

F. No.: SCH-11/44/2017-SNP
Government of India
Ministry of Skill development & Entrepreneurship
(SNP Division/Wing-II)

Shivaji Stadium Annexe,
New Delhi - 110001
Dated: 22.01.2018

OFFICE MEMORANDUM

Subject:- Service Level Agreement/ Memorandum of Understanding (MoU)-reg.

The undersigned is directed to enclose herewith the Standard Operating Procedure (SOP) for Assessment and Certification for State Funded Schemes, as approved by the 9th PMKVY Steering Committee.

2. As per notified SOP, the NSQF aligned qualifications of SSCs, being implemented by State Government Department/ Agencies may follow the modalities for assessment and certification through the concerned SSCs in accordance with the SOP, for all schemes including PMKVY. In case the State Government Department/ Agencies adopt this SOP, the terms and conditions mentioned here will be enforceable on all SSCs. In case, this SOP is not in coherence with the mandate of any Government of India Scheme/Program, the operational modalities laid down by the respective Government of India scheme should be considered.

3. In pursuance of the Steering Committee's direction, it has been felt that there is no need of separate MoU between the State/Central Government agency and Sector Skill Councils for Assessment and Certification purpose. The enclosed SOP will be applicable in all cases where States adopt the same and is in consonance with the provisions of the scheme under which trainings are being imparted. Accordingly, the signing of separate MoUs or SLA is not required with SSCs.

4. This shall be complied with immediate effect.

Encl: As above (SOP-9 pages)

R K Gupta

(R K Gupta)

Director, MSDE Tel

No: 011-23450886

Email:rk.gupta74@gov.in

To,

1. All Secretaries/ Principal Secretaries of States/ UTs. **(List Attached)**
2. CEOs of all the Sector Skill Councils (SSCs) **(List Attached)**

Copy to:

1. Secretary, MSDE
2. Joint Secretary (Skill Development), MSDE
3. CEO & MD, NSDC, World Mark 1, Aerocity, New Delhi - 110037

Copy to (for information):

