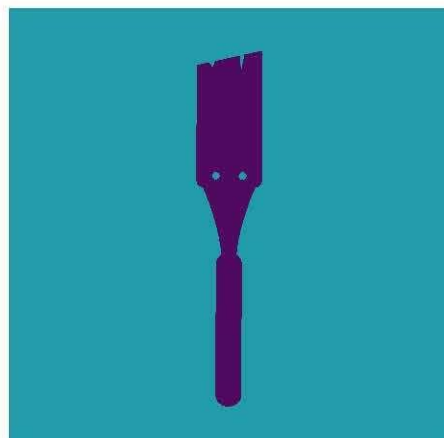
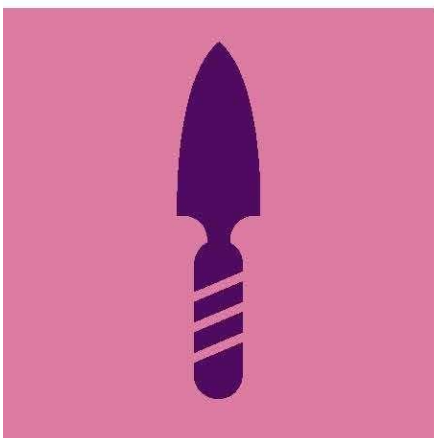
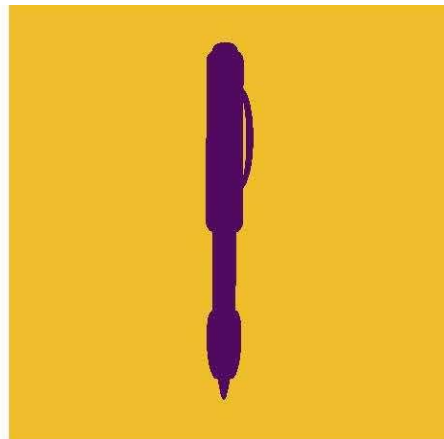




# SWAMI VIVEKANAND YUVA KAUSHAL SETU GUIDELINE- March 2020





**Chhattisgarh Swami Vivekanand  
Technical University**

# **Swami Vivekanand Yuva Kaushal Setu**

**Recognition of Prior Learning (RPL)**

## TABLE OF CONTENTS

1	Definitions	1
2	Background	3
3	Major priorities & objectives of the project	4
4	Institutional arrangement for implementing the project	5
5	Apex committee	5
6	Project Management Unit (PMU)	6
7	Training Agency (TA) & Training cum Testing Center (TTC)	6
8	Assessment Agency	8
9	Project types	8
10	Eligible beneficiaries	9
11	RPL process	9
12	Courses (module) details	13
13	Candidate registration	14
14	Branding and publicity	14
15	Special projects under SVYKS	15
16	Monitoring of project	16
17	De-accreditation of TAs, TTCs, AAs and all stakeholders	18
18	Consequence management system	19
19	Grievance	19
20	Miscellaneous	19
21	Annexure – A - Project Finance and Pay-out	1-4
22	Annexure – B- Registration Forms and Formats :	
23	Annexure – B -Form 1 – Affiliation Form for Training Agency (TA)	1-2
24	Annexure – B -Form 1.1 – Affiliation Form for TTC under TA	1-4
25	Annexure – B -Form 2 – Affiliation Form for Direct Training cum Testing Center (DTTC)	1-2
26	Annexure – B -Form 2.1 – Affiliation Form for RPL center under DTTC	1-4
27	Annexure – B -Form 3 – Affiliation Form for Assessment Agency (AA)	1-4
28	Annexure – B -Form 4 – Candidate Registration Form (CR)	1-4

## 1. DEFINITIONS

- 1.1 “Assessment Agency” or “AA” refers to agency which is conducting assessment of competency of any candidate.
- 1.2 “Competence” means the proven ability to use acquired knowledge, skills and personal and social abilities, in discharge of responsibility roles. It is the ability to do a job well.
- 1.3 “Credit” is recognition that a learner has successfully completed a prior module of learning, corresponding to a qualification at a given level.
- 1.4 “Direct Training and Testing Center” means agency that registered single TTC.
- 1.5 “Knowledge” means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study. Knowledge is described as theoretical and/or factual.
- 1.6 “Learner” refers to an individual undergoing skill development training, whether in a formal or informal setting.
- 1.7 “Learning Outcomes” represent what a learner knows, understands and is able to do on completion of a learning process, and which would be expressed in terms of knowledge, skills and competence.;
- 1.8 “Mobiliser” is organization or person help in mobilize potential candidate for RPL.
- 1.9 “National Skills Development Agency” or “NSDA” is an autonomous body under Ministry of Skill Development and Entrepreneurship that anchors the National Skill Qualifications Framework and allied quality assurance mechanisms for synergizing skill initiatives in the country.
- 1.10 “National Skills Qualifications Committee” or “NSQC” refers to the Committee set up in accordance Para 14. (i) of NSQF Notification.
- 1.11 “National Skills Qualifications Framework” or “NSQF” refers to the notification No. 8/6/2013-Invt by MINISTRY OF FINANCE (Department of Economic Affairs) on 27.12.2013 which provides framework in the field of Skill and vocational skill in India.
- 1.12 “Project Management Unit” or “PMU” is unit who Implementation and monitoring of project.
- 1.13 “Qualification” means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.
- 1.14 “Qualification Pack” or “QP” means NSQF compliance modules notified by National skill Development Agency.
- 1.15 “Recognition of Prior Learning” or “RPL” is the process of recognizing previous learning, often experiential, towards gaining a qualification.
- 1.16 “Scheme Monitoring Team” or “SMT” is a team under Project management Unit for continuous monitoring of project.
- 1.17 “Sector” means a grouping of professional activities on the basis of their main economic function, product, service or technology
- 1.18 “Skills” means the ability to apply knowledge and use know-how to complete tasks and solve problems. Skills are described as cognitive (involving the use of

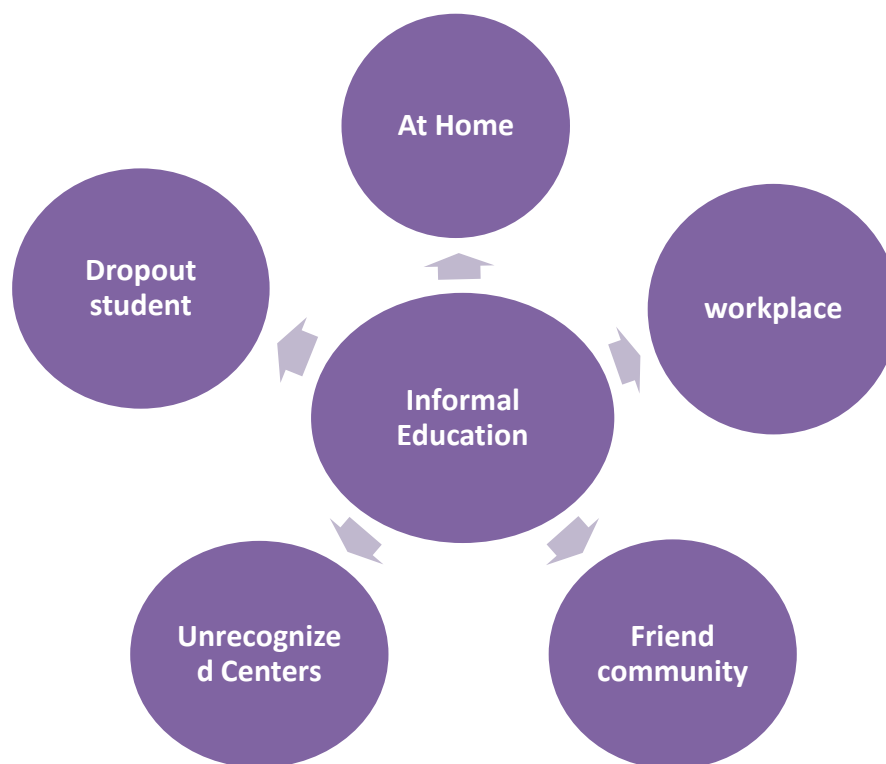
logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments);

- 1.19 “Swami Vivekanand Yuva Kaushal Setu” or “SVYKS” is Recognition of prior learning Scheme run by CSVTU.
- 1.20 “Training agency” or “TA” means agency that will conducted orientation training.
- 1.21 “Training & Testing Center” or TTC means center where Orientation training and Assessment of candidate shall be done.
- 1.22 “Chhattisgarh Swami Vivekanand Technical University” or “CSVTU” is State Government’s Technical University in Chhattisgarh.
- 1.23 “Company Social Responsibility” or “CSR” is activity / fund of companies / industries / organization spent for social cause.

## 1. BACKGROUND

2.1 Recognition of prior learning (RPL) is the recognition of a person's current skills and knowledge through informal education; no matter how, when or where the learning occurred.

2.1.1 India has second largest population in the world and there exist a large section of people who have acquired skills in the informal sector but who do not have the necessary formal certifications to attest their skills. The country, however, has a big challenge ahead as it is estimated that only 4.69% of the total workforce (which is 51.08 crore approx.) in India has undergone formal skill training. Certification of Informal Skills will help individuals who have gained learning informally, such as through life, work and voluntary activities to have this learning recognized. This will include knowledge and skills gained-



Training & Certification of Informal Skills will give an option for personal or career development or to gain credit towards other qualifications or learning programs to learners who have the skills but no certificate to prove it.

