

**J-17060/6/2014- Aajeevika Skills
Government of India
Ministry of Rural Development
Department of Rural Development
(Skills Division)**

New Delhi, dated 15TH June 2015

Notification No 28 /2015

Sub: Application format, criteria and weights for appraisal of fresh DDU-GKY projects (including Roshni projects)

1. It is stated that in terms of section 5.12 of the DDU-GKY guidelines all applications of eligible PIAs shall be scored on the basis of criteria and weights approved by EC. The weights and criteria shall be used for prioritizing project applications for sanction as per the order of priority given in DDU-GKY Guidelines.

2.1 DDU-GKY guidelines provide that priority shall be given to a project application by Category 'A' applicant over Category 'B' applicant, and a Category 'B' applicant shall be given priority over Category 'C' applicant.

2.2 DDU-GKY Guidelines further provide that within Category 'A', priority shall be given to projects in the following order of priority:

- i. a project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher.
- ii. a project by a Champion Employer.
- iii. a project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies.
- iv. a project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns.

v. a project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course.

vi. a project by an eligible Educational Institute of high repute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College receiving funding from UGC or AICTE in the last two years.

vii. a project by a PIA who has completed three or more projects under Aajeevika Skills (or SGSY-SP) in the last 5 years.

viii. a project by a PIA who has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years.

2.3 Guidelines also provide that within projects applied to by category 'B' and Category 'C' PIAs, 'higher weights shall be given to projects in the following order of priority:

i. a project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher.

ii. project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies.

3. Accordingly, in order to give effect to the provisions of the Guidelines mentioned above a four stage appraisal process has been approved by Empowered Committee for NRLM in MoRD as follows:

Stage no	Stages in Appraisal process	To be undertaken by
I	Initial Screening of project applications	(i) Project Management Unit in MoRD (in case of projects in Year Programme States) (ii) SRLMs/State Skill Mission or their designated Technical Support Agency (in case of

Stage no	Stages in Appraisal process	To be undertaken by
		projects in Annual Action Plan States)
II	Qualitative Appraisal	(i) CTSAs (in case of projects in Year Programme States) (ii) SRLMs/State Skill Mission or their designated Technical Support Agency (in case of projects in Annual Action Plan States)
III	State Government evaluation and recommendation for a project application (in case of YP State proposals), and CTSA feedback (in case of proposals in Annual Action Plan States)	(i) SRLM/State Skills Mission of State concerned (in case of projects in Year Programme States). (ii) CTSAs designated (in case of projects in Annual Action Plan States)
IV	Consideration and disposal of application by Competent Authority	(i) Empowered Committee for NRLM (in case of projects in Year programme States) (ii) Project Approval Committee in State Government concerned (in case of projects in Annual Action Plan States)

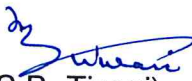
4. Appraisal process for the above mentioned stages and proposed criteria and weights for prioritizing fresh projects applications for DDU-GKY projects (including Roshni projects) are detailed in Annexure.

5. It is hereby stated that the appraisal process as notified shall be followed in appraisal of all DDU-GKY project applications, including Roshni projects. It is further stated that all pending applications with the MoRD / State Governments /SRLMs/ State Nodal Skills Mission, which have not been disposed by the Empowered Committee (in case of a project application in a YP State) or by the Project Appraisal Committee of State concerned (in case of Action Plan states), shall be **deemed closed**. All

applications pending with the MoRD or the State Government as on 15th June 2015 may be reviewed as per the terms of this paragraph and treated as closed.

6. The MoRD shall notify the date from which new applications for DDU-GKY (including Roshni projects) shall be accepted. Henceforth, all applications for DDU-GKY projects (including Roshni projects) shall be filed online in the application format as available on URL (<https://ddugky.gov.in>). The new application form shall be made available on the URL shortly. Till such time, no applications for DDU-GKY projects (including Roshni projects) shall be accepted on email or in hard copy by any agency, and any such application by a PIA shall be deemed as non-actionable receipt.