Director General, NSDA

| Sr. no. | State | SSDM Name/Nodal Department | Secretary/ Principal Secretary of the Nodal Department (Name and Designation) | Email Address | Address |
|---------|------------------------|--|---|--|---|
| 1 | Andaman and Nicobar | Committee formed under Chief Secretary | Shri Sandeep J Jacques, IAS Secretary-cum-Director, Labour & Employment | +91 3192 233137 (O), icdet@and.nic.in | Labour Commissioner and Directorate of Employment & Training, A & N Islands, PortBlair |
| 2 | Andhra Pradesh | Andhra Pradesh Skill Development Corporation under the Department of Skill Development, entrepreneurship and innovation | Sri Ram Prakash Sisodia, IAS Principal Secretary to Government, Department of Skill Development, Entrepreneurship and innovation | secfnwp@gmail.com , secy_sdei@ap.gov.in | 6-3-866/1/G2, Green Lands, Begumpet, Hyderabad - 500016. |
| 3 | Bihar | Bihar State Skill Development Mission | Shri Dipak Kumar Singh | 040-23450819 23452763 dk.singh1992@yahoo.co.in, sec-lab-bih@nic.in | Deaprtment of Labour Resources , Vikash Bhavan, Bailev Road, Patna -800001 |
| 4 | Chandigarh | The Labour Department, Chandigarh | Shri K.K. Jindal | kkjindal.ias@nic.in | Labour Welfare Building, Sector 30B Chandigarh 160030 |
| 5 | Chhattisgarh | Chhattisgarh State Skill Development Authority - CSSDA | Smt. Renu G Pillay, IAS, Principal secy | renu@cg.nic.in | State Project Livelihood Society (SPLCS) Office, Raipur, Chattisgrah |
| 6 | Dadra and Nagar Haveli | Education Department, UT of Dadra and Nagar Haveli | Smt. Pooja Jain, IAS, Secretary | secretarytourismdnh@gmail com. 9560316279 | Education Department, UT of Dadra and Nagar Haveli Secretariat, Silvassa, DNH - 396230 |
| 7 | Daman and Diu | Education Department, UT of daman and Diu | Smt. Pooja Jain, IAS, Secretary | secy-edu-dd@nic.in, 9560316279 | Education Department, Secretariat, Fort Area, moti Daman, Daman - 396220 |
| 8 | Delhi | Directorate of Training and Technical Education (DTTE) | Smt. Punya Sallia Srivastava, Secretary (Directorate of Training & Technical Education) | 011-27322573, pstechedu@nic.in | Directorate Of Training And Technical Education, Near Pit, Guru Govind Singh College, Pitampura, New Delhi, Delhi |
| 9 | Goa | Goa Skill Development Mission | Shri Virendra Kumar, IAS | dir-sdct.goa@nic.in | State Directorate of Craftsmen Training Shrama Shakti Bhavan, Panaji - 403001 GOA |
| 10 | Gujarat | Gujarat skill development Misson | Dr. Rajiv Kumar Gupta Principal Secretary, Labour & Employment Department 5th Block, 6th Floor, Sachivalaya, Gandhinagar 079 - 23250871 | secled@gujarat.gov.in | Block No. 1, 3rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar - 382010. Fax No : +91-79-23253835 |
| 11 | Haryana | Haryana Skill Development Mission | Shri A.K. Singh, Secretary, Department of Technical Education | tcete@hry.nic.in 0172-2548110 | Haryana Skill Development Mission, Takniki Shiksha Sadon, Bays - 7-12, Sector - 4, Panchkula (Haryana) |
| 12 | Himachal Pradesh | Himachal Pradesh Kaushal Vikas Nigam | Dr. Shrikant Baldi, Principal Secretary (Planning and Finance) | finsecy-hp@nic.in | Himachal Pradesh Kaushal Vikas Nigam Block No. 24, STPI Building, 2nd Floor, SDA Complex, Kasumpti, Shimla, 171009 |
| 13 | Jammu & Kashmir | Jammu and Kashmir skill development mission | Shri Ashok Parmar, IAS Secretary to Govt. Technical Education/YSS Department J&K 0191-2569481(Jammu) 0194- 2506273(Srinagar) | dit-jk@nic.in | Directorate of Technical Education, J&K Srinagar: Bemina Bye Pass 190018 |
| 14 | Jharkhand | Jharkhand Skill development mission society | Shri S.K.G Rahate, Principal Secretary, Dept. of Labour, Employment, Trainig and Skill Development. - | sec-labour-jhr@nic.in secylabour.jhr@gmail.com | Dept. of Labour, Employment, Training and Skill Development, Shram Bhawan Doranda, Ranchi, Jharkhand 834002 |
| 15 | Karnataka | KVTC - Karnataka Vocational Training and Skill Development Corporation under Dept of Labour | Shri Sanjiv Kumar I.A.S Additional Chief Secretary Shri R.R Jannu I.A.S Commissioner of Labour | secy.labour@karnataka.gov.in 080-22035004 labour.commissioner42@gmail com 080-26531252 | 2nd Floor, Kaushalya Bhavan, Bannerghatta Road, Dharmaram College, Bangalore - 560029, Near To Dairy Circle |
| 16 | Kerala | Kerala Academy of Skill Excelece | Shri Tom Jose, Prin Secy, Dept of Labour & Skills | tomjosejas@gmail.com | 3rd Floor, Carmel Tower Vazhuthacaud, Thiruvananthapuram-695014 |
| 17 | Lakshadweep | Lakshadweep Skill Development Society (LSDS) | Shri Tariq Tomas, Secy, Labour and Employment Dept. | lk-coll@nic.in | CEO LSDS, Govt. ITI Building, Kavarratti-682555 |
| 18 | Madhya Pradesh | MP state skill development mission (under dept of technical education and skill development) | Shri Sanjay Bandonpadyaya Principal Secretary, Technical & Skill Development Department | pstechedu.mp.gov.in, sanjay.bando@nic.in +91-755-2550840 | Directororate: Narmada Rd. Jabalpur MPCVET: Gas Rahat ITI Building, Govindpura, Bhopal |
| 19 | Maharashtra | Maharashtra State Skill Development Mission | Shri Deepak Kapoor Principal Secretary, Skill Development and Entrepreneurship Department | psec.sded@maharashtra.go v.in 022-22047236 | 4th Floor, MTNL Building, G. D. Somani Marg, Cuffe Parade, Mumbai, Maharashtra 400005 |
| 20 | Odisha | Odisha State Employment Mission, ETET (Skill Development and Technical Education Dept) | Shri Sanjay Singh, IAS, Commissioner Cum Secretary, Skill Development & Technical Education Department. | etef.od@nic.in | 3rd Floor, Niyojana Bhawan, Kharavela Nagar, Bhubaneswar, Odisha. |
| 21 | Pondicherry | Puducherry Skill Development Mission , under Department of Labour | Shri E. Vallam, Secretary & Commissioner Department of Labour, Puducherry | lc.pon@nic.in, secypwd.pon@nic.in, secyah.pon@nic.in | |
| 22 | Punjab | Punjab Skill Development Mission | Shri R.K. Verma, Secretary, Technical Education 0172-2742131 0172-2625405 | stet@punjab@gmail.com | Punjab Skill Development Mission SCO 149-152, 2nd Floor, Sector 17-C, Chandigarh Pincode:160017 |
| 23 | Rajasthan | Rajasthan Skill And livelihood Development Corporation | Shri T. Ravikanth, Secretary, Department of Labour and Employment | Secretary.skills.labour@rajas | J-8-A, EMI CAMPUS, Jhalana Institutional Area, Jhalana Doongri, Jaipur, Rajasthan 302004 |
| 24 | Tamil Nadu | Tamil Nadu Skill Development Corporation | Smt. P. Amudha, IAS, Secretary 25670472 | labsec@tn.gov.in | Commissionerate of Employment and Training Thiru Vi Ka Industrial Estate, Guindy, Chennai-600 032. |
| 25 | Telangana | Telangana State Skill Mission | Sri Jayesh Ranjan, IAS Secretary, Information Technology, Electronics and Communications | secy_ilt@telangana.gov.in 040-23456401 | 1st Floor, Ashoka Raghupathy Chambers, Opposite Shoppers Stop, SP Road, Secunderabad-500016 |
| 26 | Uttar Pradesh | Uttar Pradesh State Skill Development Mission | Shri Bhuvnesh Kumar, IAS, Secretary | mdssdm-up@nic.in, secyvsd@gmail.com | ITI Campus, Allganj, Uttar Pradesh 226024 |
| 27 | Uttarakhand | Uttarakhand Skill Development Mission | Shri Om Prakash Principal Secretary, Training & Technical Education | aste15@gmail.com | 26 E.C. Road, Mahila ITI, Near Survey Chowk, Dehradun-248001 |

