

# Udaan Guidelines

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Ministry of Home Affairs



सत्यमेव जयते

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# SPECIAL INDUSTRY INITIATIVE (SII) FOR J&K 'UDAAN'

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## 1. Background

Based on the recommendation of the Expert Group constituted by the Prime Minister under the chairmanship of Dr. C. Rangarajan, the Government of India launched the Scheme Special Industry Initiative for Jammu & Kashmir in the nature of partnership between the corporates of India and Ministry of Home Affairs. The corporates, in course of implementation of the Scheme, encountered several difficulties such as duration of training, payment mechanism, rigidity in the apportionment of different components of training cost etc. The Committee of Secretaries deliberated on the issue. Based on the recommendations of the Committee of Secretaries and the feedback from other agencies, Cabinet Committee on Economic Affairs (CCEA) in its meeting held on 24.1.2013 approved proposal for revision in the norms for the Scheme. The guideline for implementation of the Scheme is issued as follows:

## 2. Name, Extent & Operation

- (i) The Scheme shall be known as Special Industry Initiative for J&K christened as SII, J&K and will be titled as 'Udaan'.
- (ii) The scheme is extended to only the State of Jammu & Kashmir which has commenced into operation from 07.11.2011.

## 3. Objective

The programme aims to provide skills training and enhance the employability of unemployed youth of J&K. The Scheme will cover graduates, post graduates, professional degree holders and three year engineering diploma holders. It has two objectives:

- (i) To provide an exposure to the unemployed graduates to the best of Corporate India;
- (ii) To provide Corporate India, an exposure to the rich talent pool available in the State.

## 4. Definitions

In this Guidelines, unless the context otherwise requires-

- (i) *Government* means Ministry of Home Affairs (MHA).
- (ii) *State Government* means Government of Jammu & Kashmir.
- (iii) *Corporate* mean an affiliation, alliance, association, business, company, concern, trust registered under Law and which can sue or be sued.

- (iv) *Public Sector Undertakings (PSUs)* – Such corporate or legal entities created or controlled by Government of India to undertake commercial activities,
- (v) *Training* means acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.
- (vi) *Campus* means ground and buildings of educational and training institutions.
- (vii) *Educational Institution (EI)* means any college, professional institutes, universities, Institutes of Technology including polytechnics and such specialized schools or Institutes of Higher education, vocational school of academy giving a degree of graduation recognized by an agency duly authorized under law.
- (viii) *Implementing agency (IA)* means an agency appointed by the MHA for the purpose of implementation of the Scheme.
- (ix) *Graduate* means a person who has completed the requirement of a degree studied at the institution which is recognized by a university or such entity created under law to confer them.
- (x) *Corporate Social Responsibility (CSR)* means efforts of a corporate to manage the business processes to produce an overall positive impact on society by contributing to the social and economic development.
- (xi) *Project Evaluation Committee (PEC)* means the committee constituted to add and assist for evaluating the proposal submitted under the Scheme.
- (xii) *Project Approval Committee (PAC)* means a Committee constituted by MHA to approve the proposal based on the recommendation of IA.

## 5. Qualification for Target Audience

A person shall be qualified for being appointed as a trainee under Udaan if he or she is

- (i) Resident of the State of Jammu and Kashmir
- (ii) More than 18 years of age and less than 40 years of age on the date of selection,
- (iii) Is a graduate, post-graduate, professional degree holder or a three year engineering diploma holder or student in the final year of graduation
- (iv) Unemployed on the date of joining

## 6. Target

Following targets have been set:-

- (i) *Physical:* The Scheme aims to cover 40,000 youth of J&K over a period of five years.
- (ii) *Financial:* Rs. 750.00 crore has been earmarked for implementation of the scheme over a period of five years.

## **7. Implementing Agency (IA)**

Ministry of Home Affairs may engage such agency which it considers fit for purpose of implementation of the Scheme.

