

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

New Delhi, dated 23rd January 2015

Notification No. 2/2015

Subject: General Procedures relating to Curriculum, Assessment and Certification under the National Council for Vocational Training (NCVT), for Pt. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)

Read with 1. Notification No.19/2014
2. Notification No.34/2014

I. The guidelines of DDU-GKY (erstwhile Aajeevika Skills) require Project Implementation Agencies (PIAs) to follow the approved courses, curriculum assessment and certification norms of National Council for Vocational Training (NCVT) or the relevant Sector Skill Councils (SSCs).

II. Directorate General of Employment and Training (DGET) had revised NCVT courses vide order No. DGET 19/06/2014CD dated 6th June'14, which has impacted PIAs of DDU-GKY who had been sanctioned projects up till June'14. Accordingly, MoRD had taken up the issues arising due to revision in NCVT courses with DGET along with other related matters pertaining to adherence to NCVT norms by the PIAs of DDU-GKY. In consultation with the DGET, the following points are further clarified. PIAs are requested to take note of the same for further necessary action.

III. Revision in course duration of NCVT vide order No DGET 19/06/2014CD dated 6th June 2014

1. As per existing sanctions accorded by DDU-GKY it is noticed that PIAs of Year Plan (YP) states have been sanctioned training in a total of 102 approved trades of NCVT before NCVT had revised its course norms vide notification dated 6th June 2014. Of these 102 NCVT trades, it has been noted 40 trades are not affected by the said revision. List of such unaffected trades are enclosed at **Annexure 1**. In such cases there would be no need for PIAs to seek any change in trades.
2. It is also noted NCVT has revised 51 trades out of (102 trades as mentioned above) as detailed in **Annexure 2**. The PIAs are directed to change from old NCVT Codes to new NCVT codes with immediate effect and modify their curriculum and training accordingly. The change in course codes is being effected in the ASDMS by the DDU-GKY division with immediate effect. The CTSA (for YP states) and State SRLMs/State Skill Missions implementing DDU-GKY (for AAP states) will check that training content, curriculum and plan accordingly reflect the revised norms of June 2014 of NCVT while undertaking their due diligence/ inspection as per prescribed SOP norms .

3. Further, a list of 11 courses that have been dropped from the NCVT list is enclosed at **Annexure 3**. In such cases, PIA can exercise one of the two options given below:

- i. PIA shall write to MORD (for YP states) and State SRLMs/State Skill Missions implementing DDU-GKY (for AAP states) to get same trade activated in NCVT if the demand for such trade is large or there are existing placement tie-ups for the trade. While submitting the request, PIA should detail the following with evidentiary support:
 - a. Market demand
 - b. Placement Tie-Ups
 - c. Number of candidates proposed to be trained under the trade

Or

- ii. PIA can change to equivalent trades in SSC/NCVT; such changes can be made only after it is duly approved by MoRD for YP states and State SRLM / State Skill Mission of DDU-GKY for AAP states. If change is made to equivalent trade under SSC, the procedure detailed in Notification 34 needs to be followed.
4. In cases (Annexure 2) where NCVT has increased course duration beyond the duration proposed by the PIA in project proposal and duly sanctioned by MoRD, the PIAs may adjust the course duration to fit within their sanctioned proposal but without compromising the quality of training. It may also be noted the assessment norms will continue to be as notified by NCVT. In cases where NCVT has lowered the course duration as required by DDU-GKY, the PIA shall adhere to the norms prescribed by DDU-GKY by suitably combining the approved domain duration of NCVT/enhancing course duration of generic skills (soft skills, English and IT). Under no circumstances should the course training duration be lesser than course duration approved by empowered committee of DDU-GKY, MoRD.

IV. Direct Candidate Assessment by DGET

5. Testing Center

- i. DGET, Ministry of Labor and Employment (MoLE) vide its order dated 12th December 2014 (copy enclosed at **Annexure-5**) have approved processes for designating training centres of PIAs of DDU-GKY (amongst other central ministries) as testing centres. DGET has issued this order as part of its procedures related to "Direct Candidate Assessment" (DCA). Accordingly training centers of DDU-GKY PIAs can be designated as testing center subject to compliance with the following processes:-
 - a. PIAs shall send the list of centers with trade name and MES code (refer format enclosed at "**Annexure 4**") to State SRLMs/State Skill Missions implementing DDU-GKY (for AAP states) and MORD mail ID rohit22chandra@gmail.com (for YP states) with subject " Approval of DDU-GKY Testing Center – DGET" within 10 days from the date of batch commencement .
 - b. All such requests will be consolidated and taken up with respective RDATs by MORD (for YP states) and State SRLMs/State Skill Missions implementing DDU-GKY (for AAP states) with copy to DGET.