2.2 Why Training & Certification of Informal Skills (Recognition of Prior learning) is so important for beneficiary-

2.2.1 To help in getting fair wages and remuneration.

2.2.2 To help in getting financial support from bank for business or enterprise.

2.2.3 To get insurance coverage for any accident at workplace.

2.2.4 To get benefit of government schemes.

2.2.5 Certification gives recognition to their competency.

2.2.6 To help in gaining higher or specialized skill/ knowledge.

2.2.7 Level of their knowledge will aligned with formal education

- 2.3 It will help learners make clearer connections between the learning they have already achieved and future learning and/or career opportunities. Benchmarking an individual's learning against the Level Descriptors will help them to identify the appropriate level of options for progression. This will improve career progression and skill up gradation of learners.
- 2.4 There is huge section of candidates who are capable enough to bear certification expenses but no agency facilitating such candidates due to unawareness of RPL. By introducing RPL - Training & Certification of Informal Skills through the CSVTU, it will gain momentum in Skill development and allow learners to benefit on a larger scale. By operating it throughout the year, will help self-funded candidates to gain certification when they are in deep and real need.

### **3 MAJOR PRIORITIES & OBJECTIVES OF THE PROJECT**

The main priority of our proposed project “Swami Vivekanand Yuva Kaushal Setu” is to bridging the gaps between essential needs of an individual to earn livelihood with dignity and to fill demand of appropriate workforce in the country. It is also intended to increase access to ways for recognition of prior learning. Many times an individual is forced to go through an organization or system in order to avail recognition of their skill; on the other hand Chhattisgarh is the first state which gives right to skill to the youth, extensively RPL is an inseparable part of skill development chain. Skill Certification will enable a large number of Chhattisgarh youth to take up industry-relevant skill certification that will help them in securing a better livelihood. Individuals with prior learning experience or skills will be assessed and certified under the Recognition of Prior Learning (RPL) Scheme. RPL mainly focuses on the individuals engaged in unregulated sectors. Thus the desired approach in recognition of prior learning will be flexible, easy accessible and scalable, while continuing to be precise and effective.

#### **3.1 Objectives of “Swami Vivekanand Yuva Kaushal Setu” - Recognition of prior learning (RPL) of workforce in informal education system are:-**

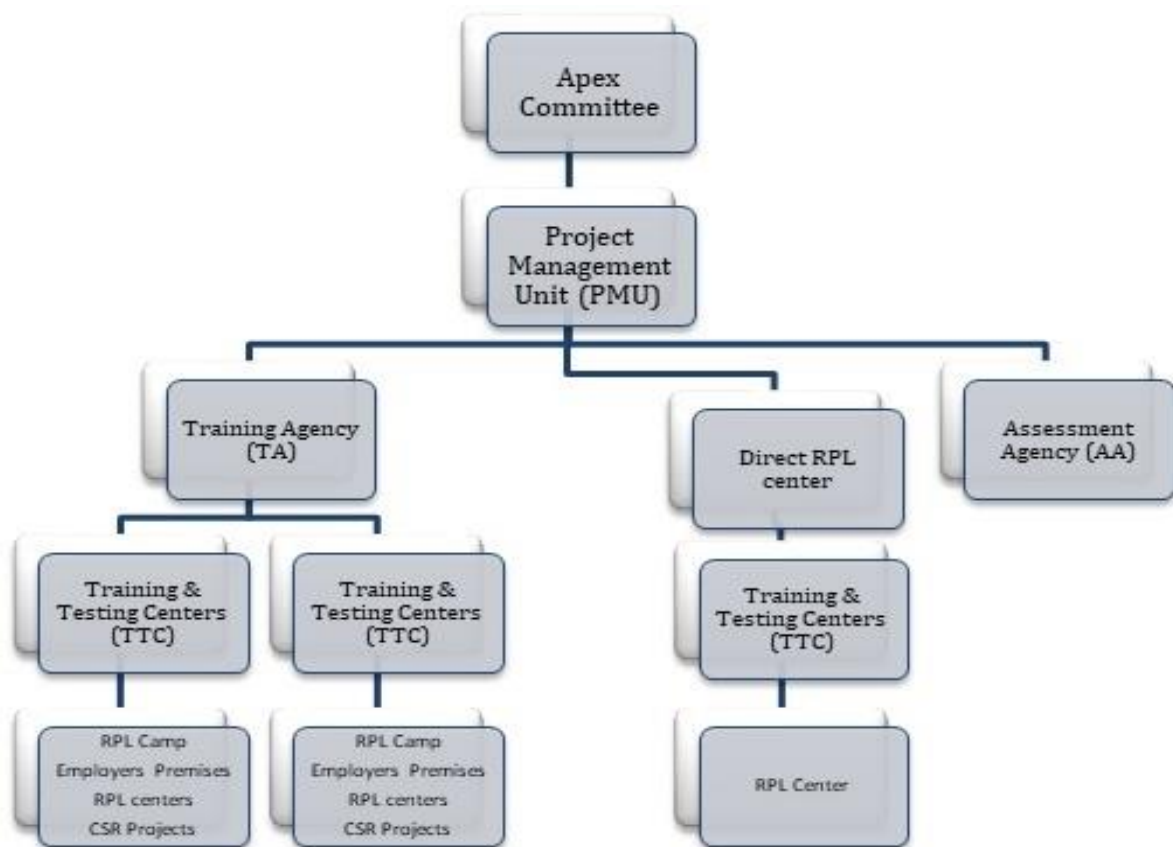
- 3.1.1 To build up a self-sustained model to give individuals an option to progress through education and training and gain recognition of their prior learning and experiences.
- 3.1.2 To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF),
- 3.1.3 To enhance the career/employability opportunities of an individual as well as provide alternative routes to higher education.
- 3.1.4 To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.
- 3.1.5 Make efforts to raise funds for project through other sources like donations, CSR fund etc.

3.2 RPL shall be undertaken by Training Agency (TAs) and Training & Testing Centers (TTCs) through any of the three project types specified in this guidelines document. Assessment of Skills acquired by candidate will be carried by Assessment agency through Assessors.

3.3 Any revisions made to these Guidelines will be uploaded on the official website of SVYKS, [www.svyks.in](http://www.svyks.in). All stakeholders are advised to regularly check for update/ amendments / changes, if any.

#### 4 INSTITUTIONAL ARRANGEMENT FOR IMPLEMENTING THE PROJECT

MANAGEMENT STRUCTURE: A structure is designed which responsible for the overall management and implementation of the program to achieve the objectives of the project. At top level, Apex committee for effective coordination with all stakeholders, to advice, guide on project implementation and the Project Management Unit (PMU) for implementation as well as monitoring of the overall project.



##### 4.1 Apex Committee

The top level intuitional arrangement for this initiative would comprise of Apex committee for effective coordination with all stakeholders, to advice and guide on project implementation.

- 4.1.1 The role and responsibility of the Apex committee will mainly be to review the progress of the activities of project and may include:
  - 4.1.1.1 Providing guidance with regards to the project direction and execution.
  - 4.1.1.2 Identification & Selection of course module for the Skill Certification.
  - 4.1.1.3 Finalization of assessments and certifications fees.
  - 4.1.1.4 Determining any other fees & charges for various tie-ups and empanelment of stakeholders.
  - 4.1.1.5 Addressing issues concerning the functioning of the project.



- 4.1.1.6 May construct and deploy a team with specific objective of monitoring at any stage and any time to ensure overall quality.
- 4.1.1.7 Any issue which needs urgent attention of Apex committee and meeting of Apex Committee is not possible on such short notice/duration, then chairman of Apex committee in consultation with Head (PMU) and any one member of Apex committee available, can take decision on such issues and decision taken will be informed to members of the Apex Committee whenever meeting is organized. The decision taken on urgent matters will be effective from the date of approval on decision.

#### **4.2 Project Management Unit (PMU)**

- 4.2.1 A project Management Unit (PMU) lead by Project head is established for implementation and functioning of project.
- 4.2.2 Preparation of Guidelines for implementation of project, which shall be put to approval from Apex committee.
- 4.2.3 To ensure quality assurance.
- 4.2.4 Human resources management.
- 4.2.5 To verify assessment conducted by assessing body.
- 4.2.6 Post successful verification; publication of certificates.
- 4.2.7 Tie-ups with different stakeholders.
- 4.2.8 To device Pay terms for all tie-ups, partnerships, collaboration and for stakeholders.

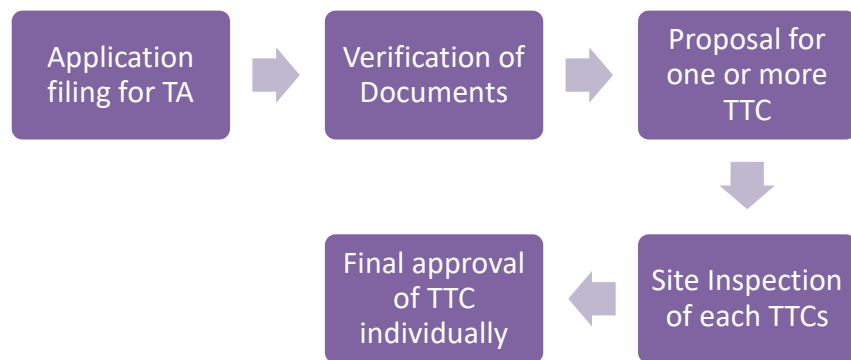
#### **4.3 TRAINING AGENCY (TA) & TRAINING CUM TESTING CENTERS (TTC)**

Training Agency (TA) are agencies who will conducted orientation training through Training cum Testing centres (TTC). The Training & testing centres will also act as guidance cum counselling centers. If any organisation hasplanned to run only one center then it can directly registered a TTC. For multiple centers, registration as TA will be preferred.

