

Process to be followed to Procure Trainee Handbooks

PMKVY (CSCM Component) – Short Term Training

NSDC has empaneled four publishers who will be responsible for supplying trainee handbooks to the PMKVY candidates at Training Centers, under the assigned sectors. Please refer to **Annexure A** for the list of sectors assigned to the publishers. Training Providers (TPs) must place an order for trainee handbooks for listed job roles with respective publisher only – these have been mapped on the Knowledge Initiation & Trainee Handbook (KITS) Portal to ensure that the TP/TC SPOC places orders for job roles only with the respective publishers.

The KITS Portal and User Manual for TPs to access the portal may be found at the URL:

http://pmkvykits.nsdcindia.org/training_partner/static/#/login

Annexure B contains the list of ready-to-publish job roles.

For other job roles, SSCs are in the process of sharing content and conducting plagiarism checks with respective publishers. Post that, publishers will start the printing work. **Annexure B** will be updated on a regular basis as and when books are ready with publishers. You are requested to check this document on the PMKVY website for updates on the ready-to-publish job roles.

Currently, trainee handbooks will be available in either English or Hindi language. We are also working on developing content in other regional languages and information regarding the same will be communicated to you shortly.

TPs must ensure that all enrolled trainees get trainee handbooks for the job role they are enrolled under.

Process for Ordering Trainee Handbooks on PMKVY KITS Portal:

1. TPs must place the order for trainee handbooks by filling the required details (including quantity to be ordered) under the “Order Placement” option of the KITS Portal. Orders must be raised separately for each TC; however, for the same TC – the TP may order handbooks for multiple job roles from different publishers at the same time, as outlined in the User Manual for TPs.
2. For trainee handbooks, target allotted (visible on the KITS Portal) is for one job role at a Training Centre
3. Please note the following whilst placing orders for trainee handbooks:
 - (i) The TP SPOC can place orders only for those TCs where target has been allocated in FY 18-19 and the same has been approved over SDMS.
 - (ii) Further, the following condition holds when TP orders the 1st lot:

Target	1st Order Eligibility
0-90	90
90-180	90
>180	50% of total target

- 1st Order Eligibility:

If the target is between 0-90, the TP may order handbooks for the total target.

If the target is between 90-180, the TP may order handbooks for maximum 90 targets.

If the target is more than 180, the TP may order handbooks for maximum 50% of total targets.

The subsequent order can **only** be placed if 75% of the previous order has been assigned to candidates at the TC. If less than 75% of the previous order has been assigned to candidates by the TC, the system will not allow for a new order to be placed.

The next order for trainee handbooks is to be placed depending on the remaining target allocated to the TC, and enrollment; whichever is lower.

However, TPs should procure the number of trainee handbooks from the publisher as per their quarterly demand OR as instructed by NSDC. TPs may also place an additional order for at least 1 future batch for each job role.

4. TPs have the option of updating the quantity of handbooks ordered on the KITS Portal. Further, all details pertaining to the trainee handbooks such as rate per page, shipping costs – are available on the Portal as well. Once the publisher has accepted the order, TPs are required to make payments offline against the handbooks ordered (all payment details of publishers are given on the KITS Portal), as outlined in the User Manual for TPs.
5. **Training Partners are required to make payments to the publisher for the trainee handbooks from their own fund.** Payments are to be made offline in the publisher's bank account (details given in **Annexure A** and **on the KITS Portal**), and the payment receipts are to be uploaded on the PMKVY Kits Portal.
These payments will be reimbursed by NSDC, after submission of complete supporting documents along with invoices in hard copies at NSDC office, as outlined in **Annexure D**.
6. Once payments have been made and payment documents have been verified by the publisher on the KITS Portal, the order for trainee handbooks will be dispatched.
7. On receipt of the order, TPs must select the "Mark Delivered" option on the KITS Portal, to confirm that the order has reached them. They must also fill in the "Self-Declaration Form" and attach soft copies of the courier receipt and a self-invoice on the Portal itself for verification. Here, the TP may also raise a query in case there are any problems with the product delivered.

