

J-17060/167/2015 DDU-GKY
Government of India
Ministry of Rural Development
Department of Rural Development
(DDU-GKY Division)

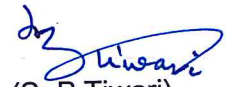
New Delhi, dated 16th March, 2016

Notification No 15/2016

Subject: Quality Improvement of Training Delivery - Standards for Trainers.

It is hereby stated that one of the critical requirements for ensuring quality in skill training is the availability of qualified and certified Trainers. In order to ensure the availability of qualified trainers with the DDU-GKY, SOP Part I (Version 2.0.0) dated 21st September, 2015 prescribes Trainers' profile at SF 5.1E 2. The same has been reviewed and further clarified at the Annexure to this notification for the following points:

- a. Elaboration of Trainers' Profile mentioned at SF 5.1E2 of SOP Part I (Version 2.0.0),
- b. Definition of the basic qualification criteria (BQC) for Trainers mentioned as part of revised SF 5.1 E2,
2. This notification supersedes the norms given in the SOP (SF 5.1 E2) (Version 2.0.0) and replaces the SOP (SF 5.1 E2) (Version 2.0.0) with the provisions given at Annexure of this notification.
3. All PIAs who have been currently sanctioned projects under DDU-GKY will ensure that all their Trainers deployed on DDU-GKY program comply with the requirement for Trainers' qualifications as per Annexure attached, at the earliest, but not later than **31st May, 2016** in any case. A self-declaration to that effect will be submitted by each PIA to the respective CTAs/ SRLMs in case of Year Program (YP) states and Action Plan (AP) states respectively. Any deviation from the same will be subject to default management procedures under the SOP.
4. This notification issues with approval of the Competent Authority.


(S. B. Tiwari)

Under Secretary to the Government of India
Tel: 24603617

Enclosure: As above.

To

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/ SRLM
3. TSAs NIRD and NABCONS
4. All Registered Project Implementing Agencies
5. All officials in DDU GKY Division, MoRD
6. All officials in Rural Livelihoods Division, MoRD
7. Guard File
8. Shri Osama S. Abu- with a request to ensure that this notification is uploaded on the website.

REVISED SF 5.1E2 - Trainers' profile**I. Minimum Qualifications for Trainers**

1. The PIAs shall only hire trainers with the qualification and experience as prescribed for a specific course, by the certification agency i.e. NCVT or SSC. However, if SSC has not laid down any specific criteria for trainer qualifications then the qualifications laid down by NCVT for the trade concerned, shall apply or vice-versa. Further it is also clarified the detailed compilation of the trainer qualification along with tools and equipment for different MES courses may be seen on DDU-GKY website under 'Resources' under the tab "List of MES and SSC courses".
2. The approach for understanding the requisite trainer qualification for a course / trade needs to adhere to the following order of priority :-
 - a. If a certifying agency has prescribed the requisite trainer qualification, the same shall be followed.
 - b. If a certifying agency has not prescribed trainer qualification for a specific trade but has prescribed trainer qualification for a related trade in the same sector, then such trainer qualification shall be taken as the prescribed trainer profile for the trade for which no trainer qualification is available. E.g. MDA 102 (MES Course name: Videography) can be referred to SSC Code: MES/ Q 0603 (Assistant Cameraman)
 - c. If a certifying agency has not prescribed trainer qualification for a prescribed trade and does not have trainer profiles for related trades in the same sector, then the prescription provide by an alternate certifying agency of GOI (i.e. NCVT or SSC only at present) may be referred to and complied with and
 - d. Lastly, if none of the above apply, the Basic Qualification Criteria as detailed below may be adopted:-
 1. Minimum formal education qualification required for candidates of the particular course for which the trainer will be required to train.
 2. Trade specific qualification/certification or SSC/NCVT certificate for the specific or higher course for which the trainer will be required to train.
 3. Relevant work experience of at least 3 yrs. for training level 1 & 2 courses and at least 5 years for training level 3 & 4 courses.
 4. Should have undergone a 'ToT' program in pedagogical training techniques and should be certified in facilitation skills.
 5. Should have good communication skills in English/Hindi/relevant regional language.

6. Should be conversant with operating PC/Laptop, projector and other technology gadgets used in training.

If the trainers employed by the PIA at the training center do not qualify as per the above mentioned criteria then they will not be allowed to train further at the training centre. If such cases repeat, it will be considered as a default.

II. Instructions for verification:

1. PIA OP team will verify the documents while selecting the trainers and a copy of the documents should be kept at the training center.

2. PIA Q team and CTSA/SRLM will check all the documents at the time of due diligence. Similarly details of the trainers who join the centre after the previous detailed inspection will be verified.

III. Format for Trainers' Profile

Note: The PIA shall maintain the records of all the Trainers in the format mentioned below and update the same on the ERP as per the ERP functionality.

Name of the PIA:			
Project code:			
Training centre:			
Trainer's profile			
Name			
If Trainer, Domain (course)			
If not the domain trainer or with additional skill	☐ Computer skills ☐ Soft skills ☐ English skills ☐ Others		
Gender	☐ Male ☐ Female ☐ Others		
Date of Birth (dd/mm/yyyy)			
Category	☐ General ☐ SC ☐ ST ☐ OBC		
Minority Status			
Religion			
Father's/Mother's/Husband's Name			
Physical Disability	Yes ☐ No ☐	If Yes (please mention the category of disability)	
Aadhaar no. (if any)			

Address for Communication:	
Permanent Address:	
Bank Details	Name of Bank:
	Name of Branch:
	Account No.:
	IFSC Code:

Education qualification

Educational qualification	Board/University	Subject	Year of passing	% of marks
10th				
12th				
Graduation (please specify)				
Post-graduation (please specify)				
Other qualification (please specify if any)				

Languages Known

Languages	To read	To write	To speak

Experience

(Latest 5 only from current to past)

Sl. No.	From (month & Year)	To (month & Year)	Company Name	starting Designation	Last designation	last salary drawn

1						
2						
3						
4						
5						

Other information (if any)

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