

Dear Stakeholders

We have created the 1st draft of the guidelines for Placements under Pradhan Mantri Kaushal Vikas Yojana 2016 – 2020.

Request you to kindly go through the guidelines and provide your valuable inputs (if any) on PMKVYfeedback@nsdcindia.org latest by 1800 hours – 4th July 2016.

**Regards
PMKVY Team**

Note: Any suggestions/feedback would be taken into consideration post discussion with the Steering Committee and applicability of Common Norms.

Provide Feedback at PMKVYfeedback@nsdcindia.org

**Draft Guidelines
Placements Under
Pradhan Mantri Kaushal Vikas Yojana (PMKVY)
(2016 – 2020)**

DRAFT

Provide Feedback at PMKVYfeedback@nsdcindia.org

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Placement Guidelines for PMKVY

1. Background

1.1 Currently, the country's economy is facing shortage of skilled manpower. Country presently faces a dual challenge - of shortage of trained workforce, as well as non-employability of large sections of youth, who possess little or no job skills. In order to bridge this gap, great emphasis is being given to train and place candidates as per the needs of the industry under PMKVY 2016-20.

1.2 Efforts in the skill landscape have been largely devoid of streamlined industry-employer linkages until the last few years¹. This has resulted in creation of skill gaps and requirement gaps among different stakeholders- in terms of needs of different sectors, competencies required by the employers and the skills possessed by candidates. Consequently, placement of candidates has suffered. Thus, it is necessary to create economic incentive for skilling, and for industry to realize the productivity gains linked with skilled manpower.

1.3 Training under PMKVY intends to develop and certify skills against industry standards. It is to be viewed as an opportunity to become employable, for either wage-employment or self-employment. This has been incorporated in PMKVY by incentivizing the Training Centers for placing candidates.

1.4 The Scheme will be completely aligned to the Common Norms as notified and amended from time to time. However, necessary changes in common norms / projects shall be approved by the PMKVY Steering Committee or nominated committee by Steering Committee.

2. Objective

2.1 To provide the placement opportunities to large number of skilled workforce trained under PMKVY across various sectors.

¹ National Policy for Skill Development and Entrepreneurship, 2015

2.2 To link the aptitude, knowledge and aspiration of trained candidates with available employment opportunities and demands available in the market.

2.3 Counsel the trained candidates and provide them with employment opportunities in the concern industries of the skill acquired.

2.4 To encourage self-employment amongst Youth to earn their livelihood.

2.5 Benefit 5 million Youth over the period of 4 years

3. Definition of Placement

Placement may be defined as the process by which a candidate finds a job or, alternately, a company finds an employee.

Placement hereby refers to providing Wage or Self Employment to candidates trained and certified under PMKVY. In case of wage employment, candidate shall be placed in jobs that provide wages at least equivalent to or above the minimum wages prescribed as per Minimum Wage Act. Candidates will be considered as “Placed” if it fulfils the eligibility criteria adhering to common norms.

4. Eligibility Criteria for Placement Payouts

Training Center (TC) will be eligible to receive last tranche of payout linked to placement, if it fulfils following criteria:

4.1 TC should place at least 50% of the successfully certified candidates within three months of completion of training, with at least 50% of the total placed candidates being placed in wage employment.

4.2 Candidates should be placed in jobs that provide wages at least equal to minimum wages prescribed as per minimum wage act.

4.3 Post Placement support/tracking to be done for the candidates placed. Candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.

4.4 In case of Wage Employment Training Centers are required to provide a valid proof of placement. Valid Proof can be

- Appointment Letter issued by the employer

- A letter issued by the employer with at least details like placed candidate name, date of joining and Cost to Company (CTC)
- Salary Certificate
- Salary slips issued by employer
- Salary payment proof (Bank transfer like NEFT / Bank account Statement/ Passbook entries etc.) showing the monthly credit details.

4.5 In case of self-employment, Training Centers are required to provide a self-declaration letter issued by the candidate. In addition to this, Training Center must provide proof that candidates have employed gainfully in livelihood enhancement occupations which are evidenced by

- Trade License
- Proof of Enterprise set up
- Proof authenticating candidate is part of producer group
- Proof of additional earnings (bank statement)
- Any other suitable and verifiable document as prescribed by the respective Ministry/Department

4.6 Training Center may asked to discontinue the training in that particular trade if placement is less than 50% over the period of one year.