Note: In case the PMKVY KITS Portal is not functioning due to technical reasons and NSDC reaches out to you with intimation regarding the same – please follow the offline process for ordering trainee handbooks, which is as follows:

- i. TPs will have to place the offline order by filling the work order form (given in **Annexure C**). Work order should be raised separately for each center.
- ii. Orders can be placed for all TP's centers by providing an annexure of center list (with TC ID on SMART, TC ID on SDMS, TC Address on SDMS/SMART and other relevant details) with quantity ordered (job role wise) along with work order.
- iii. TPs need to sign and seal the filled work order after getting a printout then, scan the filled work order and email it to respective publishers (**Annexure A** contains publisher's email IDs).
- iv. After emailing the work order, TPs will be contacted by respective publishers with the details of charges/amounts that they need to pay for this work order. **Price/Rate per page is INR 0.49 which**

is inclusive of all applicable taxes, trainee hand-book cover print cost, logistics/distribution of the final printed book.

- v. TPs must make advance payments to the publishers (**Annexure A** contains publisher's account details) as per the invoice shared by publisher against work order. Once payment has been made, the publisher will deliver the trainee handbooks to the training center.
- vi. TPs also need to share the training center address with **correct pin code**, with the publisher – for the delivery of trainee handbooks. TPs must ensure that delivery address of TC should match the address provided on SDMS/SMART. In case of non-delivery due to wrong address, TPs will bear the logistical cost incurred by publishers.
- vii. For disbursement and other important guidelines related to trainee handbooks, please refer to **Annexure D**.

Annexure A

Publisher Details

S. No	Sector	Publishers Name & Contact Point	Bank Account Details
1	Telecom	<p>Vikas Publishing House Pvt. Ltd., E-28, Sector 8, Noida - 201 301 (U P)</p> <p>Contact Person: Mr. Rajiv Tunius (Sr. Customer Service Executive) Mobile: 9958839634 Mr. Vijay Kumar Landline Customer Service Number: +91 120 4078994 /+91 120 4078936 /+91 120 4078995 Email ID for order placement and communication: vocational@vikaspublishing.com</p>	<p>Bank Name: DBS Bank Ltd. (The Development Bank of Singapore Ltd.) Account Name: Vikas Publishing House Pvt. Ltd. Bank Account Number: 820200156332 IFSC Code: DBSSOIN0811</p>
2	Construction		
3	Life Sciences		
4	Capital Goods		
5	Logistics		
6	Furniture & Fitting		
7	Domestic Workers		
8	Rubber		
9	Instrumentation		
10	Paints and Coatings		
11	Indian Plumbing	<p>Mahendra Publication Pvt. Ltd., E-41,42,43,44, Sector-7, Gautam Budh Nagar, Noida, UP-201301</p> <p>Contact Person: Mr. Manish Kumar Singh (Mobile No:9696445551)</p> <p>Email ID for Order Placement and Communication: Primary Email ID 1: mis.mahendrapublication@gmail.com</p>	<p>Bank Name: Indian Overseas Bank Account Name: Mahendra Publication Private Limited Bank Branch: Rajajipuram Bank Account Number: 178302000000397 IFSC Code: IOBA0001783</p>
12	Handicraft and Carpet		
13	Food Industry Capacity		
14	Infrastructure		
15	Agriculture		
16	Automotive		
17	Aerospace and Aviation		
18	Chemicals		
19	Healthcare		
20	Hydrocarbon		
21	Persons with Disability		
22	IT/ITes		
23	Gems & Jewellery		
24	Power		
25	Apparels	<p>Rachna Sagar Pvt. Ltd., D-257, Sector-63, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301</p> <p>Contact Person: Rajesh Gupta (Director Logistics)- 09599206064 Saurabh Jain (Head Logistics)- 09717998887 Email ID for order placement and</p>	<p>Bank Name: HDFC Bank Account Name: Rachna Sagar Pvt. Ltd. Bank Branch: Darya Ganj, New Delhi Bank Account Number: 03142790000055 IFSC Code: HDFC0000314</p>
26	Electronics		
27	Security		
28	Tourism and Hospitality		
29	Banking & Finance		
30	India Iron and Steel		
31	Green Jobs		
32	Leather		

