

**INVITATION OF PROPOSAL FOR  
EMPANELMENT OF TRAINING  
PROVIDERS/CENTERS UNDER PRADHAN  
MANTRI KAUSHAL VIKAS YOJNA (PMKVY 2.0)**

**Last Date for Submitting the Proposal: 15/12/2017**

**Time: 04:00 PM.**

Delhi Skill Mission Society,  
Department of Training and Technical Education,  
Muni Maya Ram Marg, Pitampura,  
Delhi-110088.

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# PART - A

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Delhi Skill Mission Society (DSMS) is the nodal agency for implementing, monitoring and coordinating the Skill Development & Entrepreneurship activities initiated by the Central Govt. and implemented by the State Govt. to leverage employability. DSMS implements various skill development schemes in the State of NCT of Delhi for skilling of youth. It also acts as a catalyst in strengthening Skill Eco System of Delhi. DSMS also has partnerships with industries for demand and outcome based skilling of candidates. Being a **Project Implementation Agency (PIA)** for promotion of skill development, entrepreneurship & innovation in the state, DSMS has been entrusted to execute PMKVY 2.0 scheme in Delhi.

In this reference, DSMS invites the proposals from interested and eligible skill training providers for submission of proposal for empanelment to undertake project under CSSM component of PMKVY 2.0. The empanelled training provider shall implement PMKVY 2.0 by providing training in identified/proposed sector and job roles across Delhi.

### Schedule for invitation of Proposal

Sr. No.	Information	Details
1.	Date & Time for Commencement of process of invitation of application as per the proposal as given on website <a href="https://tte.delhigovt.nic.in">https://tte.delhigovt.nic.in</a>	Date: 01-12-2017 (10:00 am onwards)
2.	Last date & Time for submission of proposal along with requisite documents through offline mode	Date: 15-12-2017 (up to 04:00 pm)
3.	Address for Communication	<b>Delhi Skill Mission Society, Room no. 209, 2<sup>nd</sup> floor, Department of Training and Technical Education (DTTE HQ), Muni Maya Ram sMarg, Pitampura, Delhi 110088</b>

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## **General Terms / Conditions & Instructions for Applicants**

- I. All the skilled training providers including private training partners, corporates, and Government-affiliated centres who are willing to impart short term skill development training programme and placement in accordance with prescribed norms of PMKVY 2.0 guidelines (<http://www.pmkvyofficial.org/Index.aspx>) are eligible to apply.
- II. Interested parties may submit their proposal separately for each Training Center (TC) as mentioned in the above schedule along with demand draft/Pay Order of Rs. 5000/- (Rupees Five Thousand Only) as non- refundable processing charges, in favour of Delhi Skill Mission Society, payable at Delhi. Late submission will not be entertained. The state and central government training organizations / institutes are exempted from paying processing charges.
- III. Selected training partners shall follow Accreditation, Affiliation & Continuous Monitoring of Training Centres for the Skills Ecosystem, Branding and Communication Guidelines for program implementation as per the defined norms/criteria in PMKVY 2.0 Manual or its latest version & instructions given by Ministry of Skill Development & Entrepreneurship, Government of India. Compliance to NSDC processes of entering details in the required format in Skill Development Management System (SDMS) for Skills Training under PMKVY 2.0 scheme is must.
- IV. Training Partner (TP) shall be responsible for training centers resources, setup, trainers, trainee mobilization, training, placement and post placement activities as per the prescribed guidelines of PMKVY 2.0. Any amendments in the guideline or processing manual of PMKVY 2.0 shall be applicable and binding to the successful training partners.
- V. TPs/TCs shall have MoU/ Industry Alliance to provide internships, on-the-job training and placement facilitation for candidates. TPs shall have to conduct Kaushal and Rojgar Melas in the presence of MP/ local MLA/ Dignitaries and State Government Officials every six months with good press/media coverage: they are also required to participate actively in Job Fairs organized by Directorate of Employment, Government of NCT of Delhi and on-ground activities.
- VI. Registration of students and batch formation by the TPs/TCs to be done in consultation with DSMS as per PMKVY 2.0 guidelines and shall abide by all the rules & regulations laid down by DSMS.
- VII. Trainers should match education qualification & experience criteria as mentioned in Model Curriculum of job role and/or as desired by SSC guideline. Assessment and Certification of trainer with respective SSC is mandatory for imparting training under PMKVY 2.0. Submission of certificate of trainer engaged in training is mandatory at the time of submission of batch details.
- VIII. TP shall have to provide undertaking-cum-indemnity bond as available on PMKVY 2.0 website, at the time of submission of proposal.
- IX. DSMS reserves the right to withdraw the proposal of any TP/TC, without assigning any reasons for the same. if DSMS determines that such action is in the best interest of the Scheme and the general public at large.
- X. All eligible applicants need to apply for the scheme by downloading the Proposal

