



सत्यमेव जयते
Ministry of Electronics and
Information Technology
Government of India



Guidelines and Process Flow for implementation of “Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector” (Scheme-1)

Version 3.0

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Guidelines for Implementation of ESDM Skill Development Scheme

Version History

Version Number	Purpose	Changes made	New processes	Author	Date of Release
V 1.0	<ul style="list-style-type: none"> Initial Draft Guidelines for implementation of “Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector” 	N/A	N/A	PMU	30.09.2014
V 2.0	<ul style="list-style-type: none"> Guidelines for implementation of “Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector” 	<ul style="list-style-type: none"> Updated Guidelines 	N/A	PMU	01.04.2015
V 3.0	<ul style="list-style-type: none"> Guidelines for implementation of “Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector” 	<ul style="list-style-type: none"> Included Process Flow Updated guidelines based on amendment to Admin Approval dated 26/09/2018 Proforma for Undertaking/Code of Ethics from TP 	<ul style="list-style-type: none"> Demand Based Proposal Streamlining of processes including automation. 	PMU	05.11.2018

Note:

MeitY reserves the right to change the contents of these Implementation Guidelines at any given point of time. The updated version will be available on the ESDM Skill Development Portal and MeitY’s website (<http://meity.gov.in/esdm/hrd>).

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Glossary

Term	Detail
CF	Course Fee
CSC	Common Service Centers
EID	Enrolment ID for Aadhaar
ESDM	Electronics System Design & Manufacturing
ESSCI	Electronics Sector Skills Council of India
EWS	Economically Weaker Section
KIA	Key Implementing Agency
MeitY	Ministry of Electronics and Information Technology
MoU	Memorandum of Understanding
NIELIT	National Institute of Electronics and Information Technology
NOS	National Occupation Standards
NPR	National Population Register
NSDA	National Skill Development Agency
NSDC	National Skill Development Council
NSQF	National Skill Qualification Framework
PMU	Program Management Unit
PRSG	Project Review and Steering Group
QP	Qualification Pack
RCCF	Registration-Cum-Certification-Fee
SC	Scheduled Caste
SIA	State Implementing Agency
SSC	Sector Skills Council
ST	Scheduled Tribes
TP	Training Partner
TSSC	Telecom Sector Skill Council
UT	Union Territory

About “Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector”

MeitY had approved the Scheme ‘Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector’ on 31.10.2013 with a total target of 90,000 candidates at an approved outlay of Rs.113.77 Crore out of which an amount of Rs.100.00 Crore is the Grants-in-Aid. The Scheme would be in operation up to 31.03.2020.

Currently the Scheme is being implemented in following states viz. Andhra Pradesh , Telangana, Jammu & Kashmir, Karnataka, Punjab, Uttarakhand(for 2 levels only) and Uttar Pradesh. The Scheme is being implemented by the State Implementing Agencies (SIA), nominated by the respective States. The SIAs are responsible for implementation and create necessary mechanism for implementation, monitoring and placement.

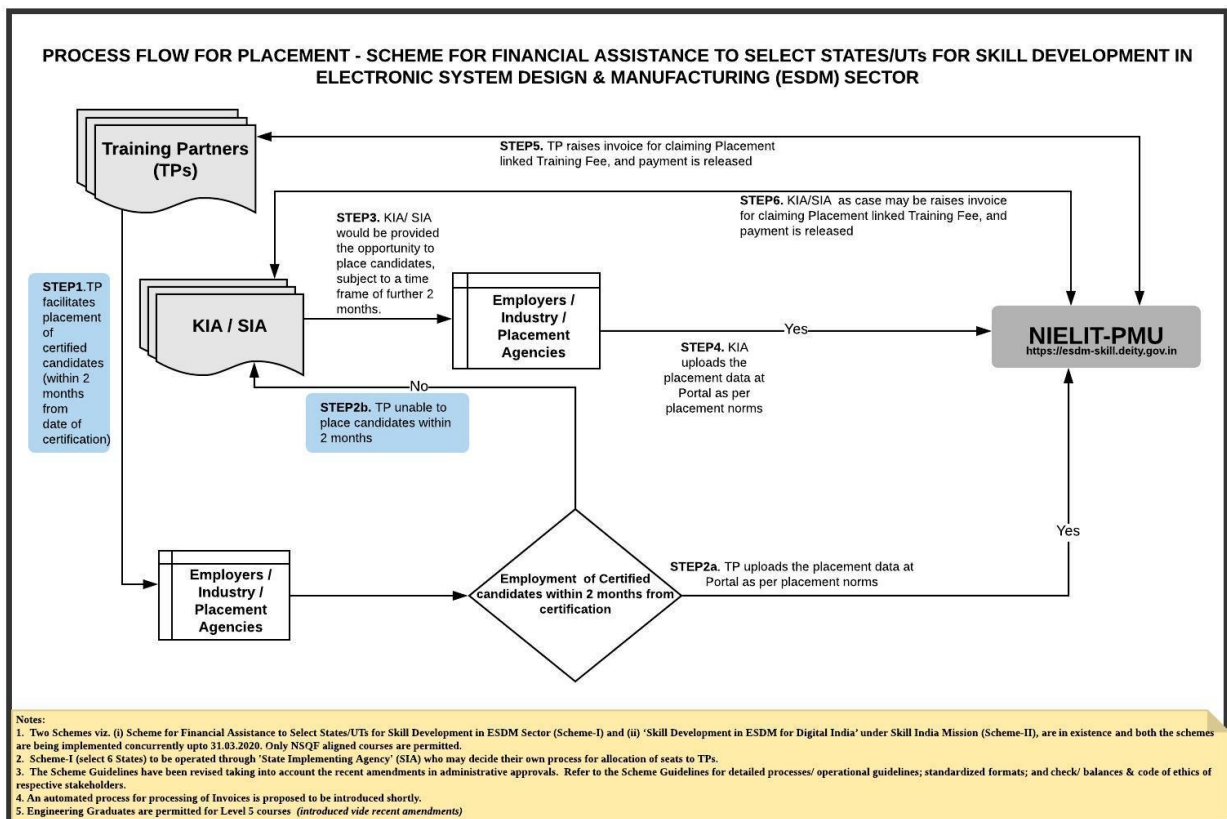
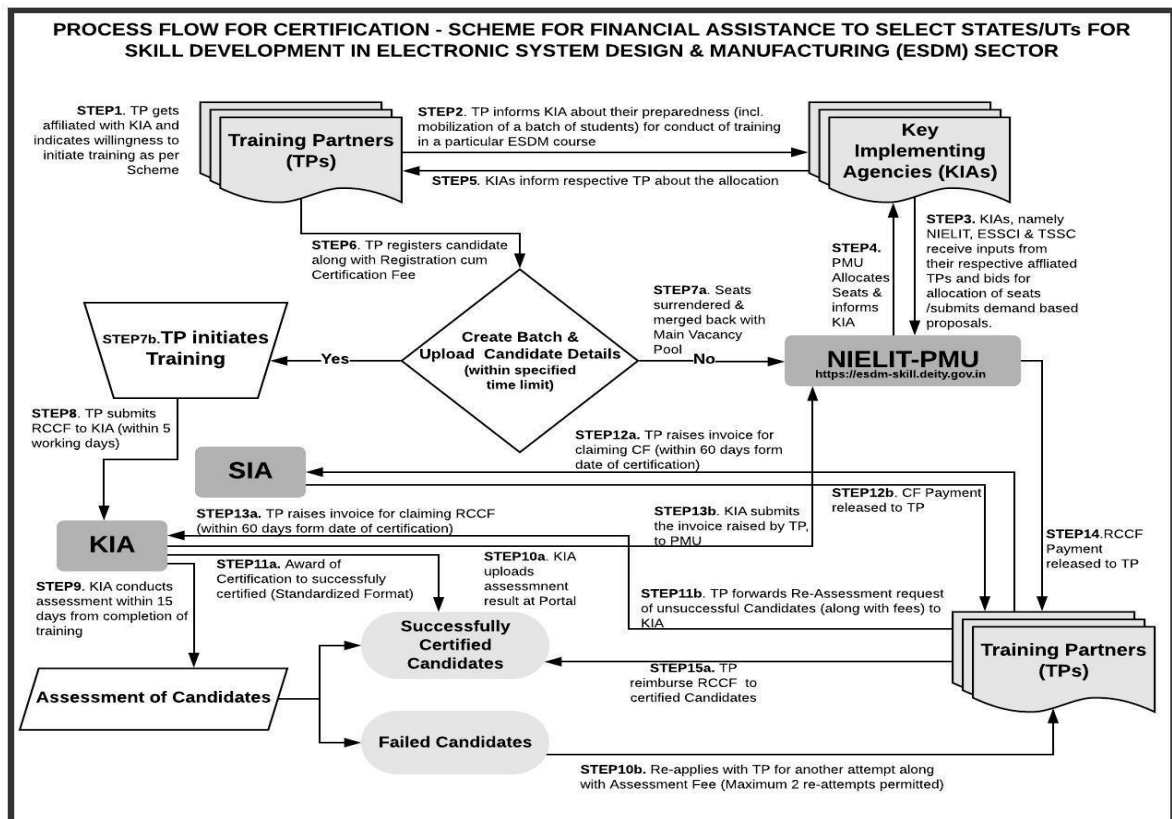
Salient features of the Schemes are –

- Target Beneficiaries - 8th /10th Pass, ITI holders, Polytechnics, Under Graduates and Graduates.
- Training being imparted in 5 levels i.e. NSQF Compliant Level1 – Level5.
- Electronics Sector Skill Council of India (ESSCI), Telecom Sector Skill Council (TSSC) and National Institute of Electronics & IT (NIELIT) are the Key Implementing Agencies.
- Scheme Parameters (Hours, Base Cost etc.) are aligned to Common Norms notified by Cabinet for various Skill Development Schemes w.e.f. 01.04.2016.
- Financial Assistance for Skilling is 75% to General Category and 100% to SC / ST/ EWS Category and for Certification it is 100% to General/ SC/ ST/ EWS Category.
- An Expert Committee has recommended 59 NSQF Compliant courses (40 Service and 19 Manufacturing Courses).