33	Textile	communication: Primary Email ID: rajesh.gupta@rachnasagar.in Secondary Email ID: saurabhjain@rachnasagar.in	
34	Beauty & Wellness	Excel Books Private Limited, Office: 81, Shyamlal Marg, Daryaganj, New Delhi – 110002 Contact Person: Mr. Rahul Chawla (Mob No: 8295529977) Email ID for order placement and communication: Email ID: orders@excelbooks.net	Bank Name: Axis Bank Account Name: Excel Books Pvt. Ltd. Bank Branch: Azadpur Bank Account Number: 917020039833500 IFSC Code: UTIB0000895
35	Sports		
36	Management		
37	Strategic Manufacturing		
38	Mining		
39	Retail		
40	Media & Entertainment		

Annexure- B

Ready-to-Publish Job Roles

S. No	SSC	Job Role	QP Code	Publisher
1	Agriculture	Animal Health Worker	AGR/Q4804	Mahendra
2	Agriculture	Aquaculture worker	AGR/Q4904	Mahendra
3	Agriculture	Green House Operator	AGR/Q1003	Mahendra
4	Agriculture	Dairy Farmer/ Entrepreneur	AGR/Q4101	Mahendra
5	Agriculture	Tractor operator	AGR/Q1101	Mahendra
6	Agriculture	Gardener	AGR/Q0801	Mahendra
7	Agriculture	Micro Irrigation Technician	AGR/Q1002	Mahendra
8	Agriculture	Organic grower	AGR/Q1201	Mahendra
9	Agriculture	Quality Seed Grower	AGR/Q7101	Mahendra
10	Agriculture	Small poultry farmer	AGR/Q4306	Mahendra
11	Apparel	In-line Checker	AMH/Q0102	Rachna
12	Apparel	Packer	AMH/Q1407	Rachna
13	Apparel	Sewing Machine Operator	AMH/Q0301	Rachna
14	Apparel	Sewing Machine Operator - knits	AMH/Q0305	Rachna
15	Apparel	Self Employed Tailor	AMH/Q1947	Rachna
16	Apparel	Export Assistant	AMH/Q1601	Rachna
17	Apparel	Hand Embroiderer	AMH/Q1001	Rachna
18	Apparel	Pressman	AMH/Q0401	Rachna
19	Apparel	Washing Machine Operator	AMH/Q1810	Rachna
20	Aerospace and Aviation	Airline Customer Service Executive	AAS/Q0301	Mahendra
21	Aerospace and Aviation	Airline Reservation Agent	AAS/Q0302	Mahendra
22	Aerospace and Aviation	Airline Security Executive	AAS/Q0601	Mahendra
23	Aerospace and Aviation	Airline Ramp Executive	AAS/Q0602	Mahendra
24	Aerospace and Aviation	Airline Cargo Assistant	AAS/Q0103	Mahendra
25	Automotive	Machining and Quality Technician	ASC/Q3509	Mahendra
26	Automotive	Welding and Quality Technician	ASC/Q3109	Mahendra
27	Automotive	Dealership Telecaller Sales Executive	ASC/Q1011	Mahendra
28	Automotive	Dealership Sales and Value-Added Services Executive	ASC/Q1012	Mahendra
29	Automotive	Showroom Hostess - Customer Relationship Executive	ASC/Q1111	Mahendra
30	Automotive	Automotive Service Technician (Two and Three Wheelers)	ASC/Q1411	Mahendra
31	Automotive	Car Washer and Assistant Service Technician	ASC/Q1417	Mahendra
32	Automotive	Chauffeur / Taxi Driver	ASC/Q9714	Mahendra