- 4.3.1 Direct Training cum Testing Centres (TTC):  
For organisations/Institutes who want only single Training cum Testing centers (TTC) a Direct TTC option is provided for registration of single TTC. In this option they cannot propose more than one center on single application. These Direct TTCs are allowed to propose only project type 3 RPL center.
- 4.3.2 If any organisation has planned to run only one center than it can directly registered a TTC. For multiple centres, registration as TA will be preferred.
- 4.3.3 TAs, TTCs will be registered and affiliated by PMU. A special focus will be given to develop TTCs in remote and inaccessible areas. All TAs and TTCs will be affiliated by PMU after verification of documents and satisfactory onsite inspection of TTC.
- 4.3.4 TTCs will help in Identify Potential area, Industrial/Traditional clusters to set up to conduct training and testing, Mobilising potential candidates, Counselling and pre-screening and Orientation training to candidate.

- 4.3.5 TTCs should be easily accessible, equipped with Tools & equipment's required for orientation training and assessment of candidates.
- 4.3.6 TTCs to assist in mobilising potential candidates and invite potential candidates to the designated Centres in the area.
- 4.3.7 All TTCs should have trainers having SVYKS certified Training of Trainers certificate.
- 4.3.8 All TA/TTC will be required to submit a Course Handout/ Presentation for each course/ module they applied for affiliation. This Course Handout/ Presentation can be submitted after TTC approval and before allotment of batches for the first time in any particular course/module.
- 4.3.9 Submitted Course Handout/ Presentation of each course/module by any TA/TTC will not be considered under copyright property to respective TA/TTC and can be used by any party / stakeholder of the project for any educational purpose in this or any other project.
- 4.3.10 Exams will be conduct at TTCs, by expert Assessors.
- 4.3.11 Training agency (TA) is allowed to register more than one center (TTC) and will implement any or all of three project types of RPL 1, 2 and 3 i.e. RPL camp, RPL at Employer's premises and RPL center. However small agencies are allowed to register only one Directcenter (Direct-TTC) and will implement project type 3 - RPL center. They need fresh registration for every new TTC.

**4.3.12 Registration process of TA**



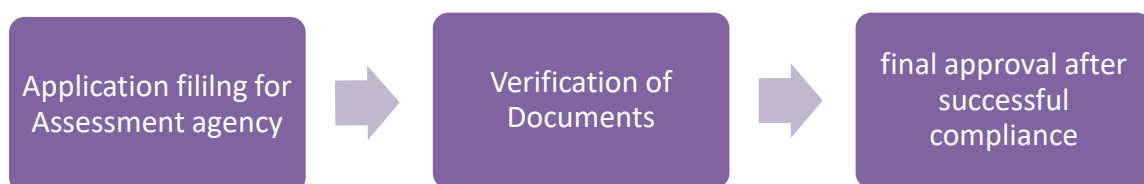
**4.3.13 Registration process of Single Direct-TTC**



#### 4.4 Assessment Agency:-

Assessment Agency will be empanelled by PMU to assess competency of candidates at given testing centers. All Assessment Agency needs to deploy qualified assessors. All assessors should have SVYKS Training of Assessor (ToA) certification. Preparation of question paper, assessment, result uploading will be done by Assessing body.

Registration process of Assessment Agency



## 5 PROJECT TYPES

5.1 The SVYKS shall implement RPL through any of the three project types mentioned in Table 1. The project types differ according to their target group.

Table 1: The 3 RPL Project Types

S.No	Project	Target Group	5-Step RPL Process
1	RPL Camps	RPL in a location where workers of a particular sector are consolidated (such as Industrial and Traditional Clusters)	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification (STEPS 2-5 to take place at a temporary RPL Camp set up by TTC within the cluster)
2	Employer's Premises	RPL on-site at an employer's premises	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification (Steps 1-5 to take place within employer's premises)
3	RPL Centres	RPL at designated	STEP 1: Mobilisation

	centres for geographically scattered workers who need to be mobilised	STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification (Steps 2-5 to take at a designated RPL Centre within the mobilising zone)
--	---	--

5.2 All RPL candidates shall undergo the same 5-step RPL process (i. Mobilisation, ii. Counselling and Pre-Screening, iii. Orientation, iv. Final Assessment and v. Certification).

## 6 ELIGIBLE BENEFICIARIES

6.1 RPL is applicable to any candidate of Indian nationality who:

- 6.1.1 On the date of enrolment, fits the minimum age and Qualification criteria as per the courses (Qualification Pack (QP)) requirements
- 6.1.2 Fits the pre-screening criteria defined for the respective courses (job role)
- 6.1.3 Candidates should have valid Aadhaar numbers. If a candidate does not have an Aadhaar number the candidate is required to enroll for Aadhaar.

## 7 RPL PROCESS

The RPL process comprises of five steps, specified in Table 2

Table 2: The 5-Step RPL Process

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Mobilisation	Counseling & Pre-Screening	Orientation	Final Assessment	Certification

### 7.1 Step 1 –Mobilisation

- 7.1.1 For Project Types 1 and 3, TTCs may engage a Mobilising Agency (such as Associations/ NGOs/ SHGs /Facilitator) to assist in on-ground mobilisation of potential candidates to RPL Camps / RPL Centers.
- 7.1.2 For Project Type 2, mobilisation of employees is to be undertaken by the employer engaged or TTC.
- 7.1.3 TTC need to take note of the different implementation modalities and stakeholders engaged in each project type listed in Table 3.

Table 3: Differences in Implementation Modalities and Stakeholders per Project Type for RPL Step 1

<b>Project Type 1 (RPL Camps)</b>	<b>Project Type 2 (Employers Premises)</b>	<b>Project Type 3 (RPL Centres)</b>
<ul style="list-style-type: none"> <li>• TA to identify Industrial/ Traditional clusters to conduct RPL</li> <li>• TA to identify courses (job roles) in which RPL can be conducted in the clusters selected</li> <li>• TA to decide the duration of the RPL Camp, based on the availability of eligible beneficiaries</li> <li>• TA to conduct RPL Camp at a prominent locality within each cluster</li> <li>• TA to mobilise potential candidates to RPL Camps. TA may engage a Mobilising Agency (such as Associations/ NGOs/ SHGs /Facilitator) to assist in on-ground mobilization of potential candidates.</li> <li>• The RPL Camp is to be branded according to SVYKS Branding and Communication Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• TA to tie up with employers</li> <li>• TA to identify Courses (job roles) for which RPL may be conducted within the employer's premises</li> <li>• Employers need to mobilise their employees to participate in RPL</li> <li>• Employer's premises is to be branded according to the SVYKS Branding and Communication Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• TA/TTC to identify job roles and geographies for conducting RPL</li> <li>• TA/TTC may engage a Mobilising Agency (such as Associations/ NGOs/ SHGs /Facilitator) to assist in mobilising potential candidates.</li> <li>• The Mobilisation Agency is to invite potential candidates to the designated RPL Centers in the area</li> <li>• The designated training center has to be in a prominent locality and must have been accredited and affiliated under SVYKS</li> <li>• The RPL Centre is to be branded according to the SVYKS Branding and Communication Guideline</li> </ul>

## 7.2 Step 2 – Counselling & Pre-Screening

For all project types, the following counselling and pre-screening guidelines shall be adopted:

- 7.2.1 TTC shall engage Trainer (i.e. PMU approved trainers who have completed the Training of Trainers (ToT) program, for counselling and pre-screening of candidates.
- 7.2.2 Potential candidates shall be counselled by Trainers in the following areas:
- 7.2.3 What is RPL (explanation of the 5-step RPL process) to potential candidates

- 7.2.4 How will Skill Certification according to NSQF help in transforming the candidate's life
- 7.2.5 The pre-screening process is Collection of supporting documentation and evidence from the candidate - PMU to specify the personal information required, and the supporting documentation that may be available for the course (job role).
- 7.2.6 Candidates shall be enrolled under the Scheme upon completion of counselling and pre-screening. At the time of enrolment, it is mandatory for candidates to have valid Aadhaar numbers. If a candidate does not have an Aadhaar number the candidate is required to enroll for Aadhaar and provide the same.

### 7.3 Step 3 – Orientation

- 7.3.1 For all project types the following orientation guidelines shall be adopted:
- 7.3.2 TTCs are to ensure that each enrolled candidate undergoes orientation. A training batch should be requested to PMU by TTC. The minimum number of candidates for issue of Batch Number (BN) has been fixed as minimum 10 per batch and maximum batch size is 50.
- 7.3.3 But, if some TTCs want to have larger batches they may apply to competent authority with full justification. The request to be decided after inspection to ensure availability of necessary training infrastructure.
- 7.3.4 On special case batch for less than 10 candidates is permitted with the approval of PMU.
- 7.3.5 Once a batch is allotted change in batch will not allowed in any circumstances. Also, if any candidate fail to appear in orientation program will not be allowed to appear in assessment process and he/she may lose his/her chance of any further opportunity being given to him/her. Such candidate will require a fresh registration.
- 7.3.6 The orientation training shall be imparted by trainer, TTC shall engage Trainer (i.e. PMU approved trainers who have completed the Training of Trainers (ToT) program). Orientation training shall include the following activities:

Table 4: Orientation Activities (Minimum Duration)

S.No	Activity	Minimum Duration
A	Soft Skills and Entrepreneurship	4 hour
B	Conceptual training	4 hour
C	Safety Training	2 hour
D	Assessment Orientation	2 hour

- 7.3.7 Bridge Course Option: Where appropriate, TTCs may propose Bridge Courses be imparted to candidates.

