

**Scheme Guidelines
For
Flexible Memorandum of Understanding (Flexi MoU)
(wef. 28.02.2019)**



**Directorate General of Training
Ministry of Skill Development & Entrepreneurship
Government of India**

Flexible Memorandum of Understanding (Flexi-MoU) is introduced to encourage industries to train the candidates in their required operational skills, thus increasing the employment opportunities for the candidate. The guidelines have been revised to empower the industries while safeguarding candidate's interests

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ACRONYMS

CTS	Craftsmen Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development & Entrepreneurship
MSME	Micro, Small and Medium Enterprises
NCVT	National Council for Vocational Training
NCVET	National Council for Vocational Education & Training
NSQF	National Skills Qualifications Framework
NTC	National Trade Certificate
ES	Employer Skiller
OJT	On-the-Job Training
ITP	Industrial Training Partner
TT Cell	Trade Testing Cell

1. Background

Flexible Memorandum of Understanding or Flexi-MoU scheme is designed to cater to the needs of both industry as well as trainee, allowing industries to train candidates as per their skill set requirements and providing trainees with an industry environment aligned with the market demand and latest technology to undergo training.

The scheme gives the industry the flexibility to create tailored skilling programmes with customized courses, having content and curriculum that is market relevant and meets the industry requirements. The industry also gets the flexibility to select trainees, conduct practical assessments, and add industry ready trainees to its workforce.

The concept of Flexi-MoU was introduced in the year 2014 and policy guidelines for the same were implemented vide letter dated 31st July 2014, which were later revised on 3rd Oct. 2016 vide letter no. MSDE (DGT)-19/11/2016-CD. In the sub-committee meeting dated 28th August 2018 chaired by DG, DGT on Norms and Courses, a number of recommendations were made by the participating members for revising the Flexi MoU scheme.

Subsequently, the revision activity was undertaken to align the guidelines of Flexi-MoU with CTS scheme and for incorporating various reforms activities undertaken by DGT including exam reforms. Inputs have been taken from consultations held with various stake holders including State Governments, Industry Associations, Chambers of Commerce, Industries implementing the scheme, as well as Skill Universities. Same has been incorporated in revised guidelines.

2. Scope of the Guidelines

The revised guidelines will be applicable in supersession to the existing guidelines with immediate effect. However, all the trainees enrolled in the earlier batches under flexi-MoU (till 28.02.2019) will continue to be governed by the previous guidelines i.e. revised on 3rdOct 2016 (refer **Annexure I**).

All MoUs/Agreements signed under the flexi-MoU scheme going forward, shall be in-line with revised guidelines. It is also to be noted that in case of Existing MoUs, fresh candidates shall be enrolled as per the revised guidelines only. For this, the existing MoUs may be accordingly revised and thereafter new batch of trainees, would be governed by the revised flexi-MoU guidelines. No new candidates from 1st March 2019 will be enrolled without signing of fresh MoU.

3. Benefits of Flexi-MoU Scheme

The scheme envisages Employer Skiller(ES) model where prospective employer (industry) already having a well-established infrastructure, robust training facilities, as well as trained faculty, conducts in-house skilling of prospective employees. The concept allows industries to offer training in courses similar to CTS courses, but customized and tailored to industry's needs. Various perceived benefits for participating industries and trainees are detailed below:

3.1. For participating Industries

- i. Create new course with customized content and curriculum tailored to their needs and get the same approved from DGT.
- ii. Flexibility of selecting the candidates for the training.
- iii. Flexibility to tie up with external vocational training providers for imparting classroom training, mobilizing trainees and conducting session on soft-skills/ career counselling.

3.2. For Trainees

- i. Get trained in industry relevant courses with high employment potential.
- ii. Benefit from interactions with experienced industry experts/professionals.
- iii. Exposure to industry shop-floors and real-time environment with latest equipment.
- iv. Potential job opportunity in the industry with increased employment avenues in multiple industries in that sector.
- v. Advantage in terms of industry readiness, exposure to best practices, latest machines, tools, and equipments.

4. Participating entities and their eligibility criteria

All participating entities need to enter into agreement or MoU with DGT, as an **Industrial Training Partner (ITP)**. Entities eligible to become Industrial Training Partner (ITP) and conduct trainings under Flexi-MoU scheme along with eligibility criteria are listed below:

- i. **Industry/Organization** – under this provision, eligible industries will directly enter into an agreement/MoU with DGT. Industries meeting the following criteria are eligible -
 - a. Industry must be an eminent Manufacturing/ Service Sector /IT & ITES industry with a minimum strength of 500 employees.
 - b. Industry must have minimum annual turnover of INR 100 crores and positive net-worth during the last 3 fiscal years.
 - c. Industry may be a Limited Company, Private Limited Company, State Undertaking, Public Sector Establishments, or Central Sector Establishments.
 - d. In new age sectors, conditions (a) and (b) above may be relaxed.
- ii. **Industry Clusters/ Associations** - under this provision, eligible industry associations or industry cluster will directly enter into an agreement/MoU with DGT. Industry cluster/association meeting the following criteria is eligible -
 - a. Industry cluster/association with cumulative annual turnover of member industries INR 100 crores or more.
 - b. Industry cluster/Association with cumulative employee strength of 500 employees or more.
 - c. All participating industries/ member industries of participating industry association or cluster must be registered MSMEs, Industry/ establishment having valid registration with the State/ Central authority registered for at least for 2 years. Establishments include entities registered with any government/local authorities/

shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.

- iii. **Skill Universities**– under this arrangement, MoU will be signed between Skill University and DGT. The candidates undergoing training under this arrangement shall be sent to industry by Skill University, for industry training component.
 - a. The participating Skill University must be approved by University Grants Commission (UGC) under provisions made for Skill University in the UGC Act, 1956 OR
 - b. 'Skill University' established under the State Legislature Act.

5. Application Process for Industrial Training Partner (ITPs)

- i. The interested Industrial Training Partner may submit an application (along with course details, duration, batch size, proposed content/curriculum, availability of Infra etc.) to DGT expressing its willingness to train candidates under Flexi-MoU. Alternatively, they may apply online on the scheme portal. Refer **Annexure 3** for a sample ITP Application format.
- ii. The ITP submitting proposal under flexi-MoU or signing flexi-MoU must train minimum of 100 trainees per annum with a cap of 1000 trainees per annum.
- iii. The maximum cap would be raised to 2500 per annum, if the ITP has trained minimum of 500 candidates in previous year successfully without any complaints and has achieved 70% placements. Performance for a year will be calculated from the date of enrollment of first batch under flexi-MoU.

6. Evaluation of ITP proposal, and Duration/termination of MoU

- i. DGT will constitute an internal committee for evaluation, recommendation and approval of proposals under the Flexi-MoU scheme. The members of internal committee will include Deputy Director General, Directors, Joint Directors and will chaired by Director General – DGT.
- ii. Evaluation of proposal received under Flexi-MoU scheme must be closed within 3 months from the date of receiving of application subject to timely response from ITP on clarifications sought by DGT, thereafter communicating the outcome of evaluation to the applicant.
- iii. DGT may carry out inspection at the proposed training site(s) before signing of Flexi-MoU and may seek sight related clarification of the proposal there itself.
- iv. All clarifications sought by DGT are to be responded by applicant ITP in a time bound manner.
- v. Industrial Training Partner shall sign an agreement/MoU with DGT within 30 days of approval of the proposal.
- vi. If the ITP remains dormant/does not commence training for 6 months or more after signing of the agreement/MoU, the agreement/MoU shall stand cancelled.
- vii. MoU will be signed for a period of 3 years, and may be extended in slots of 3 years if successful i.e. achieves expected outcome in terms of enrollments, learning outcome and placements.
- viii. DGT may revise flexi-MoU guidelines from time-to-time, the same shall be applicable to all new batches enrolled under MoU post such revisions.
- ix. DGT and ITP are free to terminate the MoU at 3 months' notice, however this shall not affect the candidate already enrolled.

