

J-17060/215/2014-Aajeevika Skills
Government of India
Ministry of Rural Development
Department of Rural Development
(DDU-GKY Division)

New Delhi, dated 17th December 2014

Notification N 34 /2014

Subject: General Procedures relating to Curriculum, Assessment, Certifications and related matters for Pt. Deen Dayal Upadhyaya Gramin Kaushalya Yojana (DDU-GKY) with Sector Skill Councils.

The guidelines of DDU-GKY (erstwhile Aajeevika Skills) require project implementation agencies (PIAs) to follow the assessment and certification processes of National Council for Vocational Training (NCVT) / Sector Skill Council (SSC) or that of any agency notified by Ministry of Rural Development (MoRD).

Several PIAs had brought up issues relating to alignment with SSC. The MoRD had taken up the issues for streamlining of some of the key procedures relating to such alignment with the National Skill Development Corporation (NSDC). Through consultation with NSDC, the following procedures have been mutually agreed upon and clarified to all PIAs and duly notified below:

1. Affiliation with SSCs

PIAs of DDU GKY will need to get affiliated with the respective Sector Skill Councils as per the guidelines of the SSCs if they need to conduct skilling in trades covered by the respective SSC.

- I. PIA's will fill and submit Partner affiliation documents to the respective SSC along with undertaking to adhere to the guidelines of SSCs. Partner Affiliation Documents can be downloaded through respective SSC website.
- II. SSC will complete the affiliation process of the PIA within a stipulated time period finalized with DDU GKY and NSDC or within a maximum of four weeks of submission of the documents. (Reference NSDC letter dt. 29th Oct'14, copy attached for ready reference).
- III. SSC will not charge any fee from any PIA regarding this activity and will provide the SSC affiliation to PIA's free of cost for courses under DDU-GKY.

2. Curriculum Alignment with Qualification Packs of respective SSCs.

- I. PIA's of DDU-GKY will inform NSDC/SSC regarding the Sector and Job Roles they have been given permission from MoRD to conduct trainings along with the QP/NOS with which they want to align the course.
- II. Draft curriculum will be released by SSCs for the identified job roles (pre-aligned to corresponding QP-NOS) to the PIA's in 10 days after getting official communication from PIA's.
- III. Aligned curriculum will be put up on NSDC/SSC and DDU-GKY website for public view within 3 days after releasing the curriculum to the individual PIA's.
- IV. If the curriculum for a QP is not available with the SSC, the SSC will develop the same and share it with PIA's within a stipulated period of time.
- V. PIAs will submit an undertaking to SSCs that they have aligned/adopted the curriculum released by SSCs within 5 working days as per the approved template

(provided as Annexure with NSDC letter dated. 29th Oct'14) with a copy to NSDC and MoRD for information.

- VI. SSC will not charge any fee from any PIA regarding this activity and will provide the curriculum for the QP/NOS aligned course free of cost.

3. Training of Trainers

- I. In order to enhance the quality of trainings, PIAs of DDU-GKY may approach the SSCs to train and certify their trainers to conduct QP-NOS aligned programs.
- II. SSCs shall conduct Train the Trainer program at a cost on a per trainer basis.
- III. Fee for the course shall be determined by the SSCs in consultation with MoRD and NSDC and will be normalized to enable large number of trainers to be trained and certified.
- IV. Going forward, DDU GKY will make it mandatory for all the PIAs to get Training of Trainers conducted by the SSCs for all trades aligned to respective SSC's.

4. Assessment & Certification

- I. SSCs will conduct the assessment and certification for Trainees of PIA's as per the guidelines issued by the respective SSCs.
- II. PIA's will give assessment fees directly to the respective SSCs for the batches to be assessed by the SSCs.
- III. Cost for Assessment and Certification will be at par with assessment fee of Directorate General of Employment & Training (DGET). The current rate is at Rs. 800/-. The same may be changed /revised at a later stage after discussion with the Stakeholders.
5. Ministry of Rural Development and NSDC may change the processes and guidelines from time to time after consultation from all the stakeholders.
6. Any lacunae in the above procedures will be brought to the notice of Shri Rohit Chandra (email : rohit22chandra@gmail.com) through email with subject title " Affiliation and Assesment issues with (name of concerned SSC) SSC" for follow up and resolution by DDU-GKY . All such issues need to be brought to notice of DDU-GKY after PIAs has adhered to the required process and follow up with the SSC concerned.
7. This is issued with the approval of competent authority.


