



**Date:08/02/2019**

**GOVERNMENT OF INDIA, MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**

**No.: 23-1/2018-DJSS (MSDE)**

**NOTICE FOR INVITING EXPRESSION OF INTEREST TO ESTABLISH JAN SHIKSHAN SANSTHAN (NGO'S)  
FOR SKILL DEVELOPMENT.**

Proposal for Empanelment of NGO's with Ministry of Skill Development and Entrepreneurship , Government of India, New Delhi for conducting Skill Development programmes across selected Districts in the Country.

Interested agencies may send Expression of Interest (EOI) along with all required documents in hard copy and also send the soft copy through email [dir.jss-msde@gov.in](mailto:dir.jss-msde@gov.in) on or **before Friday, 1st March 2019 by 5.00 PM**. After the due time no applications shall be entertained.

The detailed guidelines of JSS Scheme, list of eligible districts and prescribed format along with parameters for application may be downloaded from the Ministry's website [www.msde.gov.in](http://www.msde.gov.in)

Additional Director  
Directorate of Jan Shikshan Sansthan,  
Ministry of Skill Development & Entrepreneurship  
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New Delhi -110011  
E-mail:- [dir.jss-msde@gov.in](mailto:dir.jss-msde@gov.in)

**Parameters: -****Part-A**

<b>Agencies would be selected based on the following parameters</b>		
S. No.	Parameter	Condition/Provisions
1.	Eligibility Criteria	<ol style="list-style-type: none"> <li>1. The agency can be an organization/ institution registered under Societies Registration Act 1860, Trusteeship Act, and Section 8 Companies Act 2013. The organizations / institutions must be registered under section 12A &amp; 80G of Income Tax Act and NGO Darpan Portal of NITI Aayog.</li> <li>2. The agency should have an average annual turnover of at least Rs. 10.00 lacs (excluding grants and donations) in the last 3 financial years- 2015-16, 2016-17 and 2017-18. U.C from a CA should be submitted.</li> <li>3. The agency should have a positive net worth in the last 3 financial years- 2015-16, 2016-17 and 2017- 18. A certificate from a CA should be submitted</li> <li>4. All the applicants must submit a concept note on their understanding of district's socio-economic conditions, list of job roles where they intend to impart training and how training on such job roles will lead to enhancement of income of trainees.</li> <li>5. The agency should have experience of at least 3 years in conducting community development programs/formal and informal education/adult education/vocational trainings/skill development. An affidavit has to be given for the same.</li> <li>6. Applicant agencies should not have been blacklisted by any donor agency/ State Government/ Central Government. An affidavit has to be submitted on letterhead as per format at <b>Annexure-A</b>.</li> </ol>

		<p>7. The agency should have readiness to commence training on job roles specified in their proposal within <b>30 days of issuance of grant.</b></p>
2.	Other Terms and Conditions	<p>1. Prohibition on sub-letting: The selected Agencies must run the program by itself and any kind of sub- letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited under any circumstances.</p> <p>2. No joint venture or consortium or association is permissible.</p> <p>3. Selected agency should register the JSS separately under Societies Registration Act, 1860.</p> <p>4. The annual grant of the JSS will be released as per guidelines. The grant will be released to the Jan Shikshan Sansthan in two instalments based on the performance.</p> <p style="padding-left: 40px;">a. The first instalment of grants will be released at the beginning of the financial year after the Approval of Annual Action plan by GOI.</p> <p style="padding-left: 40px;">b. The second instalment of grants will be released after the issuance of the utilization certificate by GOI on the basis of the Audited statement of accounts for the preceding financial year. While doing so, the unspent balances available with the JSS or reimbursements, if any due to them, will also be adjusted.</p> <p><b>5. Selected Agency has to submit a Bank guarantee from Nationalized Bank of Rs.30 Lakh for a period of 18 months.</b></p>

3.	Allotment of JSS	<p>1. The allotment of JSS for particular district would be done as per the available target of MSDE, demand of particular job role, capacity and availability of centres run by agencies and any other parameter defined by MSDE from time to time. However, any allocation of JSS can be done based on the recommendations and the verification by the MSDE. MSDE will have the sole discretion to devise the method of allocation of JSS.</p>
4.	Pre- & Post Empanelment Process	<p>1. The entire process of scrutiny/assessment, field visit, evaluation and ranking of the applicants will be carried out by MSDE</p> <p>2. The selection committee will shortlist the applicants and recommendations for field visits.</p> <p>3. Selected top ranking agencies will be required to appear before the selection committee of MSDE and make presentations.</p> <p>4. Agencies will be finally approved by the competent authority for sanction of new Jan Shikshan Sansthan.</p>
5.	Submission of Proposal	<p>1. Interested agencies fulfilling eligibility conditions as mentioned above, can submit their detailed proposal <b>(Online via email (dir.jss-msde@gov.in) and as well as hard copy)</b> for undertaking this program in respective State/ district/, to this directorate on or before February 28, 2019 before 5:00 PM. All documents should be page numbered serially and should bear the seal and sign of the authorized signatory if agencies.</p>

