training Provider there is no requirement to furnish details of Skilling experience. Existing training Providers should complete the Skilling Experience section also.

**d.** Current States of Operation \*

**e.** Website of TP

**f.** Name, Email, Mobile number and Aadhaar of CEO/ MD / Head \*

**g.** Name, Email ID and Mobile number of the Aadhaar Authorized Signatory \*

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**h.** Name, Email ID, Mobile number of the Aadhaar authorized Single Point of Contact (SPOC) \*

**i.** Landline No. and Contact Address of the TP \*

**j.** Address Proof ID \* : TP should Upload File (The following can be provided as Address Proof- Certificate of Incorporation, Telephone Bill, Electricity Bill and Service Tax registration Certificate)

**k.** If the Electricity/Telephone Bill is not on Company's Name, TP will have to upload rental agreement additionally merged in a single file.

**l.** The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.

**m.** Bank Details with Account Number \*, Bank Name \*, Branch Name \*, IFSC Code \* and Bank Address

## **(II) Financial:**

**a.** Year of Incorporation \*, Permanent Account Number (PAN) of the TP \* and

**b.** Tax Account Number (TAN) of the TP

**c.** The following proof has to be uploaded: Certificate of Incorporation of the TP \*, PAN Proof \*, TAN Proof

The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.

## **(III) Skilling Experience:**

(This shall be applicable only for those TP's who have prior experience)

**a.** Number of Years of Experience in Skill Development\*

**b.** Total Number of Trainees Trained for three immediately previous financial years (for eg: 2018-19, 2019-20 and 2020-21 for the Registration year of 2021-22) and under each of the following categories : Government Funded / Corporate Social Responsibility(CSR) / Self Paid Count.

**c.** Total Number of Trainees assessed and certified for the three immediately previous financial years for Government Funded / Corporate Social

## Responsibility (CSR) / Self Paid Count

- d. Total Number of Trainees Placed for the three immediately previous financial years for Government Funded / Corporate Social Responsibility (CSR) / Self Paid Count
- e. Recognition, Awards and Accolades for Training Services by well known public authorities or Government organizations
- f. The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.
- g. The TPs should upload all documents supporting their claim.

**3.2.4** The TP after completing all the mandatory fields should be provided with an option to read the Aadhaar Consent form (as per Annexure B). Submission shall happen only after TP provides Aadhaar consent.

**3.2.5** Upon successful submission of TPAF, an email shall be sent to the email ID of CEO/MD/Head of the TP with a “username and password” to acknowledge the successful registration.

**3.2.6** In case the TP has not received the email or has entered a wrong email ID, the login credentials can be requested by visiting [http://www.kaushalkar.com/forgot-](http://www.kaushalkar.com/forgot-password) password

**3.2.7** TPs should submit the online form after verifying their data.

**3.2.8** If it is found that the TPs have submitted more than one form with similar details, such TPs will be rendered inactive on [www.kaushalkar.com](http://www.kaushalkar.com).

### **3.2.9 No prior skilling experience:**

If the TP doesn't have prior skilling experience, but wishes to be accredited with KSDC shall have to follow the conditions as **explained in 3.3.5**

## **3.3 ACCREDITATION OF TP**

Accreditation is a process of quality assurance and improvement. It provides quality assurance that the aims and objectives are honestly pursued and effectively achieved by the resources available, and that the TP/TC has

demonstrated capabilities of ensuring effectiveness of the programme, over the validity period of accreditation.

### **3.3.1 Evaluation of Application for accreditation of TP:**

Upon successful submission of TPAF and registration of TP, the evaluation of applications for accreditation of TP shall be done as per the evaluation process prescribed in para 3.3.4 and the Scoring matrix as per para 3.3.7 and 4.5 by the **Accreditation Evaluation Sub- Committee (AESC)**. The Accreditation Evaluation Sub-Committee shall also verify the documents submitted online by the TP.

The **Accreditation Evaluation Sub-Committee** shall comprise of the following:

- |   |                    |
|---|--------------------|
| • Managing Director, KSDC   | - Chairperson      |
| • Director, DITE  | - Member           |
| • Joint Director, Bangalore- CEDOK                                      | - Member           |
| • Deputy Director/ Executive Director-2, KSDC                           | - Member Secretary |
| • Any other member to be co-opted as deemed necessary by the committee. |                    |

This committee shall issue Provisional Accreditation Certificate for those TPs & TCs which qualify according to the norms and intimate the provisionally accredited TPs and TCs to deposit the Accreditation Fee and other charges and forward/submit its recommendations to SLEC as and when the provisionally accredited agencies deposit their fees. The SLEC to **take decision accordingly** and make the final decision. The SLEC shall consist of the following:

- |   |                    |
|---|--------------------|
| • Secretary / Principal Secretary/ ACS, SDEL                            | - Chair person     |
| • Managing Director, KSDC   | - Member Secretary |
| • Commissioner, Employment and Training                                 | - Member           |
| • Any other member to be co-opted as deemed necessary by the committee. |                    |

### **3.3.3 Evaluation process to be followed by Accreditation Evaluation Sub-**

## Committee

- a. Accreditation Evaluation Sub-Committee (AESC) shall verify the details of all sections - General, Financial and Skilling Experience separately and in detail as per Scoring matrix in para 3.3.7 and 4.5. The committee shall verify the documents submitted by TP. The authenticity and veracity of the documents shall be established as far as possible. In case of any doubt with respect to the documents, TP may be asked to submit the original for verification.
- b. The committee shall forward/submit its recommendations to SLEC along with the Provisional Accreditation Certificate of the TP and its constituent TCs and proof of payment of Accreditation fees.

### 3.3.4 Process of Accreditation of TP:

- a. The Training Provider will be allotted marks against the details uploaded on [www.kaushalkar.com](http://www.kaushalkar.com)
- b. The Training Centers/ Mobile Training centers will be scored after inspection.
- c. TC's with scores of 70 and above will be considered accredited for the Job roles.
- d. The average score of TC = total score of job roles/ number of job roles
- e. Score for TCs will be determined after inspection of the concerned DSM officer.
- f. The Average score of TP for accreditation =  $40\% * \text{TP score} + 60\% * \text{Average TC score}$
- g. If the TP has more than 1 TC, then average score of TC =  $\text{Avg Score TC1} + \text{Avg Score TC2} + \dots + \text{Avg Score TCn} / \text{Number of TCs}$
- h. The score of TP determines overall grading
- i. The terms TC are used interchangeably only with regards to scoring and gradation.
- j. For grading of additional TCs or Job Roles after initial accreditation, only the score of the additional TC with respect to the Job Role will be considered provided it is above the average score.

### 3.3.5 **Accreditation for TPs with no prior skill experience.**

A Training Partner with no prior skilling experience, but wishes to provide skill training by being accredited with KSDC can do so with the following conditions.

- a. The TPs should have trainers certified with ToT certification from Sector Skill Council and NSDC for the job role they apply.
- b. The TP should also submit a bank guarantee. Amount of the bank guarantee will be equivalent to 30% of the Target that the TP wishes to take up in a year.
- c. The TC of TP should score 90 points and above in scoring matrix for TC as mentioned in para 4.5. Such TP can have maximum of 2 TC and 2 job roles in the first year of its application.

### 3.3.6 **Conditions for the existing TPs:**

The existing TPs should get their existing trainers TOT certified by Sector Skill Council within 6 months from the day of initiation of these guidelines. Without ToT certified trainers, batches will not be allotted to the TPs.

### 3.3.7 **Scoring matrix for TP**

Scoring Matrix for TP is categorized into 3 – General, Financial and Skilling Experience with a cumulative score of 100 as per details below.

Sl. No	Details	Score	Maximum
			Score

### Category: General

1	Type of Training Provider	Main Business / Background of the TP	Non Skilling Non Educational	0	10
			Non Skilling Educational	4	
			Industry	4	
			Skilling Non Educational	8	
			Skilling & Educational	10	
2	Current States of Operation		Other than Karnataka	3	10
			Karnataka only	5	
			Karnataka and any other state	8	
			Karnataka and more than two other states	10	
Total (General)					20

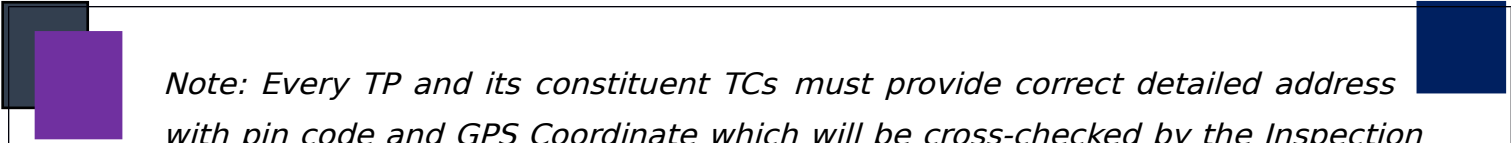
### Category: Financial

1	Average Turnover of previous three years		< 2 crore	2	10
			2 cr - 5 cr	4	
			5 cr - 10 cr	8	
			> 10 cr	10	
2	Average Profit of previous three years for non NGO's		< 2 crore	2	10
			2 cr - 5 cr	4	
			5 cr - 10 cr	8	
			> 10 cr	10	
	For NGOs		NA	5	
	<b>Total (Financial)</b>				<b>20</b>

### Category: Skilling Experience

1	Number of Years of Experience in Skill Development *		Nil	0	10
			< 3 yrs	3	
			3 yrs to 5 yrs	5	
			> 5 yrs	10	
2	Number of Trainees	Govt. Funded	< 250	3	15

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*Note: Every TP and its constituent TCs must provide correct detailed address with pin code and GPS Coordinate which will be cross-checked by the Inspection team. Every TP and its constituent TC must upload the photos of its TC in the SMART app which will indicate the latitude and longitude of the TC. Also, photos of each of the equipment mentioned in the TC should be uploaded by the TP and its TC in the SMART app which will indicate the longitude and latitude of these equipment. The DSM team which does the inspection of TC will have to upload the photos taken by them in respect of TCs and equipment in the TCs in the SMART app.*



### 3.3.8 Parameters for accreditation and grading of TPs

- a. The TP having the grade A or A+ shall be eligible for provisional accreditation. The TPs with grade B and C shall not be eligible for accreditation. These TPs, however, can improve and apply again after a minimum period of 3 months (three months) from the date of rejection. In the event that there is no TC in a particular geographical location in Karnataka, State Skill Mission/KSDC can consider TPs with grade of B in such location with conditions for improvement of their score to B+ or more. Provisionally Accredited TPs must deposit requisite fees to receive final Accreditation. Grading is a continuous process and TPs will be evaluated as per their performance on Training (Number of persons trained, % of Successful Assessed Trainees and % of Placement Achieved every year of operation). Any default or blacklisting will automatically result in negative grading and may lead to de- Accreditation)

### 3.3.9 Communication of accreditation to TP

a. Based on the evaluation of the application, status of provisional accreditation shall be communicated online to the TP's registered email ID and they will be invited to remit accreditation fees within 4 weeks for the TP and the number of TCs and Job Roles in each TC for which they wish to obtain accreditation. If within 4 weeks the TP does not remit the fees for the TP and at least 1 TC and 1 Job Role, then the offer will lapse and the TP shall have to re-apply. After remission of fees, the TP will apply for final accreditation and after final decision of the SLEC the TP will be issued an Accreditation Certificate for TP and as many TCs as it has remitted fees for in the given format and the same will be communicated to the TP and uploaded on [www.kaushalkar.com](http://www.kaushalkar.com).

b. In order to make the TPs to deliver effective skill training, Any TP can have maximum of 10 Job roles of all their constituent TCs put together for which it has been accredited at any time within the year after remission of fees and will receive additional Accreditation Certificates. Relaxation to this norm of maximum 10 job roles can be considered by AESC with valid reasons and only for industry relevant job roles and the same is to be communicated to SLEC for

accreditation. This norm of Maximum of 10 job roles for a single TP will be applicable to existing TPs at the time of renewal of their TPs and TCs.

#### **3.3.10 MoU between the TP and KSDC**

- a. Work orders will be issued to the accredited TP by KSDC based on the approved annual action plan of KSDC. The TP will then be intimated to sign a MoU with MD, KSDC. The MoU will set out the batches and Job Roles for each Accredited TCs that the TP and its TCs are committed to train in each financial year.
- b. By mere accreditation, TPs /TCs cannot claim the right to get the batches from KSDC and KSDC can allocate batches to TPs based on the demands of such job roles in the district.
- c. While allocating the batches, preference will be given to those TPs/TCs with job roles relevant to industrial demands such as future skills, health care, capital goods, automotive sector & other sectors.
- d. While allocating the batches, preferences will be given to those TPs who have done the maximum placement.
- e. A maximum of 2 batches per job role per TC will be allocated in a year in conventional job role such as SMO, DEO, SET & others.

#### **3.3.11 Validity period of accreditation of TP**

- a. Accreditation of TP will be valid for a period of 3 years unless otherwise cancelled / suspended by the department/KSDC or if the VTP or any TC is suspended or penalized or blacklisted under any other state or central government training scheme.
- b. At the end of 3<sup>rd</sup> year, TP may apply for renewal of its accreditation by paying a non-refundable fee of Rs.50,000/-. This renewal of accreditation will be valid for another 3 years.

### 3.3.12 **Accreditation fee for TP**

- a. The general accreditation fee for TP shall be Rs 50000/- (Rupees Fifty thousand only) and shall be non-refundable. The applicant can pay through bank challan or NEFT or through online payment to the account of Skill Mission of Karnataka. If the fee is not received by Skill Mission Karnataka, the application shall not be considered for accreditation. (Accreditation fee has to be paid as per **Annexure C**)
- b. Government Organizations/Institutions are exempted from Accreditation Fee. The accreditation fee shall be 50% of the general accreditation fee for TPs fully owned by SC /ST /Women /PWD /Minority. For this purpose the owner and all partners in case of a partnership firm must give documentary proof attested by a Gazetted Officer of the State Government.

### 3.3.13 **RELATED INFORMATION**

- a. The Executive Director-2 of KSDC is authorized to perform operations on the web application with respect to approval / rejection of application for accreditation as decided by SLEC.
- b. If the TP is not provisionally accredited, it shall be communicated to the concerned TP through email.
- c. The concerned TP shall have the option to re-apply for accreditation. The TP will be placed in the "Re-application Category" for this period. If it fails to reapply within three months the TP will be de-registered.
- d. If the accreditation is rejected for the second time also, the TP shall be barred from applying for period of 1 year. Further application shall be treated as a new application and requisite fees shall have to be paid accordingly.

## **4. REGISTRATION AND ACCREDITATION OF TRAINING CENTRE (TC)**

### **4.1 Eligibility criteria for TCs**

- a) Training Centers can be registered only by a Training Provider that is registered in [www.kaushalkar.com](http://www.kaushalkar.com).

- b) The training center should have the requisite infrastructure, manpower and resources as prescribed to undertake the training programs.
- c) Training Centers should not be franchises but may be in Joint Venture / Lease Agreement / Contract with a TP.

#### **4.2 Registration and Submission of TC**

- a. The successfully registered TP would be provided an option to register the TCs by using the credentials.
- b. The TP would have the option to add number of centers and provide the name for each center. TPs having more than one TC in Karnataka can register multiple TCs by adding more locations in their login. However, a TP can add maximum of 10 job roles of all its constituent TCs put together.
- c. The TC registration should have the following sections:

- I. General**
- II. Job Role**
- III. Classroom**
- IV. Equipment**
- V. Laboratory**
- VI. Trainer**
- VII. Centre Staff**

##### **I. General**

This section is meant to capture generic details of the TC as below:

- 1. Name of the Training Provider : Should be auto reflected from TP login
- 2. Training Centre Name
- 3. Type of Training Centre Space
- 4. Website (If Any) , Social Media Link (If Any)
- 5. Availability of Biometric Attendance System and Aadhaar enabled biometric system
- 6. Proximity to nearest transport (Mention Distance and Type of Transport)
- 7. Type of building, Type of Construction: Pakka ("pakka" would

mean "with RCC roof and masonry /plastered brick walls for main building")

8. Is the TC Currently Functional?
9. Nature of internet connectivity
10. Nature of Power backup, Hours of Power backup
11. Total Carpet Area of Centre (In Sq Ft)
12. Availability of Ramps at the Entrance of the Centre
13. Availability of Washroom for Men and Women separately
14. Availability of Safe Drinking Water

## **II. Job role**

1. TP should select the skill sector which is mapped to Job role. TP can select multiple skill sectors and multiple job roles.

## **III. Class rooms**

1. TP Should enter number of classrooms, number of intended batches and seats per batch
2. TP should also provide the number of batches per classroom Maximum of 30 per batch shall be permitted.
3. Each classroom should accommodate not more than 30 trainees.

## **IV. Equipment**

1. TP should select the job role against which all equipment list should appear. TP should enter the number of equipment available and the other details (if any).

## **V. Laboratory**

1. TP should select the job role for which laboratory details in TC should be entered.
2. TP should provide details of any additional area required for the Job role (eg Workshop)

## **VI. Trainer**

1. TP should enter total number of trainers – number of part time and full time trainers.

2. TP should enter the Trainer Name, Gender, Job role identified for trainer, Qualification, Experience, if TOT certified, Aadhaar Number, Mobile Number, State/UT, District and Taluk, Language of Instruction.
3. The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF up to a maximum File Size 2MB.

If a trainer is full time with a TC, then the same trainer cannot be added to any other TC. For a part time trainer, the same trainer can also be added to any other TC in the same taluk only.

#### **VII. Center staff**

1. TP should enter the staff type: Accountant, Receptionist/ Counsellor, Support staff, Technical staff, HOC/ Administrator, Others wherever permitted
  2. TP should then provide the staff name, Qualification, Experience, Job Type, Gender and Aadhaar Number
  3. The HOC of TP, TC, Administrator of TC and trainer can be same person for one TC only. Multiple roles across TC shall not be permitted.
  4. The documents should be in the following formats: JPG | JPEG | PNG | GIF | BMP | PDF upto a maximum File Size 2MB.
- All fields marked \* are mandatory

#### **VIII. Course Materials**

1. Hard & Soft copy of Course Materials for each Job Role with Question Bank for evaluation (preferably in English and Kannada) shall be provided. The Course Material must be as per NSQF norms or any other norm adopted by the State Government.
2. Training Centers need to have check point system, uploading of photos and videos for classroom, Equipment, Laboratories and other Area mentioned in the Areas of TP inspections by both TPs and inspection Team by Mobile Applications.