33	Automotive	Auto / E Rickshaw Driver & Service Technician	ACS/Q9719	Mahendra
34	Beauty and Wellness	Assistant Beauty Therapist	BWS/Q0101	Excel
35	Beauty and Wellness	Assistant Hair Stylist	BWS/Q0201	Excel
36	Beauty and Wellness	Assistant Nail Technician	BWS/Q0401	Excel
37	Beauty and Wellness	Assistant Spa Therapist	BWS/Q1001	Excel
38	Beauty and Wellness	Pedicurist & Manicurist	BWS/Q0402	Excel
39	Beauty and Wellness	Beauty Therapist	BWS/Q0102	Excel
40	Beauty and Wellness	Hair Stylist	BWS/Q0202	Excel
41	BFSI	Business Correspondence & Business Facilitator	BSC/Q0301	Rachna
42	BFSI	Accounts Executive - Accounts Payable and Receivable	BSC/Q0901	Rachna
43	BFSI	Mutual Fund Agent	BSC/Q0601	Rachna
44	BFSI	Life Insurance Agent	BSC/Q0101	Rachna
45	BFSI	Debt Recovery Agent	BSC/Q0701	Rachna
46	BFSI	Equity Dealer	BSC/Q0201	Rachna
47	BFSI	Goods & Ser Tax (GST) Acc. Ass	BSC/Q0910	Rachna
48	Capital Goods	Manual Metal Arc Welding/ Shielded Metal Arc Welding Welder	CSC/Q0204	Vikas
49	Capital Goods	Fitter – Electrical and Electronic Assembly	CSC/Q0305	Vikas
50	Capital Goods	Fitter Mechanical Assembly	CSC/Q0304	Vikas
51	Capital Goods	CNC Operator Turning	CSC/Q0115	Vikas
52	Capital Goods	Draughtsman – Mechanical	CSC/Q0402	Vikas
53	Capital Goods	Fitter Fabrication	CSC/Q0303	Vikas
54	Construction	Assistant Electrician	CON/Q0602	Vikas
55	Construction	Bar Bender and Steel Fixer	CON/Q0203	Vikas
56	Construction	Construction Painter & Decorator	CON/Q0503	Vikas
57	Construction	Mason General	CON/Q0103	Vikas
58	Construction	Mason Tiling	CON/Q0104	Vikas
59	Construction	Mason Concrete	CON/Q0105	Vikas
60	Domestic Workers	General Housekeeper	DWC/Q0102	Vikas
61	Domestic Workers	Housekeeper cum cook	DWC/Q0101	Vikas
62	Electronics & Hardware	DTH Set Top Box Installation & Service Technician	ELE/Q8101	Rachna
63	Electronics & Hardware	Field Technician – Computing and Peripherals	ELE/Q4601	Rachna
64	Electronics & Hardware	CCTV Installation Technician	ELE/Q4605	Rachna
65	Electronics & Hardware	Solar Panel Installation Technician	ELE/Q5901	Rachna
66	Electronics & Hardware	LED Light Repair Technician	ELE/Q9302	Rachna
67	Electronics & Hardware	Mobile Phone Hardware Repair Technician	ELE/Q8104	Rachna
68	Electronics & Hardware	Field Technician – Networking and Storage	ELE/Q4606	Rachna
69	Electronics & Hardware	Field Technician – Other Home Appliances	ELE/Q3104	Rachna

70	Electronics & Hardware	TV Repair Technician	ELE/Q3101	Rachna
71	Earthmoving & Infrastructure Building	Junior Batching Plant Operator	IES/Q0117	Mahendra
72	Earthmoving & Infrastructure Building	Junior Transit Mixer Operator	IES/Q0119	Mahendra
73	Earthmoving & Infrastructure Building	Junior Backhoe Operator	IES/Q0102	Mahendra
74	Earthmoving & Infrastructure Building	Junior Excavator Operator	IES/Q0104	Mahendra
75	Earthmoving & Infrastructure Building	Junior Operator Crane	IES/Q0111	Mahendra
76	Earthmoving & Infrastructure Building	Junior Mechanic - Engine	IES/Q1102	Mahendra
77	Earthmoving & Infrastructure Building	Junior Mechanic- Hydraulics	IES/Q1104	Mahendra
78	Earthmoving & Infrastructure Building	Junior Mechanic – Elec/Electronics/ Instruments	IES/Q1106	Mahendra
79	Earthmoving & Infrastructure Building	Backhoe Loader Operator	IES/Q0101	Mahendra
80	Earthmoving & Infrastructure Building	Excavator Operator	IES/Q0103	Mahendra
81	Electronics & Hardware	Field Technician – Computing and Peripherals	ELE/Q4601	Rachna
82	Electronics & Hardware	CCTV Installation Technician	ELE/Q4605	Rachna
83	Electronics & Hardware	Solar Panel Installation Technician	ELE/Q5901	Rachna
84	Electronics & Hardware	LED Light Repair Technician	ELE/Q9302	Rachna
85	Electronics & Hardware	Mobile Phone Hardware Repair Technician	ELE/Q8104	Rachna
86	Electronics & Hardware	Field Technician – Networking and Storage	ELE/Q4606	Rachna
87	Electronics & Hardware	Field Technician – Other Home Appliances	ELE/Q3104	Rachna
88	Electronics & Hardware	TV Repair Technician	ELE/Q3101	Rachna
89	Food Processing	Pickle Making Technician	FIC/Q0102	Mahendra
90	Food Processing	Craft Baker	FIC/Q5002	Mahendra
91	Food Processing	Baking Technician	FIC/Q5005	Mahendra
92	Food Processing	Jam Jelly & Ketchup Processing Technician	FIC/Q0103	Mahendra
93	Furniture & Fittings	Carpenter - Wooden Furniture	FFS/Q0102	Vikas
94	Furniture & Fittings	Fitter-Modular Furniture	FFS/Q5702	Vikas
95	Gems and Jewelry	Jewelry Retail - Jewelry Retail Sales Associate	G&J/Q6802	Mahendra
96	Gems and Jewelry	Cast and diamonds-set Jewelry - Hand Sketch Designer (Basic)	G&J/Q2301	Mahendra
97	Gems and Jewelry	Cast and diamonds-set Jewelry - CAD Operator	G&J/Q2303	Mahendra
98	Gems and Jewelry	Diamond Processing - Assorter (Advanced)	G&J/Q3603	Mahendra
99	Gems and Jewelry	Handmade Gold and Gems-set Jewelry - Goldsmith - Components	G&J/Q0603	Mahendra