Since inception of the scheme, 43,318 candidates have been trained out of which 30,124 have been certified in various ESDM Courses. The remaining target with effect from 02-Jul-2018 is as under:

Scheme-1 (State)	Remaining Target					Target Break-Up	
	L1-L2	L3	L4	L5	Total	2018-19	2019-20
Andhra Pradesh	1815	961	1727	1117	5,620	2248	3372
Jammu & Kashmir	3571	3314	4805	2160	13,850	5540	8310
Karnataka	3634	2259	3720	2193	11,806	4722	7084
Punjab	2353	1398	2038	938	6,727	2691	4036
Telangana	1674	2758	4251	2514	11197	4479	6718
Uttar Pradesh	1848	2179	2628	1760	8,415	3366	5049
Uttarakhand(L1-2)	2261	0	0	0	2,261	904	1357
Total	17,156	12,869	19,169	10,682	59,876	23,950	35,926

Flowchart: Process Flow for Certification and Placement



Notes:

- Two Schemes viz. (i) Scheme for Financial Assistance to Select States/UTs for Skill Development in ESDM Sector (Scheme-I) and (ii) 'Skill Development in ESDM for Digital India' under Skill India Mission (Scheme-II), are in existence and both the schemes are being implemented concurrently upto 31.03.2020. Only NS/QF aligned courses are permitted.
- Scheme-I (select 6 States) to be operated through 'State Implementing Agency' (SIA) who may decide their own process for allocation of seats to TPs.
- The Scheme Guidelines have been revised taking into account the recent amendments in administrative approvals. Refer to the Scheme Guidelines for detailed processes/ operational guidelines; standardized formats; and check/ balances & code of ethics of respective stakeholders.
- An automated process for processing of Invoices is proposed to be introduced shortly.
- Engineering Graduates are permitted for Level 5 courses (introduced vide recent amendments)

More details about the scheme can be found at <http://meity.gov.in/esdm/hrd>

Responsibility: For Candidates

a) General

1. The Scheme is targeted for candidates studying at IX/X standard onwards, ITI, Polytechnic, undergraduate and also unemployed youth who are school dropouts from 8th pass onwards, ITI Certificate or Diploma holders, graduates, registrants in Employment Exchanges. In order to boost Manufacturing Sector Skilling, Engineering Graduates are now permitted for L5 level courses.
2. The candidate can enrol at any of the 5 NSQF Levels (L1 to L5) specified, subject to meeting the minimum eligibility criteria, as defined in the respective NSQF Course. The courses have now been totally aligned in terms of NSQF Levels and number of hours in-line with the NSDC approved National Occupation Standards (NOS). The updated List of NSQF Compliant ESDM Courses as on 17th July 2018 is at **Annexure-I (to be noted: the list of NSQF compliant ESDM Courses shall be updated from time to time and it is advised to check the latest list from respective TP/KIA/ESDM Portal).**
3. The Fee details applicable to batches starting on or after 01-Apr-2018 are as below:

Applicable to the batches starting on or After 01 Apr 2018				
Reimbursement of Course fee : 80% on Certification and 20% on Placement				
Level	L1-L2	L3	L4	L5
Upper Ceiling in Course Hours for re-imburement of Fee	200 hrs	300 hrs	350 hrs	400 hrs
Course Fees	The base cost for Service Sector is Rs.41.90 per hour and the base cost for Manufacturing Sector is Rs.48.90 per hour. Actual duration as per the NSQF course list.			
Manufacturing Sector Courses (Rs.)*	9780	14670	17115	19560
Service Sector Courses (Rs.)*	8380	12570	14665	16760
RCCF (Rs.)	762	1210	1815	1905

**The course fee payable for per hour of training on actual hours of training with a ceiling of number of hours as above*

4. The approved courses will be available for training under this Scheme. L1-L2 courses would be taken up only on need basis. These courses would be conducted by the Training Partners (TPs) affiliated to the three Key Implementing Agencies viz. ESSCI, NIELIT, TSSC. The list of affiliated TPs is available on the Schemes Portal at <https://esdm-skill.deity.gov.in> and on MeitY's website at <http://meity.gov.in/esdm/hrd>.
5. **All the courses under the scheme need to be aligned with National Skills Qualification Framework (NSQF). Government funding is not available for any course if it is not NSQF compliant.**
6. The courses under the Scheme are for upgrading the skills and/or acquiring new skills.
7. All candidates need to ensure they have a valid Aadhaar Number. In case a candidate doesn't have Aadhaar, he/she may get enrolled at the nearest Aadhaar/NPR enrolment Centres. The candidates should also provide their consent for Aadhaar authentication or e-KYC process.
8. The enrolment number for Aadhaar viz. EID may also be considered for admission under the scheme. However, any two of the following identity proofs would be considered, only for the states of Assam and Meghalaya:

State	Acceptable Identity Proof
Assam Meghalaya	Any two of the following identity proofs: 1. Aadhaar Card of the candidate 2. NPR Card of the candidate 3. Voter ID Card of the candidate 4. PAN Card of the candidate 5. Jan Dhan Yojana Passbook of the candidate 6. State Permanent Resident Certificate issued by the SDM/DC office

9. **A candidate who has been a beneficiary of any of the Govt. of India aided Skilling Course, in the ESDM field sponsored by Central or State Govt, would not be considered as beneficiary under the**

Scheme. Each candidate would be required to submit an undertaking, that he/she has not taken the benefit of any Scheme sponsored by Central or State Govt in the ESDM field, to the TP at the time of registration/enrolment.

10. The candidate must have attained the age of seventeen (17) years at the time of registration/enrolment.
11. When a candidate decides to enrol for a course under this Scheme, he/she should approach the nearest Affiliated TP. The list of TPs will be available on the ESDM Skill Development Portal as well as MeitY's website at <http://meity.gov.in/esdm/hrd>.
12. The TPs, depending on the eligibility and suitability of the candidate will carry out his/her enrolment in a particular course. After enrolling for the course, the candidate will be required to undergo the training for the prescribed duration of the course. After completion of training, each candidate should undergo an examination/ assessment to be conducted by the respective KIA. The examination will have two components - theory and practical.
13. ***Each candidate should be willing to get employed / Self-Employed. Each candidate would be required to submit an undertaking to this effect to the TP at the time of registration/enrolment.***
14. The examination pattern (Examination duration, number of questions, online or offline, theory vs. practical breakup etc.) would be as per the norms of the KIA of the specific course.
15. A candidate who is unable to pass the exam in the initial attempt will be eligible to apply for re-appear cycle. A candidate will be allowed only two re-appear attempts. The time limit for the candidate to be allowed for two re-appear attempts is within 1 year from date of enrolment of the candidate.
16. ***A candidate is eligible to get benefit under this scheme only once. However, for Manufacturing Job roles, a candidate will be permitted to undergo two courses at successive NSQF levels.***
17. In case of any grievance of the candidate with the TP, the candidate should approach the State Implementing Agency (SIA)/respective Key Implementing Agency viz. ESSCI, NIELIT, TSSC for grievance redressal. In case it is not satisfactorily resolved within 1 month, they may approach the PMU at MeitY providing details of letter / e-mail written to SIA/KIA and their reply, if any.

b) Financials

1. 60% seats of the total seats at each Level are for General Candidates
2. 40% seats will be reserved for the candidates belonging to SC/ST/EWS categories.
3. The reservation quota as specified in the scheme document is SC-15%; ST-7.5%; EWS-17.5%.
4. Criteria for EWS Category: The annual family income of the candidate should not be more than Rs.2 lakh in order to be eligible for EWS Category. Any certificate recognized by State/UT administration shall be acceptable. EWS Certificate of the candidate should be valid on the Date of Enrolment of the candidate on the Portal.
5. **Course Fee :-**
 - a) General Candidates:
 - 75% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to General category. This would be reimbursed to the TP, subject to approval from respective KIA and subject to meeting the employability norms set under the Scheme.
 - For the remaining 25%, the candidate may pay to the TP upon enrolment. The TP is free to bear / share (with candidate) this cost or provide credit facility to the candidates if they so desire. MeitY would have no bearing on the mutual arrangement between the TP and the candidate in this regard.
 - For General candidates, the Scheme provides for reimbursement of 75% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.
 - b) Reserved Candidates (SC/ ST/EWS):
 - 100% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to reserved category. This would be reimbursed to the TP.

- For Reserved candidates, the Scheme provides for reimbursement of 100% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

6. Registration-cum-Certification Fee (RCCF): -

a) General Candidates:

- All candidates will have to initially pay the RCCF at the time of enrolment with the TP.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt.
- The candidate would be eligible to obtain the refund of RCCF for one time only, upon his/her successful certification and the necessary amount due to him/her would be transferred to his TP who would refund to the candidate.
- 100% of the RCCF would be payable by MeitY for the successfully certified candidates. This would be transferred to the TP who would refund to the candidate.
- For candidates enrolled on or before 31st March 2015, RCCF would be payable to respective KIAs for the first time attempt (pass and fail both) of the General Category/SC/ST/EWS candidate. The RCCF for further re-appear attempts of the fail candidates (enrolled on or before 31March2015) would be borne by the candidate.

b) Reserved Candidates (SC/ ST/EWS):

- All candidates will have to initially pay the registration-cum-examination fees at the time of enrolment with the TP.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt
- The candidate would be eligible to obtain the refund of RCCF for one time only, upon his/her successful certification and the necessary amount due to him/her would be transferred to his TP who would refund to the candidate.
- 100% of the RCCF would be payable by MeitY for the successfully certified candidates. This would be transferred to the TP who would refund to the candidate.

Responsibility: For Training Partners (TP)

a) General

1. TP is an important link in the implementation of the skill development initiative. The TP is responsible for mobilization of candidates in active collaboration with State Implementing Agencies/ KIAs.
2. The Fee details applicable to batches starting on or after 01-Apr-2018 are as below:

Applicable to the batches starting on or After 01 Apr 2018				
Reimbursement of Course fee : 80% on Certification and 20% on Placement				
Level	L1-L2	L3	L4	L5
Upper Ceiling in Course Hours for re-imburement of Fee	200 hrs	300 hrs	350 hrs	400 hrs
Course Fees	The base cost for Service Sector is Rs.41.90 per hour and the base cost for Manufacturing Sector is Rs.48.90 per hour. Actual duration as per the NSQF course list.			
Manufacturing Sector Courses (Rs.)*	9780	14670	17115	19560
Service Sector Courses (Rs.)*	8380	12570	14665	16760
RCCF (Rs.)	762	1210	1815	1905

**The course fee payable for per hour of training on actual hours of training with a ceiling of number of hours as above*

3. *The courses should be ideally offered as a full time course @6 hours/day excluding break time. The courses can also be offered on part time basis @2/4 hours/day and TPs would be required to maintain the training schedule, throughout the duration of each batch and furnish such details at the time of enrolments, invoicing or wherever necessary.*
4. *All the courses under the scheme need to be aligned with National Skills Qualification Framework (NSQF). Government funding is not available for any course if it is not NSQF compliant.*
5. *ESDM Courses should have same name, duration and the level of the course as per published NSQF Compliant course list by NSDC or as approved by National Skill Qualification Committee (NSQC) of NSDA.*
6. *The updated List of NSQF Compliant ESDM Courses (aligned in terms of NSQF Levels and number of hours in-line with the NSDC approved National Occupation Standards) as on 17th July 2018 is at **Annexure-I (to be noted: the list of NSQF compliant ESDM Courses shall be updated from time to time and it is advised to check the latest list from respective KIA).***
7. *The batch size is recommended to be of 20-30 candidates as per the norms specified by the respective Key Implementing Agency viz. ESSCI, NIELIT, TSSC. Multiple batches to be created in case of larger enrolments. For batch size less than 20, the KIA may permit the same, on a case-to-case basis*
8. *A TP can be affiliated with one or more KIA at the same time. Affiliated TPs from any KIA are allowed to conduct any of the approved courses as per **Annexure-I** (NSQF Course list to be updated from time-to-time).*
9. *Any assessor/trainer associated with the scheme in whatever capacity with any KIA would have to be a certified assessor/trainer respectively for the course being delivered by the TP.*

b) Financials

1. 60% seats of the total seats at each Level are for General Candidates
2. 40% seats will be reserved for the candidates belonging to SC/ST/EWS categories.
3. The reservation quota as specified in the scheme document is SC-15%; ST-7.5%; EWS-17.5%.
4. Criteria for EWS Category: The annual family income of the candidate should not be more than Rs.2 lakh in order to be eligible for EWS Category. Any certificate recognized by State/UT administration

shall be acceptable. EWS Certificate of the candidate should be valid on the Date of Enrolment of the candidate on the Portal.