(S. B Tiwari)

Under Secretary to the Government of India
Tel: 23743625

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. Shri Rajeev Mathur, Head Standards and Quality Assurance , NSDC
5. All Registered Project Implementing Agencies
6. All officials in DDU-GKY Division, MoRD
7. All officials in Rural Livelihoods Division, MoRD
8. Guard File
9. Shri Abu Osama Saifi - with a request to ensure that this notification is uploaded on the website.
10. ASDMS team at MoRD.

A: Block-A, Clarion Collection (Qutab Hotel)
Shaheed Jeet Singh Marg
New Delhi 110 016
T: 91-11-4745 1600-10
F: +91-11-4656 0417
E: nsdc@nsdcindia.org
CIN: U85300DL2008NPL181612



N · S · D · C
National
Skill Development
Corporation

To,

CEO

Sector Skill Council

29th October 2014

Subject – Guidelines for tie-up with Aajeevika Skills, Ministry of Rural Development

This is with reference to the discussion regarding tie up with Aajeevika Skills, Ministry of Rural Development for adoption of Outcome based trainings, assessment and certification based on National Occupational Standards set by the Sector Skill Councils.

Aajeevika Skills and NSDC have come up with guidelines in order to streamline the process of tie up of Aajeevika Skills Programme Implementation Agencies with Sector Skill Councils. These guidelines include Curriculum Alignment, Training of Trainers, Partner Affiliation and Assessments & Certification.

Please find attached the guidelines discussed and agreed with Aajeevika Skills Officials and accepted by your council.

Warm Regards,

Rajiv Mathur

Head-Standards & QA

Copy to :- (For information)

1. Mr. Santosh Mathew, Joint Secretary(Skills), Ministry of Rural Development
2. Ms. Gayatri Kalia, COO-Skills, Aajeevika, Ministry of Rural Development
3. Aajeevika Skills approved Programme Implementation Agencies(PIAs)

Annexures:

1. Guidelines for tie up with Aajeevika Skills, Ministry of Rural Development
2. QP-NOS compliance undertaking format for Aajeevika PIA's

GUIDELINES FOR TIE UP WITH AAJEEVIKA SKILLS-MINISTRY OF RURAL DEVELOPMENT

The following decisions have been made and agreed by NSDC and Aajeevika Skills to streamline the tie up of Aajeevika Programme Implementation Agencies (PIA) with Sector Skill Councils. These guidelines have been accepted by the participating Sector Skill Councils.

• **CURRICULUM ALIGNMENT**

- Aajeevika PIA's will inform NSDC/SSC regarding the Sector and Job Roles they have been given permission from MoRD to conduct trainings.
- Draft curriculum will be released by SSCs for the identified job roles (pre-aligned to corresponding QP-NOS) to the Aajeevika PIA's.
- Aligned curriculum will be put up on NSDC and Aajeevika Skills website for public view.
- PIAs will submit an undertaking to MoRD and SSCs that they have aligned/ adopted the curriculum released by SSCs within 5 working days.
- Sector Skill Council will not charge any fee from any PIA regarding this activity and will provide the curriculum for the QP NOS aligned course free of cost.

• **PARTNER AFFILIATION**

- Along with Curriculum alignment activity, Aajeevika approved PIA's will need to get affiliated to the Sector Skill Councils as per the guidelines of the Sector Skill Councils.
- PIA's will fill and submit Partner affiliation documents to the respective Sector Skill Council along with undertaking to adhere to the guidelines of SSCs.
- SSC will affiliate the Aajeevika PIA within a stipulated time period finalized with Aajeevika Skills and NSDC.
- Sector Skill Council will not charge any fee from any PIA regarding this activity and will provide the SSC affiliation to Aajeevika PIA's free of cost for courses under Aajeevika Skills.