7. This notification is issued in terms of approval of Empowered Committee for NRLM.


(S.B. Tiwari)

Under Secretary to the Government of India
Tel: 23743626

To

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/ SRLM
3. Central Technical Support Agencies (NIRD &PR and NABCONS)
4. All Registered Project Implementing Agencies
5. All officials in DDU-GKY, 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, DDUGKY division Group and circulated to all PIAs.

Annexure referred to in Notification no 28 /2015 regarding new application format, criteria and weights for appraisal of applications for DDU-GKY projects (including Roshni projects)

Appraisal process for applications for DDU-GKY projects (including Roshni projects)

Initial Screening of project applications

1. All DDU-GKY Project applications, including Roshni projects, shall be filed in the new application form notified by the Ministry. The application form allows for a process to shortlist applications based on inter-se priority based on category of applicant and proposed project design (upto to a maximum score of 1400) and technical criteria (upto a maximum score of 99 marks). Weights proposed for scoring inter-se priority is given at **Appendix 1**. Weights proposed for scoring on technical grounds, including financial profile of the applicant, previous skilling experience, training infrastructure and proposed training and placement targets in a project, are given in **Appendix 2**. A minimum technical score of 10 shall be essential for being considered for sanction. Each project application meeting the minimum technical score will be checked for complete documentation by Project Management Unit in MoRD (to be hired) in case of YP States, and by SRLM/State Skills Mission in case of Annual Action Plan States. Proposals not meeting the minimum technical score and the proposals which are not compliant with the application instructions will be rejected and information placed before EC (in case of YP States) or the PAC (in case of Annual Action Plan States).

Qualitative Appraisal

2. All applications which qualify Stage I above will be forwarded to the CTSA's concerned (in case of YP States) or shall be taken up by SRLM/State Skills Mission (in case of Annual Action Plan States) for carrying out the Detailed Project Appraisal including Qualitative Assessment of the applicant PIA and the proposal per-se in terms of seven major parameters described in section 4.2 of the DDU-GKY Guidelines as given below:

- (i) **Organization strength** – will include parameters like organization skilling experience, experience of promoters & management team, robustness of internal organizational policies, quality of trainers, etc.
 - (ii) **Training & Placement track record** – will include the applicant PIA or consortium partners past performance in both Government & private projects (if any), candidate feedback, employer feedback, tie-ups with employer, etc.
 - (iii) **Sector Experience** - Past experience in conducting the training of the proposed sector/trade, alignment of course curriculum, etc.
 - (iv) **Experience in the Proposed State** – Past experience in conducting the training in proposed state including mobilization strategies, tie-ups with Employer for proposed project, mapping with skill-gap assessment for the state & trades proposed
 - (v) **Training infrastructure** – assessing the existing infrastructure if any, roll-out plan for proposed project, etc
 - (vi) **Financials** – verifying the documents attached with the application form on financial strength of the organization.
 - (vii) **Field visits**- will be made to the headquarters of every applicant PIA or consortium partners by the respective CTSA (in case of YP States) or SRLM/State Skills Mission (in case of Annual Action Plan States), once in a financial year for the first proposal. For subsequent proposals of the same PIA, no field visit may be required unless there is a change in the organization nature. CTSA (in case of YP States) or SRLM/State Skills Mission (in case of Annual Action Plan States), may also choose to visit training centres of PIA at its discretion.
3. CTSA (in case of YP States) will submit the final Project Appraisal report to MoRD and a copy to SRLM/SSM recommending a project proposal for approval by EC based on Appraisal scorecard. In case of projects in Annual Action Plan states, SRLM/State Skills Mission shall furnish Project Appraisal Report to PAC, with a copy to CTSA designated for State. The appraisal scorecard will have scores for each of the above mentioned seven parameters and its sub-components (equally divided) on a

scale of 1 to 10. The scores are colour-coded so as to determine which proposals will be recommended for approval. Score-card colour coding is as below:

Green – Scores equal to 8-10

Yellow – Scores equal to 4-7

Red – Scores equal to 1-3

4. If two or more parameters are given a 'Red' colour code, then the proposal shall not be recommended for approval by the CTSA (in case of YP States) or SRLM/State Skills Mission (in case of Annual Action Plan States). Key documents that will be furnished by CTSA (in case of YP States) or SRLM/State Skills Mission (in case of Annual Action Plan States) as part of the Qualitative Assessment are:

- (i) Appraisal Scorecard along with documentary evidence.
- (ii) Feedback on Candidates, Employers, Project Agencies etc.