5. Reimbursement of Course Fee :

80% Course Fee to be released to the TP on successful certification of the candidate and remaining 20% to be released subject to meeting the employment criterion as per Scheme. Reimbursement would be made in instalments, as under:

Instalments	% of Total Cost	Output Parameters
1st	80%	On Successful Certification of the candidate
2nd	20%	On Successful Placement of the candidate

6. Course Fee : -

a) General Candidates:

- 75% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to General category. This would be reimbursed from the SIA to the TP, subject to approval from respective KIA and subject to meeting the employability norms set under the Scheme.
- For the remaining 25%, the candidate may pay to the TP upon enrolment. The TP is free to bear / share (with candidate) this cost or provide credit facility to the candidates if they so desire. MeitY would have no bearing on the mutual arrangement between the TP and the candidate in this regard.
- For General candidates, the Scheme provides for reimbursement of 75% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

b) Reserved Candidates (SC/ ST/EWS):

- 100% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to Reserved Category. This would be reimbursed from the SIA to the TP, subject to approval from respective KIA.
- For Reserved candidates, the Scheme provides for reimbursement of 100% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

7. Registration-cum-certification Fee (RCCF): -

a) General Candidates:

- Every enrolled candidate would be required to pay for RCCF to the TPs at the time of enrolment.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt.
- The TP should transfer the RCCF in respect of the enrolled batch to the KIAs within 5 working days of starting of the training.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt. The candidate would be eligible to obtain the refund of RCCF for one time only, upon his/her successful certification and the necessary amount due to him/her would be transferred to his TP who would refund to the candidate.

b) Reserved Candidates (SC/ ST/EWS):

- Every enrolled candidate would be required to pay for RCCF to the TPs at the time of enrolment.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt.
- The TP should transfer the RCCF in respect of the enrolled batch to the KIAs within 5 working days of starting of the training.

- The candidate will have to pay the prescribed RCCF to the TP for every attempt. The candidate would be eligible to obtain the refund of RCCF for one time only, upon his/her successful certification and the necessary amount due to him/her would be transferred to his TP who would refund to the candidate
8. All fees are inclusive of all taxes, as and when applicable. No amount, over and above the prescribed limits at each level, as indicated in the Scheme, shall be payable by MeitY

c) Affiliation with KIA

1. The TP can apply for affiliation with any of the three KIAs. Affiliation will be course and centre specific, which means that the TP can apply for affiliation under a particular level and for a specific course, as per prescribed norms of the KIA, as applicable.
2. The TP needs to adhere to the accreditation norms of the KIAs viz ESSCI / TSSC / NIELIT with whom the TP is affiliated. The ratio of quantity of requisite training infrastructure to number of candidates would be as per the accreditation norms of KIA.
3. All TPs must have the requisite training infrastructure to conduct the training for the particular course. Any major deviations noticed in this regard may result in cancellation of the batches at the centres. It is the responsibility of the KIA to ensure the same. KIA may take appropriate action in case any deviation is noticed.

d) Admissions & Scheduling of Course

1. Scheme mandates training for 60% General and 40% Reserved category candidates (15% SC, 7.5%ST, 17.5% EWS). However, as all States may not have adequate no. of SC or ST candidates, the overall ratio of General v/s Reserved Category should be maintained in the Scheme for each Level.
2. If sufficient number of candidates is not available in any category, then the seats may be filled with candidates from SC→ST→EWS, as per precedence indicated herein.
3. The TP would be responsible for the admission process subject to adhering to the eligibility norms for the candidates. The TP needs to ensure that candidates meet the minimum eligibility criteria to undertake training for the respective course.
4. The candidate must have attained the age of seventeen (17) years at the time of registration/enrolment.
5. The procedure for registration of candidates would be via the ESDM Skill Development portal viz. <https://esdm-skill.deity.gov.in>.
6. All the records, certificates of qualifications would be kept as hard copy with the TP for reference. It would be the responsibility of the TP to maintain the necessary records. TP shall make available copy of such records to MeitY/ KIA/ SIA/ PMU as and when required.
7. TP will adhere to the batch size specified by the KIA/SIA under each Course and Level. For batch size less than 20, the KIA may permit the same, on a case-to-case basis.
8. ***A TP should ensure that such candidates get enrolled who are willing to get employed / Self-Employed (applicable in Repair/ Maintenance courses only) and an undertaking to this effect should be taken from the candidates at the time of registration.***
9. ***The TP should ensure that a candidate who has been a beneficiary of any of the Govt. of India aided Skilling Course, in the ESDM field sponsored by Central or State Govt, should not be enrolled and an undertaking to this effect should be taken from the candidates at the time of registration.***
10. TP should ensure that the candidates have a valid Aadhaar number so that the uniqueness of the beneficiary can be maintained. The TP should obtain a written consent from the candidate for Aadhaar authentication or e-KYC process.
11. The enrolment number for Aadhaar viz. EID may also be considered for admission under the scheme. However, any two of the following Identity proofs would be considered only for the states of Assam and Meghalaya:

State	Acceptable Identity Proof
Assam / Meghalaya	Any two of the following identity proofs: 1. Aadhaar Card of the candidate 2. NPR Card of the candidate 3. Voter ID Card of the candidate 4. PAN Card of the candidate 5. Jan Dhan Yojana Passbook of the candidate 6. State Permanent Resident Certificate issued by the SDM/DC office

12. It would be the responsibility of the TP to provide the course content/ training material / books/ reading/study material, as necessary, to the candidates in their centres.
 13. ***At all times, the TP should not sub-franchise the training. Any such activity found will be considered as non-compliance and may result in de-affiliation of the TP from participating in the ESDM Skill Development Scheme. TP may submit an undertaking with the respective SIA and KIA stating to this effect.***
 14. TP will be responsible for all aspects related to enrolment of candidates, training and co-ordination with KIAs for assessments.
 15. The TP must ensure that the trainers are qualified and trained to provide trainings on the relevant Courses as per norms of KIA.
 16. The ESDM Course should be conducted by the TPs as follows:
 - a) ***It is mandatory for TPs to conduct the ESDM course for the duration specified in the NSQF Compliant ESDM Course List and strictly follow the course curriculum provided by KIA. KIA should not carry out the assessment of the batch in case TP has not conducted the training for specified hours.***
 - b) ***The training comprising of theory/practical should be conducted for maximum 6 hours a day exclusive of lunch/ other breaks. The said stipulation may be marginally relaxed for Manufacturing Sector Courses (due to hands on/ on the job training), on case to case basis.***
 - c) ***The TP must provide the information regarding major breaks (30 minutes or more) given during conduct of daily classes in the attendance sheet.***
 - d) ***In case TP fails to provide above information , the course duration should be calculated as follows :***
 - i. ***For courses conducted for more than 4 hours a day, 30 minutes would be deducted as lunch/meals break while calculating the total course duration.***
 - ii. ***For courses conducted for 4 hours or less, course duration would be calculated on actuals.***
 - e) ***TPs should not conduct any training/classes on National Holidays. Minimum one weekly off should be given to the candidates.***
 - f) ***KIAs should enforce provisions for biometric attendance of the candidates for their respective TPs.***
- e) **Assessment**
1. TP will be responsible for scheduling assessment of the candidates with the KIAs, so that the examinations are conducted by KIA within 2 weeks from date of completion of Training.
 2. ***TPs must certify that candidates have undergone a NSQF aligned course (as per approved list), have adequate attendance (70% of contact days) as per attendance records, training has been conducted as per NSQF norms, etc and submit these details to the concerned KIA.***
 3. ***The TP will be responsible to collect the RCCF from the candidates, and deposit the same to the KIA (NIELIT/ESSC/TSSC as the case may be) within 5 working days from the date of start of the training.***

4. For reimbursement of the course fees, the TP should indicate complete bank details including IFSC code.
5. In order to claim the reimbursement of the course fees, upon successful certification of the candidate, it is the responsibility of the TP to raise request for fund transfer from the SIA, based on the category of the candidate, subject to approval of the respective KIA. The fee reimbursement should be claimed in the approved Template / Format on the Portal, for claiming course fees / RCCF by TPs.
6. **All stakeholders should submit their claim to PMU for reimbursement through Portal, within 60 days from the end date / cut-off date of the relevant processes (as defined in the guidelines).**
7. TPs and 3rd party assessment agency assigned by KIA must ensure that the assessments are conducted in a fair/ transparent & holistic manner. Unfair practices/ violations if any shall be dealt strictly as per applicable laws.
8. **In the event of any malpractice, the Key Implementing Agencies may choose to de-affiliate the TP and it may also result in debarring the TP from further participation in the ESDM Skill Development Schemes.**
9. TP must ensure that all candidates in the batch carry their original photo-ID cards on the day of assessment. The permissible photo-IDs that a candidate can carry for the assessment are voter ID card, passport, driving license, PAN card, Aadhaar card, identity card provided by school/college etc. Without the original photo-ID card, the assessor may choose not to assess the particular candidate
10. In case of any grievance of the TP, the TP should approach KIA and in the event if KIA is not able to resolve the grievance, TP can approach PMU for grievance redressal, providing details of letter / e-mail written to SIA/KIA and their reply, if any.

f) Facilitating Placements of certified candidates

1. The placement parameters are kept as minimum of 70% of the certified candidates for 100% fee reimbursement; In case 70% of the certified candidates are not placed, then placement linked reimbursement shall be per candidate basis.
2. Placement details have to be mandatorily entered on the ESDM Skill Development Portal post placements of the candidates.
3. Placement linked funding for reimbursement to TP or KIA/SIA has been adopted as follows:
 - i. ***The TP will have the first right to place the candidate and claim re-imburement of balance 20% Course Fee subject to a time frame of 2 months after Certification for placing the certified candidates.***
 - ii. ***In case the TP is not able to place the candidates within the stipulated time of 2 months after Certification, the respective KIA or SIA (first-cum-first-serve basis) will have the right to place the candidate and claim re-imburement of the balance 20% Course Fee, subject to a time frame of further 2 months (i.e. time frame of 4 months after Certification).***
 - iii. ***In the event of TP not being able to place all certified candidates within a period of 2 months after Certification, then in such an event the KIA or SIA (on first-cum-first-serve basis) would have the claim to place the remaining candidates.***
 - iv. ***If a TP is able to place at least 70% of the total certified candidates in a batch within 2 months, then the TP would be eligible for full reimbursement of the balance 20% Course Fee. The same is applicable for KIA or SIA as well, subject to the timeframe / condition stipulated above.***
 - v. ***For cases where partial (less than 70% of the total certified candidates) candidates being placed by the TP and the remaining being placed by KIA or SIA, the balance 20% Course Fee reimbursement may be linked on pro-rata basis i.e. per candidate basis.***
 - vi. ***Since norms pertaining to reimbursement of the balance 20% of the Course Fee takes into account 100% reimbursement in the case of 70% of certified candidates of a batch being successfully placed, therefore in the case the TP together with KIA or SIA is able to achieve the set condition, then the balance 30% shall be divided on pro-rata basis keeping in view the number of candidates placed by the TP and KIA/ SIA.***