7. Course, Content and Curriculum

- i. Industrial Training Partner will have the flexibility for developing and running (DGT approved) tailored courses with customized content and curriculum to meet their requirements.
- ii. NSQF compliance is desired but not mandatory at the time of commencement of program.
- iii. If public funding (center/state) is involved, then NSQF compliance will be mandatory before enrollment under flexi-MoU.
- iv. Courses developed by Industry under flexi-MoU scheme must have high employment potential, should be different from existing CTS courses and should be given a different nomenclature accordingly, so that there is no confusion.
- v. Curriculum of courses developed should be designed with more weightage towards industrial training, and the duration of theoretical and practical training components for each course must be defined in hours.
- vi. For IT/ITES and similar sectors, courses developed may be purely online.
- vii. ITP shall have a dedicated trainer and supervisor assigned to each batch of trainees.
- viii. Industrial Training Partner (ITP) may engage external agencies/ experts for developing customized content.

8. Fee Structure

- i. All training related expenses under the MoU/Agreement shall be borne by the ITP and no fee shall be levied from trainees in any form. Participating ITP may utilize CSR funds or funds allocated under employer-skinner head for meeting the training cost arising out of theoretical training etc.
- ii. Similarly, Skill University may charge reasonable fee from candidates for imparting theoretical training. Maximum fee charged must be calculated only on hours of 'theoretical training' provided during the course and as per Common Norms rates prescribed by MSDE (refer **Annexure 4**). Duration of theoretical training should not exceed 30% of the total duration of the course.
- iii. ITP may pay reasonable stipend to trainees during the industrial training phase.

9. Duration of Training

The minimum duration of training under Flexi-MoU shall be 6 months including classroom training and industry training components, while the maximum duration shall be that of 24 months (2 years).

10. Admission Process

- i. Admission time and training cycle has been kept flexible as per the requirement of ITP and according to the design of course curriculum.
- ii. Minimum qualification, age and other eligibility conditions for the trainee shall be as per the course curriculum developed by ITP. However, the ITP must ensure that upon completion of training, the trainee meets the minimum age criteria for placement in industry as well as for being engaged as an apprentice.
- iii. ITP may conduct selection process following their selection criteria over and above the prescribed criteria.

- iv. Selection criteria set up by ITP may include qualifying exam marks, physical fitness standards, selection procedure, aptitude and skill/dexterity test of candidates or any other industry/sector specific requirements.
- v. ITP shall ensure before the admission of the aspiring trainee under the scheme, that the trainee is well informed about the flexi-MoU scheme.
- vi. Enrollment data of candidates selected by ITP must be uploaded by ITP on the scheme portal within a fortnight of admissions. ITPs may use the attached sample 'Admission Form' format for recording candidate data at time of admission (refer **Annexure 5**).

11. Training, Assessment and Certification

- i. Conducting training of selected candidates is the sole responsibility of ITP.
- ii. Assessment will be jointly done by ITP and DGT. Practical and formative assessment shall be conducted by ITP, and Computer Based theoretical exams shall be conducted by DGT.
- iii. ITP must refer to the latest examination reform guidelines issued by DGT dated 4thOctober 2018 (**Annexure 2**), any changes or revisions to the same shall be applicable to flexi-MoU scheme.
- iv. Maximum attempts for clearing the exam and obtaining NTC shall be in line with CTS.
- v. For practical examination and formative assessment, ITP has been given flexibility to design the questions, assess the candidates and upload their marks in the scheme portal.
- vi. ITP shall develop a comprehensive Question Bank (in English and Hindi) of minimum 1000 questions, grouped by chapters and difficulty level. The same shall be vetted by NIMI experts and then be handed over to DGT for conducting theory exams. DGT may add some questions to the same before conducting actual exams.
- vii. Theoretical exams shall be conducted by DGT in Computer Based Test format. Upon completion of course and payment of requisite examination fee by ITP, admit cards shall be generated by scheme portal.
- viii. DGT shall arrange for conduct of computer based theory exam at designated examination centres & certify the successful trainees with e-NTC under flexi-MoU scheme with mention of ITP name in the Certificate.
- ix. Students who have successfully appeared in the final exam after completion of course, are eligible to register as apprentices.

12. Placement

- i. ITP must ensure placement of at-least 50% of the total successful trainees trained under the flexi-MoU. Placements must be tracked by ITP for 1 year.
- ii. Successful trainees can be placed/employed as regular employees, contractual employees or as apprentices. Self-employment with proper documentation, will also be calculated towards placement.

13. Responsibilities of DGT

- i. Create awareness about Flexi-MoU among all the stakeholders within the skill ecosystem, and regularly publish list/details of new MoUs signed with Industrial Training Partners on scheme portal.
- ii. Call for applications from Industrial Training Partners.

- iii. Scrutinize applications received from ITPs for approval as per procedure laid down under the scheme guidelines.
- iv. Carry out inspection if required, at the actual site proposed for training, before signing of MoU.
- v. Sign MoUs with Industrial Training Partners post approval of proposal.
- vi. Upload a copy of MoU at scheme portal.
- vii. Provision of scheme portal for submission of proposal by ITPs, registration of ITPs, uploading trainee details, including enrollment data, admit card, exam schedule, assessment marks uploading, marksheet generation and issue of e-Certificate.
- viii. Provide credentials and access to portal for ITP's trainees and other stake holders.
- ix. Issue Admit Cards and Conduct theoretical exams for enrolled candidates.
- x. Issue e-NTC to successful candidates.

14. Responsibilities of Industrial Training Partner

- i. Identify the training needs, ensuring that the course has high employment potential.
- ii. Develop tailored courses and curriculum as per industry requirements and get the same approved by DGT.
- iii. Fulfill infrastructure requirements of the course, i.e. space norms such as class room, workshop, training center and other basic amenities in training wing, access to IT lab along with faculty.
- iv. Provide access to machinery, equipment and technology required for training.
- v. Provide qualified Trainers, Supervisors, and Support Staff for classroom training, and industry training. Additionally, theoretical training component could be outsourced or conducted through Skill Universities/ other partners (Maximum 30% of the total course duration/hours).
- vi. Conduct the mobilization and trainee selection process as per selection criteria laid down by Industrial Training Partner itself. Upload details of trainees selected on the scheme portal.
- vii. In-case of Skill Universities, details of Industry Partner where trainee will spend minimum 70% of course duration time, will also be uploaded.
- viii. Conduct in-house assessment and award marks for practical and formative assessment.
- ix. Upload formative and practical examination marks of candidates on scheme portal.
- x. Facilitate for theory exam to be conducted by DGT. Including examination fee payment as actual or as decided by DGT for the same.
- xi. Orient the trainee at the time of admission regarding discipline, attendance, leave and other rules and regulations as applicable to industry. It is advisable that candidates are informed in writing about the terms and conditions of the industry where they are to undergo training to avoid any sort of complication later.
- xii. Provide employment to at least 50% of trained candidates as per section 11 of this document.
- xiii. In case of hazardous industries, before signing the MoU, Industry shall disclose the conditions (in consultation with DGT & State Directorate) like minimum age and level of medical fitness (e.g. colour blindness) etc. as per the industrial safety norms applicable in the industry. ITP should ensure that the trainees are provided all necessary safety equipment and instruction before commencement of the training.
- xiv. The ITP shall follow any other guidelines / instructions issued by DGT from time to time in the scheme.

15. Grievance Redressal

- i. ITP should create an internal committee for managing trainee grievances, similar to the provisions made for regular employees of Industrial Training Partner.
- ii. Any grievances of ITP or enrolled candidates that are not solved by the ITP may be brought to the notice of DGT for necessary review and intervention.
- iii. In case of serious complaints, DGT may terminate the MoU at any time.

Annexure 1: Flexi-MoU previous guidelines

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DGET-19/17/2014-CD
Government of India
Ministry of Labour & Employment,
Directorate General of Employment & Training,
Shram Shakti Bhawan, Rafi Marg,
New Delhi-110001.

Dated the 31st July, 2014.

To,

1. The Secretaries/Principal Secretaries of all the State Govts/UT Administrations dealing with Vocational Training.
2. The Directors of all States/UT Administrations dealing with Vocational Training.
3. The Secretary General/President/Director General of Industry Associations.

Subject: Policy Guidelines for high employment potential courses for specific needs of Industries through flexi MoUs

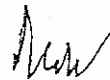
Sir,

Please refer to D.O.No.DGE&T-19/5/2012-CD dated 14th June, 2014 from Secretary(Labour & Employment) to Chief Secretaries of State and Industry Chambers and No.DGE&T-19/6/2014-CD dated 4.6.2014; on high employment potential courses for specific needs of Industries through flexi MoUs. Detailed policy guidelines have been finalized with the approval of competent authority. A copy of guidelines is enclosed herewith and same is also available on DGE&T and Ministry of Labour & Employment website.