5. Projects not recommended by CTSA (in case of YP States) shall be rejected by MoRD and information placed with EC. Similarly projects not recommended by SRLM/State Skills Mission (in case of Annual Action Plan States) may be rejected by State Government and information placed before PAC.

State Government recommendation

6. The SRLMs / SSMs will be required to commit their state share at the beginning of financial year based on the number of training target allocated to each of the states. The yearly commitment of state share of funds will provide a plan of action for the year (in case of YP State a Year Programme and in case of Annual Action Plan State an Annual Action plan for the year) and also expedite the process of fund disbursement subsequently. In case of YP state projects, applications qualifying Stage I and II of appraisals shall be sent to State Government along with CTSA appraisal for recommendation and commitment to share its share of funds for project. SRLMs / SSMs will forward the feedback on the detailed appraisal report by CTSA to MoRD. In case State Government does not recommend the project, the application shall be rejected

and information placed before EC. In case of projects in Annual Action Plan States, applications qualifying stage I and II shall be sent to CTSA designated for the State for feedback and comments. The recommendations of CTSA shall be placed before the PAC.

Project consideration and disposal by competent authority

7. All project applications which have cleared the three stages of appraisal, i.e. as mentioned at para 2.5, 2.6 and 2.7 above,:

(i) in case of YP State, shall be placed before the Empowered Committee for NRLM for consideration and disposal.

(ii) in case of Annual Action Plan States, shall be placed before Project Appraisal Committee in State Government for consideration and disposal.

While placing Stage I, II and III qualified project applications before the competent authority, MoRD (in case of YP State proposals) and SRLM/State Skills Mission (in case of projects in Annual Action Plan States) shall check whether the PIA applicant has been served Show-cause notice under SOP or has been de-barred/black-listed under SOP, and place this information to the competent authority. In case a show-cause notice is pending, the application shall be recommended for being deferred till the show-cause procedure is complete.

Note: Disposal means either approval or rejection.

Appendix 1

Weights and criteria to be used for appraisal of DDU-GKY project applications

Section 5.12 of Revised Guidelines stipulates for inter-alia priority for all projects within their category. Apart from the technical score of a Project Implementing Agency within the range of 0-99, the PIA also gets a priority score, which is based on the category of PIA and the proposed project. A PIA falling under the category based on their past experience as mentioned in clause 4.7 of DDU-GKY Guidelines will get minimum marks assigned for each category which is as follows:

Category	Minimum Marks
Category A	600
Category B	300
Category C	0

Further, prioritization is done within the categories A, B and C based on the proposal they submit for functioning under the DDU-GKY projects. This will ensure that all categories of proposals falling within Category A will be scored above Category B and Category B proposals above Category C.

The category stacking is done as mentioned in the table below:

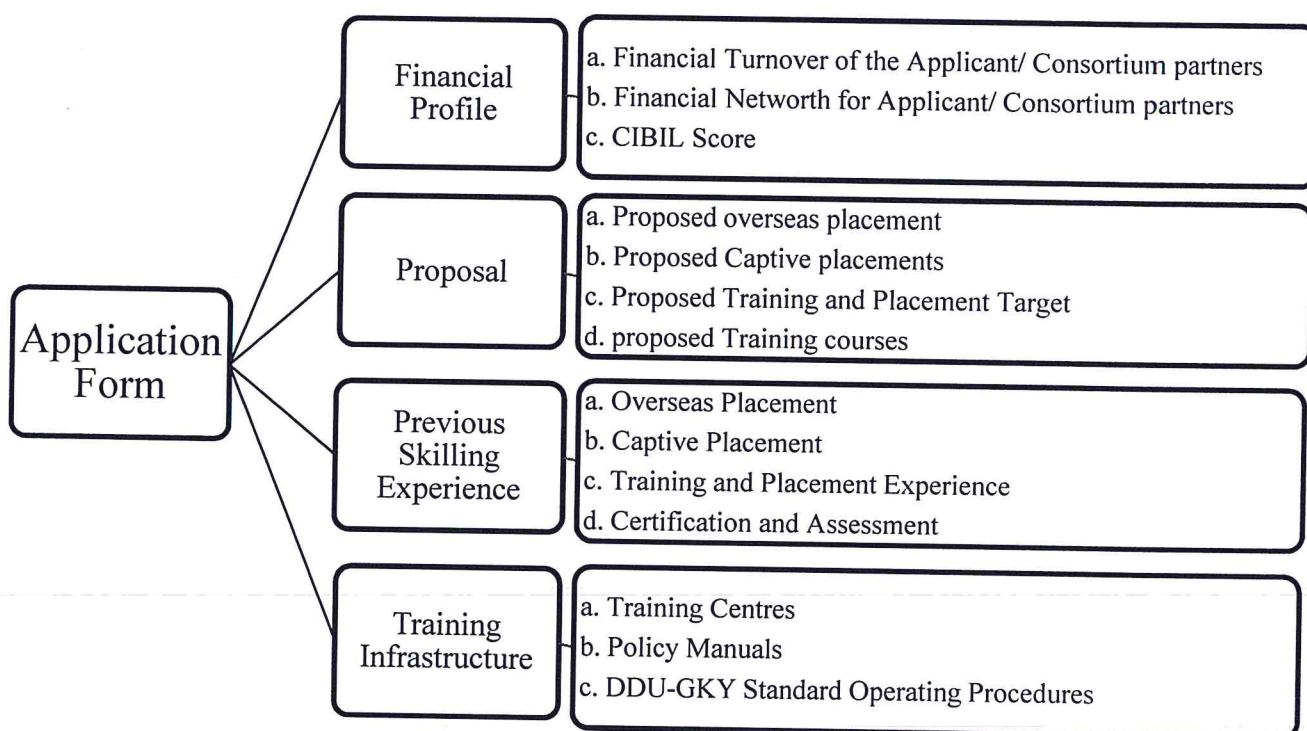
S. No.	Project Proposal Types	Proposal Score (based on PIA Category)		
		A	B	C
1	A project in which the PIA commits to provide 500 or more overseas jobs annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher	1400	500	200
2	A project by a Champion Employer	1300	NA	NA
3	A project by a Captive employer providing placements in 500 or more jobs to candidates annually in own or subsidiary agencies/ companies	1200	400	100
4	A project for Industrial Internship for a minimum of 500 or more candidates for a period of 12 months with subsequent placement for at least 75% of such interns	1100	300	0

S. No.	Project Proposal Types	Proposal Score (based on PIA Category)		
		A	B	C
5	A project for a minimum of 100 or more candidates which provides a long-term course of more than 12 months duration, where Government funds the cost for 12 months and the PIA bears the remaining cost of the course	1000	300	0
6	A project by an eligible Educational Institute of high repute with a minimum score of 3.50 on CGPA out of 4.00 in NAAC grading or is a Community College receiving funding from UGC or AICTE in the last two years	900	NA	NA
7	A project by a PIA who has completed three or more projects under Aajeevika Skills (or SGSY-SP) in the last 5 years	800	NA	NA
8	A project by a PIA who has given training to 20000 beneficiaries and has provided placement to 75% trainees during the previous 5 years	700	NA	NA
9	Any other project by a Category A PIA	600	NA	NA
10	A project which provides assured foreign placements for 200 or more candidates annually at a minimum salary of USD500 or more per month or minimum wages as applicable in that country, whichever is higher	600	500	200
11	A project by a captive employer providing placements in 200 or more jobs to candidates annually in own or subsidiary agencies/ companies	600	400	100
12	Any Project by a Category B PIA	NA	300	NA
13	Any Project by a Category C PIA	NA	NA	0