4. ***For each candidate who is successfully placed, the TP or KIA/SIA as the case maybe, would mandatorily track the placement of such candidates for at least 3 months before raising the claim for reimbursement through Portal. In order to track the placement record of the candidate, the following list of documents should be collated by the TP or KIA/SIA as the case maybe:***

For Salaried Employment		For Self-Employed	
On employment (to be uploaded within 2 months of date of certification in case claim is done by TP)	Appointment letter issued by the employer OR A letter issued by the employer with details mentioning the placed candidate's name, date of joining, and cost to the company (CTC), etc. Such a letter can be either candidate specific or for a group of selected candidates. Copy pertaining to acceptance of offer by the candidate shall also be treated as valid. Such communication can either in print or electronic form. OR Copy of Identity card issued by employer.	On self-employment (to be uploaded within 2 months of date of certification in case claim is done by TP)	Trade license OR Proof of enterprise set up OR Proof of Mudra Loan availed OR Proof of any kind of loan availed from bank for Enterprise Setup
For 3 consecutive months from the first date of employment	Salary certificate/Salary slips issued by the employer AND Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details	For 3 consecutive months from the first date of self-employment	Bank Statement for each month , showing additional income

5. ***All stakeholders should submit the claim through ESDM Portal for reimbursement, within 60 days from the end date / cut-off date of the relevant processes (as defined in the guidelines).***
6. ***As the success of the scheme is measured in terms of placement, the TP will ensure liaison with local industry and may even go for the 'place and train' methodology.***

g) Non-Compliance

- i. ***Any non-compliance to the above guidelines or any malpractice observed during mobilization, enrolments, training, assessment, certification etc, by any stakeholder, would be placed before the Co-ordination Committee and / or Expert Committee for appropriate action, which may include cancellation of training/assessment and strict action against the affiliated TP/KIA/SIA, as the case may be. Further for matters not covered in these guidelines, separate notifications/approvals would be issued from time to time with the approval of competent authority.***
- ii. ***While uploading documents at the ESDM Portal, all concerned stakeholders must ensure that only valid and relevant documents are uploaded. Any deviation in this regard would be viewed seriously and violators may be denied the right to further participate under the scheme.***

Responsibility: For State Implementing Agency (SIA)

a) General

1. Implement the skill development initiative.
2. Ensure that the deliverables of the project are achieved in a time bound manner.
3. SIA would tie-up with various industries, KIAs, Skill providers both in Govt. and private sectors to participate in the scheme implementation.
4. SIA need to interact and collaborate with the Key Implementing Agencies viz. ESSCI/ NIELIT/ TSSC only, which would then collaborate with the respective identified / accredited/ affiliated TPs for organizing the training. The allotment of batches to the respective Agency needs to be indicated to the Key Implementing Agencies.
5. The SIA will ensure facilitating sharing of resources like labs, workshops etc., if the need arises, for the TPs.
6. SIA will maintain the overall chart of the skilling taking place in the State. This should be in line with the scheme document.
7. The reservation is as SC-15%; ST-7.5%; EWS-17.5%. However if sufficient number of candidates are not available in any category, they may be filled with candidates from SC/ST/EWS in that order as applicable, with due approval from respective SIA (which can seek approval from PMU)
8. SIA will work out collaboration/coordination details with Govt. training/educational institutions/schools so as to ensure that their candidates join the training programs offered under the ESDM Scheme.
9. SIAs may propose new courses, to be added to the approved list of courses, based on demand and employability prospects to MeitY and PMU. The SIAs may send the details of the courses along with the detailed justification for inclusion based on the demand and employability perspective. All the proposed courses would be put up before the Expert Committee for recommendations and approval. All the courses under the scheme need to be aligned with National Skills Qualification Framework (NSQF). Government funding is not available for any course if it is not NSQF compliant. ESDM Courses should have *same name, duration and the level of the course as per published NSQF Compliant course list by NSDC or as approved by National Skill Qualification Committee (NSQC) of NSDA*
10. In order to ensure employment of the candidates/youth trained under this Scheme, the SIA will liaise, interact, coordinate with the local industry and work out a placement mechanism. They will also organize events like Job Fairs periodically to facilitate the candidates and the Industry for placement of trained candidates.
11. SIA will help the Key Implementing Agencies and TPs in coordination and tie-up with industry for training and placement.
12. The SIA will hold workshops for public awareness and mobilization of the candidates for training under this scheme.
13. In case of any grievance of the SIA, the SIA should approach the PMU for grievance redressal.

b) Financials

1. 60% seats of the total seats at each Level are for the General Candidates
2. 40% seats will be reserved for the candidates belonging to SC/ST/EWS categories.
3. The reservation quota as specified in the scheme document is SC-15%; ST-7.5%; EWS-17.5%.
4. Criteria for EWS Category: The annual family income of the candidate should not be more than Rs.2 lakh in order to be eligible for EWS Category. Any certificate recognized by State/UT administration shall be acceptable. EWS Certificate of the candidate should be valid on the Date of Enrolment of the candidate on the Portal.
5. Assistance for Overhead & Placement @ 10% of skilling Assistance is available with the SIA.
6. After signing the MoU, a token amount of 25% of the first year funds for overhead/placement cost would be released to the SIA, as first instalment. This fund is to be used for initiating the implementation, monitoring, advertisement and placement.

7. **Reimbursement of Course Fee :**

80% Course Fee to be released to the TP on successful certification of the candidate and remaining 20% to be released subject to meeting the employment criterion as per Scheme. Reimbursement would be made in instalments, as under:

Instalment	% of Total Cost	Output Parameters
1 st	80%	On Successful Certification of the candidate
2 nd	20%	On Successful Placement of the candidate

8. **Course Fee : -**

a) General Candidates:

- 75% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to General category. This would be reimbursed from the SIA to the TP, subject to approval of respective KIA and subject to meeting the employability norms set under the Scheme.
- For the remaining 25%, the candidate may pay to the TP upon enrolment. The TP is free to bear / share (with candidate) this cost or provide credit facility to the candidates if they so desire. MeitY would have no bearing on the mutual arrangement between the TP and the candidate in this regard.
- For General candidates, the Scheme provides for reimbursement of 75% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

b) Reserved Candidates (SC/ ST/EWS):

- 100% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to Reserved category. This would be reimbursed from the SIA to the TP, subject to approval of respective KIA.
- For Reserved candidates, the Scheme provides for reimbursement of 100% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

9. Subsequently, depending on target achieved (candidates clearing the certification examination of KIAs and their placement) the amount would be released on quarterly basis subject to receipt of UC of previous grants.

c) **Facilitation of Placement of certified candidates**

1. The placement parameters are kept as minimum of 70% of the certified candidates for 100% fee reimbursement; In case 70% of the certified candidates are not placed, then placement linked reimbursement shall be per candidate basis.
2. Placement linked funding for reimbursement to TP or KIA/SIA has been adopted as follows:
 - i. *The TP will have the first right to place the candidate and claim re-imburement of balance 20% Course Fee subject to a time frame of 2 months after Certification for placing the certified candidates.*
 - ii. *In case the TP is not able to place the candidates within the stipulated time of 2 months after Certification, the respective KIA or SIA (first-cum-first-serve basis) will have the right to place the candidate and claim re-imburement of the balance 20% Course Fee, subject to a time frame of further 2 months (i.e. time frame of 4 months after Certification.).*
 - iii. *In the event of TP not being able to place all certified candidates within a period of 2 months after Certification, then in such an event the KIA or SIA (on first-cum-first-serve basis) would have the claim to place the remaining candidates.*
 - iv. *If a TP is able to place at least 70% of the total certified candidates in a batch within 2 months, then the TP would be eligible for full reimbursement of the balance 20% Course*

Fee. The same is applicable for KIA or SIA as well, subject to the timeframe / condition stipulated above.

- v. *For cases where partial (less than 70% of the total certified candidates) candidates being placed by the TP and the remaining being placed by KIA or SIA, the balance 20% Course Fee reimbursement may be linked on pro-rata basis i.e. per candidate basis.*
 - vi. *Since norms pertaining to reimbursement of the balance 20% of the Course Fee takes into account 100% reimbursement in the case of 70% of certified candidates of a batch being successfully placed, therefore in the case the TP together with KIA or SIA is able to achieve the set condition, then the balance 30% shall be divided on pro-rata basis keeping in view the number of candidates placed by the TP and KIA/ SIA.*
3. All stakeholders should submit their claim to PMU for reimbursement through Portal, within 60 days from the end date / cut-off date of the relevant processes (as defined in the guidelines).

d) Non-Compliance

- i. *Any non-compliance to the above guidelines or any malpractice observed during mobilization, enrolments, training, assessment, certification etc, by any stakeholder, would be placed before the Co-ordination Committee and / or Expert Committee for appropriate action, which may include cancellation of training/assessment and strict action against the affiliated TP/KIA/SIA, as the case may be. Further for matters not covered in these guidelines, separate notifications/approvals would be issued from time to time with the approval of competent authority.*
- ii. *While uploading documents at the ESDM Portal, all concerned stakeholders must ensure that only valid and relevant documents are uploaded. Any deviation in this regard would be viewed seriously and violators may be denied the right to further participate under the scheme.*

Responsibility: For Key Implementing Agency

a) **General**

1. ESSCI, NIELIT and TSSC are the Key Implementing Agency and have the following roles :
 - a) Accreditation/ Affiliation of TPs
 - b) To prepare Accreditation guidelines.
 - c) ***KIAs are requested to obtain suitable undertaking/compliance of Code of Ethics from their affiliated TPs, in-line with the format/Proforma enclosed at Annexure-VII. It would be the responsibility of the KIA to maintain these documents. KIA shall make available copy of such documents to PMU / MeitY as and when required.***
 - d) To prepare norms for periodic monitoring and assessment of the quality of TPs/accredited institutions.
 - e) To prepare a competency based curriculum that would be applicable to this Scheme.
 - f) ***All the courses under the scheme need to be aligned with National Skills Qualification Framework (NSQF). Government funding is not available for any course if it is not NSQF compliant. ESDM Courses should have same name, duration and the level of the course as per published NSQF Compliant course list by NSDC or as approved by National Skill Qualification Committee (NSQC) of NSDA***
 - g) The updated List of NSQF Compliant ESDM Courses (totally aligned in terms of NSQF Levels and number of hours in-line with the NSDC approved National Occupation Standards) as on 17th July 2018 is at **Annexure-I (to be noted: the list of NSQF compliant ESDM Courses shall be updated from time to time and it is advised to check the latest list in force)**
 - h) To finalize courses at all levels, fix minimum duration at each level as per scheme guidelines. Standard courses conducted by ITIs, other Govt. training institutions can also be included. Each KIA would be eligible to conduct the course from any other KIA with the primary KIA being the owner KIA of the respective QP-NOS.
 - i) The TP selection/identification is the role of KIA.
 - j) ***The KIA should ensure that the TP has not enrolled any candidate who has been a beneficiary of any of the Govt. of India aided Skilling Course, in the ESDM field sponsored by Central or State Govt, and an undertaking to this effect should be taken from the TP at the time of batch creation.***
 - k) The list of all TPs must be shared with MeitY and PMU. These details will be made available on MeitY and ESDM Skill Development Portal. Only these centres will be permitted to conduct training under the ESDM Skill Development Scheme. In case of any deviation in this case, the batches at other centres not on this list will be cancelled, and the Affiliated TP will be held responsible for the cancellation.
 - l) To prepare a mechanism and standard norms for delivery, assessment and certification for various courses.
 - m) To fix the scheduled date of the examination.
 - n) To assess and certify the competence acquired at each level. The KIA will ensure free and fair examination
 - o) All candidates trained by various agencies will acquire certificate by NIELIT or ESSCI or TSSC (with GoI logo) to become eligible for financial assistance. The revised Template of Certificate placed at **Annexure-II** to include (a) Skill India Logo; and (b) MeitY in place of DeitY. The Certificates issued by the KIAs needs to be sent to the respective Digital Lockers of the candidates.