*Note: At present, National Skill Development Corporation (NSDC), a not-for-profit company set up by the Ministry of Finance, under Section 25 of the Companies Act has been authorized to implement the Scheme.*

## **8. Period of Training and Skill Up-gradation**

- (i) It shall be for a minimum of three months to a maximum of six months depending upon the profile and requirement of the corporate engaged for the purpose.
- (ii) The duration may be increased to nine months by Project Approval Committee (PAC) on a request of the corporate.

## **9. Location of Training**

- (i) The training will invariably be conducted outside the State of J&K.
- (ii) Based on the requirement and request of the corporate on the recommendations of PEC and IA, PAC may allow the training within the State of J&K from case to case basis.

## **10. Implementation Mechanism**

- (i) IA will engage with all the stakeholders such as target audience, Corporates, State Government, and MHA and bring them on a single platform for achieving the objectives of the scheme.
- (ii) *Website:* IA shall host a website for implementation of this programme. The website will feature the following:
  - a. Details of the scheme and its guidelines;
  - b. On line registration portal for the target audience;
  - c. Format for submission of the proposal by the corporate;
  - d. Monitoring formats;
  - e. Draft template of MoU to be signed by NSDC and participating entities;
  - f. List of colleges, universities, institutions of Jammu & Kashmir;
  - g. Universities, colleges, professional institutions etc.
  - h. Name and telephone numbers of the Nodal department of the State Government and nodal officers appointed by the State Government at State/Institution
  - i. Details of participating corporates;
  - j. Development and progress of the Scheme
  - k. Success stories;
  - l. Any other information considered appropriate for furtherance of the objective of the Scheme

- (iii) Any eligible person desirous of joining the Udaan Scheme for improving his skill and employability may get registered online for being considered by the Corporate. IA will facilitate access to such registered candidates to the corporate who have joined the scheme for implementation, through the online web-portal.

*Note: The registration however will not confer any right to registered person for being considered for selection.*

- (iv) *Engagement with Corporates:* The Ministry of Home Affairs and the IA will engage with identified corporates and motivate them to identify different places in the State of J&K as their recruitment centre for selection of unemployed youth on and off campus.

- (v) *Submission of Proposal by Corporate or PSU:* Corporate desirous to participate in the programme will submit its proposal to IA in the prescribed format as given in Annexure I.

- (vi) *Examination of the Proposal:* After receipt of the proposal from the corporates, IA will get the proposal examined through PEC on the technical and financial aspects of the proposal. While appraising the proposal, due diligence shall be made to scrutinize the viability of the proposal in terms of its credentials, training capacity, completion of the programme, improving the employability of target audience, employment opportunities, offer of pay package, sustainability of job so offered to the trainees etc.

- (vii) *PEC & Evaluation of the Proposal:* PEC shall be constituted to evaluate the proposals submitted by the corporate. Its composition will be as follows:

- |  |               |
|--|---------------|
| a. Representatives from IA   | - Chairperson |
| b. Director, Employment, Govt. Of J&K  | - Member      |
| c. Representatives from Due Diligence partner  | - Member      |
| d. IA may opt to have a representative from MHA at the meeting of PEC, if so considered by them. |               |

- (viii) *PAC & Approval of the Proposal:* The proposal appraised by IA through PEC, will be placed before PAC constituted as follows:

- |   |                                  |
|---|----------------------------------|
| a. Joint Secretary ( Kashmir), MHA          | - Chairperson                    |
| b. Representative from the State Government | - Member                         |
| c. Former Secretary General PHDCCI          | - Member                         |
| d. CEO, IA                                  | - Member Secretary<br>& Convener |

- (ix) PAC after due deliberation will approve the proposal or may call for further information, as deem fit for approving the proposal. IA will put the decision of the PAC to its Board for information.

- (x) *Signing of MoU:* Following the approval of proposal by the PAC, a MoU shall be signed between IA and Corporate. In case of PSUs or for non financial commitments from private corporates, a letter awarding the work will be

issued by IA. The IA may have the right to amend the standard MoU, and the changes shall be put up to the PAC for information.

## **11. Training**

- (i) The venue, curriculum and duration of training will be decided by the corporate based on the profile and requirement of the organization for improving the skill and employability of target audience.
- (ii) The incidental expenses of training i.e. cost of travel, boarding & lodging, stipend, medical insurance etc will be governed by the financial norms as provided in these guidelines.