You are requested to disseminate these guidelines among the Industries and ITIs to forge new relationship and take full advantage of their capacities/requirements.

Thanking you.

Yours faithfully,



(Alok Kumar)

Director General Employment Training/Joint Secretary

Encl : As above.

DGE&T-19/17/2014-CD

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DGE&T-19/17/2014-CD
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training
Shram Shakti Bhavan, Rafi Marg,
New Delhi.

Dated the 29th July, 2014.

**POLICY GUIDELINES FOR HIGH EMPLOYMENT POTENTIAL COURSES FOR SPECIFIC
NEEDS OF INDUSTRIES**

Ministry of Labour & Employment has decided to allow industries to take advantage of various schemes for conducting training programmes in higher employment potential courses according to needs of industries. Ministry of Labour & Employment has decided to open a new window under Craftsmen Training Scheme (courses conducted through Industrial Training Institutes), Skill Development Initiative based on Modular Employable Skills Courses, to be used by industry for training and employment of youth. MoU is required to be signed between Directorate General of Employment and Training and Industry/Employer or any eligible organization as mentioned in para 5 below, to take the advantage of this window. In case of single training provider, the MoU can be signed between the training provider (VTP & ITI) and the employer organization and these MoU would be forwarded to Directorate General of Employment and Training. The following guidelines must be adhered to:-

1. High Employment Potential

The courses will be conducted in high potential areas and Industry/Employer will ensure minimum 80% of employment for minimum of six months duration.

2. Duration of Courses

The duration of courses can be flexible which fits into CTS/MES Scheme. The courses of one year and two year duration will be covered under CTS and that of shorter duration shall be covered under MES.

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3. Approval of Courses

Process of Approval – The courses so designed by industry/employer shall be put before 'Sub-Committee of NCVT on Norms and Courses' for approval. The Sub-Committee may co-opt the Chairman of Mentor Council, or his representative, Mentor of Sector and one external expert if needed.

4. Exclusivity

If industry/employer require that course content covered under MoU should not be shared with others, this exclusivity will be maintained for 18 months. After 18 months, the courses if found satisfactory in terms of outcomes/placement, shall be made public and anybody can take advantage of it. There is a possibility that there may be overlap between the two courses covered under two different MoUs, but they will not be same.

5. Signing of MoU

The MoU can be signed between DGE&T/ITI/VTP(as the case may be) and any employer organization or any other organization with proven track record in training and placement.

- i) MoU can be signed with DGE&T, if multiple training organizations are involved.
- ii) MoU can be signed with ITI/VTP and be forwarded to DGE&T, if it envisaged to cover under CTS/MES. If Private ITI is involved, MoU can be forwarded directly. If Government ITI is involved, it should be forwarded through concerned State Director.

If direct employers are not engaged in MoU and this being implemented by 3rd party, staffing company, the employers must recommend for the courses and staffing company organization and also guarantee the employment of training for a minimum fixed duration i.e. 80% trainees for minimum of 6 months. These courses can be designed with local industry in partnership with ITI and delivered by sharing existing infrastructure, augmented by concerned industry in terms of modern training equipment and expert industry trainer as per MoU.

6. Eligibility of Industry/Organization for signing this MoU.

The industry/organization which meet the following criteria can enter into MoU.

- (i) The industry which has minimum 300 regular working people including contract, who have capacity to employ 30 persons every year or
- (ii) Industry who have regular supply chain of 300 working people or
- (iii) Industry Cluster Associations or
- (iv) Credible staffing companies with proven track record, authorized by employers.

7. Assessment and Certification

Assessment and Certification of all the trainees will be carried out as per Directorate General of Employment and Training/NCVT norms on payment of prescribed fee, if any. Joint assessment may also be allowed.

8. Longevity of the MoU

The MoU must strive for validity of two to three years.

9. Roles and Responsibility

Roles and Responsibility to be clearly defined such as:-

ITI/VTP

- Provide basic infrastructure
- Provide Trainer
- Get registration with State Directorate/NCVT as required by the scheme.
- Formalities for taking up Assessment & Certification

Industry Organization/Employer

- Identification of Training needs.
- Development of Curriculum.
- Training of Trainer

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- Contribution by way of guest faculty, latest machinery & equipment/technology.
- Any other expert support and Industrial Training.
- Placement not less than 80% for duration of six months.

MSDE (DGT) - 19/11/2016-CD
Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training (DGT)

Shram Shakti Bhawan, New Delhi
Dated: 03rd October, 2016

To

1. The Secretaries/ Principal Secretaries of all the State Govts/ UT Administrations dealing with Vocational Training.
2. The Directors of all States/ UT Administrations dealing with Vocational Training.
3. The Secretary General/ President/ Director General of Industry Associations.


Subject: Revised Policy Guidelines for high employment potential courses for specific needs of industries.

Sir/ Madam,

Please refer to letter no. DGET - 19/17/2014 – CD dated 31st July, 2014 vide which the policy guidelines for high employment potential courses for specific needs of industries were implemented.

2. In this context, it is informed that the policy guidelines have now been revised. These revised guidelines are implemented with immediate effect. A copy of the revised guidelines is enclosed.
3. You are requested to disseminate these revised guidelines among the industries.

Yours faithfully,



(Sandhya Salwan)
Director of Training

Email id: sandhya.salwan@nic.in
Mobile no. 9654202073

Encl As above

Copy to:

- a) PPS to JS(AS)
- b) PPS to DDG (T)
- c) Director (SDI)
- d) Director (TT Cell)
- e) Industries/ Employers with the whom Flexi-MoU have been signed



(Amrit Pal Singh)
Dy. Director (Training)

Email id: singh.amritpal@nic.in
Phone No.: 011-23705877

MSDE (DGT) – 19/11/2016-CD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)

**POLICY GUIDELINES FOR HIGH EMPLOYMENT POTENTIAL COURSES
FOR SPECIFIC NEEDS OF INDUSTRIES**

The concept of Flexi- MoUs was introduced in June-July 2014 and policy guidelines for the same were implemented vide letter dated 31st July, 2014.

2. The objective was to allow industries to take advantage of various schemes for conducting training programme in higher employment potential courses according to needs of industries. DGT (erstwhile DGE&T, MoL&E) opened a new window, in 2014, under Craftsmen Training Scheme (courses conducted through Industrial Training Institutes), Skill Development initiative based on Modular Employable Skills Courses, to be used by industry for training and employment of youth.

3. Also, many industries have well established training infrastructure and facilities available with them which they are using for training. Using this infrastructure available in industries, industry specific courses can be run under the aegis of NCVT by providing NCVT relevant training. They may be allowed to conduct courses similar to NCVT courses without compromising the flexibility available to the industry partner.

4. As the courses under Flexi-MoU were introduced around two years back, it has now been observed that there are certain weaknesses in the existing guidelines as there is no uniform mechanism for monitoring the courses being run under Flexi-MoU.

5. Accordingly, following detailed guidelines for Flexi – MoU are being implemented with immediate effect:

S. No.	Norm	Existing	Revised
a.	Signing of MoU	MoU can be signed between <ul style="list-style-type: none"> • DGT and employer organization/ industry • ITI/ VTP and any employer organization (MoU to be forwarded to DGT). 	MoU can be signed only between DGT and the industry partner <ul style="list-style-type: none"> • Industry partner may be - manufacturing or service sector • MoU cannot be signed with training partner/ staffing company
b.	Name and syllabus	For few courses, names and syllabi	The name and syllabus of the CTS trade under Flexi-MoU