100	Gems and Jewelry	Handmade Gold and Gems-set Jewelry - Goldsmith - Frame	G&J/Q0604	Mahendra
101	Gems and Jewelry	Handmade Gold and Gems-set Jewelry - Polisher and Cleaner	G&J/Q0701	Mahendra
102	Gems and Jewelry	Cast & Diamonds Set Jewelry - Wax Setter	G&J/Q1701	Mahendra
103	Gems and Jewelry	Diamond Processing - Assorter (Basic)	G&J/Q3601	Mahendra
104	Green Jobs	Wastewater Treatment Plant Helper	SGJ/Q6602	Rachna
105	Green Jobs	Solar PV Installer (Suryamitra)	SGJ/Q0101	Rachna
106	Green Jobs	Solar PV Installer - Electrical	SGJ/Q0102	Rachna
107	Green Jobs	Solar PV Installer - Civil	SGJ/Q0103	Rachna
108	Green Jobs	Wastewater Treatment Plant Technician	SGJ/Q6601	Rachna
109	Handicrafts	Bamboo Mat Weaver	HCS/Q8702	Mahendra
110	Handicrafts	Handloom Weaver (Carpets)	HCS/Q5412	Mahendra
111	Handicrafts	Hand Rolled Agarbatti Maker	HCS/Q7901	Mahendra
112	Handicrafts	Bamboo Basket Maker	HCS/Q8704	Mahendra
113	Handicrafts	Agarbatti Packer	HCS/Q8002	Mahendra
114	Handicrafts	Bamboo Utility Handicraft Assembler	HCS/Q8705	Mahendra
115	Handicrafts	Stamping operator	HCS/Q2802	Mahendra
116	Handicrafts	Engraving artisan	HCS/Q2902	Mahendra
117	Healthcare	Pharmacy Assistant	HSS/Q5401	Mahendra
118	Healthcare	Front Line Health Worker	HSS/Q8601	Mahendra
119	Healthcare	Diet Assistant	HSS/Q5201	Mahendra
120	Healthcare	Vision Technician	HSS/Q3001	Mahendra
121	Healthcare	Emergency Medical Technician-Basic	HSS/Q2301	Mahendra
122	Healthcare	Diabetes Educator	HSS/Q8701	Mahendra
123	Healthcare	General Duty Assistant	HSS/Q5101	Mahendra
124	Healthcare	Home Health Aide	HSS/Q5102	Mahendra
125	Infrastructure	Junior Batching Plant Operator	IES/Q0117	Mahendra
126	Infrastructure	Junior Transit Mixer Operator	IES/Q0119	Mahendra
127	Infrastructure	Junior Backhoe Operator	IES/Q0102	Mahendra
128	Infrastructure	Junior Excavator Operator	IES/Q0104	Mahendra
129	Infrastructure	Junior Operator Crane	IES/Q0111	Mahendra
130	Infrastructure	Junior Mechanic - Engine	IES/Q1102	Mahendra
131	Infrastructure	Junior Mechanic- Hydraulics	IES/Q1104	Mahendra
132	Infrastructure	Junior Mechanic – Elec/Electronics/ Instruments	IES/Q1106	Mahendra
133	Infrastructure	Backhoe Loader Operator	IES/Q0101	Mahendra
134	Infrastructure	Excavator Operator	IES/Q0103	Mahendra
135	Iron and Steel	Fitter: Electrical Assembly	ISC/Q1001	Rachna
136	Iron and Steel	Fitter: Instrumentation	ISC/Q1102	Rachna
137	Iron and Steel	Rigger - Rigging of Heavy Material	ISC/Q0908	Rachna
138	Iron and Steel	Iron & Steel – Machinist	ISC/Q0909	Rachna