## **12. Role and Responsibilities of 'Udaan' Partners**

### **(i) State Government:**

The State Government will

(a) Enable and facilitate the visit of team of Corporate through its different institutions such as Nodal Departments, District Administration, Universities, Colleges etc. It will make an endeavor to make Corporates and its team feels at home and secure during their visit to the different potential places of States for recruitment purpose.

(b) Notify a Nodal Department called the 'state nodal Department' for implementation of the scheme. The department so notified will be responsible for liaising with the IA, corporate and the Educational Institution including the Employment Exchanges for bringing the Corporate and the Target Audience on a single platform.

(c) Notify the name, telephone and mobile number of nodal officer and the same shall be uploaded on the website of 'Udaan' hosted by IA, Nodal Department of the State Government and EI's.

(d) Provide opportunity of selection to off campus unemployed youth also whether enrolled in the Employment Exchange or not, for participating in the selection process undertaken by the corporate at the designated venue.

(e) Ensure verification of selected candidates to be completed within 15 days from the date of receipt of the list from Corporate. An endeavor will be made to ensure that the date fixed by the corporates for starting their training is not compromised on account of poor turnout of selected candidates due to pendency of verification of selected candidates.

### **(ii) Corporate:**

The Corporate having entered into a MoU with IA, will

(a) Depute its team to the different campuses for identification and selection of the candidates from the target audience in terms of approval given by PAC.

(b) Make their plan of visit notified to the Target audience, Educational Institutes, IA and the state government with a copy to MHA. The visit shall be widely publicized by the visiting Corporates and EI's well in advance through different medium such as print/ electronic media, notice board, website, posters, hoardings etc. The medium of publicity shall be adopted by Corporate in consultation with the Nodal Officer of the State Government/Head of the Institution/IA.

(c) Notify a Contact Liaison Officer to the selected candidates for communication between each other.

(d) Notify to the selected candidates about the commencement of the training, training centers, transport, accommodation, duration of training, briefing about the places etc. It shall also provide the check list of do's/don't to be observed during training/employment.

(e) Forward the list of selected candidates to the Authority designated by the State Government for verification of their antecedents.

(f) Facilitate the visit of selected candidates for training from the place of origin in J&K to the training destination.

### **(iii) Educational Institutions (EI):**

Every such institution will,

(a) Provide a venue in its campus to the Corporates and other stake holders of the programme for selection process.

(b) Advertise the visit of Corporate and its selection process as notified by them and extend all help and assistance as needed,

(c) Provide for requirement of infrastructure like computers, dongle for internet etc through the computer labs of the Institutions.

## **13. Nodal Officers**

Two categories of nodal officers shall be appointed by the state government,

Category 1: State Nodal Officer

Category 2: Nodal officers at EI/Employment Exchange (EE)

(i) State Govt., the Deputy Commissioners, Educational Institutions shall designate their Nodal Officers to work in close coordination with 'Udaan' partners.

(ii) The name, telephone and mobile numbers of such nodal officer shall be uploaded on the website of 'Udaan' hosted by IA, and nodal department of the State Government and Educational Institutions.



## 14. Roles and Responsibility of Nodal officer

### (i) State Nodal Officer:

#### a) Overall responsibilities:

- a. The State Nodal Officer shall:
- b. Interface with Department of Higher Education of Jammu and Kashmir to ensure all the colleges in districts are engaged in the Udaan scheme
  - i. Interface with employment exchange across the state for their mobilisation.
- c. Interact with Udaan partner/corporates and help in promotion of training programs, mobilization of selection drives, providing venue and logistics for selection.
- d. Develop connect with all nodal officers in the EI/EE, ensure they understand their roles and review performance. Organize quarterly meetings at the level of Nodal Department of state of J&K with them and representatives of IA to understand the progress of Udaan
- e. Ensure venue in every district all year round for Udaan selection drive.
- f. provide accommodation, inter-state transportation and security to udaan partners visiting Jammu and Kashmir
- g. Work in tandem with all stake holders in the state to ensure clear turnaround time for each stage of Udaan implementation and compliance of the same.