Appendix 2

Weights Proposed for Scoring a Project Proposal on Technical Grounds

Scoring of a Project Proposal is calculated using criteria below:



Every project received is evaluated on the basis of above mentioned criteria's and such criteria's are further divided into sub-criteria which in-turn is divided into several parameters with varied weightage. Also, the criteria's and sub-criteria's will have different weightage for scoring. Percentage within each criteria, sub-criteria and parameters within sub-criteria will be 100%. The details are shown as below:

Criteria for Technical score of Project Proposal under DDU-GKY

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight for parameters
Financial profile	20%	Financial Turnover for Applicant/Consortium partners	50%	Average Annual Financial turnover of Applicant/Financial Lead Partner in last 3 FYs	100%
		Financial	30%	Average Annual Financial	40%

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight for parameters
		Networth for Applicant/Consortium partners		Networth of Applicant/Financial Lead Partner	
				The number of FYs Applicant/Financial Lead partner has negative networth in Last 3 FYs	30%
				Does Applicant/Financial Lead partner have negative networth in any of last 3 FY	30%
		CIBIL Score	20%	CIBIL Score for Applicant Partner	50%
				CIBIL Score for Consortium Partner	50%
Proposal	30%	Proposed Overseas Placements	15%	No. of Candidates proposed for Overseas Placement	50%
				Minimum Salary assured for Foreign Placements (in USD)	50%
		Proposed Captive Placements	15%	No. of Candidates proposed for Captive Placement	50%
				Minimum Salary assured for Captive Placements (in INR)	50%
		Proposed Training and Placement Target	60%	No of candidates proposed for training	33%
				Percentage of placement assured	34%
				Minimum Salary assured for placement (in INR)	33%
		Proposed Training Course(s)	10%	Average Course Duration	40%
				Percentage of candidates to be trained in residential mode	40%
				Will trained candidates be receiving an international certification approved by MoRD?	20%
Previous Skill Experience	30%	Overseas Placements	20%	No of Overseas Placements done in last 2 years by Applicant partner	50%
				Minimum Salary for placed candidates by Applicant partner	50%
		Captive placements	20%	No of Captive Placements done in last 2 years by Applicant partner	100%
		Training and Placement Experience	50%	No of candidates trained by applicant PIA in last 5 years	40%
				No of candidates placed by applicant PIA out of trained (in D3.2)	20%
				Percentage of candidates placed out of those trained (in section D3.2)	20%

Main Criteria	Weight for main criteria	Sub-Criteria	Weight for sub-criteria	Parameters	Weight for parameters
				No of candidates trained in applied state by applicant PIA	10%
				No of candidate trained in applied trade(s) by applicant PIA	10%
		Certification and Assessment	10%	Has the applicant/consortium trained any candidates certified by NCVT/SSC?	20%
				Has the applicant/consortium trained any candidates certified by an international body recognized by MoRD?	60%
				Has the applicant/consortium trained any candidates certified by other certification standard approved by MoRD?	20%
Training Infrastructure	20%	Training centres	70%	No of owned training centres of Applicant/Consortium in India	12%
				No of rented training centres of Applicant/Consortium in India	28%
				No of owned training centres of Applicant/Consortium in Proposed State	18%
				No of rented training centres of Applicant/Consortium in Proposed State	42%
		Policy Manuals	30%	Does the applicant PIA have an HR policy manual?	25%
				Does the applicant PIA have an IT policy manual?	25%
				Does the applicant PIA have a compliance manual?	25%
				Does the applicant PIA have a manual detailing standards operating procedure for training activities?	25%
Total	100%				

Maximum possible scores for each criterion under Technical scoring of Project Proposals of DDU-GKY