<b>Marking Parameters</b>	<b>Part- B</b>
The selection process shall be based on the evaluation criteria provided in the table below:	

S. No.	Parameter	Max. Marks
Part A: Technical Proposal submitted to DJSS		
A.1	<b>Technical Qualifications – (Max. Marks 35)</b>	
a)	Successful completion of Skill Development Training*provided to Trainees in the past 3 financial years under any Government-sponsored programs (work allotted by any Department/ Board/ Corporation/ Nigam/ Mission of State Government), across all sectors.	15
b)	Number of Trainees linked to gainful employment after Skill Training in the past 3 financial years, across all sectors	10
c)	Successful completion of projects of Central/State/ Local Govt/ CSR on Skill/Rural/Urban Development, Community Development in the last 3 Financial Years.	10
A.2	<b>Financial Qualifications (Max. Marks: 15)</b>	
a)	• Net worth of the organization	15
A.3	<b>Additional Qualifications (Max Marks : 10)</b>	
a)	Agencies conceptual clarity; Suitability in context of the Project; Faculty/Agency experience; Approach towards Mobilization, Skill Training & Delivery and Placements	10

B	Weightage of Field Visit and Technical Presentation <b>(Max. Marks: 40)</b>	
a)	Break-up: <ul style="list-style-type: none"><li>• Agency's approach &amp; methodology on Skill development in the district.</li><li>• Agency's understanding of skill development</li><li>• Agency's understanding of the state needs and requirements of Skills.</li><li>• Agency's faculty, infrastructure, track record, Awards/Rewards.</li><li>• Field visit report</li></ul>	40

**Part-C****Application Form may be on the following lines.**

Name of the District \_\_\_\_\_

State \_\_\_\_\_

<b>S. no.</b>	<b>Description</b>	<b>Supporting documents</b>
1	Name of the organization complete postal address with pin code, telephone, mob. and e-mail, if any. Along with Management details of the institution (enclose details with regard to the Chairman, Members, their occupation and complete address)	On letterhead
2	The agency can be an organization/ institution registered under Societies Registration Act 1860, Trusteeship Act, and Section 8 Companies Act 2013. The organizations / institutions must be registered under section 12A & 80G of Income Tax Act and NGO Darpan Portal of NITI Aayog.	Registration No. and date and attach photocopy of the certificate along with copy of the Memorandum of Association, Constitution, Rules and Regulations of the organization.
3	The agency should have an average annual turnover of at least Rs. 10.00 lacs in the lasts 3 financial years- 2015-16, 2016-17 and 2017-18.	Certificate from a CA should be submitted
4	Applicant agencies should not have been blacklisted by any donor agency/ State Government/ Central Government.	An affidavit has to be submitted on letter head. (Annexure- A)
5	The applicant training partners should have readiness to commence training on job roles specified in their proposal within 30 days of issuance of grant.	An affidavit has to be submitted on letter head.

6	Experience in skill development/ community development programmes, Total candidates trained and placed in last 3 years.	Last 3 years details of total candidates trained and placed (trade wise).
7	Source of income of the organisation?	Enclose copies of the audited statement of accounts for the last three years
8	Employees of the organization. Enclose	details-names of the persons, post held, qualifications and emoluments on letterhead
9	Brief history of the agency, its objectives and functions along with annual reports of last 3 years.	On letterhead
10	If any grant from Government of India or the State Government has been received previously, mention the sanction order and date of grant indicating the purpose for which the grant was sanctioned.	Sanction letters
11	The agency should provide the infrastructure details	On letterhead
12	Additional details, i.e. Any national /International awards won by the organization, best practices adopted, case study/testimonials in community development/skill development.	On letter head.





