

Himachal Pradesh State Scheme on Flexible Memorandum of Understanding (Flexi-MoU) for Industry/Organizations led Skill Development Program

State skilling initiative to promote skilling through Industry and to cater the needs of both Industry and trainees. Provide flexibility to Industry to train candidates as per their skill set requirement and provide the trainees with an environment which is aligned with the latest technology, current & future market demand with placement as the final outcome.

Himachal Pradesh Kaushal Vikas Nigam

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ACRONYMS	
MoU	Memorandum of Understanding
HPKVN	Himachal Pradesh Kaushal Vikas Nigam
MSDE	Ministry of Skill Development & Entrepreneurship
MSME	Micro, Small and Medium Enterprises
NCVT	National Council for Vocational Training
NCVET	National Council for Vocational Education & Training
NSQF	National Skills Qualifications Framework
OJT	On-the-Job Training
ITP	Industrial Training Partner
DoTE	Department of Technical Education

Chapter 1: Introduction to Flexible MoU Scheme s

Background and context

The Government of Himachal Pradesh has a target to skill around 1 lakh youth during 2018-2022 through Himachal Pradesh Kaushal Vikas Nigam (HPKVN) which is the designated State Skills Mission of the State.

Flexible Memorandum of Understanding (Flexi-MoU) is a State initiative of the State Skills Mission to promote skilling through Industry/Organizations linkage by engaging Industries and organizations with existing Industry/Organization with Industry partnerships to partner with HPKVN in this endeavor.

The MoU envisages prospective Industry/Organization with established infrastructure, robust training facilities, as well as trained faculty to conduct in-house skilling of prospective employees /trainees in order to add Industry ready trainees to its workforce either directly or through some direct partnership with training facility provider.

Scope of the Scheme s

The State Scheme s will be applicable with immediate effect. All MoU's/Agreements signed by HPKVN and participating Industries/Organizations under the Flexi-MoU shall abide to these Scheme s.

Benefits

The Scheme s envisage Employer/Industry skills model where the prospective Industry/Organization imparts skilling to prospective employees/trainees/candidates in their premises or setup or allocate a dedicated training infrastructure in association/Tie up with Industry partner/s. A number of perceived benefits for participating Industry/Organization and trainees are detailed below:

For participating Industries:

- a) Flexibility to train candidates in Industry specific courses which may be NSQF or Non NSQF.
- b) Flexibility of selecting candidates for the trainings as per the need and requirements of Industry.
- c) Flexibility to apply as lead partner as a JV or consortium with external vocational training providers for imparting classroom training, mobilizing trainees and conducting session on soft skills/ career counseling, etc.;
- d) Reduced and optimized cost of recruitment and training for the participating Industry/Organization.

- e) Eligibility and minimum education criteria required for any training course may be decided by the Industry/Organization partner for Non NSQF courses however in case of NSQF aligned courses the eligibility will remain as per Job roles.
- f) Industry may hire these candidates as apprentice with minimum duration of 6 months with stipend.

For prospective employees/trainees:

- a) Access to Industry/Organization with specific cutting edge technology;
- b) Exposure to Industry/Organization shop-floors and real-time environment with latest equipment;
- c) Enhanced placement opportunities with better salaries or as apprentice.
- d) Upfront Letter of Intent by the Industry/Organization for hiring.

Chapter 2: Partners and their Pre- eligibility criteria

HPKVN, a registered corporation under the Government of Himachal Pradesh, will be the executing agency for implementation of these Flexi-MoU's in line with the below Scheme s.

HPKVN will constitute an Internal Committee for scrutiny, evaluation, recommendation and approval of proposals under the Flexi-MoU will be residential.

Pre- Eligibility criteria for participating partners are as follows:

1.1 Industry/Organization including JV or Consortium (registered outside Himachal) with Captive requirements

Industry/Organization partner should be a registered company, or a consortium of companies or any other legally registered entity under relevant Central or State law.