#### b) Role in Pre mobilization Stage:

- a. The State Nodal officer will organize meeting /conference call with corporates and IA to understand and finalise the construct of the selection process. This should happen within a week of approval of the proposal. The meeting should include understanding the selection process, finalisation of dates, venue, logistics, accommodation, inter-state travel and security .All the details should be closed within 10 days of the meeting.

#### c) Mobilisation Stage:

- a. Ensure that all the pre-mobilisation stage requirements are completed three days before the selection.
- b. Ensure smooth implementation of mobilisation drive and provide assistance if there are any ad hoc difficulties

#### d) Post Mobilisation stage:

- a. He will provide back ground verification list to the Udaan partner within 2 weeks of receiving the list of candidates.

## **(ii) Role of Nodal Officer in EI/EE:**

- (a) Establish interface with Placement coordinators and ensure students know about Udaan and ensure that eligible candidates participate in the selection drive
- (b) Conduct Udaan information seminar in their respective colleges and ensure registration of students on the website [www.nsdcudaan.com](http://www.nsdcudaan.com)
- (c) Connect with college Alumni Network and promote Udaan scheme
- (d) Inform students about the programme through posters, online portal and articles in magazines
- (e) Appoint and manage Udaan ambassador of their respective college to promote Udaan
- (f) Ensure venue in their given district is available all year round for Udaan selection drive.

## **15. Stipend**

Udaan trainees will be paid minimum Rs 2500/- per month as stipend during the training period. The corporates may supplement the amount as per their policy.

## **16. Health Safety and Welfare of Trainee**

The trainees will be covered with travel/medical- accident insurance against travel exigencies, accidents and illnesses@ Rs 1500/ person.

## **17. Conduct, Hour of Training, Leave and Holidays**

The trainee shall be governed by the rules and regulation for conduct and discipline hours of training, leave and holidays as prescribed by the Corporate from time to time for training purpose.

## **18. Placement**

- i) During or after the completion of the training, the trainee may be interviewed for placement by Corporate, through placement agency or by organizing job fair.
- ii) In case of successful placement, IA will reimburse Rs. 50,000 to the corporate provided it offers the job to the trainee (within or outside the company) for at least 90 days after successful completion of training. However the employment must happen within 6 months of the completion of training.
- iii) The corporate will endeavor to keep track of the students after completion of training.
- iv) In case of Public Sector Undertakings (PSUs), the candidates will be eligible for appointment as per the rules and policy governing recruitment in the PSUs.

*Note: The PSUs shall however arrange job fair in the campus during training by inviting other companies/corporate of similar profile in which the skill of such candidates are being upgraded and will make endeavor for their placement.*

## 19. Candidates Dropping Out of Udaan

There are instances when candidates after joining the Udaan training withdraw from the program or the corporate may terminate training for a few candidates (contingent situations). In these circumstances, IA will examine the reimbursement to the corporates for the expenses incurred on the candidate till the date of withdrawal from the program (as per the approved financials for the project)

## 20. Financial Norms

- (i) MHA has been authorized and given the flexibility to appropriate the budget among different expenses head within the overall budget of Rs. 750 crore.
- (ii) IA has also been authorized to allow the Udaan partners to re-appropriate the cost amongst different heads within permissible training cost per trainee, which shall be approved by PAC on the recommendations of PEC and IA after observing the due diligence.
- (iii) Other incidental expenses ( travel costs and boarding & lodging costs for 180 days on actual basis, stipend Rs.2500 per month for six months, Travel and medical – accident insurance Rs.1500 per candidate) shall not exceed Rs 135,625 per candidate. These indicative norms are for financial evaluation of the proposal by PEC/PAC.
- (iv) Rs 50,000/- per candidate will be paid to the Corporate , a Udaan partner, provided it offers job to the trainee (within or outside the company) and the trainee has remained in the job continuous for at least 90 days after successful completion of training. The employment, however, must happen within 6 months of the completion of training.
- (v) The PSUs, however, shall bear the entire expenditure for implementation of the scheme from their CSR head.
- (vi) For reimbursement under old pattern of scheme before the approval given by CCEA (24.01.2013), the norms are attached at Annexure-III.