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		are same/ similar as in regular CTS courses	shall be different from regular CTS courses (126 trades).
c.	Types of courses	Courses under both CTS and SDI (MES courses) to be offered under Flexi-MoU policy	Only CTS courses to be run under Flexi-MoU policy and SDI courses under Flexi-MoU policy to be stopped with immediate effect such that no trainees to be admitted in SDI courses after 10 days of the date of implementation of revised policy guidelines. Thereafter, no admissions will be permitted in SDI courses under Flexi-MoU.
d.	Batch size	Batch size not being followed by industry partners	<ul style="list-style-type: none"> • Batch size for the CTS courses to be 20 • No supernumeraries allowed. • The industry partner must strictly follow the batch size
e.	Course ownership	The course can be standardized and used for other players from the similar industry only after 18 months from the date of signing of MoU	The courses approved under Flexi-MoU can be adopted by NCVT
f.	Admissions	Industry partners are admitting trainees throughout the year	Admission of trainees to be allowed twice in a year i.e. in the month of August and February every year.
g.	Aadhaar number and portal	Aadhaar number of the trainees is not mandatory and no data is being uploaded on portal. No existing norms on this.	<ul style="list-style-type: none"> • Aadhaar number or Aadhaar Enrolment Number of the trainees is mandatory • Details of trainees must be uploaded on NCVT - MIS portal.
h.	Attendance	No attendance record being maintained	<ul style="list-style-type: none"> • Biometric attendance to be mandatory. • Minimum 90 days of training for each semester is mandatory for appearing in the examination.
i.	Trade testing/ examination process and pattern	Trade testing/ examination process and pattern different from that being	<ul style="list-style-type: none"> • CTS Trade testing/ examination process to be followed • Theory question papers to


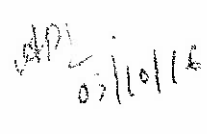
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		followed for CTS trades	<p>be prepared by TT Cell, DGT(HQ)</p> <ul style="list-style-type: none"> • TT Cell, DGT (HQ) to prepare question bank for theory papers • Examination to be conducted twice in a year as per exam calendar • Theory examination to be conducted in online mode only; • Industry to provide infrastructure for conducting the online examination
j.	Provisional mark sheet	No clear Norm	<ul style="list-style-type: none"> • Marking pattern to be as per Annexure. • Provisional marks sheet to be issued by the industry partner after declaration of the result. • A common format for provisional marks sheet to be designed by DGT in consultation with industry partners.
k.	Certification	<p>National Trade Certificate shall be issued to successful candidates.</p> <p>Name of industry partner would be printed on it.</p>	National Trade Certificate (Flexi-MoU) shall be issued to successful candidates.
l.	Longevity of MoU	The MoU must strive for validity of two to three years.	The MoU must strive for validity of two to three years.
m.	Duration of courses	The duration of courses can be flexible which fits into CTS/MES scheme. The courses of one year and two year duration will be covered under CTS and that of shorter duration shall be covered under MES.	The duration of courses will be one year or two years as per the courses in Craftsmen Training Scheme.
n.	Approval of courses	Process of approval – The courses so designed by industry/ employer shall be put	Process of approval – The courses designed by industry shall be put up before 'Sub-committee of NCVT on Norms

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		up before 'Sub-committee of NCVT on Norms and Courses' for approval. The Sub-committee may co-opt the Chairman of Mentor Council, or his representative, Mentor of Sector and one external expert if needed.	and Courses' for approval.
o.	Course Ownership	If industry/ employer require that course content covered under MoU should not be shared with others, this exclusivity will be maintained for 18 months. After 18 months, the courses if found satisfactory in terms of outcomes/ placement, shall be made public and anybody can take advantage of it.	The courses approved under Flexi-MoU can be adopted by NCVT, if found relevant to provide high employment.
p.	Roles and Responsibility of Industry	<ul style="list-style-type: none"> • Identification of training needs • Development of curriculum • Training of Trainer • Contribution by way of guest faculty (wherever required), latest machinery & equipment/ technology • Any other expert support and Industrial training 	<ul style="list-style-type: none"> • Identification of training needs • Development of curriculum • Training of Trainer • Contribution by way of guest faculty (wherever required), latest machinery & equipment/ technology
q.	Placement	Placement not less than 80% for six months	The industry partner to ensure minimum 50% employment with the organization itself and 80% employment within the organization and/ or with its joint ventures (where organization is having minimum 26% equity stake).

6. In addition to the above, following additional guidelines are also being implemented with immediate effect:
- i. The industry partner, signing the Flexi-MoU, to have 100% in house training facility for practicals as well as theory.
 - ii. Theory content to be 30% and practical content to be 70%.
 - iii. The industry partner to provide training infrastructure, space norms for class room and instructor as per the syllabus.
 - iv. Trainers'/ Supervisors' qualifications and other details to be entered by the industry on the portal.
 - v. Revised MoU to be signed by all industrial partners within 30 days of the implementation of revised policy guidelines.
 - vi. The Flexi-MoUs with the industry partners, which are not running any courses, to be discontinued with immediate effect.
 - vii. The MoU signed under the Flexi-MoU policy can be terminated by either side by giving 30 days' notice.
 - viii. Earlier the industry partner was signing MoU with ITI under Flexi-MoU but now the Dual System of Training has been introduced and thus the industry partner can now sign MoU with ITI under Dual System of Training and provide training under the same.
 - ix. The industry partner may take services of training partner for providing faculty/ instructor for training at the premises of the industry partner.

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Marking Pattern for CTS courses under Flexi-MoU		
Sl. No.	Subject for the trade test	Maximum marks for the each subject
a)	Practical	300
b)	Trade Theory	200
c)	Employability Skills	Objective type Written test of 200 marks (Trade Theory 150 marks & Employability Skills 50 marks)
d)	Work shop Calculation and Science.	100
e)	Engineering Drawing	Objective Type Written test of 100 marks (Engineering Drawing 50 marks & Work shop Calculation and Science 50 marks)
f)	Internal assessment (to be awarded by Industry)	100
TOTAL:		700

3/10/16

851
3/10/16

Speed Post / Email

MSDE(DGT)-19/02/2018-CD
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)

Employment Exchange Building, PUSA Complex, IARI,
New Delhi-110012
Dated: 14th September, 2018

To

1. The Directors dealing with Vocational/Craftsmen Training of all States/ UT Administrations
2. All Sub-committee members dealing with Norms & Courses

Subject: Minutes of 10th meeting of Sub-Committee of National Council for Vocational Training (NCVT) on 'Norms and Courses' held on 28th August, 2018

Sir/Madam,

I am directed to forward herewith minutes of 10th meeting of Sub-committee of NCVT on 'Norms and Courses' held on 28th August, 2018 under the Chairmanship of Shri Rajesh Aggarwal, DG(T), MSDE in **Conference Room, 3rd Floor, Kaushal Bhawan, Pusa Road, Karol Bagh, New Delhi.**

This issues with the approval of DG(T), MSDE.

Yours faithfully



(Sushil Agarwal)

Deputy Director of Training

Encls: As above

Copy to:

1. PPS to Secretary, MSDE - for information please.
2. PPS to DG(T), MSDE - for information please.
3. PS to DDG (C,P & Admin) and DDG(T&E),DGT
4. All Directors at DGT (HQ),New Delhi
5. Director, CSTARI, Salt Lake City,Kolkata-700064

Minutes of the meeting of Sub-committee of NCVT on “Norms & Courses” held on 28th August, 2018 at Kaushal Bhawan, Pusa Road, Karol Bagh, New Delhi.

The DG(Training), Sh. Rajesh Aggarwal extended his heartiest welcome to the Hon'ble members of the sub-committee dealing with 'norms and courses'. This was followed by a round of introduction.

To improve the overall ITI ecosystem DG(Training) emphasized on the following points:

- Grading system to be strengthened in consultation with stakeholders etc. and to make the grading system dynamic with an option of grading every three months by applying online with prescribed fee. The grading system published would be valid for three consecutive academic years.
- A lot of reforms are required in existing examination system for the schemes including CTS, CITS, Apprenticeship, Dual System of Training & Scheme of Flexi MoU and for private students etc. to make the system seamless, efficient and as per need of the industry etc. He emphasized on the courses to be NSQF compliant.
- There is a need for introduction of new courses on emerging areas like on Drones (operations, repair & maintenance), GIS, Industry 4.0 etc. in consultation with related potential industries etc. along with preparedness of NSTI.
- He further advised Sh. Deepankar Mallick, DDG (C, P & Admin) to start the proceedings of the meeting for taking Agenda one by one.

Agenda Item No.1: Action Taken Report (ATR) on the recommendations made during meeting of Sub-Committee on “Norms and Courses” held on 5th July, 2018 at New Delhi.

Action Taken Report (ATR) on the recommendations was reviewed by the members and confirmed.

Agenda Item No.2: Approval/Recommendations of the revised guidelines for granting “Autonomous Status” to selected Govt./Private ITIs.