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| 28 | West Bengal | PBSSD- Paschim Banga Society for Skill Development under department of Technical Education, Training and Skill Development | Sri Hridayesh Mohan, IAS, Principal Secretary, Technical Education ,Training and Skill Development | telsecwb@gmail.com | Bikash Bhawan, North Block, 10th Floor, Salt Lake City, Kolkata: 700091 |
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North East States

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|---|-------------------|---|------------------------------|--|---|
| 1 | Manipur | Manipur Society for Skill Development, Directorate of Craftmen Training , Department of Labour & Employment | Shri P. K. Singh, IAS | tpksingh1@gmail.com | Manipur Society for Skill Development, State Guest House , Sanjenthong, Imphal west -795001 |
| 2 | Mizoram | Department of Labour and Employment & Industrial Training | Shri .Benjamina, IDAS | benzoram@yahoo.com , ledmizoram@rediffmail.com | LE&IT R. No 220, 2nd Floor, New Secretariate Building, Khatla, Aizawi-796001 |
| 3 | Nagaland | Directorate of Employment, Skill Development & Entrepreneurship Department, Nagaland, Kohima. | Shri T. Sato | empatton@rediffmail.com | Directorate of Skill Development, Employment and Entrepreneurship, Kohima, Nagaland-797001 |
| 4 | Tripura | Tripura Skill Development Mission, Directorate of Skill Development, Department of Industries and Commerce | Shri. M Nagaraju, IAS | m Nagaraju93@gmail.com ; secr etarytrp11@gmail.com | Directorate of Skill Development, Depart. Of Industries & Commerce, Govt. of Tripura, ITI Road, Indranagar, Agartala-799006 |
| 5 | Assam | Assam Skill Development Mission | Shri Ashutosh Agnihotri, IAS | officelakher@gmail.com , ashuagnihotri@gmail.com | Office of Labour & Employment, Assam Secretariate, |
| 6 | Arunachal Pradesh | Skill Development and Employment Generation | Ms. Madhu Garg | madhugarg@gmail.com | Skill Development & Employment Generation, Govt. of Arunachal Pradesh, Udyog Sedan, Winegar - 791111 |
| 7 | Meghalaya | Meghalaya State Skills Development Society (MSSDS) | Shri M.S Rao, IAS | msrso.megh@yahoo.in | Principal Secretary, Labour Department-cum-CEO, MSSDS Additional Secretariat, IGP, Shillong, Meghalaya - 793001 |
| 8 | Sikkim | Skill Development and Entrepreneurship Department | Shri T. W. Khangsarpa | twkhangsar@yahoo.com | State Institute of Cabacity Building, Jorethang, South Sikkim |