5. Responsibilities of Stakeholders

5.1 Training Centers

Placement of the Candidate is primary responsibility of the Training Centers. To ensure the placement of candidates Training Center needs to fulfil responsibilities as mentioned below:

- To set up the placement/entrepreneurship cell for supporting placements.
- Consult Sector Skill Council (SCC) for guidance regarding the industries where the trained candidates can be employed and involve them in the placement process.
- To Conduct Placement Melas
- To encourage industry employers for providing 'on the job training'.
- To share candidates information with relevant employers which indeed can help them to plan recruitment accordingly.
- To Liaison with various respective employers for placing the candidates as per the training imparted in job role.

- To open the bank account of the candidates eligible for Post Placement Support.
- To timely upload the details of placed candidates on SDMS. The training centers should upload the data of placed candidates as and when the candidate is placed.
- Data of placed candidates should be uploaded within 90 days of certification of candidates. In case Training Centers fails to upload the placed candidate data within the prescribed timelines the Training Center may be penalized accordingly.
- To submit the required employment proof of candidates certified and placed to NSDC as prescribed in Placement Disbursement Process.

5.2 Sector Skill Councils

Being an industry body, Sector Skill Council will have an important role in the placement of the candidates. The SSCs will act as the liaison between the Training Center and the employers. To ensure the placement of candidates Training Center needs to fulfil responsibilities as mentioned below:

- To create awareness of PMKVY scheme among the prospective employers and encourage them to recruit the candidates trained and certified under PMKVY
- To assist Training Centers for conducting Placement Melas
- To assist Training Centers by guiding them to reach out various relevant employers.
- To reach out prospective employers who could not participate in Placement Melas for exploring opportunities for conducting walk-ins for candidates.

6. Documentation for Verification and Payouts

For receiving placement payouts, Training Centers should upload the employment related information of placed candidates on SDMS portal within 3 months of candidate certification. In case Training Centers fails to upload the placed candidate data within the prescribed timelines the Training Center may be penalized accordingly.

Additionally, eligible Training Centers are required to submit necessary prescribed documents quarterly for verification purposes. The documents need to be submitted in the first 15 days of the subsequent quarter.

List of Documents

6.1 Request Letter from the Training Center

Training Center need to provide a request letter to NSDC in the prescribed format as annexed. (**Annexure A**).

6.2 Hard Copy of the employment proofs

6.2.1 In case of Wage Employment Training Centers are required to provide a valid proof of placement. Valid Proof can be

- Appointment Letter issued by the employer
- A letter issued by the employer with at least details like placed candidate name, date of joining and Cost to Company (CTC)
- Salary Certificate
- Salary slips issued by employer
- Salary payment proof (Bank transfer like NEFT / Bank account Statement/ Passbook entries etc.) showing the monthly credit details.

6.2.2 In case of self-employment, Training Centers are required to provide a self-declaration letter issued by the candidate. In addition to this, training Center must provide proof that candidates have employed gainfully in livelihood enhancement occupations which are evidenced by

- Trade License
- Proof of Enterprise set up
- Proof authenticating candidate is part of producer group
- Proof of additional earnings (bank statement)
- Any other suitable and verifiable document as prescribed by the respective Ministry/Department

6.3 Undertaking from the Training Center

Training Center need to provide an official undertaking on non-judicial stamp paper of Rs. 100/- to NSDC in the prescribed format as annexed. (**Annexure B**).

6.4 Invoice from the Training Center

Training Center needs to raise a payment invoice in favor of NSDC to receive payment. Invoice should clearly mention Invoice Date, Invoice Amount, TC's Service Tax registration number and PAN number.

7. Placement Payouts

Payout will be adhere to common norms.

7.1 The 3rd Tranche payout is linked to the placement of the certified candidates as below:

Installment	% Of Total Cost	Output Parameters
1 st	30%	On Commencement of Training Batch against Validated Candidates
2 nd	50%	On Successful Certification of trainees
3 rd	20%	Outcome based on placements

7.2 Training Center will be eligible for placement related payment only if 50% or more certified candidates are placed within 3 months of certification. The placement related payments will be provided in following manner :

Placement Ratio	Disbursement
Less than 50%	Nil
50%-69%	Pro rata basis
70 % or More	Full 20% payment

7.3 The performance will be monitored for entire year and placement related payment will be disbursed annually.

8. Post Placement Support

In order to enable the newly skilled person to settle into their new jobs/vocations, post placement support would be provided directly to the candidate at the rate of Rs. 1450/- per month for the following durations:

Post Placement Support @ 1450/-	Men	Women
Placement within District of Domicile	1 Month	2 Months
Placement outside District of Domicile	2 Months	3 Months

- The district mentioned in the Aadhaar Card or alternate ID (applicable only for candidates from NE and J&K states) would be considered as District of domicile.
- The amount shall be transferred to the bank account of the candidate subject to satisfactory verification by NSDC.
- Post Placement Support is applicable for special groups comprising of Women and Persons with Disability and all candidates in special areas.
- The support is applicable only for wage employment. The Scheme may adopt more stringent guidelines than the ones specified in the Common Norms.
- The support is applicable to candidates who are placed within three months of completing their certifications and who have completed at least 3 month of active service with the employer.