Under this provision, eligible Industry/Organization will directly enter into a MoU / agreement with HPKVN. Industries/organization meeting the following criteria is only eligible -

- a) Lead Industry/Organization must be a registered eminent Manufacturing/Service Sector/IT & ITES/ cooperative society with minimum strength of 40 employees in the state incase of Individual firm and 80 incase of consortium.
- b) Lead Industry/Organization must have minimum average annual turnover of INR 3 crore and positive net-worth of all the partners including in case of Consortium for Min. 3 years and incase of consortium, average turnover of the consortium member in last three years should be at least INR 4 Cr.
- c) Lead Industry/Organizations may be a Limited Company, Private Limited Company, LLP, State Undertaking, and Public Sector Establishments, Govt institution with Industry tie ups or Central Sector Establishments.
- d) Industry/Organization committing to provide minimum 70% Placement with at least 50% captive wage placement of successfully certified trainees in the parent organization or in any subsidiary company or consortium partners and remaining 20% in any other organization.
- e) In new age sectors, conditions (a) and (b) above may be further relaxed by the HPKVN internal committee like drone technology, EV, Solar technology, Semi Conductors, Electronic Chips, etc upto 30% minimum captive placement & remaining placements with minimum 70 % placement of interested candidates in other LOI partners etc. While Remaining 30 % could be combination of entrepreneurs & Placements.

- f) Placement in any other sector other than that for which training was provided and agreed upon will be not be considered.

1.2 For a local (Himachal Pradesh) based Industry/Organization / consortium, conditions (a) and (b) above may be relaxed by HPKVN as follows:

- a) Lead Industry/Organization must be a registered eminent Manufacturing/Service Sector/IT & ITES/ cooperative society with minimum strength of 20 employees in the state incase of Individual firm and 40 incase of consortium.
- b) Lead Industry/Organization must have minimum average annual turnover of INR 1 crore and positive net-worth of all the partners including in case of Consortium for Min. 3 years and incase of consortium, average turnover of the consortium member in last three years should be at least INR 2 Cr.
- c) Lead Industry/Organizations may be a Limited Company, Private Limited Company, LLP, State Undertaking, and Public Sector Establishments, Govt institution with Industry tie ups or Central Sector Establishments.
- d) Industry/Organization committing to provide minimum 70% Placement with at least 50% captive wage placement of successfully certified trainees in the parent organization or in any subsidiary company or consortium partners and remaining 20% in any other organization.
- e) In new age sectors, conditions (a) and (b) above may be further relaxed by the HPKVN internal committee like drone technology, EV, Solar technology, Semi Conductors, Electronic Chips, etc upto 30% minimum captive placement & remaining placements with minimum 70 % placement of interested candidates in other LOI partners etc. While Remaining 30 % could be combination of entrepreneurs & Placements.
- f) Placement in any other sector other than that for which training was provided and agreed upon will be not be considered.

1.3 Private training Provider

- a) Under this provision, Private training Provider in collaboration / consortium with Industry will directly enter into an agreement / MoU with HPKVN. Industry associations or cluster/Private training provider meeting the following criteria will only be eligible -
 - I. Lead Industry/Organization must have minimum average annual turnover of INR 2 crore and positive net-worth of all the partners including in case of Consortium for Min. 3 years and incase of consortium, average turnover

of the consortium member in last three years should be at least INR 4 Cr.
(Registered outside himachal)

