



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



**Skill India**  
कौशल भारत - कुशल भारत

# **GUIDELINES FOR PRADHAN MANTRI KAUSHAL VIKAS YOJANA 4.0**

**Government of India**

**Ministry of Skill Development and Entrepreneurship**

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## Abbreviations and Acronyms

|     |         |                                                                          |
|-----|---------|--------------------------------------------------------------------------|
| 1.  | AA      | - Assessment Agency                                                      |
| 2.  | AI      | - Artificial Intelligence                                                |
| 3.  | AICTE   | - All India Council for Technical Education                              |
| 4.  | AR      | - Augmented Reality                                                      |
| 5.  | AB      | - Awarding Body                                                          |
| 6.  | A&C     | - Assessment and Certification                                           |
| 7.  | ASEEM   | - Aatmanirbhar Skilled Employee Employer Mapping                         |
| 8.  | BICE    | - Best-in-class Employer                                                 |
| 9.  | CoE     | - Centre of Excellence                                                   |
| 10. | C4W     | - Customized Crash Course Programme for COVID Warriors                   |
| 11. | DAP     | - Demand Aggregation Portal                                              |
| 12. | DBT     | - Direct Benefit Transfer                                                |
| 13. | DGT     | - Directorate General of Training                                        |
| 14. | DSC     | - District Skill Committee                                               |
| 15. | DM      | - District Magistrate                                                    |
| 16. | FY      | - Financial Year                                                         |
| 17. | GKRA    | - Garib Kalyan Rozgar Abhiyan                                            |
| 18. | GFR     | - General Financial Rules                                                |
| 19. | GoI     | - Government of India                                                    |
| 20. | IIE     | - Indian Institute of Entrepreneurship                                   |
| 21. | ITI     | - Industrial Training Institute                                          |
| 22. | MGNREGA | - Mahatma Gandhi National Employment Guarantee Act                       |
| 23. | MHA     | - Ministry of Home Affairs                                               |
| 24. | MIS     | - Management Information System                                          |
| 25. | MoE     | - Ministry of Education                                                  |
| 26. | MoHFW   | - Ministry of Health and Family Welfare                                  |
| 27. | ML      | - Machine Learning                                                       |
| 28. | MLA     | - Member of the Legislative Assembly                                     |
| 29. | MP      | - Member of Parliament                                                   |
| 30. | MSDE    | - Ministry of Skill Development and Entrepreneurship                     |
| 31. | MUDRA   | - Micro Units Development and Refinance Agency Ltd                       |
| 32. | NAPS    | - National Apprenticeship Promotion Scheme                               |
| 33. | NER     | - North-East Region                                                      |
| 34. | NCVET   | - National Council for Vocational Education and Training                 |
| 35. | NHA     | - National Health Authority                                              |
| 36. | NIESBUD | - National Institute for Entrepreneurship and Small Business Development |
| 37. | NOS     | - National Occupational Standards                                        |
| 38. | NSDA    | - National Skill Development Agency                                      |
| 39. | NSDC    | - National Skill Development Corporation                                 |
| 40. | NSDF    | - National Skill Development Fund                                        |
| 41. | NSQF    | - National Skills Qualification Framework                                |
| 42. | NSTI    | - National Skill Training Institute                                      |
| 43. | PFMS    | - Public Financial Management System                                     |
| 44. | PIA     | - Project Implementing Agency                                            |
| 45. | PMKK    | - Pradhan Mantri Kaushal Kendra                                          |

|     |       |                                                                  |
|-----|-------|------------------------------------------------------------------|
| 46. | PMKVY | - Pradhan Mantri Kaushal Vikas Yojana                            |
| 47. | PMMY  | - Pradhan Mantri MUDRA Yojana                                    |
| 48. | PMU   | - Project Management Unit                                        |
| 49. | PwD   | - Persons with Disability                                        |
| 50. | QP    | - Qualification Pack                                             |
| 51. | RDSDE | - Regional Directorate of Skill Development and Entrepreneurship |
| 52. | RPL   | - Recognition of Prior Learning                                  |
| 53. | SC    | - Scheduled Caste                                                |
| 54. | SH    | - Skill Hub                                                      |
| 55. | SID   | - Skill India Digital                                            |
| 56. | SIP   | - Skill India Portal                                             |
| 57. | SSDM  | - State Skill Development Mission                                |
| 58. | SOP   | - Standard Operating Procedure                                   |
| 59. | SP    | - Special Projects                                               |
| 60. | SSC   | - Sector Skill Council                                           |
| 61. | ST    | - Scheduled Tribe                                                |
| 62. | STT   | - Short Term Training                                            |
| 63. | SECC  | - Socio-Economic and Caste Census                                |
| 64. | TC    | - Training Centre                                                |
| 65. | ToT   | - Training of Trainers                                           |
| 66. | ToA   | - Training of Assessors                                          |
| 67. | TP    | - Training Providers                                             |
| 68. | UC    | - Utilization Certificate                                        |
| 69. | UT    | - Union Territory                                                |
| 70. | VR    | - Virtual Reality                                                |

# **CHAPTER I: INTRODUCTION TO PMKVY 4.0**

## 1. Background

**1.1** Skilling plays a crucial role in enhancing individual productivity leading to an increase in employment and income of the workforce. The increase in productivity and employment in turn has a ripple effect on the economy resulting in enhanced competitiveness. With the ever-changing nature of job market, the shelf life of skills has shortened building a case for continuous life-long learning. For that reason, skilling, reskilling, and upskilling are crucial pillars for a growth-oriented economy. Further, studies have also identified that upskilling would lead to a substantial boost in the Indian GDP.

**1.2** India is strategically placed with a young population having an average median age of ~28 years which provides a window of opportunity to make India the Skill Capital of the World. Skilling is poised to be the key driver for 'Amrit Kaal' envisioning a New

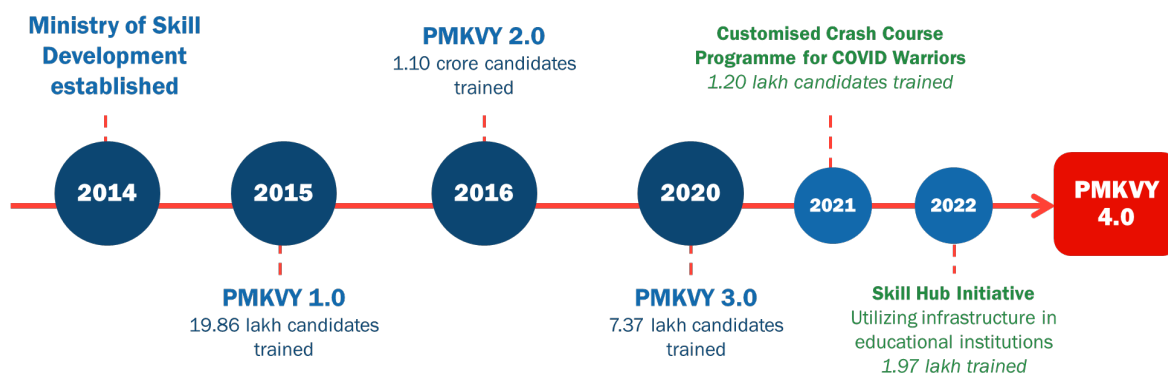
India with inclusive welfare, technology enabled development, climate action through energy transitions, galloping towards a multi-trillion dollars' economy.

**1.3** Ministry of Skill Development and Entrepreneurship was established in 2014 with an overall objective to promote skilling and entrepreneurship development in India.

**1.4** In 2015, MSDE launched its flagship scheme, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), to encourage and promote skill development in the country by providing free short-duration skill training and incentivizing youth for skill certification.

**1.5** Between 2015 – 2022, three versions of the scheme have been implemented with varied approach and strategy. Cumulatively, more than 1.37 crore youths have been trained across various sectors.

**Figure 1: PMKVY so far**



## 2. PMKVY 4.0

- 2.1 Based on the challenges faced in implementing earlier phases of PMKVY and the learnings gathered, the next phase of PMKVY, i.e., PMKVY 4.0 under the umbrella scheme of the 'Skill India Programme' is being implemented between FY 2022-2026.
- 2.2 PMKVY 4.0 is being realigned with a core focus on making the existing skill ecosystem more flexible, swift, and geared to meet the current challenges and emerging needs through process simplification.

## 3. Objectives of PMKVY 4.0

- 3.1 Promote an enabling ecosystem for the youths to get skilled and choose a career path aligned with their abilities and aspirations.
- 3.2 Enable delivery of skill training in a market-oriented and demand-driven manner by making the existing skilling ecosystem more flexible, swift, and geared to meet the emerging demand along with emphasis on improving the employability of candidates.
- 3.3 Process simplification of the skill ecosystem by leveraging technology and digitalization.
- 3.4 Enhance access to skilling by setting up a network of skill development infrastructure in remote parts of the country to cater to the needs of difficult geographies such as hilly terrain,

LWE-affected areas, border areas, etc. by designing special projects.

- 3.5 Improve inclusivity by ensuring that SC, ST, women, and other marginalized communities can undertake skill training and eventually access gainful wage and self-employment.
- 3.6 Provide opportunity for lifelong skilling through the crucial pillars of upskilling and reskilling to address the dynamic needs of the ever-changing market.
- 3.7 Quality training delivery through trained pedagogy, standardized assessments, and industry relevant curriculum.
- 3.8 Facilitate to enhance employability of candidates through training in transferable skills and incentives for employment generation.
- 3.9 Provide candidate-centric training with emphasis on industry-relevant skills.

## 4. Design Principles of PMKVY 4.0

PMKVY 4.0 has been designed to make the scheme flexible, inclusive, technology enabled, and market driven resulting in better employability. Broad design principles are outlined below:

- 4.1 Enhance industry-connect, greater reliance on On-the-Job Training in short-term training for learning by doing. In addition, encourage industry buy-in and contribution for skilling (including sharing of



- training infrastructure, demand aggregation, OJT, etc.).
- 4.2 Emphasis on re-skilling, and up-skilling under Recognition of Prior Learning (RPL) through innovation in assessment and better monitoring.
  - 4.3 Digitalization of training ecosystem through online integrated systems including registration and counselling.
  - 4.4 Delinking of placement from skilling to lay emphasis on empowering trained candidates to choose their career path with focus of entrepreneurship and livelihood creation.
  - 4.5 Simplification of procedures by reducing compliance burden, enlisting multiple Assessment Agencies and Awarding Bodies, re-engineering IT systems based on requirement of stakeholders, etc.
  - 4.6 Creation of a national pool of trainers and assessors to ensure their availability and efficient implementation of training and faster assessment.
  - 4.7 Flexibility in course curriculum by introducing courses in partnership with industry, Ministries/Departments, etc.
  - 4.8 Focus on online/digital/blended skilling for effective learning, convenience, and outreach.
  - 4.9 Emphasis on community engagement through training in job roles addressing the skill needs of the informal sector or basic self-employed.

- 4.10 Focus on New Age Skills like Industry 4.0, Web 3.0, AI/ML, AR/VR, Climate Change, Circular Economy, Green Economy, and Energy Transition.

## 5. Implementation Strategy

- 5.1 **Policy Framework:** MSDE will provide the overall policy framework for the implementation of PMKVY 4.0.
- 5.2 **Regulatory framework:** National Council of Vocational Education and Training (NCVET) will provide a unified regulatory framework, including recognizing Awarding Bodies (ABs) and Assessment Agencies (AAs) for National Skills Qualification Framework (NSQF) aligned courses.
- 5.3 **Implementing Agency:** National Skill Development Corporation (NSDC) will support MSDE in effectively implementing the scheme as per approved guidelines by providing technical and knowledge support in various aspects of the scheme as mandated by MSDE.
- 5.4 **Training Providers:** Pradhan Mantri Kaushal Kendras (PMKKs), PMKVY Training Centres, Industrial Training Institutes (ITIs), Skill Hubs (Schools, colleges, Higher Education Institutes), training centres of other Ministries/Department, training centres of industry partners and private training providers, etc. for training of candidates.
- 5.5 **Sector Skill Councils:** Sector Skill Councils will promote industry connect through skill gap studies,

curriculum development, facilitating On-the-Job Training (OJT), Training of Trainers and Assessors and support in overall implementation of the scheme.

## 6. Administrative Structure

**6.1 Steering Committee:** A Steering Committee under the Chairmanship of Secretary, MSDE shall be constituted at the apex level, for broad policy direction, framing Guidelines, target allocation and reallocation amongst STT, RPL and Special Projects, periodic review, monitoring and convergence.