documents from the department's website <https://tte.delhigovt.nic.in>.

- XI. The proposal submitted by the applicant shall remain valid for a period of 180 days after the closing date for submission of applications.
- XII. At any time prior to deadline for submission of proposal/application; DSMS may modify the proposal document. The amended document shall be notified through website and such amendments shall be binding on the applicants.
- XIII. DSMS may at its sole discretion and at any time during the evaluation of proposal/application, disqualify any applicant, if the applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements. DSMS shall have all the rights to disqualify the application during the evaluation of proposal/application if:
  - a. Submitted proposal without required documentation;
  - b. Use of modified formats for submission;
  - c. Blacklisted by any State/UT/Central Government or any Public Sector Undertaking under them;
  - d. Been in litigation with any Government agencies/institutions in India;
  - e. Processing fee in the form of Demand draft/PO of Rs. 5000/- in the favor of DSMS, not paid with the proposal.
- XV. **Joint Ventures (JVs)/Special Purpose Vehicles (SPVs)/Consortiums/Franchise Centres are not permitted.**

## Shortlisting Criteria

The Applicant may be private training provider / prospective Training Partner, Star rated approved and affiliated training partners by NSDC & SSC, NSDC partner companies which have been funded by NSDC, Vocational Training Partners of MES and TECOS partners / corporates / Government-affiliated centres and should submit the proposal as per the attached annexures of **Part-B**. The applicant must also submit documented proofs in support of the information provided in **annexures of Part-B**. Application without documented proofs shall be liable to be rejected.

- a. The minimum eligibility criteria for non-government applicant agencies are following
  - i. Applicant is required to submit copy of audited financials for the last three years in prescribed Performa.
  - ii. Not have been blacklisted by any State or Central Government agency.
  - iii. In case of an applicant previously engaged in imparting vocational training/skill training in association with any State Govt., a certificate from the concerned State Skill Mission Society about their reliability, performance and authenticity.
  - iv. In brief, the applicant must be eligible as per all the latest statutory guidelines required for the affiliation and accreditation by NSDC and SSCs and committed to get registered in SMART portal as well as get the affiliation and accreditation by NSDC and SSCs at their own level.
- b. Pure State/ Central Government institutions shall be exempted from paying processing charges and Performance Security Deposit.
- c. NSDC partner companies which have been funded by NSDC or other training providers which are already working under PMKVY 2.0 CSCM component will be given preference in the selection process. However, they shall be awarded target only for those job roles other than job roles in which the training is being imparted by the respective training partner under Centrally Sponsored Centrally Managed (CSCM) component and for such awarded targets, the TP shall undergo the Center Accreditation and Affiliation Form (CAAF) process for their applied TCs.
- d. After due evaluation of applications, State Project Approval Committee (SPAC) will inspect and further select the TPs/TCs. The selected/empanelled TP will not impart training under Franchisee model.
- e. TP's shall have to select job roles from the list of job roles mentioned in **Annexure 8** for which they will be awarded targets for particular TC.
- f. Existing VTPs/NGOs/TPs earlier worked with DTTE & DSMS may be given preference; however track of consistency/delivery in last three years under various schemes of DSMS (SDI-MES) will be examined for allotment of targets and empanelment.