9. Placement Melas

The Placement Melas to be conducted as per Placement Mela guidelines of PMKVY

10.Placement and Post-Placement Monitoring

The Monitoring of Placement and Post Placement will be conducted as per monitoring guidelines of PMKVY

Annexure A - Cover Letter from the Training Center (TC)

To,
PMKVY PMU Team
National Skill Development Corporation
Block-A, Clarion Collection, (Qutab Hotel)
Shaheed Jeet Singh Marg
New Delhi-110016

Date:

Dear Sir,

Subject: Placement Documents for the Disbursement of Placement Incentives.

This is to inform you that we have successfully placed ____ (*enter no. of students placed **excluding self-employed***) students as of March 31, 2016.

Additionally, ____ (Enter no. of students self-employed) are self-employed post successful completion of PMKVY trainings conducted by us.

Accordingly, we are providing the following documents as documentary evidences for your perusal.

- 1) (Any one of the below) for all the placed candidates:
 - Appointment Letter issued by the employer ;OR
 - A letter issued by the employer with least details of the placed trainee's name, date of joining and Cost to Company (CTC) details. ; OR
 - Salary Certificate; OR
 - Salary slips issued by employer ; OR
 - Salary payment proof (Bank transfer like NEFT / Bank account Statement/ Passbook entries etc.) showing the monthly credit details.
- 2) Self - Declaration letter issued by self-employed candidates.
- 3) Undertaking cum Indemnity Declaration on stamp paper (Rs.100/-) with details of the placed candidates along with candidates who are self-employed.

Upon validation of placements, kindly credit the placement incentives (if any) to the following account:

Account Name:

Bank Name:

Account No.:

IFS Code:

Branch:

We, certify that the above information and the documentary evidences provided by us are correct to the best of our knowledge. We also certify that the Placement information for these candidates has been updated correctly in SDMS. In case any discrepancy is found, the National Skill Development Corporation reserves the right to withhold placement related payments and take appropriate action against us.

Yours faithfully

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Annexure B- Undertaking from the Training Center (TC)

Undertaking-cum-Declaration on behalf of _____ [Training Center's Name]

I, Mr/Mrs _____ (Name of Signatory) an authorized signatory and acting on behalf of “(Training Center Name)” a company registered under Companies Act, 1956 having its registered office at _____ (enter registered office address) state and undertake as below.

That _____ (TC Firm Name) will avail Placement incentives from “National Skill Development Corporation” (NSDC), a non-profit company, registered under the Companies Act, 1956 and licensed under Section 25 of the Companies Act, 1956 having its registered office at A-Block, Clarion Collection, Shaheed Jeet Singh Marg, New Delhi-110016, India

That based on the obligations arising upon _____ (TC Firm Name) I, on behalf of _____ (TC Firm Name) do hereby confirm, assure, declare and irrevocably undertake:

(i) The following trainees have been placed:

S No.	Trainee's Name	Trainee ID	Batch ID	Employer Name	Employer SPOC Name	Employer SPOC Mobile Number	Training Center ID	Monthly CTC Offered to The Trainee	Document Enclosed as Evidence of Placement

(ii) The following trainees have opted for and are currently self-employed:

S No.	Trainee's Name	Trainee's ID	Trainee's Mobile No.	Training Center ID

(iii) That the documents furnished by _____ (TC firm name) to NSDC as proofs of placement for all the aforementioned trainees are true and correct.

(iv) All the data for the above mentioned trainees has been updated in SDMS and information furnished in the documents matches with that on the SDMS.

That in case any of the information and /or documents furnished by _____ (TC firm Name) is found to be incorrect and / or misleading and / or mismatching with the data updated in SDMS, NSDC reserves the right to take suitable action including Suspension / Blacklisting of _____ (TC firm name) and may withhold entire disbursement amount due. Further, _____ (TC firm Name) shall indemnify, defend, hold harmless and keep indemnified the NSDC,

or its directors or its employees from and against any claim or loss including without limitation, fines, penalties, fees, damage, costs (including legal fees and expenses) liability (whether criminal or civil) suffered and/or incurred by NSDC due to such misrepresentation.

For _____

Date:

Place:

Witnessed by:

Name:

Address:

Witnessed by:

Name:

Address:

Signature _____

Signature _____