CONTACT DETAILS OF SECTOR SKILL COUNCILS

| No | Sector | Name of the SSC | CEO | | | |
|----|--------------------------|--|--|--|------------------------------|---|
| | | | Name | Email | Contact No | Address |
| 1 | Automotive | Automotive Skills Development Council | Mr Sunil Chaturvedi | skc@asdc.org.in | 9810236256 | Automotive Skills Development Council Sat Paul Mittal Building, 1/6, Siri Institutional Area, August Kranti Marg (Khel Gaon Marg) New Delhi – 110049 |
| 2 | Agriculture | Agriculture Skill Council of India | Mr S S Arya | ceo@asci-india.com | 9971889099 | Agriculture Skill Council of India (ASCI) 6th Floor, GNG Tower, Plot No. 10 Sector -44, Gurgaon Haryana-122004 |
| 3 | Apparels | Apparel, Madeups & Home Furnishing Sector Skill Council | Mr Roopak Vasishtha | ceo@sscammh.com; roopak@sscammh.com | 9810222576 | Apparel, Made-Ups and Home Furnishing Sector Skill Council 1st Floor, Indian Buildings Congress, Kamakoti Marg Sector-6, R K Puram New Delhi-110022 |
| 4 | Aviation & AeroSpace | Aviation & Aerospace Sector Skill Council | Mr. D Peter Immanuel | ceo@aassc.in; | 95006 24681; 080-22323357 | Aerospace and Aviation Sector Skill Council (AASSC) Technical Training Institute (TTI) Hindustan Aeronautics Limited Suranjan Das Road Vimanapura Post, Bangalore - 560017 |
| 5 | Beauty & Wellness | Beauty & wellenss Sector Skill Council | Ms Annu Wadhwa | annu.wadhwa@bwssc.in | 9810113991 | Beauty & wellenss Sector Skill Council, 247 and 248, 1st Floor, DLF South Court, Saket, New Delhi - 110017 |
| 6 | BFSI | Banking, Financial Services & Insurance (BFSI) Sector Skill Council of India | Mr. Meghdoot Karnik (COO) | meghdoot.karnik@bfsissc.com | 88791 26603 | 25th Floor, P.J. Towers, Dalal Street, Fort, Mumbai - 400 001 |
| 7 | Capital Goods | Capital Goods Skill Council | Mr Inder S Gahlaut | inder.gahlaut@cgsc.in | 9818096243 | Awfice Space Solutions Pvt Ltd 1st Floor, L-29, Outer Circle Connaught place, New Delhi – 110001 |
| 8 | Chemical & PetroChemical | Chemical & PetroChemical Sector Skill Council | Mr P S Singh (Contact Person) | prabhsharan.singh@ficci.com | 9868260724 | FICCI Federation House Tansen Marg, New Delhi 110001 |
| 9 | Coating & Painting | Paints and Coatings Skill Council | Mr V S Ram | ceo@pcsc.in | 9867025566 | Paints and Coatings Skill Council, 105, Kakad Chambers, 132 Dr. A B Road, Worli, Mumbai 400018 |
| 10 | Construction | Construction Skill Development Council of India | Mr. Anand Kumar Singh (Contact Person) | anand@csdcindia.org | 8505955506 | Construction Skill Development Council of India, 204, Aashirwad Complex, D-1, Green Park, New Delhi - 110016 |
| 11 | Domestic Workers | Domestic Workers Sector Skill Council | Maj Gen Manik Sabharwal (Retd.) | ceo@dwsscindia.in; | 9910052027 | A-2/19, 2nd Floor, Safdarjung Enclave, New Delhi -110029 Landmark - Above Le Petire, GD Goenka School |

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|----|-----------------------------------|--|--|--|-------------------------------|--|
| 12 | Electronics & Hardware | Electronic Sector Skill Council of India | Mr N K Mohapatra | ceo@essc-india.org | 9818022577 | Electronic Sector Skill Council of India 602,604,606 and 608, 6th Floor, Ansal Chambers 2, Bikaji Cama Place, New Delhi - 110066. |
| 13 | Food Processing | Food Industry Capacity & Skill Initiative | Mr. Subhojit Mukherjee (contact person) | subhojit.mukherjee@ficci.com | 7042632277 | Awfis, L-29, First Floor, Connaught Place (Outer Circle) New Delhi 110001 |
| 14 | Furniture & Fittings | Furniture & Fittings Skill Council | Mr. Gurpal Singh | gurpal.singh@ffsc.in | 9810136887 | 407-408, DLF City Court, M G Road, Sikanderpur, Gurgaon - 122002 |
| 15 | Gems & Jewellery | Gems & Jewellery Skill Council of India | Mr Binit Bhatt | ceo@gjscci.org | 022-28293940; 9820799457 | Gem & Jewellery Skill Council of India Business Facilitation Centre, 3rd Floor, SEEPZ SEZ, Andheri (E), Mumbai 400 096 |
| 16 | Green Jobs | Skill Council for Green Jobs | Dr P Saxena | psaxena@sscgg.in | 9871119101 | Skill Council for Green Jobs, 3rd Floor, CBIP Building, Malcha Marg, Chanakyapuri, New Delhi - 110021 |
| 17 | Handicrafts | Handicrafts & carpets Sector Skill Council | Ms. Anupama Giri | ceo@hcsc.in | 9871668431 | Handicrafts Sector Skill Council, OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj, New Delhi - 110070 |
| 18 | Healthcare | Healthcare Sector Skill Council | Mr Ashish Jain | Ashish.Jain@healthcare-ssc.in | 9810261663 | Healthcare Sector Skill Council 520, DLF Tower A, 5th Floor, Jasola District Centre, New Delhi - 110025 |
| 19 | Infrastructure Equipment | Infrastructure Equipment Skill Council | Mr H S Mohan | hs.mohan@iesc-india.com | 9686403033; 080 - 26754480 | Infrastructure Equipment Skill Council Avik Royale - First Floor (Next of Vijaya Bank) No.6, 50 feet Main Road, Avalahalli Extension Girinagar Bengaluru 560026 |
| 20 | Instrumentation | Instrumentation, Automation, Surveillance & Communication Sector Skill Council | Mr. DPS Verma (COO) | ceo@iascsector-skillcouncil.in | 9818022219 | IASC SSC, 201-202, STBP NSIC Complex, Okhla Industrial Estate, New Delhi, 110020 |
| 21 | Iron & Steel | Indian Iron & Steel Sector Skill Council | Mr Sushim Banerjee | sushim_banerjee@yahoo.com | 9831083024 | Indian Iron & Steel Sector Skill Council, KARIGORI BHAVAN Plot no.B-7, Action Area-III, 5th Floor, Room no.509 Near Hazra Kalibari, Opposite Uni World City New Town, Kolkata, West Bengal, Pin-700156. |
| 22 | IT-ITeS | IT-ITeS Sector Skill Council | Dr Sandhya Chintala | sandhya@nasscom.in | 9849312168 | IT-ITeS Sector Skill Council NASSCOM Plot No - 7, 8, 9 & 10 3rd Floor, Sector 126, Noida Uttar Pradesh - 201303 |
| 23 | Leather | Leather Sector Skill Council | Mr Ramesh Kumar | ceo@leatherssc.org ; cle@cleindia.com ; rathnam@leatherssc.org | 9003174445; 9910884436; | Leather Sector Skill Council, CFTI Campus, Annex Building, NO.65/1, GST Road, Guindy, Chennai - 600032 |