### **4.3 Registration and Submission of Mobile Training Centre (MTC)**

#### **CMKKY GUIDELINES - KSDC**

1. The minimum capacity of mobile training vehicle or centre would be 7 seater and maximum may be 15 seater in job roles with less than 50 hours of training requirement.
2. Mobile Training Providers (MTPs) must own / lease the vehicles prefabricated and fitted with
  - (a) Genset
  - (b) LED/LCD/Screen/TV
  - (c) Projector
  - (d) Dongle based internet connectivity
  - (e) Adequate lighting and ventilation
  - (f) Trainee Seating and Training Desks
  - (g) Computer/Laptops with peripherals
  - (h) Audio visual Aids
  - (i) Training Equipment for the selected trades
  - (j) Suitable Biometric Attendance Device (may be portable)
  - (k) VTU ie., GPS based Vehicle Tracking Unit
3. The Monitoring of MTCs to be done through a suitable GPS enabled software in addition to the established monitoring system.

**TPs can have TC as well as MTC. Accredited TP's can add MTCs at any time for special projects of CMKKY.**

#### **4.4 Accreditation of TC/MTC**

The terms TC and MTC are used interchangeably and provide the same meaning

##### **4.4.1 Objectives and benefits of Accrediting TC**

Accreditation is a process of quality assurance and improvement. It provides quality assurance that the aims and objectives are honestly pursued and effectively achieved by the resources available, and that the TC has demonstrated capabilities of ensuring effectiveness of the programme(s), over the validity period of accreditation.

- a. To ensure that the TCs conform to the required standards as per CMKKY.
- b. To ensure that the TCs conform to the required specifications with regards to the equipment and laboratory.

##### **4.4.2 Evaluation of Application for accreditation of TC/MTC**

**CMKKY GUIDELINES - KSDC**

Once the TC is registered by the TP after completing all the requisite details, the TC shall be eligible for evaluation for its accreditation. The district level inspection team constituted by the Government will inspect the TC and submit the report as prescribed by the government.

#### **4.4.3 Evaluation Process for accreditation of TC**

- a. The district level inspection team shall be provided through e-mail and their respective dashboards with the printable and soft copy of TP/TC details in a prescribed format which capture all details as per TCAF and the Scoring matrix in para 4.5/4.5.1
- b. The printout and soft copy shall consist of:
  - i. The standard prescribed specifications for all fields of all the sections
  - ii. The data entered by the TC for each field of all the sections.
  - iii. The different sections include: General, Job role, Classroom, Equipment list, Laboratory & Additional area, Trainer details and Centre staff details for the job role.
  - iv. It shall also have an option for district level inspection team to fill the actual data for the particular field existing at the time of inspection.
- c. The district level inspection team shall visit the TC to inspect and verify the details submitted in TCAF.
- d. The district level inspection team shall fill the appropriate fields provided in the print out (the same shall be updated online also).
- e. The district level inspection team shall make the appropriate recommendations to the Accreditation Committee w.r.t every job role applied for by the TC.
- f. The Accreditation Evaluation Sub-Committee shall meet as and when required and consider the recommendations of district level inspection team and submit its recommendations to SLEC for every job role applied by TC.
- g. The SLEC shall consider the recommendations of Accreditation Evaluation Sub- Committee to either accredit the TC or otherwise.
- h. The District Skill Development Officer shall ensure the concerned Inspection Team will inspect the TC and submit the report online. TCs which



achieve Grades of B+ and above and are otherwise qualified shall be issued a Provisional Accreditation Certificate by the Accreditation Evaluation Sub-Committee signed by the MD, KSDC subject to final accreditation of the TP and full deposit of TC charges and TP fees.

- i. The Inspection Team, consisting of the verifier and the approver, has to Strictly ensure that the physical measurements of the building (TC) and all tools and equipment are as per the norms (Individually both verifier and approver are responsible for the veracity of the data).

## 4.5 SCORING MATRIX FOR TRAINING CENTRE

Sl. No		Details	Score	Maximum Score
Category: General				
1	Type of Training Centre Space	Standalone/ Non shared	2	2
2	Type of building, Type of Construction: Pakka	Pakka	5	5
3	Mandatory availability of internet connectivity	Standard broadband between 8 - 10Mbps	1	4
		>10 Mbps	2	
4	Mandatory availability of Power backup in terms of hours of power back up	Upto 1 Hr	1	2
		More than 1 Hr	2	
5	Provision for IEC as specified by KSDC	Good quality	2	2
6	Availability of Ramps at the Entrance of the Centre	No	0	1
		Yes	1	
7	Mandatory availability of Washroom for Men and Women separately	Yes	2	2
	Total (General)			18
Category: Class room (There should be at least one class room)				
1	Student chairs and Desk	Yes (Good Quality)	2	2
		Yes	1	
2	Type of Teaching Board	Good Quality Teaching Board	2	2
3	Projector/LED interactive Display (min.55inches)	Yes	2	2
4	Total number of trainees that can be trained in a year (inclusive of all job roles and batches)	< 500	3	5
		>500	5	

5	Number of Class Rooms per Job Role	2 Marks for 1 class room per job role & 1 Additional Mark for additional class room per job role		4					
	Total (Classroom)			15					
Category: Equipment									
1	Availability of equipment & Specialized Furniture for Job Role	Maximum quantity of all mandatory equipment prescribed for job Role as specified in Kaushalkar portal.	15	15					
2	Overall Quality of Equipment	Very Good Good	5 3	5					
	Total (Equipment)			20					
Category: Laboratory/ Additional Area									
1	Type of Laboratory	Dedicated	2	2					
2	Availability of Specialized seating / furniture for job role	Yes	2	2					
3	Teaching Board	Yes	2	2					
4	Projector/LED interactive Display (min.55inches)	Yes	2	2					
	Total (Equipment)			8					
Category: Course Content: Total 9 Marks: 3 Marks for compliance to NOS (National Occupation standards), 3 Marks for compliance to QP and 3 Marks for Uploading of Soft Copy									
SI No	Job Role	Total Hours	Cours e Conte nt Norm s	Theor y Hour s	Name & Qualificati on of Trainer	Practic al Hours	Name & Qualificati on of Trainer	Soft Skill Hours	Nam e & Quali ficati on of Soft Skill Train er

**Note: Course Content in detail (in English and Kannada where available) must be provided / uploaded and must comply with NSQF norms or the proposal of the TC for the non-compliant job role will not be accepted. If there are any additions or changes in the Course Content, it must be provided before Batch Approval to the MD Skill Mission.**

**Category: Trainer (Per Job Role marks to be Averaged for TC)**

1	Trainer Availability (Job role domain trainer)	Part time	2	7
		Full Time	7	
2	Trainer Availability (Soft Skill trainer)	Part time	2	5
		Full Time	5	
3	Trainer Qualification (soft skill trainer should compulsorily be of Graduate and above only)	Below UG	3	8
		Graduate	5	
		Post Graduate and above	8	
4	Trainers certified ToT	Yes	10	10
Total (Trainer)				<b>30</b>

***It is mandatory for all the TCs to have Job role specific NSDC certified ToT trainers for accreditation of their TCs. The certificates of those TOT trainers should be uploaded along with their TC details.***

Scoring Matrix for TCs is categorized into 5 - General, Class room, Laboratory/ Additional Area, Equipment and Trainers with a cumulative score of 100 as per details above. If the TCs do not have the mandatory equipment along with minimum quantity required to train, such TCs shall not be accredited and not be accorded permission to train.

### 4.5.1 SCORING MATRIX FOR MOBILE TRAINING CENTRE

Scoring Matrix for MTC is categorized into 4 - General, Class room, Equipment and Trainers with a cumulative score of 100 as per details below. If GPS, Internet and IEC provision are not available, such MTCs shall not be accredited and permission shall not be accorded to train.

Sl.No		Details	Score	Maximum Score
Category: General				
1	Type of MTC	Leased	2	4
		Own	4	
2	Is the MTC Currently Functional?	No	2	4
		Yes	4	
3	Availability of internet connectivity	No	0	4
		Yes	4	
4	Hours of Power backup	Yes Upto 6 Hr	2	4
		Yes More Than 6	4	
		Hr		
		No	0	
5	Availability of Ramps/ faciity for specially abled	No	1	4
		Yes	4	
6	Number of seats	7 - 10	1	4
		11 - 13	2	
		14 - 15	4	
7	Availability of GPS	No	0	3
		Yes	3	
8	Provision for IEC (outside - on rear and either side of MTC)	3 sides	3	3
		2 sides	1	
	Total (General)			30
Category: Class room				

1	Student Desk/ Tables	Yes Good Quality	4	4
		Yes	1	
		No	0	
2	Type of Teaching Board	Teaching Board Good Quality	4	4
		Teaching Board	1	
		No	0	
3	Projector / CD player/ DVD player	Yes	4	4
		No	0	
4	LED/LCD/TV/ Projection screen (minimum 20 inches)	Yes	4	4
		No	0	
5	Student seating	Yes Good Quality	4	4
		Yes	2	
		No	0	
	Total (Classroom)			20

#### Category: Equipment

1	Availability of equipment & Specialized Furniture for Job Role	Only Mandatory equipment's prescribed for job role	10	15
		Maximum quantity of all equipment's prescribed for job role	15	
2	Quality of Equipment		5	5
Total (Equipment)				<b>20</b>

#### Category: Trainer

1	Trainer Availability (All trainer combined)	Part time	5	10
		Full Time	10	
		Part time + full	7	

		time		
2	Trainer Qualification (All trainer combined)	Below UG	2	10
		Under Graduate	4	
		Graduate only	7	
		PG and above	10	
3	Trainers certified ToT	No	0	10
		Yes	10	
	Total (Trainer)			<b>30</b>
4	Grand Total Scored			<b>100</b>

Note: Every MTC must have a qualified Driver.

#### 4.5.2 Provisional Accreditation Certificate

Provisional Registration and Accreditation Certificate for TC/MTC The Training Provider\_\_\_\_with its office at \_\_\_\_\_and Registration Number \_\_\_\_\_ and **own Training Centres/ Mobile Training Centres** for the following Job Roles:

Sl No	Training Centre Name	Address	Taluka	District	Registration Number	Job Role	NSQF Number

and **Leased Training Centres/ Mobile Training Centres** for the following Job Roles:

Sl No	Training Centre Name	Address	Taluka	District	Registration Number	Job Role	NSQF Number

Is granted this Provisional Accreditation Certificate subject to the following conditions:

1. The TP confirms that all the information submitted is fully true and the Training Centers are fully owned or exclusively on lease to it and if at any time it appears that any part or the entire information submitted is false or

the TCs are franchises, then the Accreditation Certificate would be cancelled and the fees forfeited.

2. The TP undertakes to remit the Training Centre Accreditation Fees of Rs10000 per Job Role per TC and Rs 50000 Training Partner Accreditation Fees within 30 days failing which the Provisional Accreditation Certificate shall be cancelled.

#### **4.5.3 Related Information**

a. The Executive Director-2, KSDC is authorized to perform operations on the web application with respect to approval/rejection of application for accreditation as decided by SLEC.

b. If the TC is not accredited for any/all job roles applied, it shall be communicated to the concerned TP by email.

c. The concerned TP shall have the option to re-apply for accreditation after 3 months. No extra/additional fee is required to be paid. The TP will be placed in the "Reapplication Category" for this period. If it fails to reapply within three months the TP will be de- registered.

If the accreditation is rejected for the second time also, the TP shall be barred from applying for period of 1 year. Further application shall be treated as a new application and requisite fees shall have to be paid accordingly. The TP will be placed in the "Failed Category". However, on second rejection the TP will have the opportunity to appeal within 30 days of the second rejection to the ACS & Development Commissioner & Chairperson Empowered Committee who after giving reasonable opportunity will pass such orders as he may deem fit.

#### **4.5.4 Parameters for accreditation of TC/MTC**

The TC having the grade A or A+ shall be eligible for accreditation. The TCs with grade B+, B and C shall not be eligible for accreditation. These TCs,

however, can improve and apply again after a minimum period of 3 months (three months) from the date of rejection.

The SLEC shall have the authority for the following:

- i. to give additional points up to maximum of 10% of scores obtained for any TC that is located in backward regions where Special Development Plan (SDP) is being implemented or in Hyderabad - Karnataka Region where Article 371 - J is being implemented.
- ii. to give additional points upto maximum of 10% of scores obtained for any TC that is fully owned by SC / ST/ Women / Specially Abled / Minorities / Ex-servicemen or war widows.
- iii. to give additional points upto maximum of 20% of scores obtained for any Government TC on a case to case basis.

#### **4.5.5 Communication of Accreditation**

Based on the evaluation of the application and final decision of SLEC, status of accreditation shall be communicated online to the registered email ID of TP and TC. Printable Certificate will be uploaded.

#### **4.5.6 Validity period for accreditation of TC/MTC**

- a. Accreditation of TC will be per Job role registered by the TC and will be valid for a period of 3 years per Job role per TC unless otherwise canceled/suspended by the department.
- b. At the end of 3rd year, TP may apply for renewal of its accreditation of TC for the expiring job role. The district Inspection team shall again inspect the TC and give its recommendations. The TC with grade of A or A+ will be given Re-accreditation after the TC pays an amount of Rs.10,000 per job role per TC. This renewal of accreditation will be valid for another 3 years.



#### **4.5.7 Accreditation fees of TC/MTC**

The Accreditation fees per TC shall be Rs 10,000 (Rs Ten thousand only) per job role and shall be non-refundable. The applicant can pay through bank challan or NEFT or through online payment to the account of KSDC. If the fee is not received by TP the application shall not be considered for accreditation. Government Organizations/Institutes are exempted from submission of Accreditation Fee. TCs registered by Government Department under their respective schemes shall be considered accredited by SDEL for the purpose of selection of candidates by the TC.

#### **4.6 Grading of TCs**

##### **4.6.1 Grading Methodology**

- a. The TCs are scored as per the scoring matrix provided below.
- b. The TCs are individually provided rating based on computation of scores

#### 4.6.2 Grading for TCs

Scores	Grade
80% and above	A +
70% to 79%	A
60% to 69%	B +
50% to 59%	B
Below 49%	C

### 5. Process of registration of TPs/TCs already accredited by other Government departments

**5.1** The following possibilities arise with respect to other Government departments:

**5.1.1** The department has registered pool of TPs and TCs viz. NRLM, NULM etc.

**5.1.2** The department itself is a TP with various TCs registered with it viz. Keonics etc.

**5.1.3** The department itself is a TP and TC viz. KGTTI, CEDOK, GTTC, DET and ITIs etc.

**5.2** For the all the three possibilities outlined above, the following process shall be adopted for registration of those TPs/ TCs on kaushalkar.com.

**5.2.1** A separate login shall be created for each government body with two roles. One role to enter the details of TP/ TC and other to approve the TP/ TCs.

**5.2.2** The government body shall register online on kaushalkar.com the TPs/ TCs that are already accredited by the respective government body.

**5.2.3** The various fields that are to be captured to register the TPs/ TCs are as follows:

**i. General**

- a) Name, Email, Mobile number and Aadhaar of CEO/ MD / Head \*
- b) Name, Email ID and Mobile number, Aadhaar of the Authorized Signatory \*
- c) Name, Email ID, Mobile number, Aadhaar of the Single Point of Contact (SPOC)\*
- d) Landline No. and Contact Address of the TP \*
- e) Bank Details with Account Number \*,Bank Name \* ,Branch Name \*,IFSC Code \* and Bank Address

## **ii. Financial**

- a) Year of Incorporation \* , Permanent Account Number (PAN) of the TP \* and Tax
- b) Deduction Account Number (TAN) of the TP
- c) The following proof has to be uploaded
- d) Certificate of Incorporation of the TP \*, PAN Proof \*, TAN Proof

## **iii. Details for TC**

- a. Name of TC
- b. Address of TC
- c. Name of SPOC
- d. Mobile number of SPOC
- e. Email SPOC
- f. Name of scheme
- g. Job roles for TC under the scheme
- h. Number of students per Job role for the scheme

**5.2.4** The approver of Government body has to approve the TP/ TCs entered

**5.2.5** Upon approval by the government body, the TP/ TCs will receive email and sms with details of their username and password to log into kaushalkar.com

**5.2.6** The TPs shall login to kaushalkar.com and select trainees.

## **6. Procedure for Short listing of Registered Trainees**

- a. Trainees will be tele-counselled to determine the veracity of the data and their inclination towards training and placement.
- b. Tele-counseled Trainees will be placed in a separate folder titled “Counselled” for selection by accredited TPs or for further counseling. Those interested will be contacted through SMS and invited to be counseled face to face either at DSDO office/YES office in the District Employment Office or at Kaushalya Mela events which will be held at six monthly intervals to ascertain their qualifications, assess their aptitudes, check their documents and impart orientation, soft skill training and / or carry out RPL.
- c. The Kaushalya Mela events will be held preferably in Taluka Headquarters and accredited TPs will be invited to attend these to select trainees face to face. Counseled Trainees will be placed in a folder titled “Training Ready” and those who receive training successfully shall be placed in a folder titled “Placement Ready”.
- d. Those trainees who refuse training or seem to have submitted incorrect data or information or cannot be contacted by their telephones or are not qualified (by age) for training will be placed in a folder titled “Invalid”. They will be sent an SMS, e-mail and postcard seeking response and correction of the data within 30 days failing which they will be de-registered by MD, KSDC.
- e. The TPs can also counsel the candidates and help them in registering with Kaushalkar portal.

## **7. Selection of Trainees by TC**

- a. Only accredited TCs shall be eligible to select trainees.
- b. Trainees will be allocated to TC based on targets provided and availability of batches (District wise, Taluk wise, Category wise, gender wise, specially abled etc).

- c. The TP can itself counsel the candidates and register them in Kaushalkar portal and select them as trainees for training.

The procedure for selection trainees by different category of TCs is as below:

### **7.1 Batch Formation for TC**

- a. KSDC will enable the login for the TC
- b. The Head of Centre of TC (as entered on Kaushalkar.com) shall receive the login credentials through email.
- c. Upon logging into the portal, the TCs shall be provided with data of all registered Counseled and Training Ready candidates once they log on to [www.kauskalkar.com](http://www.kauskalkar.com) portal.
- d. TC shall have the option of searching the trainee using certain search criteria such as trainee Unique ID, mobile number, district, taluk, gender etc.
- e. TC shall then choose job role and batch for which they wish to choose the trainee.
- f. TC shall be provided the option to either save or submit the chosen trainee
- g. An email/SMS shall be sent to the selected trainee.
- h. A trainee once selected by a TC will not be available to other TCs for selection till such time the trainee is not reverted to selection pool.
- i. TC shall have 10 days from the first chosen trainee to submit the batch
- j. If the TC does not submit the batch within the prescribed period, the entire batch shall be de-selected and all trainees shall revert back into the selection pool.
- k. The TC can choose number of trainees as filled and approved on Kaushalkar.com

- l. Upon completion of the batch, the TC shall submit the batch to SDEL for approval.
- m. Upon approval of batch, the TC shall register the fingerprint of trainees, trainers and Head of Centre on the Biometric System on or before the first day of batch commencement.
- n. The TC has up to 10 days from commencement of batch to register the fingerprint of all trainees.
- o. If the TC does not register the fingerprint of the trainees within 10 days - the batch shall be de-selected and revert to selection pool.
- p. If TC does not register the fingerprint of the trainers - TC cannot commence batch for the job roles of such trainers
- q. Upon commencement of batch, the TC shall ensure that daily biometric attendance of trainees, trainers and centre staff are uploaded on [kaushalkar.com](http://kaushalkar.com) as per the format.
- r. The Training Provider should provide details of the first seven days of training along with invoice as per the format below.