- c. Such Centres will be recognized by respective RDATs as direct testing center within 10 days of intimation to them by MORD (for YP states) and State SRLMs/State Skill Missions implementing DDU-GKY (for AAP states).
- d. RDAT will ensure inspection of such centres within one month through itself or third party monitoring agencies hired by DGET and also six monthly inspections thereafter.
- e. For ongoing batches PIAs are requested to take urgent steps to furnish details immediately as per "Annexure-4" by 31st Jan, 2015.

6. Direct Candidate Assessment Processes for DDU-GKY.

- i. PIA informs respective RDAT, through a letter regarding the following, for each batch to be assessed, within 10 days of commencement of training for the batch
 - a. Start date and End date for the training of the batch
 - b. List of candidates attending the batch in the format prescribed by DGET
 - c. Trades in which the assessment is required with MES course code
 - d. Any other information required by RDAT (to be specified by DGET)
- ii. RDAT will acknowledge receipt of letter from PIA and respond with an email and letter relating to allocation of Assessment Body (AB).
- iii. RDAT informs the PIA (through letter/email) about allotment of the Assessment Body (AB) at least 7 days before the completion of training. Assessing bodies for assessment at such centres will be deputed by RDAT through random selection.
- iv. PIA must promptly inform the RDAT with respect to any changes, through letter/email, in the start and end dates of the training batch. However, there should be no changes once the AB has been allotted and the assessment date has been notified to the PIA.
- v. AB informs the PIA about the date of assessment and other logistic arrangements required at the training centre at least 3 days before the completion of training of the batch. AB also undertakes upload of all data in the MoLE, Direct Testing system/database.
- vi. AB will arrange for the assessment of the batch to start, within 3 days of completion of the training of the batch.
- vii. AB will arrange to inform the RDAT regarding the results of the assessments within 7 days of completion of the assessment of the batch.
- viii. RDAT will arrange to issue the certificates to the candidates or the PIA within 7 days of the AB submitting the results to the RDAT.
- ix. All PIA's opting for "Direct Candidate Assessment" will submit a monthly report (by the 5th day of following month) to MORD (for YP states) and State SRLMs/State Skill Missions implementing DDU-GKY (for AAP states) regarding any delays with respect to candidate assessments as per above mentioned timelines, with reason, if known to them.

- x. Concerned office of DDU GKY will promptly inform DGET regarding the delay. DGET would investigate and resolve the issues within a reasonable timeframe to be communicated to DDU GKY.
- xi. In AAP states, the above process with RDATs may be facilitated by the respective SRLMs/ State Skill Missions of DDU-GKY to achieve timely outputs.

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

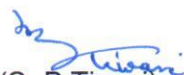
8. All clarification may be brought to the notice of DDU-GKY (email: rohit22chandra@gmail.com) with subject title "Assessment issues arising due to Revised NCVT" for follow up and resolution by DDU-GKY.

V. General

9. The same processes as elaborated above will be followed for all trades other than those mentioned in this notification.

10. Above processes have been notified in consultation with DGET.

11. This notification issues with the approval of competent authority.


(S. B Tiwari)

Under Secretary to the Government of India
Tel: 23743625

Enclosed:

- Annexure- 1 List of Unaffected courses
- Annexure-2 List of Revised Courses
- Annexure-3 List of Dropped Courses
- Annexure-4 Format of application for Direct Testing Center
- Annexure-5 Order from DGET dated 12th December 2014

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 Abu Osama Saifi - with a request to ensure that this notification is uploaded on the website.
9. ASDMS team at MoRD.