## Other instructions and salient features

- a. All documents to be submitted offline in a time bound manner including proposal with duly numbered pages.
- b. Applicant is expected to examine all instructions, forms, terms and specifications in the submitted document. Failure to furnish all information required by the documents or submit an incomplete application with requisite documents in every respect may result in the rejection of the application.
- c. **The shortlisted applicants should furnish a Performance Security Deposit (PSD) of Rs. 5 lakhs, in the form of a Bank Guarantee (BG) at the time of signing of MoU for Empanelment.** The PSD shall remain valid for a period of one year from the date of signing of MoU.
- d. PSD will have to be submitted every year for continuation of TC under PMKVY only after TCs comply with the norms of PMKVY 2.0 in this regard.
- e. Once the applicant is shortlisted after inspection, they will be directed to apply for accreditation/registration as Training Partner through SMART portal of NSDC and sign the MoU with DSMS. Simultaneously TP as well as its respective Training Center (TC) has to get themselves approved and affiliated from respective SSC through SMART within 90 days of signing the MoU.
- f. Applicant already registered as TPs/TCs on SMART portal of NSDC and shortlisted will also be inspected by DSMS before actual allocation of Batches subjected to fulfillment of all the guidelines issued in this regard from time to time by NSDC & State Directorate as well.
- g. In the initial phase, training targets will be given for financial year 2017-18 which may be further extended, if needed and will be based upon the performance of the applicant.
- h. Validity of the MoU will be three (03) years from the date of signing the MoU.
- i. Funding pattern will be as per PMKVY 2.0 guidelines (as amended from time to time).
- j. The Applicant has to follow PMKVY 2.0 guidelines (<http://www.pmkvyofficial.org/Index.aspx>)/any circular issued by DSMS pertaining to CSSM component (as amended from time to time) for Training delivery, Assessment & Certification, Placement, Tracking, Payouts etc.
- k. For further details, visit website [www.tte.delhigovt.nic.in](http://www.tte.delhigovt.nic.in) and PMKVY/NSDC websites.
- l. There will be adjusted payments for the candidates who drop out post disbursement of the first tranche. The amount disbursed to the TP against a dropped or failed candidate in the first tranche shall be adjusted in the subsequent tranches.
- m. Candidates may enroll second time in the same or different course in the Scheme, but the payout for such candidates shall only be given for a maximum of two courses provided there is a six-month gap between the certification date of the first course and batch start date of the subsequent course.

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- n. Annual reconciliation of pay-outs disbursed against each candidate certified and placed by the TP shall be undertaken before disbursement of the final tranche.
- o. Any excessive payment shall be adjusted and released or recovered from the TP.
- p. TP(s)/TC(s) shall be fully bound by the guidelines/directions issued by the DSMS (State Directorate)/NSDC/SSCs and in case of any overpayment made to a TP inadvertently by the State Directorate, the TP shall be legally bound to return the said excess payment or to indemnify the DSMS in the manner as directed by the State Directorate, at the earliest.

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# PART – B

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### Important Instructions

- The applicant should fill the details in each Table Forms given in point no. 1 to 8 and attach all supporting documents.
- Proposal should carry the Covering Letter, as per the format enclosed at **Annexure-1**. Applicant is also required to provide all the details along with supporting documents as per **Annexures 1 to 7**.
- List of job roles approved by MSDE for CSSM component under PMKVY 2.0 is enclosed at **Annexure-8**.