**6.2 Executive Committee:** An Executive Committee shall be constituted under the Chairmanship of Additional Secretary/Joint Secretary, MSDE for overseeing the regular functioning of the scheme, recommending to Steering Committee any policy or operational changes, reviewing and approving of proposals in

accordance with the Guidelines, regular monitoring and any other functions as deemed fit by Steering Committee.

**6.3** The detailed composition of both the Committees is at **Annexure 1**.

**6.4 District Skill Committee (DSC):** DSCs chaired by the District Collectors will be involved in development of District Skill Development Plan, regular field level monitoring, ensuring convergence among skilling schemes in the district, etc.

## 7. Skill India Digital

**7.1** Skill India Digital (SID) is a platform which will bring whole of government approach to skilling. As a unified registry framework, it shall enable smooth transition from education to skilling and future opportunities. SID will form the backbone for implementation of PMKVY 4.0 by providing end-to-end digitalization of training lifecycle (Registration to Post Certification Tracking).

**Figure 2: Broad Implementation Framework**



# **CHAPTER II: TRAINING TYPES AND TARGET GROUP**

## 1. Types of Training

Three types of training will be offered under PMKVY 4.0:

- a. **Short-Term Training (STT):** NSQF-aligned courses ranging between 300 – 600 hours will be provided under STT. Courses of higher duration based on industry/sectoral demand can also be offered. Training to be delivered through accredited and affiliated training centres. On-Job-Training (OJT) will be an inherent component under STT as mandated by NCVET, and the duration of OJT will depend on the job role.
- b. **Recognition of Prior Learning (RPL):** Candidates with prior-learning experience or skills will be certified with due assessment. This shall enable youths to obtain industry relevant skill certification. Emphasis will be on upskilling and interested candidates will have to

undergo coursework for certification at a higher level based on assessment.

- c. **Special Projects:** Special Projects are project-based short-term skilling initiatives that primarily meet the skilling needs of marginalized and vulnerable groups, difficult geographies and specialized training courses which are likely to be offered outside of regular short-term skilling programmes. Also, these projects can have focus on new-age job roles with future skills. These projects can avail certain exemptions granted with the approval of the Executive Committee, and they can also be residential or non-residential.

Permissible flexibility and type of projects to be taken up is at **Annexure-II**.

## 2. Target Group, Eligibility and Geographical Coverage:

|                     | Short Term Training                                                                                                                                                                                                                                   | Special Projects                                                                                           | Recognition of Prior Learning                                                                  |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Target Group</b> | Candidates looking for fresh skilling, re-skill/upskill, out-of-education candidates, School/college dropouts or unemployed youth of Indian nationality.                                                                                              | Marginalized, vulnerable groups, etc. requiring special attention or job-roles with focus on future skills | Candidates with prior learning experience or skills and willing to get assessed and certified. |
| <b>Eligibility</b>  | Indian nationals possessing valid Aadhaar and fulfilling eligibility criteria of respective job role. In case of RPL, prior experience will be required in the job role for which RPL certification is being sought and as specified in the job role. |                                                                                                            |                                                                                                |
| <b>Age Group</b>    | 15 – 45 years                                                                                                                                                                                                                                         | 15 – 45 years                                                                                              | 18– 59 years                                                                                   |

|                            | Short Term Training                                                                                                                                                | Special Projects | Recognition of Prior Learning |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------|
| <b>Geographic Coverage</b> | Special attention to aspirational, backward, border, tribal and Left-Wing Extremism (LWE) affected districts, including skilling requirements for other countries. |                  |                               |

# **CHAPTER III: TRAINING PROVIDERS, PROJECT IMPLEMENTING AGENCIES**

## 1. Training Centres for Short-Term Training:

**1.1** Any organization, legally established as a society, trust, proprietorship, Company/ Limited Liability Partnership (LLP) / Government Institute/ Organization, etc., can be a training provider under the scheme.

### 1.2 MSDE related Institutions:

- a. Pradhan Mantri Kaushal Kendras (PMKKs)/ Skill India Centres
- b. Industrial Training Institutes (ITIs)
- c. Jan Shikshan Sansthan (JSS)
- d. National Skill Training Institutes (NSTIs)
- e. National Institute for Entrepreneurship and Small Business Development (NIESBUD)
- f. Indian Institute of Entrepreneurship (IIE), etc.

### 1.3 Skill Hubs:

Skill Hubs will be setup in Government and Private educational institutions like:

- a. Schools
- b. Colleges
- c. Universities (including Skill Universities)
- d. other Higher Education Institutions, etc.

Implementation mechanism in Skill Hubs is at **Chapter VI**.

### 1.4 Other Government Institutions:

Any State/Central Government Institution including PSUs already

engaged in skilling/training activities and with requisite infrastructure, as indicated below:

- a. National Institute of Electronics and Information Technology (NIELIT)
- b. Central Institute of Petrochemicals Engineering and Technology (CIPET)
- c. Rural Self Employment Training Institutes (RSETI)
- d. National Small Industries Corporation (NSIC)
- e. Skill Development Institutes (SDI)
- f. Central Tool Room and Training Centre (CTTC), etc.

### 1.5 Industry/Private Institutions:

- a. Industry premise-based Training Centres
- b. Non-Government Training Institutes, etc.

#### Training Centres as Revenue and Production Centres

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

candidates on the Skill India Digital, to avoid duplication.

## 2. Recognition of Prior Learning - Project Implementing Agency (RPL-PIA)

**2.1** RPL-PIA refers to the proposing entity for RPL project, which shall be responsible for overall execution and implementation of RPL. The following can be an RPL-PIA:

- a. Government Organisations, Institutions, PSUs, Autonomous Bodies, etc.
- b. Any legal entity, such as a private company, industry association, non-profit organization, cooperative, etc., working in the sector and has been recognized for such work. Recognition would include National level Awards, NSDC/SSC recommendations, etc.
- c. Assessment Agencies notified by NCVET; Third Party Recruitment Agencies will not be permitted to implement RPL programmes.

### Eligibility Criteria for RPL-PIA

- a. Shall be at least three years of incorporation at the time of proposal submission and at least one year of experience in the proposed sector.
- b. Should have an average annual turnover of the last three financial years that is at least 25% of the total project cost proposed.
- c. The RPL-PIA may propose a maximum of two projects across all available sectors in a given

financial year, including rejected proposals.

- d. The RPL-PIA should have had a positive net worth during the last two consecutive financial years.
- e. The above conditions may be exempted in the case of Government, semi-Government organizations, SSCs and Awarding Bodies, with prior approval of the Executive Committee.
- f. Should not be blacklisted by any Government Agency / PSU/ Autonomous Body in the last three years.

## 3. Special Projects Implementing Agency (SPIA)

### 3.1 Specialist Organizations involved in skilling:

- a. NGOs, research organizations, organizations of Persons with Disabilities, educational or financial institutions, and other expert organizations experienced in working with and skilling marginalized communities or specialized in working in proposed difficult geographies and have established some models for supporting these groups.
- b. Recognized organizations/Non-Government Organizations (NGOs)/ Government bodies under the Ministry of Tribal Affairs (MoTA) and Ministry of Social Justice and Empowerment (MoSJE), who have a niche in training marginalized communities.

### 3.2 Agencies/bodies/organizations offering Captive Placement:



Corporates, Industry bodies, reputed industry associations and SSCs at the national/state level with an assurance of providing 90% captive placement.

### 3.3 Government organizations/departments:

Ministries/Departments of Central/State Government and UT Administration, their autonomous bodies, affiliated institutions, PSUs, and other organizations already providing/proposing innovative models of skilling linked to entrepreneurship and those providing international placements.

### 3.4 NSDC International for international mobility related programmes.

#### Eligibility Criteria for SP-PIA

- a. Should have been at least three years in incorporation at the time of proposal submission.
- b. At least one year of experience in the proposed sector(s).
- c. Average annual turnover from last three years to not to be less than 25% of total project cost and should have had a positive net worth consecutively from last two financial years in case of Private Institution.
- d. Should be Registered on the Darpan Portal of NITI Aayog in case of Non-Government Organizations.
- e. Should not have been blacklisted by any Government Agency/Public Sector Undertaking/autonomous bodies in the last three years.
- f. The above conditions may be exempted in the case of

Government and semi-Government organizations with prior approval of the Executive Committee.

- g. The SPIA may propose two proposals, including rejected ones, in a given Financial Year.

## 4. Accreditation and Affiliation of Training Centres

4.1 All Training Centres shall be required to qualify the accreditation and affiliation norms prescribed by the Awarding Bodies and to be onboarded on Skill India Digital before allocation of Training Target. There will be a transparent selection process for onboarding of private training providers and, inter alia, following criteria will be adopted:

- a. Availability of requisite infrastructure as per the Job Role to be offered.
- b. The entity should not have been blacklisted.
- c. Any other criteria as recommended by Steering Committee.

4.2 Central and State Government institutions and Skill Hubs will be exempted from Accreditation and Affiliation requirements. However, they shall be required to register on the Skill India Digital platform. NSDC may inspect such institutions for availability of requisite infrastructure and equipment as normally done in case of other training centres. The cost of inspection may be borne from the scheme budget.

# **CHAPTER IV: SKILL GAP AND TARGET ALLOCATION**

## 1. Identifying Skill Gap

### 1.1 Sectoral Skill Gap Studies

Sector Skill Councils will undertake periodic Skill Gap Studies to identify human resource requirements based on emerging trends in the respective sector. These Skill Gap Studies will also identify skill sets required in different sectors by considering the demand emerging from industry clusters, sectoral establishment, national priorities (PM Gati Shakti, Sagarmala).

### 1.2 District/State Skill Development Plan

District Skill Committees will develop District Skill Development Plans (DSDP), looking at both the demand and supply side. On the demand side, DSDPs will cover aspects like labour market and skill gap analysis, mapping demand in the formal sector, employment generation capacity, etc., along with a proposed action plan. These DSDPs will be the foundation for identifying District-specific job roles. DSDPs will be prepared (or reviewed in the case of existing DSDPs) in a time bound manner. States/UTs will be

DSDPs to an aggregated State Skill Development Plan (SSDP).

### 1.3 National Skill Development Plan

A composite National Skill Development Plan (NSDP) is envisaged to be prepared by NSDC based on DSDPs/SSDPs and the Skill Gap Studies highlighting District-wise demand and human resource requirements. The report will be updated based on the periodic inputs from the sources.

1.4 PMKVY 4.0 shall be implemented based on the approved target allocation methodology considering the demand and other parameters duly approved by the Steering Committee.

## 2. Target and Job Role Allocation

2.1 Training targets under PMKVY 4.0 will be allocated to training providers on a long-term basis.

2.2 Training providers will be subjected to periodic performance reviews based on which the targets will be systematically released every quarter.

Figure 2: Target Allocation Process



encouraged to combine the

- 2.3** Skill gap studies will help in target allocation across geographies and sectors.
- 2.4** Target allocation will also account for the specific needs of diverse geography, culture, language, and population groups. The pliability in target allocation and provision of special projects will enhance access to skilling and alignment to national priorities.
- 2.5** Target allocation methodology will be reviewed, if required, to cater to the scheme's dynamic implementation requirements. The same will be updated post-requisite approvals from the PMKVY Steering Committee.
- 2.6 State-wise Target Assessment**  
State-wise Training Targets under STT/SP/RPL will be decided based on the population on a pro-rata basis as per Census Data.
- 2.7 Sector Identification:**
- a. Sectors will be identified based on the following parameters:
    - i. Demand from District Skill Committee through DSDP.
    - ii. Skill Gaps identified by Sector Skill Councils, including Skill Gaps for flagship Government Schemes.
    - iii. Demand identified by State Government
    - iv. Skill Gaps or demand identified by Implementing Agencies.
  - b. Based on the above, inter-sector allocation of the targets will be done within the respective State.
- 2.8 Selection of Training Provider/Training Centre**
- a. Short-Term Training:
    - i. Allocation of targets to Training Providers will be done in the order of preference:
      - **Recruit-Train-Deploy (RTD)** model, where the potential employer provides an **offer letter to the training provider for employing** skilled human resources.
      - Providing or ensuring part payment of the training cost through a tie-up with industry.
    - ii. Apprenticeship model, wherein, supporting letters will be provided from Industry Partners for offering Apprenticeship to the trained candidates.
    - iii. Targets will be allocated to the PMKKs depending on their capacity, available job role and geographical location.
    - iv. Subsequently, target allocation would be done through a transparent Request for Proposal (RFP) mechanism.
  - b. **Special Projects**  
Allocation of Targets will be done through both project-based and RFP route. The distribution of targets is to be decided with the approval of the PMKVY 4.0 Executive Committee.
    - i. Targets shall be directly allocated to:
      - Ministries, State and Central Government Organizations
      - SSCs/industries/associations offering captive placement
      - Non-Governmental Organizations of repute

having atleast 3 years of experience in skilling and working in more than one State

- ii. The proposals shall be evaluated by NSDC and then submitted for the approval of the PMKVY 4.0 Executive Committee.