Points for consideration

- What should be the grading criteria for awarding autonomous status to any Govt. or Pvt. ITI.
- What should be the grading wise independent function to be adopted by the proposed autonomous ITIs.
- What level of autonomy to be awarded to higher graded ITIs.
- Any other related autonomy for graded ITIs.

After deliberation with members, the Sub-committee suggested to explore the possibility for linking grading with awarding autonomous status to Govt. & Pvt. ITI.



The Sub-committee approved the following points:

- ITIs with grading ≥ 2.5 (both private and Government) to be self-centres for OMR based theory examination.
- Self Centre for Practical Examination for all NCVT affiliated Govt. & Pvt. ITIs. However examiners in these centres should be deployed from outside, except for ITIs with grade ≥ 2.5 (both Private and Government), where examiners will be internal only. Further, in all other ITIs including those with grade ≥ 2.5 , the question paper for practicals will be setup by DGT only.
- For ITIs with five star rating (i.e. ≥ 4.0), a note on full autonomy will be moved by DGT.

Agenda Item No.3: Self centre(s) for All India Trade Test (AITT) for top graded ITIs.

Agenda Item No.4: Introduction of Marks Moderation Policy in place of existing system of grace marks.

Agenda Item No.5: Approval to reduce total cycle of 2.5 years of examination (1+4 supplementary exam)

After deliberation, the members recommended for Agenda no.5:

- To reduce the complete cycle of examination, a trainee may appear in supplementary exams (by applying online on portal with fee) on 1st Sunday of every month. To start with, supplementary exam once every quarter may be introduced w.e.f 1st October 2018.

Points for consideration for Agenda no. 2,3,4& 5

The sub-committee deliberated on the above agenda issues and decided to constitute a "Curriculum & Examination Reforms Committee" to consider all aspects and submit its report by 20th Sept 2018.

Composition of committee:

- **Sh. S D Lahiri, DDG (T & E)- Chairman**
- Sh. Sunil Gupta, Director (TT Cell)
- One representative from Haryana/ State Directorate Representative
- Sh. Sanjay Kumar, Director (Curriculum and Projects)
- Sh. Sheshachari, Director (CSTARI)
- Sh. L. K. Mukherjee, DDT (CSTARI)
- Member from KPMG -STRIVE project team
- Any other member co-opted by Chairman

The above-mentioned committee would deliberate on the following:

- a) Plan to implement **examination reforms** with timelines.
- b) How to conduct **online examination** in all states, how much tentative cost is expected, how much cost would reduce with online examination (from OMR based exam).



- c) How much total **grace marks** to be allowed, grace marks for each subject and for each exam (theory & practical) across subjects, and how to reflect/not reflect grace marks on mark sheets and certificates.
- d) **To devise marks moderation Strategy** across subjects (Theory & Practical) based on analysis of subject wise (theory and practical) pass percentage data of previous 3 years, with check and balance towards the overall result of the trainees for particular examination.
- e) Is **grace marks/ moderation on percentile basis plausible in case of tough paper (definition of tough paper)**.
- f) Should the scoring of students be **percentile/ grade** based?
- g) **How many attempts of supplementary exams** to be allowed over a period of how many years in addition to first attempt. Any cooling period applicable for conducting supplementary exams? Can a trainee attempt for Improvement Exam? Modalities for these exams through IT Platform such as enrolment, admit card, fee payment, examination centre etc.
- h) **How to reflect revised scoring on scorecard/ mark sheet?**
- i) **How to link optional NIOS exam (class XII equivalence)** through IT platform (for vertical mobility of ITI pass-outs).
- j) **Autonomy of ITIs** including level of graded autonomy to be provided to them mentioned vide agenda item number 2?
- k) Roadmap to issue the certificates under **Digital Signature only** (not facsimile) for the result declared after 31st August 2018?
- l) **Roadmap to align all CTS courses** related teaching with NSQF? Exam pattern and modifications required at NCVT MIS Portal. WIPRO to modify portal accordingly. NIMI to develop question bank of objective type questions strictly from NSQF curriculum.

The members agreed.

Agenda Item No. 6: Approval of changes in the scheme titled Dual System of Training (DST) to make it seamless, expand its outreach and to have better response from the leading Industry partner.

After deliberation with members, following recommendations are made:

- Dual System of Training to be delinked from NAPS and no minimum wages to be paid by industry. However industry partners may pay stipend to the trainees voluntarily only through DBT.
- Institutes Management Committees (IMCs) to have tie-ups with other industry partners so that the trainees are able to leverage industry connect.
- Expansion of this scheme from existing 17 trades to all trades under Craftsmen Training Scheme (CTS). Based upon the response of the industries, curriculum of other trades would be converted as per DST framework.
- In case of hazardous industries, before signing the MoU for DST, Industry would disclose the conditions (in consultation with respective State Director) like minimum

age and level of medical fitness (e.g Colour blindness) etc. as per the industrial safety norms applicable in the industry. Before admission in the ITI, State Directorate / ITI administration has to make it clear to the aspiring candidate about the conditions of the industry for undergoing the Dual System of Training (DST) in writing to avoid any sort of complication in future.

- Change the criteria of condition of annual turnover of Rs. 10 crore and 200 number of employees as follows:

Sr. No.	Relaxation accorded	for non-engineering trades of six month/One year/ Two year duration	For engineering trades of six month/One year/ Two year duration
1.	Industry partner should be at least registered MSME, registered at least for the last 3 years	Should have valid Registration with the State / Central authority or could be Skill university	Yes
2.	Industry Partner should have minimum employees	-do-	40 employees (including contractual)
3.	Industry partner should have minimum turnover	INR 5 lakh per year for the last 2 years.	INR 1 crore per year for the last 3 years.

Duration of Training

- For trade of 6 month duration may provide 1-2 months of industrial exposure.
 - For trade of 1 year duration may provide 2-5 months of industrial exposure.
 - For trade of 2 years duration may provide 4-9 months of industrial exposure.
 - The State / ITI will have flexibility in deciding duration of blocks within this training period.
- Accordingly, DGT to issue revised guidelines for DST by end of September 2018.

The committee deliberated on the aforesaid issues and accorded its approval.

Agenda Item No.7 : Approval on following points related to ITIs who opt for grading and preferably score rating of 3 star and above: (i.e. grading ≥ 2.5)

The Grading of ITIs would facilitate ITIs in following manner:

1. Only ITIs with grading 2.5 or more to be allowed to add new trades/units on the affiliation portal.
2. Only Private ITIs with at least 2.5 grade and Government ITIs with at least 2.0 grade to be eligible to receive financial support under STRIVE (proposed World Bank Project).
3. Principals and Instructors of private and Government ITIs with 2.5 or more rating to be provided training in NSTIs and also to be given opportunity for training abroad, wherever possible
4. To award certificates to the Principal(s) of top graded 10 Pvt. and 10 Govt. ITIs on "Skill Day" and on other relevant skill development platforms by the Hon'ble

Minister. Similar exercise to be conducted at State level for all graded ITIs having at least 2 grade. Printed & signed certificates will be given to states by DGT.

5. It may be noted that DGT will use star rating as below:

Grade	Star rating
<2	-
≥ 2 but <2.5	Two Star
≥ 2.5 but <3	Three Star
≥ 3 but <4	Four Star
≥4	Five Star

6. State Fee Fixation committee to consider flexibility in charging higher course fee from students for ITIs with higher grades (≥ 2.5) (reference DGT order no. DGET-19/19/2012-CD-Pt. Dated 29.12.2014)

7. Grading of respective ITI as allocated (valid for 3 academic years) to be displayed on NCVT MIS Portal. States to display grades on their admission portals so that ITI applicants make informed choice.

The committee deliberated on the aforesaid issues. DGT to issued detailed circular on this matter by end of September 2018.