### Applicant's Details

SN.	Description	Supporting Document/s	Details
1.	Organization name	<ul style="list-style-type: none"> <li>• If Proprietorship Firm                             <ul style="list-style-type: none"> <li>➤ Copy of Certificate of the proprietorship duly certified by a Chartered Accountant.</li> <li>➤ Copy of trade license / sales tax registration / IT registration</li> </ul> </li> <li>• If Partnership Firm                             <ul style="list-style-type: none"> <li>➤ Copy of registered partnership Deed / Certificate of the partnership duly certified by a Chartered Accountant.</li> </ul> </li> <li>• If Public / Private Limited Company                             <ul style="list-style-type: none"> <li>➤ Copy of Registration / Incorporation certificate and Memorandum and Articles of Association</li> </ul> </li> <li>• If Society / Trust / Association                             <ul style="list-style-type: none"> <li>➤ Copy of Registration certificate and Bylaws</li> </ul> </li> </ul>	
2.	Type of organization		
3.	Registration number		
4.	Date of registration		
5.	Place of registration		
6.	PAN CARD	Copy of PAN Card	
7.	Registered Address	Copy of the Electricity Bill (latest bill not less than six months old)	
8.	Single Point of Contact (SPoC)	Provide Name, Designation, Mobile number & E-mail	

## Annexure 1: Covering Letter

{Strictly on applicant's letterhead}

Date:

To,

The \_\_\_\_\_,  
Delhi Skill Mission Society,  
Room no. 209, 2<sup>nd</sup> Floor,  
Department of Training and Technical Education,  
Muni Maya Ram Marg, Pitampura, Delhi-110088.

Dear Madam/Sir,

Sub: Submission of proposal to DSMS for empanelment as Training Partner under Centrally Sponsored and State Managed Component under Pradhan Mantri Kaushal Vikas Yojana (PMKVY 2.0) in Delhi

Please find enclosed duly filled Proposal along with all annexures and related documents for empanelment as Training Partner to undertake the project under Centrally Sponsored and State Managed Component under Pradhan Mantri Kaushal Vikas Yojana (PMKVY 2.0) in Delhi, in response to the Proposal Document issued by Delhi Skill Mission Society (DSMS)

We hereby confirm that:

1. The proposal is being submitted by M/s \_\_\_\_\_ (name and address of the agency who is the applicant, in accordance with the conditions stipulated) for the \_\_\_\_\_ (Name and Address of Training Center).
2. We have examined in detail and have understood the terms and conditions stipulated in the proposal issued by DSMS and in any subsequent communication sent by DSMS. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated or in any of the subsequent communications from DSMS.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated, and is correct to the best of our knowledge and understanding.
4. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that DSMS will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.
5. We acknowledge the right of DSMS to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

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6. We satisfy the legal requirements and meet all the eligibility criteria as laid down in the proposal as well as PMKVY 2.0 scheme guidelines.
7. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions.
8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. We have enclosed the processing fee payment in the form of demand draft/PO with the proposal. The details are as under:-

	Amount in INR	Demand draft no./ Pay order no. with bank name	Date of Payment
Processing Charges per Training Center	Rs. 5,000/-		

In witness thereof, we submit our duly filled proposal as published by DSMS

For and on behalf of:

Signature:

Name:

Designation:

Contact no.:

E-mail id:

(Company seal)

(Details of Authorized signatory)

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## Annexure - 2

### Turnover of Organization

(The applicant should give declaration by chartered accountant on their letter head duly signed and sealed in following format.)

### To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) has an average annual turnover of Rupees - \_\_\_\_\_ in the past three consecutive years (2014-15, 2015-2016, 2016-17). The details of annual turnover are mentioned below:

Sl. No.	Financial Year	Annual Turnover (INR)
1	2014-15	
2	2015-16	
3	2016-17	

Note: Audited financial statements for the past three years (FY 2014-15, 2015-2016, 2016-17) should be submitted by the Applicant.

(Chartered Accountant):

Signature

Name

Registration No.

Contact No.

Seal:

Date:

Place:

Enclosure: Audited financial statement of past three years with Stamp & Signature of the Owner/Authorized signatory of TP.

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### Annexure 3: Format for Bank Guarantee for Performance Security

Date:

To,

The \_\_\_\_\_,  
Delhi Skill Mission Society,  
Room no. 209, 2<sup>nd</sup> Floor,  
Department of Training and Technical Education,  
Muni Maya Ram Marg, Pitampura, Delhi-110088.