139	Iron and Steel	Bearing Maintenance	ISC/Q0906	Rachna
140	Iron and Steel	Fitter: Electronic Assembly	ISC/Q1101	Rachna
141	Iron and Steel	Fitter: Leveling alignment balancing	ISC/Q0905	Rachna
142	Iron and Steel	Plasma Cutter	ISC/Q0910	Rachna
143	Iron and Steel	Gas Tungsten Arc Welding	ISC/Q0911	Rachna
144	IT/ITes	Domestic Data Entry Operator	SSC/Q2212	Mahendra
145	IT/ITes	CRM Domestic Non-Voice	SSC/Q2211	Mahendra
146	IT/ITes	CRM Domestic Voice	SSC/Q2210	Mahendra
147	IT/ITes	Domestic Biometric Data Operator	SSC/Q2213	Mahendra
148	IT/ITes	Domestic IT Helpdesk Attendant	SSC/Q0110	Mahendra
149	IT/ITes	Junior Software Developer	SSC/Q0508	Mahendra
150	Leather	Stitching Operator (Footwear)	LSS/Q2501	Rachna
151	Leather	Stitcher (Goods & Garments)	LSS/Q5501	Rachna
152	Leather	Cutter-Goods & Garments	LSS/Q5301	Rachna
153	Leather	Cutter- Footwear	LSS/Q2301	Rachna
154	Leather	Shaving Operator	LSS/Q0501	Rachna
155	Leather	Skiving Operator (Footwear)	LSS/Q2401	Rachna
156	Life Sciences	Lab Technician/ Assistant - Life Sciences	LFS/Q0509	Vikas
157	Life Sciences	Medical Sales Representative	LFS/Q0401	Vikas
158	Life Sciences	Production/Machine Operator- Life Sciences	LFS/Q0207	Vikas
159	Logistics	Warehouse Picker	LSC/Q2102	Vikas
160	Logistics	Warehouse Packer	LSC/Q2303	Vikas
161	Logistics	Consignment Booking Assistant	LSC/Q1120	Vikas
162	Logistics	Consignment Tracking Executive	LSC/Q1121	Vikas
163	Logistics	Courier Delivery Executive	LSC/Q3023	Vikas
164	Logistics	Documentation Assistant	LSC/Q1122	Vikas
165	Logistics	Inventory Clerk	LSC/Q2108	Vikas
166	Logistics	Forklift Operator	ASC/Q9707	Vikas
167	Media	Make-up Artist	MES/Q1801	Excel
168	Media	Animator	MES/Q0701	Excel
169	Mining	Mining - Wire saw Operator	MIN/Q0203	Excel
170	Mining	Mining - Loader Operator	MIN/Q0208	Excel
171	Mining	Mine Electrician	MIN/Q0416	Excel
172	Mining	Mine Welder	MIN/Q0423	Excel
173	Mining	Mining - Safety Operator	MIN/Q0437	Excel
174	Paints & Coatings	Powder Coater	PCS/Q5102	Vikas
175	Plumbing	Plumber General	PSC/Q0104	Vikas
176	Power	Consumer Energy Meter Technician	PSS/Q0107	Mahendra
177	Power	Assistant Electricity Meter Reader, Billing & Cash Collector	PSS/Q3001	Mahendra