**7.4 Step 4- Final Assessment**

For all project types the following Assessment guidelines shall be adopted:

- 7.4.1 PMU shall allot the batch (BN) to accredited Assessment agency (AAs) to conduct the Final Assessment of the candidates.
- 7.4.2 There should be no overlap in the functions of the AA and the trainer engaged for the project.
- 7.4.3 AA shall engage Assessor (i.e. PMU approved Assessor who have completed the Training of Assessor (ToA) program) to conduct final assessment.
- 7.4.4 Assessments under RPL shall be conducted in a manner in accordance with the Course Guideline.
- 7.4.5 The pass percentage for a Course basis for the Levels is outlined in Table 5.

Table 5: Pass Percentage for a course basis levels

Course Level	Percentage required for Passing a Course
All	40 %

- 7.4.6 A candidate, who achieves greater than or equal to the pass percentage mentioned in Table 5 for a course, shall be awarded the Skill Certificate. Certified candidates will receive a Grade (A/B/C) on their Skill Certificates as per Table -6.
- 7.4.7 Any candidate who will fail to appear in assessment process may lose his/her chance of any further opportunity being given to him/her. Such candidate will require a fresh registration.
- 7.4.8 A candidate, who scores less than 40% of the total score, shall be encouraged to undergo Short Term Training/ bridge course.
- 7.4.9 Only those candidates who have valid Aadhaar numbers/Aadhaar Enroll number shall be issued the Skill Certificate, as applicable.
- 7.4.10 The Aadhaar number of each assessor is to be validated by the AA and uploaded on the portal before the start of the final assessment. AAs must ensure that the AAs/Assessors engaged for a project adhere to the following:
- 7.4.11 All assessors are to carry their photo IDs at all times during the assessment.
- 7.4.12 Before the start of assessment, all candidates are to receive an assessment orientation. The assessment orientation should include an explanation of the assessment process and assessment format, and familiarise the candidates with the assessment technology.
- 7.4.13 Assessments have to be conducted in local languages. Language, communication and expressions used in the assessment should be understandable and appropriate to the candidates. Special arrangements

may be made for candidates who cannot read/write or express their inability to use the assessment technology provided.

- 7.4.14 The AA will also review the evidences submitted by the candidate (such as confirmation of the identity of the candidate and physical verification of the documentation provided by the candidate).
- 7.4.15 Final assessment results should be uploaded by AA on the SVYKS portal within seven days of the completion of the assessment.
- 7.4.16 Towards the end of final assessment, candidates are to fill up a standardized Candidate Feedback Form. The template provided in Annexure is to be translated and given to the candidates in their local language. TAs/TTCs are to keep the filled Candidate Feedback Forms for a minimum of two years.

## 7.5 Step 5 – Certification

For all project types, the following certification guidelines shall be adopted:

- 7.5.1 CSVTU need to validate and approve the results uploaded by the AAs within seven days of the final assessment.
- 7.5.2 PMU shall then notify the final assessment result to the TAs or TTCs and they provide details of a designated location and time from where candidates can collect their Skill Certificates. If the mobile number of the candidate is recorded, the TA/TTC should notify them of the aforementioned details via SMS.
- 7.5.3 Candidates will be provided Skill Certificate in accordance to their eligibility.
- 7.5.4 Candidates eligible for the Skill Certificate shall also be provided Grades (A/B/C) as per Table 6.

Table 6: The grading and equivalence of marks are tabulated below:

Marks obtained	91-100	81-90	71-80	61-70	51-60	41-50
Grade	A+	A	B+	B	C+	C

## 8 COURSES (MODULE) DETAILS:

- 8.1 For Swami Vivekanand Yuva Kaushal Setu Programme the courses (modules) will be developed by expert team constituted by empanelling sector experts attached with PMU as per the need & requirement of the region and also courses (modules) available with National Qualification Registers (NQR), National Skill Qualification framework – Qualification pack (NSQF- QP), DGT or from appropriate body will be taken for Programme. PMU will propose any new Course (module), syllabus, duration and fee to Apex Committee. After approval of Apex committee the courses (modules) will be published / advertised in SVYKS portal.
- 8.2 For TTCs list of Minimum required tools, Lab, Infrastructure and other standards will be uploaded in website.



## **9 CANDIDATE REGISTRATION**

9.1 Candidates desire to get the skills certified have to apply online or through Training cum Testing Centres. List of recognized TTCs will be published in the SVYKS portal and desirous candidates have to apply for certification through these TTCs.

9.2 Registration procedure for trainees in recognized TTCs is given below:

9.2.1 The minimum age limit for persons to take part in the scheme as per course (qualification pack) but there is no upper age limit. In case a candidate is not able to produce document to support that he/she has minimum educational qualification for courses where education qualification required is up to 5<sup>th</sup> grade, concerned TTCs should assess the reading, writing and comprehension level of such a candidate by conducting a test before enrolment. This document should be maintained by TA/TTC for verification during assessment.

9.2.2 Candidate shall pay fees specified for desired course for RPL directly on SVYKS portal or through other notified medium for RPL Certification. Candidates may enroll again in the same/different courses (job role) under RPL over the duration of the project. Each time candidate has to pay required RPL fees.

9.2.3 Persons will get themselves registered in approved Training cum Testing Centers.

9.2.4 TTCs may also circulate publicity materials such as pamphlets, brochures etc. in order to create awareness about “Swami Vivekanand Yuva Kaushal Setu” RPL Certification. The pamphlets, brochures etc. should be as per the Branding & Publicity Guideline.

9.2.5 A candidate can do higher level of module only when he/she has passed the corresponding lower level modules.

9.2.6 The candidates who have passed the various exams conducted by NCVT, SCVT, recognized Universities, Boards, etc. would be allowed to take higher level courses if they have taken training in that sector and have successfully passed such a course.

## **10 BRANDING AND PUBLICITY**

10.1 Branding undertaken in Project Types 1, 2 and 3 shall be in accordance with the SVYKS Branding and Communication Guidelines. That will publish in website of SVYKS separately.

10.2 TA/TTCs shall publicize and promote all RPL projects conducted through the following medium:

10.2.1 Print Media – Advertisements in local newspapers, photo opportunities, and press releases.

10.2.2 Outdoor Advertising – Wall paintings, installation of outdoor hoardings and posters in populated areas.

- 10.2.3 Electronic media – SMS, WhatsApp, pictures and videos on Facebook, YouTube, Twitter, and Associations websites Local and community radio stations.

## **11 SPECIAL PROJECTS UNDER SVYKS:-**

- 11.1 Component of Special Projects for Skill Development is introduced in SVYKS, designed to equip under privileged candidates with RPL Certification of skills which would enable them to either secure placement in the industry or pursue sustainable self-employment opportunities through Micro Enterprises.
- 11.2 Major objective of Component of Special Projects is to facilitate RPL to vulnerable and marginalised groups of society in any types of RPL, locations, formats, institutional settings, or premises of government bodies, corporates and industry bodies that may deviate from the existing course of RPL training type, implementation and mechanism. The objective of the Special Projects is to create innovative, critical, creative and practical projects that have the potential to impact various marginalised, vulnerable, socially disadvantaged, hidden and hard-to-reach population of the society. These projects call for participation of each of the stakeholders for a time-bound RPL programmes to prepare the marginalised sections of the society to be able to contribute in the mainstream economy of the Country.
- 11.3 The kind of scaling up now envisaged requires a very active participation from the Various Funding agency. They are in a better position to fund special projects to identify deserving candidates, assess local skill gaps, and propose suitable skilling programmes, training support and RPL for the candidate.
- 11.4 Identification of project area: The Special Projects should be formulated/ posed particularly by the Funding agency, PMU or TA with focus on area have highly needful. There must be equity maintained in the coverage, across districts.
- 11.5 Special Project should be applied on format of Special Project Form.
- 11.6 Project proposals in skill RPL and certification programmes in recognised Courses (job roles).
- 11.7 Skill development RPL programmes conducted in varied institutional settings, for example jail premises, premises of government institutions such as a Governor House, employer premises, and others, special camps or centres.
- 11.8 Proposals taken for RPL candidates via part-funding or fully-funding support from another organisation/s, CSR fund.
- 11.9 May have Bridge Course option for needful candidates.
- 11.10 May have Proposals targeted towards skill development training for building business linkages, backward- forward linkages, common shed to promote micro-entrepreneurship
- 11.11 An allowance for boarding and lodging, expenses incurred in travelling to and from the TTC, Stipend to candidate per trainee will be considered if funding agency will funded for it.
- 11.12 Expenses of handholding support to the candidates opting for self-employment, in setting up of self-help groups and promotion of micro-entrepreneurship shall be considered if funding agency will funded for it. In cases of micro-entrepreneurship, TA must tie up with various local organizations and/or

retailers to generate sector specific backward and forward linkages. Relevant documentary proofs indicating tie-ups with the local organizations/retailers must be submitted along with the proposal.

- 11.13 Projects may be considered for approval on case to case basis
- 11.14 Application Fees, Affiliation charges and any other fees, Charges would vary case to case basis and will be decided further depending on scenario.
- 11.15 Projects will be completely aligned to the Common Norms, as notified and amended from time to time. However, necessary deviation in projects may be permitted on approval by the Apex Committee or any other committee authorised by Apex committee. Any deviation needs to be clearly defined in the Project proposal and supported with a justification for the same.
- 11.16 SVYKS will also provide certification to candidates who will get trained under any Govt/CSR funded training program.
  - 11.16.1 The offered courses from these training programs must be compliance with NSQF.
  - 11.16.2 These candidates will be referred as direct candidates
  - 11.16.3 Since candidates will already get trained under any of govt/CSR funded training program in this mode so orientation program will not required.
  - 11.16.4 Assessment of direct candidates will be conducted at the same training centers where these candidates get facilitate with training or SVYKS TTC.
  - 11.16.5 The training center / agency falls in this category other then SVYKS affiliated training agency/center will need to get registered as SVYKS affiliated testing center.
  - 11.16.6 In order to get registered as SVYKS testing center the applicant agency / center will required furnishing an application form in SVYKS prescribed format with relevant supporting documents.
  - 11.16.7 Inspections of SVYKS affiliated testing center may take place in order to fulfill the monitoring and quality assurance requirements of SVYKS.
  - 11.16.8 The batch size will be allocated as min 10 and max 50 of candidates. Relaxation will be provided in special cases that will determined by the PMU.
  - 11.16.9 The fees for assessment of batches of direct candidates will require to be paid in advance by respective testing centers.
- 11.17 PMU may facilitate the RPL scheme in any of RPL mode through itself under PMU in order to achieve the core objective of the project.

