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**Government of India**  
**Ministry of Skill development & Entrepreneurship**  
**(Division-II/Wing-II)**

**Shivaji Stadium Annexe,**  
**New Delhi - 110001**  
**Dated: 28.09.2018**

**OFFICE MEMORANDUM**

**Subject:- Standard Operating Procedure (SOP) for Short Term Training by Academic and Industry Institutions under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 2016-2020 (Pilot Phase)-reg.**

The undersigned is directed to enclose herewith the copy of the Standard Operating Procedure (SOP) for Short Term Training by Academic and Industry Institutions under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 2016-2020 as approved by the competent authority (MSDE). The enclosed SOP is approved for a maximum of 25,000 trainings in the pilot phase and thereafter outcome can be reviewed for improvement. In this regard, NSDC is requested to do the needful.

**Encl:** As above (SOP)

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**To,**  
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**Copy to:**

1. PS to Hon'ble Minister, MSDE
2. PS to Hon'ble Minister of State, MSDE
3. PS to Secretary, MSDE
4. PS to JS (SD), MSDE
5. PMKVY Team, NSDC



**Standard Operating Procedure (SOP) for  
Short Term Training by Academic and Industry  
Institutions  
Under  
Pradhan Mantri Kaushal Vikas Yojana (PMKVY)  
(2016 – 2020)  
  
(Pilot Phase)**

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## 1. Background

Currently, only a very small proportion of India's workforce has formal skill training of any kind. Not surprisingly, several sectors of the country's economy face shortage of skilled people and are mired with low productivity due to poor quality of workforce. At the same time, large sections of the country's youth are looking for economic and livelihood opportunities. In this context, skill development has become a key priority area for the country. This is not only essential for economic development but would also help to fulfill youth aspirations for good quality, better paid jobs and self-employment opportunities. This would also enable the country to take advantage of its favourable demographic profile. With a large pool of skilled people, India has an opportunity to become a skill provider for the world, particularly the ageing developed world.

Pradhan Mantri Kaushal Vikas Yojana 2016-2020 is the flagship scheme of the Ministry of Skill Development and Entrepreneurships (hereafter referred to as MSDE). It was launched in the year 2016 with an outlay of Rs 12000 crore to train 1 crore youth of the country. PMKVY Scheme is being implemented by state governments along with the central government through two components – CSSM and CSCM. A target of 20.5 lakh is allocated to states under the CSSM component wherein the SSDMs are responsible for the formation of institutional capacities at state/ local level and working as the implementing agency in entire scheme. Under the CSCM component, the target of 79.5 lakh candidates has been assigned to NSDC. The Scheme shall be aligned to the Common Norms approved by the Common Norms Committee and notified by MSDE. It will ensure an equitable spread of opportunities in Skill Training, benefitting youth across the country. This will boost the productivity of the country's workforce by enabling them to acquire high quality skill training across a range of sectors. The scheme also seeks to significantly scale up skill training activities at a faster pace without compromising on quality.



Systems, comprising of National Skill Development Corporation (NSDC), Sector Skill Councils (SSCs), Assessment Agencies (AAs), and Training Providers (TPs) are already in place for implementation of the Scheme.

The next major step in the Scheme is the inclusion of Best-in-Class Institutions to provide vocational course certification program.

## 2. Objectives

The objective of inclusion of Best-in-Class institutions in PMKVY is multi-faceted. This approach will enable delivery of quality training through these institutions with flexibility in terms of pedagogy, operations, and compliance. The present ecosystem of PMKVY is robust with developments made in modules related to the training lifecycle and disbursement such as SDMS, DBT, PFMS, AEBAS, Insurance, and curriculum. Top institutions could therefore, leverage these systems to provide quality training.

The inclusion of top class institutions would also provide more stability and efficiency to the skill ecosystem. The scheme's latest development also needs to be aligned to complement all other Missions of the Government, such as – Make in India, Digital India, Swachh Bharat, and Smart Cities.

## 3. Advantages to Stakeholders

The selected Institutions would have the opportunity to participate and contribute in the Skill India Mission and fulfill social responsibility. They can utilize their existing infrastructure for the larger cause of Skill Development. Institutes now have better outreach to local communities/Bottom-of-Pyramid population through the PMKVY Scheme. Along with this, selected institutions will also find more opportunities to venture into vocational education and diversify their role in academics and skill development.

The candidates would have the opportunity to be associated with reputed institutions, with



access to latest pedagogy and best-in-class infrastructure. The enrolled candidates can get subsidized training, resulting in better livelihood for them.

Through this mode of participation of academic institutes, the skill ecosystem will be equipped with best practices and efficient models for the skill ecosystem

#### 4. Target Beneficiaries

The target beneficiaries are in line with the overall PMKVY guidelines and the objectives stated earlier. This Scheme is applicable to any candidate of Indian nationality who:

- Is an unemployed youth or, school/college dropout,
- Possesses an Aadhaar card and a bank account
- Has a verifiable alternate ID such as PAN or Voter ID (applicable only for the states of North-East region and J&K –additional IDs may be added from time to time)
- Any other criteria, as defined by the SSCs for the respective job roles

Apart from the scholarship mode where the college students stand to gain employability due to access to a high-end course, college students should not be allowed or enrolled under PMKVY as the Scheme focuses on school/college dropouts. Additionally, in case of corporates or factory premises, candidates cannot be their own employees or daily wagers.