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|----|----------------------------------|--|---|---|--|---|
| 24 | Life Sciences | Life Sciences Sector Skill Development Council | Mr. Ranjit Madan | ranjit.madan@ssdc.in | 9818932470 | Life Sciences Sector Skill Development Council # 14, Rear 2nd Floor, Palam Marg, Vasant Vihar, New Delhi-110057 |
| 25 | Logistics | Logistics Skill Council | Capt. Ramanujan (Retd) | ramanujam@lsc-india.com | 9940592897 | LOGISTICS SKILLS COUNCIL No.476, Temple Tower, Ground Floor, Anna Salai, Nandhanam Chennai - 600035 |
| 26 | Management & Security | Management & Entrepreneurship and Professional Skills Council | Col Anil Kumar Pokhriyal, Retd | ceo@mepsc.in | Tel: +91-11-24608502 (D); +91-11-24645100 Ext: 439 Mob - 8750582008 | Management & Entrepreneurship and Professional Skills Council (MEPSC) Management House, 14 Institutional Area, Lodhi Road, New Delhi-110003 |
| 27 | Media | Media & Entertainment Skills Council | Mr. Mohit Soni (COO) | mohit.soni@mescindia.org | 9810152980; 9999108182 | Media & Entertainment Skills Council 1-4, Ground Floor, World Trade Center, Babar Lane, New Delhi - 110001, New Delhi, Delhi 110001 |
| 28 | Mining | Skill Council for Mining Sector | Mr A Bhandari | scms@skillcms.in | 9871611911 | Skill Council for Mining, FIMI House, B-311, Okhla Industrial Area, Phase-I, New Delhi-110 020 |
| 29 | Oil & Gas | Hydro Carbon Sector Skill Council | Mr. Biswajit Roy (Officiating CEO) - (Executive Director (HRD) at IOCL) Mr. Vishal Sharma (Contact Person) | ceo@hsscindia.in ; hsscindia.2016@gmail.com | 0120-2594602, 2594632; 9899877377 (Mr. Roy) 9911746601 | Oil Industry Development Board (OIDB), 3rd Floor, Tower C, Plot No. 2, Sector - 73, Noida |
| 30 | Plumbing | Indian Plumbing Skills Council | Maj Gen. T K Chadda (COO) | tk.chadha@ipssc.in | 9821115891 | Indian Plumbing Skills Council, B168, 169, DDA Sheds, Okhla Phase - 1, New Delhi |
| 31 | Power | Power Sector Skill Council | Mr. Vinod Behari | ceo@psscindia.org | 9873767899 | Power Sector Skill Council, Plot No. 4, Institutional Area, CBIP Building, Malcha Marg, Chanakyapuri, New Delhi-110 021 |
| 32 | PwD | Skill Council for PwD | Mr. Anup K Srivastava | anup.srivastava@scpwd.in | 95990 66366 | 501, City Centre, 5th Floor, 12/5, Plot 5, Sector 12, Dwaraka, New Delhi 110076 |
| 33 | Retail | Retailers Association's Skill Council of India | Mr James A Raphael | james.rafael@rasci.in | 9967014305 | Retailers Association's Skill Council of India, 703-704 Sagar Tech Plaza - A, Andheri-Kurla Road, Sakinaka Junction, Sakinaka, Andheri (E), Mumbai-400 072. |
| 34 | Rubber | Rubber Skill Development Council | Ms. Meghna Mishra | meghna.mishra@rsdcindia.in ; ceo@rsdcindia.in | 9818006997; + 91 11 41009347-48 | RSDC, Ramakrishna Dalamia Wing, PHD House (4th Floor), Opp. Asian Games Village, Siri Fort Institutional Area, New Delhi - 110016 |
| 35 | Sports | Sports, Physical Education, Fitness and Leisure Sector Skill Council | Mr. Tahsin Zahid (COO) | tahsin.zahid@sportsskills.in | 9958272224 | FICCI Federation House Tansen Marg, New Delhi 110001 |