178	Power	Assistant Technician - Street Lighting Solutions (Installation & Maintenance)	PSS/Q6003	Mahendra
179	Power	Distribution Lineman	PSS/Q0102	Mahendra
180	Power	Technician – Distribution Transformer Repair	PSS/Q3003	Mahendra
181	Power	Attendant Sub-Station (66/11,33/11 KV)- Power Distribution	PSS/Q3002	Mahendra
182	Retail	Retail Trainee Associate	RAS/Q0103	Excel
183	Retail	Retail Sales Associate	RAS/Q0104	Excel
184	Retail	Distributor Salesman	RAS/Q0604	Excel
185	Retail	Departmental Manager	RAS/Q0106	Excel
186	Rubber	Junior Rubber Technician / Technical Assistant	RSC/Q0831	Vikas
187	Rubber	Mill Operator	RSC/Q0101	Vikas
188	Rubber	Pneumatic Tyre Moulding Operator	RSC/Q0211	Vikas
189	Rubber	Compression Moulding Operator	RSC/Q0205	Vikas
190	Rubber	Injection Moulding Operator	RSC/Q0207	Vikas
191	Rubber	Material Handling and Storage Operator	RSC/Q0108	Vikas
192	Rubber	Rubber Nursery Worker - General	RSC/Q6005	Vikas
193	Rubber	General Worker - Rubber Plantation	RSC/Q6107	Vikas
194	Rubber	Latex Harvest Technician (Tapper)	RSC/Q6103	Vikas
195	Security	Unarmed Security Guard	SSS/Q0101	Rachna
196	Sports	Fitness Trainer	SPF/Q1102	Excel
197	Sports	Sports Masseur	SPF/Q1103	Excel
198	Sports	Life Guard-Pool & Beach	SPF/Q1104	Excel
199	Telecom	Distributer Sales Rep	TEL/Q2100	Vikas
200	Telecom	Sales Executive Broadband	TEL/Q0201	Vikas
201	Telecom	Customer Care Executive – (Telecom Call Centre)	TEL/Q0100	Vikas
202	Telecom	Telecom -In-store promoter	TEL/Q2101	Vikas
203	Telecom	Field Sales Executive - Telecom Plans and Services	TEL/Q0200	Vikas
204	Telecom	Handset Repair Engineer	TEL/Q2201	Vikas
205	Telecom	Telecom- Tower Technician	TEL/Q4100	Vikas
206	Telecom	Customer Care Executive (Relationship Centre)	TEL/Q0101	Vikas
207	Telecom	Optical Fibre Technician	TEL/Q6401	Vikas
208	Telecom	Telecom Terminal Equipment Application Developer (Android)	TEL/Q2300	Vikas
209	Textiles & Handloom	Ring Frame Doffer	TSC/Q0202	Rachna
210	Textiles & Handloom	Warper	TSC/Q7302	Rachna
211	Textiles & Handloom	Autoconer Tenter	TSC/Q0301	Rachna
212	Textiles & Handloom	Ring Frame Tenter	TSC/Q0201	Rachna

213	Textiles & Handloom	Stenter Machine Operator	TSC/Q5401	Rachna
214	Textiles & Handloom	Hank Dyer	TSC/Q7201	Rachna
215	Textiles & Handloom	Two Shaft Handloom Weaver	TSC/Q7303	Rachna
216	Textiles & Handloom	Hand Spinning Operator	TSC/Q7901	Rachna
217	Tourism and Hospitality	House Keeping Attendant (Manual Cleaning)	THC/Q0203	Rachna
218	Tourism and Hospitality	Home delivery boy	THC/Q2902	Rachna
219	Tourism and Hospitality	Counter Sales Executive	THC/Q2903	Rachna
220	Tourism and Hospitality	F & B Service: Steward	THC/Q0301	Rachna
221	Tourism and Hospitality	Room Attendant	THC/Q0202	Rachna
222	Tourism and Hospitality	Front Office Associate	THC/Q0102	Rachna
223	Tourism and Hospitality	Multi Cuisine Cook	THC/Q3006	Rachna
224	Tourism and Hospitality	Travel Consultant	THC/Q4404	Rachna
225	Tourism and Hospitality	Street Food Vendor	THC/Q3007	Rachna

Annexure C

Work Order

TO:
(Name and Address of Publisher)

DATE: __/__/2017

From: (Training Partner Name)

(Training Center Name)

TC ID on SDMS:

TC ID on SMART:

DESCRIPTION:

Work Order for the supply of _____ Pradhan Mantri Kaushal Vikas Yojana (PMKVY) trainee handbooks (as per below table) to our Training Centers as per your quotation in connection with specification shared by NSDC.

