

## National Backward Classes Finance and Development Corporation

### General Terms & Conditions

- i. The main objectives of the proposed Skill Development Programme will be to upgrade the skill of its target group to enable them to start income generating activities of their own or to get gainfully employed. Primarily NBCFDC's target group is OBC. **TIs/SSCs/SSDMs should train maximum number of OBC youth.**
- ii. Caste Certificate and Income Certificate are issued by the Competent Authority of the State Government. The self-attested certificate of annual income endorsed by a Gazetted officer of Central or State Govt. for income is also acceptable. In case of any violation, no payment is admissible for such candidates.
- iii. Adequate publicity in regional languages be undertaken to attract eligible members of Target groups. The name of NBCFDC should be mentioned as sponsored in all the publicity material/announcements/Advertisements/Backdrop in the Training Hall etc. regarding the training Programme.
- iv. The Selection of eligible candidates would be finalized by the Selection Committee having Members from the concerned Training Institute, Nodal Officer/District Officer of SCAs; Officer from District Social Welfare Department; Representative from Nationalized Bank; Representative of Govt./Collector Office; Representative from concerned Industry; Representative from NBCFDC etc.(Any three members from above). At least one member must be from Govt. Organization. Format of minutes of Selection Committee meeting is enclosed. Written information of holding of Selection Committee meeting may please be communicated to SCAs, NBCFDC and other concerned offices at least 07 working days in advance so that participation could be ensured. The selection will include a Psychometric test of the candidates which will be communicated by NBCFDC along with the guidelines. Eligible candidates qualifying in the test should be selected.
- v. Training Institute /Sector Skill Council will intimate the date & time of assessment, venue and Contact details of concerned person at least 07 working days in advance.
- vi. The Trades/Job roles shall be aligned to National Skill Qualification Framework (NSQF).
- vii. The quantum of financial assistance shall be determined for each training programmes as per Common Norms as applicable on date of issue of sanction letter.

- viii. The Common norms for Skill Development Schemes of the Government of India as notified vide No.H-22011/2/2014-SDE, dated 20.05.2016 and subsequent guidelines/clarifications circulated by Ministry of Skill Development and Entrepreneurship National Skill Development Mission vide OM dated 20.05.2016 and as amended from time to time may be strictly followed.
- ix. Evaluation and impact study may be assigned by NBCFDC to an independent agency to ascertain the outcome of the aforesaid training programmes after completion of SDTP for which the SSCs/TIs/SSDMs should provide necessary facilitation.
- x. **Training may be imparted to persons of target group who are of 18 years and above age on the date of completion of assessment/certification. For upper age limit, youths of target group should be encouraged.**
- xi. The SSCs/TIs/SSDMs will not obtain grant for the same training Programme from any other Ministry or Department of Government of India or State Governments;
- xii. The SSCs/TIs/SSDMs will not divert grant-in-aid and entrust the execution of the Programme for which the grant is sanctioned to any other organization or institution;
- xiii. The lists of the selected trainees complete with necessary details should be submitted to this office within two months of receipt of this sanction letter failing which NBCFDC will be at liberty to cancel/alter the said sanction.
- xiv. The training Programme should commence as per the time schedule of the training proposal/trades at respective Training Institute within one month from the date of release of 1st Installment by NBCFDC.
- xv. A set of Loan Scheme of NBCFDC is appended here with a request to translate the same in local language and distribute among the trainees sponsored by NBCFDC at the time of commencement of training Programme.
- xvi. If the NBCFDC is not satisfied with the progress of the project or considers that the conditions of sanction letter are being violated, the SSCs/TIs/SSDMs will be liable to refund the funds released by NBCFDC along with interest @ 10% p.a. or as per GOI Rules to the Ministry of SJ&E within one month from the date of communication;
- xvii. SSCs/TIs/SSDMs will submit the list of training centers District wise.
- xviii. SSCs/TIs/SSDMs will submit a certificate that only trainers of training (TOT) certified trainers are engaged.
- xix. SSCs/TIs/SSDMs will provide the State wise/Gender wise details of placement.