## 21. Disbursal of Funds to Corporates by Implementing Agency

- (i) *Other incidental expenses:* IA will release other incidental expenses for training to corporates in three installments as given under:
  - a. Ist installment - 35% of the admissible cost for approved annual plan in the beginning of training,
  - b. 2<sup>nd</sup> Instalment - 35% on achieving 50% of the annual plan for the training and utilization of 50% of the Ist installment and

- c. 3<sup>rd</sup> Instalment - 30% on achieving 100% of the annual plan for the training and utilization of 90% of the sum of funds released in Ist and IInd installments

The release of funds will however be subject to timely submission of progress reports and other conditions as considered necessary by IA.

- (i) *Reimbursement of training cost to corporate:* IA will reimburse Rs. 50,000 as training fee to the corporate, provided;
  - a. The trainee has been employed by the corporate for a minimum of three months after the completion of training.
  - b. The employment to the trainees should have happened within 6 months from the date of completion of training.

The claim should be submitted in the format prescribed by IA for reimbursement along with the following documents:

- (i) Copy of letter of appointment given to student along with his salary certificate for minimum of three months, duly attested by the designated authorities of corporate.
- (ii) An undertaking that the information provided in the claim are correct.
- (iii) IA will make some sample text verification/evaluation of claims.

## **22. Maintenance of Accounts**

- (i) IA will maintain the accounts for the amount received and released by it to corporates for implementation of the Scheme.
- (ii) The Corporate will submit a utilization certificate for the total amount released within one month of completion of training to NSDC.
- (iii) Based on the accounts/UC received from corporates, NSDC will prepare consolidated accounts and submit the utilization certificate for the amount released by MHA for implementation of the Scheme, in the format GFR 19A annually to National Skill Development Fund (NSDF) and MHA.

## **23. Project Monitoring**

- (i) Implementing agency will monitor the implementation of the project on the format uploaded on the website of Udaan (*Annexure-II*).
- (ii) A Management Information System (MIS) format for Udaan shall be developed and uploaded by the IA on the Udaan website, which will be used by Udaan partners for submitting their monthly reports.
- (iii) IA will lay down a time line for each of the milestones defined in the scheme in the physical and financial format wherever possible and will structure the action plan on quarterly basis for each Udaan partners. Milestones may be submission of proposal, their evaluation, approval, visit by corporate, selection of trainees, different phases of training, placement etc.
- (iv) IA will submit quarterly progress reports on the on-going project/s to the Ministry. MHA may advise or suggest such measures, as deems fit, from time to time to ensure proper execution of the project.

## **24. Designated Supervisory Authority**

Ministry of Home Affairs would be the Designated Supervisory Authority

## **ANNEXURE - I**

### **Project Proposal for 'Udaan'**

Jammu and Kashmir has been a state which has been the subject matter of a lot of research and discussion. Skill development in Jammu and Kashmir has been a challenge and continues to be. This program is unique partnership between NSDC and the corporate sector. The program titled "Udaan" wants to bring about a change in the employment and skills space in J&K through an action oriented agenda. The background and context in this document has been taken from the Special Industry Initiative (SII J&K) – report of the Expert Group on Employment in Jammu and Kashmir.

Udaan is targeted at helping the youth of Jammu and Kashmir who are seeking to enhance and grow their careers. Udaan aims to provide skills and consequently employment to 40,000 youth from J&K over a 5 year period in key high growth sectors. The programme is targeted at providing well-paying jobs to the trained manpower. The details of the program are available on the NSDC website ([www.nsdcindia.org](http://www.nsdcindia.org))

It calls for organizations from across the country to select deserving students from the state, provide for training and place them either within their organization or outside.

To the extent not prohibited by applicable law, NSDC shall be entitled to transfer any information relating to the proposal and/or any other information given by the participating entity to its affiliates, representatives, auditors and third parties selected by NSDC, wherever situated, for confidential use in and in connection with the Udaan Scheme. Further, NSDC shall be entitled at any time to disclose any and all information concerning the proposal or project progress within the knowledge and possession of NSDC to any other organization/association or any other body.

