

By Speed Post

F.No.H-22011/2/2014-SDE
Government of India
Ministry of Skill Development and Entrepreneurship
National Skill Development Mission

New Delhi, ¹⁵20 May, 2016.

OFFICE MEMORANDUM

Sub: Guidelines/Clarifications on the Common Norms for Skill Development Schemes of the Government of India – Reg.

Kind attention is invited to the Notification No. H-22011/2/2014-SDE-I dated 15.07.2015 of the Ministry of Skill Development and Entrepreneurship, as published in the Gazette of India on 8.8.2015, concerning Common Norms for Skill Development Schemes implemented by the Government of India.

2. In exercise of the powers conferred by Clause 4 of the aforesaid Notification, the Common Norms Committee, constituted to update and suitably revise the Common Norms, has approved the following guidelines/clarifications to harmonize the functioning of various skill development schemes and bring about uniformity and standardization among them namely:-

- (1) The independent third party agency referred in Clause 1 of Annexure I should be NSQF approved independent third party agency.
- (2) The notional learning hours notified as part of qualification file under NSQF will be considered as “prescribed by the Statute” for the purpose of Clause 1(i) of Annexure I .
- (3) In the case of re-skilling or skill up-gradation of persons already engaged in an occupation, the Committee has acknowledged that bridge courses with duration of 16 hours and more, could also be recognized as eligible category under Clause I(ii) of Annexure I provided they are part of approved training courses.
- (4) In order to ensure that the Trainers with suitable qualifications/experience being hired and each trainer to having undergone Training of Trainers (ToT), as per Clause 3(1)(ii) of Annexure I, it was decided to constitute a working group with the representatives of MSDE, NSDC and DGT representative to come out with a road map for training of trainers.
- (5) For the purpose of Clause 4.1(ii) of Annexure I, one-month pay slip can be accepted as the evidence to support the wage employment.

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(6) For the purpose of Clause 4.1(iii) of Annexure I (In case of self-employment), securing a relevant enterprise development loan can also be considered as proof of evidence under any other suitable and verifiable document.

(7) For the purpose of clause 5.3 of Annexure I, it was decided to constitute a Standing Committee with representatives from DGT, NSDC and SSCs to fine tune the classification by job roles and to address the related issues.

(8) The operation of the provisions of Clause 5.8 of Annexure I (Refundable security deposit chargeable to all Candidates) is kept in abeyance for the financial year 2016-17 keeping in view the difficulties faced in economically weaker sections.

(9) For the purpose of Clause 9 of Annexure I, the National Skill Development Agency (NSDA) has been assigned with the task to develop guidelines for empanelment of Training providers/assessors and a system of maintenance of national registers for training providers/assessors.

(10) The term "training outside" in Clause 2.1 of SCHEDULE I refers to "training outside district" and the term "Special Group" in Clause 5 of SCHEDULE I refers to "Persons Below Poverty Line (BPL), persons with disability and women candidates".

(11) Newly numbered Clause 3 of SCHEDULE I is applicable to all Trainees irrespective of Special Areas, Disability and Gender and the Payout shall be as defined in various slabs mentioned in the said Clause 3.

(12) The Schemes are at liberty to adopt more stringent guidelines than the ones specified in common norms. The Scheme guidelines may also prescribe limits on permissible no. of training hours per day in a skilled course.

(13) Candidates may be incentivized by schemes for 80% Attendance and Passing in a course and the amount of incentive may be decided by the schemes.

(14) On duration of the soft skills training, it is clarified that soft skills are integral part of the Qualification packs and in such cases no separate duration is stipulated.

(15) A team comprising of cost accountants along with other members would be formed to deliberate on cost required to set up and deliver courses involving high cap-ex like Heavy Motor Vehicle driving, Heavy equipment handling etc.

(16) Provision of uniforms for trainees under the skill development programme including DDUGKY has been allowed.

(17) Since UDAAN Scheme under Ministry of Home Affairs is a special Scheme targeted to a very specific segment and the objective of the scheme goes beyond skill development. Hence, Common Norms would not be applicable to UDAAN scheme.

(18) DDUGKY Scheme may independently choose to provide for to and fro transport and daily food allowances in non-residential courses with complete transparency and justification thereof.


(B.K. Sikdar)
Director
Tel:23348825

To

1. The Secretary, Ministry of Skill Development & Entrepreneurship, New Delhi & Chairman, Common Norms Committee
2. The Secretary, Ministry of Human Resource Development
3. The Secretary, Ministry of Micro, Small and Medium Enterprises
4. The Secretary, Ministry of Rural Development
5. The Secretary, Ministry of Agriculture and Farmers Welfare
6. The Secretary, Ministry of Communication & Information Technology
7. The Secretary, Ministry of Housing and Urban Poverty Alleviation
8. The Secretary, Ministry of Textiles
9. The Secretary, Ministry of Tourism and Culture
10. The Secretary, Ministry of Tribal Affairs
11. The Secretary, Ministry of Women and Child Development
12. The Secretary, Ministry of Commerce and Industry
13. The Secretary, Ministry of Development of North Eastern Region
14. The Secretary, Ministry of Home Affairs
15. The Secretary, Ministry of Minority Affairs
16. The Secretary, Ministry of Social Justice & Empowerment
17. The Secretary, Ministry of Food Processing
18. The Secretary, Ministry of Chemicals & Fertilizers
19. The Secretary, Ministry of Labour and Employment
20. The Secretary, Ministry of Road Transport & Highways
21. Members, Common Norms Committee

Copy for information to:

1. Private Secretary to Minister of State (I/C), MSDE
2. PPS to Secretary, MSDE
3. JS (RA)/JS(JS)/JS(AS)/CEO, NSDC/ DG, NSDA/ DG, DGT
4. All DS/Directors, MSDE
5. All Under Secretaries and Consultants, MSDE