**c. Recognition of Prior Learning**

Allocation of Targets will be done through project-based and RFP routes within the overall limit for RPL approved by Steering Committee. The distribution of targets between the two modes will be decided with the approval of the Steering Committee.

- i. Project-based: Eligible RPL-PIAs can submit project proposals based on the requirement, and the proposals will be evaluated and approved by Executive Committee.
- ii. Request for Proposal: Proposals will be invited online from eligible RPL-PIAs, and the same shall be screened, evaluated, and approved by Executive Committee.
- iii. The preference for RPL target allocation will be based on the following parameter:
  - Projects based out of employer/industry premises
  - Projects by Best-in-Class Employers (BICE) Large Corporations /Industry and Medium Scale Enterprises
  - Pradhan Mantri Kaushal Kendras
  - Other organizations with a strong background in skill development and training

## 2.9 Focused Geographies

Special emphasis shall be given to the following geographies:

- a. Aspirational districts
- b. Districts identified under the Utkarsh programme of NITI Aayog
- c. Tribal dominated districts (i.e., districts having more than 50% tribal population)
- d. LWE-affected and Border districts as identified by Ministry of Home Affairs
- e. Other areas as approved by Executive Committee

**2.10** In special cases target can be allocated to State Skill Development Mission in challenge method (RTD, Special Projects, RPL, etc.) to be implemented through Training Providers accredited and affiliated on the Skill India Digital Platform.

**2.11** Special Projects in identified areas such as border areas, hilly areas, island territories and sectors like agriculture, handicraft, traditional job roles and high-end courses, etc. shall be focussed. Further, marginalized communities in areas like LWE Districts, Aspirational Districts, Backward and Tribal Areas shall be encouraged for higher inclusivity.

## 3. Curriculum and Job Roles

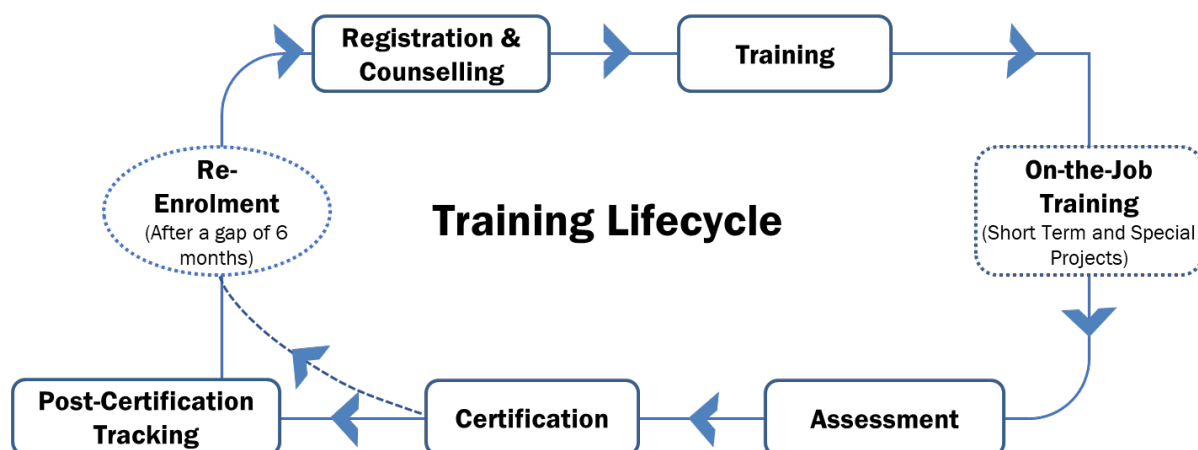
**3.1** All job roles are required to be aligned with National Skill Qualification Framework (NSQF) and approved by National Skill Qualification Committee (NSQC). With the approval of Executive Committee, requirement of NSQF

aligned courses can be relaxed, particularly in case of Special Projects.

- 3.2** All Job Roles selected under PMKVY must address the following:
- a. Local opportunities** (Farm and Non-Farm sector)
  - b. Industry ready** (addressing the needs of local industry within the district and outside the district)
  - c. Future ready** (addressing the requirement of Industry 4.0, emerging sectors like Drone, AI, Robotics, Mechatronics, etc.)
  - d. Global ready** (addressing the skilled workforce requirement of foreign destination countries)
- 3.3** Training in higher level NSQF job roles (level 5, 6 and above) will also be imparted under PMKVY 4.0.
- 3.4** Courses of higher duration based on industry/ sectoral demand will be offered.
- 3.5** An indicative list of Job Roles to be offered under PMKVY 4.0 is available at SID.

# **CHAPTER V: TRAINING LIFE-CYCLE MANAGEMENT**

Figure 3: Training life-cycle Process



## 1. Registration & Counselling

### 1.1 Awareness Generation

- a. Through a sustained media campaign before the commencement of training, potential candidates will be reached out to inform candidates about PMKVY and its features.
- b. The services of existing field functionaries of different Ministries/Departments will also be utilized. Other traditional and innovative methods of information dissemination will be explored.

### 1.2 Registration of Candidate

- a. Candidates will be required to register on the Skill India Digital or the Mobile App developed for the purpose.
- b. Profile Verification shall be done through mobile-based OTP (e-KYC).
- c. De-duplication check of candidates shall be carried out based on data available in the SID database. A candidate should not be enrolled again in the same Job

Role where he/she was trained earlier.

### 1.3 Candidate Profiling

- a. Apart from details to be filled in by the candidate during registration, existing details of the candidate will be fetched from other portals like e-Shram, National Career Services (NCS), etc.
- b. Profile information will include all such details that shall be required in case the candidate needs to be registered on e-Shram and NCS portal.

### 1.4 Counselling of Candidate

- a. Online Counselling will be offered to candidates through Skill India Digital to help the candidates select appropriate course, Training Centres, etc.
- b. Candidate may select the nearest Training Centre based on the availability of preferred Job Role and the quality of training infrastructure (rating, centre profile)
- c. Automatic logic-based mapping of candidates with the nearest



training centre will also be done based on the selection.

- d. Brief profile of all available centres, including those of other Ministries like MoE, MEITY, MSME, etc., highlighting the name, location, SPOC, facilities, trainers, and previous training record of the centre will be made available on SID.

## 2. Facilities and Entitlements

### 2.1 Prior Intimation to Candidates

Post enrolment, candidates shall be informed about the various facilities and details of the training programme on their profile page and through a downloadable link on their registered number, or at the centre, which shall include, inter alia, the following:

- a. Broad course outline (including duration of theory and practical classes).
- b. Details of the trainer (Name, qualification, photograph etc.).
- c. Facilities to be provided (e.g., conveyance allowance, boarding and lodging, etc.).
- d. Content of induction kit (T-shirt /Jackets, and a bag
- e. Course-specific raw materials that is to be provided during the training.

### 2.2 Induction Kit

All candidates will be provided with an induction kit consisting of a T-shirt (Male) or Jacket (Female), and a bag. The content of the

induction kit will have proper branding as per the scheme Guidelines. The content may be modified with the approval of the Steering Committee. Free, fair and transparent process for the procurement of induction kit through Government e-Marketplace (GeM) will be followed.

Other Additional Support under PMKVY 4.0 is at [Annexure IV](#).

## 3. Pre-requisites for Commencement of Training

- a. 100% enrolment of candidates as per the batch size of 10 to 30.
- b. Availability of handbook/study material (physical or online) for the selected job role.
- c. Fully functional lab as per the job role.
- d. Trained and certified trainer for imparting the course.
- e. Tie up with establishments to offer OJT in applicable job roles.
- f. Fully operational AEBAS device registered on the NIC platform.

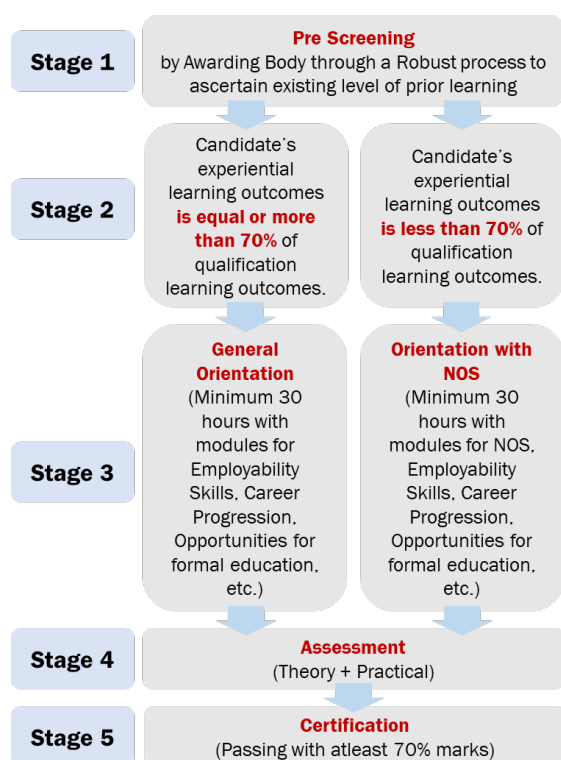
## 4. Training of Candidate

### 4.1 Short Term Training and Special Projects

- a. The training hours will be as per the corresponding Job Role approved by NCVET.
- b. The model curriculum and content for the respective Qualification Packs (QPs) should be in place.

- c. Add-on bridge courses and language courses for making schemes internationally compatible shall also be planned to provide international opportunities to the Indian youth.
- d. The use of digital content to supplement classroom training shall be encouraged. NSDC shall curate the digital content on the Skill India Digital.

## 4.2 Recognition of Prior Learning



- a. Potential candidates must be counselled by the PIA/trainer in the following areas:
  - i. A brief about MSDE, Skill India programme, and RPL processes.
  - ii. Eligibility criteria for appearing for RPL certification.
  - iii. The benefits of RPL certification and how to avail those benefits.
  - iv. Possible Career Progression (vertical and horizontal).

- v. Employment opportunity (both wage and self) with learned skill.
- vi. In addition to this, the Induction Video on RPL under PMKVY 4.0 should be shown to the candidates at this stage.
- b. RPL under PMKVY 4.0 will be implemented more robustly with a priority on upskilling and horizontal skilling, within the same NSQF level.
- c. Certified trainers will Pre-Screen the candidates to assess their existing level of learning. Pre-screening will be designed and supported by Sector Skill Councils (SSCs)/Awarding Bodies (ABs). PIAs/trainers are to evaluate the existing skill sets and experience of the candidates based on pre-screening format set by respective SSCs/ABs for each job role and a self-assessment test. No payment for Pre-screening will be made.
- i. **PART 1:** The collection of supporting documentation and evidence from the candidate - SSCs to specify the personal information required and the supporting documentation that may be available for the job role.
- ii. **PART 2:** Assessment of the candidate for assessing the previous knowledge of the candidate.
- d. All candidates under RPL will have to undergo mandatory training of a minimum of 30 hours in a classroom setting. The maximum duration of RPL will be 132 hours.
- e. The RPL process is aligned with the guidelines of NCVET.
- f. The training / orientation will be in classroom setting. It is the

responsibility of PIA to make sure that the necessary infrastructure and equipment specified by SSC is available for training and assessment. The same should be checked by the assessor.

- g. The content/ module for orientation will be approved by the concerned SSCs/ABs. Amongst others, it should include Employability Skills and Digital Skills.
- h. Certification will be at the same NSQF level as determined during pre-screening.
- i. AEBAS based compulsory attendance is applicable.
- j. Daily schedule of training will depend on the workplace circumstances.
- k. ABs/SSCs should ensure availability of Handbooks for the Qualification Packs.
- l. Subsequently, online RPL may be taken up if aligned to NCVET guidelines on RPL.
- m. RPL will be allowed in at any Accredited and Affiliated training Centre(s) and Industry/Employer Premises.
- n. Digital RPL of gig workers may be considered to be taken up in future, provided RPL norms of NCVET allow the same
- o. Assessments at the end of RPL will be done by the ABs, equivalent to STT assessment.

## 5. Modes of Training

- 5.1 The mode of training (Physical, Blended, Online) will depend on

the qualification pack approved by NCVET for the Job Role.

- 5.2 Courses with 100% physical mode of delivery will be allowed without any pre-condition.
- 5.3 The training will predominantly be delivered through physical mode. Online mode of training shall be allowed on case-to-case basis. A maximum limit on the hours of online training will be ascertained for a course.
- 5.4 Prior approval of the Executive Committee to be sought by the implementing agency before assigning target for any job role wherein there is a component of blended or online mode of delivery.