## **7.2 Batch Formation for MTC**

- a. SSM will enable the login for the TC
- b. The Head of Centre of TC (as entered on [Kaushalkar.com](http://Kaushalkar.com)) shall be receive the login credentials through email and sms.
- c. Upon logging into the portal, the TCs shall be provided with data of all registered Counseled and Training Ready candidates once they log on to [www.kauskalkar.com](http://www.kauskalkar.com) portal.
- d. TC shall have the option of searching the trainee using certain search criteria such as trainee Unique ID, mobile number, district, taluk, gender etc.
- e. TC shall then choose job role and batch for which they wish to choose the trainee.
- f. TC shall be provided the option to either save or submit the chosen trainee
- g. An email/SMS shall be sent to the selected trainee.
- h. A trainee once selected by a TC will not be available to other TCs for selection till such time the trainee is not reverted to selection pool
- i. TC shall have 2 days from the first chosen trainee to submit the batch

- j. If the TC does not submit the batch within the prescribed period, the entire batch shall be de-selected and all trainees shall revert back into the selection pool.
- k. The TC can choose number of trainees as filled and approved on Kaushalkar.com
- l. Upon completion of the batch, the TC shall submit the batch to SDEL for approval.
- m. Upon approval of batch, the TC shall register the details of trainees, trainers and HoC on the Biometric System/face recognition system on or before the first day of batch commencement.
- n. The TC has up to 2 days from commencement of batch to register the details of trainees, trainers and HoC on the Biometric System/face recognition system.
- o. If TC does not register the details of trainees, trainers and HoC on the Biometric System/face recognition system- TC cannot commence batch for the job roles of such trainers.
- p. Upon commencement of batch, the TC shall ensure that daily biometric attendance/face recognition attendance of trainees, trainers and centre staff are uploaded on [www.kaushalkar.com](http://www.kaushalkar.com) as per the format.
- q. The Training Provider should provide details of trained batch along with invoice as per the format in Annexure D.
- r. The face recognition system as and when developed/instructed by KSDC should be implemented by all the TPs in all their TCs for attendance and monitoring of training.

### **7.3 Approval of proposals through an Empowered Committee**

The TPs/TCs including the prospective TPs and TCs who have worked satisfactorily and having required infrastructure stipulated under various central government schemes such as DDU-GKY, PMKVY, ESTP component of DAY-NULM and also the agencies who have worked satisfactorily under skilling & placement activities including RGCY, will be preferred for allocating the targets under CMKKY.

**7.3.1** Prospective TPs/TCs may submit the proposal to the MD,

KSDC/Commissioner, Industrial Training and Employment Department/Additional Chief Secretary /Principal Secretary/Secretary SDEL Department. MD, KSDC has to conduct the first stage of scrutiny of proposals.

**7.3.2** The **scrutiny** of proposals will be done in a particular format by the **Scrutiny Committee** under the chairpersonship of Secretary / Principal Secretary, SDEL department. This committee would be convened as and when required to meet the target. This committee would recommend the proposals deems fit to the Empowered Committee under the chairpersonship of ACS and Development Commissioner for its approval or reject the proposals giving reasons or send back to the concerned authority for resubmission after getting clarifications on the observations made on the proposals.

**7.3.3 The scrutiny committee shall examine the proposals with the following aspects and recommend them on the merit of the proposals, which fall within:**

1. Cost, Payment and other norms - Common norms notified by the MSDE
2. Capacity of TP/TCs in providing quality training to the candidates and placements more than the stipulated target fixed under CMKKY with higher wages
3. Applicability of various laws like registered under Karnataka Private Security Agencies Rules 2008 And Construction Workers Conditions of Service Rules
4. Industry or corporate bodies who can optimally employ 500 or more per job role in their own organization or one of the subsidiaries and have suitable in-house training facilities may be considered provided they:
  - a. Convert existing Training Centers to confirm to CMKKY norms
  - b. Submit projects for consideration and approval/sanction
  - c. Mobilize and train 500 fresh candidates per job role annually



as per commitments subject to condition that fresh candidates only be selected for skill training and not the persons already working in their establishments.

- d. Affidavit in this regard to be taken to this effect.

**7.3.4** The third stage of scrutiny of proposals and acceptance will be done by the Empowered Committee (EC). It would examine the proposals recommended by Scrutiny Committee and accord in principle approval on the basis of their merit or reject the proposals giving sufficient reasons or send back to Scrutiny Committee for obtaining more clarification on the observations made on the proposals.

**7.3.5** The EC is empowered to sanction proposals with project cost up to Rs. 50 crore. The Government has given exemption under Section 4(g) of KTPP Act 1999 for the proposals which are approved by the EC. The SDEL secretariat would issue GO giving administrative approval for EC approved proposals with terms & conditions.

## **8. SUPERVISION OF TP/TC**

**8.1** SDEL/KSDC or any agency authorized by them may carry out random visits round the year at any time for verifying the status of the institution and to ensure that the specified norms and standards are followed.

**8.2** SDEL/KSDC or any agency authorized by it may also conduct from time to time inspections with or without notifying such dates in such cases where specific complaints of misrepresentation, violation of norms and standards, malpractices etc. are received to verify the facts. Upon inspection, if the complaint is found to be correct, the SLEC shall have the rights to cancel/suspend the registration and accreditation of TP/TC. Before taking such decision, the concerned TP shall be given an opportunity to represent their case.

**8.3** Depending on a particular case the SLEC may decide to allow the

TP/TC to create the facilities/remove the deficiencies/comply with stipulated conditions/fulfillment of prescribed requirement as per timelines fixed by SLEC.

## **9. Suspension/ Cancellation of TP/TC**

- a. In case, it is found at a later stage that any of the documents submitted by the applicant are forged and not true, the accreditation of the TP/TC shall be cancelled and TP/TC shall be black-listed, and it will not be allowed to register as TP in future.
- b. In case the registration/accreditation of a TP is cancelled/suspended the registration/accreditation of the TCs registered by that TP shall automatically stand cancelled.
- c. The proposal for cancellation of accreditation of a TP will be considered by SLEC and SLEC shall take final decision with respect to the suspension/cancellation of TP/TC.
- d. A show cause notice shall be issued to the TP giving him 7 days time to explain why the accreditation should not be suspended/ cancelled.
- e. After receipt of reply from the TP, SLEC shall consider the same and take appropriate decision as early as possible but not later than 15 days.
- f. In case the TP/TC/MTC provide any false/ mis-leading information or any forged document, action under sections 181 or 188 of IPC may be taken and such entities will be debarred. MD, KSDC will issue notification and take action in this regard.

### **9.1 Power to Modify**

The Government of Karnataka has the power to modify any/all of the provisions of these Guidelines in respect of any/all class or category of institutions without notice at any time.

## **10. OTHER CONDITIONS**

- 10.1 The TPs wish to commence training in Karnataka, but are successfully imparting training for Central government schemes in other parts of

India shall directly submit their applications to the KSDC and these applications shall be considered by the Empowered Committee.

- 10.2 The TCs would be eligible to impart training in only those course/s for which it has been registered. However, the registration of the TP will not automatically give it any right to claim reimbursement from the Government for training costs of students enrolled in a particular course without approval of the Government/Competent authority.
- 10.3 Once the training has commenced, TP/TC shall not discontinue any course (s) without written approval of the SDEL.
- 10.4 Trainees having minimum 70% attendance shall be eligible for assessment
- 10.5 TCs shall have to provide placement or self-employment for minimum 70% of the successfully assessed trainees.
- 10.6 Training under Jai Kaushal Jawan (Ex-servicemen, widow ex-servicemen and war widow) will be conducted without any overlap of programs of Ministry of Defence, Gol.

## 11. NORMS OF TRAINING AND FUNDING

The Notification of Ministry of Skill Development and Entrepreneurship,

Government of India No. H-22011/2/2014-SDEL— dated 08/08/2015, has constituted a Common Norm Committee as the apex body to update and suitably revise the Common Norms applicable to the Skill Development Schemes of the Government of India being implemented through various Ministries/Departments. The State Governments are also expected to align their skill development schemes with the Common Norms so as to bring in uniformity and standardization. Accordingly, the following Norms of Skill Development, Entrepreneurship and Livelihood schemes executed wholly by the Karnataka Government are issued:

- (i) For fresh entrants to the job market, the training duration to be minimum 200 hours (including orientation, theory, practical, soft skill training and/or on the job training) except where prescribed by any Statute.
- (ii) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 80 hours of trainings including orientation, theory, practical, soft skill training and/or on the job training.
- (iii) In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.
- (iv) Extension work, such as that carried out in the fields of agricultural and related activities, public health etc. would be recorded as an activity distinct from skill development. These would need to be programmes of durations of 32 hours or more, which leads to any economic or social benefit that may not be immediately measurable, and the Common cost norms would not be applicable to such extension work.
- (v) Skill Development Courses Soft skills (which would include computer

literacy, language, communication, work related safety and work-related norms and rules / codes, labour laws, welfare benefits, life skills and workplace inter-personal skills relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the course modules of all the above-mentioned categories. Alignment with the National Skills Qualifications Framework (NSQF) All Skill Development courses offered under the scheme framework must conform to the National Skill Qualification Framework (NSQF) notified on 27.12.2013 which provides for transition of all training / educational programmes / courses so as to be NSQF compliant by the third anniversary date of the notification of the NSQF (i.e., after 27.12.2016). Government funding would not be available for any training or educational programme/course if it is not NSQF complaint. All training providers empanelled/approved by the various Departments of the Government of Karnataka would need to comply with this requirement. The KSDA will oversee if a particular course or training program is as per NSQF standards. Government of Karnataka has adopted the NSQF and will also evolve through KSDA, its own standards in Job Roles where necessary.

(vi) Alignment with the National Skills Qualifications Framework (NSQF) All Skill Development courses offered under the scheme framework must conform to the National Skill Qualification Framework (NSQF) notified on 27.12.2013 which provides for transition of all training / educational programmes / courses so as to be NSQF compliant by the third anniversary date of the notification of the NSQF (i.e., after 27.12.2016). Government funding would not be available for any training or educational programme/course if it is not NSQF complaint. All training providers empanelled/approved by the various Departments of the Government of Karnataka would need to comply with this requirement. The KSDA will oversee if a particular course or training program is as per NSQF standards. Government of Karnataka has adopted the NSQF and will also evolve through KSDA, its own standards in Job Roles where necessary.

(vii) Input Standards: The following inputs may also be considered so as to ensure that adequate training infrastructure and capacity exists.

(a) The overall training infrastructure specially the training aids and

equipment being as per guidelines.

- (b) Trainers with suitable qualifications / experience being hired and each trainer to having undergone Training of Trainers (ToT).
- (c) Industry relevant content, appropriate to the learning groups, and conforming to the broad requirements of NSQF. All course material in detail (with daily Orientation, Theory, Practical, Soft Skill, OJT modules with hours of training each day along with the name and qualifications of the Trainer for each module, in English and Kannada (wherever feasible) is provided to all trainees and to Skill Mission in advance. A copy of the same should be sent to the KSDA by the Skill Mission to ensure compliance.
- (d) The student and trainer enrollment linked to Aadhar. Biometric attendance will form the basis of calculation and must be provided directly from the device or in a format provided by Skill Mission.
- (e) Trainings and Assessments being video recorded if required
- (f) All Training Agencies will have to be Registered on [www.kaushalkar.com](http://www.kaushalkar.com) and accredited by SDEL before they take up training for any State Government Department (Detailed Guidelines in Para 4). The Agency must apply as per guidelines with all documents online and all testimonials of trainers, and submit Detailed Course Content of all Job Roles selected.
- (g) All such Agencies which wish to take up training programs must ensure they select only aspirants registered on [www.kaushalkar.com](http://www.kaushalkar.com) and such aspirants must have an Adhaar card issued in Karnataka to be eligible. The method of batch formation is given in further detail in Paras 6 & 7.
- (h) A Certificate of Skill as approved by KSDC is to be issued to each trainee on successful completion of the course in the following format.
- (i) Batches are created in such a way that the requirement of representation of SC / ST / Women / Minorities and PHP is ensured

over the total program by each agency

- (j) Only those candidates who attend 70% of the fixed training hours will be allowed to attend assessment tests.
- (k) Candidates who lack the normative attendance or fail the assessment will not be considered for re-assessment unless they are provided additional training by the agency at its own cost to make good the attendance deficit or skilling deficit.

(viii) Outcomes:

In addition to independent third party certification of the skilled individual, the outcomes from skill development programmes shall be as under:

- (a) Employment (both wage and/or self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training.
- (b) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.
- (c) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the respective Department.
- (d) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 50% of such persons shall have an increase of at least 5% in remuneration within 6 months of completion of the skill development training.
- (e) In case of persons who have acquired skills, through informal, non-



formal or experiential training in any vocational trade or craft, the formal recognition and certification of such skills, (after imparting bridge courses if necessary) that provide appropriate increase in wages in the skill category of the candidate for immediate and subsequent production cycle in case of wage employment or meets the conditions of self-employment will be treated as the outcome of this effort.

## 12. Payment

The payment for CMKKY will be made by the MD, KSDC to the TPs as per norms of CMKKY on the inspection report by the District level Inspection Team of SDEL or any third party agency appointed by SDEL. The funds for CMKKY should be released to the Training Provider as per the following schedule:

- i) The funds should be released to the Training Provider as per the following schedule:

Installment	Percentage of total cost of each Batch	Output Parameters
1 <sup>st</sup>	40%	After the Completion of 30% of the Training Duration.
2 <sup>nd</sup>	30%	On successful assessment and certification of the trainees by Assessment and Certification Body.

3 <sup>rd</sup>	30%	On successful placement of minimum 70% of Assessed Trainees.
-----------------	-----	--

Any TPs/TCs entering into litigation will be de-recognized and not be allowed to participate in any training. Payment of 1<sup>st</sup> instalment shall be made only after the receipt of the Inspection Report and other relevant documents duly certified by the District Inspection Team.

ii) The above payment schedule is subject to the following:

- a. The second tranche of 30% will be calculated on the basis of candidates actually attending with 70% cumulative attendance excluding the dropouts and on successful assessment and certification of the trainees by Assessment and Certification Body.
  - b. The 1<sup>st</sup> tranche payment of the dropouts will be adjusted in second tranche.
  - c. The drop outs will not be considered for 2<sup>nd</sup> tranche.
  - d. Payment will be suspended when there is a complaint by any trainee till the complaint is fully resolved.
  - e. The 30% of training cost which is linked to the outcome 3<sup>rd</sup> tranche would be released against the successful placement of minimum 70% of Assessed Trainees.
- ii. TP shall be eligible for 100% of the Third tranche for those trainees with 70% attendance at time of assessment.
- a. Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that the SDEL Department will have freedom to alter the percentage of wage and self-employment based on specifics of the scheme that have been designed exclusively for self-employment/ entrepreneurship, nature of activity, local economy, social conditions, etc.

- b. In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer. Proof of appointment letter and pay slip for 3 months should be provided for this.
  - c. In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the SDEL Department.
- iii. The third instalment to training provider will be released on achievement of 70% placement and on pro rata basis on achievement of 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- iv. Training provider will be asked to discontinue the training in that particular trade / center and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants / 14 months in case of reskilling and upskilling, is unsatisfactory as defined under.
  - a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.'
  - b. 49% and, below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of reskilling and up skilling.

c.49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided as above in case of self-employment.

d. In the case of such disengagements, the SDEL Department would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from implementation of the Scheme/Project.

e. The de-empanelment by SDEL Department would be done for the trade under advice by the Managing Director, Karnataka Vocational training and Skill development Corporation Ltd, to the SDEL Department.

f. This would be intimated to all the departments undertaking Skill Development Programmes and not to engage this training provider.

g. The training provider 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 by the SDEL Department.

h. MD, KSDC is authorized to design the MoU to be signed by TP by keeping the overall objectives of CMKKY guidelines.

Note: All payments shall be made on submission of pre-receipted invoices by the TP in duplicate for the respective stages.

**A. Payment Conditions:**

- i. Payment shall be made in Indian Rupees, no later than 60 days following submission by the TP of invoices in duplicate to the Coordinator designated in Clause 4 through following conditions and procedures.
- ii. The payouts will directly be transferred to TC bank accounts in installments on the output performance parameters detailed in para 3B above.
- iii. The TCs will submit bills of each tranche / installment to the DSDOs

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along with the compliance of output performance parameters

- iv. The bills will be verified by the DSDO's office after the submission of bills and TC shall be inspected by District Inspection Team to verify the particulars and report should be sent to MD, KSDC along with the compliance of output performance parameters or returned back to TCs for compliance if any and same procedure should be repeated.
- v. All available visit/inspection reports should be taken into consideration while processing the bills. At least two visits to the TCs or inspection to the TCs should be undertaken by the District Inspection Team for processing bills of each installment.
- vi. In case of the second installment, the DSDOs will also verify the Assessment and Certification given by the Assessment and Certification Body.
- vii. In case of the third installment, the DSDOs will also verify the placement / self-employment records.
- viii. The payment shall be made to TC on the basis of valid and verified bills and records by the MD, KSDC after the receipt of report of the DSDO.

### **13. Approval for trainings to be undertaken by accredited TP/ TC - exemption under section 4(g) of KTPP Act**

All the applications for TP/ TC shall be evaluated on the objective parameters as elaborated in Point 4.2.5 and other guidelines specified herein. The TCs shall also be inspected and evaluated by DISTRICT LEVEL INSPECTION TEAM. The recommendation of the district level inspection team will be evaluated by Accreditation Committee which will then send the appropriate recommendations to the SLEC.

The application would be scrutinized for the various guidelines prescribed above. The evaluation and accreditation as proposed herein is a transparent process and all those TPs and TCs which meet

the prescribed criteria shall be accredited and will be eligible to impart training.

The common norms prescribed by MSDE shall be followed for the payment to TPs for the various trainings undertaken by them.

In light of the TPs/ TCs being selected by a transparent process following the prescribed norms and guidelines, the allocation being objectively done in terms of number of trainees (batches) and also the maximum amount for which training can be allocated and the payment being as per the common norms prescribed by MSDE, it is proposed to give 4(g) exemption to allocate the trainings to the accredited TPs/TCs based on the above guidelines.

Note: The TPs/ TCs approved by the Empowered Committee and accredited by SLEC shall be deemed to have been accredited for the purpose of exemption under 4(g) of KTPP Act as above.

#### **14. Resolution of Disputes**

In case of any dispute arising, the aggrieved party and SDEL shall resolve the same by mutual consultations. In the event of failure at consultation, the matter may be referred for arbitration by either party/parties. The Additional Chief Secretary to Government,/Principal Secretary/Secretary, Skill Development, Entrepreneurship and Livelihood Department shall be the sole arbitrator. The decision of the Arbitrator shall be final and binding on both parties.