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| 36 | Strategic Manufacturing | Strategic Manufacturing Sector Skill Council | Colonel (Dr) Ashok Kumar Binjolkar (Retd) (Contact Person) | strategic.manufacturing@smssc.in; Ak.binjolkar@smssc.in | 9654612429 | Strategic Manufacturing Sector Skill Council 3rd Floor, 13 A, Palam Marg, (Opp. Malai Mandir) Vasant Vihar, New Delhi – 110057 Tel No : 011- 41010351 / 41034505 / 41045783 Fax: 011- 41015619 |
| 37 | Telecom | Telecom Sector Skill Council of India | Lt Gen (Retd) SP Kochhar Maj Gen Deepinder Singh (COO) | ceo@tsscindia.com director@tsscindia.com | 8447747551 8377004550 011-26598812 | Telecom Sector Skill Council 2nd Floor, Plot No 105 Sector - 44, Gurgaon - 122003 |
| 38 | Textiles & Handlooms | Textile Sector Skill Council | Mr J V Rao | ceo@texskill.in ; | 9811556695 | Textile Sector Skill Council (TSC) 15th Floor, Nirmal Tower, 26, Barakhamba Road, New Delhi - 110 001 Office: +91-11-43536355-7 |
| 39 | Tourism & Hospitality | Tourism & Hospitality Skill Council | Dr Sonali Sinha (COO) | Sonali.Sinha@tshsc.in | 8727980000 | Tourism & Hospitality Skill Council, 801, Tower A, Unitech Signature Towers, South City 1, Gurgaon, Haryana 122001 |

Terms and conditions- Standard Operating Procedure – Assessment and Certification.

This standard operating procedure lays down the step by step process (as per the process map) to facilitate assessment and certification of batches run by the state government funded schemes through Sector Skill Councils. The state government agencies/departments that are implementing NSQF aligned short term training programs may choose to follow these modalities for assessment and certification through Sector Skill Councils. In case the state government agencies/departments adopt this SOP, the terms and conditions mentioned here will be enforceable on all sector skill councils. In case this standard operating procedure is not in coherence with the mandate of any government of India Scheme/Program (for e.g. PMKVY State component), the operational modalities laid down by the respective government of India scheme should be considered. The National Skill Development Corporation would play a facilitative role and would provide the IT interface for the state and sector skill council for assessment and certification. The State governments should contact NSDC at the email – state.engagement@nsdcindia.org in order to get the requisite IT support. All states/implementing agencies willing to use NSDC system for assessment and certification will have to sign a data sharing agreement with NSDC.

1. Activity 1 – Accreditation of Training Centers

The State skill mission/implementing agency are encouraged to come on SMART portal of NSDC for accreditation and affiliation in due course of time to standardize and streamline this process. Any state/agency who wishes to come on SMART may contact NSDC through respective state engagement officers, list of which is available on www.PMKVYofficial.org

Till the states come on SMART, State skill mission/implementing agency will have to accredit and affiliate training Centers following their own due diligence process unless mentioned otherwise in a specific MoU/SLA/Agreement signed with NSDC. This accreditation and affiliation should be in accordance with the Norms specified by the SSCs/SMART for the respective SSC courses. The relaxation from SMART(except for PMKVY) is currently applicable to states only till 31st March 2018.

States will share a list of recommended Training Providers with NSDC, following which NSDC will facilitate the SMART onboarding and the rating of the training centres. The final decision as to which centres need to be allocated targets will be decided by the State.

2. Activity 2 – Candidate registration and Batch approval by the state skill mission/implementing agency

State skill mission has the responsibility of approving the batch (after entry by the TP/TC in the designated state MIS) by verifying elements of the batch within stipulated timeline as per their own norms. It is the responsibility of the state government to ensure that the common norms as well as guidelines (State Skill Missions guidelines/ Any program specific) are followed for each candidate that is being approved by the states as a part of the batch.