## 6. Attendance

- 6.1 Daily attendance on entry and exit through Aadhaar Enabled Biometric Attendance System (AEBAS) for the candidate and the trainer to be ensured under STT, RPL and Special Projects.
- 6.2 Compulsory AEBAS-based attendance of assessors and candidates during the assessment.
- 6.3 Payment to training Centres shall be linked to attendance.
- 6.4 Apart from the above, a Hard Copy of the Attendance Register shall be maintained in each classroom of the TCs, mentioning the Batch Name, Batch ID, Important Dates, Name of the Candidates, and other relevant information.

- 6.5 More than 70% of biometric attendance is required for each candidate to appear in the assessment in all types of training.

## 7. On-the-Job Training (OJT)

- 7.1 OJT to be introduced under PMKVY 4.0 in Short-Term Training and Special Projects with an aim to provide practical exposure to candidates. This will lead to better employability for the candidates as they experience a live-work environment.

- 7.2 OJT will be applicable in all such Job Roles as mandated by NCVET. The approved qualification pack shall guide the duration of OJT.

- 7.3 It shall be the responsibility of the Training Provider to arrange for establishments and tie up with them to offer OJT to candidates.

- 7.4 Basic details of the establishment to be uploaded on SID by the Training Provider before the commencement of OJT. Establishment to also indicate the intake capacity for OJT.

- 7.5 The establishments offering OJT will give a certificate at the end of OJT indicating the duration and attendance of the candidate. The same may be uploaded on SID either by the establishment/TP.

- 7.6 It shall be the responsibility of the Training Provider to physically visit the establishment during OJT at least twice to ensure that all candidates are undertaking the same.

- 7.7 It will be the responsibility of the TP to ensure attendance of the candidates.

- 7.8 The final assessment of the candidates will be carried out after completion of OJT, and it shall be the responsibility of the training provider to ensure the presence of all candidates for the assessment after completion of OJT.

- 7.9 In addition to the existing provisions on Skill India Digital, details of the OJT, including Start Date and End Date, name of the establishment and copy of the OJT certificate issued by the establishment, will be available.

- 7.10 In districts where facilities for OJT are not available, special exemptions will be given by Executive Committee. In these districts, candidates may carry out project work.

### 7.11 Payment to Training Provider for OJT:

- a. Training Provider will be paid 50% of the applicable base hour cost per candidate as determined under PMKVY 4.0 for successfully organizing the OJT. The Training Provider shall be responsible for the following:
  - i. Identifying establishments willing to offer OJT.
  - ii. Upload details of establishment on the SID prior to OJT.
  - iii. Make necessary arrangements for candidates to undertake OJT.

- iv. Undertake monitoring and ensure attendance of candidates during OJT.

**7.12** In case of Skill Hubs or other special circumstances, in districts where OJT is not feasible, project work may be permitted in lieu of OJT. No additional payment will be done to the Training Provider in such cases.

**7.13** There will be no separate assessment of OJT. Candidate will undergo assessment for entire course after completion of OJT as per para 8.1 of the guidelines.

## 8. Assessment of Candidates

### 8.1 Short-Term Training and Special Projects

- a. Assessment and certification will be the responsibility of NCVET approved Awarding Bodies and Assessment Agencies.
- b. Online assessment and proctored assessment will be allowed in certain cases based on approval of Executive Committee.
- c. More assessment agencies will be onboarded to ensure timely assessment of candidates.
- d. All the candidates who pass the assessments successfully would be awarded a graded certificate as per the grading given below:

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

- e. Awarding Body/SSC must validate and approve the results uploaded by the Assessment Agencies within specified timelines.

### Assessment and Re-assessment fees

- a. Assessment fees shall be funded under the scheme.
- b. SSCs or the Awarding Bodies can retain up to 20% of the assessment fees paid to assessment agencies.
- c. Every candidate will be offered One chance of re-assessment (free of cost), the fees of which shall be borne from the scheme.
- d. In case of insufficient candidates appearing for re-assessment, candidates can be clubbed with a nearby training centre.
- e. Re-assessment fees are to be paid to the Awarding Bodies under the scheme.

### 8.2 Recognition of Prior Learning

- a. Assessments under RPL shall be conducted like that under the Short-Term Training component of PMKVY.
- b. It shall be the responsibility of RPL-PIA to make sure that the equipment specified by SSC is

available for assessment, and the assessor should check the same.

- c. Towards the end of the final assessment, the PIA shall ensure candidates fill up the Candidate Feedback Form available in regional languages. These forms should be confidential, and the process for the same will be developed.
- d. Marks scored in the Core NOSs of a QP shall be given 70% weightage in the total score. The remaining 30% weightage shall be from the Non-Core NOSs. For example: A QP has five NOSs (three Core and two Non-Core). A candidate scores 240 marks out of 300 in the three Core NOS, and 160 out of 200 in the two Non-Core NOSs. The total score of the candidate will be  $(240/300 \times 70) + (160/200 \times 30) = 80$  out of 100.
- e. The pass percentage for a QP will be 70%. A candidate who achieves greater than or equal to the pass percentage for a QP, shall be awarded the Skill Certificate and Marksheet. Certified candidates will also receive a Grade (A/B) on the Skill Certificate as per the grading criteria below:

| Grade | Score Range   |
|-------|---------------|
| A     | 85% and above |
| B     | 70% to < 85%  |

## 9. Certification

- a. On successful completion of the assessment, candidates will be informed about the certificate generation on their registered mobile/e-mail.

- b. QR code-based Digital Certificate to be issued to candidates through the following means:
  - i. Directly on their Digi-locker
  - ii. Link to download on their E-mail/Phone Number.
  - iii. On their profile page in Skill India Digital/Mobile App
- c. It shall be the responsibility of Training Providers to provide one copy of the Printed Certificate free of cost to the candidates.

## 10. Convocation

- 10.1 A convocation ceremony shall be held on completion of training for all passed-out candidates. In the case of Short-Term Training, a common convocation will be planned to be held across the country.
- 10.2 The training partner will organize a convocation in the presence of persons of repute (may invite senior officials of the district, Public Representatives, etc.).
- 10.3 Wide publicity is to be given for the convocation to improve the aspirational value for skilling among potential candidates.
- 10.4 High-resolution pictures and videos need to be taken for the Certificate and mark sheet distribution ceremony, including the batch-wise photos of candidates. RPL and SP PIAs need to upload images and videos on a portal to be designated by NSDC.



## 11. Post Certification Tracking and other Support

- 11.1 IT-based tracking of candidates upto 1 year from the date of certification shall be done for all the candidates by NSDC.
- 11.2 Details of the trained candidates will be made available on Skill India Digital for connecting with potential employers.
- 11.3 Through Skill India Digital, candidates will have access to jobs and apprenticeship opportunities and other facilities, including loans for entrepreneurship.
- 11.4 Certified candidates will be linked with Rojgar Melas (including virtual) and Apprenticeship Melas.
- 11.5 Professional agencies may be engaged through free fair, transparent method to facilitate placement of trained and certified candidates,

SSCs) shall only be given for enrolment for a maximum of two job roles.

- 12.3 Candidates already certified once under PMKVY and opting for a lower NSQF level course in the same sector shall be discouraged. However, a higher job role in the same sector is permitted. The candidate may select any Job Role in case of opting for a different sector.

## 12. Re-enrolment in Skill Training

- 12.1 A candidate may enrol not more than twice for training under PMKVY in the same sector (the second time to be for a higher NSQF-aligned job role only) or, for fresh training of a different course in the scheme, provided there is a six-month gap between the certification date of the first course and batch start date of the subsequent course.
- 12.2 The pay-out against such candidates (which includes pay-outs to candidates, PIAs and

# **CHAPTER VI: IMPLEMENTATION IN SKILL HUBS**



## 1. Background

- 1.1 With an aim to utilize the permanent infrastructure and other resources like trainers available at the educational institutions, Skill Hubs will be setup in Government and Private Schools, Colleges, Universities (including Skill Universities) and other Higher Education Institutions. This is in-line with the Whole-of-Government approach. All such institutions will be allowed to implement Short Term Training as per PMKVY 4.0 Guidelines.

## 2. Pre-Requisites for Training

### 2.1 Infrastructure:

- a. Availability of adequate classroom for theory classes and laboratory depending on the Job Role to be opted. (For e.g., Computer Lab in case of Data Entry Operator).
- b. Aadhaar Enabled Biometric Attendance System (AEBAS) installed and registered on the NIC platform. Attendance of Candidates, Trainers, Assessors shall be captured through AEBAS.

### 2.2 Trainer:

- a. Teacher/Trainer available in the own institution with domain experience shall be allowed to impart training under the scheme. Any separate Recognition will not be required.
- b. In case of non-availability of suitable Teachers/ Trainers or not interested, certified trainer

may also be engaged by the respective Skill Hubs from amongst the pool of trainers available on Skill India Digital.

## 3. Selection of Candidates:

- 3.1 The scheme targets school/college dropouts, out-of-education, and unemployed youths in the age group of 15-45 years.
- 3.2 Eligibility criteria for selection of candidates is defined in the respective course curriculum of Job Role to be offered.

## 4. Implementation Modalities:

- 4.1 National Skill Development Corporation (NSDC) is the implementing arm of the MSDE and shall provide all required handholding support and technical assistance in implementation of PMKV 4.0 in Skill Hubs.
- 4.2 The entire training lifecycle from enrolment to certification and tracking will be done through Skill India Digital for which necessary orientation and handholding support will be provided by NSDC.
- 4.3 Skill Hubs in Schools or Higher Education Institutions (HEIs) can decide on the timings for training i.e., either during normal working hours or after working hours, based on the availability of infrastructure.

- 4.4** On-the-Job Training (OJT) has been mandated under the scheme in applicable Job Roles. It shall be the responsibility of the institutions to arrange for OJT in nearby industry or establishments (refer Para 7 of Chapter V above).
- 4.5** Assessment and certification would be done through the third-party agencies namely, Sector Skill Councils (SSCs) or any other National Council for Vocational Education and Training (NCVET) approved awarding body. The State Education Board/Technical Education Board can also become an awarding body under NCVET.
- 4.6** Skill Hub will be required to register on the Skill India Digital with requisite details of available classroom, labs, trainers, etc.

## **5. Financial Provisions**

- 5.1** Average training cost would be as per PMKVY 4.0 standard cost norms which includes base training cost (trainer salary, teaching aid, raw material, infrastructure cost), assessment & certification, insurance for candidates, and AEBAS transaction fees.
- 5.2** The training cost will be paid by NSDC in 3 tranches as per PMKVY 4.0 norms as elaborated in Chapter VIII.
- 5.3** If any Skill Hub fails to conduct training as per the allocated target, then the full released amount or the proportionate amount shall be recovered.

# **CHAPTER VII: TRAINING OF TRAINERS AND ASSESSORS**

## 1. Introduction

**1.1** A national pool of trainers and assessors shall be created to ensure the availability of quality trainers and assessors across the ecosystem catering to different job roles and geographical presence.

### 1.2 Objective:

- a. Creation of National pool of trainers and assessors.
- b. To improve the quality and numbers of trainers and assessors.
- c. To improve geographical spread of trainers and assessors.

## 2. Implementation Modality

**2.1** An effective and enabling ecosystem for training of trainers and assessors will be created. Training of trainers/ assessors facilities of various ministries/departments, State Government, Industries, etc. will be utilized to create a large pool of trainers and assessors.

**2.2** Training of Trainers and Assessors will be implemented through Institutions with prior experience in conducting ToTs or ToA or with necessary expertise:

- a. **MSDE related Institutions:** National Skill Training Institutes (NSTIs), Industrial Training Institutes (ITIs), Institutes of Training of Trainers (IToT), Centres of Excellence (CoEs), SSCs, NIESBUD, IIE, etc.

b. **Institutions of other Ministries/Department:** Skill Universities, NIELIT, CIPET, Tool Rooms and Technology Centres, Multi-Skill Development Centres, National Institute of Solar Energy, National Institute of Technical Teachers Training and Research (NITTTR). State Government Institutions, etc.

c. Industry-led Training Centres, Skill Hubs, NSDC International, etc.

**2.3** Interested institutions will be required to submit a detailed proposal for conducting ToT or ToA. The same shall be evaluated by NSDC and presented for the approval of the Executive Committee under PMKVY 4.0.

**2.4** The training can be both residential and non-residential.

**2.5** The entire training life cycle shall be captured on the Skill India Digital. A repository of trained trainers and assessors will be made available on the Portal to be accessible to the training providers.

**2.6** Efforts will be made to onboard existing trainers and assessors in the ecosystem, including teachers in Schools, Colleges; faculty of universities (including skill universities), ITIs, NSTIs, Polytechnics; trainers in training centres of other Ministries, etc., who meet the eligibility criteria.