- II. Lead Industry/Organization must have minimum average annual turnover of INR 2 crore and positive net-worth of all the partners including in case of Consortium for Min. 3 years and incase of consortium, average turnover of the consortium member in last three years should be at least INR 4 Cr.
(Registered in himachal)
- III. They should have cumulative Industry employee strength (Excluding employees of Training provider or Training Partner) of 75 employees or more for association members.(Registered outside himachal), excluding TP employee strength.
- IV. They should have cumulative Industry employee strength of 25 employees or more. (Registered in himachal), excluding TP employee strength.
- V. All participating entities under this must be registered establishment having valid registration with the State/Central authority/govt registered for at least 3 years.
- VI. Establishments should provide a minimum 70% placement for successfully certified trainees in the Lead organization/consortium partner or in any other subsidiary or in the Industry of which the LOI have been submitted at the time of proposal.
- VII. Upfront LOI submitted at the time of MoU signed should be in the same sector with maximum 5 LOI's with minimum 6 months validity.
- VIII. Placements in any other organization other than the submitted LOI will not be considered.
- IX. Placement in any other sector other than that for which training was provided and agreed upon will not be considered.

Chapter 3: Application process for participation

- a) Eligible Partner / Applicant will submit an application (along with course details, duration, batch size, proposed content/curriculum, availability of Infra etc.) to HPKVN expressing its willingness to train candidates under Flexi-MoU (as per approved format circulated by HPKVN).
- b) Eligible Partner / Applicant must be registered with GST and PAN/TAN.
- c) Preference will be given to Central/State government Organizations/ Institutions and Industry applying directly.
- d) Eligible Partner / Applicant will have to provide verified upfront Letter of Intent (LOI) to the candidates and later offer letters to those who clear the assessment successfully.
- e) The proposal submitted by the applicant shall remain valid for a period of 90 days after the closing date for submission of Proposal in prescribed in this document. Proposal validity expressed for a period less than 90 days shall be rejected.
- f) HPKVN may at its own discretion carry out inspection at the proposed training site(s)/Industry/Organizations premises before signing of Flexi-MoU and may seek sight related clarification of the proposal there itself.
- g) All clarifications sought by HPKVN are to be responded by the Applicant in a time bound manner.
- h) Eligible Partner / Applicant must ensure salary of candidates placed shall be in line with the amount agreed by the HPKVN as per agreement or in the same range.
- i) All Applicants shall sign agreement/MoU with HPKVN within 15 days of approval of the proposal.
- j) Termination of Contract for failure to become effective with the time period shall be 1 months from the date the Contract/MoU was signed.
- k) Service Level Agreements will be defined in the MoU / Agreement / Concession Agreement as the case may be, on all projects in terms of expected outputs and outcomes, such as terms of enrollments, learning outcome and placements.
- l) HPKVN may with prior approval from competent authority (Internal committee) revise flexi-MoU Scheme s from time-to-time, the same shall be applicable to all new batches enrolled under MoU post such revisions without deviating from eligibility criteria's.

- m) Pre-Proposal conference is scheduled on 31st March 2022 at 11am in the conference hall of HPKVN, Shimla.
- n) HPKVN and the flexi-MoU Partner are free to terminate the MoU at 1 months' notice, however this shall not affect the candidate already enrolled and it will be the responsibility of the flexi-MoU Partner to complete the ongoing training batch including Placement of such candidates.
- o) In case of arrangements having been made by the Industry/Organization / for operationalisation of the terms and condition with the Sector Skill Council, a tripartite Memorandum of Understanding (MoU) shall be entered into between HPKVN, Industry/Organizations & SSC.
- p) Eligible Partner / Applicant need to get consent of candidates & their parents in writing his/her willingness to do the training and to get placed as mentioned in the letter of Intent (LOI) at the time of freezing of the course.
- q) Tentative timelines of process are as follows:

Particulars	Details
Reference no. and date	HPKVN/1(680)/2022-Flexi-MoU, Dated: 23rd March, 2022
RFE issued by:	Himachal Pradesh Kaushal Vikas Nigam, Shimla.
Mode of Proposal Submission	The Scheme document may be downloaded from the HPKVN website i.e. www.hpkvn.in at no cost. Reference Number must be mentioned in proposal. The proposal has to be submitted physically at HPKVN Office, Shimla.
Pre-Proposal/RFE Conference	31 st March, 2022 at 11:00 AM, HPKVN Conference Hall, Shimla.
Last Date & Time of Submission of proposal	Phase 1 - Empanelment- last date 30th April 2022 Phase 2 - Empanelment- last date 30th June 2022 Phase 3 - Empanelment- last date 31st August 2022 This will continue after end of every two months till allocated target or funds for this scheme are exhausted.
Scheme withdrawal	HPKVN reserve the rights to withdraw the scheme at any time without prior intimation.
Period for furnishing Performance Security	Within 10 days from the date of empanelment
Performance Security Value	3% Bank Guarantee to be issued in favor of Managing Director, Himachal Pradesh Kaushal Vikas Nigam, Shimla and payable at Shimla from any of the nationalized Scheduled commercial Bank to be submitted in original at HPKVN office at Shimla.
Performance security validity period	90 days beyond empanelment period. In case of bank guarantee the same would be required to be renewed every year.

Chapter 4: Implementation model and fee structure, Assessments

Project Partnership Model

If public funding (State share) is involved for the purpose of Training, and in cases where HPKVN is fully reimbursing the cost of training as per common cost norms to the Flexi-MoU Partner then NSQF compliance will be mandatory before applying under the flexi-MoU mode with only exception in case of Non NSQF courses proposed directly by Industry or as Lead partner.

Payout and Terms & Conditions:

Incase of Industry:

a) Payment terms for Industry or Industry lead consortium partner/ Industry Clusters/Associations (NSQF Aligned)

Payments against training completed will be released as per common cost norm published by MSDE in official gazette on 1/1/2021 vide notification number H-22011/2/2014-SDE (Vol.IV) and amended from time to time on following timelines & conditions:

- 30% of the total cost shall be reimbursed to the flexi-MoU partner on Freezing of Batch once approved by HPKVN;
- Remaining 40 % of the total cost shall be reimbursed for the successful placement of candidate's batch wise.
- Remaining 30 % post 3 months of the placement, which will be verified by HPKVN (Incase Industry has hired as apprentice then minimum 6 months) batch wise.

b) Payment terms for Industry or Industry lead consortium partner/ Industry Clusters/Associations - (Non NSQF)

Payments terms will be same as NSQF aligned course mentioned at point (a).

Incase of Private training Provider partnering with Industry where Industry is not lead partner

B.1 Payment Mode- Incase if Private training Provider with Industry not as lead and agrees to the cost benchmarked with current prevailing cost norm published by MSDE in official gazette on 1/1/2021 vide notification number H-22011/2/2014-SDE (Vol.IV) and amended from time to time on following timelines & conditions:

- 30% of the total cost shall be reimbursed to the flexi-MoU partner on Freezing of Batch once approved by HPKVN;
- Remaining 40 % of the total cost shall be reimbursed for the successful Placement of candidates
- Remaining 30 % post 3 months of the placement, which will be verified by HPKVN (Incase Industry has hired as apprentice then minimum 6 months).

B.2 Payment Mode- Incase if Private training Provider with Industry not as lead and requires cost more than cost norm due to high end training costs of machinery, equipment, new age technology etc. However, the cost needs to be justified with proper details and needs to be approved by the HPKVN internal committee and should be in emerging technologies mentioned above with maximum cap of INR 45000 per candidates with residential facilities.

- 30% of the total cost shall be reimbursed to the flexi-MoU partner on Freezing of Batch once approved by HPKVN;
- Remaining 40 % at the time of the placement (When candidates are placed & verified by HPKVN).
- Remaining 30 % post 3 months of the placement, which will be verified by HPKVN (Incase Industry has hired as apprentice then minimum 6 months).

Common terms for all the type of applicants:

- a) In both the cases, no fee in any form can be charged from the Trainee except the prescribed security of Rs. 1000 refundable amount after completion of the course.
- b) Applicant will be required to submit 3% Bank Guarantee of the total cost of the project once their proposal is approved by HPKVN Internal committee and incase of non performance this amount along with damages if any will be forfeited by HPKVN.
- c) HPKVN in all the cases shall support the partners on leveraging partnerships with State Institutions based on the merit of the proposal.