• **TRAINING OF TRAINERS**

- In order to enhance the quality of trainings, Aajeevika PIA's may approach the Sector Skill Councils to train and certify their trainers to conduct QP-NOS aligned programs.
- SSCs shall conduct Train the Trainer program at a cost on a per trainer basis.
- Fee for the course shall be determined by the SSCs in consultation with MoRD and NSDC and will be normalized to enable large number of trainers to be trained and certified.
- Going forward, Aajeevika Skills will make it mandatory for all the Aajeevika PIAs to get Training of Trainers conducted by the Sector Skill Councils.

• **ASSESSMENT & CERTIFICATION**

- Sector Skill Councils will conduct the assessment and certification for Trainees of Aajeevika PIA's as per the guidelines issued by the respective SSCs.
- Aajeevika PIA's will give assessment fees directly to the respective SSCs for the batches to be assessed by the SSCs.
- Cost for Assessment and Certification will currently be at Rs. 800/-. The same may be changed/revised at a later stage after discussion with the Stakeholders.

Ministry of Rural Development and NSDC may change the processes and guidelines from time to time after consultation from all the stakeholders.

Template for Undertaking (To be submitted on official letter head)

To,

CEO

(Name of the Sector Skill Council)

Subject :- Undertaking for adoption of QP-NOS aligned curriculum for trainings under Aajeevika Skills programme

This is to state that (name of the organization) , an approved Aajeevika Skills PIA under (mention sanction order) have adopted/aligned our following course/courses to the mentioned Qualification Pack/s and National Occupational Standards prescribed by your Sector Skill Council.

Trade as per sanction order	Target for the course	Aligning to Qualification Pack	Qualification Pack Code

(Optional)In addition to the adopted/aligned curriculum of the curriculum shared by the Sector Council, we have added the following modules

1. (Name the modules)
- 2.

Warm Regards,

(Sign and Stamp)

(Name of CEO)

(Name of the organization)

Annexure:-

Signed and Stamped curriculum of the QP-NOS aligned course/courses

Copy to :- (For information)

1. Aajeevika Skills, MoRD
2. NSDC

[illegible]

Minutes of the Curriculum Alignment Meeting : 24th Oct, 14
held at CAPART, New Delhi

1. Purpose of the Meeting: To discuss various issues relating to curriculum alignment and assessment/certification of trainees with respective SSCs under NSDC guidelines.

2. The following were present in the meeting –

1. JS-Skills, COO-Skills, Sh Rohit Chandra, Sh Manish Kumar and Smt Seethalaxmi from MoRD
2. Sh Rajiv Mathur, Sh Shahbaz Khan and Ms Meghali Prabhakar from NSDC
3. Representatives of the following PIAs -

Srl No	Name of the PIA	Srl No	Name of the PIA
1	Eagle Hunter Solutions Limited	9	Laurus Edutech
2	Centum Learning	10	NISA
3	India Can	11	Technopak
4	Orion Edutech	12	Ikya Kuman Capital
5	Grameen Vikas	13	Avon Facility Management
6	Wazir Advisors	14	BUSY Infotech
7	RSMIT	15	MASS Infotech Society
8	Laurus Edutech		

3. Issues pertaining to the alignment of courses conducted by PIAs under Aajeevika Skills with the QP/NOS framework of the NSDC were discussed. The main points covered and the decisions taken were as follows –

Srl No	Description	Decision Taken	Timeline
1	Affiliation fee charged by SSCs from PIAs of Aajeevika Skills	Affiliation fees for PIAs of MoRD would be waived off. NSDC would issue a notification in this regard.	Monday 27 th Oct'14
2	Assessment Fee charged by SSCs from candidates	Assessment fee charged by SSCs from candidates would be rationalised in line with that charged by NCVT for certification on its courses. NSDC would issue a notification in this regard.	Monday 27 th Oct'14
3	TTT fees charged by SSC for training and certification of trainers	For the moment the TTT would be optional for trainers of PIAs however going forward, as per evolving GOI policy, there would be a requirement that	Monday 27 th Oct'14