**2.7** Awarding Bodies may also offer Recognition of Prior Learning, preferably online, with certification for individuals with relevant academic and professional experience.

- 2.8 Awarding Bodies will specify a pool of qualifications for which a single trainer and assessor certification may apply for training and assessment.

### 3. Types of Certifications

- 3.1 **Basic Certification:** Trainers/Assessors who successfully clear pre-screening, classroom training and assessment on domain and platform skills. All trainers who achieve the passing requirements are awarded a certificate with a validity of 2 years.

- (i) Upto 10 days of training out of which 5 days can be online. Assessment post-training shall include both domain and platform skills. For the period of online training, the pay-out will be reduced by 25%. Employability Skill training /assessment to be added as part of Basic Certification.

- 3.2 **Advanced Certification:** Certified Trainers/Assessors who appear for an On-job-Training component consisting of 6 assignment submissions across a maximum 15-week period. All trainers/assessors who successfully clear this program are awarded a certificate with lifetime validity (with refresher courses per the job role's requirements).

- 3.3 Standalone Employability Skill certificate courses can be conducted and will be paid at the

rate as those of Existing Trainers / Assessors.

### 4. Assessment and Certification

- 4.1 Trainer and assessor to be assessed and certified by an Awarding Body (AB).
- 4.2 Trainer and assessor qualifications as per the approved Qualification Pack/ AB.
- 4.3 Master trainer and assessor as per the specifications and certified by AB.

### 5. Financial Provision for ToT/ToA

- 5.1 The financial norms for conduct of ToT/ToA is given in Table below. The same may be revised with the approval of the Steering Committee.
- 5.2 The expenditure on ToT and ToA will be borne by MSDE from the scheme budget.
- 5.3 In case of residential training up to Rs. 375 per day per candidate will be paid to the Project Implementing Agency as per Common Norms.
- 5.4 No Conveyance/ Transportation cost will be provided to candidates, unless approved by Executive Committee.
- 5.5 PIA can charge refundable, nominal amount from the candidates for retention.
- 5.6 In addition, Industry / Awarding Bodies will also be encouraged to arrange training for ToT/ToA

through CSR/ Partial Funding / full payment basis.

### 5.7 Terms of Payment to Implementing Agencies:

| Tranche | Payout (in %) | Milestone                                                      |
|---------|---------------|----------------------------------------------------------------|
| 1       | 30            | Approval of project by MSDE and commencement of training       |
| 2       | 50            | At least 50% of the candidates enrolled and 25% certified      |
| 3       | 20            | Completion of Project and submission of Final Project Report * |

\*Final payment linked to candidates taking both domain and platform skill assessment for Basic Certification, and single assessment for others like training

for existing trainers/refresher course/ standalone Employability Skill Training.

\*\* The payment may be changed to batch level, as being done for student's payments in PMKVY 4.0, once such a facility is available.

## 6. Monitoring and Feedback

- 6.1 AEBAS/ Biometric attendance will be mandatory with minimum 80% attendance.
- 6.2 Monitoring visits by SSC /AB/NSDC/ any other MSDE authorised agency.
- 6.3 Feedback of trainers and assessors from stakeholders will be taken.
- 6.4 Video recording/ record of training to be maintained.

### 6.5 Cost Norms for Training of Trainers and Training of Assessors

| Type of financial Pay-out | Type of Certification  | Type of Trainer/ Assessor  | Training duration (In days) | Common Cost Norms (CCN) Category of the Domain Job role | Applicable Pay-out (in Rs.) |
|---------------------------|------------------------|----------------------------|-----------------------------|---------------------------------------------------------|-----------------------------|
| 1                         | Basic Certification    | New Trainer/ Assessor      | Minimum 10 days             | CCN Category 1                                          | 11,200.00                   |
| 2                         |                        |                            |                             | CCN Category 2                                          | 11,000.00                   |
| 3                         |                        |                            |                             | CCN category 3                                          | 10,800.00                   |
| 4                         |                        | Existing Trainer/ Assessor | Minimum 3 days              | CCN Category 1                                          | 2,200.00                    |
| 5                         |                        |                            |                             | CCN Category 2                                          | 2,000.00                    |
| 6                         |                        |                            |                             | CCN Category 3                                          | 1,800.00                    |
| 7                         | Advanced Certification | Trainer/ Assessor          | Maximum 15 weeks            | All CCN categories                                      | 14,000.00                   |

# **CHAPTER VIII: FINANCIAL MANAGEMENT**

## 1. General Financial Management

- 1.1** Funds for implementation of PMKVY 4.0 are to be met out of budgetary grant of the scheme.
- 1.2** General Financial Rules (GFR) shall be followed, and the implementing agencies shall adhere to the Guidelines regarding expenditure and submission of Utilization Certificates (UCs). Funds under the scheme will be transacted under Public Financial Management System (PFMS) platform.
- 1.3** All funds will be transacted through Central Nodal Agency (CNA). NSDC will be designated CNA for PMKVY 4.0, and all applicable norms as per the Department of Expenditure, Ministry of Finance shall be followed.
- 1.4** The Steering Committee is empowered to take appropriate decision in matters relating to broad policy direction, dynamic fixation of targets and any deviation in scheme concept note/guidelines without affecting the financial provisions.
- 1.5** All procurements under the Scheme will be done through GeM to the extent feasible.

## 2. Cost Norms for Training Programmes

- 2.1** The cost norms under PMKVY 4.0 are based on the Common Norms. Keeping in view the experience

from previous versions of PMKVY and the proposed plan of action, the cost norms for PMKVY 4.0 has been derived, and an indicative average unit cost for different types of training is given below:

| Sl. No | Type of Training                                                                                | Per Candidate Cost (In Rs.) |
|--------|-------------------------------------------------------------------------------------------------|-----------------------------|
| a.     | STT courses of 300-hour duration                                                                | Rs. 9,540 per candidate     |
| b.     | STT courses of 450-hour duration                                                                | Rs.13,724 per candidate     |
| c.     | STT in Skill Hubs                                                                               | Rs. 9,540 per candidate     |
| d.     | RPL with upskilling (30 Hours) at <b>any Accredited and Affiliated training center (s)</b>      | Rs. 3,126.18 per candidate  |
| e.     | RPL with upskilling (30 Hours) at <b>Industry premises</b>                                      | Rs. 2,826.18 per candidate  |
| f.     | RPL with upskilling (60 Hours) at ) at <b>any Accredited and Affiliated training center (s)</b> | Rs. 3,962.88 per candidate  |
| g.     | RPL with upskilling (60 Hours) at <b>Industry premises</b>                                      | Rs. 3,662.88 per candidate  |

*N.B. The detail average unit cost is depicted at Page 56-57 for reference.*



*Existing centres/Skill hubs will be considered as par with Industry premises for payment*

- 2.2** Average unit cost has been derived considering Rs. 27.89 per hour as the base training cost. Indicative detailed costing of different training type is at **Annexure IV.**

### 3. Release of Funds to NSDC

- 3.1** Funds will be released to NSDC on receipt of detailed proposal seeking funds towards:

- i. Training of candidates
- ii. Capacity Building of Trainer and Assessor
- iii. Revamping of IT platform
- iv. Development of new age course curriculum and online content
- v. Awareness, counselling, and Capacity building& recognition of stakeholders, etc.
- vi. Administrative expenses.

- 3.2** NSDC will submit Utilization Certificate in the format prescribed as per GFR duly signed by CEO/CFO.

### 4. Pay-out mechanism – Short Term Training (STT)

- 4.1 Release of funds to Implementing Agencies:** Based on the allocation of training targets and defined average unit cost under different types of training of PMKVY 4.0 (2022-23), funds will be released to implementing agencies, as per GFR.

- 4.2 Pay-out to TPs/TCs/Skill Hubs:** Based on the defined average unit cost under various training types, payment shall be made to TPs/TCs/Skill Hubs in three Tranches

|           |     |                                                                                |
|-----------|-----|--------------------------------------------------------------------------------|
| Tranche 1 | 30% | On commencement of training                                                    |
| Tranche 2 | 30% | On batch achieving 70% AEBAS attendance once and 50 % of the training is over. |
| Tranche 3 | 40% | On Certification (passed candidates only)                                      |

- 4.3** The tranche pay-out will ensure:

- a. The financial requirements of Training Partners will be met throughout the batch cycle, including the beginning (enrolment), middle (mid-course attendance), and end (assessment) stages.
- b. To ensure a focus on certified skill workers in the scheme, the largest payout percentage is reserved for Tranche 3 (on certification) so that Training Partners are financially motivated to complete the entire batch life cycle.
- c. Since Tranche 3 is the payout with the largest percentage, the recovery of ineligible candidates (in terms of attendance) will be more feasible than in previous schemes.

- 4.4 Pay-out to the SSCs/ABs:** Rs. 600 per candidate per assessment will

be provided for overseeing and facilitating final assessments.

## 5. Pay-out mechanism – Recognition of Prior Learning (RPL)

- 5.1 Pay-outs to RPL PIA: Fixed cost of Rs. 2,000 per candidate for RPL at any Accredited and Affiliated training center (s) Rs. 1,700 for RPL at Industry premises for 12 hours training shall be paid. The reduction of Rs. 300 for RPL in Industry premises is owing to availability of infrastructure and lower cost of mobilization. The additional hours beyond 12 hours will be paid as per discounted Common Norms i.e. Rs. 27.89 per hour as applicable for STT. Insurance will be paid from the scheme while a T-shirt will be provided to the trainee by PIA, at its own cost.
- 5.2 Funds will be directly transferred to the PIA's bank account (DBT) on the completion of the following milestones:
- a. **Tranche 1:** 80% payment on Assessment results uploaded by assessing body
  - b. **Tranche 2:** 20% payment upon submission/uploading of Monthly Performance Report (MPR) and submission of proof for certificate handover, with or without the distribution ceremony.
- 5.3 **Pay-out to the SSCs/ABs:** Rs. 600 per candidate per assessment will be provided for overseeing and facilitating final assessments.

## 6. Pay-out mechanism – Additional Support

- 6.1 **Boarding, Lodging Facilities along with transportation cost for Short-Term Training and Special Projects:** Boarding and Lodging and transport facilities shall be provided to special groups (Women and PwD) and Special Areas, as defined in Common Norms, for training within and outside Special Areas. However, the same may also be extended for trainings in Aspirational, Border, Tribal dominated and LWE affected districts.
- In addition, Projects/ Training under Special Projects may be taken up with the residential training.
- 6.2 **Conveyance Facilities:** Conveyance facility will be permissible for Special Groups in case of non-residential training as per Common Norms.
- 6.3 **Pay-out for Accidental Insurance:** Every certified candidate will be provided with 1-year accidental insurance. Insurance premium shall be paid to identified Insurance Company as per prevailing rates duly approved by Steering Committee.
- 6.4 **Induction Kit:** Within the approved budget, NSDC to identify vendors to provide the Induction Kit to Training Centres at the prescribed rate.
- 6.5 **AEBAS Transaction fees:** As AEBAS-based attendance is mandatory for Candidates, Trainers and Assessors, the

applicable transaction fees shall be paid by NSDC to NIC from the scheme budget.

- 6.6 Post Certification candidate Tracking:** NSDC will be responsible for post certification tracking of the candidate for 1 year. NSDC may use online, app-based tracking, call centre and any other mechanism for tracking these candidates. Based on the successful certification number of candidates under STT and SP, an allowance of up to Rs. 50 per candidate will be utilised for this purpose.

- 6.7 Enrolment for the second time:** Candidates may choose to enrol for the second time in a gap period of 6 months for a different job role/related job role/higher job role, under short term training/RPL, during the implementation of the scheme. The pay-out against such candidates (which includes pay-out to candidates, PIAs and SSCs) shall only be given for enrolment for a maximum of two job roles, only if there is a six-month gap between the certification date of the first job role enrolled for and the subsequent enrolment date under short Term training/RPL (or the batch start date).

## 7. Administrative Expenditure:

- 7.1** Upto 5% of the total scheme budget will be earmarked towards administrative expenditure as per the following breakup:

| SI No | Details                        | % of Scheme Outlay |
|-------|--------------------------------|--------------------|
| a.    | Administrative charges of NSDC | Upto 4%            |
| b     | Administrative cost of MSDE    | Upto 1 %           |

Notes:

- NSDC will be paid up to 4% of the total scheme outlay towards administrative cost for overall implementation of the scheme. However, based on requirement and availability of funds, the administrative cost may be changed, subject to approval of Steering Committee.
- Up to 1% of the scheme outlay will be retained by MSDE towards setting up of PMU, monitoring and evaluation and other expenses related to administration of the scheme.