Agenda Item No.8: Recommendations for the scheme Flexi-MoU

After deliberation with members, following recommendations were made:

- For long term courses i.e. 6 months or more, trainees to be enrolled in NSQF compliant courses only after 31st December 2018. Any exceptions to be pre-approved by NCVT Sub-committee
- Before signing the MoU, inspection of the actual training sites proposed on sample basis. For existing MoUs also, inspections of all training sites to be done on sample basis.
- Self-Centre for practical examinations to be considered in deserving cases.
- Only on-line exams (for theory) to be held after 31st December 2018
- Not more than 10,000 trainees to be trained per academic year by any organization.
- Staggering of batches to be allowed, subject to equipment and training capacity.
- Complete details of trainees and courses under Flexi-MoU to be made available on DGT NCVT MIS Portal.
- M/s Yashaswi Academy of Skills, Pune to forward proposal to include courses in Pharma and Warehousing sectors in consultation with Mr. V.K. Saksena, DDT
- M/s Kaushalya Kamleshwar Techno Pvt. Ltd. to train (maximum) 5000 trainees in Mining sector in the first year and get all the courses NSQF compliant by 31st December 2018

- M/s Raymond Ltd., Pune to submit proposal to get all the courses NSQF compliant in consultation with Mr. V.K. Saksena, DDT
- All the MoUs, older than three years and not registering trainees to be cancelled. All other existing MoUs be signed afresh with proper terms & conditions.
- DGT to include central and state government organizations (including local bodies) in Flex-MoU guidelines to forge partnership with government organizations.

Accordingly, DGT to issue revised guidelines by end of September 2018.

Agenda Item no. 9: Renaming of trade '**Architectural Assistant**' from the purview of NCVT and deletion of trade '**Goldsmith**' from CTS.

After deliberation following points have been recommended:

- Renaming of trade '**Architectural Assistant**' as **Architectural Draughtsman**: The course content of 'Architectural Assistant' of one year duration has been subsumed in 'Architectural Draughtsman' of two year duration. Hence the trade 'Architectural Assistant' was proposed to be deleted. However there are many ITIs who might have admitted trainees in 'Architectural Assistant' during the current academic year. Hence it was decided that the trade 'Architectural Assistant' may be dropped from the academic year 2019-20 and no new admissions will be done from 2019-20 onwards in this trade.
- Deletion of trade '**Goldsmith**' from the purview of NCVT from the session of 2018-19.

The sub-committee accorded its approval

Agenda Item no. 10 : Approval of Mapping of CTS and CITS courses.

After deliberation following points have been recommended/approved:

- 'In principle' approval accorded to mapping of 132 trades under CTS with 36 trades under CITS
- Meeting of trade committee for the trade/course related to Geological Information System (GIS), proposed by the State of Haryana, to be conducted at the earliest maximum within 1 week. The course/ trade has to be implemented pan India with letter and spirit by 30th September 2018
- Draft course contents for the trade related to 'Drone' to be finalized, approved by the trade committee and to be implemented at the earliest. This should be fully designed to drone related guidelines issued by Directorate General of Civil Aviation (DGCA)

Agenda Item no. 11: NSQF implementation manual for ITI Instructors.

After deliberation, the NSQF implementation manual for ITI instructors was approved by the committee. CSTARI was asked to act few more meaningful graphs/charts.

- NSQF implementation manual for ITI Instructors 'in principle' approved with the direction to CSTARI to make it presentable with graphics etc.

Agenda Item no. 12: Approval of newly designed one month instructor course for trades where CITS is not available.

After deliberation following points were recommended/approved:

One month pedagogical course was approved, with objective to train about 70,000 instructors, presently imparting training in ITIs without CITS. This would be open to trainers with more than 3 years of teaching experience in ITIs. Provident fund / General Provident Fund statement of 3 years to be seen to eliminate possibility of forced experience certificates.

This RPL would include pedagogical training followed by practical and theory exams. If required 1-2 month hands on practical training (depending on course) would also be included. CSTARI to immediately roll out this course beginning with training the trainers of NSTIs & State IToTs. These teachers, in turn will train ITIs instructors of Govt. & Pvt. ITIs in Govt. campuses. Practical and theory (online) exams will be done only in NSTI or State Govt. IToTs under strict supervision.

DGT will issue revised circular regarding the modified eligibility criteria for ITI instructors, accordingly.

Agenda Item no. 13: Re-aligned sectors (24) for all NCVT courses.

The sub-committee decided that **CSTARI**, similar to mapping of CITS, CTS courses, would realign the 132 NCVT trades by grouping them into 24 sectors (**Annexure C**).

CSTARI would also carry out an exercise for mapping of these 24 sectors with sectors defined by sector skill councils and submit in next sub-committee meeting.

Agenda Item no. 14: Approval of 06 NSQF aligned CTS courses for conducting training from session starting from August 2018 under NCVT.



The sub-committee approved following **06 courses**, aligned to NSQF, for implementation w.e.f session starting in August 2018 under NCVT.

Sl. No.	Trade Name	Group	Duration (Year)	NSQF Level	Entry Qualification
1	Bamboo Works	Non-Engg.	1	3	8 th
2	Refractory Technician	Engg.	2	5	10 th
3	Stenographer Secretarial Assistant (Hindi)	Non-Engg.	1	4	10 th
4	Stone Mining Machine Operator	Engg.	1	4	10 th
5	Stone Processing Machine Operator	Engg.	1	4	10 th
6	Textile Mechatronics	Engg.	2	5	10 th

It was unanimously decided that for session 2018-19, CTS batches starting in Aug-Sept 2018, only NSQF compliant curriculum will be taught and all practical & theory exams will be conducted as per NSQF pattern only. The NTC certificate will mention NSQF compliance level also. The CSTARI, NIMI and NSTIs to hold workshop(s) of Instructors for awareness on the same.

TT Cell to issue clear orders on exam pattern and get WIPRO to modify NCVT MIS Portal accordingly. NIMI to develop objective type question bank strictly from NSQF curriculum and from text book from NIMI so that there are no complaints of 'out of syllabus' questions.

Additional Agenda points:

- After completion of admission formality & trainee data upload, WIPRO to provide a customized page for each trainee, to view &/or edit following facilities:
 - Username, password to each enrolled trainee, to view, modify spelling mistake in name, father's name, mother's name, trade name, DOB etc.
 - To have ADOBE SPARK License link, Trade specific NIMI books in PDF format, Relevant QP files and NSQF syllabus/ course details, Videos, learning material.
 - Attendance Data, Link to pay exam fee & generate hall ticket and download digitally signed NCVT mark sheet & certificates
 - Link to enrol in Apprenticeship and NCS Portal
- Similar customize page for trainers to be developed by WIPRO MIS.
- ITI & State to upload trainee and trainer data by Oct 2018 end, students and trainers to make corrections, if any in their data by 15th November 2018 so that data gets frozen.

The meeting ended with a vote of thanks to the Chair.

List of participants who attended the 10th meeting of Sub-committee of NCVT on 'Norms & Courses' held on 28.08.2018, in Kaushal Bhawan, Karol Bagh, New Delhi.

S.No.	Name Shri/ Ms.	Designation	Organization
1.	Sh. Rajesh Aggarwal	DG/AS	DGT, MSDE
2.	Sh. Deepankar Mallick	DDG (C,P&Admn)	DGT, MSDE
3.	Sh. S.D. Lahiri	DDG (T&E)	DDG, MSDE
4.	Sh. P.N. Yadav	Director (CFI)	DDG, MSDE
5.	Sh. Sunil Kumar Gupta	Director (TT Cell)	DDG, MSDE
6.	Sh. Sanjay Kumar	Director (C,P& Admn)	DGT, MSDE
7.	Sh. Anil Grover	Director	DGT, MSDE
8.	Smt. Swati Sethi	JDT	DGT, MSDE
9.	Smt. Anita Srivastava	JDT	DGT, MSDE
10.	Sh. Manjit Singh	JDT	DGT, MSDE
11.	Dr. M. Jayaprakshan	JDT	DGT, MSDE
12..	Sh. K. Singh	Dy. Director, TT Cell	DGT, MSDE
13.	Sh. Sushil Kumar Aggarwal	DDT	DGT, MSDE
14..	Sh. Praveen Kumar	ADT	DGT, MSDE
15.	Sh. BVS Sessa Chari	Director	CSTARI, Kolkata
16.	Sh. Dharmendra Singh	Director E&T	Bihar
18.	Dr. Aquib Javed	JDT E	MOLE
19.	Sh. Lok Pal	Principal	ITI, Pusa
20.	Sh. Br. Tom C.J.	Principal	Don Bosco Technical Institute, Okhla
21.	Sh. P.C. Bhandari	Tech. Advisor	J.K. Cement Ltd.
22.	Sh. Munish Kumar Sharma	DDT	DSEE, Rajasthan
23.	Sh. Balwant Singh	DDT	SDIT, Haryana
24.	Sh. Manoj Saini	ADT	SDIT, Haryana
25.	Sh. R.S. Martolia	ADT	Director (Training) Uttarakhand
26.	Sh, Nirmal Nath	ADT	CSTARI,Kolkata
27.	Sh. Niraj Kumar	Additional Director,	DTE, U.P.
28.	Sh. D.A. Dalvi	Assistant Director	Dvet, Mumbai
29.	Sh. A.K. Pandey	Assistant Director DTE, U.P.	DTE, U.P.
30.	Dr. Kalyan Kumar	Consultant	K.K. Techno Solutions Pvt. Ltd.
31.	Dr. Sankha Sarkhel	Course Coordinator	K.K. Techno Solutions Pvt. Ltd.
32.	Dr. Ravi Shankar Pd. Singh	Chief Coordinator	K.K. Techno Solutions Pvt. Ltd.
33.	Ms. Abhilasha Rajan	-	KPMG
34.	Sh. K.K. Jha	K.P. MG Strive Team	KPMG
35.	Sh. Ashish Katiyar	Associate Director	KPMG
36.	Sh. Mahaveer Agarwal	Senior Consultant	KPMG
37.	Sh. Akshey Bhatia	Senior Consultant	KPMG
38.	Sh.J. Sreekantha	DD (App), Andhrapradesh	C.I.T. Andhrapradesh
39.	Sh. Vinod Kumar	Group Instructor	ITI Areacode Kerala, ITD
40.	Sh. Shiv Kumar	JTA	DGT, MSDE