#### Sub: Submission of Bank guarantee

- i. This Deed of Guarantee made this day of ..... 2017 ..... between Bank of..... (Hereinafter called the "Bank") on the one part, and Delhi Skill Mission Society (DSMS) (Hereinafter called "the Authority") on the other part.
- ii. Whereas authority has awarded the Contract for providing Training (Hereinafter called the Contract) to: ..... (Name of Training Center) (Hereinafter called the Service Provider).
- iii. AND WHEREAS the Service Provider is bound by the said Contract to submit to the Authority a Performance Security for a total amount of Rs. .... (Amount in Figures and words).
- iv. NOW. WE THE UNDERSIGNED ..... (Name of Bank) ..... do hereby unconditionally and irrevocably undertake to pay to the Authority an amount not exceeding Rs. .... (Rupees only) without any demur, merely on a demand in writing from the Authority stating that the amount claimed is due and payable by the Service Provider. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We, the Bank, further undertake to pay to the Authority (DSMS) any money so demanded notwithstanding any dispute raised by the Service Provider in any manner whatsoever and our liability under these presents is absolute, unconditional, unequivocal and irrevocable.
- v. We, the Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement.
- vi. This Guarantee is valid for a period of 365 days from the date of signing. (The initial period for which this Guarantee will be valid must be for at least days/months longer than the anticipated expiry date of the Warranty period or Annual Maintenance Contract (as the case may be) as stated in the 'General Conditions of Contract'. We undertake not to revoke this guarantee during its currency without the written consent of the Authority.
- vii. At any time during the period in which this Guarantee is still valid, if the Authority agrees to grant a time extension to the Service Provider or if the Service Provider fails to complete the works within the time of completion as stated in the Contract, or fails to discharge itself of the liability or damages or debts as stated under Para 5, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the

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Authority and at the cost of the Service Provider.

- viii. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Service Provider.
- ix. The neglect or forbearance of the Authority in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Authority for the payment hereof shall in no way relieve the Bank of their liability under this deed.
- x. We, the Bank, undertake not to revoke this Guarantee except with the previous consent of the Authority, herein the DSMS, in writing. This Guarantee shall be valid up to ..... and we undertake to renew/extend this Guarantee from time to time till the completion of performance by the Service Provider of its obligations under the Contract and/or as demanded by the Authority.
- xi. The expressions "the Authority", "the Bank" and "the Service Provider" hereinbefore used shall include their respective successors and assignees.

In witness whereof I/We of the Bank have signed and sealed this guarantee on the ..... day of ..... 2017 being herewith duly authorized.

**For and on behalf of the ..... Bank**

- 1) Signature of authorized Bank official Name:
- 2) Designation:
- 3) Stamp/Seal of the Bank: Signed, sealed and delivered
- 4) For and on behalf of the Bank by the above named .....
- 5) In the presence of:
  - a) Witness 1. Signature                      Name                      Address
  - b) Witness 2. Signature                      Name                      Address

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#### **Annexure 4: Format for Self-Declaration**

*Format for Self - Declaration certifying that the Entity/Promoter/s / Director/s of Entity are not blacklisted (On a Stamp Paper of INR 500)*

##### **Anti-Blacklisting Declaration**

I M/s. .... (Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of NCT of Delhi (GNCTD) / any other entity of Govt or blacklisted by any state government or central government / department / Local Government / Municipal Body/ Public Agency in India or from abroad either individually or as member of a Consortium as on the ..... - (Proposal submission Date).

We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this proposal at any stage of the selection Process or thereafter during the agreement period. Dated this ..... Day of ....., 2017

Name of the Proposer

Signature of the Authorized person

Name of the Authorized Person

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## Annexure-5

### Past Training & Placement Performance

- a. Provide details of past experience of conducting similar skill development training in last three years (FY 2014-15, 2015-16, 2016-17).