# **CHAPTER IX: CONVERGENCE**

## 1. Background

MSDE, since its inception in 2014, has taken several initiatives to facilitate convergence and consolidate the efforts of different stakeholders to get a broad picture of skilling in the country, such as:

- a. National Skills Qualifications Framework-NSQF (2013) for standardization of curriculum and content.
- b. Notification of Common Norms (2015) to bring about uniformity and standardization in terms of training cost, funding norms, categorization of courses/trade for training cost etc.
- c. National Council for Vocational Education and Training (2018) set up as an overarching umbrella regulator to ensure strong industry interfacing, set standards for Awarding Bodies and Assessment Agencies, etc.
- d. Skill India Portal/ SMART Portal (2019) for standardization of Input Quality and data convergence.

etc. The following will be managed through SID:

- a. End-to-end training lifecycle management leading to saving of costs.
- b. Single point source of information - schemes, courses, trainers, and assessors.
- c. Candidates select course depending on interest area and SID guides them to the scheme offering the course.
- d. Onboarding of recognized organizations/ autonomous bodies of respective Ministries/ Department as an Awarding and Assessment Body.
- e. Utilizing already available e-content (e-skill India, Bharat Skills).

### 2.2 Field level convergence at District & local bodies pursued by bilateral MoUs with Ministries.

- a. Involve district level functionaries of all Ministries to contribute to District Skill Development Plans (DSDPs).
- b. Cross- utilization of skilling infrastructure spread across Ministries
- c. Skill Hubs Pilot utilized Schools, HEIs, Polytechnics for delivery of skilling in addition to MSDE institutions; similar model planned for PMKVY 4.0.

## 2. Next Level of Convergence

- 2.1 **Candidate Level Convergence:** To enable candidate to choose skilling avenues through single interface- Skill India Digital (SID). SID, an Aadhaar-based student registry platform capable of student life cycle management, and with broader features like; Aadhaar-based student authentication through eKYC & attendance management, Direct Benefit Transfer through PFMS,

- 2.3 Common Branding, accreditation & certification to enhance the aspiration value of skilling

- 2.4 Linking Skilling with career guidance, employment, credit, up-skilling, etc.

- 2.5 Aadhaar authenticated registration of candidates for de-duplication

- 2.6 NSQF compliance of all skilling courses offered and adherence to Common Norms for standardization of input standards and costs
- 2.7 Creating a pool of Skill India accredited trainers and assessors
- 2.8 Geo-referenced details of Training Institutions and courses offered, facilities available, etc.
- 2.9 Identify & recognise uniformly branded 'Skill India centres' to enable candidate choice

# **CHAPTER X: MONITORING AND EVALUATION**

## 1. Monitoring Framework

**1.1** A robust monitoring and evaluation framework will be put in place under the scheme to ensure strict monitoring, evaluation and learning from the scheme.

### **1.2 Aadhar Enabled Biometric Attendance System**

AEBAS and NIC integration are of utmost importance to track the daily attendance of trainees and trainers. Any deviations in daily AEBAS attendance will be an escalation for further validation of ongoing batches through CCTV/Virtual verification. Additionally, the availability and proper functioning of the AEBAS machine linked with NIC will be verified during physical inspection.

### **1.3 CCTV based Monitoring and Command Centre**

To effectively monitor training activity on the ground, remote monitoring will be conducted through CCTV installed at the centres. CCTV livestreaming would be a useful tool and alternative to physical monitoring, with additional feature of real time surveillance of training center activities. Additionally, CCTV monitoring will provide:

- a. Alerts of non-compliance to relevant stakeholders
- b. Reports such as Daily count of students, Student/Trainer absence during batch timings

A CCTV Command Centre will be established in NSDC for real-time monitoring of CCTV feed.

### **1.4 Virtual Verification**

Virtual verification of operational training centres will be conducted using a mobile app to ensure compliance and monitor performance. Virtual verification will also be conducted based on specific inputs received from attendance monitoring. This process will further help to:

- a. Monitor remote TC locations virtually at any given point of time.
- b. Reduce travel time of resources which could be utilized in other monitoring activities.
- c. Generate operational data that can be used for TP rating framework.

### **1.5 Call Validation**

Call validation will be carried out on regular basis for taking feedback of candidates on their experiences and support investigation process in case of grievances received against Training Partners/Centres. Calls will be made to a randomised set of candidates on the mobile numbers provided during the registration process. A standard calling script incorporating vital questions that establish the authenticity of the candidate through their real time response will be used by the agency to be engaged for this purpose by NSDC.

- a. Enrolment verification of candidates
- b. Candidate feedback on training delivery



- c. Candidate feedback on availability of training facilities/training kit
- d. Candidate feedback on overall quality of training

### 1.6 Physical Visits

- a. Physical inspection of the training centre by State Engagement Officer/representative from NSDC at least once for every batch of training in case of Short-Term Training and Special Projects and at least once in a month for RPL at Training Centre location.
- b. Regular visit by officers of MSDE to inspect maximum training centres.
- c. The data during Physical Inspection will be captured through a monitoring mobile application.

### 1.7 Assessment Monitoring

Monitoring of assessments will be tracked, and any deviations will be penalized as per defined guidelines. Surprise inspections will be carried out on assessment locations by District Skill Committee (DSC)/State Engagement Officers/members of Implementing Agencies and SSCs. The proctor/invigilator shall ensure that the assessments are being conducted in a fair manner, validate the candidates uploaded by TP/TC on SID. The proctor/invigilator will also ensure that all candidates are provided necessary aids for taking the assessment.

### 1.8 Post Certification Candidate Tracking

- a. Under PMKVY 4.0, NSDC will track Short Term Training and Special

Projects candidates for one- year post certification. The tracking of candidates post completion of training will help to understand of his/her career progression post training and assess the impact of the scheme. NSDC may use online, app-based tracking, call centre and any other mechanism for tracking these candidates. Since all the candidates will register on Skill India Digital (SID), their profile will be automatically created. Activities logged in the profile will assist in tracking the status of the student. The registration process on SID also ensures e-KYC compliance, Aadhaar based authentication of candidate credentials, and mobile number authentication.

- b. Other active measures like WhatsApp messaging and chatbot may be initiated for the registered candidates. However, focused tracking will be done through call center and a total of four phone calls per year (once every quarter) shall be made, for one year post certification. The questions will be framed to know the status of the candidate, relevant to training, like currently in employment, in education or training etc. Subsequent analysis of data will assist in determine the impact of PMKVY 4.0 training on the candidates. The tracking will be restricted to Short Term Training and Special Projects.

### 1.9 Penalty Grid

- a. Penalty will be imposed based on the level of non-compliance as listed in **Annexure II**.

- b. NSDC will constitute an Internal Monitoring Committee to decide on the action to be taken on the TPs or PIAs based on the penalty matrix. Any request/appeal (1 appeal application per case only) against the decision of the internal committee will be examined by the Executive Committee for a decision. Inquiry will be conducted, and notice shall be given to the parties concerned to present their cases including facts and figures to the Executive committee. The decision of the Executive committee shall be final decision of the proceedings.

#### 1.10 Feedback Mechanism

Qualitative feedback from trainees (i.e., candidate satisfaction surveys will be conducted during training), trainers and training centres will be sought through Skill India Digital platform. This will help in course correction and improve the quality of scheme delivery.

## 2. Key Stakeholders & their Role in Monitoring

### 2.1 Ministry of Skill Development and Entrepreneurship:

- a. MSDE shall hold periodical meetings to review the physical progress, utilisation of funds, future planning, and proposed suggestions to improve the implementation of PMKVY 4.0, as and when required.
- b. MSDE shall notify a group of its Senior Officials and other Central Ministries for field visits to some

States/UTs for monitoring the scheme at field level and within a specific duration or time-period.

- c. A comprehensive Monthly Progress Report (MPR) shall be devised by MSDE for updates from Implementing Agencies and periodic review shall be conducted.

### 2.2 National Skill Development Corporation (NSDC)

- a. Effective implementation and monitoring of PMKVY 4.0 scheme will be undertaken by NSDC. NSDC will take strict action against any irregularities, malpractices, and deviation from PMKVY 4.0 guidelines within a stipulated time frame.
- b. Physical inspection of the training centre by representative from NSDC at least twice for every batch of training in case of Short-Term Training and Special Projects and at least once during RPL training.
- c. Internal Monitoring Committee (IMC) at NSDC shall prepare the Monthly monitoring reports to provide oversight of the ecosystem to the stakeholders. Such monitoring reports to be submitted to PMKVY Executive Committee for review.
- d. NSDC shall use compliance monitoring tools like Call Validation, Out-Bound Dialling and Surprise Visits during the enrolment and training phases to gain candidate feedback, complains and grievances about the skill ecosystem.
- e. NSDC shall monitor the following indicators during the training

lifecycle to enforce the quality of training, being imparted by TPs/TCs under PMKVY 4.0:

- i. Attendance of candidates
  - ii. Availability of TC facilities & infrastructure
  - iii. Availability of Training material as per the guidelines
  - iv. Branding of PMKVY as per the guidelines
  - v. Availability of Candidate enrolment Forms and Candidate Feedback forms
  - vi. Regularity of Training including batch strength
  - vii. Trainer Qualification and ToT certification
  - viii. Any unethical practices by TC like giving misleading info about scheme to the candidates etc.
- f. NSDC shall prepare performance-based scorecards for TPs and TCs. These scorecard rankings will help in highlighting best practices in the ecosystem and may be used during the subsequent allocation or scheme.
  - g. NSDC will furnish periodic reports to MSDE on achievement of physical and financial targets of the scheme.
- 2.3 Sector Skill Councils (SSCs) and other approved awarding bodies**
- a. The SSCs/ ABs shall continue to play a key role through their processes, resources, and affiliated assessment agencies, in monitoring the training (visit-based monitoring) and assessment-related aspects under PMKVY 4.0. The SSCs and ABs must ensure the following:
    - b. Identification of skill development needs including preparing a catalogue of types of skills, range, and depth of skills to facilitate individuals to choose from them.
    - c. Development of a sector skill development plan and maintaining skill inventory.
    - d. Facilitate industry connect for On-the-Job training component of the scheme.
    - e. Determining skills/competency standards and qualifications, getting them notified as per NSQF and regularly update the QPs as per industry requirements.
    - f. Standardization of affiliation, accreditation, examination, and certification process in accordance with NSQF as determined by NSQC.
    - g. May also conduct skill-based assessment and certification for QP /NOS aligned training programmes.
    - h. Participation in the setting up of affiliation, accreditation, examination, and certification norms for their respective sectors.
    - i. Plan and facilitate the execution of Training of Trainers along with NSDC and states.
    - j. Setup and promotion of academies/centres of excellence for conducting skill development programs.
    - k. Paying particular attention to the skilling needs of ST/SC, differently abled and minority groups.
    - l. Ensuring that the persons trained and skilled in accordance with the norms laid down are assured of employment at decent wages.

**2.4 District Skill Committee**

- a. Act as fulcrum of convergence by promoting cross-utilization of infrastructure and resources among various skilling schemes.
- b. Assess the industry demand while planning to bridge the skill gap in the district
- c. Preparation and Submission of District Skill Development Plan (DSDP)
- d. Facilitate in setting up of PMKK, PMKVY training centers in the district
- e. Create awareness through local media network
- f. Facilitate OJT, Placements in the nearby industries/establishments and conduct Rozgar Melas
- g. Support in enhancing industry linkages in skilling
- h. Regularly monitoring of the skilling interventions under the scheme in the district

**3. Impact Assessment**

- 3.1 MSDE may empanel external agencies for evaluation and impact assessment of the scheme to assess the impact of the project and decide on future course of action.

**4. Data Analysis and Reporting**

- 4.1 NSDC will undertake in-depth data analysis of the scheme trends and pre-defined monitoring indicators of the scheme to cull out insights with the objective of improving the overall scheme implementation.

**5. Deployment of Human Resource**

- 5.1 At MSDE, a Project Management Unit (PMU) shall be set up through professional firms/ agencies to provide support for implementation and monitoring of the scheme. The PMU will support the Ministry in the following:
  - a. Support MSDE in designing and preparation of scheme outline, framework, guidelines, and other policy related issues
  - b. Facilitate to establish alignment with National priorities such as ODOP, GatiShakti etc. for meeting the skill requirement
  - c. Coordinate with NSDC, Central Ministries & State Skill Missions for effective implementation of the scheme
  - d. Extend necessary support to drive convergence agenda across central/state ministries
  - e. Assist in simplification of processes and procedures for implementation along with expanding industry collaboration
  - f. Engage with various stakeholders on key challenges/learnings and initiate policy changes
  - g. Support MSDE in enhancing industry engagement through strategic partnerships
  - h. Analyse scheme metrics to enhance efficiency and quality of scheme implementation
  - i. Tracking & Monitoring of fund disbursement & utilisation as per GFR and Scheme Guidelines
  - j. Establish robust monitoring/assessment frameworks for various Stakeholders of the

scheme for effective implementation of the Scheme

- k. Support MSDE for capacity building at state and district level
- l. Preparation of interactive data dashboards for various stakeholders in consultation with Implementing Agency based on Skill India Portal.
- m. Any other work assigned by MSDE from time to time.

