



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NAYANTARA BUILDING (5TH FLOOR)
SIXMILE :: GUWAHATI-781022

No. ASDM- 07/2017/281

Dated Guwahati, the 30th May, 2018

Notice Inviting Applications (NIA) from Government Agencies for empanelment with ASDM as Government Training Partners (GTPs) for Pradhan Mantri Kaushal Vikash Yojana- Centrally Sponsored State Managed Component (PMKVY 2.0 - CSSM)

Assam Skill Development Mission (ASDM) has been established to enable youth of Assam to get employment opportunities in a holistic manner. The Mission aims that the youth would be trained for skills as per their capabilities and merit and thereby making them employable.

Skill development is imperative to the development of the state of Assam. In view of the national priorities, the State envisages to skill the youth of Assam. This target is envisaged to be met through reputed Private Training Organisations, Industries with captive manpower requirement, Placement Agencies and Government Agencies with suitable infrastructure in the State of Assam. The Mission has been setup to bring more focus and coordination to the Skill Development initiatives of the State.

ASDM through this NIA seeks to empanel Government Agencies having relevant experience in Skill Development Training or Government Agencies with suitable infrastructure for setting up Skill Development Centres as per PMKVY 2.0 norms. Program quality and implementation will be monitored and evaluated by ASDM, as per its Quality Standards and Procedures which will be notified at the time of signing of MOU.

- A. **Eligibility Criteria:** The following agencies will be eligible to participate through this NIA:
1. Government Agencies, which have been in existence for a minimum of 3 years as on the date of application and which are:
 - a) Established by any Act of the Parliament or State Legislature
OR
 - b) Companies in which majority equity is held by the Government or the majority of Directors are appointed by the Government
OR
 - c) Agencies established by Government as an autonomous body
OR
 - d) Any agency where the management is controlled by the Government or Government appointed institutions or which are funded by Government or are formed for the implementation of Government Schemes.

(Government means Govt. of India or Govt. of Assam)

AND

2. The agency has the following:

- a) The Agency has been providing training to people not directly or indirectly employed by the agency, for the last 2 years since the date of application and a minimum of 200 candidates have been trained over a period of last 2 years,
OR
- b) The Agency has own infrastructure in Assam where trainings can be conducted as per PMKVY 2.0 Norms.

B. Application Procedure:

1. In response to this NIA, Govt. Agencies meeting above criteria can apply for empanelment in the prescribed format, with required documents. ASDM based on the requirements and available targets shall empanel such Agencies. ASDM reserves the right to cancel any or all applications without assigning any reason thereof.
2. Application for empanelment can be made any time, there is no closing date for receiving the application.
3. Govt. Agencies shall submit the following as application for empanelment:
 - a. Format 1: Covering letter for submission of application for empanelment
 - b. Format 2: Data Sheet of the organization
 - c. Format 3: Details of Experience in Training
 - d. Format 4: Details of Existing Infrastructure
 - e. Format 5: Proposed Training Target, Training Sector & Placement prospects
4. Applicant organization shall attach substantial documentary evidence along with the application as is mandated, to prove their candidature as GTP. In absence of required documentary evidence, it will be treated as incomplete and application shall not be further considered.
5. Applicant organizations will be exempted from depositing any Earnest Money or Bid Processing Fee to get enlisted as GTP with ASDM.

C. Scope of Work:

1. A GTP can choose any one or more job roles from the list of job roles approved by the respective Sector Skill Councils. The present list of job roles is annexed at Annexure I. For any further clarification on job roles, ASDM may be contacted. The GTP would be required to equip their centres as per the norms of SSCs for respective Job Roles.
2. GTPs will have to adhere to all processes applicable for Private Training Partners – approval of centre and batch formation prior to start of training, deploying ToT certified faculty, installing biometric attendance etc. and evaluation, certification, placement and post placement tracking etc. after completing the training period.

D. Process Flow:

1. After submission of application, ASDM shall scrutinise the documents.
2. Agencies with proper documentation will qualify for centre inspection. ASDM shall undertake physical verification of the training facility. Applicant organization will be responsible to provide complete support to the authorized verifying officers / auditors of ASDM.

3. Incomplete application, criteria mismatch or non-cooperation in verification / audit by the organization may lead to cancellation of the application and applicant organization will solely be responsible for this.
4. Applicant organization will be notified at the earliest for both- successful empanelment as GTP or cancellation of their application.
5. GTPs shall be exempted to deposit Performance Guarantee.
6. Organizations getting enlisted as GTP with ASDM will have to enter into an agreement with ASDM.
7. The empanelled GTP will be allocated targets by ASDM through a Work Order. The targets will be in terms of no. of candidates, respective sectors, duration of training, date of commencement of activities etc.
8. A GTP can commence training under the PMKVY 2.0 only after getting a Work Order.