- xx. Training is to be provided through the empanelled training partners of the SSCs/TIs/SSDMs as per procedure. It is further informed that any further subletting/sub-contracting by the empanelled training partners of the sector skill council will not be acceptable.
- xxi. SSCs/TIs/SSDMs would verify and ensure necessary arrangements for training relating to infrastructure, training aids & equipment's and trainer as per industry standard/NSQF guidelines.
- xxii. The training provider shall have to ensure job/self-employment for minimum 70% of the trained candidates within 3 months of completion of training.
- xxiii. In addition to the conditions laid down in this sanction order, various terms and conditions for skill development training as stipulated in Common Norms/NSQF issued by the MSDE or any subsequent modification thereto, will be applicable.
- xxiv. NBCFDC may terminate this award of sanction after giving due written notice of 30 days to the SSCs/TIs/SSDMs on finding the non-compliance of the notice for improvement given by NBCFDC. However, such reasons for termination may be related in terms of the following:
- In the event of unsatisfactory performance of the project by the training institutions, NBCFDC may, at its own discretion and at any time, terminate the award of sanction and inform the SSCs/TIs/SSDMs of its decision in writing which shall be final and binding. The award of sanction shall stand terminated on the date as mentioned in the written communication.
  - In the event of unsatisfactory performance of the project by the training institutions for any reasons such as incomplete work done/ no or slow progress in the work/ work not been implemented as specified in the award of sanction.
  - In the event, when the training institutions is found involved in any manner or form in corrupt practices or misappropriating the funds/ assets, which belong to, or have been marked for the Project activities and NBCFDC has sufficient grounds to believe so.
  - In the event of violation of any of the provisions specified in various clauses of this sanction letter and terms & conditions that leads to a conflict which may affect the objectives of the Programme at any time of the project period.

**Conditions during the training:**

- i. A Biometric Attendance System be implemented by the Training Institute. NBCFDC may access the Bio Metric Attendance data online for monitoring.
- ii. Live CCTV arrangements be made at the training Centre for real time monitoring of the training programme.

- iii. Trainers having suitable qualifications & experience hired and having undergone training of trainers (TOT).
- iv. Industry relevant content appropriate to the learning groups, and conforming to the requirements of NSQF be followed.
- v. The Skype/video conferencing arrangements to be made by the Training Institution and informed to NBCFDC for video conferencing during the training programmes for interaction with the trainees.
- vi. The SSCs/TIs/SSDMs will provide access to all the documents for physical verification by NBCFDC representative as and when required.
- vii. The SSCs/TIs/SSDMs will arrange counseling session for entrepreneurship giving due publicity to NBCFDC financing schemes.
- viii. The SSCs/TIs/SSDMs will ensure comprehensive infrastructure and other facilities providing conducive environment of learning to all especially women trainees as well as those belonging to physically disadvantaged categories during the training programmes.
- ix. The training centers should be well-equipped with latest training equipment for imparting training to the trainees
- x. Training Centre should not be located at a distance that curtails daily commutation from one place to other.
- xi. SSCs/TIs/SSDMs should make a provision for redressal of complaints by the trainees.

#### **Conditions after completion of training:-**

The Training Providers shall submit full details of successful beneficiaries' viz. Name, Father's Name, Caste/Category, Age, qualification, Male/Female, Rural/Urban, Complete Address, Landline & Mobile No. of Candidates & parents along with photograph. These details of trainees should also be uploaded on the website of Training Institute. The details should be State-wise/District-wise and Centre-wise separately.

- i. Proper follow up arrangement to be made by the Training Providers to ensure adhere of guidelines w.r.t placement issued by MSDE from time to time. Details of wage employment & self-employment be provided in the prescribed format. Alternative in case of reskilling para 4.2 of common norms will apply.
- ii. The training Providers should follow National Standardization guidelines including third party assessment certification of trainees.
- iii. The Training Providers shall assist the interested candidates in preparing project reports and guide them in availing loan from concerned State



Channelizing Agency (SCA)/Banks etc. for self-employment and details of such trainees availing loan be sent to NBCFDC.

- iv. Full details of expenditure duly audited & certified by the designated officer/ head of the SSCs/TIs/SSDMs and counter signed by Chartered Accountant be sent to NBCFDC immediately after the completion of the training programme to claim the balance training grant in aid. Supporting documents may also be sent with Expenditure Statement.
- v. The total expenditure should be calculated on pro-rata basis and unspent money, if any, out of the disbursed amount, should be refunded to NBCFDC immediately after completion of training programme. The Utilization Certificate in the prescribed format (GFR-12A) duly signed and sealed by Head of Institute and Chartered accountant should be submitted by Training Institute within 10 days of receipt of balance sanction amount.
- vi. All the data of training programmes should be kept in digital format by the SSCs/TIs/SSDMs to avoid loss of data. This data should be kept minimum for the period of three years. The data should be made available to NBCFDC as and when required.

Note: In addition to the conditions laid down in this sanction order, various terms and conditions for skill development training as stipulated in Common Norms/ NSQF issued by the MSDE or any subsequent modification thereto, will be applicable. Decision of NBCFDC will be final & binding.



**(Suresh Kumar Sharma)**  
**Dy. General Manager (SD)**

**Accepted**

**CEO/Authorized Signatory**  
**Training Institution/SSC With Official Seal**