b) Financials

1. The Fee details applicable to batches starting on or after 01-Apr-2018 are as below:

Applicable to the batches starting on or After 01 Apr 2018				
Reimbursement of Course fee : 80% on Certification and 20% on Placement				
Level	L1-L2	L3	L4	L5
Upper Ceiling in Course Hours for re-imbursement of Fee	200 hrs	300 hrs	350 hrs	400 hrs
Course Fees	The base cost for Service Sector is Rs.41.90 per hour and the base cost for Manufacturing Sector is Rs.48.90 per hour. Actual duration as per the NSQF course list.			
Manufacturing Sector Courses (Rs.)*	9780	14670	17115	19560
Service Sector Courses (Rs.)*	8380	12570	14665	16760
RCCF (Rs.)	762	1210	1815	1905

**The course fee payable for per hour of training on actual hours of training with a ceiling of number of hours as above*

- The KIAs would get the RCCF of all enrolled candidates from the TPs within 5 working days of starting of training.
- Reimbursement of Course Fee :**
80% Course Fee to be released to the TP on successful certification of the candidate and remaining 20% to be released subject to meeting the employment criterion as per Scheme. Reimbursement would be made in instalment as under:

Instalment	% of Total Cost	Output Parameters
1st	80%	On Successful Certification of the candidates
2nd	20%	On Successful Placement of the candidate

4. **Course Fees :** -

a) General Candidates:

- 75% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to General category. This would be reimbursed from the SIA to the TP, subject to approval from respective KIA and subject to meeting the employability norms set under the Scheme.
- For the remaining 25%, the candidate may pay to the TP upon enrolment. The TP is free to bear / share (with candidate) this cost or provide credit facility to the candidates if they so desire. MeitY would have no bearing on the mutual arrangement between the TP and the candidate in this regard.
- For General candidates, the Scheme provides for reimbursement of 75% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

b) Reserved Candidates (SC/ ST/EWS):

- 100% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to Reserved category. This would be reimbursed from SIA to the TP, subject to approval from respective KIA.
- For Reserved candidates, the Scheme provides for reimbursement of 100% of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.

5. **Registration-cum-certification Fee (RCCF) :** -

a) General Candidates:

- Every enrolled candidate would be required to pay for RCCF to the TPs at the time of enrolment.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt.
- The TP should transfer the RCCF in respect of the enrolled batch to the KIAs within 5 working days of starting of the training.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt. The candidate would be eligible to obtain the refund of RCCF for one time only, upon his/her successful certification and the necessary amount due to him/her would be transferred to his TP who would refund to the candidate.

b) Reserved Candidates (SC/ ST/EWS):

- Every enrolled candidate would be required to pay for RCCF to the TPs at the time of enrolment.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt.
- The TP should transfer the RCCF in respect of the enrolled batch to the KIAs within 5 working days of starting of the training.
- The candidate will have to pay the prescribed RCCF to the TP for every attempt. The candidate would be eligible to obtain the refund of RCCF for one time only, upon his/her successful certification and the necessary amount due to him/her would be transferred to his TP who would refund to the candidate

c) **Seat Allocation Mechanism**

1. ***40% seats to be allocated for Service Sector (Repair/ Maintenance) to boost Entrepreneurship/ Self-Employment. Seat allocation to be done by SIA in this Scheme.***
2. ***60% of the seats to be allocated via a seat allotment mechanism through demand-based proposals as per the following mechanism:***

Operationalization of Industry Linked Allocation

1. To provide thrust on employability, 60% of the target would be allocated based on industry linked demand based proposals.
2. KIAs, in consultation with industry and TP, would submit proposals as per Proforma at **Annexure-VI**. (Time: T0)
3. The proposal should mandatorily include details such as whether the proposal is based on place-and-train or train-and-place policy. The proposal should also indicate number of candidates proposed to be trained in a particular course, the details of tie-ups with the relevant Industry where the candidates are likely to be placed. It should also include the details of TP that would undertake such training.
4. PMU would preliminary examine and shortlist the proposals and those shortlisted proposals would be submitted, either through circulation or through a meeting, to the Co-ordination Committee for recommendation. The recommended proposals would be conveyed to the respective KIA on approval by the Chairman, Expert Committee. (Time: T0 + 15 days)
5. The recommended proposals approved by Chairman, Expert Committee would be ratified in the subsequent meeting of the Expert Committee.
6. The Respective KIA/ TP to upload batch details within 15 days failing which the seats would get surrendered / merged back within the main vacancy pool (Time: T0 + 30 days)
7. Details of instances pertaining to seats getting merged back with main vacancy pool would be reported and recorded in the Co-ordination Committee/ Expert Committee.
8. The process of batch registration and subsequent processes would be as per the existing process on the Scheme portal (<https://esdm-skill.deity.gov.in>)

d) Pre-Assessment

1. KIAs must develop the Assessment Criteria for the courses and finalize the assessment methodology. The assessment methodology must cover aspects related to theory, practical and viva, and must indicate the mode of conducting the assessment components, and the minimum number of questions for each candidate's assessment.
2. ***KIAs should carry out assessment after ensuring that the candidates have undergone a NSQF aligned course (as per approved list), have adequate attendance as per attendance records, training have been conducted as per NSQF norms etc.***
3. The KIAs must share the details of all the certified assessors with MeitY and PMU Team. A certified assessor cannot conduct assessments until MeitY and PMU team have received his/her details along with their certification details. These details will also be made available on the ESDM Skill Development Portal.
4. The KIAs must certify that the Assessor has the ability to conduct assessments and is aware of the ESDM Skill Development Scheme
5. KIAs must ensure that a Certified Assessor is made available on the proposed date of assessment. In case of a lack of assessor on the particular date, the same must be communicated with the TP at least 2 weeks prior to the proposed date and an alternate date must be finalized through mutual consent. This change of date should be reflected on ESDM Skill Development Portal.
6. KIAs needs to ensure that backup Assessors are available and the Assessments are not cancelled due to the lack of a certified Assessor at the last minute.
7. KIAs should make available Sample Question Papers / Mock Tests and their Assessment Criterion on the Schemes Portal.

e) Assessment

1. It would be the responsibility of the Key Implementing Agency to notify the details of the accredited TP(s) to the SIA.
2. Assessment of a course would be done only by the respective KIA.
3. As soon as a batch is enrolled and the TP informs the respective KIA about the assessment to be conducted at the end of the course, the KIA should work on the smooth conduct of examination. The examination should be held within 2 weeks of completion of training.
4. All assessment mechanism would be as per the Assessment norms of the respective KIAs viz. ESSCI / NIELIT / TSSC.
5. A candidate who is unable to pass the exam in the initial attempt will be eligible to apply for re-appear cycle. A candidate will be allowed only two re-appear attempts. The time limit for the candidate to be allowed for two re-appear attempts is within 1 year from date of enrolment of the candidate.
6. KIAs needs to ensure that theory question papers for every Course must be randomized from the Question Bank.
7. In case the assessment is conducted online or through a digital system (such as tablet), efforts must be made available to have the language preferences given by the candidates of the batch to be assessed
8. Assessor will mandatorily carry his/her photo identity for the assessment.
9. Assessor will mandatorily check the Biometric Attendance for the batch, and provide a copy to the respective KIA along with the Assessment results.
10. Assessor will mandatorily check the original photo-IDs of the candidates before the Assessment is conducted. The permissible photo-IDs that a candidate can carry for the assessment are voter ID card, passport, driving license, PAN card, Aadhaar card, identity card provided by school/college etc. The Assessor may choose to not conduct the assessment for a particular candidate in case of lack of his/her original photo-ID proof during the assessment
11. ***In the event of any malpractice, the Key Implementing Agencies may choose to de-affiliate the TP and it may also result in debarring the TP from further participation in the ESDM Skill Development Schemes.***

12. In case it is found that the designated Certified Assessor deposes a non-certified assessor to conduct an assessment on his/her behalf, the Certified Assessor may be blacklisted and debarred from conducting any future assessments. Reassessment will be conducted at the Training Centre at no additional cost to the TP. The KIA will be required to bear the costs for reassessment.
13. Any non-compliance to the above guidelines or any malpractice during assessments may result in strict action against the defaulting agency/individual, with potential case for de-affiliation/blacklisting from participating under the ESDM Skill Development Scheme
14. ***It is expected that the TP has transferred the RCCF to the KIAs within 5 working days of the batch start.***
15. KIA has to assign the batch to an Assessor/ Assessing Body within 5 days of the batch being assigned to them.
16. KIA has to ensure that assessment results are uploaded on ESDM Skill Development Portal within 5 working days of the assessment being conducted.

f) Facilitation of Placement of certified candidates

1. The placement parameters are kept as minimum of 70% of the certified candidates for 100% fee reimbursement by training provider; In case 70% of the certified candidates are not placed, then placement linked reimbursement shall be per candidate basis.
2. Placement details have to be mandatorily entered on the ESDM Skill Development Portal post placements of the candidates. KIA must ensure the same with respective TP.
3. Placement linked funding for reimbursement to TP or KIA/SIA has been adopted as follows:
 - i. ***The TP will have the first right to place the candidate and claim re-imburement of balance 20% Course Fee subject to a time frame of 2 months after Certification for placing the certified candidates.***
 - ii. ***In case the TP is not able to place the candidates within the stipulated time of 2 months after Certification, the respective KIA or SIA (first-cum-first-serve basis) will have the right to place the candidate and claim re-imburement of the balance 20% Course Fee, subject to a time frame of further 2 months (i.e. time frame of 4 months after Certification.).***
 - iii. ***In the event of TP not being able to place all certified candidates within a period of 2 months after Certification, then in such an event the KIA or SIA (on first-cum-first-serve basis) would have the claim to place the remaining candidates.***
 - iv. ***If a TP is able to place at least 70% of the total certified candidates in a batch within 2 months, then the TP would be eligible for full reimbursement of the balance 20% Course Fee. The same is applicable for KIA or SIA as well, subject to the timeframe / condition stipulated above.***
 - v. ***For cases where partial (less than 70% of the total certified candidates) candidates being placed by the TP and the remaining being placed by KIA or SIA, the balance 20% Course Fee reimbursement may be linked on pro-rata basis i.e. per candidate basis.***
 - vi. ***Since norms pertaining to reimbursement of the balance 20% of the Course Fee takes into account 100% reimbursement in the case of 70% of certified candidates of a batch being successfully placed, therefore in the case the TP together with KIA or SIA is able to achieve the set condition, then the balance 30% shall be divided on pro-rata basis keeping in view the number of candidates placed by the TP and KIA/ SIA.***
4. ***For each candidate who is successfully placed, the TP or KIA/SIA as the case maybe, would mandatorily track the placement of such candidates for at least 3 months before raising the automated online claim for reimbursement. In order to track the placement record of the candidate, the following list of documents should be collated by the TP or KIA/SIA as the case maybe:***