NSDC will be presently responsible for de-duplication only against PMKVY 2.0 Candidate data and will check if the candidate for which the assessment has been asked is undergoing any training in PMKVY at the same point of time.

| TC Responsibility (1) | State responsibility (2) | |
|---|---|--|
| Uploading the batch on designated MIS with the fields specified | Batch approval and sending to SSC for assessment (see point 3). | All elements of the batch need to be verified as mentioned in the format that will be circulated by NSDC in its State assessment and certification (SAC) portal. |

3. Activity 3 – Batch upload in State Assessment and Certification Portal

State skill mission has the responsibility of uploading the approved batches on NSDC’s State Assessment and Certification portal or transfer the data through an API to NSDC’s Skill Development Management System (SDMS). It is the responsibility of the state government to ensure that the common norms as well as applicable guidelines (State Skill Missions guidelines/ Any program specific) are followed for each candidate that is being uploaded by the states the NSDC State Assessment and Certification portal/API.

The Batch after upload and basic check, (all necessary data available, unique candidates in each batch etc.) will start showing in NSDC’s SDMS workspace for SSCs to allot Assessment agency and further processing, as per the existing process of NSDC SDMS.

4. Activity 4 - Assessment of a Batch, Result approval and Certification

It is the responsibility of the SSC to ensure that the trainees assessment results are uploaded as needed and are approved on designated MIS and certificates are issued in a timely manner

| Training Centre Responsibility (1) | SSC responsibility (2) | | Timelines (3) | Consequences/Penalties/Other Actions | | State Government Responsibility (6) |
|---|--|--|---|--|---|--|
| | | | | Financial Penalty (4) | Other actions/Penalties (5) | |
| 1) After approval of certification, either directly or through state or TC should print the certificate and distribute to the candidate | Assessment of a batch, Result approval and Certification | <ol style="list-style-type: none"> 1) The SSC should ensure the date of assessment of the batch as well as assessment agency is lined up as soon as the batch is approved by the State. 2) The Assessor must verify candidate details as per MIS. 3) All Assessors must have valid Aadhar Ids. 4) It is Assessor's responsibility to check | <ol style="list-style-type: none"> 1) Assessor and Assessment Agency will be provided with 5 working days from the day of assessment to submit approved assessment results to SSC. | <ol style="list-style-type: none"> 1) Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in upload/approval of assessment marks by Assessor/Assessment Agency/SSC. 2) There will be no penalty if results are approved/rejected within 10 working days from the day of assessment 3) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied. | <ol style="list-style-type: none"> 1) It is the SSC's responsibility to control and monitor the Assessment Agencies as well as to monitor the assessment done by them and their Assessors. 2) In case of repeated delay on part of the AAs in uploading the results or any malpractices coming into notice, the SSCs are expected to take suitable action against the agencies, including suspension/blacklisting as the case may be (in line with the applicable penalty grid) 5) If it is found that a SSC is not verifying the | The States should Make the payment to SSCs as per the process within 15 working days of bill being raised by concerned SSC after results upload. |

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| | | <p>Attendance, Trainer's Certificate. This must be recorded in the Assessor's App.</p> <p>5) The Assessors to be provided with centre details through designated MIS.</p> <p>6) If number of candidates present during assessment is less than 20 then the State need to pay SSCs the Assessment Fees for 20 candidates</p> <p>7) A soft copy of the certificate should be uploaded on MIS.</p> <p>8) SSCs are not responsible for printing and distributing</p> | <p>2) Post this SSC should check and approve the results.</p> <p>3) State should make the payment to SSCs within 15 working days of the result uploading.</p> | | <p>results/monitoring the assessment, the state government may document the case and refer to NSDC.</p> <p>Assessment Fees for Job roles:</p> <p>Manufacturing Sector: Rs. 1200 per trainee</p> <p>Services Sector: Rs. 800 per trainee</p> | <p>The state government should oversee and monitor the entire process. It should document any the cases of delay by SSC and/or assessment agencies and refer the same to NSDC for action.</p> |
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| | | <p>certificates.</p> <p>9) Generate a monthly assessment and certification bill and send to the states for payment. The assessment fee should be charged for each candidate who has been assessed and his/her result being uploaded. SLA and any delay's while generating the bill.</p> <p>10) Make the applicable payment of certificate and marksheet generation to the designated IT vendor of NSDC SAC portal directly.</p> | | | | |
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| | Result rejection | The SSC can reject the batch upon stating reasons for rejection at candidate, Assessor or batch level. | | <p>Assessment Fee will be reduced by 1 % assessment fee per day per trainee (payment to SSC), if there is delay in rejection of assessment marks by Assessor/Assessment Agency/ SSC.</p> <p>1) There will be no penalty if results are rejected within 10 working days from the day of assessment</p> <p>2) Post 10 working days from the days of assessment, a penalty of 1 % assessment fee per day per trainee (payment to SSC) will be levied</p> | <p>Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as per the penalty grid</p> <p>In case of the conditions discussed in Financial Penalty column, suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or Assessors may be taken as per the applicable penalty grid</p> | |
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5. Activity 5 - Authenticity of the trainees