#### **15. Certificates, Forms, Formats and Logos used under CMKKY:**




15.1 The templates used for the following is attached in Annexure:

- a. Inspection Report of Training Centers- Annexure-1
- b. Training Centre wise Contract Agreement- Annexure-2
- c. Skill and RPL Certificate - Annexure - 3

15.2 The following logos of Government of Karnataka, Chief Minister's

**CMKKY GUIDELINES - KSDC**

Kaushalya Karnataka Yojane and Karnataka Skill Mission shall be displayed in all the places of the training centers and residential facilities. These logos shall also be used for training kits and others.

For CMKKY (English)	For CMKKY	
CMKKY Chief Minister's Kaushalya Karnataka Yojana		
Skill Development, Entrepreneurship and Livelihood Department		
Government of Karnataka		
		

**The Certificate should conform to the following model:**

## 16. Certificate of Skill

This Certificate is issued to Shri / Shrimati / Kumar / Kumari \_\_\_\_\_ / Son of / Daughter of / Wife of / \_\_\_\_\_ Resident \_\_\_\_\_ of \_\_\_\_\_ Kaushalkar \_\_\_\_\_ Registration Number \_\_\_\_\_ Age \_\_\_\_\_ years with highest educational qualification for Vocational Training in Job Role \_\_\_\_\_ of the Skill Sector \_\_\_\_\_, under CMKKY Program/ Training Program of Department of \_\_\_\_\_

The Assessment has been conducted by\_\_\_\_\_ the Accredited Assessors of Department of SDEL, Government of Karnataka.

Job Role	Code	NOS Hours	Grade in Core Skills	Overa ll Grade	Result / Remarks
Sector	Code	NSQF Level	Grade in Soft Skills		

The Candidate is declared fit to be selected for employment as :

\_\_\_\_\_

\_\_\_\_\_

Training Centre Head  
Seal & Fascimile  
Seal & Fascimile

Director Skill Mission, SDEL,  
GoK

## 17. Abbreviations and definitions

**17.1** SDEL would mean Skill Development, Employment and Livelihood Department, Government of Karnataka any of its offices or officers/any other agency appointed by SDEL for performing a specified function.

**17.2** TP would mean Training Providers who are legally registered/ recognized entities in India and may be any one of Registered societies, trusts or companies/ firms, Organizations/Institutes (including autonomous organizations) set up by Central Government/State



Government/UT Administrations.

- 17.3** TC would mean Training Centre who are legally registered/ recognized entities and either fully owned by or having a legal agreement with a TP to impart skill training
- 17.4** District level inspection team would mean the official inspection team tasked with inspecting the TCs, Inspecting the Training Procedure, Recording the Attendance and Responding to Complaints.
- 17.5** SLEC would mean State Level Evaluating Committee which shall be tasked with evaluating the recommendation of Accreditation Evaluation Sub-Committee
- 17.6** Assessing and Certification Body would mean the third party assessors and evaluators of the training appointed by the KSDA KSDC who must not be a training provider or training centre and would be tasked with the responsibility of conducting tests on trainees and assessing the training and certifying the curriculum being adopted and evaluating the Trainers being used.

## **ANNEXURE - A**

### **GRADING MATRIX FOR ACCREDITATION STANDARDS OF TRAINING CENTRE**

#### **General Details:**

<b>Sl. No</b>	<b>Accreditation Standard Indicator</b>	<b>Eligibility for accreditation</b>
1	Type of Training Centre Space	
2	Availability of Biometric Attendance System and Aadhaar enabled biometric system	Yes
3	Type of building, Type of Construction:	Pakka
4	Type of roof	RCC
5	Type of floor	Tiled
6	Availability and Speed of internet connectivity	Yes
7	Availability and Nature of Power backup	Yes
8	Total Carpet Area of Centre (In Sq Ft)	Yes
9	Availability of Washroom for Men and Women separately	Yes
10	Availability of Safe Drinking Water	Yes
11	Availability of Photocopier, Printer	Yes

#### **Classroom and Laboratory:**

<b>Sl. No</b>	<b>Accreditation Standard Indicator</b>	<b>Eligibility for accreditation</b>
1	Availability of CCTV	Yes
2	Availability of Projector	Yes
3	Availability of Ventilation	Yes
4	Availability of equipments to Job role	Yes

#### Trainers and Centre Staff

Sl. No	Accreditation Standard Indicator	Eligibility for accreditation
1	Trainer Appointment letter	Yes
2	Presence of Trainer at TC	Yes
3	Trainer Qualification (verification of certificate)	Yes
4	Centre Staff Appointment letter	Yes
5	Presence of Centre Staff at TC	Yes

## **ANNEXURE - B**

### **AADHAAR CONSENT FORM**

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of registering with the Department of Employment, training - Govt of Karnataka. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system for this department and for no other purposes. I understand that the department shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication

## **ANNEXURE - C**

## STEPS FOR CHALLAN GENERATION

## Steps for Challan Generation on <https://k2.karnataka.gov.in>

Click on Citizen



Click on Generate Challan



## TP AND TC CAN BE PAID SEPARATELY

#### 17.6.1.1 Enter Remitter Details as below

ಸಂದಾಯದಾರರ ವಿವರಗಳು/Remitter Details			
ಪ್ರಥಮ ಹೆಸರು First Name	<input type="text" value="Name of VTP"/>	ಮಧ್ಯದ ಹೆಸರು Middle Name	<input type="text"/>
ಕೊನೆಯ ಹೆಸರು Last Name	<input type="text" value="CEO or SPOC Name"/>	ಇ-ಮೇಲ್ E-mail	<input type="text"/>
ವಿಳಾಸ Address	<input type="text" value="Address"/>	ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	<input type="text"/>

## For TP Fees

First Name = TP Name

Last Name = CEO or SPOC Name

In the address field, enter VTP Number only -Followed by the TP address

For TC Fees

## CMKKY GUIDELINES - KSDC

First Name = TC Name

Last Name = Head of the Center Name

In the address field, enter VTP Number & CAAF Number-Followed by the TC address

#### 17.6.1.2 Enter Department Details as below

For Department ---- Type- Department of Industrial Training and Employment For DDO Office ----- Select from dropdown Skill Mission Unit, Bengaluru

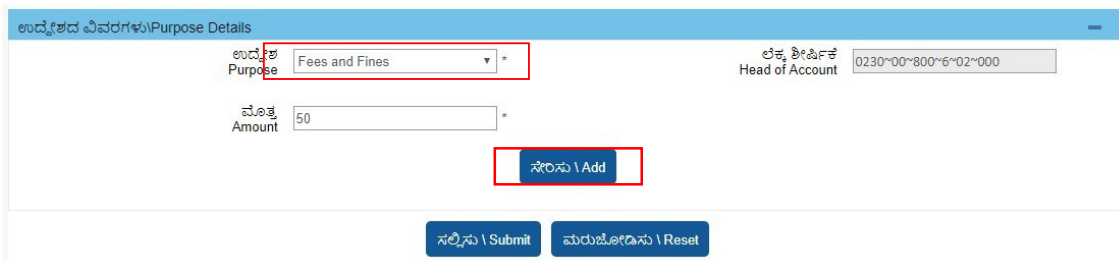
DDO Code 352190 appears automatically



Select Purpose ----- Fees and Fines


Head of Account (0230-00-800-6-02-000) appears automatically. Enter the amount

Click Add button



If Clicking Add, screenshot as below, Remitter can select Cash or Cheque/Draft or E-payment under Mode of Payment.

ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದಿಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount	ಕಾರ್ಯಾಚರಣೆ Operation
Fees and Fines	0230-00-800-6-02-000		NA	50	ಮಾಪಕರಿಸು(Edit)/ತೆಗೆದುಹಾಕು(Delete)

**Scenario 1 : If selecting Cash, enter details as below and click submit.**

ಖಜಾನೆ ವಿವರಗಳು/Treasury Details	
ಒಟ್ಟು ಮೊತ್ತ Total Amount	50
ಖಜಾನೆ Treasury	STATE CYBER TREASURY
ಪಾವತಿ ವಿಧ Mode of Payment	Cash
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	CANARA BANK

Challan appears as below

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity	ಜಿಲ್ಲೆ District	ಇಲಾಖೆ Department	ಡಿಡಿಒ ಕಛೇರಿ DDO Office	
7 Days	BENGALURU URBAN	DEPARTMENT OF INDUSTRIAL TRAINING AND EMPLOYMENT	COMMISSIONERATE OF INDUSTRIAL TRAINING AND EMPLOYMENT, BENGALURU	
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ Challan Reference Number	ಡಿಡಿಒ ಕೋಡ್ DDO Code	
Government	27/03/2018		203310	
ಸಂದಾಯದಾರನ ಹೆಸರು Remitter Name	Raj Kumar	ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567980	
ಇ-ಮೇಲ್ E-mail	rajkumar@gmail.com			
ವಿಳಾಸ Address	address			
ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದಿಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
Fees and Fines	0230-00-800-6-02-000		NA-	50
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	CANARA BANK	ಒಟ್ಟು ಮೊತ್ತ Grand Total	50	
ಒಟ್ಟು ಮೊತ್ತ ಅಕ್ಷರಗಳಲ್ಲಿ Total Amount in Words				Fifty Only
ಪಾವತಿ ವಿವರಗಳು/Payment Details				
ಪಾವತಿ ವಿಧ Payment Mode	Cash			
Enter CAPTCHA Code 7DY0K2 * 7DY0K2				
<input type="button" value="ಖಚಿತಪಡಿಸು \ Confirm"/> <input type="button" value="ಒಂದೆಡೆಗೆ ಹೋಗು \ GoBack"/>				

Click on confirm, Challan reference number is generated as in below screenshot.

Make a payment at the Bank in favour of **Commissioner Industrial Training and Employment (Skill Mission).**

**Head of Account : 0230-00-800-6-02-000**

ಚಲನ್ ಅನ್ನು ಯಶಸ್ವಿಯಾಗಿ ಸೃಜಿಸಲಾಗಿದೆ.  
 ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ : CR0318023000002189  
 Challan is generated Successfully.  
 Challan Reference No. is: CR0318023000002189

**Scenario 2 : If selecting option Cheque/Draft in Mode of Payment, add details below & keep your cheque /dd number handy,**

### **Enter Cheque/DD Number**

- All Cheque/DD drawn in favour of **Commissioner Industrial Training and Employment (Skill Mission).**
- Head of Account : 0230-00-800-6-02-000.

### **Select the Bank Name**

Click submit button to generate challan details as in below screenshot

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity	ಜಿಲ್ಲೆ District	ಇಲಾಖೆ Department	ಡಿಡಿ ಕಛೇರಿ DDO Office	
7 Days	BENGALURU URBAN	DEPARTMENT OF INDUSTRIAL TRAINING AND EMPLOYMENT	COMMISSIONERATE OF INDUSTRIAL TRAINING AND EMPLOYMENT, BENGALURU	
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ Challan Reference Number	ಡಿಡಿ ಕೋಡ್ DDO Code	
Government	27/03/2018		203310	
ಸಂದಾಯದಾರನ ಹೆಸರು Remitter Name	Raj Kumar		ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567980
ಇ-ಮೇಲ್ E-mail	rajkumar@gmail.com			
ವಿಳಾಸ Address	address			
ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದಿಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
Fees and Fines	0230-00-800-6-02-000		NA-	50
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	CANARA BANK	ಒಟ್ಟು ಮೊತ್ತ Grand Total		50
		ಒಟ್ಟು ಮೊತ್ತ ಅಕ್ಷರಗಳಲ್ಲಿ Total Amount in Words		Fifty Only
ಪಾವತಿ ವಿವರಗಳು/Payment Details				
ಪಾವತಿ ವಿಧ Payment Mode	Cheque/Draft			
ಚೆಕ್/ಡಿಡಿ ಸಂಖ್ಯೆ Cheque/DD No	ಚೆಕ್/ಡಿಡಿ ಬ್ಯಾಂಕ್ Cheque/DD Bank	ಚೆಕ್/ಡಿಡಿ ಕೋಡ್ Cheque/DD Code	ಚೆಕ್/ಡಿಡಿ ದಿನಾಂಕ Cheque/DD Date	
125847	ANDHRA BANK	ANDB0000041	583011102	

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Page

Enter CAPTCHA Code

TT2TE0

TT2TE0

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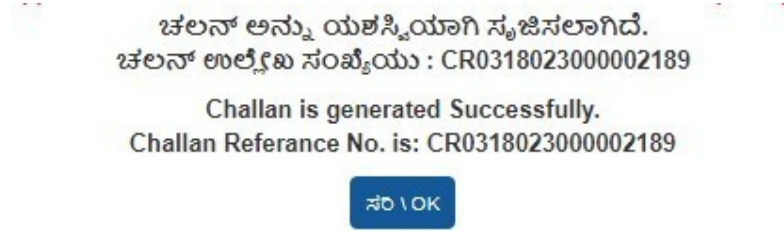
ಹಿಂದಕ್ಕೆ ಹೋಗು \ GoBack



Enter Captcha & Click confirm. Challan reference number is generated as in below screenshot.

### Scenario 3 : If selecting E-payment as Mode of payment,

Select Net Banking as Type of payment & Select Bank Name in Net



Banking field.

Click submit button to generate challan details as in below screenshot. Enter Captcha code and confirm.

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity	ಜಿಲ್ಲೆ District	ಇಲಾಖೆ Department	ಡಿಡಿಒ ಕಛೇರಿ DDO Office	
7 Days	BENGALURU URBAN	DEPARTMENT OF INDUSTRIAL TRAINING AND EMPLOYMENT	COMMISSIONERATE OF INDUSTRIAL TRAINING AND EMPLOYMENT, BENGALURU	
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ Challan Reference Number	ಡಿಡಿಒ ಕೋಡ್ DDO Code	
Government	27/03/2018		203310	
ಸಂದಾಯದಾರನ ಹೆಸರು Remitter Name	Raj Kumar	ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567890	
ಇ-ಮೇಲ್ E-mail	rajkumar@gmail.com			
ವಿಳಾಸ Address	address			
ಲಕ್ಷ್ಯ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಲಘು ಲಕ್ಷ್ಯದ ಹೆಸರು Sub Purpose Name	ಲಕ್ಷ್ಯ ನಿರ್ದಿಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
Fees and Fines	0230~00~800~8~02~000	NA	NA-	50
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	ICICI Bank	ಒಟ್ಟು ಮೊತ್ತ Grand Total	50	
ಒಟ್ಟು ಮೊತ್ತ ಅಕ್ಷರಗಳಲ್ಲಿ Total Amount in Words				Fifty Only
ಪಾವತಿ ವಿವರಗಳು (Payment Details)				
ಪಾವತಿ ವಿಧ Payment Mode	E-Payment			
Enter CAPTCHA Code 7PWLXF 7PWLXF				

CMKKY GUIDELINES - KSDC



Dear User, please note Kannada  
ಚಲನ್ ಉಲ್ಲೇಖ ಸಂಖ್ಯೆಯು : CR0318023000002196  
ಭವಿಷ್ಯದ ಉಲ್ಲೇಖಕ್ಕೆ ದಯವಿಟ್ಟು ಸಂಖ್ಯೆಯನ್ನು ಉಳಿಸಿ  
ವಹಿವಾಟಿನೊಂದಿಗೆ ಮುಂದುವರೆಯಲು ಸರಿ ಎಂಬುದರ ಮೇಲೆ ಒತ್ತಿರಿ

Challan Reference No. is: CR0318023000002196  
Please save the number for future reference.  
Click on OK to proceed with transaction.

ಸರಿ OK

Make online payment, starting as in below screenshot & continue.

Challan Reference Number	CR0318023000002196	
Challan Amount	50	
Transaction Date	27032018	
Name of the Remitter	Raj Kumar	
Payment Mode	<input type="radio"/> ICICI Retail Netbanking	<input type="radio"/> ICICI Corporate Netbanking
<b>PAY</b>		

## **ANNEXURE - D :**

Formats for Payment, Inspection, Assessment,  
Certification & Utilization Certificate

### **CLAIM FORMATS FOR CMKKY**

Request in FormatA1.2: Advance on Commencement of Training for release of 1st Installment is received on _ for a sum of from TC_____TCAF No of TP on_____ Dir Skill Mission Date_____ Place_____			
Format A1.3: Sanction of Advance on Commencement of Training for release of 1st Installment			
Name of TP			
Address			
Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector			
Number of Training Hours	Theory	Practical	Total

### **CMKKY GUIDELINES - KSDC**

Date of Batch Approval			
Date of Inspection by District Inspection Team (7th day of Commencement)			
Inspection Details	Non-Residential	Residential	Total
Number of Trainees Attended on Inspection date			
Number of Trainees with 70% and more Attendance till Inspection date			

Number of Trainees with less than 70% Attendance till Inspection Date									
				Of Which	SC	ST	Minority	Other	PH
Number of Trainees Dropped out till Inspection Date				Male					
				Female					
Number of Trainees In Commenced Batch till									
Hours As Per QP			Trainer 1	Trainer 2	Trainer 3	Trainer 4	Trainer 5	Trainer 6	Trainer 7
Number of Qualified Trainers who Conducted Training till Inspection Date**	Theory								
	Practical								
	Total								
Training Equipment Available (%)***									
Training Materials Available (%)***									
Claimed 1st Installment due on Commencement									

of							
Training (30%)							
Sanctioned 1st Installment due on Commencement of							
Training (30%)							
Final Batch Details	Non-Residential	Residential	Total				
Number of Final Trainees							
		SC	ST	Minority	PH	Other	
Final Batch Composition	Male						
	Female						
*Note1 : Advance Sanctioned will be Proportionately Deducted							
**Note2: 10% of Advance due will be deducted as penalty for less than qualified Trainers							
***Note3: 10% of Advance due will be deducted as penalty for less Equipment and/or Training Materials							
Date Place Signature & Seal of MD, KSDC							

### CLAIM FORMATS FOR CMKKY

<b>Format A2.1: Claim Advance on Completion of Assessment &amp; Certification</b>		
Name of TP		
Address		
Name of TC		
Address		
Date of Registration		
TCAF Number		
Date of Accreditation		
Grade		
Job Role		

Sector									
Number of Training Hours	Theory	Practical	Total						
Qualification of Trainer Required as per QP									
Number of Trainers Required as per QP									
Equipment Required for Training as per QP									
Consumables Required for Training as per QP									
	Non-Residenti al	Residenti al	Total		S C	S T	Minorit y	Othe r	P H
Final Batch Composition									
				<b>Male</b>					
				<b>Fema le</b>					
Final Bath Details									
Batch Timings									
Rate per Hour									
Total Amount per Trainee									
Number of Trainees In Final Batch									
Sanctioned Amount for Training									

1st Installment on Commencement of Training Released -40%									
Date of Release									
Date of Certificati on & Assessme nt Inspectio									

n by District Inspection Team and Certification & Assessment Agency									
	Non-Residential								
Assessment Details		Residential	Total						
Number of Trainees Attended Assessment									
Number of Trainees with 70% and more Attendance between 2nd and Assessment Inspection date									
Number of Trainees with less than 70% Attendance between 2nd and Assessment Inspection Date									
				Of Which	S C	S T	Minority	Other	PH
Number of Trainees Dropped out between 2nd Inspection				Male					

n and Assessme nt Inspectio n Date									
				Female					
Number of Trainees In Batch on completi on of Assessme nt									
Number of Trainees who passed Assessme nt and Issued Certificat e									
2nd Installme nt due on Completi on of Assessme nt (30%)									
Final Certified Batch		SC	ST	Minority	P H				
	Male								
	Female								
Signature and Seal of TC									
Signature and Seal of TP									

### ACKNOWLEDGEMENT BY MD, KSDC

**Request in Format A3.2: Advance on Completion Assessment & Certification** is received on \_\_\_\_ for a sum of \_ from TC \_\_\_\_  
TCAF No \_\_\_\_ of TP \_ on \_\_\_\_.