Copy to:

1. PS to JS Skills, DDU-GKY, MoRD.
2. PS to COO Skills, DDU-GKY, MoRD.
3. PS to DS Skills, DDU-GKY, MoRD.

Annexure 1 to Notification No. 2/...../2015

List of Courses unaffected			
Sl.No	Sector	Course code	Course name
1	ALLIED HEALTH CARE	AHC101	General Duty Attendant (GDA)
2	ALLIED HEALTH CARE	AHC103	Geriatric Assistant
3	ALLIED HEALTH CARE	AHC202	General duty Attendant (GDA) – Supervisor
4	AUTOMOTIVE REPAIR	AUR703	Driver cum Mechanic
5	BANKING & ACCOUNTING	BAN101	Accounting
6	BANKING & ACCOUNTING	BAN104	Mutual Fund Associate
7	BANKING & ACCOUNTING	BAN202	Banking Associate
8	CONSTRUCTION EQUIPMENT	CEQ101	Maintenance Mechanic Mining & Road Equipment
9	CONSTRUCTION EQUIPMENT	CEQ102	Maintenance & Repairs of Backhoe Loader and front end Loader/Wheel
10	COURIER & LOGISTICS	COL103	Driver cum Courier
11	COURIER & LOGISTICS	COL104	Office Assistant
12	COURIER & LOGISTICS	COL109	warehousing operator
13	GARMENT MAKING	GAR516	Industrial Sewing Machine Operator
14	HOSPITALITY	HOS708	Bartender
15	INSURANCE	INS101	Insurance Sales Advisor
16	INSURANCE	INS202	Senior Sales Person (Non life Insurance)
17	LEATHER & SPORTS GOODS	LEA101	Leather & Rexene Goods Maker
18	MATERIAL MANAGEMENT	MAM103	Finish Goods Keeper
19	MEDICAL AND NURSING	MED101	Bedside Assistant
20	MEDICAL AND NURSING	MED124	Pharmacy Assistant
21	MEDICAL AND NURSING	MED131	Dialysis Assistant
22	MEDICAL AND NURSING	MED133	Health Care Multipurpose Worker
23	MEDICAL AND NURSING	MED205	Vaccination Technician
24	MEDICAL AND NURSING	MED237	Laboratory Assistant
25	MEDICAL AND NURSING	MED239	Radiology Technician
26	MEDICAL AND NURSING	MED241	Operation Theatre (OT) Technician
27	MEDICAL AND NURSING	MED242	Laboratory Technician
28	PAINT	PAI202	Wall Painter
29	RETAIL	RET101	Sales Person (Retail)
30	RETAIL	RET103	Retail Operations
31	RETAIL	RET104	Sales Person (Door to Door)
32	RETAIL	RET202	Senior Sales Person (Retail)
33	SECURITY	SEC101	Personal Security Guard
34	SECURITY	SEC102	Industrial Security Guard
35	SECURITY	SEC104	Security Guard(General)
36	SECURITY	SEC205	Security Guard(General) & Personal Security Guard
37	SPA & WELLNESS	SPW701	Spa Therapy Level-1
38	SPA & WELLNESS	SPW703	Ayurveda Spa Therapist
39	SOFT SKILLS	SS102	Spoken English and Communication Skill
40	TELECOM	TLC101	Telecom DTH Installation Technician