## 12 MONITORING OF PROJECT:-

12.1 To ensure that high standards of quality are maintained PMU and its empaneled Inspection Team shall use various methodologies, such as self-audit reporting, call validations, surprise visits, and monitoring through SVYKS portal. These methodologies shall be enhanced with the engagement of latest technologies.

### 12.2 Quality assurance: -

- 12.2.1 List of Minimum required tools, Lab, Infrastructure and other standards will be uploaded in website.
- 12.2.2 Eligibility of Assessor & Trainers

- 12.2.2.1 All Assessor and Trainers need to fulfill minimum educational qualification and experience criteria mentioned in TOT/TOA guideline to become trainer / assessor in any specific course/module.
- 12.2.2.2 It is also mandatory for each trainer / assessor to acquire SVYKS certified TOT/TOA to become trainer / assessor in any specific course/module.
- 12.2.2.3 Details of Training of Trainer (ToT) and Training of Assessor (ToA) will be published on SVYKS portal separately.
- 12.2.3 It will be required that all TA/TTC, AAs and all other stakeholders should follow standards recommended by project. Standard operating procedure of SOP - Assessment and Certification and process manual will be available on website.
- 12.2.4 PMU may construct or appoint a team of subject matter expert for the project specific requirements whenever needed.
- 12.2.5 The members of team of subject matter expert may also be appointed as trainer / assessor in order to improve the quality of training / assessment mechanism.
- 12.2.6 PMU will create pool of Assessors and Trainers and use their service for special RPL, Direct Assessment and implementing SVYKS own RPL. This pool may also be provided to SVYKS affiliated Agency / Centres to fill scarcity of qualified trainer / assessors.

### 12.3 **Continuous Monitoring**

Effective and Continuous Monitoring of the RPL is considered crucial for efficient delivery of the schemes. Continuous Monitoring is envisaged to regularly assess the effectiveness of various processes. In order to overcome significant challenges that remain with regards to the delivery of quality of RPL, Continuous Monitoring of the TAs, TTCs, AAs and other stakeholders is crucial.

#### 12.3.1 **Key Objectives of Continuous Monitoring**

The key objectives of Continuous Monitoring are: To track performance/compliance of all stakeholders such as the TA/TTCs, Assessment Agencies (AAs) and all other stakeholders with respect to the key indicators and processes, to ensure achievement of the overall goals and objectives of the project. To identify any course correction needed in a prioritized manner, and to take corrective measures so as to improve the performance of the project.

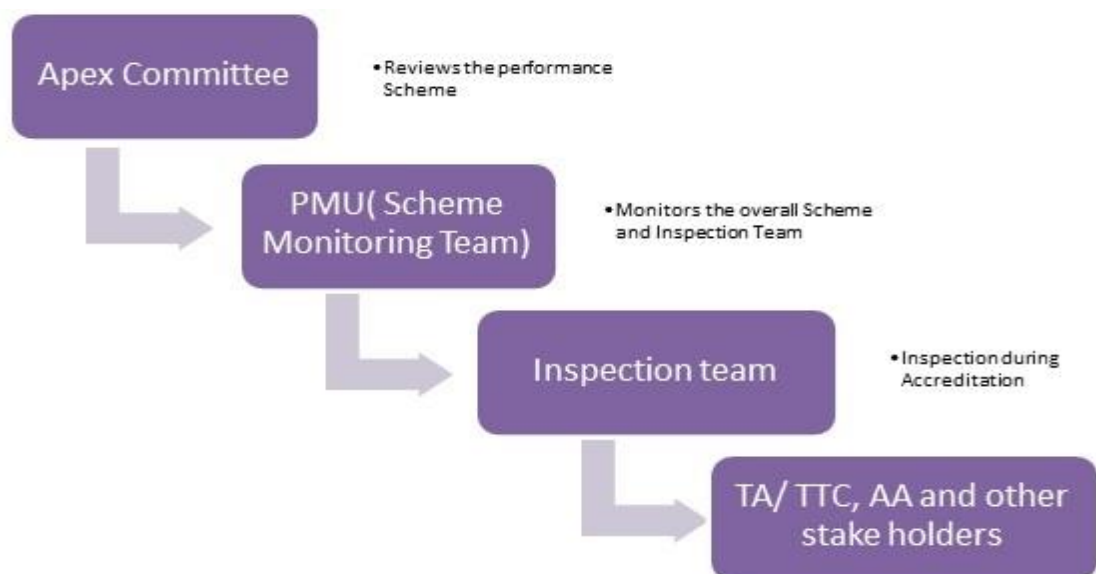
#### 12.3.2 **Mechanism to Ensure Continuous Monitoring**

- 12.3.2.1 Continuous Monitoring is based on certain standards pertaining to Accreditation.
- 12.3.2.2 The Inspection team, along with the monitoring team of the scheme shall be responsible to continuously monitor all the TAs, TTCs, AAs and all stakeholders.
- 12.3.2.3 Following monitoring structure shall be enforced to continuously monitor the schemes.

- 12.3.2.3.1 It is envisaged that Scheme monitoring team (SMT) shall be constituted and monitoring of each entity shall be done by the monitoring team with Inspection team. The Apex committee shall monitor the overall scheme performance and progress. The PMU monitor the performance of the Inspection team by periodically checking on sample basis if the Inspection Team is conducting the monitoring of the TAs/TTCs, AAs and other stakeholders in a right and desired manner.
- 12.3.2.3.2 PMU take decisions on the cases of non-compliance and non-performance by stakeholders.
- 12.3.2.3.3 The PMU shall be empowered to take action on the concerned stakeholders, including suspension/ blacklisting of the stakeholder from the Scheme.
- 12.3.2.3.4 Additionally, PMU may refer the non-compliance cases to apex committee for de-accreditation of the TAs/TTCs, AAs and all stakeholders depending on the nature and severity of discrepancy.
- 12.3.2.3.5 The Apex committee shall review and take decisions on the critical cases related to non-compliance/non-performance of the stakeholders under the Scheme. The decision taken by apex committee will be final and binding on the stakeholders.
- 12.3.2.3.6 PMU shall be empowered to amend the Compliance and Performance Standards or the monitoring framework in any manner at any point of time, as per the requirement of the scheme.

Figure 1 explains the envisaged multi layered monitoring of the schemes to ensure robust monitoring

Figure 1: The envisaged multi-layered monitoring structure of the schemes



### 13 DE-ACCREDITATION OF TAs, TTCs, AAs AND ALL STAKEHOLDERS

- 13.1 Post accreditation, affiliation and target allocations, the issue of non-performance/non-compliance by a TAs, TTCs, AAs and other stakeholders shall be reported to the PMU in the following instances:
- 13.2 If the TAs, TTCs, AAs and other stakeholders fails to score the minimum threshold value (scores percentage) as decided by the scheme pertaining to the Compliance and Performance.
- 13.3 If serious non-compliance issues are observed during monitoring of the TAs, TTCs, AAs and all stakeholders, the PMU may decide whether the TAs, TTCs, AAs and all stakeholders should be allowed to continue in the scheme or not. TAs, TTCs, AAs and all stakeholders may also escalate the case to Apex Committee for de-accreditation of the TAs, TTCs, AAs and all stakeholders.

#### **14 CONSEQUENCE MANAGEMENT SYSTEM**

- 15.1 Any non-compliance with respect to the scheme specific guidelines, such as fake enrolments or process deviations in training, assessment or any other observation during the execution of the scheme, will be placed before the PMU. PMU may penalize the stakeholder.
- 15.2 Based on the nature and severity of the discrepancy, PMU may suspend/blacklist the concerned TAs, TTCs, AAs or other stakeholders from the scheme. Suspension indicates that the concerned stakeholder is not allowed to operate under the scheme. Suspension is temporary, for a limited period, as decided by the PMU. Blacklisting indicates that the TAs, TTCs, AAs or stakeholders will not be allowed to operate under the scheme under any circumstances. Such blacklisted stakeholder will be permanently debarred from the scheme, as decided by PMU.
- 15.3 PMU may also refer the case to Apex Committee for de-accreditation, depending on the nature and severity of the discrepancy.

#### **15 GRIEVANCE**

- 16.1 The stakeholders have the opportunity to raise their grievances pertaining to their issues to PMU. In case the aggrieved person is not satisfied with the decision of the PMU, such cases may be escalated to the Apex Committee.

#### **16 MISCELLANEOUS**

- 17.1 Application and other forms, format are attached as annexure with this documents.
- 17.2 Portal address:- [www.svyks.in](http://www.svyks.in)
- 17.3 Email ID – [svyksetu@gmail.com](mailto:svyksetu@gmail.com)
- 17.4 **Address for communication and Applying forms**  
“Swami Vivekanand Yuva Kaushal Setu”  
“Chhattisgarh Swami Vivekanand Technical University”  
Old campus, North park Avenue, Sector 8, Bhilai, Chhattisgarh
- 17.5 **In case of Demand Draft: DD should be-**  
In the name of - “Swami Vivekanand Yuva Kaushal Setu”  
Payable at - Bhilai

# **Annexure – A**

Project Finance and Pay-out

(March 2020)

**Annexure A- Project Finance and Pay-out****1. Candidate RPL Fees:**

1.1. Candidate shall pay RPL fees of INR 2,000/- per course for RPL directly to SVYKS portal or notified means for RPL Certification. Candidates may enroll second time in the same/different courses (job role) under RPL over the duration of the Scheme. Each time candidate has to pay required RPL fees

**2. Assessment Agency Empanelment Fees:**

2.1. Assessment Agency shall pay application fees of INR 25,000/- at the time of filing of application. This application fees is non-refundable. Empanelment Fees mentioned under point 2 in the table below is refundable only in case of non-empanelment / rejection of application.