Annexure 2: Notification of Examination Pattern

**No. MSDE-18011/DGT/2017-TTC (Pt-III)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training**

**Employment Exchange Building, ICAR Complex,
Pusa, New Delhi – 110012, Date: 04 .10.2018**

To

1. All the State Director / Commissioner dealing with Craftsmen and Apprenticeship Training
2. All National Skill Training Institutes (NSTI) and NSTI (W) under DGT, MSDE
3. All the Regional Directors of Apprenticeship Training under DGT, MSDE

**Subject: Reforms in All India Trade Test conducted under the aegis of NCVT -
regarding**

Sir,

With reference to the recommendation of "Curriculum & Examination Reforms Committee" on examination system for exams conducted under the aegis of NCVT under Sub-Committee of National Council for Vocational Training (NCVT) on "Norms & Courses" the following reforms are hereby accepted for implementation in All India Trade Tests (AITT) conducted under aegis of NCVT.

- i) All the reforms here under will be applicable for the batch starting from the admission session August, 2018. However policy in respect of 'Grace Marks' for indicating (G) in marks sheet should be removed and may be implemented with immediate effect for all the schemes.
- ii) The DGT may go for On-line examinations for ITI trainees admitted for the session starting from August, 2018.
- iii) For the trainees admitted in ITIs from the session August, 2018 onwards & failed in theoretical papers should be granted grace marks up to the extent of maximum 06 (six) marks for each exams in one or more number of papers and there should not be any grace mark in practical examinations.

Also, the grace marks as above may be granted to the trainees in other schemes also i.e, DST, Flexi MoU & CoE under CTS, ATS and CITS, for examinations held after August, 2018.

However for trainees admitted under semester system before session August, 2018, the grace marks of 07 (Seven) for Engg trades and 02 (Two) for Non-Engg trades should continue as per prevailing guidelines till the sunset of semester

exams. These grace marks should not be indicated as 'G' in the marks card and grace marks provided in that paper may be added to marks secured by trainee to make it equal to pass marks and will result in increase of total marks obtained by trainee.

- (iv) For the trainees admitted in ITIs from the session August, 2018 onwards with NSQF complaint curriculum, the passing marks percentage in theoretical papers in Craftsmen Training Scheme is hereby reduced to 33% instead of existing 40%. However, passing marks percentage in practical examination will continue to remain as 60%. Accordingly, modified format of mark sheets for 1st and 2nd year of 01 year and 02 year courses in annexed. However, there is no provision of grace mark in practical examinations.
- (v) The NCVT has decided to provide graded autonomy to the Govt. and Private ITIs as per National Grading of ITIs in following cases:
- a) All ITI's having infrastructure as per NCVT norms, may be self centre for practical exam with effect from AITT to be held in Jan/Feb19 in semester system and thereafter for annual exams also. However ITIs having grading less than 2.5 and also all ungraded ITIs, external examiner for practical examinations should be deputed by concern state/UT directorate.
 - b) All the ITI's having infrastructure as per NCVT norms and grade more than or equal to 2.5 may have their own examiner for practical examination in addition to self centre for practical exam. However, the examiner should be different from the instructor who has taught the trainees of the concern unit/shift during training.
 - c) All the ITIs providing training to Differently Abled (DA) trainees should have their self exam centre for theoretical paper exam as well as practical exam and may have their own examiner for practical examination.

In all the above cases, observers should be appointed by the state director for overall supervision of the exam.

Practical Examiner qualification: In addition to Degree/ Diploma and CITS passed out with 03 year experience in concerned discipline, the qualification for selection as practical examiner is hereby relaxed to ITI passed out instructors with atleast 03 (three) year of teaching experience.

- (vii) A establishment engaging more than 100 apprentice at one premises may have their own practical examination centre for conducting the practical exam of their apprentices in AITT under ATS and evaluation may be done by their own examiner with own set of question paper. However, they should submit the marks obtained by apprentices to concerned RDAT/ SAA for processing and declaration of results. Such establishment should have all infrastructures in accordance with NCVT norms for practical examination.
- (viii) For early declaration of results of ITI trainees, the engineering drawing answer sheets of ITI trainees should be evaluated at every district nodal ITIs within three

(03) working days from the last date of examination and marks of Practical & Engg Drawing should be uploaded in NCVTMIS portal by Nodal ITI.

- (ix) The annual exam for ITI trainees may be shifted to May/June in place of July/August for the trainees admitted from the session August, 2018 onwards. The supplementary exam may also be shifted accordingly in November/December each year.
- (x) The examination duration of theoretical papers in objective MCQ type question paper examination in OMR based / online examination for trainees under CTS, CITS & ATS question paper having 50 to 75 MCQ type questions is hereby reduced to 02 hours in place of 03 hours, duration of question paper having 25 MCQ type question is reduced to 01.30 hours in place of 03 hours and the duration of Engg. Drawing paper is reduced to 03 hour in place of 04 hours. There is no change in duration of practical exam.
- (xi) There will be certification and issuance of National Craft Instructor Certificate (NCIC) as Recognition of Prior Learning to in-service instructors of ITI with 03 years of teaching experience in Private / Government ITI, the in-service instructors of Govt / Pvt ITI should be registered in any NSTI through CFI portal of NCVT as private candidates. They should appear in examination at NSTI for such purpose.

The self- learning content of one month training of pedagogy course will be made available on CSTRAI website and in-service instructors who are willing to appear for the said exam are advised to learn this before appearing in exam. The instructor of Govt ITI should be recommended from State Directorate and instructors of Private ITI should be recommended from Principal of concern institute.

Details of such instructors should be forwarded to any NSTI for registration of instructors in CFI portal as Private candidate. The Director NSTI should examine the recommendation and register the eligible candidate in CFI portal as private candidate.

The examination will be held in the concerned NSTI with question paper from DGT and the candidates will appear in the examination as private candidate. The examinations may be conducted in frequency of 02 to 03 months for the duration of 03 /04 days.

Initially this mode of certification will be offered for only 02 years i.e. up to Dec 2020. In future if required, the exam may be conducted in ITIs having grading of 3 or more.

The Registration / Examination fee of Rs.3000/- per candidate will be charged.

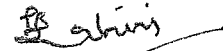
The examination paper for total – 500 marks should consists of -

- A. 1st Day Morning session - Theory paper consisting of 03 parts = 150 marks
 - 1. Trade Theory – 50 marks
 - 2. Workshop Science & Calculation – 50 marks
 - 3. Training Methodology – 50 marks
- B. 1st Day Afternoon session – Engineering Drawing - (50 marks)
- C. 2nd day Full day - Training Methodology Practical Examination - (100 marks) i.e.
 - i. Lesson plan development - 20 marks
 - ii. Demonstration plan development - 20 marks,
 - iii. Lesson plan delivery in class room - 30 marks
 - iv. Demonstration activity in workshop/Lab - 30 marks
- D. 3rd day Full day -Trade Practical Examination (200 marks) extended to next day if required.