Dir Skill Mission Date

Place

<b>Format A3.3: Sanction of Advance on Completion of Assessment and Certification</b>							
Name of TP							
Address							
Name of TC							
Address							
Date of Registration							
TCAF Number							
Date of Accreditation							
Grade							
Job Role							
Sector							
Number of Training Hours		Theory	Practical	Total			
Date of Batch Approval							
1st Installment on Commencement of Training Released -40%							
Date of Release							
Date of Certification & Assessment Inspection by District Inspection Team and Certification & Assessment Agency							
					Non-Residential	Residential	Total
Assessment Details							
Number of Trainees Attended Assessment							
Number of Trainees with 70% and more Attendance between 2nd and Assessment Inspection date							

Number of Trainees with less than 70% Attendance between 2nd and Assessment Inspection Date										
				Of Which	S C	ST	Minority	Other	PH	
Number of Trainees Dropped out between 2nd Inspection and Assessment Inspection Date				Male						
				Female						
Number of Trainees In Batch on completion of Assessment										
Number of Trainees who passed Assessment and Issued Certificate*										
3rd Installment due on Completion of Assessment (30%)										
		SC	ST							Minority
Final Certified Batch	Male									
	Female									
*Note1 : Advance Sanctioned will be Proportionately Deducted										
Date										
Place Signature & Seal of DIRECTOR SKILL MISSION										



## CLAIM FORMATS FOR CMKKY

<b>Format A4.1: Claim on Placement / Self- Employment</b>									
Name of TP									
Address									
Name of TC									
Address									
Date of Registration									
TCAF Number									
Date of Accreditation									
Grade									
Job Role									
Sector									
	Non-Resident ial	Resident ial	Tot al		S C	S T	Minori ty	P H	Othe r
Final Batch Composition				Male					
				Femal e					
Final Bath Details									
Batch Timings									
Rate per Hour									
Total Amount per Trainee									
Number of Trainees In Final Batch									
Sanctioned Amount for Training									
1st Installment on Commencement of Training									
Released (30%)									
Date of Release									

Date of Certification & Assessment Inspection by District Inspection Team and Certification & Assessment Agency						
		SC	ST	Minority	PH	Other
Final Certified Batch	Male					
	Female					
2nd Installment on Completion of Assessment (30%)						
Date of Release						
		SC	ST	Minority	PH	Other
Placement Details*	Male					
	Female					
		SC	ST	Minority	PH	Other
Self-Employment Details**	Male					
	Female					
*Note 1 : Attach Placement Report with List of names, copies of Appointment Letter, ESI & EPF Number						
**Note 2 : Attach Self-Employment Report with List of names, copies of Start-Up / Bank Loan / Bank Statement						
Signature and Seal of TC Signature and Seal of TP						

### Acknowledgement By MD, KSDC

**Request in Format A4.2: Claim on Placement / Self-Employment** is received on \_\_\_ for a sum of \_\_\_ from TC \_\_\_\_\_.  
 \_\_\_\_\_ TCAF No \_\_\_\_\_ of TP on \_\_\_\_\_. With  
 Following Reports

### CMKKY GUIDELINES - KSDC

- 1.Placement Report
- 2.Copies of \_\_\_\_\_Appointment letters
- 3.Self-employment Report
- 4.Copies of documents as proof of Self - Employment  
Dir Skill Mission Date

Format A4.3: Sanction of Claim on Placement / Self-Employment									
Name of TP									
Address									
Name of TC									
Address									
Date of Registration									
TCAF Number									
Date of Accreditation									
Grade									
Job Role									
Sector									
Final Batch Composition	Non-Residential	Residential	Total		S	S	Minority	P	Other
				Male					
				Female					
Final Batch Details									
Batch Timings									
Rate per Hour									
Total Amount per Trainee									
Number of Trainees In Final Batch									

Sanctioned Amount for Training							
Date of Release							
Date of Certification & Assessment Inspection by District Inspection Team and							
Certification & Assessment Agency							
		SC	ST	Minority	PH	Total	Other
Final Certified Batch	Male						
	Female						
2nd Installment on Completion of Assessment -30%							
Date of Release							
		SC	ST	Minority	PH	Other	Percent
Confirmed Placement Details*	Male						
	Female						
		SC	ST	Minority	PH	Other	Percent
Confirmed Self Employment Details**	Male						
	Female						
Final Instalment Due (30%)							
*Note 1 : Confirmation of Placement Report with List of names,							

copies of Appointment Letter, ESI & EPF Number by District Inspection Team		
**Note 2 : Confirmation of Self-Employment Report with List of names, copies of Start-Up / Bank Loan / Bank Statement by District Inspection Team		
Date  Place		Signature & Seal of  DIRECTOR SKILL

## INSPECTION FORMATS FOR CMKKY

Format B1.1: Intimation of Commencement of Training for Inspection			
Name of TP			
Address			
Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector			
Number of Training Hours	Theory	Practical	Total
Qualification of Trainer Required as per QP			
Number of Trainers Required as per QP			
Equipment Required for training as per QP			

Consumables Required for Training as per QP						
		SC	ST	Minority	PH	Other
Approved Batch Composition	Male					
	Female					
Approved Batch Details	Non-Residential	Residential	Total			
Batch Timings						
Rate per Hour						
Total Amount per Trainee						
Number of Trainees In Approved Batch						
Date of Batch Approval						
Date of Commencement of Batch						
		SC	ST	Minority	PH	Other
Actual Batch Attendance at the time of Inspection Intimation*	Male					
	Female					
*Note : Inspection intimation should be given at least 3 days after Batch start and must have attached lists as below:						
1. Excel Sheet of individual Biometric attendance of Trainees and Trainers on each day of Training						
2. List of Trainers with Qualifications, Age etc						
3. List of Equipment required as per QP and availability of Items with quantity						
4. List of Training Materials and Consumables required as per QP and availability of Items with quantity						
5. Copy of the Curriculum Covered and Study Material Issued						

Trainees has commenced on\_\_Please depute the Inspection Team to conduct Inspection

Signature and Seal of TC

**Request in Format B1.2: Intimation on Inspection on Commencement of Training**

is received on\_\_\_\_\_from TC\_\_\_\_\_TCAF No\_\_\_\_of TP  
\_\_\_\_\_. With following Reports

- 1.Excel Sheet of individual Biometric attendance of Trainees and Trainers on each day of Training
- 2.List of Trainers with Qualifications, Age etc
- 3.List of Equipment required as per QP and availability of Items with quantity
- 4.List of Training Materials and Consumables required as per QP and availability of Items with quantity

The Documents Ticked above are not received. Please Re- send to enable deployment of Inspection Team

The Inspection Team will be deployed soon Dir Skill Mission

Format B1.3: Report on Inspection on Commencement of Training			
Name of TP			
Address			
Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector			
Number of Training Hours	Theor y	Practical	Total
Date of Batch Approval			
Date of Inspection by District Inspection Team (7th day of Commencement)			

Inspection Details

Non-

Residential

Resident  
ial

Total

Number of Trainees Attended on  
Inspection date

Number of Trainees with 70%  
and more Attendance till  
Inspection date

Number of Trainees with less than  
70% Attendance till

Inspection Date

Number of Trainees  
Dropped out till Inspection  
Date

Of  
Which

Oth  
er

S  
C

S  
T

Minori  
ty

P  
H

Male

Female

Number of Trainees In  
Commenced Batch till  
Inspection Date\*





		QP	Train er 1	Train er 2	Train er 3	Train er 4	Train er 5	Train er 6	Train er 7
Number of Qualified Trainers who Conducted Training till Inspection Date**	Theory								
	Practical								
	Total								
Training Equipment Available (%)***									
Training Materials Available (%)***									
Claimed 1st Installment due on Commencement of Training (30%)									
Sanctioned 1st Installment due on Commencement of Training (30%)									
	Non-								
Final Batch Details	Residential	Residential	Total						
Number of Final Trainees									
		SC	ST	Minority	Other	PH			
Final Batch Composition	Male								
	Female								
*Note1 : Actual number of trainees available to be compared with Biometric Attendance Report									
**Note2 : Actual number of trainers available to be compared with Biometric Attendance Report									

***Note3: Actual quantity of working Equipment and/or Training Materials to be compared with Report Given by TC
Date
Place Signature & Seal of Inspection Team Leader

## INSPECTION FORMATS FOR CMKKY

Format B2.1: Claim Advance on Completion of 50% Training Hours									
Name of TP									
Address									
Name of TC									
Address									
Date of Registration									
TCAF Number									
Date of Accreditation									
Grade									
Job Role									
Sector									
Number of Training Hours				Theory	Practical	Total			
Qualification of Trainer Required as per QP									
Number of Trainers Required as per QP									
Equipment Required for Training as per QP									
Consumables Required for Training as per QP									
Final Batch Composition	Non-Residential	Residential	Total		Other	SC	ST	Minority	PH
				Male					
				Female					

Final Bath Details			
Batch Timings			
Rate per Hour			
Total Amount per Trainee			
Number of Trainees In Final Batch			
Sanctioned Amount for Training			

Date of Commencement of Batch	
1st Installment on Commencement of Training  Released @ 40% (after completion of 15 days of training commencement)	

Date of Completion of 15 days of training									
Date of Inspection by District Inspection Team (On Completion of 15 days of training)									
	Non - Residential	Residential	Total						
Actual Attendance on Completion of 15 days of training									
Training Hours*				Of Which	Other	SC	ST	Minority	PH
Number of Trainees Dropped out between 1st				Male					
Inspection and Completion of 50% Inspection				Female					
Number of Trainees In Batch on completion of 50% Training Hours				Male					
				Female					
		Hours As	Trainer 1	Trainer 2	Trainer 3	Trainer 4	Trainer 5	Trainer 6	Trainer 7

Number of Qualified Trainers who Conducted Training between 1st Inspection date and Completion of 50% of Training Hours and *		Per QP							
	Theory								
	Practical								
	Total								

\*Note : Inspection intimation should be given at least 3 days after Completion of 50% Training Hours and must have attached lists as below:

1. Report of individual Biometric attendance of Trainees and Trainers on each day of Training
2. List of Trainers with Qualifications, Age etc.
3. List of Equipment required as per QP and availability of Items with quantity
4. List of Training Materials and Consumables required as per QP and availability of Items with quantity

The Training of Batch No\_ for Job Role \_for Sector\_\_\_\_for a batch of \_\_\_\_\_ Trainees has commenced on \_\_\_\_and 50% of Training Hours as per norms is completed. Please depute the Inspection Team to conduct Inspection.

Signature and Seal of TC

Signature and Seal of TP

## ACKNOWLEDGEMENT BY DIRECTOR SKILL MISSION

**Request in Format B2.2: Intimation on Inspection on Completion of 50% Training Hours** is received onfrom TC\_\_\_\_ TCAF No\_\_\_\_of TP\_ With following Reports.

1. Excel Sheet of individual Biometric attendance of date of 1st Inspection.
2. List of Trainers with Qualifications, Age etc.
3. List of Equipment required as per QP and availability of Items with quantity
4. List of Training Materials and Consumables required as per QP and availability of Items with quantity

The Documents Ticked above are not received.  
Please Re-send to enable deployment of Inspection Team  
The Inspection Team will be deployed soon  
Dir Skill Mission  
Date \_\_\_\_\_  
Place \_\_\_\_\_

**Name of TP address :**

Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector	Theory	Practical	Total
Number of Training Hours			
Date of Batch Approval			
1st Installment on Commencement of Training Released (30%)			
Date of Release			
Date of 2nd Inspection by District Inspection Team (On Completion of 50%)			

of Training Hours)									
		Hours As Per QP	Trainee 1	Train er 2	Train er 3	Train er 4	Train er 5	Train er 6	Train er 7
Number of Qualified Trainers who Conducted Training between 1st Inspection date and Completi on of 50% of Training Hours**									
	Theory								
	Practical								
	Total								
	Non-								
Inspection Details	Residen tial	Reside ntial	To tal	Of Whic h	Ot her	SC	ST	Minor ity	PH
Number of Trainees Attended on 2nd Inspection date									
Number of Trainees with 70% and more Attendanc e between									

1st and 2nd Inspection date									
Number of Trainees with less than 70% Attendance between 1st and 2nd Inspection Date									
Number of Trainees Dropped out between 1st and 2nd Inspection Date				Male					
				Fem ale					

Number of Trainees In Batch on completion of 50% Training Hours*						
Training Equipment Available (%) on 2nd Inspection Date***						
Training Materials Available (%) on 2nd Inspection Date***						
2nd Installment due on Completion of 50%						

Training Hours (20%)						
Final Batch Composition on Completion of 50% of Training Hours		SC	ST	Minority	Other	PH
	Male					
	Female					

\*Note1: Actual number of trainees available to be compared with Biometric Attendance Report

\*\*Note2: Actual number of trainers available to be compared with Biometric Attendance Report

\*\*\*Note3: Actual quantity of working Equipment and/or Training Materials to be compared with Report Given by TC

Date



## INSPECTION FORMATS FOR CMKKY:

<b>Format B3.1: Inspection Intimation on Completion of Assessment &amp; Certification</b>										
Name of TP										
Address										
Name of TC										
Address										
Date of Registration										
TCAF Number										
Date of Accreditation										
Grade										
Job Role										
Sector										
Number of Training Hours	Theory	Practical	Total							
	Non-Residential	Residential	Total		Other	SC	ST	Minority	PH	
Final Batch Composition				Male						
				Female						
Final Batch Details										
Batch Timings										
Rate per Hour										
Total Amount per Trainee										
Number of Trainees In Final Batch										
Sanctioned Amount for Training										

1st Installment on Commencement of Training Released -30% Date of Release									
2nd Installment on Completion of 50% Training Hours (30%) Date of Release									
Date of Completion of Training									
Assessment Details	Non-Residential	Residential	Total						
Number of Trainees Attended Assessment									
Number of Trainees with 70% and more Attendance between 2nd and Assessment Intimation date									
Number of Trainees with less than 70% Attendance between 2nd and Assessment Intimation Date									
				Of Which	Other	SC	ST	Minority	PH

Number of Trainees Dropped out between 2nd Inspection and Assessment Intimation Date				Male					
				Female					

Number of Trainees In Batch Eligible for Assessment		SC	ST	Minority	Other	P
	Male					H
	Female					
*Note : Inspection intimation should be given at least 3 days after Completion of Training and must have						
1. Excel Sheet of individual Biometric attendance of Trainees and Trainers on each day of Training						
2. List of Trainees who have 70% of Attendance						
3. Copy of the Curriculum Covered and Study Material Issued The Training of Batch No___for Job Role___ <b>for Sector for a batch of Trainees has commenced on _ and 100% of Training Hours as per norms is completed. Please depute the Assessment and Certification Team to conduct Inspection and Assessment Signature and Seal of TC Signature and Seal of TP</b>						

### ACKNOWLEDGEMENT BY MD, KSDC

#### Request in Format B3.2: Intimation on Inspection for Assessment on Completion of Training

is received on\_\_\_\_\_from TC\_\_\_\_\_TCAF No\_\_\_\_\_of TP\_\_.