#### Private Training providers

S. No.	Name of Training centers	Funding	Key Description of the Job roles	Course Duration	Total Candidates Trained	Total Candidates Certified	Total Candidates Placed	Placement %	Remarks

#### Central Govt. Funded Training Programs (excluding PMKVY and STAR)

S. No.	Name of Project	Funding Ministry/ Dept.	Key Description of the Project	Project Duration ( Start & End Date)	Total Candidates Trained	Total Candidates Certified	Total Candidates Placed	Placement %	Remarks

#### State Govt. Funded Training Programs

S. No.	Name of Project	Funding Ministry/ Dept.	Key Description of the Project	Project Duration ( Start & End Date)	Total Candidates Trained	Total Candidates Certified	Total Candidates Placed	Placement %	Remarks

#### PMKVY and STAR Schemes

S. No.	Name of Project	Funding Ministry/ Dept.	Key Description of the Project	Project Duration ( Start & End Date)	Total Candidates Trained	Total Candidates Certified	Total Candidates Placed	Placement %	Remarks

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### Annexure-6

#### Details of Existing Training Centres under PMKVY scheme:

- If training centre is non-operational mention the date from which it is non-operational in remarks column.
- Attach plan lay out of the existing centre.

Sl. No.	Training Centre Name	Complete Address	State	Owned or Rented (if rented provide copy of latest rent agreement)	Area in sq. mtr. (Show office and training area separately)	Training is State Sponsored or Central Sponsored	Training Centre Started from	Courses /Job Roles run so far	Residential or Non-residential	Details of Current Projects / training

#### Details about centres in Delhi

##### i. Center Accredited and Affiliated by NSDC/SSC as per norms/guidelines-

Sl. No.	Training Centre Name	Complete Address	District	CAAF approved YES/NO	Centre ID	Star Grading	Approved /applied job role	Training/ Batch Capacity Job Role wise	Job role wise No. of batches

##### ii. New Training Centre Details

Sl. No.	Training Centre Name	Complete Address	District	Name of proposed Job roles training	Training/ Batch Capacity Job Role wise	Job role wise No. of batches

##### iii. Details of Trainers at Accredited and Affiliated centre-

Sl. No.	Training Centre Name	Complete Address	District	Trainer name	Education qualification of the trainer	Experience of the trainer	Contact Detail of trainer along with email & Mobile no.	Certified by which SSC	Certified for which Job Role	Certified since when	Certificate No. /ID

##### iv. Training Content Availability

Sl. No.	Name of SSC	Name of Job role	Student Workbook availability	Trainer Handbook Availability	NSQF aligned (Yes/No)	In-house developed or SSC Model Content

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**v. Trainings currently being conducted at Accredited and Affiliated Centers**

Sl. No.	Training Center Name	Name of the Project	Training under-going in Job Role	Target	Training start date	Training completion date	Capacity for Vacant Job Role

**Note: Details of proposed Training Centers (TCs) and existing operational TCs must be annexed with the proposal:**

- I. Photographs of already Accredited and Affiliated centers and proposed centres.
- II. Photographs as well as detailed layout plan of proposed center showing Placement and Entrepreneurship cell, counseling room, lab, classrooms, center area, washroom etc.
- III. Details of available infrastructure (type of building and its photograph), tools & machinery.
- IV. Job roles for which TC has been formulated and applied for.
- V. Complete detail regarding total area covered under the applied TC (Covered and Non-covered area separately).
- VI. Ownership title of the building of the proposed TC (Owned/on-lease)

**Strategy to be adopted for mobilization of trainees**

(Please give detail pertaining to the proposed mobilization strategies and best practices that the applicant will adopt for mobilization of candidates for PMKVY 2.0 training)

**Best Practices to be adopted for quality assurance**

(Please give details regarding best practices to be adopted to ensure quality assurance including IT or MIS platform)

**Methodology to be adopted for placement and post placement tracking mechanism**

(Please give detail regarding methodology to be adopted for placement of the successful trainees and their post placement tracking mechanism)

