

**National Action Plan for Skill Development  
of Persons with Disabilities  
(NAP-SDP)**

**(Applicable w.e.f. from 1<sup>st</sup> October, 2023)**

**Govt. of India**

**Ministry of Social Justice and Empowerment,**

**Department of Empowerment of Persons with Disabilities  
(Divyangjan)**

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**New Delhi- 110003**

## **NATIONAL ACTION PLAN FOR SKILL DEVELOPMENT FOR PERSONS WITH DISABILITIES (NAP-SDP)**

### **1. Background**

Persons with disabilities face multiple challenges in accessing education, developing employable skills and in gaining meaningful employment. While India is a signatory to the United Nations Convention on the Rights of People with Disability (UNCRPD), disability has also been factored in the Sustainable Development Goals (SDGs); Goal 4 envisages inclusive and equitable quality education and promotion of life-long learning opportunities for all. It focuses on eliminating gender disparities in education and ensuring equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities. It also stresses on building and upgrading education facilities that are child, disability and gender sensitive and also provide safe, non-violent, inclusive and effective learning environments for all. Goal 8 aims to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all women and men, including for persons with disabilities, and equal pay for work of equal value.

### **2. Schemes for PwDs**

India has adopted and is implementing the Rights of Persons with Disabilities Act, 2016. (RPwD Act). Chapter III of this Act deals with vocational training and self-employment and lays down that the appropriate Government shall formulate schemes and programmes to facilitate and support employment of persons with disabilities especially for their vocational training and self-employment. These Schemes and programmes should provide for inclusion of Persons with disabilities in all mainstream formal and non-formal vocational and skill training schemes and programmes; exclusive skill training programmes for persons with disabilities with active links with the market, especially for those with developmental, intellectual, multiple disabilities and autism.

### **3. The Big Gap**

According to Census 2011, there are 2.68 crore Persons with Disabilities (PwDs) in India (1.50 crore male and 1.18 crore female PwDs). About 1.34 crores PwDs are in the employable age of 15 to 59 years and about 99 lakh persons with disabilities in the employable age group were non-workers or are marginal workers. Even though PwDs constitute a significant percentage of the population of India, their need for meaningful employment largely remains unmet. In the overall population, the number of PwDs is proportionately higher in rural areas, accentuated by general poverty considerations and poor access to health services. Consequently, PwDs in these areas are significantly disconnected from skills and markets rendering them amongst the poorest in the population.

### **4. Benefits of skilling PwDs**

While improving vocational training and employment opportunities for persons with disabilities is a critical element for enhancing the quality of life for individuals with disability and their families, there are also substantial gains for the larger economy. Substantial costs to individuals and to society are associated

with poor employment outcomes for persons with disabilities. In addition to the individual and family benefits, there is also a strong economic imperative to increase labour force participation which will help to address the country's shortage of skilled labour force, while at the same time reducing fiscal pressures associated with welfare dependency.

## **5. The National Action Plan for Skill Development of PwDs (NAP-SDP).**

With a view to provide quality vocational training with high employability focusing only on PwDs, the National Action Plan for Skill Development of PwDs (NAP-SDP), a dedicated skill development programme for PwDs was launched by the Department of Empowerment of Persons with Disabilities (DEPwD) in March 2015. This is a Central Sector Scheme which is implemented across the country as a component of the Umbrella Scheme SIPDA. The key objectives of the Scheme are:

- a. To enhance skills of Persons with Disabilities; provisioning of quality vocational Skill Training to Divyangjans to enable them to have gainful employment.
- b. To enable PwDs to become self-reliant, productive and contribute members of society and stand up on their own feet.

## **6. Features of the scheme**

(i) Under the National Action Plan (NAP), Vocational / Skill training (Sort Term/Long Term) is provided by a network of skill training partners led by Government sector/Public Sector/ training institutions like VRCs, Private Training Institutions and Non-Governmental Organisations. Vocational training would be provided by a cluster of training partners scattered over the country, having an established track record of providing skill training with a high employability ratio. Under the Ministry of Skill Development & Entrepreneurship (MSDE), a dedicated, separate cross cutting Sector Skill Council for PwDs (SCPwD) has been created in collaboration with National Skill Development Corporation (NSDC) and the private sector.