## **LIST OF DOCUMENTS TO BE ATTACHED DULY SIGNED AND STAMPED**

1. Attested Copy of the Registration certificate of the organization.
2. Copy of the Constitution, Memorandum of Association, Rules and Regulations of The organization.
3. List of members of the existing Board of Management of the organization with particulars.
4. Brief history of the organization with its objectives and achievements.
5. Copies of Annual Reports of the organizations for the last 3 years.
6. Copies of the audited accounts, statements and assets of the organization for the last 3 years along with certified balance sheet for previous years.
7. List of present employees of the organization.
8. Note on the previous expenditure of the organization in the field of adult education, if any.
9. Statement of grant, if any, received from the Government of India/State Government.
10. Profile of the District as desired of the application form.
11. List of organization/industrial units/economic enterprises/workers organisations/employers' associations/institution/government departments and their development Schemes whose co-operation would be sought by the JSS with the plan of their involvement in programme implementation.
12. Copy of the List of Vocational Courses conducted and Coverage of Beneficiaries year wise, If any.
13. List of Community Development Programmes/Rural/Urban Development programmes with brief details.
14. Acceptance to abide by the terms and conditions, procedures etc. as required.
15. Additional papers/information, Awards/Rewards if any.

Signature of Chairman

Name in Block letters

Stamp of the organisation

Date:

Place:

Signature of the Secretary

Name in Block letters

Stamp of the organisation

Date:

Place:



## **Annexure -A**

### **Letter Head**

[Date]

This is to certify that (Applicant agency name) have not been blacklisted by any donor agency/ State Government/ Central Government as on date of the submission of this proposal.

(SIGNATURE OF AUTHORISED SIGNATORY)

Agency Name:

Date:

Place:

**Part-D****List of Proposed Districts**

<b>S. No.</b>	<b>State</b>	<b>District</b>
1	Andaman & Nicobar Islands	South Andaman
2	Andhra Pradesh	Vizianagaram
3	Arunachal Pradesh	Tawang
4	Assam	Dhubri
5	Bihar	Sitamarhi
6	Bihar	West Champaran
7	Bihar	Banka
8	Bihar	Begusarai
9	Bihar	Jamui
10	Bihar	Khagaria
11	Bihar	Nawada
12	Bihar	Araria
13	Bihar	Madhubani
14	Bihar	Gopalganj
15	Chhattisgarh	Bijapur
16	Chhattisgarh	Dantewada
17	Chhattisgarh	Kanker
18	Chhattisgarh	Kondagaon
19	Chhattisgarh	Mahasamund
20	Chhattisgarh	Narayanpur
21	Chhattisgarh	Sukma
22	Daman & Diu	Diu
23	Himachal Pradesh	Chamba
24	Himachal Pradesh	Hamirpur
25	Himachal Pradesh	Kangra
26	Himachal Pradesh	Kinnaur
27	Himachal Pradesh	Kullu
28	Himachal Pradesh	Mandi
29	Himachal Pradesh	Shimla
30	Himachal Pradesh	Sirmaur
31	Himachal Pradesh	Una
32	Himachal Pradesh	Bilaspur
33	Himachal Pradesh	Solan
34	Jammu & Kashmir	Baramula
35	Jammu & Kashmir	Leh
36	Jammu & Kashmir	Kargil
37	Jharkhand	Chatra
38	Jharkhand	Dumka
39	Jharkhand	Garhwa
40	Jharkhand	Giridih
41	Jharkhand	Gumla
42	Jharkhand	Khunti

43	Jharkhand	Latehar
44	Jharkhand	Lohardaga
45	Jharkhand	Pakur
46	Jharkhand	Palamu
47	Jharkhand	PashchimiSinghbhum
48	Jharkhand	PurbiSinghbhum
49	Jharkhand	Ramgarh
50	Jharkhand	Simdega
51	Karnataka	Yadgir
52	Karnataka	Bidar
53	Karnataka	Chitradurga
54	Lakshadweep	Lakshadweep
55	Maharashtra	Gadchiroli
56	Maharashtra	Ratangiri
57	Manipur	Chandel
58	Meghalaya	East Khasi Hills
59	Mizoram	Mamit
60	Nagaland	Kiphire
61	Odisha	Gajapati
62	Odisha	Kalahandi
63	Odisha	Kandhamal
64	Odisha	Malkangiri
65	Odisha	Rayagada
66	Odisha	Ganjam
67	Odisha	Mayurbhanj
68	Odisha	Navrangpur
69	Odisha	Nayagarh
70	Odisha	Bargarh
71	Odisha	Jharsuguda
72	Odisha	Boudh
73	Odisha	Kendrapara
74	Puducherry	Pondicherry
75	Rajasthan	Jaisalmer
76	Rajasthan	Barmer
77	Sikkim	East Sikkim
78	Sikkim	West Sikkim
79	Sikkim	North Sikkim
80	Sikkim	South Sikkim
81	Tripura	Dhalai
82	Uttarakhand	Pitthoragarh
83	Uttarakhand	Uttarakashi