For Salaried Employment	
On employment (to be uploaded within 2 months of date of certification in case claim is done by TP)	Appointment letter issued by the employer OR A letter issued by the employer with details mentioning the placed

For Self-Employed	
On self-employment (to be uploaded within 2 months of date of certification in case claim is done by TP)	Trade license OR Proof of enterprise set up OR Proof of Mudra Loan

	<p>candidate's name, date of joining, and cost to the company (CTC), etc. Such a letter can be either candidate specific or for a group of selected candidates. Copy pertaining to acceptance of offer by the candidate shall also be treated as valid. Such communication can either in print or electronic form.</p> <p>OR</p> <p>Copy of Identity card issued by employer.</p>		<p>availed</p> <p>OR</p> <p>Proof of any kind of loan availed from bank for Enterprise Setup</p>
For 3 consecutive months from the first date of employment	<p>Salary certificate/Salary slips issued by the employer</p> <p>AND</p> <p>Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details</p>	For 3 consecutive months from the first date of self-employment	Bank Statement for each month, showing additional income

5. *All stakeholders should submit their claim to PMU for reimbursement through Portal, within 60 days from the end date / cut-off date of the relevant processes (as defined in the guidelines).*
6. As the success of the scheme is measured in terms of placement, the KIA/TP must ensure liaison with local industry and may even go for the 'place and train' methodology.

g) Non-Compliance

- i. *Any non-compliance to the above guidelines or any malpractice observed during mobilization, enrolments, training, assessment, certification etc, by any stakeholder, would be placed before the Co-ordination Committee and / or Expert Committee for appropriate action, which may include cancellation of training/assessment and strict action against the affiliated TP/KIA/SIA, as the case may be. Further for matters not covered in these guidelines, separate notifications/approvals would be issued from time to time with the approval of competent authority.*
- ii. *While uploading documents at the ESDM Portal, all concerned stakeholders must ensure that only valid and relevant documents are uploaded. Any deviation in this regard would be viewed seriously and violators may be denied the right to further participate under the scheme.*

Responsibility: For PMU

1. To professionally manage and support MeitY in implementation and monitoring of the scheme in the identified States/UTs.
2. To operate and manage the scheme in all States/UTs including transfer of funds to the various implementing agencies in a transparent manner.
3. **Registration-cum-certification Fee(RCCF) :** -
 - a) PMU is responsible to transfer 100% of the RCCF, directly to the TPs, after due certification of the General Category candidate
 - b) PMU is responsible to transfer 100% of the RCCF, directly to the TPs, after due certification of the candidate belonging to SC/ST/EWS Category
 - c) For candidates enrolled on or before 31st March 2015, PMU is responsible to transfer 100% of the RCCF to respective KIAs for the first time attempt (pass and fail both) of the General Category/SC/ST/EWS candidate. The RCCF for further re-appear attempts of the fail candidates (enrolled on or before 31st March 2015) would be borne by the candidate. Facilitate creation of awareness regarding the scheme.
4. Mobilize various stakeholders through print and electronic media, workshops, seminars etc.
5. Facilitate development of PORTAL being created by NIELIT, for capturing various data from the Implementing Agencies, bring out periodic progress report, collect data for monitoring the scheme etc.
6. Ensure that the scheme is implemented as per the guidelines specified by MeitY.
7. Facilitate the meetings of the Expert Committee, Co-ordination Committee, and PRSG etc.

Brief Description of Processes

a) Enrolment of candidates by TP

Step Number	Activity Brief	Responsibility	Remarks(if any)
1	TP to get affiliated with KIAs based on affiliation norms of respective KIAs.	TP	
2	TP to publicize the scheme and the Scheme details to mobilize candidates, KIA/SIA will also be responsible for mobilization of candidates and publicizing the scheme.	TP / KIA / SIA	
3	The TP would be responsible for the admission process and ensure that candidates admitted are in compliance with the eligibility norms as per ESDM guidelines. All the records, certificates of qualifications would be kept as hard copy with the TP for reference. It would be the responsibility of the TP to maintain the necessary records. TP shall make available copy of such records to MeitY/ KIA/ SIA/ PMU as and when required.	TP	TP is free to apply any fair mechanism such as entrance exam, aptitude test, first come first serve, higher marks etc. in order to select candidates in case of higher number of applications.
4	TPs to upload candidates' detail on ESDM Portal for formation of a batch based on approval by respective KIA.	TP	Enrolment to be done via ESDM Skill Development Portal
5	Scheme mandates training for 60% General and 40% Reserved category candidates (15% SC, 7.5%ST, 17.5% EWS). If sufficient number of candidates is not available in any category, then the seats may be filled with candidates from SC→ST→EWS, as per precedence indicated herein.	TP	TPs to route request to SIAs through KIAs.
6	TP to collect RCCF from all candidates of all categories (General, SC/ ST / EWS), at the time of enrolment, based on the RCCF of the Course depending on the Level (L1-L5) as per Scheme.	TP	
7	TP to transfer the cumulative RCCF to the respective KIAs within 5 working days of starting of the training of the batch.	TP	TP to update the ESDM Portal with details of RCCF transferred, NEFT transaction number and the date of transfer
8	75% of the Course Fee would be payable by MeitY for the successfully certified candidates belonging to General category. For the remaining 25%, the candidate may pay to the TP upon enrolment. The TP is free to bear / share (with candidate) this cost or provide credit facility to the candidates if they so desire. MeitY would have no bearing on the mutual arrangement between the TP and the candidate in this regard. TP is not allowed to charge any course fee from candidates of SC/ST/EWS Category.	TP	

b) Conduct Training

Step Number	Activity Brief	Responsibility	Remarks(if any)
1	TP to mobilize candidates, get batch allocations done and enroll candidates.	TP	See Process “ <u>Enrollment of candidates by TP</u> ” for more details
2	TP to schedule batch start date and end date and a proposed exam date (subject to approval from respective KIA) at ESDM Portal.	TP	
3	TP to mobilize/identify trainers for batch at the training center.	TP	
4	TP to provide training in accordance with the NSQF QPs as applicable.	TP	It would be the responsibility of the TP to provide the course content/ training material / books/ reading/study material, as necessary, to the candidates in their centers
5	Training Center will maintain day-wise attendance record for the batch and provide it to the Assessor during the Assessments. It is mandatory for the candidate to maintain at least 70% attendance to be eligible to appear in the assessment. The attendance record should be maintained through an electronic/biometric attendance system	TP	

c) Conduct of Assessments

Step Number	Activity Brief	Responsibility	Remarks(if any)
1	As soon as a batch is enrolled and the TP informs the KIA about the assessment to be conducted at the end of the course, the KIA should work on the smooth conduct of assessments. The examination should be held within 2 weeks of completion of training	KIA	Assessment of a course would be done only by the respective KIA and all assessment mechanism would be as per the Assessment norms of the respective KIA
2	KIA allocates Assessor(s) to conduct assessment at the Training Center location	KIA	The KIA must certify that the Assessor has the ability to conduct assessments and is aware of the ESDM Skill Development Scheme
3	KIA contacts TP to confirm details of assessment (assessment date, location, etc.)	KIA	KIA needs to ensure that backup Assessors are available and the Assessments are not

			cancelled due to the lack of a certified Assessor at the last minute
4	On day of assessment, Assessor(s) reaches the Training Centre location to conduct theory / practical assessment at scheduled time	Assessor	Assessor only brings along Assessment sheets for the Assessment
5	TP makes all arrangements (stationery, lab facilities, infrastructure setup, etc) for the Assessor to conduct the assessment	TP	
6	Assessor will mandatorily check the Biometric Attendance for the batch, and provide a copy to the respective KIA along with the Assessment results	TP	
7	Assessor will mandatorily check the original photo-IDs of the candidates before the Assessment is conducted. The permissible photo-IDs that a candidate can carry for the assessment are voter ID card, passport, driving license, PAN card, Aadhaar card, identity card provided by school/college etc. The Assessor may choose to not conduct the assessment in case a particular candidate is unable to furnish a valid photo-id	Assessor / Candidate	
8	Assessor(s) conducts the assessment in accordance with the Assessment.	Assessor	
9	KIA to upload assessment results on ESDM Portal within 5 working days of the assessment being conducted.	KIA	
10	Successful candidates shall be awarded certificates. KIA would upload all the certificates on ESDM Portal within 5 days from the date of result. TPs would download certificates from the Portal and distribute to the candidates.	KIA / TP	KIAs to use the common template assigning Serial Number, unique to each KIA , duly signed by the authorized signatory of the respective KIA

d) Reimbursement of Course Fee and Registration-cum-Certification-Fee

Step Number	Activity Brief	Responsibility
1	Reimbursement of Course Fee and Registration-cum-Certification-Fee (Linked to Successful Certification): 75% of the course fee and 100% of RCCF would be payable for the successfully certified candidates belonging to General category. For the remaining 25% course fee, the candidate may pay to the TP upon enrolment. The TP is free to bear / share (with candidate) this cost or provide credit facility to the candidates if they so desire. MeitY/NIELIT-PMU would have no bearing on the mutual arrangement between the TP and the candidate in this regard.	TP
2	100% of the course fee / RCCF would be payable for the successfully certified candidates belonging to reserved category.	TP

3	The Scheme provides for reimbursement of 75% (for General candidates) / 100% (for Reserved candidates), of the Course Fee under 2 instalments: 1st instalment i.e. 80% is payable on successful certification of the candidates and the 2nd instalment i.e. 20% is payable based on employment norms under the Scheme.	
4	TP to submit the above claim for reimbursement of Course Fee and RCCF through Portal, to KIAs and seek recommendation from the respective KIA. KIA should recommend within 10 working days of receipt of claim complete in all respects. KIA to recommend and submit the claim, through Portal, to SIA for reimbursement of Course fee and to NIELIT-PMU for reimbursement of RCCF.	TP / KIA / SIA / NIELIT-PMU
5	Reimbursement of Course Fee (Linked to Successful Placement): The placement parameters are kept as minimum of 70% of the pass-out candidates for 100% fee reimbursement to training provider; and per candidate employed for below 70% employment (on actual placement basis till 70%).	
6	Remaining 20% Placement linked reimbursement of Course fee can be claimed by either the TP or KIA/SIA as the case may be and as defined under Scheme guidelines.	TP / KIA / SIA
7	Claims pertaining to reimbursement of Fees would be processed by NIELIT-PMU and TP /KIA /SIA must ensure that the claims referred are complete in all respect and no discrepancy exists with regard to the details mentioned in the claim vis-a-vis data uploaded on the Portal.	TP/KIA/SIA/NIELIT-PMU
8	Upon receipt of the relevant details, SIA/NIELIT-PMU to transfer the Course Fee to TP or KIA/SIA, subject to the claim being in order and as per scheme guidelines.	SIA/NIELIT-PMU

