

Affiliation Guidelines for Training Providers **Under Pradhan Mantri Kaushal Vikas Yojana (PMKVY)**

- **Pre-requisites of the scheme:**
 - Only Indian nationals can participate in the scheme.
 - A trainee, if successful in the assessment, can claim the reward money only once.
- **TPs must ensure compliance to the following:**
 - Alignment of the curriculum, course duration and courseware with the QPs and NOS set by the respective SSC;
 - Submission of an undertaking on their qualification to handle the training program (s) in accordance with the QPs and NOS set by the SSCs;
 - Availability of adequate infrastructure in terms of laboratories as per the QPs and NOS set by the respective SSC;
 - Entering details of the candidates into SDMS meeting timeliness and expected quality.
 - On the day of the assessment, TP will ensure that the necessary facilities are extended to the assessor and adequate infrastructure such as internet, computers, etc. with necessary raw materials are provided for the assessment purpose.
- **TPs will be solely responsible for incorrect or misleading information present in SDMS.**
- **TPs will ensure entering correct start and end dates of all the batches in SDMS. Any discrepancies noted in the same would be the liability of the TPs.**
- **TPs will ensure that a valid Aadhaar number and correct bank account details are put in SDMS. In case, the details are not available:**
 - TPs will be facilitating generation on an Aadhaar number. They may choose to contact nearest CSCs to fasten the process;
 - TPs will be facilitating opening of bank accounts for candidates without one;
 - Telephone number can be used for enrolment, till the time a valid Aadhaar and/ or a bank account number is not available; and
 - TPs must ensure updating the SDMS as soon as time a valid Aadhaar and/ or a bank account number is made available.
- **TPs will ensure that alternate IDs such as Voter's Card and PAN card are captured at the time of enrolments. This has to be done mandatorily.**
- **TP will be expected to provide the training as per the promised schedule to the trainee and ensure that the trainee is adequately skilled as per the performance criteria defined in the QP and NOS.**
- **TPs are encouraged to have SSC certified trainers.**
- **The assessment fee has to be collected by the TP in full at the time of enrolment.**
- **The money collected by the TP against the enrolments from the trainees has to be transferred electronically to the respective SSC;**
- **In case of a candidate belonging to the economically disadvantaged sections of the society, a TP may choose to support him/ her by:**

- **Providing credit facility o the training fees;**
- **Getting the fees reimbursed only after successful completion of the assessment by the candidate.**

This however, would be the decision of the TP. TPs should not complain to NSDC or PMKVY PMU for non-payment of fees by such candidates;

- **TPs will be responsible for entering the correct fees amount. Details pertaining to credit amount must also be mentioned in SDMS.**
- **In an eventuality of trainee dropping out of the training program, the assessment fee will not be refunded.**
- **TP would be responsible for validating an assessor on SDMS;**
- **The boarding lodging and travel made by the trainee will not be the responsibility of the TP.**
- **SSC should declare the results in 10 working days after the assessments and send PDF copies of the certificates to the TPs within 5 working days.**
- **TPs will have to issue the certificates to the trainees within 2 working days. Any delay in doing so will be the liability of the TP.**
- **The certificates should be:**
 - **On A4 size sheets;**
 - **Color printed; and**
 - **On 160 to 180 GSM paper.**
- **TPs would be solely responsible for their franchisees. Only one level of franchising would be allowed under PMKVY Scheme;**
- **In case of any disputes arising with the candidate(s), TPs would be the sole responsible party;**
- **TPs need to ensure adherence to the Process Manual and the Consequence Management System for PMKVY Scheme.**