**Details of the Centre Management Team**

Sl. No.	Name of the staff	Designation	Years of Experience	Area of Experience	Proposed role in management

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### Annexure 7: Profile of proposed team other than trainers

Photo	Name				
	Designation				
	Proposed Role				
	Date of Birth				
	Education:				
Employment Record	From	To	Company	Position Held	
Brief Profile					
Detail of Work experience	Nature of work handled:  From date to date:				
Languages	Language	Read	Write	Speak	
Date:  I certify that to the best of my knowledge and beliefs, above details are true. I understand that any willful and wrongful statement described herein may lead to disqualification or rejection of my application.  Name and sign along with seal of Owner/Authorized signatory					

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### ANNEXURE-8

S. NO.	SECTOR	JOB ROLES	QP CODE
<b>CATEGORY-I</b>			
1.	APPAREL	Specialized Sewing Machine Operator	AMH/Q2301
2.	AUTO AND AUTO COMPONENTS	Automotive Service Technician level 3	ASC/Q1401
3.		Automotive Electrician Level 4	ASC/Q1408
4.		Automotive Engine Repair Technician Level 4	ASC/Q1409
5.	BANKING AND FINANCIAL SERVICES	Accounts Executive – Recording & Reporting	BSC/Q1001
6.		Accounts Executive – Payroll	BSC/Q1201
7.	BUILDING, CONSTRUCTION AND REAL ESTATE SERVICES	Helper Mason	CON/Q0101
8.		Helper Electrician	CON/Q0601
9.	ELECTRONICS AND IT HARDWARE	Field Technician Air Conditioner Level 4	ELE/Q3102
10.		Solar & LED Technician	ELE/Q5903
11.		RAC Assembly Operator Level 4	ELE/Q3501
12.		Installation Technician (Computing & Peripherals)	ELE/Q4609
13.	HEALTHCARE	Medical Laboratory Technician	HSS/Q0301
14.		Dento Oral Hygienist	HSS/Q2201
15.	RETAIL	Store Ops Assistant	RAS/Q0101
16.		Cashier	RAS/Q0102
17.	TOURISM AND HOSPITALITY SERVICES	Meet & Greet Officer	THC/Q4205
18.		Tour Escort	THC/Q4402
<b>CATEGORY -II</b>			
19.	AUTOMOTIVE	Basic Automotive Servicing 2 Wheeler 3 Wheeler	AUR 701
20.		Basic Automotive Servicing	AUR 702
21.		Driver cum Mechanic	AUR 703
22.		Repair & Overhauling of 2 Wheelers & 3 Wheelers	AUR 705
23.		Repair & Overhauling of Chasis systems (LMV & HMV)	AUR 706
24.		Repairing of Auto Electrical, Electronic and Air Conditioning System	AUR 707
25.		Repair & Overhauling of engine system	AUR 708
26.		Auto body repair Denting & Painting	AUR 709
27.		Driver LMV	AUR 714
28.		Driver HMV	AUR 815