To empower Persons with Disabilities to become self-employed and encourage local level entrepreneurship, mentorship projects will be developed by DEPwD. Industrial confederations, sector-wise associations, domain experts and other relevant organizations would provide disability specific mentorship opportunities to PwDs.

The following activities will be carried out by DEPwD-

- Need assessment of training
- Curriculum designing & content generation.
- Monitoring, assessment and certification.
- Mentorship for Entrepreneurship Development
- Placement and Employer connect
- IT support for development & maintenance of portals for administration, job, E- learning, etc.

(ii) The training partners would be provided outcome based financial

support by DEPwD as per Common Norms guidelines issued and amended from time to time by the Ministry of Skill Development & Entrepreneurship (MSDE).

## **7. Support to other skilling initiatives**

### **a. Recognition of Prior Learning (RPL)**

The Department also implements RPL under NAP to cater to the needs of formal certification of PwD workforce employed in unorganized sector without any formal education or skilling. Moreover upskilling/capacity building of PwDs placed can also be done under RPL. For this purpose, Training Partner, after empanelment with the Department, will be required to submit an online RPL proposal in prescribed proforma on the Department's website.

### **b. Special Projects**

The objective of Special Projects is to undertake project-based skilling interventions for PwDs through reputed industry bodies/mentors offering captive placements and/or entrepreneurship opportunities. This shall include Recruit-Train- Deploy models of training and placements as well as mentorship-based training projects for entrepreneurship, employability/life skill training. These projects can be undertaken in informal sectors and also in non-NCVET job roles. A proposing stakeholder can be institutions of Central or State Government(s), an autonomous body/statutory body or any other equivalent body or a corporation/Company or a Non Government Organization or experts/mentors that wants to provide training and placements/self employment to PwDs. Funding to such proposals shall be provided on case to case basis through grant-in-aid under NAP-SDP as per the sanctioned amount with the approval of competent authority having the respective delegated powers for administrative approval in consultation with Integrated Finance Division.

### **c. Capacity building initiatives**

Various capacity building activities that are important to build a supportive ecosystem for skill training of persons with disabilities shall be carried out under the scheme. This shall include developing the needed human resource (Training of Trainers, etc.) for training PwDs, developing accessible course content (digital/physical), workshops for employers, training organizations, PwDs, etc. All such types of initiatives/activities will be funded through grant-in-aid under the scheme.

## **8. Coverage**

a) The scheme will cover Persons with Disabilities (PwDs) with not less than 40% disability and having a UDID card or UDID Enrolment Number and disability certificate issued by any competent medical authority.

b) Equal Opportunities: It will be the endeavor to provide equal opportunities to female candidates. Moreover, in order to ensure that all types of disabilities are covered under the scheme, endeavor shall be made to enroll PwDs for skill training as per the approximate proportion/distribution of all disability types in the country.

## 9. Eligibility of the Trainees

- (a) A citizen of India,  
 (b) A person with disability with not less than 40% disability\* and having the following documents issued by the competent authority-

- UDID card Number or UDID Enrolment Number and disability certificate (ETP will ensure registration of all such trainees on the UDID Portal "www.swavlambancard.gov.in" who do not have UDID card.
- Aadhar number or Aadhar enrolment number.

\*Disability is as defined under Section 2 of the Rights of Persons with Disabilities Act, 2016 read along with Section 2(j) of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 and/ or under any relevant legal Statute in force.

- (c) Age: Not less than 15 years and not more than 59 years of age on the date of commencement of the course.  
 (d) The applicant should not have undergone any other skill training course sponsored under the National Action Plan for Skill Development of PwDs of the Department during the period of one year prior to the last date of receipt of application for the course applied for.  
 (e) Courses will be NCVET approved courses with valid time period as available on nqr.gov.in. The age, qualification and the type of disability covered under the course in the QP file will be completely adhered to.