2.2. All mentioned Fees are non-refundable. Incremental cost per sector shall be levied as per table mentioned below:-

S.NO.	Fee Description	Fees (Amount)	Remark
1	Application Fees	INR 25,000/-	Non-refundable fees at the time of filing Application
2	Empanelment Fees Per Sector	INR 10,000/-	If any AA want to affiliate for one or more Sectors
	Empanelment Fees for all Sector	INR 2,00,000/-	If any AA want to affiliate for all Sector

**3. Training Agency (TA)Empanelment Fees:**

3.1. All Training Agency (TA) applicant are required to submit Application and Empanelment fees at the time of submitting the application.

3.2. Application and Empanelment fees is refundable after deducting 5% of total fees only in case of non-empanelment / rejection of application.

3.3. All mentioned Fees are non-refundable.



S.No.	Particulars	Amount	Remark
1	Application and Empanelment fees	INR 5,00,000/-	(One time at the time of TA registration). After successful registration TA can propose up to 100 Training cum Testing Centre (TTC) in any RPL project type 1, 2 and 3.
2	Processing Fees Per TTC	NIL	
3	Inspection fees per TTC	INR 3,000/- per Sector	Payable at the time of TTC application

#### 4. Direct Single Training cum Testing (TTC) Empanelment Fees:

4.1. All mentioned Fees are non-refundable.

S.No.	Particulars	Amount	Remark
1	Application fees	INR 10,000/-	(One time for TTC registration). Direct TTC can only propose RPL project type 3.
2	Processing Fees Per TTC	NIL	
3	Inspection fees of TTC	INR 5,000/- per Sector	Payable at the time of filling of TTC application.

#### 5. Empanelment Fees for Government Institutes / Agencies to become TA/DTTC

5.1 All mentioned Fees are non-refundable.

S.No.	Particulars	Amount	Remark
1	Application fees	INR 10,000/-	One time at the time of registration which is non-refundable.
2	Processing Fees Per TTC	NIL	

3	Inspection fees of TTC	NIL	For sectors, related to courses which are already running in institute and affiliated/recognized by any govt. University/ Agency.
4	Inspection fees of TTC	INR 3,000/- per Sector	For sectors, related to new courses which are not running in institute and not affiliated/recognized by any govt. University/ Agency.  Payable at the time of filling of TTC application.

### 6. Training of Trainer's (ToT) Fees:

6.1. All mentioned fees are non-refundable

S.no.	Type	Level	ToT Fee
1	For New Trainers	For Level 1 to 5 Courses	INR 2,000/- per course/module
		For Level 6 to 10 Courses	INR 3,000/- per course/module
2	For ToT certified trainers from SSC or SVYKS notified agency	For all level	INR 1,000/- per course/module

### 7. Training of Assessor's (ToA) Fees:

7.1. All mentioned fees are non-refundable

S.NO.	Type	Level	ToA Fee
1	For New Assessors	For all level	INR 2,000/- per course/module
2	For ToT certified assessors from SSC or SVYKS notified assessors	For all level	INR 1,000/- per course/module

### 8. ToT/ToA Centre Empanelment Fees:

8.1. All mentioned fees are non-refundable

S.NO.	Type	Centre Empanelment Fees
1	Only for ToA/ToT Center	INR 2,00,000/-

### 9. Master Trainer Orientation fees:

9.1. All mentioned fees are non-refundable

S.NO.	Type	Level	Orientation Fees
1	For New Master Trainer	For all Level	INR 3,000/- per course/module
2	For Certified Master Trainer from SSC or SVYKS notified agency	For all Level	INR 1,000/- per course/module

## 10. MONETARY PAY-OUTS

**10.1. Payout to TA/ Direct TTC** Payouts will be directly transferred by PMU to the TA/ Direct TTC's bank account after validation and approval of final assessment.

S.NO.	Sectors	Payout to TA/TTC Per Candidate
1	Manufacturing Sector	INR 600
2	Service Sector	INR 600

**10.1.1. Provision of Incentive:** An extra incentive over INR 600 will be awarded to TA after successful validation and approval of final assessment of beneficiaries as follows –

S.NO.	Number of RPL Candidates	Incentive / Candidate
1	0-500	NIL
2	501-2000	INR 50/-
3	2001-5000	INR 100/-
4	5001-10000	INR 150/-

Note: 1.All above incentive will be calculated in every financial year, that is - new calculation cycle will start with every new financial year.  
2. These provisions will vary as per point 12 in case of special project / funding.  
3. RPL candidates will not counted to be considered under extra incentive scheme in case of special project / funding.

## 10.2. Payout to Assessment Agency

S.NO.	Sectors	Payout to AA Per Candidate
1	Manufacturing Sector	INR 300
2	Service Sectors	INR 300

10.2.1. Upon validation and approval of final assessment results, PMU shall be paid the following assessment fees directly to Assessment agency's Bank account.

### **11. Modification of Records**

11.1. Modification/ addition of any record at any level by any entity shall be chargeable @ INR- 100/- per modification / addition.

### **12. Special Projects/Case**

- 12.1. All Fees and charges for the project sanction as **special projects** or case will be decided on case to case basis as per need and priority of the SVYKS with approval of Apex Committee.
- 12.2. Payout and Incentives under special project can vary case to case that will be decided by Apex committee.

### **13. Contacts and communications:**

13.1. Portal address:- [www.svyks.in](http://www.svyks.in)

13.2. Email-- [svyksetu@gmail.com](mailto:svyksetu@gmail.com)

13.3. Address for communication and Applying forms

“Swami Vivekanand Yuva Kaushal Setu”

“Chhattisgarh Swami Vivekanand technical university” Old campus

North park Avenue, Sector 8, Bhilai, Chhattisgarh

13.4. In case of Demand Draft:

In the name of - “Swami Vivekanand Yuva Kaushal Setu”

Payable at - Bhilai

# **Annexure – B**

Registration Forms and Formats

(March 2020)

**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)****Form 1 - Affiliation form for Training Agency (TA)****A. General Profile**

1 Proposed Name of TA : \_\_\_\_\_

2 Type of Parent Organization (Tick which is applicable)

Govt.  Private

Other (specify) \_\_\_\_\_

3 Name of "Parent Organization" (PO) : \_\_\_\_\_

4 Registration No. of PO : \_\_\_\_\_

5 Registering Authority of PO : \_\_\_\_\_

6 Registration Date of PO : \_\_\_\_\_

7 Full Address of Parent Organization : \_\_\_\_\_

City : \_\_\_\_\_ District : \_\_\_\_\_ Pin Code : \_\_\_\_\_

8 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_

9 Email Id : \_\_\_\_\_

10 Web site : \_\_\_\_\_

(Attach Proof of Registration of Parent Organization & all declared information)

11 Affiliated with any Govt University/Agency?  Yes  No

12 If Yes please specify Name of University/Agency : \_\_\_\_\_

13 Type of Institute / Center

Tech. College  Non Tech. College

Scheme  VTP/TP

Other \_\_\_\_\_

(Attach Proof of Affiliation)

**B. Contact Person**

1 Head of Organization : \_\_\_\_\_

2 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_

3 Whatsapp No. : \_\_\_\_\_

4 Email Id : \_\_\_\_\_

5 Name of TA Head : \_\_\_\_\_

6 Whatsapp No. : \_\_\_\_\_

7 Email Id : \_\_\_\_\_

(Attach a self signed letter on letter head from Head of the Organization as proof)

**C. Financial Profile**

- 1 PAN No. (If yes mention no.) : \_\_\_\_\_
- 2 GSTN (If yes mention no.) : \_\_\_\_\_
- 3 80G (If yes mention no.) : \_\_\_\_\_
- 4 TAN No. (If yes mention no.) : \_\_\_\_\_
- 5 12A (If yes mention no.) : \_\_\_\_\_
- 6 Other (Please specify) : \_\_\_\_\_
- 7 Combined Turnover of Financial year 2016-17, 2017-18 (In Rupees) : \_\_\_\_\_
- 8 Whether file ITR  Yes  No

(Attach Proof for all declared information, PAN, TAN, GSTN, Audit Reports, Copy of ITR etc.)

**D. Application fee Details**

- 1  DD  NEFT  RTGS  IMPS
- 2 DD No./NEFT/RTGS/IMPS Transaction No. : \_\_\_\_\_
- 3 Date of Payment : \_\_\_\_\_
- 4 Issuing Bank : \_\_\_\_\_
- 5 Amount : \_\_\_\_\_

(Attach Proof for above mentioned payment details with appropriate transaction proof)

Note: TA is required to furnish & submit Form1.1 - Registration Form for TTC under TA

Declaration: I solemnly declare that above mentioned all information are true to my knowledge and belief.