With following Reports

1. Excel Sheet of individual Biometric attendance of Trainees and Trainers on each day of Training from date of 1st Inspection

**CMKKY GUIDELINES - KSDC**

2.List of Trainees who have 70% of Attendance

3.Copy of the Curriculum Covered and Study Material  
Issued

The Documents Ticked above are not received. Please Re-  
send to enable deployment of Inspection Team

The Inspection Team will be deployed soon Dir  
Skill Mission

Date Place

**Format B3.3:Inspection report on Completion of Assessment and  
Certification**

Name of TP			
Address			
Name of TC			
Address			
Date of Registration			
TCAF Number			
Date of Accreditation			
Grade			
Job Role			
Sector			
Number of Training Hours	Theory	Practical	Total

Date of Batch Approval				
1st Installment on Commencement of Training Released				

-30% Date of Release				
2nd Installment on Completion of 50% Training Hours -30% Date of Release				
Date of Certification & Assessment Inspection by District Inspection Team and Certification & Assessment Agency				
	Non-			
Assessment Details	Residenti al	Residenti al	Tota l	
Number of Trainees Attended Assessment				
Number of Trainees with 70% and more Attendance between 2nd and Assessment				

Inspection date									
Number of Trainees with less than 70% Attendance between 2nd and Assessment Inspection Date									
				Of Which	Other	SC	ST	Minority	PH
Number of Trainees Dropped out between 2nd Inspection and Assessment Inspection Date				Male					
				Female					
Number of Trainees Eligible for Assessment									
Number of Trainees who passed Assessment and Issued Certificate*									
		SC	ST	Minority	Other	PH			
Final Certified Batch *	Male								

	Female						
3rd Installment due on Completion of Assessment (30%)							
<p>*Note1 : Report of Assessment and Certification Team to be attached</p> <p>Date</p> <p>Place</p> <p style="text-align: right;">Signature &amp; Seal of Inspection Team</p>							

## **PLACEMENT REPORT**

### **FORMAT C1**

Name of TP	
Address	
Name of TC	
Address	
Date of Registration	
TCAF Number	
Date of Accreditation	
Grade	
Job Role	
Sector	
Date of Commencement of Batch	
Date of Completion of Batch	

		SC	ST	Minority	PH	Other
Final Certified Batch	Male					
	Female					
		SC	ST	Minority	PH	Other
Placement Details*	Male					
	Female					





Name		
Age		
Kaushal kar Number		
ningDate of Completi on of		
Total Hours Of Training		
Assessment Grade		
Category		
Mobile Number		
Company Where Placed		
Date of Placemen t		
Job		
Pay Scale		
yContact No of HR Head of		
ESI No		
EPF No		
Remarks		

***\* Note : Attach copy of Appointment Order, Latest Pay Slip and Affidavit of Certified Trainee***

## **SELF-EMPLOYMENT REPORT**

### **FORMAT C2**

Name of TP	
Address	
Name of TC	
Address	
Date of Registration	
TCAF Number	
Date of Accreditation	
Grade	
Job Role	
Sector	
Date of Commencement of Batch	
Date of Completion of Batch	

Final Certified Batch		S C	S T	Minority	PH	Othe r
	Male					
	Femal e					
Self- Empleyme nt Details*		S C	S T	Minority	PH	Othe r
	Male					
	Femal e					



Name	Age	Kaushal kar Number	Training Date of Completion of	Total Hours Of Training	Assessment Grade	Category	Mobile Number	Company Where Placed	Date of Placement	Job	Pay Scale	any Contact No of HR Head of	ESI	EPF No	Remarks

**\* Note : Attach copies of Proof of Start-up or Business or Bank Loan or Government Scheme Loan or Bank Statement**

## **ASSESSMENT & CERTIFICATION REPORT - FORMAT D**

Name of TP	
Address	
Name of TC	
Address	
Date of Registration	
TCAF Number	
Date of Accreditation	
Grade	
Job Role	
Sector	
Date of Commencement of Batch	
Date of Completion of Batch	
Date of Assessment	

Final Batch qualified for Assessment		SC	ST	Minority	PH	Othe r
	Male					
	Female					
Final Certified batch*		SC	ST	Minority	PH	Othe r
	Male					
	Female					



## CERTIFICATE: “FORMAT E”

Candidate Details						Total Assessment	Remarks
Name	Age	Kaushalkar Number	Date of Completion of Training	Total Hours Of Training	Category	Total Marks	Pass = P / Fail = F / Retrain = RT

Name of TP	
Name of TC	
Address	
TCAF Number	
Grade	
Job Role	
Sector	
Date of Commencement of Batch	
Date of Completion of Batch	
Date of Assessment	
Assessment By	

### Utilization Certificate for Government Agency / Department

Utilization Certificate for the Month\_\_\_\_\_FY \_\_\_\_\_

Scheme, Sanction order , Date of Sanction, Details of Sanction

Sl. No	Amount Sanctioned	Amount Released	Purpose	Amount Spent	Balance
--------	-------------------	-----------------	---------	--------------	---------

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:-

**CMKKY GUIDELINES - KSDC**



**1. Progress Reports As Per Guidelines**

Signature, Name & Designation of the Head of the Government Agency / Department

**Utilization Certificate for DIRECTOR SKILL MISSION / District Skill Mission**

Utilization Certificate for the Month\_\_\_\_FY\_\_\_\_Scheme\_\_\_\_ Sanction Order Date of Sanction Details of Sanction

Sl No.	Amount Sanctioned	Amount Released	Purpose	Amount Spent	Balance

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. Kinds of checks exercised:-  
1. Progress Reports As Per Guidelines

Signature, Name & Designation of the DIRECTOR SKILL MISSION / DC

Inspection Teams: The following Officials will be involved in inspection of TPs, TCs and Training Programs including Placement Programs and Assessment Exercises and will also be responsible for response to grievances and complaints.

**Inspection Team Composition**

	(JD / GM / AD)	CEDOK Team Leader
	District Skill Officer	First Grade ITI Principal / Employment Officer/ KSFC
	KSDC GM	Leader 2 (PMKVY PMU / KSDC GM)
	NULM Expert	Team Member 1
	NRLM District Staff	Team Member 2
	changeEmployment Executives,	Alternate Team Member 1
	PM, DAY NULM	Alternate Team Member 1
	CO DAY NULM	Alternate Team Member 2
	Counsellor	Team Helper 1
	DISHA Consultant	Team Helper 2
	OfficialVidyapeetha	Team Helper 3
	theSector Skill Council	(Optional)Specialist Team Member

## **ANNEXURE - E**

### **CONTRACT FOR TRAINING PROVIDER**

#### **CONTRACT FOR TRAINING SERVICES FOR TRAINING, ASSESSMENT, CERTIFICATION, PLACEMENT AND POST PLACEMENT OF CANDIDATES BY THE TRAINING PROVIDER**

***(To be printed on Rs. 200 stamp paper in duplicate)***

THIS CONTRACT is entered into on this.....(Day).....of .....

(Month) of 2020 , by and between The Managing Director, Karnataka Vocational Training and Skill Development Corporation Ltd, Karnataka hereinafter known as “The Client “having its office at Kaushalya Bhavan, Near Diary Circle, Bannerghatta Road, Bangalore 560029 and please provide full name as registered on Kaushalkar) having its registered office at (please provide full address as registered on Kaushalkar) hereinafter known as the “Service Provider”.

The Service Provider also has their training centre/s at (please provide full address and job roles for respective centers as registered on Kaushalkar and for which Provisional Accreditation has been issued and requisite fees paid)

WHEREAS, the Client wishes to have the Service Provider performing the services hereinafter referred to, and

WHEREAS, the TP is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

#### **1. Services:**

- (i) The TP shall perform the services specified in Attachment A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
- (ii) The TP shall provide the personnel listed in Attachment B, “TP’s

Personnel” to perform the Services.

- (iii) The TP shall submit to the Client the reports in the form and within the time periods specified in Attachment C, “TP's Reporting Obligations”.

## **2. Term:**

- (i) The TP shall perform the Services during the period commencing [insert start date] and continuing through for a period of three years from the date of signing of this contract.

## **3. Payment:**

### **a. Ceiling**

For Services rendered pursuant to Attachment A, the Client shall pay the TP an amount not to exceed to Rs. /- (Rupees in Words) \_\_\_\_)

This amount has been established based on the understanding that it includes all of the TP’s costs and profits as well as any tax obligation that may be imposed on the TP and at no point of time, TP would collect any fee or any charges from the trainees. If at all such instances are brought to the knowledge of the government/client/District Skill Mission this contract stands terminated.

### **b. Schedule of Payments**

- i) The funds should be released to the Training Provider as per the following schedule:

<b>Installment</b>	<b>Percentage of total cost of each Batch</b>	<b>Output Parameters</b>
1 <sup>st</sup>	40%	After the Completion of 30% of the Training Duration.

2 <sup>nd</sup>	30%	On successful assessment and certification of the trainees by Assessment and Certification Body.
3 <sup>rd</sup>	30%	On successful placement of minimum 70% of Assessed Trainees.

Any TPs/TCs entering into litigation will be de-recognized and not be allowed to participate in any training. Payment of 1<sup>st</sup> instalment shall be made only after the receipt of the Inspection Report and other relevant documents duly certified by the District Inspection Team.

ii) The above payment schedule is subject to the following:

- a. The second tranche of 30% will be calculated on the basis of candidates actually attending with 70% cumulative attendance excluding the dropouts and on successful assessment and certification of the trainees by Assessment and Certification Body.
- b. The 1<sup>st</sup> tranche payment of the dropouts will be adjusted in second tranche.
- c. The drop outs will not be considered for 2<sup>nd</sup> tranche.
- d. Payment will be suspended when there is a complaint by any trainee till the complaint is fully resolved.
- e. The 20% of training cost which is linked to the outcome 3<sup>rd</sup> tranche would be released against the successful placement of minimum 70% of Assessed Trainees.

iii) TP shall be eligible for 100% of the third tranche for those trainees with 70% attendance at time of assessment.

- a. Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that the SDEL Department will have freedom to alter the percentage of wage and self-employment based on specifics of the scheme that have

been designed exclusively for self-employment/ entrepreneurship, nature of activity, local economy, social conditions, etc.

- b. In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer. Proof of appointment letter and pay slip for 3 months should be provided for this.
- c. In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document as prescribed by the SDEL Department.
- iv) The third instalment to training provider will be released on achievement of 70% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.
- v) Training provider will be asked to discontinue the training in that particular trade / centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year in case of fresh entrants / 14 months in case of reskilling and upskilling, is unsatisfactory as defined under.
  - a. 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants.'
  - b. 49% and, below number of certified candidates with increase of at least 3% n remuneration within 14 months in case of reskilling and up skilling.

- c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided as above in case of self-employment.
- d. In the case of such disengagements, the SDEL Department would take a prompt decision, after careful consideration of all related factors with respect to
- e. Performance, whether to disengage such Training Provider from implementation of the Scheme/Project.
- f. The de-empament by SDEL Department would be done for the trade under advice by the Managing Director, Karnataka Vocational training and Skill development Corporation Ltd, to the SDEL Department.
- g. This would be intimated to all the departments undertaking Skill Development Programmes and not to engage this training provider.
- h. The training provider 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 by the SDEL Department.
- i. Note: All payments shall be made on submission of pre-receipted invoices by the TP in duplicate for the respective stages.

### **3.b Payment Conditions:**

- a. Payment shall be made in Indian Rupees, no later than 60 days following submission by the TP of invoices in duplicate to the District Skill Mission following conditions and procedures.
- b. The payouts will directly be transferred to TP bank accounts in installments on the output performance parameters detailed in para 3B above.
- c. The TPs will submit bills of each tranche / installment to the DSMs along with the compliance of output performance parameters
- d. The bills will be verified and certified by the DSM's office within 3 days

of the submission of bills and TP shall be inspected by District Inspection Team to verify the particulars and report should be sent to Managing Director, Karnataka Vocational training and Skill Development Corporation along with the compliance of output performance parameters or returned back to TPs for compliance if any and same procedure should be repeated.

- e. All available visit/inspection reports should be taken into consideration while processing the bills by the DSM. Mandatory visits to the TCs of the TPs or inspection of the TCs should have been undertaken by the respective Inspection teams constituted by SDEL for processing bills of each installment.
- f. The payment shall be made by Karnataka Vocational training and Skill Development Corporation to the TPs on the basis of the recommendations/ due certification of the valid and verified bills by the DSM.
- g. In case of the third installment the DSMs will also verify the Assessment and Certification given by the Assessment and Certification Body
- h. In case of the third installment, the DSMs will also verify the placement / self- employment records
- i. The payment shall be made to TP on the basis of valid and verified bills and records by the Managing Director, Karnataka Vocational Training and Skill Development Corporation within 7 days of receipt of report of the DSO.

#### **4. Contract Administration:**

##### **a. Coordinator**

The District Skill Officer acts as a Coordinator for this agreement. The Coordinator shall be responsible for the coordination of activities under the Contract, for acceptance and approval of the reports and other deliverables by the TP and for receiving and approving/ certifying invoices for the payment.

##### **b. Reports:**



The Reports listed in Attachment C, “TP’s Reporting Obligations” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under Clause 3.

#### **5. Performance Standards:**

The TP undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The TP shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

#### **6. Confidentiality :**

The TP shall not, during the term of the Contract and after 2 years of its expiration, disclose any proprietary or confidential information relating to the trainees, Services, this Contract or the Client’s business or operations without the prior written consent of the Client.

#### **7. Ownership of Material:**

Any studies, reports or other material, graphic, software or otherwise, prepared by the TP for the Client under the Contract shall belong and remain the property of the Client. The TP may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

#### **8. TP not to be engaged in certain activities:**

The TP agree that during the term of this Contract and after its termination, the TP and any entity affiliated with the TP, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

#### **9. Insurance:**

The TP will be responsible for appropriate insurance coverage. In this regard, the TP shall maintain workers compensation, employment liability insurance for their staff on the assignment. The TP shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all

damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with the services which result from the fault of the TP or its staff. The TP shall provide the Client with certification thereof up on request.

**10. Assignment:**

The TP shall not assign this Contract or to sub-contract any portion without the Client's prior written consent.

**11. Law governing the Contract and its Jurisdiction:**

The contract shall be governed by the Laws of India and subject to the jurisdiction of Bangalore courts.

**12. Indemnity:**

The TP shall indemnify and hold harmless the Client against any and all claims, demands and/or judgements of any nature brought against the Client arising out of the Services by the TP and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

**13. Taxes:**

The TP shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such tax as may be lawfully imposed.

**14. Franchise:**

The TP confirms that all the information submitted is fully true and the Training Centers are fully owned or exclusively on lease to it. If at any time it appears that any part or the entire information submitted is false or the TC/ TCs are franchises, then the Accreditation Certificate would be cancelled, the fees forfeited, and this contract shall be deemed as null and void.

**For the Client**

Signed by:

**For the Service Provider Training  
Provider**

Signed by:

---

Name and designation: MD  
KVTSDC

Name and designation

---

Date:

Date:

Place

Place:

***List of Attachments to the Contract:***

1. Attachment A: Terms of Reference and Scope of Services
2. Attachment B: Training Provider Personnel
3. Attachment C: Training Provider's Reporting Obligations
4. Copy of Challan (accreditation fee paid for TP and TC)
5. Relevant deeds/ documents to substantiate constitution of TP  
(for those availing subsidized accreditation fee)

## ATTACHMENT A:

### TERMS OF REFERENCE AND SCOPE OF SERVICES (TO BE FILLED BY DEPARTMENT)

**Scope of the work:** ....., Training Provider is entrusted with Training, Placement and Post-Placement Services for job roles listed below under Chief Minister's Kaushalya Karnataka Yojane (CMKKY/ PMKVY) to undertake following training programmes in the Training Centre located at ..... (Address) (please provide full address and job roles for respective centers as registered on Kaushalkar and for which Provisional Accreditation has been issued and requisite fees paid)

Sector	Job Role	Residential /Non-Residential	Batch Number	Number of Candidates Allocated	Hours of Training	Total Amount Sanctioned (Rs. In Lakhs)	Duration of the Training (from date to date)
<b>Total</b>		<b>Residential</b>					
		<b>Non-Residential</b>					
<b>Grand Total</b>							

1. The Categories of beneficiaries shall include the following:

Sector	Job Role	Residential / Non-Residential	Candidates								Grand Total
			SCs		STs		Minorities		Total		
			Women	Specialty Challenged	Women	Specialty Challenged	Women	Specialty Challenged	Women	Specialty Challenged	

**CMKKY GUIDELINES - KSDC**

<b>Total</b>	<b>Residential</b>									
	<b>Non-Residential</b>									
<b>Grand Total</b>										

2. Hence, Training Provider has to implement CMKKY/ PMKVY in letter and spirit by providing quality training to the aspiring candidates under each job role listed above, allocated by the client through selection from the list of registered candidates in the kaushalkar.com and place 70 % of the trained candidates in gainful employment following the tasks with terms and conditions explained against them.

#### **TASKS TO BE CARRIED OUT BY TP:**

1. The TP would conduct training to the candidates allocated by the client in the Training Centre at, (Address) having requisite physical infrastructure and equipment as per CMKKY/ PMKVY and duly verified/ inspected by the District Skill Mission and to be found as per requirement.
2. The TP would maintain good environment in the training center keeping all the infrastructure and equipment in better condition with qualified trainers and other facilities to provide quality training to all the candidates undergoing the training.
3. The TP would provide equipment and teaching learning materials including course content, trainers kit, assessment material as required by the guidelines/orders/circulars issued from time to time by the government/ Client.
4. The TP would maintain forms and registers as required by the guidelines/orders/circulars issued from time to time by the government/ Client.
5. The TP would maintain Biometric based attendance of candidates, Trainers and Inspection Team visiting TC.
6. At least 75% of the trainers should be on the roles of the TC and 25% may

be guest trainers and these trainers' details should be provided in Annexure-B.

7. The TP should follow the procedure for Allocation of Targets to Training Providers (TP)/Training Centers (TC), Training, Assessment, Certification and Placement and Post Placement of Candidates and instructions issued from time to time by the government/ Client.
8. The TP should have Career Counseling, Guidance and Placements Centre at the TC for candidates undergoing training and aspiring candidates visiting TC enabling them to get decent employment. One of the TC personnel may be made in charge of this center and literature with regard to employer job roles and their description, etc. made available to the candidates.
9. The TP will make available following at the beginning of the training programme:

Sl · No.	Job Role	Candid at es Kit	Cour se Mate ria l	Assess men t Materia l	Traine rs Kit	Assess men t and Certifyi ng Agency	Prospecti ve Employer s	Others (Specif y)
1	Job role name							
2	Job role name							
3	Job role							

	name							
4	IT							
5	Soft Skills							
6	English							
7	Others (Specify)							

## **ATTACHMENT B:**

### **TRAINING PROVIDER'S PERSONNEL**

#### **1. Training Staff**

SL · N O	Nam e	Position/ Assignme nt	Education Qualificatio n	Other Courses required for training	Experien ce	Date of Joining to the TC	Remark s

#### **2. Supporting Staff**

Sl. No	Name	Position/Assign ment	Education Qualification	Experience	Date of Joining to the	Remarks
1						
2						
3						
4						
5						

**\*\* Alternately, Attach a print out of the CAAF as submitted on [Kaushalkar.com](http://Kaushalkar.com)**



## **ATTACHMENT C:**

### **Training Provider's Reporting Obligations TC will report the following:**

- a. Reports designed by Government / Client including the Manual and Online data submission and also the following:
  - i. Biometric capture of attendance of trainees and trainers
  - ii. Biometric capture of attendance of visits by inspection team
  - iii. CCTV footages
  - iv. Completion details of Training Programme of each batch
  - v. Assessment and certification details of candidates
  - vi. Placement details of candidates
  - vii. Post placement services
  - viii. any other report/information sought by Government/ Client/ District Skill Mission
  
- b. Training Provider should submit the information in addition to the above:
  - i. TP / TC Documents in Annexure – TP/TC-1
  - ii. Recipient ID in Annexure – TP/TC-2
  - iii. Tax Invoice / Bill in Annexure – TP/TC-3
  - iv. Furnishing of GST No. is Mandatory.

**SUBMISSION OF TP/TCS DOCUMENTS -**  
**(ANNEXURE - TP/TC-1)**

TP/TCS Name :

Passport size photo of  
training provider  
along with  
Authorized signatory

VTP Number :

CAAF No. :

Batch No. :

Job Role :

TP & TC online reports Contract Copy Content of Curriculum

TP & TCs fee receipt or KTC-25 issued by DSDO

Tax Invoice (4 copies for each head account (SCP, TSP & General) certified by DSDO/District Inspection Team.

Insurance certified by DSDO/ District

Inspection Team. DSDO Inspection Report as follows:

1. 1<sup>st</sup> Inspection report within 15 days from the commencement of the training for claiming the 50% of training cost. The DSDO should certify the trainees in respect of SC/ST candidates.
2. 2<sup>nd</sup> Inspection report on successful assessment and certification of the trainees by Assessment and Certification Body.
3. 3<sup>rd</sup> Inspection report on successful placement of minimum 70% of Assessed Trainees.