## 10. Eligibility of the Implementing Agencies (Training Partners)

- (a) The scheme will be implemented through the implementing organizations/ institutions, hereinafter referred to as "Training Partners. The following categories of Organisations will be eligible for financial assistance by way of Grant-in-Aid for organizing Training programs:

- i. Departments of the States Governments / Union Territories, or
- ii. Autonomous Bodies / Statutory Bodies / Public Sector Undertakings set up by Central / State Governments / UT Administrations including Central / State Universities, or
- iii. Organizations under administrative control of the Department such as National Divyangjan Finance Development Corporation (NDFDC), Artificial Limbs Manufacturing Corporation of India (ALIMCO), National Institutes and their Composite Regional Centres, District Disability Rehabilitation Centers, Regional Centers, Outreach Centers under MSJ&E.
- iv. Organizations registered under Societies Registration Act, 1860, or Indian Trusts Act, 1882 or Companies Act, 1956/2013, Joint Ventures (JVs)/ Limited Liability Partnerships (LLPs) who are recognized for skill training by Central / State Government Departments or subordinate bodies there-under.
- v. State Skill Development Missions/Councils through Memorandum of Understanding (MoU).

vi. Special schools/ inclusive schools with a good track record of PwD students passing matriculation (10th Standard) will be given preference for running skill training projects.

(b) In case of organisations covered under 11(a) (iv or v) above, the organization shall have not less than three years experience of organizing skill training programs.

(c) In case of Non-Government Organizations, they shall be registered with the **NGO Portal of NITI Ayog** and should have obtained a Unique ID. The unique ID should be mandatorily quoted by the NGO at the time of application for grants.

## **11. Procedure of Application and Selection**

### Stage I

- A.** Expression of Interest will be invited from eligible organizations to get registered as “training partner” to provide skill training to PwDs under the scheme. The organizations intending to register as empanelled training partners (ETPs) of the Department under the scheme will be required to fill “Expression of Interest” (EoI) & Project Specific Proposal” (PSP) form on PM Daksh-DEPwD Portal. A user manual with details of the application process is available on the Department’s website. Applications received will be scrutinized and placed before a Selection Committee who will make a selection of organizations to be empanelled as Training Partner and allocate targets based on the criteria as decided by Selection Committee and Department including previous experience, expertise, infrastructure and human resources available and other similar relevant considerations. The organizations and projects approved shall be sanctioned financial assistance in the form of grant-in-aid.
- B.** (i) The Department issues guidelines for validation of training centre that are available on Department Website to ensure adequate infrastructure at training centres for quality training. In order to ascertain suitability of training centres for PwDs, validation of training centres is mandatory before commencement of training. The details of the agency authorized by the Department along with the fee payable by the Training Partner for validation of Centre is available at Department’s website.
- (ii) The selection of training partners and approval of PSP will be a continuous process and will be based on the demand of jobs in the market.
- C.** NDFDC will be the Nodal Agency for implementation of the scheme and funds to Programme Implementing Agencies approved by the Selection Committee will be released through NDFDC, out of the grant-in-aid released by the Department to NDFDC through Central Nodal Agency. 1% of the total funds disbursed by NDFDC on all components of the Skill Training will be released to NDFDC as administrative cost which will be used by NDFDC for expenditure on engagement of required human resource for Programme Management Unit (PMU).

Note:

(a) The scheme will be implemented through PM-DAKSH Portal. In order to ensure that there is no disruption in skilling, till the time the scheme is onboarded on and implemented through PM-DAKSH Portal, the existing process will be followed by DEPwD. But the complete onboarding will be completed by Nov. 2023.

(b) Since NDFDC will be the Nodal Agency for implementation of the scheme after on boarding the scheme on PM Daksh Portal (FY 2023-2024 onwards) old cases of Grant- in-Aid pertaining to the year from 2015-16 to 2022-23 will be settled by the Department and where ever required through e-Office in consultation with IFD.

**D. (a) Composition of the Selection Committee:** The Committee to select the training partners would constitute the following:

1)	Joint Secretary/Deputy Director General concerned in DEPwD	Chairperson
2)	JS&FA/Director/Deputy Secretary(IFD)	Member
3)	Joint Secretary concerned in the Ministry of Skill Development & Entrepreneurship or any officer nominated by him/ her not below the rank of Director/ Deputy Secretary.	Member
4)	Chairman & Managing Director, National Divyangjan Finance & Development Corporation.	Member
5)	Director/ Dy. Secretary concerned in DEPwD,	Member-Convener
6)	One representative from each of the following organizations-  National Skill Development Corporation (NSDC),  Confederation of Indian Industries (CII),  iii. Federation of Indian Chamber of Commerce and Industries (FICCI)	Members
7)	Chief Executive Officer of Sector Skill Council for PwDs	Member
8)	One representatives from various NGOs working in the field of rehabilitation and training of PwDs with a track record of providing employment opportunities to PwD youth and having a good connect with employers. (Representing different types of disabilities). These members may be co-opted by the Department for every meeting of the Selection Committee.	Members

(b) The Committee may invite an expert, as a special invitee, as and when it deems necessary.