Updated List of NSQF Compliant ESDM Courses as on 17th July 2018

Sl. No	Course Code (Indicate the relevant code as per affiliation of TP with KIA – EL:ESSCI; TL-TSSC; NL:NIELIT)	Sector	Industry Vertical	Course Developed By	Course Title (as per NSQF)	NSQF Level	Total Training Hours to be completed as per NSQF Norms	No. of Hours for which reimbursement of Course Fee can be claimed as per EDSM Scheme	Total Course Fee (in Rs.) per candidate (for batches starting on/after 01.04.18 to 31.03.19)	Total RCCF (in Rs.) per candidate (for batches starting on/after 01.04.18 to 31.03.19)
1	EL/S/L4/C003N TL/S/L4/C041N NL/S/L4/C028N	Service	Consumer Electronics	ESSCI	Field Technician - AC	L4	300	300	12570	1815
2	EL/S/L4/C080N NL/S/L4/C080N TL/S/L4/C080N	Service	Consumer Electronics	ESSCI	Field Technician – Other Home Appliances	L4	360	350	14665	1815
3	EL/S/L5/C005N TL/S/L5/C042N NL/S/L5/C030N	Service	Consumer Electronics	ESSCI	Field Engineer – RACW	L5	360	360	15084	1905
4	EL/M/L4/C017N TL/M/L4/C047N NL/M/L4/C042N	Manufacturing	Consumer Electronics	ESSCI	Assembly Operator-RAC	L4	360	350	17115	1815
5	EL/S/L4/C006N TL/S/L4/C043N NL/S/L4/C031N	Service	IT Hardware	ESSCI	Field Technician – Computing and Peripherals	L4	300	300	12570	1815
6	EL/S/L4/C014N TL/S/L4/C031N NL/S/L4/C039N	Service	IT Hardware	ESSCI	CCTV Installation Technician	L4	360	350	14665	1815
7	EL/S/L4/C009N TL/S/L4/C027N NL/S/L4/C034N	Service	IT Hardware	ESSCI	Field Technician – Networking and Storage	L4	360	350	14665	1815
8	EL/S/L3/C004N TL/S/L3/C024N NL/S/L3/C029N	Service	IT Hardware	ESSCI	Installation Technician – Computing and Peripherals	L3	300	300	12570	1210
9	EL/M/L4/C012N TL/M/L4/C029N NL/M/L4/C037N	Manufacturing	PCB Assembly	ESSCI	Through Hole Assembly Operator	L4	200	200	9780	1815
10	EL/S/L4/C008N TL/S/L4/C026N NL/S/L4/C033N	Service	PCB Assembly	ESSCI	Pick and Place Assembly Operator	L4	300	300	12570	1815
11	EL/S/L4/C007N TL/S/L4/C025N NL/S/L4/C032N	Service	Solar Electronics	ESSCI	Solar Panel Installation Technician	L4	400	350	14665	1815
12	EL/S/L4/C001N TL/S/L4/C022N NL/S/L4/C026N	Service	Communications Electronics	ESSCI	DTH Set Top Box Installation & Service Technician	L4	200	200	8380	1815
13	EL/S/L4/C002N TL/S/L4/C023N NL/S/L4/C027N	Service	Communications Electronics	ESSCI	DAS Set Top Box Installation & Service Technician	L4	300	300	12570	1815
14	EL/S/L4/C049N NL/S/L4/C073N TL/S/L4/C073N	Service	Consumer Electronics	ESSCI	Mobile Phone Hardware Repair Technician	L4	360	350	14665	1815
15	EL/M/L4/C016N TL/M/L4/C046N NL/M/L4/C041N	Manufacturing	LED Lighting	ESSCI	Mechanical Assembly Operator	L4	200	200	9780	1815

16	EL/M/L4/C013N TL/M/L4/C030N NL/M/L4/C038N	Manufacturing	PCB Assembly	ESSCI	Circuit Imaging Operator	L4	200	200	9780	1815
17	EL/M/L4/C047N NL/M/L4/C071N TL/M/L4/C071N	Manufacturing	Consumer Electronics	ESSCI	Smartphone Assembly Technician	L4	240	240	11736	1815
18	EL/M/L5/C048N NL/M/L5/C072N TL/M/L5/C072N	Manufacturing	Consumer Electronics	ESSCI	Smartphone Assembly Inspector	L5	240	240	11736	1905
19	EL/S/L4/C015N TL/S/L4/C045N NL/S/L4/C040N	Service	IT Hardware	ESSCI	Access Controls Installation Technician	L4	300	300	12570	1815
20	EL/S/L4/C019N TL/S/L4/C049N NL/S/L4/C044N	Service	Electronic Security	ESSCI	Security System Installation Technician	L4	240	240	10056	1815
21	EL/S/L4/C046N NL/S/L4/C069N TL/S/L4/C070N	Service	Communications Electronics	ESSCI	Data Networking Cable Technician	L4	350	350	14665	1815
22	EL/S/L4/C011N TL/S/L4/C028N NL/S/L4/C036N	Service	Industrial Electronics	ESSCI	Wireman – Control Panel	L3	200	200	8380	1210
23	NL/S/L4/C003N EL/S/L4/C022N TL/S/L4/C033N	Service	Consumer Electronics	NIELIT	Repair & Maintenance of Power Supply, Inverter & UPS	L4	350	350	14665	1815
24	NL/S/L4/C020N TL/S/L4/C064N EL/S/L4/C057N	Service	Office Automation IT networking	NIELIT	Diploma in Computer Hardware Maintenance (CHM - O Level) course	L4	400	350	14665	1815
25	NL/S/L5/C023N TL/S/L5/C066N EL/S/L5/C058N	Service	Office Automation IT networking	NIELIT	Advanced Diploma in Computer Hardware Maintenance and Networking (CHM - A Level) course	L5	470	400	16760	1905
26	NL/S/L4/C007N EL/S/L4/C023N TL/S/L4/C055N	Service	Industrial Electronics	NIELIT	Diploma in Installation & Repair of Consumer Electronics Products	L4	350	350	14665	1815
27	NL/S/L3/C006N EL/S/L3/C053N TL/S/L3/C054N	Service	Medical Electronics	NIELIT	Repair & Maintenance of ECG and ICCU equipments	L3	300	300	12570	1210
28	NL/S/L3/C005N EL/S/L3/C052N TL/S/L3/C053N	Service	Medical Electronics	NIELIT	Repair and Maintenance of Imaging Equipment (X-Ray & Ultrasound machine)	L3	300	300	12570	1210
29	NL/S/L3/C004N EL/S/L3/C051N TL/S/L3/C052N	Service	Medical Electronics	NIELIT	Repair & Maintenance of Dental Equipment	L3	300	300	12570	1210

30	NL/S/L3/C002N EL/S/L3/C021N TL/S/L3/C032N	Service	Electronic Product Design	NIELIT	Certificate Course in Electronic Product Testing	L3	360	300	12570	1210
31	NL/S/L3/C010N EL/S/L3/C055N TL/S/L3/C058N	Service	Computer Hardware	NIELIT	Assembly & Maintenance of Personal Computer	L3	240	240	10056	1210
32	NL/M/L4/C022N EL/M/L4/C034N TL/M/L4/C065N	Manufacturing	Solar Electronics	NIELIT	Solar-LED Lighting Product (Design and Manufacturing)	L4	350	350	17115	1815
33	NL/S/L4/C021N TL/S/L4/C038N EL/S/L4/C033N	Service	Consumer Electronics (Home Appliances)	NIELIT	Installation Repair and Maintenance of Home Appliances	L4	350	350	14665	1815
34	NL/S/L4/C014N TL/S/L4/C035N EL/S/L4/C027N	Service	Office Automation, IT & networking	NIELIT	Telecom Technician- PC Hardware and Networking	L4	350	350	14665	1815
35	NL/S/L2/C001N EL/S/L2/C050N TL/S/L2/C051N	Service	Office Automation	NIELIT	Installation & Maintenance of Photocopiers and Printers	L2	200	200	8380	762
36	NL/M/L4/C076N TL/M/L4/C076N EL/M/L4/C076N	Manufacturing	Industrial Electronics	NIELIT	ESM - 1 Electronic Production Technician	L4	360	350	17115	1815
37	NL/M/L4/C013N EL/M/L4/C026N TL/M/L4/C060N	Manufacturing	Industrial Automation	NIELIT	Certificate in Robotic Programming and Maintenance	L4	325	325	15892.5	1815
38	NL/M/L4/C012N EL/M/L4/C025N TL/M/L4/C059N	Manufacturing	Industrial Automation	NIELIT	Automation Technology-Basic Level	L4	For Diploma candidates 240 hours	240	11736	1815
							For 12th pass candidates 420 hours	350	17115	1815
39	NL/M/L5/C078N TL/M/L5/C078N EL/M/L5/C078N	Manufacturing	Industrial Electronics	NIELIT	ESD –1 Electronics Product Design Support Engineer	L5	432	400	19560	1905
40	NL/M/L5/C077N TL/M/L5/C077N EL/M/L5/C077N	Manufacturing	Industrial Electronics	NIELIT	ESM– 2 Electronic Product Supervisor	L5	442	400	19560	1905
41	NL/M/L5/C025N EL/M/L5/C072N TL/M/L5/C068N	Manufacturing	Digital Fabrication	NIELIT	3 D Scanning and CNC Routing Engineer (Level 5)	L5	400	400	19560	1905
42	NL/M/L5/C024N EL/M/L5/C044N TL/M/L5/C067N	Manufacturing	Digital Fabrication	NIELIT	Additive Manufacturing /3D Printing	L5	400	400	19560	1905
43	NL/M/L5/C019N EL/M/L5/C032N TL/M/L5/C063N	Manufacturing	Industrial Automation	NIELIT	Automation Technology-Advanced Level	L5	515	400	19560	1905