Format 1

(on letter head of the GTP)

Cover letter for submission of application for empanelment as Govt. Training Partners

To
The Mission Director
Assam Skill Development Mission
Guwahati, Assam

Dear Sir,

We the undersigned request you to empanel us as Government Training Partner with Assam Skill Development Mission for implementation of PMKVY 2.0 if empanelled. We make the following declarations:

1. We have understood the requirements, terms and conditions of the PMKVY 2.0 Scheme, and we accept the same. We also agree and undertake to abide by all these terms and conditions.
2. We have submitted application in the prescribed format. We agree to offer any further clarifications and explanations on the application submitted.
3. We understand that our proposal would be evaluated by ASDM, which may accept or reject our proposal or accept our proposal with modifications. We acknowledge the right of ASDM to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the notice inviting proposal, and is correct to the best of our knowledge and understanding.
5. We would be solely responsible for any errors/omissions/false information in our Proposal. We acknowledge that ASDM will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and we certify that all information provided in the application and the Formats attached herewith are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
6. We agree that whenever required, we shall allow a physical inspection of our training facility by ASDM.
7. We shall commence training under the Scheme only in the event that targets are allotted to us by ASDM.
8. This Proposal is unconditional and we hereby undertake to abide by the terms and conditions of the Scheme/schemes or any further terms and conditions as may be imposed by ASDM.

Thanking you and ensuring best of the services.

Yours Sincerely,

Name:

Designation:

Complete Address:

Seal and Stamp:

Format 2

Data Sheet of the Organisation

S. No	Particulars	Details
1.	Name of the Organization	
2.	Type of Organisation	Corporation/ Govt. Company/ Govt. Society/ Others (please specify)
3.	Year of Incorporation	
4.	Brief description on Government Holding / control in the Organization (% of shareholding, management participation etc.)	
5.	Documents of Incorporation submitted (submit the document as applicable)	Certificate of Incorporation, Memorandum of Association, Articles of Association/ Bye Laws / Other (please specify)
6.	PAN No. (submit a copy)	
7.	Registered Office Address	
8.	Mobile Number of Head of the Organization	
9.	E-mail of Head of the Organization	
10.	Website	
11.	Name, Contact No. & Email of the SPOC	

Submit the relevant documents as stated above.

Name:

Designation:

Complete Address:

Seal and Stamp:

Format 3

Details of Experience in Training

Year	Details of Sector & Course	No. of candidates trained	No. of candidates placed

Last two financial years data need to be provided.

Name:

Designation:

Complete Address:

Seal and Stamp:

Format 4

Details of Existing Infrastructure

a. Details of Existing Infrastructure:

S. No.	Name of the Facility	Address of the facility	Owned/Rented	No. of rooms	Approx. Area (in sq ft)	Total Sitting Capacity
1.				Room 1		
				Room 2		
				Open Area		NA

(insert rows as required)

b. Details of Trainers:

S. No	Name of Trainer	Qualification	Languages Conversant in	ToT certified by SSC (Y/N)

Name:

Designation:

Complete Address:

Seal and Stamp:

Format 5

Proposed Training Target, Training Sector & Placement Prospects

a. Proposed Training Sector, Trade & target:

S. No.	Training Centre Address	District	Sector of training interested in	Job Role offered as per Annexure I	Capacity of Training Centre per Batch	No. of candidates expected to be trained annually (assuming average batch duration of 3 months)
1				1.		
				2.		
				3.		
			2.	1.		
				2.		
				3.		
2			1.	1.		
				2.		
				3.		
			2.	1.		
				2.		
				3.		

Please insert or delete rows as required

b. Proposed Placement tie-ups:

S.No.	Sector	Prospective Employment Opportunities

Name:

Designation:

Complete Address:

Seal and Stamp

Annexure I

Sl No	Sector	Course Name	CSCM Job Roles with significant demand in State of Assam (Category)	QP ID
1.	Agriculture	Hatchery Production Worker	Category I	AGR/Q4901
2.	Agriculture	Paddy Farmer	Category I	AGR/Q0101
3.	Agriculture	Sericulturist	Category I	AGR/Q5201
4.	Agriculture	Mushroom Grower	Category I	AGR/Q7803
5.	Automotive	Auto Rickshaw driver	Category I	ASC/Q9713
6.	Automotive	Chauffeur L4	Category I	ASC/Q9712
7.	Apparel & Home furnishing	Fashion Designer	Category I	AMH/Q1201
8.	Beauty & Wellness	Spa Therapist	Category I	BWS/Q1002
9.	Beauty & Wellness	Assistant Beauty/Wellness Consultant	Category I	BWS/Q4001
10.	BFSI	Accounts Executive (Recording, Reporting)	Category I	BSC/Q1001
11.	Construction	Mason Marble, Granite and Stone	Category I	CON/Q0106
12.	Construction	Shuttering Carpenter - Conventional	Category I	CON/Q0310
13.	Construction	Scaffolder - Conventional	Category I	CON/Q0312
14.	Construction	Rural Mason	Category I	CON/Q3603
15.	Electronics & Hardware	Field Technician - Computing and Peripherals	Category I	ELE/Q4601
16.	Electronics & Hardware	Solar & LED Technician	Category I	ELE/Q5903
17.	Healthcare	Assistant Physiotherapist	Category I	HSS/Q7701
18.	Healthcare	Dental Assistant	Category I	HSS/Q2401
19.	Healthcare	Medical Laboratory Technician	Category I	HSS/Q0301
20.	Healthcare	Mental Health Counsellor	Category I	HSS/Q2901
21.	IT - ITES	Associate - CRM	Category I	SSC/Q2202
22.	IT - ITES	Associate-Customer Care (Non-Voice)	Category I	SSC/Q2201
23.	IT - ITES	Media Developer	Category I	SSC/Q0504
24.	IT - ITES	Web Developer	Category I	SSC/Q0503
25.	Plumbing	Plumber (Maintenance and servicing)	Category I	PSC/Q0112
26.	Plumbing	Plumber (Pipeline)	Category I	PSC/Q0107
27.	Retail	Business Owner/ Vyapari	Category I	RAS/Q0203
28.	Retail	Business Builder/ Dukandar	Category I	RAS/Q0202
29.	Retail	Retail Team Leader	Category I	RAS/Q0105
30.	Security	Armed Security Guard	Category I	SSS/Q0201
31.	Security	Security Supervisor	Category I	SSS/Q0301

Sl No	Sector	Course Name	CSCM Job Roles with significant demand in State of Assam (Category)	QP ID
32.	Security	Personal Security Officer	Category I	SSS/Q0401
33.	Telecom	Customer Care Executive (Repair Centre)	Category I	TEL/Q2200
34.	Tourism & Hospitality	Bartender	Category I	THC/Q0302
35.	Tourism & Hospitality	Bell Boy	Category I	THC/Q0104
36.	Tourism & Hospitality	Bell Captain	Category I	THC/Q0103
37.	Tourism & Hospitality	Cleaner – Carpet and Chair	Category I	THC/Q5703
38.	Tourism & Hospitality	Meet & Greet officer	Category I	THC/Q4205
39.	Tourism & Hospitality	F&B Service Trainee	Category I	THC/Q0307
40.	Tourism & Hospitality	Facility Store keeper	Category I	THC/Q5602
41.	Tourism & Hospitality	Front office executive	Category I	THC/Q0109
42.	Tourism & Hospitality	Housekeeping Executive	Category I	THC/Q0208
43.	Tourism & Hospitality	Laundry Machine Operator	Category I	THC/Q0205
44.	Tourism & Hospitality	Meeting, Conference and Event Planner	Category I	THC/Q4401
45.	Tourism & Hospitality	Order Taker-Home Delivery	Category I	THC/Q2901
46.	Tourism & Hospitality	Tandoor Cook	Category I	THC/Q3001
47.	Tourism & Hospitality	Tour Vehicle Driver	Category I	THC/Q4202
48.	Tourism & Hospitality	Trainee Chef	Category I	THC/Q2702
49.	Textiles & Handloom	Jacquard Weaver		TSC/Q7306
50.	Persons with Disability	Stores ops Assistant	Category I	PWD/RAS/Q0101
51.	Persons with Disability	CRM Domestic Voice	Category I	SSC/Q2210

SI No	Sector	Course Name	CSCM Job Roles with significant demand in State of Assam (Category)	QP ID
52.	Persons with Disability	Domestic Data Entry Operator	Category I	SSC/Q2212
53.	Automotive Repair	Driver LMV	Category II	ASC/Q9702
54.	Hospitality	Hospitality Assistant	Category II	
55.	Hospitality	Housekeeper	Category II	THC/Q0208
56.	Healthcare	General Duty Assistant	Category IV	HSS/Q5101
57.	Automotive	Chauffeur / Taxi Driver	Category IV	ASC/Q9714
58.	Agriculture	Gardener	Category IV	AGR/Q0801
59.	Construction	Mason general	Category IV	CON/Q0103
60.	Textile & Handloom	Two shaft handloom weaver	Category IV	TSC/Q7303
61.	Apparel, madeups & home furnishing	Self Employed tailor	Category IV	AMH/Q1947
62.	Apparel, madeups & home furnishing	Hand Embroidery	Category IV	AMH/Q1001
63.	Security	Unarmed Security Guard	Category IV	SSS/Q0101