S. No	Sector	Name of the Job role	QP Code	Language	No. of copies to be printed
1					
2					
3					
4					
5					

All the handbooks need to be delivered at the below mentioned training center address:

(Contact & Address of Training center **with PIN CODE**)

For (Training Partner/Training Center Name)

Authorized Signatory

Annexure D

TPs are requested to purchase trainee handbooks from their own fund and submit supporting documents complete in all respect at NSDC. NSDC will reimburse Training Partners for the same.

*In case where advance has been already given to TP, same will be adjusted against the reimbursement for trainee handbooks by NSDC. Further as communicated by NSDC, any unadjusted/unutilized advances to be refund back by TPs to NSDC as per NSDC recovery request.

Important Points to be noted by Training Partners:

- a) TPs will procure the number of booklets/induction kits from the publisher/vendor as per the enrolment and their quarterly demand. Also, TPs can place an additional order for at least 1 future batch for each job role.
- b) Considering the time of placing the order and logistics, TPs to ensure planning and order placement should be done in advance to ensure handbook gets distributed along with induction kit.
- c) NSDC will get the data from the respective publishers/vendors/PMKVY Kits Portal to cross verify the number of booklets/induction kits delivered to the TPs.
- d) TPs must ensure that all booklets should be given to the enrolled candidates during induction. **A register to be maintained with signature of the candidate confirming the receipt of the Trainee Handbook and the Induction kit.**
- e) NSDC has the right to verify with the candidates about the delivery of booklets/induction kits.
- f) At any point of time, if any information given by the TPs found to be forged or manipulated, the TP is liable to be penalized, including but not limited to suspension or blacklisting from the PMKVY scheme.

Below process must be followed by TPs after Procurement of Trainee Handbooks for Reimbursement:

TPs must send an email with subject line “Supporting Documents against Purchase of trainee handbooks by _____ (TP Name)” along with soft copies of all documents to support.handbook@nsdcindia.org; pmkvyhandbooks@nsdcindia.org with a copy marked to PMUPMKVY2@nsdcindia.org

TPs must courier hard copies of below mentioned documents (**all documents should be self-attested by competent authorities of the TP/TC**) to NSDC office address with super scribed “Supporting Documents against Purchase of Trainee handbook under PMKVY (2016-2020) for _____ (name of TP)” over the envelope.

NSDC Office Address:

To,

PMKVY Finance Team (Ms. Ekta Khurana)

National Skill Development Corporation

301, West Wing | Worldmark -1 | Aerocity | New Delhi-110037

Following is the list of supporting documents that need to be submitted by the Training Partners:

1. Valid original self-invoice by TP (Invoice should contain all relevant details like: Invoice number, Date, Training Company name, Address, Mobile No, Bank details (Bank Name, Account Number, IFSC code), PAN No, TIN No, CIN No, GST Number etc.). Invoice should be raised to “National Skill Development Corporation, 301, West Wing, Worldmark-1, Aerocity, New Delhi-110037”
2. Valid original invoice/bill of supply issued by publishers
3. Valid copy of challan/courier receipt issued by publishers
4. Undertaking/Self-declaration by TPs on company letter head after receipt of handbook
5. Self-certified proof of payment made by Training Partner to Publishers – Online Bank Transfer/Cheque/Cash deposit receipt/ Bank statement copy showing this transaction

Note: Training Partners who have already submitted the hard copies of these documents are requested to recheck the above-mentioned documents list and send the hard copies in case of any discrepancy.

Submission of supporting document should be done monthly. TPs are to submit all supporting documents pertaining to a month by the 15th date of the subsequent month. For example-TPs need to submit supporting documents by 15th September for the trainee handbooks procured during the month of August.

Trainee Handbooks procured in the month of	Supporting Documents to be submitted by
AUG	15 th SEP
SEP	15 th OCT
OCT	15 th NOV
And so on...	