Date :

Name & Signature of Head of the  
Organization with Seal & date

**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)****Form 1.1 - Affiliation form for TTC under Training Agency****A. TTC Registration Details**

1 Proposed TTC Name : \_\_\_\_\_

2 Registered TA Name : \_\_\_\_\_

3 TA Reg. No. : \_\_\_\_\_

4 Type of RPL

 RPL Centre Employer Premises RPL Camp

5 TTC Address : \_\_\_\_\_

City : \_\_\_\_\_ District : \_\_\_\_\_ Pin Code : \_\_\_\_\_

6 Applied for Sector & Modules (Furnish this detail in **table 1** given with this form)

7 Total Area of Centre (in sqft.) : \_\_\_\_\_

8 Details of TTC Head (Attach authority letter from head of organization/TA head)

9 Head of TTC : \_\_\_\_\_

10 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_

11 Whatsapp No. : \_\_\_\_\_

12 Email Id : \_\_\_\_\_

13 Tick all which are available -

- |   |       |   |
|---|-------|---|
| <input type="checkbox"/> Number of Theory Classroom         |       | (Attach photographs for each classroom)       |
| <input type="checkbox"/> Number of Labs                     |       | (Attach photographs for each lab)             |
| <input type="checkbox"/> Availability of Trainers (Yes/No)  |       | (Refer <b>Table 2</b> , given with this form) |
| <input type="checkbox"/> Washroom for Men & Women (Yes/No)  |       | (Attach photographs)                          |
| <input type="checkbox"/> Office Setup (Yes/No)              |       | (Attach photographs)                          |
| <input type="checkbox"/> Course Material / Library (Yes/No) |       | (Attach photographs)                          |
| <input type="checkbox"/> First Aid (Yes/No)                 |       | (Attach photographs)                          |
| <input type="checkbox"/> Projector (Yes/No)                 |       | (Attach photographs)                          |
| <input type="checkbox"/> Tools & Equipment (Yes/No)         |       | (Attach photographs)                          |
| <input type="checkbox"/> Parking(Yes/No)                    |       | (Attach photographs)                          |
| <input type="checkbox"/> Fire Extinguisher (Yes/No)         |       | (Attach photographs)                          |
| <input type="checkbox"/> Internet (Yes/No)                  |       | (Attach Latest Bill)                          |
| <input type="checkbox"/> Electricity (Yes/No)               |       | (Attach Latest Bill)                          |
| <input type="checkbox"/> Others                             | _____ |   |

14 Whether  Rented  Own (Attach rent agreement/ownership document))

- Note :
1. Use Copies of this form to Apply for Multiple Centers.
  2. Attach proof for declared information (wherever is required).
  3. Attach List of tools & equipment (course wise).
  4. If applying for RPL Employer Premises than attach concern letter from employer for conducting RPL at their premises.
  5. Attach at least 2 Photographs of center's front elevation with flex/Sign Board of TTC.



**B. Inspection fee Details**

- 1  DD  NEFT  RTGS  IMPS
- 2 DD No./NEFT/RTGS/IMPS Transaction No. : \_\_\_\_\_
- 3 Date of Payment : \_\_\_\_\_
- 4 Issuing Bank : \_\_\_\_\_
- 5 Amount : \_\_\_\_\_

(Attach Proof for above mentioned payment details with appropriate transaction proof)

Declaration: I solemnly declare that above mentioned all information are true to my knowledge and belief

Date :

Name & Signature of Head of the  
Organization with Seal & date





**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)****Form 2 - Affiliation form for Direct Training cum Testing Center (DTTC)****A. General Profile**

- 1 Proposed Name of DTTC : \_\_\_\_\_
- 2 Type of Parent Organization (Tick which is applicable)
- Govt.  Private
- Other (specify) \_\_\_\_\_
- 3 Name of "Parent Organization" (PO) : \_\_\_\_\_
- 4 Registration No. of PO : \_\_\_\_\_
- 5 Registering Authority of PO : \_\_\_\_\_
- 6 Registration Date of PO : \_\_\_\_\_
- 7 Full Address of Parent Organization : \_\_\_\_\_

City : \_\_\_\_\_ District : \_\_\_\_\_ Pin Code : \_\_\_\_\_

- 8 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 9 Email Id : \_\_\_\_\_
- 10 Web site : \_\_\_\_\_

(Attach Proof of Registration of Parent Organization & all declared information)

- 11 Affiliated with any Govt University/Agency ?  Yes  No
- 12 If Yes please specify Name of University/Agency : \_\_\_\_\_

- 13 Type of Institute / Center
- Tech. College  Non Tech. College
- Scheme  VTP/TP
- Other \_\_\_\_\_

(Attach Proof of Affiliation)

**B. Contact Person**

- 1 Head of Organization : \_\_\_\_\_
- 2 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3 Whatsapp No. : \_\_\_\_\_
- 4 Email Id : \_\_\_\_\_
- 5 Name of DTTC Head : \_\_\_\_\_
- 6 Whatsapp No. : \_\_\_\_\_
- 7 Email Id : \_\_\_\_\_

(Attach a self signed letter on letter head from Head of the Organization as proof)

**C. Financial Profile**

- 1 PAN No. (If yes mention no.) : \_\_\_\_\_
- 2 GSTN (If yes mention no.) : \_\_\_\_\_
- 3 80G (If yes mention no.) : \_\_\_\_\_
- 4 TAN No. (If yes mention no.) : \_\_\_\_\_
- 5 12A (If yes mention no.) : \_\_\_\_\_
- 6 Other (Please specify) : \_\_\_\_\_
- 7 Combined Turnover of Financial year 2016-17, 2017-18 (In Rupees) : \_\_\_\_\_
- 8 Whether file ITR  Yes  No

(Attach Proof for all declared information, PAN, TAN, GSTN, Audit Reports, Copy of ITR etc.)

**D. Application fee Details**

- 1  DD  NEFT  RTGS  IMPS
- 2 DD No./NEFT/RTGS/IMPS Transaction No. : \_\_\_\_\_
- 3 Date of Payment : \_\_\_\_\_
- 4 Issuing Bank : \_\_\_\_\_
- 5 Amount : \_\_\_\_\_

(Attach Proof for above mentioned payment details with appropriate transaction proof)

Note: DTTC is required to furnish & submit Form 2.1 - Affiliation Form for RPL Center within 3 months of provisional affiliation of DTTC.

Declaration: I solemnly declare that above mentioned all information are true to my knowledge and belief.

Date :

Name & Signature of Head of the  
Organization with Seal & date

**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)****Form 2.1 - Affiliation form for RPL Center under DTTC****A. DTTC Registration Details**

1 Proposed DTTC Name : \_\_\_\_\_

2 Provisional DTTC Reg. No. : \_\_\_\_\_

3 Type of RPL

 RPL Centre4 DTTC Address : \_\_\_\_\_  
\_\_\_\_\_

City : \_\_\_\_\_ District : \_\_\_\_\_ Pin Code : \_\_\_\_\_

5 Applied for Sector & Modules (Furnish this detail in **table 1** given with this form)

6 Total Area of Centre (in sqft.) : \_\_\_\_\_

7 Details of DTTC Head (Attach authority letter from head of organization)

8 Head of DTTC : \_\_\_\_\_

9 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_

10 Whatsapp No. : \_\_\_\_\_

11 Email Id : \_\_\_\_\_

12 Tick all which are available -

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Number of Theory Classroom         |  | (Attach photographs for each classroom)       |
| <input type="checkbox"/> Number of Labs                     |  | (Attach photographs for each lab)             |
| <input type="checkbox"/> Availability of Trainers (Yes/No)  |  | (Refer <b>Table 2</b> , given with this form) |
| <input type="checkbox"/> Washroom for Men & Women (Yes/No)  |  | (Attach photographs)                          |
| <input type="checkbox"/> Office Setup (Yes/No)              |  | (Attach photographs)                          |
| <input type="checkbox"/> Course Material / Library (Yes/No) |  | (Attach photographs)                          |
| <input type="checkbox"/> First Aid (Yes/No)                 |  | (Attach photographs)                          |
| <input type="checkbox"/> Projector (Yes/No)                 |  | (Attach photographs)                          |
| <input type="checkbox"/> Tools & Equipment (Yes/No)         |  | (Attach photographs)                          |
| <input type="checkbox"/> Parking(Yes/No)                    |  | (Attach photographs)                          |
| <input type="checkbox"/> Fire Extinguisher (Yes/No)         |  | (Attach photographs)                          |
| <input type="checkbox"/> Internet (Yes/No)                  |  | (Attach Latest Bill)                          |
| <input type="checkbox"/> Electricity (Yes/No)               |  | (Attach Latest Bill)                          |
| <input type="checkbox"/> Others _____                       |  |   |

13 Whether  Rented  Own (Attach rent agreement/ownership document)

Note : 1. Attach proof for declared information (wherever is required).