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub-section
		99.00	100%
A	Financial Profile	19.80	20%
A1	Financial Turnover for Applicant/Consortium partners	9.90	50%
A1.1	Average Annual Financial turnover of Applicant/Financial Lead Partner in last 3 FYs	9.90	100%
A2	Financial Network for Applicant/Consortium partners	5.94	30%
A2.1	Average Annual Financial Network of Applicant/Financial Lead Partner	2.38	40%
A2.2	The number of FYs Applicant/Financial Lead partner has negative network in Last 3 FYs	1.78	30%
A2.3	Does Applicant/Financial Lead partner have negative network in any of last 3 FY	1.78	30%
A3	CIBIL Score	3.96	20%
A3.1	CIBIL Score for Applicant Partner	1.98	50%
A3.2	CIBIL Score for Consortium Partner	1.98	50%
B	Proposal	29.70	30%
B1	Proposed Overseas Placements	4.46	15%
B1.1	No. of Candidates proposed for Overseas Placement	2.23	50%
B1.2	Minimum Salary assured for Foreign Placements (in USD)	2.23	50%
B2	Proposed Captive Placements	4.46	15%
B2.1	No. of Candidates proposed for Captive Placement	2.23	50%
B2.2	Minimum Salary assured for Captive Placements (in INR)	2.23	50%

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub-section
B3	Proposed Training and Placement Target	17.82	60%
B3.1	No of candidates proposed for training	5.88	33%
B3.2	Percentage of placement assured	6.06	34%
B3.3	Minimum Salary assured for placement (in INR)	5.88	33%
B4	Proposed Training Course(s)	2.97	10%
B4.1	Average Course Duration (per Proposed Candidate)	1.19	40%
B4.2	Percentage of candidates to be trained in residential mode	1.19	40%
B4.3	Will trained candidates be receiving an international certification approved by MoRD?	0.59	20%
C	Previous Skill Experience	29.70	30%
C1	Overseas Placements	5.94	20%
C1.1	No of Overseas Placements done in last 2 years by Applicant partner	2.97	50%
C1.2	Minimum Salary for placed candidates by Applicant partner	2.97	50%
C2	Captive placements	5.94	20%
C2.1	No of Captive Placements done in last 2 years by Applicant partner	5.94	100%
C3	Training and Placement Experience	14.85	50%
C3.1	No of candidates trained by applicant PIA in last 5 years	5.94	40%
C3.2	No of candidates placed by applicant PIA out of trained (in D3.2)	2.97	20%
C3.3	Percentage of candidates placed out of those trained (in section D3.2)	2.97	20%
C3.4	No of candidates trained in applied state by applicant PIA	1.49	10%
C3.5	No of candidate trained in applied trade(s) by applicant PIA	1.49	10%
C4	Certification and Assessment	2.97	10%

Sr. No.	Criteria / Sub-criteria	Maximum Possible Marks	Percentage weightage within Section/Sub-section
C4.1	Has the applicant/consortium trained any candidates certified by NCVT/SSC?	0.59	20%
C4.2	Has the applicant/consortium trained any candidates certified by an international body recognized by MoRD?	1.78	60%
C4.3	Has the applicant/consortium trained any candidates certified by other certification standard approved by MoRD?	0.59	20%
	***In the case of consortium experience of Applicant PIA will be scored		
D	Training Infrastructure	19.80	20%
D1	Training centres	8.04	70%
D1.1	No of owned training centres of Applicant/Consortium in India	1.66	12%
D1.2	No of rented training centres of Applicant/Consortium in India	3.88	28%
D1.3	No of owned training centres of Applicant/Consortium in Proposed State	2.49	18%
D1.4	No of rented training centres of Applicant/Consortium in Proposed State	5.82	42%
D2	Policy Manuals**	5.94	30%
D2.1	Does the applicant PIA have an HR policy manual?	1.49	25%
D2.2	Does the applicant PIA have an IT policy manual?	1.49	25%
D2.3	Does the applicant PIA have a compliance manual?	1.49	25%
D2.4	Does the applicant PIA have a manual detailing standards operating procedure for training activities?	1.49	25%
	**In the case of Consortium this will be evaluated only for Applicant PIA		