- d) Industries are encouraged to utilize Corporate Social Responsibilities (CSR) funds for the purpose of the project for either entire or partial cost of Training over above cost norms.
- e) All the payments will be made basis prevailing cost norm at the time of signing of MoU however in case of escalation of prices during contract period new and latest cost norm may be paid as per request for upcoming batches incase of NSQF aligned courses.
- f) Incase of Non NSQF courses payment terms will remain same till the end of the project contract/MoU period.
- g) Residential cost will be paid based on number of hours of training and OJT as per current prevailing MSDE common cost norms.

Two Phases project allocation.

Each for proposal or MoU will be divided in two phases:

Phase 1 (Pilot Phase)

- a) Smaller training targets (up to a maximum of 100 with each batch size not exceeding not more than 30 in each sector), will be allocated to the flexi-MoU Partner to demonstrate a proof of concept.
- b) The maximum time frame for the pilot will be 02 to 12 months from the date of signing of the flexi MoU.
- c) There should be a gender diversity of females in the training batch; in cases where overall gender diversity is less, the flexi-MoU partner has to take an exemption from HPKVN; exact required percentage of female ratio might be finalized at the time of final negotiations.

MoU partners who have successfully completed the phase 1 with meeting the required outputs as per MOU agreed and signed will only be allowed to move to phase 2 after due approval from Internal committee.

Phase2 (Scale-up Phase)

- a) Based on lessons learnt from the Phase 1 pilot; the Flexi-MoU may be extended by HPKVN to Phase 2 which will have larger implementation targets (up to a maximum of 500 with each batch size not exceeding not more than 30 candidates) at the discretion of HPKVN.
- b) The maximum time frame for Phase 2 should ideally be 2 years from the date of signing of the Phase 2 of the Flexi MoU / agreement, however the timelines can be mutually agreed with HPKVN;

- c) There should be a gender diversity of females in the training batch; in cases where overall gender diversity is less, the flexi-MoU partner has to take an exemption from HPKVN; exact required percentage of female ratio might be finalized at the time of final negotiations.

Chapter 5 Course, Content, Curriculum and Admission process

- a) Flexi-MoU Partner will have the flexibility for developing and running Industry/Organizations demanded courses with customized content and curriculum to meet their requirements. NSQF compliance is desired but not mandatory; however the fee structure will be in line with the implementation model described in Chapter 4 of the Scheme.
- b) Courses developed by Industry/Organizations under Flexi-MoU must have high employment potential.
- c) Curriculum of courses developed should be designed with more weight age towards industrial training, and the duration of theoretical and practical training components for each course must be defined in hours not exceeding 3 Months including OJT.
- d) For IT/ITES, design and app development or any new emerging technology and similar sectors, courses developed may be purely online, using Virtual Reality, Augmented Reality and any new emerging technology.
- e) The flexi-MoU partner shall have a dedicated trainer and supervisor assigned to each batch of trainees.
- f) Flexi-MoU Partner may engage external agencies/ experts for developing customized content and the same should be mentioned in the proposal.
- g) Admission time and training cycle has been kept flexible as per the requirement of the flexi-MoU partner and according to the design of course curriculum.
- h) MoU Partner need to ensure reasonable participation of differently Abled candidates.
- i) While the minimum qualification, age and other eligibility conditions for the trainee shall be as per the course curriculum developed by the flexi-MoU partner, the partner must ensure that upon completion of training, the trainee meets the minimum age criteria for placement in Industry/Organizations as well as for being engaged as an apprentice.
- j) The MoU Partner may have their own Mobilization & selection process, and follow their selection criteria over and above the prescribed criteria (Incase of NSQF courses) under this Scheme. Selection criteria set up by flexi-MoU partner may include qualifying exam marks, physical fitness standards, selection procedure, aptitude and skill/dexterity test of candidates or any other Industry/Organizations /sector specific requirements.