PAN CARD

PROOF OF GST

TAN PROOF

**Authorized Signatory**

Name,  
Designation  
with Seal &  
Signature

**DOCUMENTS TO CREATE RECIPIENT ID  
(ANNEXURE - TP/TC-2)**

1	Aadhaar Number	
2	Pan Number with proof	
3	GST Number with proof	
4	First Name	
5	Middle Name	
6	Last Name	
7	E-mail ID	
8	Recipient Name as per Bank Pass Book	
0 9	Bank Name	
1 0	Bank Branch Name & Email ID of the Bank	
1 1	Bank Account Number	
1 2	Bank Account Type	
1 3	IFSC Code	
1 4	MICR Code	
1	Bank Address	

5		
1 6	Cancelled Cheque Leaf	On e
1 7	Bank Pass Book Account Detail Sheet Xerox	

**Authorized Signatory**

**Name, Designation with Seal & Signature**

**TAX INVOICE / BILL**  
**(ANNEXURE - TP/TC-3)**

## ANNEXURE F:

### ASSESSMENT NORMS & GUIDELINES

#### **Accreditation of Assessment Agencies under Karnataka State Schemes**

#### **ELIGIBILITY**

Following applicants are eligible to apply:

##### **1. Agency**

Any entity fulfilling any of the following criteria: Organizations including OEM /Training Assessment Agencies for NSQF Job Roles / Consultancy Firms / AICTE recognized Technical Institutions / Management Institutions

##### **2. Assessor**

ITI / Graduates / Post Graduates having qualification in the Sector concerned and Soft Skills required for the Sector / more than 30% Job Roles in the Sector

##### **Note:**

- i. The Assessment Agency or any of its partners or promoters must not be registered or Accredited as a VTP or TC under any State or Central scheme.
- ii. The Assessor shall not be a Trainer / Employee of any Registered / Accredited VTP / TC
- iii. Notwithstanding the above the assessors to be used by the approved agency will be independently assessed by Skill Mission for the module for which these are planned to be deployed.

#### **2. REGISTRATION PROCEDURE**

All applicants are required to submit duly filled in application in the prescribed form online along

With prescribed application fee through RTGS / Net Banking, and upload all supporting documents.

#### **3. APPLICATION FORM**

**CMKKY GUIDELINES - KSDC**

#### **4. EVALUATION OF APPLICATION**

SKILL MISSION shall evaluate all applications received.

SKILL MISSION may call for additional information, if required.

SKILL MISSION or its representative(s) may investigate the correctness of the information provided by the applicant.

The applicant and its assessors may be called for an evaluation test by SKILL MISSION.

#### **5. APPLICATION FEE**

The applicant must submit a non-refundable application fee in form of Electronic transfer or RTGS / Net Banking drawn in favor of Skill Mission. The application fee for the year 2018 - 2019 is Rs 10,000/- . In addition, Rs 1000 /- per Sector for which assessment is offered must be deposited.

#### **6. ACCEPTANCE OF APPLICATION**

SKILL MISSION shall officially intimate applicant about the successful evaluation of the application. Acceptance of application shall not be the confirmation to partnership.

#### **7. AFFILIATION/ ACCREDITATION LETTER**

Based on successful completion of requirements and following recommendations of the Evaluation/Affiliation process, SKILL MISSION shall ask the applicant to:

Sign the 'Assessment Partner Agreement'

#### **8. EVALUATION OF ASSESSORS**

Based on the acceptance of application, the applicant, may proceed to propose competent assessors for obtaining SKILL MISSION approval

SKILL MISSION assessment methodology includes the following:

#### **CORE SKILLS ASSESSMENT**

### **CMKKY GUIDELINES - KSDC**

- i. Theoretical Assessment (written/on-line)
- ii. Practical Assessment (simulator based/ on-machine)
- iii. Viva Voce

### **SOFT SKILLS ASSESSMENT**

- iv. Theoretical Assessment (written/on-line)
- v. Viva Voce

### **TEACHING SKILLS ASSESSMENT**

- vi. Theoretical Assessment (written/on-line)
- vii. Viva Voce

(SKILL MISSION may deploy all three or select assessment processes from above as per Standard Assessment Framework) SKILL MISSION or representative(s) nominated by SKILL MISSION shall arrange to evaluate applicants or the applicant may be called at SKILL MISSION office to give demonstration. SKILL MISSION will evaluate assessors nominated by applicant. SKILL MISSION will certify those found competent. It should be the endure of Assessment Partners to have assessors that qualify for QPs at least one level higher than the level they would be deployed to assess. SKILL MISSION may suggest further training for assessors, if needed.

## **9. GUIDELINES**

Affiliation/ Accreditation may be suspended or cancelled based on the terms of the Termination Clause of Assessment Partner Agreement.

- i. APPLICATION FORM FOR ASSESSMENT PARTNER

### **INSTRUCTIONS TO THE APPLICANT**

1. Kindly go through the form thoroughly before filling it up.
2. It may be noted that the “Applicant” here refers to the main promoter/ partner who would run the day to day operations of the proposed Vocational Training Assessment Agency Partner (VTAAP).

## **CMKKY GUIDELINES - KSDC**

3. All the financial information should be mentioned in Rs. Lakhs.
4. Please upload documentary proofs (in PDF / JPEG format) as mentioned in the Application form.

**A. CONTACT DETAILS**

- i. Name of the Organization
- ii. Name of main promoter
- iii. Contact Details
- iv. Address:
- v. District:
- vi. City:
- vii. State/UT:
- viii. Pin Code
- ix. Telephone:
- x. Mobile:
- xi. Fax:
- xii. E Mail:
- xiii. Website:

**B. ASSESSMENT MODULE(S) APPLIED**

Sectors Applied For

NOS based Module(s) / Job Roles opted for

Please refer to the list of QPs on SKILL MISSION website    Applying for  
First time / Renewal

If Renewal, date of previous application & Registration & Accreditation No

**C. ORGANIZATION DETAILS**

**a. Type of Organization**

OEM

Training Assessment Agencies for NSQF Job Roles

**CMKKY GUIDELINES - KSDC**



Consultancy Firms

AICTE recognized Technical Institutions

Management Institutions

Sectors and Job Roles for which assessment have been done:

Sector:

Job Role:

Assessment Record								
Year of Assessment	Sector	Job Roles	Training Agency	No of Aspirants Assessed	Subject	Course	Education Agency	No of Aspirants Assessed

Assessment record giving details of assessment done in last five years: Please attach

#### **C.1 ORGANIZATION DETAILS**

Name, Date of incorporation / registration, Turn Over

Year	Turnover	Remarks

#### **Nature of business:**

Documentary proof attached:

1. PAN Number Yes/No
2. GST Tax Registration Number Yes No
3. PARTICULARS OF THE MAIN PROMOTER
4. Particulars of the Main Promoter (who would run day-to-day operations) Name:
5. Date of Birth:
6. Citizenship:
7. Residence Address:
8. Office Address:
9. Aadhaar Card No:

**CMKKY GUIDELINES - KSDC**

10. Knowledge of Kannada : Yes / No Education Qualifications:

Qualification	SSLC	PUC	Graduation	Post-Graduation	PhD	Other Professional Qualification	Other Qualification / Skill
Name of Qualification							
Year of Passing							

**Total work experience:**

	Job	Self - Employment	Business
No of Years			
Company / Institution			

Details of other Promoters / Partners (including main promoter): Name: , % stake:, Name:

**Employee Record:**

	Permanent	Contract	Temporary / Job Specific	Casual	Total
Assessors					
Other (Managerial)					
Other (Workmen)					
Support Staff					
Total					

**Assessor Record & Education**

	Sector	Level	Name	Age	Adhaar No	Mobil No	SSLC	ITI / PUC	Graduation				Post-Graduation			
	Job Role						Year	Year	Name of Degree	Year	Subject	%	Name of Degree	Year	Subject	%
Assessor 1																
Assessor 2																

Assessor 3																
Assessor 4																
Assessor 5																
Assessor 6																
Assessor 7																
Assessor 8																
Assessor 9																
Assessor 10																

#### Assessor Record for Skill Assessment

	Sector	Job Roles	Level	Name	Skill in Sector				Skill In Instruction			
					Name of Certificate	Year	Sector/ Job Role	Grade	Name of Certificate	Year	Subject	%
Assessor 1												
Assessor 2												
Assessor 3												
Assessor 4												
Assessor 5												
Assessor 6												
Assessor 7												
Assessor 8												

Assessor 9												
Assessor 10												

### **Documentary proof attached**

- 1.Certificate of Registration of company/Firm/Society/Trust
- 2.Memorandum of Association
- 3.Audit account statement of previous year
- 4.PAN Number
- 5.GST Registration number

## **SCHEDULE 1**

### **VTAAP Agreement**

This Assessment Partner Agreement is executed on .....day of ..... 2019, at Bengaluru, between:

SKILL MISSION, which expressions shall include its subsidiaries, affiliates, associates, legal assigns and successors (herein after referred to as “SKILL MISSION”).

And ....., a Company / Establishment / Trust / Society / Association registered under\_\_\_\_\_,having its registered office at ....., which expressions shall include its permitted assigns, associates and successors, (herein after referred to as “Vocational Training Assessing Agency Partner” or VTAAP)

SKILL MISSION & VTAAP is also referred individually as Party 1 and Party 2. AND WHEREAS there is a need to train the youth in relevant skills so as to make them employable in the value chain across the Various Sectors, where it is envisaged that the availability of skilled manpower is one of the major challenges to sustain the expected growth and development of the State of Karnataka.

AND WHEREAS SKILL MISSION, funded by the Government of Karnataka is primarily engaged in the domain of skill development, in the areas of conducting research related to skill development, developing training course curriculum & training modules, training the trainers, assessment and certification of trainers and students.

AND WHEREAS SKILL MISSION conducts skill trainings by leveraging existing training facilities and partnering with agencies that have the facility, and experience in conducting such training programs; it is responsible for independently assessing the students/ candidates undergoing such trainings as part of Quality Assurance of the skilling Infrastructure.

AND WHEREAS the VTAAP..... has  
been established to

.....  
..... (brief about the VTAAP)

AND WHEREAS the Parties desire to structure a relationship and enter into this Agreement so as to offer assessment of students enrolled in skill development training program for employment for which both the Parties shall deploy their core competencies.

## **1. DEFINITIONS & INTERPRETATIONS**

**1.1** In the Agreement, in addition to the words and expressions above, unless there is something in the subject or context inconsistent therewith, the following expressions shall have the following meanings:

- a. Agreement means the VTAAP Agreement together with the Schedules, any Amendments/ Modifications hereto attached provided that such Schedules Amendments/Modifications have been executed in accordance with the procedures outlined in the Agreement.
- b. Applicable Laws mean various Statutes, Legislations, Rules and Regulations, Notifications etc. as and to the extent the same is applicable to the Parties and substratum of this Agreement.
- c. Person means an individual, company, body of individuals, whether incorporated or not.
- d. Assessment aids means and includes all hardware, software, equipment, or any other means used for assessment of trainees.
- e. Aspirant / Trainee means an individual selected for the training program by the Training Partner(s) of SKILL MISSION any other agency or department of Government of Karnataka.
- f. Assessor means an individual engaged by the VTAAP and certified/approved by SKILL MISSION, for assessing Trainees.

- g. Training program means generally a program of defined duration, organized by the Training Partner and certified/approved/organised by SKILL MISSION any other agency or department of Government of Karnataka and in accordance with the terms of this Agreement, for imparting training to the selected Trainees.
- h. Successful assessment of trainee means that the Trainee has passed all the qualifying tests and has been assessed successfully by the VTAAP affiliated by SKILL MISSION for this purpose.
- i. Certificate means any authentication document issued to the Trainee on successful assessment by SKILL MISSION any other agency or department of Government of Karnataka.
- j. Curriculum means and includes the syllabus/curriculum outline/curriculum standard/content for the courses offered by the Training Partner/SKILL MISSION any other agency or department of Government of Karnataka.

**1.2** This Agreement will be interpreted based on the following principles:

- a. All interpretations will secure the primary object of this Agreement set out in Clause 2.
- b. This Agreement reflects the complete understanding as on date of its execution amongst the Parties for the services to be rendered by SKILL MISSION & the VTAAP.
- c. Where any act, matter or thing is required by this Agreement to be performed or carried out on a certain day and that day is a holiday, then the act, matter or thing shall be carried out or performed on the next following business day.
- d. Headings are for convenience only and shall not affect the interpretation of a Clause.
- e. Words importing singular shall include plural and vice versa, gender

shall include all gender.

**NOW THEREFORE IT IS AGREED BETWEEN THE PARTIES TO ENTER INTO AN AGREEMENT HERETO AS UNDER:**

## **2. PURPOSE**

The purpose of this Agreement is to establish a partnership between the Parties for assessment of trainees in one or more of the several occupations related to Sectors under which training is imparted by accredited VTPs and TCs of Skill Mission and any other agency or department of Government of Karnataka.

## **3. SCOPE & OBLIGATIONS OF THE PARTIES**

**3.1** SKILL MISSION shall be responsible for.

- a. Defining the qualification standard of the training program.
- b. Setting the qualification standards for the Assessors .
- c. Setting the qualification standards for the Trainee
- d. Training, Assessing & Certifying the Assessors of the VTAAP
- e. Providing assessing standards for the trainees as well as assessors
- f. Accrediting and approving the existing assessment methodology of the VTAAP provided it meets the accreditation criteria of SKILL MISSION.
- g. Providing the list of assessment aids and equipment required for assessment.
- h. Overall guidelines of the assessment and their continual improvement
- i. Certification of Trainees



- j. Maintaining a data base for Trainees who have successfully completed the training and assessment
- k. Assist in Coordination with Training Partners
- l. SKILL MISSION will validate the results of the assessment undertaken by assessors as per the qualification packs and share the results.
- m. After the completion of result and associated documentation SKILL MISSION will pay the Assessment Partner the amount for assessment fees as per the agreed terms.

**3.2 VTAAP shall be responsible for/to:**

- a. Providing suitable assessment aids to conduct the assessment in accordance with the requirements stipulated by SKILL MISSION.
- b. Identification & short listing of Assessors as per the qualifications stipulated by SKILL MISSION

Providing adequate administrative support to the assessor working in the field.

- c. Supervision of the Assessment
- d. Ensuring safe custody of the data/information provided by SKILL MISSION.
- e. Provide support in pre-screening tasks and work with the SKILL MISSION to update agency details on to the SDMS.
- f. Co-ordinate and Liaise with training partners to get information about commencement of training batches.
- g. Certified assessors to carry out assessments.

- h. Undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
- i. Exercise happens within the stipulated timeline and that on-site visits are conducted by the agency to cross-check for quality and transparency of assessment exercises.
- j. Carry out assessment within timeline given and provide results within 2 days of assessment

#### **4. SCOPE OF ASSESSMENT**

**4.1** The VTAAP shall do assessment of the modules as per directions of the Skill Mission.

**4.2** The VTAAP shall conform of the curriculum/ syllabus & course content as determined by SKILL MISSION/ obtained from SKILL MISSION.

**4.3** The VTAAP shall use the Assessment Format/criteria / training content, trainee/trainer manuals and any other material provided by SKILL MISSION, exclusively for the purpose of assessment of training program(s) covered under this Agreement. Any material provided by SKILL MISSION shall not be reproduced, copied, transferred, sold or assigned to any other person/party by the VTAAP, directly or indirectly, without the written consent of SKILL MISSION.

#### **5. ENGAGING/HIRING ASSESSORS**

**5.1** It shall be the responsibility of the VTAAP to engage/hire suitable and qualified number of Assessors for doing assessment.

**5.2** The Assessors engaged/hired by the VTAAP shall be certified and approved by SKILL MISSION before being authorized to conduct the assessment. As per the policy they will have to qualify for QPs of a level higher than they will assess.

**5.3** Assessors may be required to obtain re-certification based on modification/ up-gradation of the training module and as decided by SKILL MISSION.

**5.4** The VTAAP shall not deploy/engage any assessor for SKILL MISSION assessments who has not been certified and approved by SKILL MISSION.

## **6. COMMERCIAL TERMS**

The Commercial Terms related to this Agreement shall be as per this Agreement.

## **7. BOOKS OF ACCOUNTS**

The VTAAP shall keep separate and proper books of account as per Indian Accounting Standards and as prescribed by SKILL MISSION from time to time, to reflect completely and accurately, the particulars of all transactions related to this Agreement.

## **8. REPORT & DOCUMENTATION**

### **8.1 The VTAAP shall maintain:**

- a. Documentation of assessment and trainee or training partner feedback.
- b. Attendance of Trainees, Assessors in all assessments
- c. Documents & reports as desired by SKILL MISSION for transactions related to this

Agreement.

**9.** The VTAAP shall provide assessment reports in a time period as prescribed by SKILL MISSION.

**9.1** The Training Partner shall provide such other reports, though not

limited to, monitoring & evaluation, financial information etc required by SKILL MISSION for audit purpose.

## **10. AUDIT & COMPLIANCE**

The VTAAP shall cooperate with SKILL MISSION and provide all assistance to enable auditors/assessors engaged by SKILL MISSION to view the records whenever desired by SKILL MISSION.

## **11. INTELLECTUAL PROPERTY RIGHTS & NON DISCLOSURE**

The VTAAP disclaims any right to or interest in SKILL MISSION trade mark/s and copyrights relating to the methods, the programs, courseware, operation manuals, information, material and services made available by SKILL MISSION and the goodwill derived there from and further agrees not to divulge or disclose information, procedures, technical and other information and programs made available by SKILL MISSION, confidential or proprietary to SKILL MISSION. VTAAP shall, upon expiry or termination of this Agreement, cease to use scope/syllabus /curriculum outline /curriculum standard/content, of which the exclusive rights vest with SKILL MISSION.

## **12. USE OF SKILL MISSION NAME & LOGO**

The VTAAP will seek and obtain prior written approval from SKILL MISSION for using its name and promotional material during performance of work under this Agreement. Any violation of this clause shall be treated as an event of breach and shall result in termination of this Agreement.

## **11.INDEMNIFICATION**

11.1 SKILL MISSION shall be under no legal obligation to indemnify or hold harmless, any third party, for any damage such third party might suffer, which may be related to the services provided by the VTAAP under this

Agreement. VTAAP hereby declares and irrevocably undertakes that it shall defend, hold harmless and indemnify SKILL MISSION against all loss, damage or claims or other lawsuits or proceedings that may arise out of breach of any of its obligations under this Agreement, including those arising out of any accident that occur during or in relation to the services and assume full responsibility for the payment of indemnification, penalties, attorneys' fees, legal costs and other charges.

## **12.MODIFICATION**

12.1 This Agreement may be modified, through a written document signed by duly authorized representatives of both Parties.

In the event the VTAAP is required to close its activities for any reason beyond its control, the VTAAP shall provide at least 60 days prior written notice in that regard to SKILL MISSION and obtain its prior approval before closure of its activities. The VTAAP shall continue its activities during the above notice period in such a manner, which shall not prejudicially affect the interest of SKILL MISSION, and to also ensure that the assessment of undergoing batch completes its tenure till SKILL MISSION's final assessment / completion.

## **13.DISPUTE RESOLUTION**

13.1 This agreement shall be governed according to the Indian laws and each Party shall submit, only and exclusively, to the jurisdiction of the Courts at Bangalore, Karnataka.