		Trainers would have to get certified. NSDC would revert on fee rationalisation of TTT training and certification.	
4	Pending validations for course alignment with relevant QP	NSDC would issue instructions to all SSCs to dispose off pending cases of curriculum validations submitted by PIAs without further delay. Doubts regarding format of certificate etc would be cleared immediately.	Monday 27 th Oct'14 All pending cases to be disposed off by Friday, 24 October 2014
5	Alignment of courses where relevant QP/NOS exist	For all trades in which AS projects have been sanctioned and where relevant QP/NOS exist, NSDC would upload the approved course curriculum on the NSDC website. PIAs would need to submit their curriculum to SSCs through NSDC (Sh Rajiv Mathur - Head Standards & Quality Assurance and Sh Shahbaz Khan) with cc to Aajeevika Skills (Sh Rohit Chandra & Sh Manish Kumar), with the declaration that their curriculum is in conformance with that approved by SSCs and highlighting areas of addition. They can then start their training as per their declaration. NSDC would ensure that SSCs provide due certificate and undertake assessments based on the declaration.	NSDC to upload curriculum by Wednesday, 29 th Oct'14 on their website (List of trades discussed in the meeting, attached for reference)
6	Alignment of courses where relevant SSC does not exist	In cases where a relevant SSC does not exist, PIAs will continue to align their courses with NCVT curriculum.	Ongoing
7	Alignment of courses where relevant QP/NOS does not exist	In such cases PIAs can request relevant SSC to develop QP/NOS as well as curriculum based on industry demand keeping MoRD and NSDC informed of the matter. NSDC would facilitate the process and define SLAs for the same. Immediately NSDC would facilitate development/mapping of the trades – Hospitality Assistant and Book Keeping and Accounts (TALLY/BUSY) as there is large market demand for the same.	15 days

The PIAs were also informed about Sh Rohit Chandra being the Nodal officer for all issues pertaining to curriculum and assessments on behalf of Aajeevika Skills. His contact details are as mentioned below :

Rohit Chandra
 Head HR & QA | Aajeevika Skills
 Ministry of Rural Development
 Thapar House, 1st Floor, Western Wing
 124, Janpath, New Delhi-110 001.
 Mobile- +91-9873441322

List of Trades discussed in the meeting

Serial No	SSC	Trades covered under the Project	Give Reference of QP
1	Apparel	Industrial Sewing Machine operator	AMH/Q0301
2	Automotive	Automotive Service Technician (Two and Three Wheelers)	ASC/Q1411
3	Automotive	Welding Technician - Level 3	ASC/Q 3102
4	Automotive	Automotive Service Technician Lvl 3	ASC/Q1401
5	Automotive	LMV Driver Lvl 3	ASC/Q9702
6	Beauty & Wellness	Basic Beautician Training	BWS/Q0101
7	Construction	Assistant Mason	CON/Q0102
8	Construction	Helper Electrician	CON/Q0601
9	Electronics	Wireman Control Panel	ELE/ Q7302
10	Electronics	Refrigeration and Air-conditioning repair	ELE/Q2501 or 3501
11	Healthcare	Bedside Assistant (MED 101)	HSS/ Q5101
12	Hospitality	Hospitality Assistant (HOS 101)	THC/Q0203
13	IT & ITES	Domestic BPO	SSC/Q2210
14	IT & ITES	Domestic Data Entry operator	SSC/Q2212
15	IT & ITES	Hardware Engineer	SSC/Q4701
16	Retail	Trainee Associate	RAS / Q0103
17	Retail	Retail Sales Associate	RAS/Q0104
18	Security	Unarmed Security Guard	SSS/Q 0101
19	Telecom	Customer Care Executive (Call Centre)	TEL/Q0100
20	Telecom	Field Sales Executive	TEL/Q0200