It is the responsibility of the States to ensure that only authentic and eligible trainees are assessed.

| State Government/ TC Responsibility (1) | SSC responsibility (2) | Timelines (3) | Consequences/Penalties/Other Actions | | State Government Responsibility (7) |
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| | | | Financial Penalty (4) | Other actions/Penalties (6) | |
| <p>The TC is responsible for ensuring authentic trainees are enrolled in a batch and go through the training.</p> | <p>SSC must ensure that the following aspects are checked during assessments (through Assessors):</p> <p>(1) Trainees enrolled at the TC are same as those uploaded on designated MIS- Verification to be done by checking of Aadhar ID (if mandated in the scheme) and enrolment forms</p> <p>(2) Trainees have regularly attended the training at the TC Verification to be done by checking the attendance records as per concerned State Government processes.</p> | | <p>In case of any gross issue/discrepancy, such as fake enrolments identified during assessment and/or fake candidate appearance for assessment, SSC to immediately report the same to State government for appropriate action.</p> <p>For the specific cases of non-compliance like:</p> <p>(1) AAs and/or assessors have not followed the due process which led to the assessments of fake trainees, and/or</p> <p>(2) AAs and/or assessors have conducted the assessment of fake trainees in return of financial and other favors from TC, and/or</p> <p>For all the cases discussed above, State governments are not liable to pay Assessment Fees to the SSC for that batch or eligible for full refund in case</p> | <p>Apart from financial penalties, any gross issue/discrepancy can attract disciplinary actions as per the applicable penalty grid</p> <p>In case of the conditions discussed in Financial Penalty column, SSC is expected to take suitable action against AAs and / or Assessors which may include suspension or blacklisting of AAs and / or</p> | <p>The State government is responsible for ensuring authentic trainee batches are uploaded on the NSDC SAC portal. The state government shall bring any delay by SSCs/AAs to the notice of NSDC for action.</p> |

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| | | | that fees has been already paid. | Assessors. | | The state government should bring cases of non-compliance to the notice of NSDC along with substantial proof for action. |
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6. Activity 6- Indulgence in unethical practices

To monitor, if the TC and/or AA are found indulging in unethical practices

| TC Responsibility (1) | SSC responsibility (2) | Timelines (3) | Consequences/Penalties/Other Actions | | State Government Responsibility (6) |
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| | | | Financial Penalty (4) | Other actions/Penalties (5) | |
| | To monitor cases such as offering or demanding bribery to influence the outcome of assessment, or | SSC to report the irregularity to the MSDE/NSDC | Suitable financial penalty may be imposed on the SSC, if SSC is involved in malpractices. | For example-If complaint with valid proofs received about the TC or the AA/Assessor offering or seeking any undue favor in cash or kind to influence the outcome of assessment and SSC fails to initiate suitable action against AA and update the same to NSDC in a timely manner (In case a TC is found indulged in unethical | The responsibility of overseeing the program and putting in mechanisms to bring transparency lies with the state government. |

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| | <p>any other matter that indicates indulgence in unethical practice.</p> <p>SSC has to initiate the action against guilty and update the same to the state government and MSDE/NSDC in a timely manner</p> | <p>in a timely manner.</p> | <p>Suitable financial penalty would be imposed on the TCs if they are found to be indulged in malpractices</p> <p>Suitable disciplinary actions may be taken against SSCs/TCs as mandated by the MSDE.</p> | <p>practice, SSC should report the case to State government). If such non-compliances are observed in more than two TCs, states may refer the case to the NSDC which will refer it to the Grievance Committee of the SSC to take suitable administrative action against the concerned SSC. This is in addition to the financial penalty.</p> <p>In cases where AAs and /or Assessors are found indulged in unethical practices, the SSC is expected to take suitable action against AAs and/or Assessors which may include their suspension or blacklisting.</p> | <p>The state government shall bring any malpractices by Assessors/ AAs to the notice of NSDC & SSC with relevant proofs immediately. The SSC will be responsible for taking appropriate action (in line with the applicable penalty grid)</p> <p>The state government shall bring any malpractices by SSCs to the notice of NSDC with relevant proofs immediately, to ensure timely action. NSDC / competent central authority will further take necessary decisions with regard to de-accreditation/de-affiliation for the defaulters</p> |
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Note –

1. This SoP only concerns the fresh assessment and certification for a batch. For re-assessment of failed candidates or assessment of absentee candidate, MSDE will also issue direction for these scenarios separately. In such cases, the training partner needs to contact SSC directly and follow the guidance provided by the scheme. Additionally, in such cases, the re-assessment cost will be borne by the TP
2. The contents of this operating manual are binding on all the concerned stakeholders, however maybe amended from time to time, as deemed necessary.