The terms and conditions mentioned above and elsewhere under the Udaan scheme are subject to modification from time to time solely at NSDC's discretion.

*The project is for duration of five years and organizations can submit plans for a five year period and get a single approval.*

The proposal has 5 sections:

Section 1: Statement of Purpose

Section 2: Nature of Likely Impact

Section 3: Operating model

Section 4: Financial Budget

Section 5: Background of proposing organization

## **1. Statement of Purpose**

Please provide a brief statement of purpose for your organization's participation in this project and what you aim to achieve through this project.

## **2. Nature of Likely Impact**

### 2.1. Overall Project description

Project duration (years)	
Number of people to be trained annually	
Nature of courses offered	
Duration of proposed courses	
Placement percentage expected	

2.2. Describe the specific skills and the areas of expertise that a student is expected to acquire and develop post the successful completion of the training programme

2.3 Describe the geographical areas within the state of J&K from where you plan to recruit students



2.4 Describe the employment opportunities that you envisage for the trained resources (i) within your organization (ii) in other organizations (iii) self-employment / entrepreneurship. The elements to describe include role and designation, expected compensation

2.5 Provide details on the number of people you have hired in similar roles in the last 3 years and the number of people you propose to hire in the next year

**3. Operating Model**

3.1. Please give us the details of the students to be recruited from J&K under Udaan SII in the following format:

Timeline as per Financial Year(FY)	Year 1		Year 2	Year 3	Year 4	Year 5
	FY (2012-13)	FY (2013-14)				
Students to be recruited						

3.2. Briefly explain your strategy of launching the programme, on ground implementation and expansion of the programme if extending beyond a year

3.3. Nature of deployment of training program (centralized/decentralized/hybrid), proposed list of courses to be conducted.

3.4 Nature of deployment of training program (centralized/ decentralized/hybrid), proposed list of courses to be offered and duration

3.5. Indicate the training location identified and the reasons for choosing the particular training locations

3.6. Provide details on how students would be identified and selected for the courses; identify local partnerships if any

3.7. Mode of quality assurance, curriculum and certification being followed

3.8. Qualification of trainers for these courses (please indicate the proposed faculty with respect to each course offered, qualification and experience of trainers)

3.9. Describe the placement strategy in detail for these trainees; please elaborate on the recruitment for the proposed roles in the last three years, also please provide information on the salary/remuneration being offered to the selected students with details should include the job designations and previous salaries.

3.10. Please provide the details of the projected placement for the next year and the coming 5 years for your organization, please elaborate on the basis of the assumption of these placements (Details should include the job designations and expected salaries).

3.11. Describe the boarding and lodging facilities for trainees

3.12. Describe the monitoring mechanism for successful implementation and smooth running of the project (from student recruitment to placement)

3.13. Are you planning to run this programme independently or with partners? Provide the names and details of your partners for this project. (Please indicate existing partnerships or proposed partnerships with other organizations, placement agencies, industry bodies and any others pertinent to the execution of this project both within and outside the state of J&K)

#### **4. Financial Budget**

Please refer to the excel sheet – Udaan financial template

#### **5. Background of proposing organization**

5.1 Detail of the organization applying for the proposal (*please indicate organization name/country and year of incorporation/ registered office/ contact details/ key activities of the organization/ sector expertise*)

5.2 Prior experience with similar projects in any other state of India

5.3 Provide details if you currently or in the past have any association with the state of J&K

Project cost					
<i>All the assumptions pertaining to the financial model needs to be highlighted clearly</i>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Training Plan</b>					
Sector wise no. of students to be trained					
Total no of students to be trained					
<b><u>Cost Assumptions</u></b>					
<b>Training expenses</b>					
Trainer remuneration					
Consumables for training					
Rent					
Electricity expenses					
Telephone expenses					
Other admin expenses					
Marketing and Advertisement					
Placement Expenses					
Please add any other relevant header accordingly					
<b>Total training expenses (A)</b>					
<b>Other Incidental Costs</b>					
Student travel expenses (AC 2 tier fare from J&K to the place of training)					
Additional training related travel expenses (travel expenses incurred on candidate during the duration of training )					
Boarding and lodging expenses					
Student stipend					
Travel/Accidental-Medical Insurance					
<b>Total other expenses (B)</b>					
<b>Total project expenses (A) + (B)</b>					
<b>Own contribution</b>					
<b>NSDC contribution</b>					
<i>Note: Please add any other relevant expenses related to the project Udaan</i>					