2. Attach List of tools &amp; equipment (course wise).

3. Attach at least 2 Photographs of center's front elevation with flex/Sign Board of DTTC.

**B. Inspection fee Details**

- 1  DD  NEFT  RTGS  IMPS
- 2 DD No./NEFT/RTGS/IMPS Transaction No. : \_\_\_\_\_
- 3 Date of Payment : \_\_\_\_\_
- 4 Issuing Bank : \_\_\_\_\_
- 5 Amount : \_\_\_\_\_

(Attach Proof for above mentioned payment details with appropriate transaction proof)

Declaration: I solemnly declare that above mentioned all information are true to my knowledge

Date :

Name & Signature of Head of the  
Organization with Seal & date

**Table 1 : Applied for Sector & Modules (Furnish following list)**

(Note : Applicant may attach copies of this list if required)

S.No.	Sector	Module	Name of Course/Module

Declaration: I solemnly declare that above mentioned all information are true to my knowledge

Date :

Name & Signature of Head of the  
Organization with Seal & date





**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)****Form 3 - Affiliation form for Assessment Agency (AA)****A. General Profile**

- 1 Proposed Name of Assessment Agency (AA) : \_\_\_\_\_
  - 2 Type of Parent Organization /Assessment Agency (Tick which is applicable)
    - Govt.  Private
    - Other (specify) \_\_\_\_\_
  - 3 Name of **Parent Organization (PO)** : \_\_\_\_\_  
\_\_\_\_\_
  - 4 Registration No. of PO : \_\_\_\_\_
  - 5 Registering Authority of PO : \_\_\_\_\_
  - 6 Registration Date of PO : \_\_\_\_\_
  - 7 Full Address of Parent Organization : \_\_\_\_\_  
\_\_\_\_\_
- City : \_\_\_\_\_ District : \_\_\_\_\_ Pin Code : \_\_\_\_\_
- 8 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_
  - 9 Email Id : \_\_\_\_\_
  - 10 Web site : \_\_\_\_\_

(Attach Proof of Registration of Parent Organization &amp; all declared information)

**B. Contact Person**

- 1 Head of Organization : \_\_\_\_\_
- 2 Contact No. 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3 Whatsapp No. : \_\_\_\_\_
- 4 Email Id : \_\_\_\_\_
- 5 Name of AA Head : \_\_\_\_\_
- 6 Whatsapp No. : \_\_\_\_\_
- 7 Email Id : \_\_\_\_\_

(Attach a self signed letter on letter head from Head of the Organization as proof)

**C. Financial Profile**

- 1 PAN No. (If yes mention no.) : \_\_\_\_\_
- 2 GSTN (If yes mention no.) : \_\_\_\_\_
- 3 80G (If yes mention no.) : \_\_\_\_\_
- 4 TAN No. (If yes mention no.) : \_\_\_\_\_
- 5 12A (If yes mention no.) : \_\_\_\_\_
- 6 Other (Please specify) : \_\_\_\_\_
- 7 Combined Turnover of Financial year 2016-17, 2017-18 (In Rupees) : \_\_\_\_\_
- 8 Whether file ITR  Yes  No

(Attach Proof for all declared information, PAN, TAN, GSTN, Audit Reports, Copy of ITR etc.)

<b>D. AA Registration Details</b>
-----------------------------------

1 Applied for Sector & Modules (Furnish this detail in **table 1**, given with this form)

2 Tick all which are available -

Office Setup (Attach Photograph)

Availability of Question Bank (Attach Sample Papers)

Number of Assessors  (Furnish **Table 2**, given with this form)

Others \_\_\_\_\_

3 Experience as Assessment Agency (in year) : \_\_\_\_\_

4 Name of Assessment Agency (existing) : \_\_\_\_\_

5 Experience Detail -

SN	Name of Scheme	Affiliated Sector with codes	Affiliated State	Year of Affiliation	Total no. of assessed candidates
1					
2					
3					

Note : 1. Attach proof for declared information (wherever is required).

<b>E. Application and affiliation fee Details</b>
---

1  DD  NEFT  RTGS  IMPS

2 DD No./NEFT/RTGS/IMPS Transaction No. : \_\_\_\_\_

3 Date of Payment : \_\_\_\_\_

4 Issuing Bank : \_\_\_\_\_

5 Amount : \_\_\_\_\_

(Attach Proof for above mentioned payment details with appropriate transaction proof)

Declaration: I solemnly declare that above mentioned all information are true to my knowledge

Date :

Name & Signature of Head of the  
Organization with Seal & date





**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)****Form 4 - Candidate Registration****A. Candidate Profile**

1 Candidate Name

\_\_\_\_\_

First Name Middle Name Last Name

2 Gender  Male  Female  Other3 Date of Birth : \_\_\_\_\_  
(Attach any proof) ( DD / MM / YYYY )

4 Contact No. : \_\_\_\_\_

5 Email Id : \_\_\_\_\_

6 Whether Registered Under any Scheme  Yes  No

7 Scheme Name : \_\_\_\_\_

8 Source of Registration

 Individual  DTTC  TA Mobilizer

9 Enter TA/DTTC/Mobilizer Id : \_\_\_\_\_

10 Phone No. 1. \_\_\_\_\_ 2. \_\_\_\_\_

11 Email Id : \_\_\_\_\_

12 Whatsapp No. : \_\_\_\_\_

13 Address : \_\_\_\_\_

City : \_\_\_\_\_ District : \_\_\_\_\_ Pin Code : \_\_\_\_\_

**B. Candidate Personal Details**

1 Father's Name : \_\_\_\_\_

2 Mother's Name : \_\_\_\_\_

3 Husband's Name : \_\_\_\_\_

4 Religion : \_\_\_\_\_

5 Category  SC  ST  OBC  
 General (Attach Caste Certificate for SC/ST/OBC)6 Minority  Yes  No7 Marital Status  Single  Married  Widow  
 Never Married  Divorced  Other \_\_\_\_\_8 Disability (Attach Certificate)  Yes  No

9 Type of Disability : \_\_\_\_\_

% of Disability

(Attach Proof for all declared information)

Paste recent Color  
Photograph & Staple  
2 more Same  
passport size color  
photograph

Signature

**C. Identification of Candidate**

- 1 Aadhar No./Aadhar Enroll No. (mandatory) : \_\_\_\_\_
- 2 BPL Registration Number (If applicable)) : \_\_\_\_\_
- 3 Domicile of CG ? (Yes/No) : \_\_\_\_\_
- 4 Any Recommendation for RPL (Yes/No) : \_\_\_\_\_
- 5 If Yes Specify Source : \_\_\_\_\_

(Attach Proof for Aadhar, Domicile,BPL & all other declared information)

**D. Qualification Details**

S N	Qualification	Type of Qualification	Year of Passing	Duration in Month	School / College Name	Full Address of Institute	Board / University Name	Full Address of Board/University.	% of Marks	Division / Grade
1										
2										
3										
4										

(Attach photocopy of marksheet/certificate for all qualification detail)

**E. Vocational Qualification Details**

S N	Modular Course Name	Modular Course Sector	Modular Course Code	NSQF Level (1-10)	Year of Passing	Duration of course (in months)	Center Name	Center Full Address	Certifying Agency Name
1									
2									
3									

(Attach photocopy of marksheet/certificate for all vocational qualification detail)

**F. Experience Details**

SN	Non-Working/Working/Retired	Full Time / Part Time	Central Govt / State Govt / Private / Semi Govt / PSU / Autonomous Body / Statutory Body / Corporation / Others	Name of Organization / Department	Designation & Office Address	Contact Number of Office	From	Up to	Duration (MM/YY)	Nature of Work	Domain
1											
2											
3											

(Attach Proof of Experience)

**G. Award / Recognition (if applicable)**

SN	Award / Recognition	Name of Award / Recognition	National/International/State Level	Year	Given By (Govt/ Private/ UNO/ Other)	Name of Organization / Agency	Country	Description (for which work you got Award / Recognition)	Any other information
1									
2									
3									

(Attach Proof of Award / Recognition)

**H. Registration fee Details**

- 1  DD  NEFT  RTGS  IMPS
- 2 DD No./NEFT/RTGS/IMPS Transaction No. : \_\_\_\_\_
- 3 Date of Payment : \_\_\_\_\_
- 4 Issuing Bank : \_\_\_\_\_
- 5 Amount : \_\_\_\_\_

(Attach Proof for above mentioned payment details with appropriate transaction proof)

Declaration: I solemnly declare that above mentioned all information are true to my knowledge and belief

Date :

Name & Signature of Candidate  
with date



<b>I. For office use only</b>	
1 Enrollment No/ Candidate Id	: _____
2 Roll No.	: _____
3 Batch No.	: _____
4 Course Code	: _____
5 RPL Type	: _____
6 TA Name	: _____
7 TA Reg. No	: _____
8 TTC Name	: _____
9 TTC No	: _____
10 Direct TTC Name	: _____
11 Direct TTC No	: _____
12 Approved-Not Approved	: _____

**Checked By:**

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No : \_\_\_\_\_

Signature with Date :

**SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)**

**Format 5 - Covering Letter for all TA / DTTC / AA**

**Covering Letter**

To

Project Head,  
Swami Vivekanand Yuva Kaushal Setu  
CSVTV Old Campus, North Park Avenue,  
Sector 8, Bhilai, Chhattisgarh-490009

Dear Sir,

Sub: Empanelment as Training Agency / Direct TTC/ Assessing Agency (Tick one – whichever is applicable) under Swami Vivekanand Yuva Kaushal Setu (SVYKS).

Please find enclosed as Proposal in respect of the Empanelment as Training Agency / Direct TTC/ Assessing Agency (Tick one – whichever is applicable) under Swami Vivekanand Yuva Kaushal Setu (SVYKS) in response to the **EOI invited for Empanelment of Training Agency and Assessment Agency for - Recognition of Prior Learning(RPL) of Skill under the Scheme “Swami Vivekanand Yuva Kaushal Setu”**

We hereby confirm that:

1. The Proposal is being submitted by *<Name of Applicant Agency>*, in accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by CSVTV and in any subsequent communication sent by CSVTV. Our Proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from CSVTV.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that the CSVTV will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of Applicants for the aforesaid program, and we certify that all information provided in the Application including all forms and supporting documents 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.

4. We acknowledge the right of the CSVTU 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.

5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the EOI. We certify that we have not been blacklisted by any public authority for breach on our part

6. This proposal is unconditional and we hereby agree by terms and conditions of EOI.

7. We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from CSVTU.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined by the CSVTU, This Proposal is made for the purpose of Empanelment as Training Agency / Direct TTC/ Assessing Agency (Tick one – whichever is applicable) under Swami Vivekanand Yuva Kaushal Setu (SVYKS).

In witness thereof, we submit this Proposal under and in accordance with the terms of the EOI document

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)