(c) The Committee will hold periodic meetings (at least one in each

Quarter) to select amongst the organizations, who have sent proposals, to be designated as training partners.

(d) The organizations found suitable by the Selection Committee shall be empanelled as “Training partners” for a period of three years for organizing training programs for PwDs under this scheme.

(e) The non-official members of the Selection Committee shall be entitled to TA / DA at the rates admissible to an officer equivalent to Deputy Secretary/Director of the Govt. of India.

## Stage II

**E.** (a) On getting empanelled and receiving offer letters, the ETP has to get the centers validated through SCPwD.

(b) On successful center validation, NDFDC will review and approve the course details. Commencement letters will be issued to the ETP.

(c) Students will enroll themselves at a particular center through PM Daksh Portal. As soon as the allotted number of PwDs is completed, ETP will be allowed to start the training post approval of NDFDC. After 7 days of training, 1<sup>st</sup> installment will be processed along with DBT of PwDs basis Aadhar enabled attendance. Training commenced without biometric attendance as well as certified trainers shall not be treated as valid. Trainers should be certified in the concerned domain SSC and SCPWD as per the eligibility criteria mentioned in the course QP by NCVT. The empanelled training partner has to maintain biometric attendance of students and trainers every day. Correct contact numbers and email Ids of the trainers must be provided.

(d) When training and examination of a batch is completed, ETP can raise a request for training new batch(es) at previously validated centers.

## 12. Training Curriculum & Assessment

(a) The Sector Skill Council for PwDs will develop or customize job roles developed by other Sector Skill Councils as per suitability of PwDs.

(b) Training would normally be provided in NSQF aligned courses developed by SCPwD and other Sector Skill Councils duly approved by NCVET.

(c) Special courses can be developed following the Recruit-Train-Deploy (RTD) model based on MOU with specific companies. Course curriculum can be modified to suit training needs of the company with which MOU has been signed.

(d) Modules of the curriculum will be developed based on National Occupational Standards (NOS). Assessment and certification should also be done based on NOS.

(e) Employability Skills (E.S.) course as approved by NCVET will be



mandatory and should be taught before the Domain Skills course.

(f) ETP will ensure that Trainers meet minimum education qualification criteria/experience as prescribed in the Qualification Pack of the course by NCVET. ETP will also ensure Trainers are certified by the concerned Sector Skill Council as well as Sector Skill Council for Persons with Disabilities.

(g) Key Modalities of assessment and certification:

1. Assessment will be done by SCPwD or other agency authorized by the Department.
2. Assessment criteria will be as per QP of the course available on nqr.gov.in.
3. Assessment agencies will be required to share the files and complete data with DEPwD through API.
4. Results will be uploaded on PM Daksh portal. Results and NOS wise Marksheet must be made available to the students within a week of the exam.
5. It must be ensured that assessors are certified as per NCVET norms. Photo and contact details of the assessors must be made available to DEPwD within a week of the exam.
6. Failed and absent candidates on the day of examination will be eligible to appear for reassessment.

### **13. Funding norms**

The Common Norms for Skill Development Schemes as notified by the Ministry of Skill Development & Entrepreneurship vide Notification No. H-22011/2/2014-SDE-I dated 15<sup>th</sup> July, 2015 and dated 20.05.2016, as amended from time to time, shall apply *mutatis mutandis* in respect of the entire funding norms including training cost, boarding and lodging cost, transport / conveyance cost, third party certification cost, post placement support etc.

### **14. Monitoring and Inspection**

NDFDC, in coordination with CPMU of the Department, will monitor training being provided by the training partners. Any mechanism evolved by the Department of Empowerment of Persons with Disabilities (Divyangjan) for monitoring the quality of training being provided by the training partners shall be binding on all the training partners.