The passing marks percentage will be 60% individually in every part of the examination.

You are requested to communicate all the stake holder for implementation of the above reforms in examinations conducted under aegis of National Council for Vocational Training (NCVT) and necessary action in this regard.

Your's faithfully



(S.D. Lahiri)

Deputy Director General (T&E)

Copy to : PPS (DG/AS), DDG (C&P), DDG (AT), Director (CFI), Director (AT), Director (T) Member Secretary NCVT and all sections of DGT, MSDE.

Annexure 3: ITP Application Form format

APPLICATION FORM FOR INDUSTRIAL TRAINING PARTNER (ITP)

1. INDUSTRIAL TRAINING PARTNER (ITP) DETAILS	
Organization	
Main Promoter	
ITP Type	<i>i.e. Industry/ Industry Cluster/ Industry Association/ Skill University</i>
Member Industries (for Industry Association/ Cluster)	
Industry Sector(s)	<i>(Skill University may provide list of sectors for providing training)</i>
Date of Establishment	
Date of Applications	
Proposed number of Trainees to be trained under MoU annually/ total	
Proposed Sectors and Trades (separate by comma)	
2. Contact Details	
Contact Details* (Head Office)	Address:
	District:
	City:
	State/UT :
	Pin Code:
	Telephone:

	Mobile:				
	E-Mail:				
	Website:				
3. Details of Training Facility (Proposed Industry/campus for training)					
Contact Details*	Address:				
	District:				
	City:				
	State/UT:				
	Pin Code:				
	Contact Number:				
Training Center Infrastructure (Available/Proposed)					
No. of Class room with seating capacity:					
No of Labs for practical other than assembly line/shop floor etc:					
No. of Employee- Regular		Contractual		Total No.	
4. Financial Information (for Industry/ Industry Cluster/ Industry Association only)					
	Annual Turn Over		Net Worth (Attach last 3 years Balance Sheet)		
Year 1					
Year 2					
Year 3					

Checklist of Documents to be attached

- | | |
|---|--------|
| 1. Registration Certificate of Industry/Cluster/ Association/Skill University | Yes/No |
| 2. Profile of main Chairman/President/Promoter/Director | Yes/No |
| 3. Last three years audited balance sheet | Yes/No |
| 4. Photographs/Layout of the current/proposed training center
(Layout, Class rooms, workshops, & other facilities) | Yes/No |
| 5. Photographs of the center with class room & reception area | Yes/No |
| 6. Documentary proof of industry tie ups (<i>for Skill University</i>) | Yes/No |
| 7. Indicative Course and Curriculum (proposed) | Yes/No |

Annexure 4: Common Norms (letter dated 31st
December 2018)



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग I—खण्ड 1

PART I—Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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कौशल विकास और उद्यमशीलता मंत्रालय

अधिसूचना

नई दिल्ली, 31 दिसम्बर, 2018

फा. सं. एच-22011/2/2014-एसडीई-III.—भारत सरकार की कौशल विकास स्कीमों हेतु सामान्य मानदंड संबंधी अधिसूचना संख्या एच-22011/2/2014-एसडीई-I दिनांक 15.07.2015 के अनुच्छेद 4 द्वारा प्रदत्त शक्तियों का उपयोग करते हुए इस प्रयोजनार्थ गठित सामान्य मानदंड समिति दिनांक 20.05.2016 तथा 28.02.2017 को यथा संशोधित अनुबंध-1 की अधिसूचना संख्या एच-22011/2/2014-एसडीई-I दिनांक 15.07.2015 में पुनः संशोधन करते हुए निम्नलिखित परिवर्तन करती है, नामतः :—

1. ये संशोधन कौशल विकास स्कीमों के सामान्य मानदंड तृतीय संशोधन, 2019 कहे जाएंगे।

संशोधन:

(1) अनुबंध-1 की अनुसूची-I के अनुच्छेद 1 में निम्नलिखित उपअनुच्छेद 1.4 जोड़ा जाता है:

1.4 विभिन्न सेक्टरों की मूल लागत में 10 प्रतिशत की वृद्धि की जाती है और 01.04.2019 से प्रवृत्त अनुसूची-1 के अनुच्छेद 1.3 में उल्लिखित ये राशियां 10 प्रतिशत संशोधित मानी जाएगी, जो अगले 10 पैसे तक पूर्णांकित होंगी।

विभिन्न सेक्टरों की मूल लागत 01.04.2019 से अधोलिखित होगी:

- अनुसूची-II** की श्रेणी I में सूचीबद्ध ट्रेडों/सेक्टरों के प्रशिक्षण के लिए 46.70 रुपए प्रति घंटा ।
- अनुसूची-II** की श्रेणी II में सूचीबद्ध ट्रेडों/सेक्टरों के प्रशिक्षण के लिए 40.00 रुपए प्रति घंटा ।
- अनुसूची-II** की श्रेणी III में सूचीबद्ध ट्रेडों/सेक्टरों के प्रशिक्षण के लिए 33.40 रुपए प्रति घंटा ।

सुनीता सांची, वरिष्ठ सलाहकार

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP**NOTIFICATION**

New Delhi, the 31st December, 2018

F. No. H-22011/2/2014-SDE-III.—In exercise of the powers conferred by Clause 4 of the Notification No. H22011/2/2014-SDE-I dated 15.07.2015 concerning Common Norms for Skill Development Schemes of the Government of India, the Common Norms Committee constituted for the purpose makes the following changes further to amend the Schedules of Annexure-1 of the Notification No. H-22011/2/2014-SDE-I dated 15.07.2015 as subsequently amended dated 20.05.2016 and 28.02.2017, namely:

1. These amendments may be called Common Norms for Skill Development Schemes Third Amendment, 2019.

Amendment:

(1) The following sub-clause 1.4 is added to Clause 1 of SCHEDULE-I of Annexure-1:

1.4 The base cost for different sectors is increased at 10% and shall stand revised to 10%, rounded off to the next 10 paise, of the amounts mentioned in Clause 1.3 of SCHEDULE-I with effect from 01.04.2019.

The Base Cost for different Sectors will be as under with effect from 01.04.2019:

- (i) Rs. 46.70 per hour of training for trades/sectors listed in Category I of **SCHEDULE-II**.
- (ii) Rs. 40.00 per hour of training trades/sectors listed in Category II of **SCHEDULE-II**.
- (iii) Rs. 33.40 per hour of training trades/sectors listed in Category III of **SCHEDULE-II**.

SUNITA SANGHI, Senior Advisor

Annexure 5: Trainee Admission Form format



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
FLEXI-MOU
DIRECTORATE GENERAL OF TRAINING
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
TRAINEE ADMISSION FORM

For office use (To be filled by Industrial Training Partner)

Trainee ID: Batch ID:
ITP Code: Location:
ITP Name:
Date of Admission: (If application is accepted)
Category accepted under (SC/ST/OBC/General/PwD etc.): (If applicable)

(Application Form to be filled by the applicant in capital letters)

*Application Date:

I. PERSONAL DETAILS:

- A. *Candidate's Name.....
B. UID/Aadhaar Number
C. *Father's Name.....
D. *Mother's Name.....
E. *Date of Birth.....
F. *Sex (Male/Female/Other).....
G. *Nationality.....
H. *Physical disability (Yes/No).....
I. *Category (SC/ST/OBC/General).....
J. *Mother tongue.....
K. Place of Birth.....
L. *Language Known.....
M. Marital Status (Married/Unmarried).....

CONTACT DETAILS (of applicant):

*E-Mail.....

*Mobile.....

*** Marked fields are Mandatory**

Photo
Attested by
ITP

II. PROGRAM IN WHICH ADMISSION IS SOUGHT

Sl. No.	Program	Qualification	NSQF Level	Duration
1.				
2.				

III. *EDUCATIONAL QUALIFICATIONS:

A. Highest Qualification:(8th, 10th, 12th, ITI Pass, Diploma, Graduate, Post Graduate)

B. Area of specialization (*if applicable*):

Examination Passed	Board/University	Institution	Place	Year	Marks

DECLARATION

I,.....S/o.....aged..... resident of.....hereby declare that all information provided is true to the best of my knowledge and belief. I hold myself responsible if any information is falsely provided or found incorrect.

I have been informed about the terms and condition of flexi-MoU scheme and my role/responsibilities as a trainee under the scheme guidelines.

Date:

Place:

.....
Signature of the Candidate