- k) The MoU partner shall ensure that before the admission of the aspiring trainee under the scheme, the trainee is well informed about the flexi-MoU Scheme s.
- l) HPKVN may at any time ask the MoU Partner on enrollment data of candidates selected by the partner, placement records, assessment results and any other information which has to be furnished by the Partner from time to time.
- m) The Partner needs to periodically upload all data in the HPKVN MIS system.
- n) The Courses, Content, Curriculum and Admission process need to be pre validated from competent authority and review and recoded by HPKVN.
- o) An amount of Rs.1000/- only shall be charged from the trainees towards security refundable on completion of the training, However, no other fees shall be charged from the trainees.
- p) Applicant will be required to submit 3% BG of the total cost of the project once their proposal is approved by HPKVN Internal committee.
- q) This program will be aimed at Himahcali candidates only.

Chapter 6 Assessment, Certification and Placement

It will be the responsibility of the flexi-MoU partner to orient the trainee at the time of admission regarding discipline, attendance, leave and other rules and regulations as applicable to Industry/Organization. It is advisable that trainee is informed in writing about the terms and conditions of the Industry/Organization where they are to undergo training to avoid any sort of complication later.

Assessments:

- a) In case of NSQF aligned course Assessments it will done by SSC for which payout will be made separately as per SSC norms for respective Job role through MoU Partner on actual basis by HPKVN.
- b) In case of Non- NSQF it will be done by the Industry or any competent authority in consultation with HPKVN at the time of signing of MoU, payout will be INR 1000 maximum per candidate.
- c) Assessment will be done by competent authority in presence of officials nominated by HPKVN.
- d) Minimum attendance required for the student to appear for the assessment will be as per the Scheme s of the Assessment agency but in no case be less than 85 %.

Certification:

Certification will be jointly done by MOU partner/consortium partner (Industry partner only) & HPKVN in case of Non NSQF or HPKVN & SSC in case of NSQF aligned course.

Batch size:

Minimum batch size needs to 15 candidates per proposal.

Training Duration:

Training duration may be customized as per the need of Industry however with minimum 300 hrs to 600 hrs maximum including OJT. The ratio of Practical & Theory 70:30 or 60:40 can be followed.

Placement Requirement:

For Industry applying directly or as Lead partner:

- a) Cost of training shall be reimbursed to the MoU partner as per current prevailing common cost norms based on the payment terms as per payment

terms & condition at chapter 4 (A) of these Scheme s in case of NSQF and 4 (B) incase of Non NSQF.

- b) The flexi-MoU partner has to commit a **minimum 50% captive placement** to the successfully certified candidates in the parent organization or in any subsidiary company or in companies where LOI was shared for **NSQF aligned courses** with remaining min. 20% in other companies.
- c) The flexi-MoU partner has to commit a **minimum 70% captive placement** to the successfully certified candidates in the parent organization or in any subsidiary company for **Non- NSQF aligned courses**.

For applicant in collaboration/Tie up with Industry but not as lead partner- I.e.
(Private training Provider/ Organization)

- a) In such a case, cost of training shall be reimbursed to the partner as per current prevailing common cost norms for NSQF aligned courses it will be aligned to B1 and for Non NSQF as per clause B2 at chapter 4.
- b) Above placement point mentioned at point "B" will be applicable for Non-NSQF courses and where cost agreed is more than the cost norms.
- c) Industry/Organization partner must ensure placement, as elaborated earlier in the flexi-MoU Scheme s.
- d) Placements must be tracked by MOU Partner for Minimum 3 Months.
- e) Successful Assessed trainees may be placed/ employed as regular employees, contractual employees or as apprentices Incase approved by. HPKVN as per MoU signed.