The candidate should possess an Aadhaar card (for candidates from Aadhaar mandatory regions) and a bank account. Candidates belonging to states of North-East region and J&K must possess a verifiable alternate ID, such as PAN or Voter ID (*additional IDs may be added from time to time*).

#### 5. Targeted Institutions

Top Academic Institutes (as per NAAC/NIRF rating/any other government regulations) would be requested to participate in PMKVY 2016-20 and will be invited to participate through an

Expression of Interest (EOI). The institutes with best-in-class infrastructure, expertise in pedagogy, and other expertise may also be given preference for EOI. High class skill universities and training institutes operated or endorsed may also be considered for this initiative. During the initial phase, some institutions may be considered without EOI, on a pilot basis.

## 6. Centre Accreditation and Affiliation

All the selected institutions will be required to register themselves on SMART Portal to get “Deemed Ready” status. Largely, the selected institutions will need a self-accreditation process only. This process could be referred to in the latest guidelines for Accreditation, Affiliation & Continuous Monitoring of Training Centres for the Skills Ecosystem at <https://smart.nsdcindia.org/>.

## 7. Eligible Job Roles

Academic Institutes can train candidates in job roles which are aligned to the National Skills Qualifications Framework (NSQF). If a job role is not aligned to NSQF, the same can be aligned in consultation with the respective SSC and NSDC. NSDC and SSCs may be contacted for this process. Job roles with higher levels (more than level 5) as per NSQF would be preferred, especially in the scholarship mode. A list of NSDF aligned job roles is also attached as an annexure. Further details of these job roles can be found at: <https://www.nsdcindia.org/nos>

The list of job roles will be expended in tune with market requirements, feedback from Institutions & Sector Skill Councils post successful implementation of pilot projects. Also annexed are the current lists of job roles which will be deployed on pilot basis. Any other job roles received as part of the feedback mechanism will also be considered to be included for this project.

## 8. Training Target Allocation

Targets will be assigned to the selected institutions in response to the EOI sent by them. The allocation of targets in different job roles would be as per the Project Proposal submitted by the institutes. Target allocation to academic institutes would be preferred as per the geographical location of the institutes, its rating as per government regulations/standards, and other relevant parameters, as approved by the Steering Committee from time to time. However, there may be relaxations for special areas. The skill gap findings at the State and District levels may be given due weightage while allocating the targets. The methodology for allocation may change, depending upon the Scheme requirements.

## 9. Project Application Format

Institutes can apply for targets and training as per this SOP in the format of Project Application which is given in the Annexure, under Project Application Format.

## 10. Skill Development Management System (SDMS) and Registration of Academic Institutes on SDMS

For registration, the training providers/institutions that are allocated targets will need to update their details on SDMS (Skill Development Management System). SDMS is an integrated system capturing all information of training lifecycle of a candidate.

## 11. Mobilization

Selected institutes shall conduct various outreach campaigns across the districts in which they are located. The out-reach campaign may comprise a combination of door-to-door visits, mobile vans, and interaction with community-based groups and local leadership. All outreach





efforts are to target school and undergraduate college drop-outs and other candidates. The institutes can also engage/partner with mobilization agencies/NGOs/civil society organizations etc. for the purpose of mobilization.

## 12. Enrollments, Training, and Assessment

All eligible candidates are to be enrolled in Skill Development Management System (SDMS) by their respective institutes. It is mandatory for the candidates from Aadhaar mandatory regions to have an Aadhaar ID during the enrollment process. Candidates from the states of North-East region and J&K can be enrolled with verifiable Alternate IDs such as PAN Card and Voter ID- *Additional IDs may be added from time to time.*

Training would be imparted as per National Skill Qualification Framework (NSQF) in the job roles proposed by the institutes and approved by NSDC. The institutes may collaborate with SSCs and NSDC for alignment on any non-NSQF aligned job role. The model curriculum and content for the respective Qualification Packs (QPs), developed by SSCs and approved by NSDC, may be used. In addition, the institution may develop their own curriculum and content as per their expertise in alignment with the NSQF aligned Qualification Pack. The training hours will be as per the Qualification File approved under NSQC. It is mandatory for the candidates to maintain 70% attendance to be eligible for assessment.

As per present process/system, assessment of candidates can be done by SSC (Sector Skills Councils). Institutes are encouraged to adhere to the Branding and Communication Guidelines during the training, as mentioned in the Branding and Communication Guidelines on PMKVY website.

## 13. Mentorship and Placements

Currently, the country is facing a shortage of skilled manpower. It faces a dual challenge – that of shortage of trained workforce as well as non-employability of large sections of youth who