Annexure 2 to Notification No...../2015

List of Courses Revised by NCVT (MES)					
Sl.NO	Sector	Old Course code	Old Course name	Revised Course code	Revised course name
1	AUTOMOTIVE REPAIR	AUR101	Basic Automotive Servicing (4 Wheelers)	AUR702	Basic Automotive Servicing 4 wheeler
2	AUTOMOTIVE REPAIR	AUR102	Basic Automotive Servicing (2-3 wheelers)	AUR701	Basic Automotive Servicing 2 wheeler 3 wheeler
3	AUTOMOTIVE REPAIR	AUR118	Bicycle and Tricycle repair	AUR704	Bicycle and Tricycle repair
4	AUTOMOTIVE REPAIR	AUR203	Repair & Overhauling of 2 wheelers(moped)	AUR705	Repair & Overhauling of 2 wheelers & 3 wheeler
5	AUTOMOTIVE REPAIR	AUR215	Repair & Overhauling of Auto electrical & Electronic system	AUR707	Repairing of Auto Electrical, Electronic and Air Conditioning System
6	BEAUTY CULTURE & HAIR DRESSING	BEA101	Basics of Beauty and Hair Dressing	BEA701	Beauty Therapy and Hair Styling level-1
7	CONSTRUCTION	CON101	Assistant Shuttering Carpenter & Scaffolder	CON702	Assistant Shuttering Carpenter & Scaffolder
8	CONSTRUCTION	CON106	Assistant Bar Bender & Steel Fixer	CON703	Assistant Bar Bender & Steel Fixer
9	CONSTRUCTION	CON111	Assistant Plumber	CON705	Assistant Plumber
10	CONSTRUCTION	CON204	Scaffolder	CON716	Scaffolder
11	CONSTRUCTION	CON205	Building Carpenter	CON709	Building Carpenter
12	CONSTRUCTION	CON207	Bar Bender	CON708	Bar- Bender
13	CONSTRUCTION	CON209	Mason	CON714	Mason
14	CONSTRUCTION	CON212	Plumber	CON715	Plumber
15	CONSTRUCTION	CON216	Works Supervisor	CON707	Assistant Works Supervisor
16	CONSTRUCTION	CON222	3D Designer Using ProE	CON701	3D ADVANCED Designer Using ProE
17	ELECTRONICS	ELC101	Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS	ELC701	Repair & Maintenance of Domestic Electronic Appliances
18	ELECTRONICS	ELC202	Installation & Maintenance of DTH System	ELC703	Repair & maintenance of Personal electronic devices
19	ELECTRONICS	ELC204	Repair & Maintenance of washing machine and microwave oven	ELC701	Repair & Maintenance of Domestic Electronic Appliances
20	ELECTRONICS	ELC206	Maintenance & Repair of Electronic Test Equipment	ELC701	Repair & Maintenance of Domestic Electronic Appliances
21	ELECTRICAL	ELE101	Basic Electrical Training	ELE701	Electrician Domestic
22	ELECTRICAL	ELE202	Repair of Home Appliance	ELE701	Electrician Domestic
23	ELECTRICAL	ELE203	House Wiring	ELE701	Electrician Domestic

24	FABRICATION	FAB101	Basic Welding (Gas)	FAB701	Arc and Gas Welder
25	FABRICATION	FAB102	Basic Welding (Arc)	FAB701	Arc and Gas Welder
26	GARMENT MAKING	GAR105	Tailor (Basic Sewing Operator)	GAR514	Tailor (Basic Sewing Operator)
27	HOSPITALITY	HOS101	Hospitality Assistant	HOS705	Hospitality Assistant
28	HOSPITALITY	HOS143	House Keeping-Room Boy	HOS704	Housekeeper
29	HOSPITALITY	HOS219	Reservation Asst. And Telephone Asst.	HOS610	Front office cum receptionist
30	HOSPITALITY	HOS220	Reception Asst. and information Asst.	HOS610	Front office cum receptionist
31	HOSPITALITY	HOS276	Food & Beverage Service	HOS709	Food & beverages Service
32	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT101	Computer Fundamentals, MS-Office & Internet	ICT701	Accounts Assistant using Tally
33	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT102	Tally	ICT701	Accounts Assistant using Tally
34	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT113	BPO Non Voice business training	ICT705	BPO Non Voice business training
35	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT114	BPO Voice business training	ICT706	BPO Voice business training
36	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT203	Desk Top Publishing	ICT702	DTP and Print Publishing Assistant
37	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT205	Computer Hardware	ICT703	Computer Hardware Assistant
38	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT206	Computer Networking	ICT704	Computer Network Assistant
39	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT207	Domestic BPO	ICT705	BPO- Non Voice
40	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT208	Internet Kiosk Operators	ICT702	DTP and Print Publishing Assistant
41	INDUSTRIAL ELECTRICAL	IEL101	Basic Electricity and Industrial Wiring	IEL701	Electrician Industrial
42	PRODUCTION AND MANUFACTURING	MAN307	CNC Turning	MAN702	CNC Turning
43	PRINTING	PRI203	Screen printing	PRI703	Printing Operator
44	REFRIGERATION & AIR CONDITIONING	REF101	Basic Refrigeration & Air Conditioning	REF702	Refrigeration/ Air Conditioning/ ventilation Mechanic (electrical Control)