Chapter 7: Role and responsibility of stakeholders

The role and responsibility of the stakeholders, but not limited to the following are as follows:

HPKVN

- a) Create outreach and awareness about Flexi-MoU among all the stakeholders within the skill ecosystem, and regularly publish list/details of MoU's signed with Partners on HPKVN website.
- b) Proactive business meetings with prospective flexi-MoU partners on different business models and form of engagement.
- c) Call for applications from flexi-MoU potential partners.
- d) Scrutinize applications received from flexi-MoU partners for approval as per procedure laid down under the Scheme s.
- e) Carry out inspection, if required, at the actual site proposed for training/Industry/Organizations premises, before signing of MoU and anytime during the implementation process.
- f) Sign MoU's / agreement with flexi-MoU Partners post approval of proposal.
- g) Coordination & support to flexi-MoU partners in terms of leveraging partnerships with other Departments.
- h) Funding support to the Partners as the case may be and elaborated in Chapter 4 on Implementation Models and Fee Structure.
- i) Monitor performance of the flexi-MoU as per service level agreements laid down in the MoU / agreement either by its own or through a third party agency.
- j) Review and address grievances raised by the trainees/staff as per grievances redressal Scheme s of HPKVN.
- k) HPKVN will provide approval for each batch to MoU Partner before batch initiation.

Flexi-MoU Partner

- a) Identify the training needs, ensuring that the course has high employment potential to be approved by HPKVN.

- b) Develop Industry/Organization led courses and curriculum as per requirements and get the same review and record by respective SSC (wherever applicable) and HPKVN.
- c) Fulfill infrastructure requirements of the course, i.e. space norms, such as class room, workshop, training center and other basic amenities in training wing, access to IT lab along with faculty in line with the SSC norms (wherever applicable). For courses which are not NSQF aligned, the partner will have to provide Industry/Organization benchmarks on proposed infrastructure and the same needs to be approved by HPKVN.
- d) Provide access to machinery, equipment and technology required for training for Industry/Organization led training.
- e) Provide qualified Trainers, Supervisors, and Support Staff for classroom training, and industrial training.
- f) MoU Partner needs to take prior approval for each batch from HPKVN.
- g) Mobilization and trainee selection process will be sole responsibility of the Flexi MoU partner as per selection criteria laid down by the Flexi-MoU Partner overseen by HPKVN.
- h) Upload details of trainees selected and other details on HPKVN MIS system in a timely manner
- i) In-case of partnership with Institutions, details of Industry/Organization Partner with whom the trainee will spend maximum duration of the training, shall be uploaded in the HPKVN MIS System.
- j) Undertake end-to-end responsibility on training, assessment, certification and placement as elaborated earlier in these Scheme s.
- k) In case of hazardous industries, at the stage of the proposal and before signing the MoU, Partner shall disclose the conditions (in consultation with State Department of Industries), such as minimum age and level of medical fitness (e.g. color blindness) etc. as per the industrial safety norms applicable in the Industry/Organizations.
- l) Flexi-MoU partners should ensure that the trainees are provided all necessary safety equipment and instruction before commencement of the training.
- m) Flexi-MoU partners should ensure safety & security of all the trainees during the entire training program during Training Hours (Theoretical & Practical Class) and Hostel or residential facilities.

- n) The Flexi-MoU Partner shall follow this Scheme and instruction issued by HPKVN from time to time.
- o) The Flexi MoU partner shall ensure inclusiveness of the training program and take measures to include participation of women and persons with disability wherever possible.
- p) The Flexi-MoU Partner should provide insurance coverage to the trainees. (Pradhan Mantri Suraksha Bima Yojana or any other insurance as per Flexi-MoU Partner organization policy whichever is more comprehensive).

Chapter 9: Grievance Redressals

- a) The Flexi-MoU Partner should create an internal committee for managing trainee grievances, similar to the provisions made for regular employees of Industrial Training Partner.
- b) Any grievances of the Flexi-MoU partner or enrolled candidates that are not solved by the internal committee of the flexi-MoU partner may be brought to the notice of HPKVN for necessary review and intervention.
- c) In case of serious complaints and violations; HPKVN at its own discretion may terminate the MoU at any given point of time.