## 6. Grievance Redressal

- 6.1 A robust and effective grievance redressal mechanism will be setup.
- 6.2 Grievance Redressal Cell/ Desk at National level shall be set up in NSDC to receive and dispose of grievances in time-bound manner.
- 6.3 Compliants and grievances may be received through a module on SID/SIP.
- 6.4 NSDC shall facilitate in resolution and disposal of such grievances within a stipulated time frame. If required, field visit may also be conducted to ascertain the facts and fair and timely resolution of grievances.
- 6.5 For serious grievances, which cannot be resolved at NSDC must

be placed at Executive Committee for its effective and fair resolution.

- 6.6 Stringent action in stipulated timeframe shall be taken in consultation with MSDE to prevent malpractices, irregularities, and any deviation from the Scheme guidelines.
  - 6.7 NSDC shall submit a Monthly Report (in a pre-defined template) regarding nature and status of grievances received, pendency level, and whether disposed or not etc.
  - 6.8 NSDC shall analyse and record the nature of grievances for detailed data analysis. Based on the data insights, NSDC may suggest to the PMKVY Steering / Executive Committee for modification/ relaxation in the Scheme guidelines / policy documents.
- ## 7. Capacity Building
- 7.1 Capacity building of all stakeholders will be carried out periodically through training programmes, webinars, State/Regional/Zonal review meetings, etc. by the Ministry through NSDC or other stakeholders.

# **CHAPTER XI: BRANDING AND COMMUNICATION**

- 1.1. The Branding and Communications Guidelines of the scheme shall be issued separately by NSDC, which shall provide the template of all branding materials like flyers, hoardings, standees, etc.
- 1.2. All training centres and other implementing agencies shall abide by branding guidelines, which can be used internally and externally to ensure consistency and continuity of the PMKVY scheme, identity, and strategy. This shall include Logo Specifications, Exterior Centre Branding, Reception Area Branding, Branding for Waiting Area, Classroom / Lab, Catchment Area, etc.
- 1.3. The training centres will be responsible for arranging necessary collaterals for branding and communication in accordance with the PMKVY Branding and Communication Guidelines.
- 1.4. Promotion of the scheme can be done through the following medium:
  - a. **Print Media:** Advertisements in local newspapers, press releases, etc.
  - b. **Outdoor Advertising:** Wall Paintings, installation of outdoor hoardings, and posters in populated areas.
  - c. **Electronic Media:** Advertisements on Television, Radio Jingles on local and community radio stations, including FM stations, SMS campaigns, WhatsApp, and Websites.
  - d. **Social Media:** All implementation partners will be encouraged to ensure their presence on various social media platforms, including Koo, X, Instagram, and YouTube, according to their target audience. This will help create awareness amongst the general population on skill development programs currently active in the country and promote a deeper engagement with the target audience.
- 1.5. The promotional campaigns can be aligned with the following:
  - a. Launch of new courses
  - b. Inauguration of new Skill Centres
  - c. Progress of existing skill development courses
  - d. Events (Kaushal Mela, special training, RPL programs, visits by various dignitaries, media coverage)
  - e. Testimonials and experiences of the beneficiaries, how their lives have changed because of the training that they have received (messages/videos/photos)
  - f. Other information that can help the beneficiaries
- 1.6. Use of the logo of the Ministry or use of the photograph of the Prime Minister and Ministers is a sensitive matter. Hence, the concerned should do due diligence to ensure that the branding materials are pre-approved by MSDE or NSDC before publication or broadcasting.
- 1.7. Budget available under the Scheme shall be utilized based on a Media Action Plan prepared by NSDC and approved by Steering Committee.

# ANNEXURES



## Annexure I: Composition of Steering Committee and Executive Committee

### A. National Steering Committee

|     |                                                                                                         |                  |
|-----|---------------------------------------------------------------------------------------------------------|------------------|
| 1.  | Secretary, Ministry of Skill Development and Entrepreneurship                                           | Chairperson      |
| 2.  | Additional/Joint Secretary, Dept. of School Education & Literacy (DoSEL), Ministry of Education         | Member           |
| 3.  | Additional/Joint Secretary, Dept. of Higher Education (DHE), Ministry of Education                      | Member           |
| 4.  | Additional/Joint Secretary, Dept. of Rural Development, Ministry of Rural Development                   | Member           |
| 5.  | Additional/Joint Secretary, Ministry of Electronics, and Information Technology                         | Member           |
| 6.  | Additional/Joint Secretary, Ministry of Micro, Small and Medium Enterprises                             | Member           |
| 7.  | Additional/Joint Secretary, Dept. of Chemicals and Petro-Chemicals, Ministry of Chemicals & Fertilizers | Member           |
| 8.  | Additional/Joint Secretary & Financial Adviser, Ministry of Skill Development and Entrepreneurship      | Member           |
| 9.  | MD & CEO, National Skill Development Corporation                                                        | Member           |
| 10. | Officers not below the rank of Principal Secretary, Skill Development (or equivalent) from Four States* | Members          |
| 11. | Chairperson of 2 Sector Skill Councils **                                                               | Members          |
| 12. | Special Invitees as decided by the Chairperson Steering Committee                                       | Members          |
| 13. | Additional/Joint Secretary (PMKVY), MSDE                                                                | Member Secretary |

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

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

### B. Roles and Responsibilities of Steering Committee

Steering Committee under the Chairpersonship of Secretary, MSDE will:

- Provide broad policy directions in effective implementation of the Scheme as per the guidelines approved by MSDE.
- Propose changes in the guidelines, if required, during implementation of the scheme keeping in view emerging needs and dynamism of the skill ecosystem.
- In exceptional cases, review and approve relaxation on provisions of the extant scheme guidelines after due diligence and without affecting the broad design of the scheme and financial provisions.
- Approve target allocation methodology and the parameters to be considered for inter-state, inter-sectoral allocation.
- Review distribution of target between Short Term Training, Special Projects and Recognition of Prior Learning and decide on the re-allocation of targets.
- Decide on target allocation between project based and RFP route within Short Term Training, Special Projects, and Recognition of Prior Learning.

- g. Recommend criterion for accreditation and affiliation of Training Centres in addition/modification to the extant criteria.
- h. Decide on the content of the induction kit and suggest any changes, if required.
- i. Decide on the financial norms for offering trainings under regular type of training, and training of trainers/assessors.
- j. Decide on administrative expenses to be paid to NSDC.
- k. Approve the Media Plan for creating awareness of the scheme among various stakeholders.
- l. Propose wage loss compensation for certain projects (including RPL), if the same is critical for the successful implementation of the project.
- m. Ensure effective implementation of the scheme through periodic monitoring and review.
- n. Delegate any such matter, as required, to be dealt by the Executive Committee of PMKVY 4.0.
- o. Take up matters related to convergence among different schemes and programmes of other Ministries/Department in the light of PMKVY 4.0.
- p. Take up any other matter, deemed fit, for the benefit of the scheme and effective implementation of the scheme.
- q. Any other task, assigned by the Ministry of Skill Development & Entrepreneurship.

The steering Committee shall meet atleast once in 6 months and if required, the Chairperson can convene a meeting at any time.

### C. Executive Committee

|    |                                                     |                  |
|----|-----------------------------------------------------|------------------|
| 1. | Additional/Joint Secretary, MSDE                    | Chairperson      |
| 2. | Chief Financial Officer, NSDC or his representative | Member           |
| 3. | Vice President, SSC Governance, NSDC                | Member           |
| 4. | Vice President, Government Programmes/PMKVY, NSDC   | Member           |
| 5. | Vice President, Monitoring & MIS, PMKVY, NSDC       | Member           |
| 6. | Director/Deputy Secretary, IFD, MSDE                | Member           |
| 7. | Director/Deputy Secretary/Joint Director, MSDE      | Member Secretary |

### D. Roles and Responsibilities of Executive Committee

The Executive Committee under the Chairpersonship of Additional Secretary/Joint Secretary, MSDE will:

- a. Review the progress of the scheme and take corrective actions as deemed necessary.

- b. Allocate targets under different training types as per the approved allocation methodology under the scheme and based on the proposals received from NSDC.
- c. Approve exemptions required in the Special Projects within the broad contours of the scheme.
- d. Decide on focussed geographies in addition to the existing provisions in the guidelines depending on the special requirement and skilling need.
- e. Approve target allocation for any Job Role wherein there is a component of blended or online mode of delivery of training.
- f. Approve proposals for conducting ToT or ToA based on prior evaluation by NSDC.
- g. Hear and decide on appeals received from aggrieved parties against the decision of the Internal Monitoring Committee as per the penalty matrix.
- h. Seek reports from NSDC, Sector Skill Council, Training Providers, PIAs, etc. implementing/dealing with PMKVY 4.0. The scope of the report sought will be under the overall realm of implementation of PMKVY 4.0.
- i. Review monthly reports of the Internal Monitoring Committee of NSDC and direct necessary corrective actions.
- j. Hear and decide on grievances which cannot be resolved at NSDC for effective and fair resolution.
- k. Decide on addition / modification to the list of marginalized, vulnerable groups for taking up of special projects.
- l. Recommend exceptional projects to be taken up as special projects based on need and merit.
- m. Any other task, delegated/assigned by the Steering Committee of the Scheme.

The Executive Committee shall meet at least once in every Quarter and if required, the Chairperson can convene a meeting at any time.

## Annexure II: Special Project Types and Permissible Flexibility

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

#### i. Projects targeting marginalized and vulnerable groups

Scheduled Castes, Scheduled Tribes, Divyangjan, Women, Transgenders, rural artisans, jail inmates, inmates of juvenile homes, beggars and other specific groups/beneficiaries as decided by the Executive Committee.

#### ii. Projects targeting difficult and remote geographies

Aspirational, backward, border, tribal dominated and Left-Wing Extremists (LWE) affected districts; Islands - Andaman & Nicobar, Lakshadweep; UT of Jammu & Kashmir and Ladakh; North-eastern states, which require special attention

#### iii. Projects with a specific focus:

- a. Training by industries (captive placement, innovative strategy, special products)
- b. Micro-entrepreneurship projects for local artisans and marginalized communities (setting-up training-cum-production centres and employing certified candidates in such centres or supporting candidates to produce goods and market them)
- c. Job Roles which target traditional sectors like agriculture & allied, handicrafts, handloom, etc with focus on ODOP and having emphasis on introduction of new-age technologies.
- d. Promoting international workforce mobility and offering foreign language courses.
- e. New-Age Skills Projects – Industry 4.0, Web 3.0, 5G Telecommunication,

Semiconductor manufacturing, Drone Skills etc.

- f. In rare cases, training under non-NSQF courses can be taken up for implementation for specific target groups/difficult geographies.
- iv. The Executive Committee on merit may also consider other exceptional projects which can't be undertaken under regular STT.

### Permissible Flexibility for Special Projects:

Based on merit of the project, certain relaxations on the provisions in the PMKVY 4.0 guidelines may be permitted by the Executive Committee.

- i. **Infrastructure:** Certain relaxation in terms of lower space available/not meeting exact space specifications in the infrastructure of TCs may be provided as per the need of the project or as decided by the Executive Committee. Selected Training Centres (TCs) shall be onboarded on the Skill India Digital under PMKVY 4.0. However, all TCs should have the mandatory equipment and machineries as specified by the respective Sector Skill Councils (SSCs).
- ii. **Trainer:** Flexibility in terms of required qualification for trainers and relaxations in terms of Training of Trainers (ToT) may be extended in cases, where the Executive Committee decides that trainers are qualified enough and do not require any such ToT. Any relaxation or flexibility is to be vetted and certified by the concerned SSCs.

Subsequently, the available Trainers shall be encouraged to complete the ToT for future training delivery requirements.

**iii. Additional Benefits to Candidates:**

Additional services such as conveyance, boarding & lodging, as mentioned below or any other facilities as permitted in Common Norms may be extended by the Executive Committee for a project beyond the criteria laid down under the Guidelines of PMKVY 4.0.

- a. Boarding and Lodging facilities can be provided under Special Projects for fully residential training.
- b. Additional support to PwD candidates as per Common Cost Norms.