# ANNEXURE -II

## MONITORING FORMAT-I

(Subject to Review)

IMPLEMENTATION PLAN TILL \_\_\_\_\_

CALENDAR FOR SELECTION AND TRAINING (till \_\_\_\_\_)

Name of Organization	Target till March 17	Target till _____	Batch 1								
			Target no of students	Date of candidate selection	Date on which list sent for verification	Date on which verification completed	Date on which offers made	Date on which training commenced	Date of completion of training	Date on which job offers made	Status and comments
			Batch 2								
			Target no of students	Date of candidate selection	Date on which list sent for verification	Date on which verification completed	Date on which offers made	Date on which training commenced	Date of completion of training	Date on which job offers made	Status and comments
			Batch 3								
			Target no of students	Date of candidate selection	Date on which list sent for verification	Date on which verification completed	Date on which offers made	Date on which training commenced	Date of completion of training	Date on which job offers made	Status and comments




**PLAN FOR SELECTION AND TRAINING (till \_\_\_\_\_)**

Name of Organization	Target till March 17	Target till _____	Monthly update	Batch 1									
				No candidates selected	No candidates sent for verification	No candidates cleared verification	No of offers made	No accepted	No undergoing training	No completed training	No of job offers made	Status and comments	
				Batch 2									
				No candidates selected	No candidates sent for verification	No candidates cleared verification	No of offers made	No accepted	No undergoing training	No completed training	No of job offers made	Status and comments	
				Batch 3									
				No candidates selected	No candidates sent for verification	No candidates cleared verification	No of offers made	No accepted	No undergoing training	No completed training	No of job offers made	Status and comments	

**Details of mobilisation strategy**

<b>Comments</b>	
<b>Use of website</b>	
<b>Use of advertising</b>	
<b>Use of nodal officer network (names of colleges contacted)</b>	
<b>Other sources</b>	

## ANNEXURE III

### DISBURSEMENT OF FUNDS UNDER OLD SCHEME

Table: Training Cost Components

	Element of Budget	Indicative cost per trainee (In Rupees)
A.	To be borne by MHA	
(i)	Travel* (Road/Rail fare from J&K to the training destination)	4000
(ii)	Boarding and lodging (@Rs. 300 per day for 270 days)	81000
(iii)	Stipend @ Rs. 2500 per month)	30000
(iv)	Placement Cell fee (To be restricted to actuals)	10000
	Subtotal (A)	125000
B	To be borne by the Corporate	
(i)	Training fee	125000
	Total (A + B)	250000

*\*Travel by air by economy class basis would be allowed on case to case basis by the Approval Committee. The Corporate/ NSDC will provide full justification for the same. Any increase in travel expenditure would be met by corresponding savings from other items and there will be no increase in cost of the project.*

*Note: The cost of travel, boarding & lodging and stipend will be borne by MHA. The training cost will first be borne by the Corporate. In case the trainee has been employed by the training corporate for a year after the completion of training, 50% of the actual training cost or Rs. 62,500/- whichever is less will be reimbursed to the corporate by MHA. Reimbursement of training cost will be on pro rata basis i.e. Rs. 625200/- for nine months training. In case the student does not find employment he/she will be referred to placement agencies pre identified for this purpose and the actual placement cell fee subject to a maximum of Rs. 10,000/- will be borne by MHA.*

On the request of NSDC, MHA will reimburse the amount to NSDC through NSDF on completion of training in respect of other costs. Amount spent on the reimbursement of training cost will be reimbursed by MHA to NSDC annually.

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