Annexure: ITP Application Form format, Checklist of Documents, Technical Evaluation Criteria

APPLICATION FORM FOR INDUSTRIAL TRAINING PARTNER (ITP)

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

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

Checklist of Documents to be attached

Sno	Documents Required Checklist	Yes/No	Documents required/ Attached with Page No.
1.	Registration Certificate& all other required formations like PAN,GST TAN etc. (Including consortium partners , wherever applicable)		
2.	Profile of Chairman/President/Promoter/Director /VP or organization head		
3.	Last three/ Five Years audited balance sheet		
4.	Photographs/Layout of the current/proposed training center (Layout, Class rooms, workshops, & other facilities)		
5.	Photographs of the center with class room & reception area		
6.	Documentary proof of Industry/ Organizations tie up/Subsidiaries etc.		
7.	Indicative Course and Curriculum with expected Duration with Training & OJT phase Bifurcation (proposed)		
8.	Upfront LOI's with Salary Range/ Stipend details document (If applicable)		
9.	Approach & Methodology and Implementation Plan with expected Timelines		

Technical Evaluation Criteria

Sno	<u>Proposal Evaluation Criteria</u>	Marks awarded (Max- 50 Marks) Min. Marks required is 15 Marks for pre- Eligibility & Documents required with Page number.
1	Salary Ranges : Per Month in LOI shared a. INR 9500-11000 K (CTC) ---- (5 Marks) b. INR 11000-15000 K (CTC)---(10Marks) c. INR 15000+ (CTC)--- (15 Marks)	Part of proposal as LOI incase Industry is not lead partner/ HR department letter head incase of Industry
2	Stipend Provided: Per Month in LOI/Apprentice letter shared a. INR 3000-5000 K -(5 Marks) b. INR 5000-7000K---(7 Marks) c. INR 7000+---- (10 Marks)	<ul style="list-style-type: none"> • HR department letter head incase of Industry • On Letter head of organization who will be giving the stipend in case of TP.
3	Overall No. of Captive Employment in Industry : (Last Five Years) a. 10-25 -- Candidates (5 Marks) b. 25-50 Candidates--- (7 Marks) c. 70+ Candidates--- (10 Marks)	<ul style="list-style-type: none"> • HR department letter head incase of Industry • On Letter head of organization who will be giving the stipend in case of TP
4	Experience in Similar HTD, RTD etc. Projects Successfully completed: a. 1 Projects ----- (2 Marks) b. 2-5 Projects---(3 Marks) c. 5+ Projects---- (5 Marks)	Duly Signed work order on the letter head of the organization from where work/ project was awarded along with completion certificate
5	Financial Strength: Annual Turnover last 3/5 Years a. 50 lakh-5 Cr- (2 Marks) b. 5Cr-15 Cr--- (3 Marks) c. 15 + Cr--- (5 Marks)	Annual audited accounts for the last three years or 3 years out of the last five years 2016-17, 2017-18, 2018-19, 2019-20,2020-21
5	Approach & Methodology and Implementation Plan with expected Timelines----- (5 Marks)	official letter head

Important points to consider before submitting a proposal

(Non compliance will result in rejection of the Proposal):

- a) Proposal with Maximum marks in each sector will be given preference for target allocation.
- b) Any Organization/ Industry/Consortium Partner will only be allocated up to Max. 100 Targets in Pilot phase in same or combination of sectors.
- c) Maximum JV/consortium allowed will be up to 3 Companies / Organization.
- d) Maximum cost per candidate should not exceed INR 45,000/- per candidate including Residential as mandatory.
- e) Proposals with minimum training target of 10 candidates and above will only are eligible with max 100 target in pilot phase.
- f) Residential training will be mandatory.