13.2 Any and all differences and disputes whatsoever arising between the Parties concerning the interpretation or implementation of this Agreement or in relation to the subject matter contained in this Agreement shall, in the first instance, be resolved mutually between the Parties and in the event of non-resolution, the matter shall be referred to arbitration.

Arbitration proceedings shall be held in Bangalore in accordance with the Arbitration and Conciliation Act, 1996 and procedures established for the purposes of regulating and determining matters relating to or arising to or arising from arbitration. Both the Parties shall mutually appoint one arbitrator failing which; the dispute shall be decided by an arbitration panel consisting of 3 arbitrators. Each Party shall appoint one arbitrator and both the arbitrators so appointed shall appoint a third arbitrator, who shall preside over the arbitration proceedings. Any decision, determination or award of the Arbitrator/s shall be binding on the Parties. Unless otherwise decided by the arbitrator/s, the cost of arbitration shall be shared by the Parties in equal proportion.

#### **14.COMPLIANCE WITH LAWS**

- 14.1 The Assessment Partner at all times and as its expense shall strictly comply with all applicable Laws, Rules, Regulations and Government orders, relating to its performance under this Agreement.
- 14.2 The Assessment Partner shall pay all fees and chargers required under any Law, Rule or Regulation and maintain in full force and effect all licenses, authorizations and registrations from all Government departments and agencies to the extent necessary to perform its obligation under this Agreement.

#### **15.FORCE MAJEURE**

- 15.1 The Parties hereto agree that a Force Majeure Event shall mean any unforeseeable act or event that prevents the affected Party from performing its obligations under this Agreement or complying with any conditions required by the other Party under this Agreement and such act or event is beyond the reasonable control and not because of any fault of the affected Party and such Party has been unable to avoid such an act or event by the exercise of prudent foresight and due diligence. Neither Party hereto shall be considered in breach hereof or in default if it fails to perform or observe any or all of the terms of this Agreement resulting directly or indirectly, from Force Majeure Events such as acts of God, Civil or Military authority, acts of Government, acts of Public

Enemy, war, riots, explosion, earthquake, flood, storm, lighting strike, etc. In such a case the affected Party shall notify the other party of the occurrence of such Force Majeure Event and should as a consequence, the performance under his Agreement be prevented for a period longer than 30 days, then the other Party shall have the right to terminate this Agreement.

## **16.SEVERABILITY**

16.1 If any of the provisions of this Agreement are declared to be invalid, such provisions shall be severed from this Agreement, through a written document signed by duly authorized representatives of both Parties, and the other provisions hereof shall remain in full force and effect.

## **17.TERMINATION**

17.1 SKILL MISSION may terminate this Agreement upon 30 calendar days notice in

writing on occurrence of any of the events below:

a. If the Assessment Partner does not remedy any failure in the performance of its

obligation under the Agreement within 30 days of being notified of such a failure or

within such further period as approved by SKILL MISSION.

b. If the Assessment Partner fails to pay any dues as per the Financial Considerations.

c. If the Assessment Partner becomes insolvent or bankrupt.

d. If, as a result of Force Majeure event, the Training partner is unable to perform its

obligation under this Agreement.

e. If the Assessment Partner uses SKILL MISSION name and promotional material without

prior written consent, in contravention of Clause 12.

17.2

T

he Assessment Partner may terminate this Agreement upon 7 calendar days notice in writing on occurrence of any of the events

below:

17.6.1.2.1 I

f SKILL MISSION fails to perform any of its obligation under this Agreement

17.6.1.2.2 I

f, as a result of Force Majeure event, SKILL MISSION is unable to perform its obligation under this Agreement.

17.3 The termination of this Agreement shall not prejudice or affect in anyway, the rights and benefits accrued or liabilities and duties imposed on the Parties of this Agreement.

17.4 Upon termination, the Assessment Partner shall:

- a. Cease to conduct SKILL MISSION certified/ accredited Assessments .Hand over all material, including assessment aids related to the program or otherwise provided by SKILL MISSION
- b. Hand over all registers, documents and supporting papers related to this Agreement.

17.5 Irrespective of the cause of termination of this Agreement, SKILL MISSION shall have absolute right to replace the Assessment Partner with any other suitable partner and the Assessment Partner shall have no rights to claims whatsoever in this regard.

## **18.NOTICES**

All notices required or permitted by, or made pursuant to, this Agreement shall be in writing and shall be sent in person or by facsimile or by registered post, return receipt requested and postage prepaid, to the following addresses: SKILL MISSION: -----if to Assessment Partner ..... (Address)

This Agreement is executed on the official stationery of SKILL MISSION, in two counterparts, both of which together shall constitute one instrument and each of which shall be an original to be retained by either party.



**IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR RESPECTIVE HANDS ON THE DAY MONTH & YEAR FIRST ABOVE WRITTEN**

**For Skill Mission For**

**For VTAAP**

(Authorized Signatory)

(Authorized Signatory)

Name:

Name:

Witness 1

Witness 1

Witness 2

Witness 2

Place:

Place:

Date:

Date:

## **SCHEDULE 2**

### **ASSESSOR PROFILE & ASSESSMENT NORMS**

S I N O	Qualifications for & Norms Assessors	Core Skill Assessor	Soft Skill Assessor	Experience (Years)		Assessment Rate per Candidate (Rs.) excluding GST				
				Sector Industry	Or As Assessor	Core Skill Theory	Core Skill Practical	Soft Skill Theory	Soft Skill Practical	Total
<b>I</b>	<b>Sector : Automotive</b>									
1	Automotive Electrician L-4	Mechanical Engineer / Automobile Engineer								
2	Service Technician (2&3 wheeler) L-4			5	2	150	200	50	50	450
3	Service Technician L-4									
<b>II</b>	<b>Sector : Security</b>									
1	Unarmed Security Guard	Ex-Serviceman / Former Police Officer								
2	Security Officer			15	10	100	150	25	25	300
<b>II</b>	<b>Sector : Retail</b>									
1	Retail Store Ops Assistant	MBA Sales								
2	Retail Cashier									
3	Retail Sales Associate			5	2	200	150	50	50	450
4	Retail Store Manager									

<b>I V</b>	<b>Sector : IT-ITeS</b>									
1	Domestic IT Helpdesk Attendant	B.E(IT) / MCA	5	2	200	200	50	50	500	
2	CRM Domestic Voice									
3	CRM Domestic Non-Voice									
4	Domestic Data Entry Operator									
<b>V</b>	<b>Sector : Health Services</b>									
1	Assistant Physiotherapist	MBBS / MD	10	3	250	250	25	25	550	
2	Dental Assistant									
3	Diet Assistant									
4	Dialysis Technician									
5	General Duty Assistant									
6	Home health Aide									
7	Medical laboratory Technician									
8	pharmacy Assistant									
9	Vision Technician									
<b>V I</b>	<b>Sector : Electronics</b>	B.E (Electrical & Electronics) / (Instrumentation)	5	2	200	250	50	50	550	
1	TV Repair Technician									
2	Field Technician-Air Conditioner									
3	Field Technician-Refrigerator									
4	Field Technician-Washing Machine									
5	DTH set up box Installer & Service Technician									
6	DTH set up box Installer & Service Technician									
7	Smartphones Repair Technician									
8	Field Technician-Computing & Peripherals									
9	Field Technician-Networking & Storage									
10	Solar Panel Installation Technician									
<b>V II</b>	<b>Sector : Agriculture &amp; Allied</b>									
1	Pack House / Cold Storage	B.Sc / M.Sc Agriculture	3	1	150	200	25	25	400	
2	Green House Operator									
3	Milk Collection Centre In-Charge									
<b>V II I</b>	<b>Sector : Telecom</b>									
A	Sub-Sector : Network Management	B.E in Electronic	MBA (HR)	5	2	200	250	50	50	550

1	Outside Plant Fibre (OSP) supervisor	s and Telecomm unication								
2	BSS Engineer									
B	Sub-Sector : Handset Segment									
1	Line Assembler									
	Terminal Equipment Application Developer (Android)									
2	Terminal Equipment Application Developer (Native)									
3	Sub-Sector : Passive Infra Segment									
C										
1	Wireless Technician									
2	Tower Technician									
I X	<b>Sector : BFSI</b>									
1	Business Correspondents	MBA Finance / Retired Banker / Insurance Executive								
2	Loan Approval Officer									
3	Debt Recovery Agent									
4	Life Insurance Agent									
5	Micro Finance Executive									
6	Goods & Service Tax (GST) Accounts Assistant									
X	<b>Sector : Food Industry</b>									
A	Sub-Sector : Bread & Bakery	Diploma in Food Production								
1	Baking Technician									
B	Sub-Sector : Diary Products									
1	Diary Processing Equipment Operator									
2	Ice-Cream Processing Technician									
C	Sub-Sector : Fruits & Vegetables									
1	Jam Jelly ketchup Processing Technician									
2	Pickle Making Technician									
3	Squash & Juice Processing Technician									
D	Sub-Sector : Miscellaneous									
1	Traditional Snacks & Savoury Maker									
2	Food Products Packing Technician									
X I	<b>Sector : Logistics</b>									
A	Sub-Sector : Courier Service	Diploma in	5	2	200	150	50	50	45	

1	Lead Courier-LSC/Q3028	Logistics Management / MBA in Logistics Management								
2	Mail Handler-LSC/Q3025									
B	Sub-Sector : Land Transportation									
1	Consignment Booking Assistant-LSC/Q1120									
C	Sub-Sector : Ware Housing (Storing & Packing)									
1	Warehouse Supervisor-LSC/Q2307									0
2	Inventory Clerk-LSC/Q2108									
D	Sub-Sector : Air Cargo Operations									
1	Pallet Maker-LSC/Q6102									
2	Ground Operations Associate-LSC/Q6101									
X II	<b>Sector: Capital Goods</b>									
1	CNC operator - grinding Machine centre	Certificate Course in Tool Technology CNC Machining and CAD/CAM	5	2	200	250	50	50	55	0
2	CNC Operator Vertical Machining Centre									
3	CNC operator - Turning									
4	CNC Programmer									
5	Draughtsman Mechanical									
6	Fitter Electrician and electronic assembly									
7	Fitter Fabricator hand tools Manually Operated Machines									
8	Fitter Mechanical Assembly									
9	MIG MAG or GMAW Welder									
10	Operator - Convectional Milling									
11	Operator -Convectional Turning									
12	Painting Technician (Spray Painting )									
13	Tungsten inert Gas welder (GTAW) Level 5									
14	Flux cored Arc Welder Semi-Automatic									
15	MMAW SMAW Welder									
16	Tool and Die Maker									
17	Electroplating Operator									
18	Oxy Fuel Gas Cutter - Manual									
19	Plasma Cutter - Manual									
20										

20	Resistance Spot Welder									
<b>XII</b>	<b>Sector : Iron &amp; Steel</b>									
1	Mobile Equipment Operator									
<b>XIV</b>	<b>Sector : Beauty and Wellness</b>									
1	Barber	Diploma in Cosmetology	3	1	150	200	25	25	400	
2	Beauty Therapist									
3	Bridal Fashion and Photographic Makeup Artist									
4	Fitness Services Trainer									
5	Hair Stylist									
<b>XV</b>	<b>Sector : Textile &amp; Handlooms</b>									
1	Hand Operated knitting Machine Operator		3	1	100	150	25	25	300	
2	Twister Cum Doubler - Handloom									
<b>XVI</b>	<b>Sector : Furniture</b>									
1	Carpenter Wooden Furniture	Course in Carpentry & Joinery / Interior Design from NIOS / ITI/any Accredited	5	2	100	200	25	25	350	
2	Moulded Component Maker									
3	Assembler - Modular Furniture									
4	Lead Interior Designer									

### **SCHEDULE 3**

## **COMMERCIAL TERMS & ADDITIONAL GUIDELINES**

### **SKILL MISSION CHARGES**

Application Fees	For Accreditation 1 Year	For Renewal 1 Year
Per VTAAP	Rs. 10000	Rs. 5000
Per Sector	Rs. 1000	Rs. 500

#### **A. Additional Guidelines for Assessor Certification Process**

1. Assessment Agency need to have a pool of Assessors for conducting assessments who would be assessed and certified by SKILL MISSION.
2. The Assessors will be evaluated on domain knowledge (levels 1-6), currency of Skill Sets, Standard Operational Procedures and Guidelines and Professional Credentials for becoming an Assessor for evaluating Qualification Pack / Job Role through a SKILL MISSION Assessor Certification Process.
3. Assessment Agency needs to upload / share the assessor profile with full photograph via SKILL MISSION's Web Application / Mobile App to enable assessment and certification.
4. Assessment Agency to deploy only Certified Assessor having Assessor Registration Code (ARC) assigned by Skill Mission.
5. Assessment Agency has to ensure that all the assessors (existing or new) are SKILL MISSION certified with ARC.
6. Assessment Agency would be responsible to orient the assessor on the Q/P- NOS assessment process before they undergo the Assessor Certification.

#### **B. Guidelines for Selection applicable for New and Existing Assessment Agencies:**

- 1.** Experience in conducting retail assessment, existing clientele list

corporate with references and presence in other SSC.

**2. Pan Karnataka Presence**

**3.** Capability to execute timely assessment across the length and breadth of the state.

**4.** Capability to have facilities to conduct assessment in both online and offline.

**5.** Good content team who contribute to the question bank a minimum of 100 Questions per Job Role which could be used in assessment post validation and approval by SKILL MISSION.

**6.** Capability of Proctoring, Recording and Videography of the assessment process.

**7.** The Assessment Agency should conform to Non franchise model and undisputed business identity.

**8.** Willingness and Capability to conduct assessment for PWD batches.

**C. Guidelines for Assessment Process:**

1. Would be notified by SKILL MISSION about the need to complete the assessment for a training batch.
2. Within 2 working day of receipt of information on the training batches by the training partner / SKILL MISSION, provide decision to accept assessment.
3. Video recording the assessment to be part of assignment.
4. Co-ordinate and Liaise with training partners to get information about completion of training batches so that they could plan the assessment.
5. It would be the responsibility of the Assessment Agency to notify SKILL MISSION about the changes in the assessment dates in concurrence with the training partner.

6. Within two working days of acceptance of conducting the assessment, share the details of approved assessors deputed to carry out assessments.
7. Ensure that certified assessors are sent to training locations/sites within the specified date and time.
8. Assessment Agency has to ensure that the assessor conducts and completes the necessary centre audit on time.
9. Conduct assessments conforming to assessment guidelines and that these are undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
10. Ensure that the assessment exercise happens within the stipulated timeline without any deviation and that on-site visits are conducted by the partner to cross-check for quality and transparency of assessment exercises and video record the same.
11. SKILL MISSION will validate and approve/share the results of the assessment undertaken as applicable under the respective scheme.
12. Assessment Agency should ensure that the assessor results are uploaded into [www.kaushalkar.com](http://www.kaushalkar.com) within time span of 72 hours of completion of assessment.
13. Assessment Agency should provide the final results to SKILL MISSION within seven working days of the completion of the assessment.
14. Assessing Agency should digitize and maintain all records of assessments conducted for a period of 3 years
15. Provide Qualitative analysis as required
16. Explain the Assessment Process to all Candidates and VTPs and answer their post assessment queries if any.



17. Conduct re-assessment if on complaint from VTP or Candidates if so directed by Skill Mission free of charge. Re-assessment is automatic if more than 75% Aspirants fail.

#### **D. Guideline for the Assessment of Candidate:**

##### **(a) Design of Assessment Tools**

- I. Assessment tools designed to test both practical skills and theoretical knowledge.
- II. Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.
- III. Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards.
- IV. Refer Summative Assessment Framework [Suggestive/Recommended]

**Standard Assessment Framework**

Theory								Practical & Viva							
Knowledge based								Knowledge based							
Level of Understanding	No. of Questions	Marks per Question	Max. Marks	Nature of test	Nature of questions	Duration (Min)	Remarks	Level of Understanding	No. of Tasks	Marks per Task	Max. Marks	Nature of test	Nature of questions	Duration (Min)	Remarks
Easy	20	1	20	Written	MCQ	40	Uniform Coverage of NOS	Easy	1	1	1	Practical Task & Viva	Verbal	10	Key Coverage of NOS
Average	8	2	16		MCQ			Average	1	2	2				
Difficult	4	3	12		MCQ			Difficult	1	3	3				
Core Skill Based								Core Skill Based							
Level of Understanding	No. of Questions	Marks per Question	Max. Marks	Nature of test	Nature of questions	Duration	Remarks	Level of Understanding	No. of Tasks	Marks per Task	Max. Marks	Nature of test	Nature of questions	Duration	Remarks
Easy	10	1	10	Written	MCQ	40	Uniform Coverage of NOS	Easy	1	1	1	Practical Task & Viva	Verbal	10	Key Coverage of NOS
Average	4	2	8		MCQ			Average	1	2	2				
Difficult	2	3	6		MCQ			Difficult	1	3	3				
Soft Skill Based								Soft Skill Based							
Level of Understanding	No. of Questions	Marks per Question	Max. Marks	Nature of test	Nature of questions	Duration	Remarks	Level of Understanding	No. of Tasks	Marks per Task	Max. Marks	Nature of test	Nature of questions	Duration	Remarks
Easy	3	1	3	Written	MCQ	10	Uniform Coverage of NOS	Easy	1	1	1	Practical Task & Viva	Verbal	10	Key Coverage of NOS
Average	2	2	4		MCQ			Average	1	2	2				
Difficult	1	3	3		MCQ			Difficult	1	3	3				
TOTAL	54		82			90			9		18			30	
Grand Total	100 Marks														
Pass Marks	60%														

VI. Questions framed should be simple and without ambiguity.

##### **(b) Scoring**

- i. All assessments recommended as part of the curriculum should be faithfully administered
- ii. All assessments should be scored carefully and a log of all scores for every candidate Maintained.
- iii. Batch wise/ Learner wise hard copies and soft copies of assessment forms and scores should be maintained in digitized form and be readily available for any audit by SKILL MISSION / NSDC or third party.
- iv. At the end of the assessment the Assessment Agency would provide SKILL MISSION with a Summation of Scores for the batch and keep in-depth qualitative analysis readily available.
- v. Maintained in digitized form and be readily available for any audit by SKILL MISSION / NSDC or third party.
- vi. At the end of the assessment the Assessment Agency would provide SKILL MISSION with a Summation of Scores for the batch and keep in-depth qualitative analysis readily available

**(c) Guidelines for Assessment Claims and Reimbursement**

- 1. Monthly invoices to be raised on the 25th of the month for all the assessment completed and results declared on [www.kaushalkar.com](http://www.kaushalkar.com).
- 2. Ensure that all the invoices are duly sealed and signed as mentioned below
  - I. Attendance sheet - signed by the assessor and the centre manager with the seal of the center and also with the seal of the Assessment Agency while submitting the invoice.
  - II. Feedback form signed by the assessor and signed by the centre manager with the seal of the center and the assessment while submitting the invoices.