45	REFRIGERATION & AIR CONDITIONING	REF204	Repair & maintenance of Air Conditioner	REF706	Repair and maintenance of Window and Split A.C
46	TEXTILE –COTTON SPINNING	SPG129	Sped Frame Cleaner	SPG703	Speed Frame Doffer & Cleaner
47	TEXTILE –COTTON SPINNING	SPG243	Speed Frame Machine Operator	SPG707	Speed Frame Machine Operator
48	TRAVEL & TOURISM	TRV102	Tour Office Assistant	TRV602	Tour Assistant
49	TRAVEL & TOURISM	TRV104	Ticket Reservation Assistant	TRV601	Ticket Reservation Assistant
50	TRAVEL & TOURISM	TRV209	Tour Agent / Travel & Tour Operator	TRV703	Tour Agent and Travel Operator
51	TEXTILES – WINDING	WDG106	Winder – Automatic Winding machine	WDG701	Winder – Automatic Winding machine

Annexure 3 to Notification No..2..../2015

List of Courses dropped by NCVT (MES)			
Sl.No	Sector	Course code	Course name
1	CONSTRUCTION	CON108	Assistant Mason
2	CONSTRUCTION	CON124	Construction Electrician-I
3	CONSTRUCTION	CON229	Electrical Wireman
4	CONSTRUCTION	CON231	Electrical Fitter
5	ELECTRONICS	ELC209	Installation & Maintenance of Electronic Equipments in Cell Phone towers
6	FABRICATION	FAB108	Basic Fitting Work
7	FOOD PROCESSING & PRESERVATION	FOO106	Processed Food Products Making Assistant
8	GARMENT MAKING	GAR213	Tailor Ladies
9	HOSPITALITY	HOS105	Bellboy
10	HOSPITALITY	HOS106	Assistant Waiter/Barmen
11	INFORMATION AND COMMUNICATION TECHNOLOGY	ICT104	Telecom Sales

Annexure 4 to Notification No.....2...../2015

From

To

Subject: Application for Direct Testing Centre

Ref: Notification No...../2015

The following training centres are conducting skills training under the DDU GKY program and have been approved as training centre by DDU GKY in accordance of the provisions of the DDU GKY SOP. It is requested that the following centres may be considered as direct Testing Centres for MES courses under the DDU GKY program.

Name of the PIA :

Project Sanction No. :

State sanctioned :

S. No	Center Address	Due Diligence completed by agency	Date of centre approval by CTSA	MES course Code	Trade name	Estimated number of candidates to be assessed

Signature and stamp of the person authorised to sign for PIA

Date

Place

No. DGET-1/10/2013/MES/IS
Government of India
Ministry of Labour & Employment
Directorate of Labour & Employment and Training
Shram Shakti Bhawan, Rafi Marg, New Delhi-110001

Dated 12th December, 2014

ORDER

Under the Skill Development Initiative (SDI) scheme, there is a provision of direct assessment which is carried out in Testing Centre. Testing Centres are approved by the States/UTs and candidates are allowed to get registered themselves either directly on the portal or through Testing Centre. Assessors are assigned by the concerned Regional Directorate of Apprenticeship Training (RDAT). Several Central Ministries are desirous to get their trainees (trained under their schemes) tested under SDI scheme to get NCVT certificates. The inspection and approval of such Testing Centres will put additional burden on States/UTs and States/UTs are already facing shortage of manpower. Keeping this fact in a view, inspection and approval of Testing Centres where candidates trained under Schemes of Central Ministries will be assessed as direct candidate under SDI scheme is now entrusted to Regional Directorates of Apprenticeship Training (RDATs). For this purpose guidelines are given below:-

- (i) Chief Officer of the Central Government Programme should recommend such centre to RDAT with intimation to DGE&T and the concerned State.
- (ii) Such Centre will be recognized by RDAT as Direct Testing Centre within 10 days with intimation to State.
- (iii) RDAT will ensure inspection of such centre within one month through it self or third party monitoring agencies being hired by DGE&T and also six monthly inspection there after.
- (iv) Assessing Bodies for assessment at such centres will be deputed by RDAT through random selection.

Alok

(Alok Kumar)

Director General of Employment & Training/Joint Secretary

To -

1. Ministries of Rural Development, Textiles, MSME, Food Processing Industries, Heavy Industry, HRD, Social Justice & Empowerment, Minority Affairs, Urban Development & Poverty Alleviation, Tourism, Tribal Affairs, Women & Child Development, Khadi & Village Industries Corporation & Information Technology.
2. The Secretaries of all States/UTs dealing with SDI Scheme
3. The Directors/Commissioners of all States/UTs dealing with SDI Scheme.
4. All RDATs.
5. All Assessing Bodies empanelled under SDI Scheme.



o/c

C.R. Kindly issue