44	NL/M/L5/C016N TL/M/L5/C037N EL/M/L5/C029N	Manufacturing	Embedded System & VLSI	NIELIT	Embedded System Design using 8-bit Microcontrollers	L5	400	400	19560	1905
45	NL/M/L5/C017N EL/M/L5/C030N TL/M/L5/C061N	Manufacturing	Embedded System & VLSI	NIELIT	Post Diploma in VLSI Design, Tools and Technology	L5	400	400	19560	1905
46	NL/S/L5/C009N EL/S/L5/C024N TL/S/L5/C057N	Service	Industrial Automation	NIELIT	Diploma in Repair & Maintenance of Industrial Instrumentation & Automation System	L5	400	400	16760	1905
47	NL/S/L5/C008N EL/S/L5/C054N TL/S/L5/C056N	Service	Medical Electronics	NIELIT	Post Diploma in Repair and Maintenance of Hospital Equipment	L5	400	400	16760	1905
48	TL/S/L4/C004N EL/S/L4/C035N NL/S/L4/C049N	Service	Telecom	TSSC	Broadband Technician	L4	300	350	12570	1815
49	TL/S/L4/C003N NL/S/L4/C048N EL/S/L4/C061N	Service	Telecom	TSSC	Handset Repair Engineer	L4	300	300	12570	1815
50	TL/M/L4/C010N EL/M/L4/C038N NL/M/L4/C055N	Manufacturing	Telecom Electronics	TSSC	Telecom Embedded Hardware Developer	L4	350	350	17115	1815
51	TL/S/L4/C002N NL/S/L4/C047N EL/S/L4/C060N	Service	Telecom	TSSC	Telecom- Tower Technician	L4	300	300	12570	1815
52	TL/S/L5/C006N EL/S/L5/C063N NL/S/L5/C051N	Service	Telecom	TSSC	Installation Engineer SDH & DWDM	L5	300	300	12570	1905
53	TL/S/L5/C007N EL/S/L5/C036N NL/S/L5/C052N	Service	Telecom	TSSC	Installation Engineer Layer two & Layer three	L5	300	300	12570	1905
54	TL/S/L4/C005N EL/S/L4/C062N NL/S/L4/C050N	Service	Telecom	TSSC	Optical Fibre Technician	L4	300	350	12570	1815
55	TL/M/L3/C009N EL/M/L3/C037N NL/M/L3/C054N	Manufacturing	Telecom Electronics	TSSC	Telecom Board Bring-Up Engineer	L3	250	250	12225	1210
56	TL/S/L4/C075N NL/S/L4/C075N EL/S/L4/C075N	Service	Telecom Passive Infrastructure	TSSC	RF Site Surveyor	L4	200	200	8380	1815
57	TL/S/L4/C014N EL/S/L4/C039N NL/S/L4/C059N	Service	Network Management	TSSC	Grass Root Telecom Provider (GRTP)	L4	300	300	12570	1815
58	TL/S/L4/C012N EL/S/L4/C066N NL/S/L4/C057N	Service	Telecom Industry Engineer	TSSC	Telecom Network Security Technician	L4	200	200	8380	1815
59	TL/S/L3/C001N NL/S/L3/C046N EL/S/L3/C059N	Service	Telecom	TSSC	Optical Fiber Splicer	L3	300	300	12570	1210

* The course fee payable for each Level would be restricted to number of hours as prescribed under the Scheme Guidelines as amended from time to time.

Revised Template of Certificate

 ELECTRONICS INDIA <small>Ekam Hamsa Shilam Chapa</small>	 Skill India <small>कौशल-भारत - कुशल-भारत</small>	 Ministry of Electronics and Information Technology Government of India <small>सत्यमेव जयते</small>
Serial No.....		
Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) Sector / Skill Development in ESDM for Digital India		
Course Name (Course Code / QP No)		Candidate Photo
प्रमाणपत्र CERTIFICATE		
आधार संख्या Aadhaar No		
नाम Name		
माता का नाम Mother's Name		
पिता का नाम Father's Name		
संरक्षक का नाम Guardian's Name		
This is to certify that above mentioned candidate has successfully passed "Course Name" examination conducted by		
ESSCI or NIELIT or TSSC	during	under the scheme "Scheme name"
of	Ministry of Electronics and Information Technology (MeitY)	
Government of India.		
Issued by.....		
Institution Name.....		
Signature.....		
Date of Issue.....		
		
	 रा.इ.सू.प्रौ.सं NIELIT	 Telecom Sector Skill Council

Seats Available(40% seats) for Checkout for Service Sector (Repair/Maintenance) for Month _____ 2018 Annexure –III

States/UTs	Total Seats now Available for Checkout for Month 2018				Seats Checked out month 2018												Seats Allocated for month 2018											
					NIELIT (Recd ___)				TSSC (Recd ___)				ESSCI (Recd ___)				NIELIT*				TSSC*				ESSC*			
	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5
Large States																												
Andhra Pradesh	126	109	181	78																								
Assam	533	536	654	309																								
Bihar	359	141	371	125																								
Chhattisgarh	351	218	439	167																								
Delhi	323	214	272	238																								
Gujarat	401	99	251	124																								
Haryana	291	172	354	102																								
Himachal Pradesh	300	140	378	146																								
Jharkhand	304	153	325	41																								
Kerala(L1-2)	537	0	0	0																								
Maharashtra	213	110	310	82																								
Madhya Pradesh	271	217	316	113																								
Odisha	168	190	247	100																								
Rajasthan	186	143	219	112																								
Tamil Nadu	354	198	227	130																								
Telangana	101	111	139	26																								
Uttrakhand(L3-5)	0	261	402	204																								
West Bengal	156	174	314	131																								
Medium States/UTs																												
Arunachal Pradesh	318	265	429	192																								
Chandigarh	276	63	97	158																								
Goa	320	315	420	192																								
Manipur	318	290	420	192																								
Meghalaya	320	317	443	192																								
Mizoram	320	320	432	185																								
Nagaland	320	317	445	192																								
Puducherry	286	69	83	146																								
Sikkim	320	301	448	192																								
Tripura	305	186	277	161																								
Small States/UTs																												
Andaman & Nicobar	75	79	108	48																								
Dadra & Nagar	80	80	99	48																								
Daman & Diu	80	80	96	48																								
Lakshadweep	80	80	112	48																								
Total	8391	5949	9307	4222	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	27869				0				0				0				0				0							

Details of Batched for Allotted Seats

Annexure –IV

State Name

State1

Allotted Seats			
L1-L2	L3	L4	L5
	0	0	0
Mention Seats Allocated Now (Above)			

Ser No	Course Name	Course Code	TP Name	TP Id	Level	Batch Strength	Batch ID	Status	Total	Remarks (By PMU)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Seats Available(60% seats) for Checkout for Industry Linked Allocation for Month _____ 2018																												
States/UTs	Total Seats now Available for Month _____ 2018				Proposal of Seats for month _____ 2018												Seats Allocated for month _____ 2018											
					NIELIT				TSSC				ESSCI				NIELIT*				TSSC*				ESSC*			
	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5	L1-2	L3	L4	L5
Large States																												
Andhra Pradesh	7460	4780	8097	3343																								
Assam																												
Bihar																												
Chhattisgarh																												
Delhi																												
Gujarat																												
Haryana																												
Himachal Pradesh																												
Jharkhand																												
Kerala(L1-2)																												
Maharashtra																												
Madhya Pradesh																												
Odisha																												
Rajasthan																												
Tamil Nadu																												
Telangana																												
Uttarakhand(L3-5)																												
West Bengal																												
Medium States/UTs																												
Arunachal Pradesh	4654	3664	5240	2702																								
Chandigarh																												
Goa																												
Manipur																												
Meghalaya																												
Mizoram																												
Nagaland																												
Puducherry																												
Sikkim																												
Tripura																												
Small States/UTs																												
Andaman & Nicobar	473	479	623	288																								
Dadra & Nagar																												
Daman & Diu																												
Lakshadweep																												
Total	12587	8923	13960	6333	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	41803				0				0				0				0				0							

Proforma for submission of Demand Based Proposal

1.	Model (<i>tick the appropriate and fill details accordingly</i>)	With a view to boost employability, the demand based proposals should indicate whether it pertains to:			
		(i) ESDM skilling of new recruits/interns working in the industry (PLACE & TRAIN),			
		OR			
		(ii) Reasonable assurance of employability is provided by industry post skilling of candidates (TRAIN & PLACE)			
		PLACE & TRAIN		TRAIN & PLACE	
2.	DETAILS OF THE PARTICIPATING COMPANY / FIRM				
(a)	Name of company/firm				
(b)	Complete Address				
(c)	Website				
(d)	Detail of HR Manager/Contact person	Name	Mobile	email	
(e)	Total no. of employees in the company/firm				
(f)	Annual Turnover of last Financial Year	<i>(Enclose copy of company profile also indicating date of inception)</i>			
3.	No. of candidates proposed to be trained	<i>(Indicate total number. In case of Place & Train, enclose list of candidates with Name, Designation and Date of Joining. In case of Train & Place, enclose letter of intent)</i>			
4.	Undertaking from company indicating their willingness to participate in the Scheme	<i>(Undertaking may indicate expected benefits in terms of salary increment, promotion, etc on successful completion of the training by the Employees/Interns)</i>		<i>(Undertaking may indicate no. of post, expected remuneration, process of recruitment, date of recruitment, etc)</i>	
5.	Course Details	Course Code: (Service / Manufacturing)	Course Name	NSQF Level & Hours	Skill Sets expected by company/firm
6.	Training Partner Details	<i>(Name of Training Partner, Location, Contact details, Candidates trained and placed so far)</i>			
7.	MoU/Letter of Intent between Industry and KIA, if available	<i>(Enclose Copy)</i>			
8.	MoU/Letter of Intent between Industry and TP, if available	<i>(Enclose Copy)</i>			

Authorised Signatory: _____

Name of KIA: _____

Date & Place: _____

Undertaking / Code of Ethics by Training Partner

- (i) I _____, S/o, D/o, W/o _____
(Name & Designation of the Authorized Person)
of _____, and R/o _____
(Name and address of the institute) (Address of the Authorized Person)

certify that I am the competent authority, by virtue of the administrative and financial powers vested in me, I being the *owner* / authorized person of the institution and as such is having the authority to sign the present undertaking and bind the institution and I have read and understood the ESDM Scheme Guidelines, including the Code of Ethics and other norms/ rules as applicable from time to time and as notified in the official website of ESDM Scheme (<https://esdm-skill.deity.gov.in>) and I agree to abide by the same.

- (ii) I am aware that in case any information provided by me is false or misleading, Key Implementing Agency/ PMU/ MeitY may in its sole discretion take whatever action(s) or measure(s) it deems necessary and appropriate, including withdrawal of affiliation, imposition of penalty etc.

I further understand that,

- i) All local, state and national laws and regulations that apply to training institutes are required to be complied with and I/We shall not engage in any business practice or activity that could discredit or damage the image or reputation of KIA/ PMU/ MeitY directly or indirectly.
- ii) KIA/ PMU/ MeitY shall have no liability to any Institute in respect of any cost, loss, damage, claims, demands, prosecutions, fines, penalties and / or expense suffered by any institute directly or indirectly as a result of any act, omission, representation or statement of any of the candidate(s), institute and / or organization.
- iii) Unauthorized use of terms like “approved / recognized by Government” or any similar expression, designed to mislead the public, will attract penal action besides any administrative action that KIA/ PMU/ MeitY may take, as found fit.
- iv) Government of India / MeitY may in its absolute discretion, modify; alter; terminate; suspend for specified periods, the Schemes for Skill Development in ESDM Sector.

I further certify that the following **codes of ethics**, applicable to the Education/ Training Institutions will be compiled with and I further undertake that I shall:

- NOT advertise anything which is liable to project a false impression of status of my/our Institution;
- NOT exaggerate the contents of the courses for which affiliation has been granted to gain any unfair advantage;
- NOT guarantee benefits to students that are actually false and/or not feasible;
- NOT project price terms that are false, or misleading and has been given to gain advantage over competition;
- NOT distort any statement of Government for our own gain;
- NOT criticize action of Government/ Professional bodies or Experts connected with the ESDM Schemes directly or indirectly without proper investigation;
- NOT makes statement offensive to the public; including advertisements that are against public/Government/National sentiments;
- NOT make any statement/declaration/presentation/advertisement which is of ambiguous nature and which presents a false picture in any stage/part of the ESDM schemes with regard to hardware/software and/or which is sort of omissions/additions of any kind and/or which are half-truths; and
- NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students; unauthorized use of copyrighted software etc.
- NOT sub-franchise training under the Scheme for Skill Development in ESDM Sector at any point of time.

< Official Stamp >

< Name & Signature >
< Date, Place >