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29.	BANKING AND ACCOUNTING	Accounting	BAN 101
30.	BEAUTY CULTURE & HAIR DRESSING	Beauty therapy & Hair styling level 1	BEA 701
31.		Beauty therapy & Hair styling level 2	BEA 702
32.		Nail Technology	BEA 704
33.		Bridal Makeup Artist	BEA 705
34.	SPA AND WELLNESS	Spa Therapy level 1	SPW 701
35.		Spa Therapy level 2	SPW 702
36.		Ayurveda Spa Therapist	SPW 703
37.	ELECTRICAL	Electrician Domestic	ELE 701
38.	RENEWABLE ENERGY	Solar electric system installer & Service provider	RNE 701
39.		Solar hot water system installer (Domestic system up to 2000L) – including servicing	RNE 702
40.		Manufacturing Assistant – Solar hot water system	RNE 703
41.		Assistant solar PV technician	RNE 704
42.		Solar PV technician	RNE 805
43.	FABRICATION	Arc and gas welder	FAB 701
44.		TIG welder	FAB 702
45.		Sheet metal worker (Panels, cabins & ducts)	FAB 209
46.		Arc & MIG welder	FAB 704
47.	GARMENT MAKING	Zig-Zag machine embroidery	GAR 502
48.		Garment packer / Ironer / Fusing technician	GAR 505
49.	HOSPITALITY	Cook (General)	HOS 701
50.		Cook (Continental)	HOS 702
51.		Cook (Indian cuisine)	HOS 703
52.		Housekeeper	HOS 704
53.		Hospitality assistant	HOS 705
54.	INFORMATION & COMMUNICATION TECHNOLOGY	Accounts Assistant using Tally	ICT 701
55.		DTP & Print publishing assistant	ICT 702
56.		Computer hardware assistant	ICT 703
57.		Computer network assistant	ICT 704
58.		BPO – Non voice	ICT 705
59.		BPO – Voice	ICT 706
60.	PRODUCTION AND MANUFACTURING	Turning	MAN 701
61.		CNC turning	MAN 702
62.		Milling	MAN 703
63.		CNC Milling	MAN 704

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64.	REFRIGERATION & AIR CONDITIONING	Repair and Maintenance of Refrigerator	REF 703
65.		Repair & maintenance of Automobile Air Conditioning	REF 704
66.	CONSTRUCTION	Assistant shuttering carpenter & scaffholder	CON 702
67.		Assistant bar bender & steel fixer	CON 703
68.		Assistant Plumber	CON 705
69.		Bar – Blender	CON 708
70.		Building carpenter	CON 709
71.		Conventional shuttering carpenter	CON 710
72.		Mason	CON 714
73.		Plumber	CON 715
74.		Scaffholder	CON 716
75.		Architecture & Civil 2D drafting with AUTOCAD	CON 721
76.	WOOD WORK	Basic wood work	WOO 101
77.		Wooden furniture	WOO 202
78.	TRAVEL & TOURISM	Ticket reservation assistant	TRV 601
79.		Tour agent and travel operator	TRV 703
80.	MATERIAL HANDING	Overhead crane operator	MHE 101
81.		Pick & carry crane operator	MHE 102
82.		Truck mounted/Crawler/Rough Terrain crane operator	MHE 203

**CATEGORY - IV**

83.	AUTOMOTIVE	Welding & Quality technician	ASC/Q3109
84.	BEAUTY & WELLNESS	Assistant beauty therapist	BWS/Q0101
85.		Assistant Hair stylist	BWS/Q0201
86.		Pedicurist & Manicurist	BWS/Q0401
87.		Beauty therapist	BWS/Q0102
88.		Hair stylist	BWS/Q0202
89.	CAPITAL GOODS	Manual metal Arc welding/Shielded Metal Arc welding welder	CSC/Q0204
90.		CNC operator turning	CSC/Q0115
91.		Draughtsman mechanical	CSC/Q0402
92.	CONSTRUCTION	Bar bender & steel fixer	CON/Q0203
93.		Mason General	CON/Q0103
94.		Construction painter & decorator	CON/Q0503
95.		Mason tiling	CON/Q0104
96.		Mason Concrete	CON/Q0105

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97.	FOOD PROCESSING	Pickle making technician	FIC/Q0102
98.		Jam jelly & ketchup processing technician	FIC/Q0103
99.		Baking technician	FIC/Q5005
100.	FURNITURE & FITTINGS	Carpenter – Wooden Furniture	FFS/Q0102
101.		Fitter modular furniture	FFS/Q5702
102.	GREEN JOBS	Waste water treatment plant helper	SGJ/Q6602
103.		Solar PV installer (Suryamitra)	SGJ/Q0101
104.		Solar PV installer – Electrical	SGJ/Q0102
105.		Solar PV installer Civil	SGJ/Q0103
106.		Waste water treatment plant technician	SGJ/Q6601

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