- c. Conveyance facility will be permissible for Women and PwDs in case of Non-Residential training as per Common Norms

**iv. Teaching Methodology (Pedagogy):**

Flexibility may be provided in pedagogy (promoting innovative ways of training/ using attractive aids during training, other ways would be permitted on merit basis) as decided by the Executive Committee.

- v. **Unique identification of the Candidate:** In exceptional cases such as Jail inmates wherein Aadhaar has not been made mandatory for the target group, additional IDs may be permitted with the approval of PMKVY EC.

## Annexure III: Additional Support to Candidates

| Sl. No. | Particulars                                    | Coverage                                                                                                                                                                                                                                                                                                                                                                                                                                | Paid directly to               | Amount (in Rs.)                                            |
|---------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------|
| 1.      | Basic Training Cost                            | All candidates                                                                                                                                                                                                                                                                                                                                                                                                                          | Training Provider / Skill Hubs | As per rationalised hourly base cost (Rs. 27.89/hour)      |
| 2.      | Assessment & Certification Cost                | All candidates                                                                                                                                                                                                                                                                                                                                                                                                                          | SSCs                           | Rs. 600 per assessment per candidate                       |
| 3.      | Uniform, Induction Kit, Participant Handbook   | All candidates                                                                                                                                                                                                                                                                                                                                                                                                                          | Vendor                         | Maximum up to Rs. 500 per candidate                        |
| 4.      | Cost for Boarding and Lodging                  | Boarding and Lodging and transport facilities shall be provided to special groups (Women and PwD) and Special Areas, as defined in Common Norms, for training within and outside Special Areas. However, the same may also be extended for trainings in Aspirational, Border, Tribal dominated and LWE affected districts.<br><br>In addition, Projects/ Training under Special Projects may be taken up with the residential training. | Training Provider              | As per Common Norms                                        |
| 5.      | Conveyance Cost/Transportation Cost            | For Women and PwDs in non-residential training                                                                                                                                                                                                                                                                                                                                                                                          | Candidate                      | As per Common Norms                                        |
| 6.      | Additional Support to PwD Candidates           | All PwD candidates                                                                                                                                                                                                                                                                                                                                                                                                                      | Training Provider              | Rs. 5,000/- towards assistive devices, aid, and appliances |
| 7.      | Accidental Insurance with one year of coverage | All candidates                                                                                                                                                                                                                                                                                                                                                                                                                          | Insurance company              | As per prevalent rates (Rs. 14.16)                         |
| 8.      | AEBAS – Transaction Fees                       | Candidates, Trainer, and Assessor                                                                                                                                                                                                                                                                                                                                                                                                       | NSDC / NIC                     | Upto Rs. 10 per user                                       |

|     |                                       |                |                   |                                  |
|-----|---------------------------------------|----------------|-------------------|----------------------------------|
| 9.  | Post-certification Tracking Allowance | All Candidates | NSDC              | Rs. 50/- per certified candidate |
| 10. | Training of Trainers (ToT)            | Trainers       | Training Provider | As per Para 3 of Chapter VII     |
| 11. | Training of Assessors (ToA)           | Assessors      | Training Provider | As per Para 3 of Chapter VII     |

## Annexure IV: Average Unit Cost and Assumptions

### a. STT with 300 hours (Including Skill Hubs)

| Sl. No. | Training Head                                | Cost (in Rs.)   | Remarks                             |
|---------|----------------------------------------------|-----------------|-------------------------------------|
| 1       | Base Training Cost for 300 hrs               | 8,366           | @ Rs. 27.89 per hour                |
| 2       | Assessment & Certification                   | 600             | Minimum as per common norms         |
| 3       | Uniform, Induction Kit, Participant Handbook | 500             |                                     |
| 4       | Accidental Insurance                         | 14.16           | Insurance for only one year + taxes |
| 5       | AEBAS - Transaction Fees                     | 10              |                                     |
| 6       | Tracking Allowance                           | 50              |                                     |
|         | <b>Total</b>                                 | <b>9,540.16</b> |                                     |

### b. STT with 450 hours (Including Skill Hubs)

| Sl. No. | Training Head                                | Cost (in Rs.)    | Remarks                             |
|---------|----------------------------------------------|------------------|-------------------------------------|
| 1       | Base Training Cost for 450 hrs               | 12,550.50        | @ Rs. 27.89 per hour                |
| 2       | Assessment & Certification                   | 600              | Minimum as per common norms         |
| 3       | Uniform, Induction Kit, Participant Handbook | 500              |                                     |
| 4       | Accidental Insurance                         | 14.16            | Insurance for only one year + taxes |
| 5       | AEBAS - Transaction Fees                     | 10               |                                     |
| 6       | Tracking Allowance                           | 50               |                                     |
|         | <b>Total</b>                                 | <b>13,724.66</b> |                                     |

### c. Recognition of Prior Learning (RPL) with upskilling (30 hours) at any Accredited and Affiliated training center (s)

| Sl. No | Training Head                                                        | Cost (in Rs.)   | Remarks                                                                                                        |
|--------|----------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------|
| 1      | Base Training Cost (12 hours orientation and 18 hours of upskilling) | 2,502.02        | Fixed Rs. 2,000 for RPL at any Accredited and Affiliated training center (s) + @ Rs. 27.89 per hour X 18 hours |
| 2      | Assessment & Certification                                           | 600             | Minimum as per common norms                                                                                    |
| 3      | Accidental Insurance                                                 | 14.16           | Insurance for only one year + taxes                                                                            |
| 4      | AEBAS - Transaction Fees                                             | 10              |                                                                                                                |
|        | T-Shirt                                                              | -               | T-Shirt by PIA at its own cost.                                                                                |
|        | <b>Total (with single assessment)</b>                                | <b>3,126.18</b> |                                                                                                                |



**d. Recognition of Prior Learning (RPL) with upskilling (30 hours) at Industry premises**

| Sl. No | Training Head                         | Cost (in Rs.)   | Remarks                                                                                                            |
|--------|---------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------|
| 1      | Base Training Cost (120 hours)        | 2,202.02        | Fixed Rs. 1,700 for RPL RPL at any Accredited and Affiliated training centre (s) + @ Rs. 27.89 per hour X 18 hours |
| 2      | Assessment & Certification            | 600             | Minimum as per common norms                                                                                        |
| 3      | Accidental Insurance                  | 14.16           | Insurance for only one year + taxes                                                                                |
| 4      | AEBAS - Transaction Fees              | 10              |                                                                                                                    |
|        | T-Shirt                               | -               | T-Shirt by PIA at its own cost.                                                                                    |
|        | <b>Total (with single assessment)</b> | <b>2,826.18</b> |                                                                                                                    |

**e. Recognition of Prior Learning (RPL) with upskilling (60 hours) at Any Accredited and Affiliated Training Centre**

| Sl. No | Training Head                                                        | Cost (in Rs.)   | Remarks                                                                                                            |
|--------|----------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------|
| 1      | Base Training Cost (12 hours orientation and 18 hours of upskilling) | 3,338.72        | Fixed Rs. 2,000 for RPL RPL at any Accredited and Affiliated training centre (s) + @ Rs. 27.89 per hour X 48 hours |
| 2      | Assessment & Certification                                           | 600             | Minimum as per common norms                                                                                        |
| 3      | Accidental Insurance                                                 | 14.16           | Insurance for only one year + taxes                                                                                |
| 4      | AEBAS - Transaction Fees                                             | 10              |                                                                                                                    |
|        | T-Shirt                                                              | -               | T-Shirt by PIA at its own cost.                                                                                    |
|        | <b>Total (with single assessment)</b>                                | <b>3,962.88</b> |                                                                                                                    |

**f. Recognition of Prior Learning (RPL) with upskilling (60 hours) at Industry premises**

| Sl. No | Training Head                         | Cost (in Rs.)   | Remarks                                                                                                                 |
|--------|---------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------|
| 1      | Base Training Cost (120 hours)        | 3,038.72        | Fixed Rs. 1,700 for 12 hours RPL at any Accredited and Affiliated training centre (s) + @ Rs. 27.89 per hour X 48 hours |
| 2      | Assessment & Certification            | 600             | Minimum as per common norms                                                                                             |
| 3      | Accidental Insurance                  | 14.16           | Insurance for only one year + taxes                                                                                     |
| 4      | AEBAS - Transaction Fees              | 10              |                                                                                                                         |
|        | T-Shirt                               | -               | T-Shirt by PIA at its own cost.                                                                                         |
|        | <b>Total (with single assessment)</b> | <b>3,662.88</b> |                                                                                                                         |

## AnnexureV: Compliance Standard and Level of Penalty

### Short Term Training and Special Projects:

| SI No | Compliance Standards                                                                                                                                                                                                                                                          | Level of Penalty                             |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 1     | Non-Existence of PMKVY Center                                                                                                                                                                                                                                                 | High                                         |
| 2     | Subletting of Centre (franchise model not allowed under PMKVY 4.0)                                                                                                                                                                                                            | High                                         |
| 3     | Fake Enrolments / Ghost candidates                                                                                                                                                                                                                                            | High                                         |
| 4     | Non-Availability of required infrastructure/tools and equipment for each job role post inspection while batch is in progress                                                                                                                                                  | High                                         |
| 5     | Mass enrolments                                                                                                                                                                                                                                                               | High                                         |
| 6     | a) Center was closed at the time of visit<br>b) Training not being conducted at the time of visit as per PMKVY guidelines<br>(While batch is in progress and the TP fails to justify the reason for not conducting training)                                                  | High                                         |
| 7     | Training Center found indulging in unethical practices such as offering/demanding undue favours in cash or in kind to a stakeholder like Assessor, in order to influence the outcome of assessment OR with any other malafide intention affecting the outcome of the training | High                                         |
| 8     | Intimidating assessor to conduct assessment at a place other than authorized by Skill India Digital                                                                                                                                                                           | High                                         |
| 9     | Training not being conducted at the time of visit                                                                                                                                                                                                                             | Medium                                       |
| 10    | Non-Availability of required infrastructure /tools and equipment for each job role post inspection                                                                                                                                                                            | Medium                                       |
| 11    | Non-Availability of SSC Certified Trainers at the Center.                                                                                                                                                                                                                     | Medium                                       |
| 12    | Non-Distribution of Induction Kits to the trainees                                                                                                                                                                                                                            | Medium                                       |
| 13    | Non-Distribution of Handbook to the trainees                                                                                                                                                                                                                                  | Medium                                       |
| 14    | Non-Usage of AEBAS for recording Trainees and Trainers attendance                                                                                                                                                                                                             | Medium                                       |
| 15    | Regular candidates are admitted at the Training Centre                                                                                                                                                                                                                        | Medium                                       |
| 16    | Non-Adherence to PMKVY Marketing and Branding Guidelines                                                                                                                                                                                                                      | Low                                          |
| 17    | Any other offence not listed above                                                                                                                                                                                                                                            | High/<br>Medium/<br>Low to be decided by IMC |

### Recognition of Prior Learning:

| SI No | Compliance Standards                                                                                 | Penalty Level |
|-------|------------------------------------------------------------------------------------------------------|---------------|
| 1     | Non conduct of RPL training at the approved location<br>Candidates not available at the RPL Location | High          |
| 2     | Fake candidates                                                                                      | High          |

| SI No | Compliance Standards                                                                                                                                                                                                                                     | Penalty Level                                |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 3     | PIA found indulging in unethical practices such as offering/ demanding undue favors in cash or in kind to a stakeholder like Assessor, to influence the outcome of assessment or with any other malafide intention affecting the outcome of the training | High                                         |
| 4     | Intimidating assessor to conduct assessment at a place other than approved RPL location                                                                                                                                                                  | High                                         |
| 5     | Candidates have not undergone through pre-screening and counselling                                                                                                                                                                                      | Medium                                       |
| 6     | Unawareness of candidates about RPL or PMKVY                                                                                                                                                                                                             | Medium                                       |
| 7     | Non-Distribution of Job Role Kits to the trainees (including t-shirt/Jacket and cap)                                                                                                                                                                     | Medium                                       |
| 8     | Non-Availability of SSC Certified Trainers at the Center                                                                                                                                                                                                 | Medium                                       |
| 9     | Non-Distribution of training material to the candidates                                                                                                                                                                                                  | Medium                                       |
| 10    | Non-Adherence to PMKVY Marketing and Branding Guidelines specified for RPL location                                                                                                                                                                      | Low                                          |
| 11    | Any other offence not listed above                                                                                                                                                                                                                       | High/<br>Medium/<br>Low to be decided by IMC |

\* NSDC will devise a detailed Penalty Matrix based on various compliance standard and get the same approved by Steering Committeeex



# **Ministry of Skill Development and Entrepreneurship**