The Department reserves the right to inspect the premises of the Training Partners as and when it feels necessary. These inspections can be conducted either through officials of the Department including CPMU, Organisations and Institutions under the administrative control of the Ministry or through an Independent agency. It will be ensured that minimum 2% trainees are physically inspected.

### **15. Administrative Expenses for Skill Development:**

In order to implement the National Action Plan for Skill Development of PwDs, 3% of the budget allocated at the BE stage for NAP-SDP under SIPDA will be

utilized for administrative expenses, including-

- a) Expenditure on engagement of required human resource for Programme Management Unit (PMU)
- b) Publishing advertisements and other publicity materials to generate awareness among the targeted beneficiary group.
- c) Conducting of physical / virtual monitoring and impact evaluation of the scheme
- d) Developing of a software/web-portal for implementation and monitoring of the scheme
- e) Conducting workshop, seminar and publishing literature etc. for awareness of scheme
- f) Support & facilitation in providing career counselling and job opportunities to PwDs.

The above expenditure or any other expenditure incidental to implementation of the NAP, shall be met from 2% of the annual budget allocated at BE stage for NAP under the SIPDA Scheme.

- g) 1% of the total funds disbursed by NAP on all components of the Skill Training will be released to NDFDC as administrative cost which will be used for expenditure on engagement of required human resources for implementing the scheme.

## **16. Other Conditions**

- a) The Implementing Agency i.e. the training partners will abide by the conditions for grant-in-aid as provided in the Scheme.
- b) NGOs selected as training partners shall comply with the Common Guidelines for implementation of Central Sector schemes as notified by NITI Aayog.
- c) IA shall provide Statement of Accounts (for the project) comprising, inter-alia, a copy each of the statement of (a) Receipt and Payment Statement, (b) Income and Expenditure Statement (c) Balance Sheet and (d) Item wise expenditure details comparative statement.
- d) Details of trainees shall be linked with UDID Card number or UDID card enrollment number and disability certificate, if UDID card is unavailable.
- e) The Institutions imparting skill training for PwDs shall display the schemes of the Department (DEPwD, MoSJE), Government of India being implemented by them at prominent place in the training institution.
- f) Payment of the last installment linked to placement will be made as per the common norms guidelines issued and amended from time to time by the Ministry of Skill Development and Entrepreneurship (MSDE).

- g) All ETPs shall register their training center at <https://central.depwdst.ac.in> and start their Aadhar Enabled Biometric Attendance System for their trainees as well as trainers.
- h) The ETP shall maintain a separate Saving bank account in respect of the funds received under the NAP in the CNA module.
- i) In case an ETP does not submit the requisite documents in proof of the placements or if the information shared by ETP regarding placements is found to be untrue, the whole or a part of the third installment due will not be paid.
- (j) Projects, which do not commence within two months from the date of commencement letter/approval, will be automatically canceled.
- (k) Central Nodal Agency shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rules 230(8) of GFR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks.
- (l) Standing Operating Procedure for Nation Action Plan for Skill Development of PwDs is at **Annexure 1**
- (m) ETP will be graded on the basis of employment ensured by them as under:-

Placement provided by ETP	70% or more	70%-40%	Below 40%
Grading of ETP	A	B	C

### 17. Reasonable Accommodation-

As per Chapter I, 2 (y) of the Rights of Persons with Disabilities Act, 2016, “reasonable accommodation means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others”. Certain provisions have to be made to provide reasonable accommodation to PwDs undergoing skill training-

- Individual Skilling Plan and Individual Action Plan should be developed for each student with intellectual disability.
- The training partner should conduct additional hours of training over and above the prescribed training duration, as per the needs of the students. However, no separate funds will be allocated for the additional hours of training conducted.
- If a PwD trainee with high support needs someone to accompany him to the center and remain present during the training, that should be allowed.
- Trainers and other staff of the center need to be fully sensitive to the requirements of the PwD beneficiaries.

### 18. Convergence with other Skill Development Schemes.

The component of Skill Development will have convergence with other

Skill Development Schemes run by other Ministries / Departments, including that of Ministry of Skill Development and Entrepreneurship. In case the Ministry of Skill Development and Entrepreneurship decides to fund all Skill Development Schemes, then this component of SIPDA Scheme shall be discontinued. The component of Skill Development being funded by this Department under Deendayal Disabled Rehabilitation Scheme (DDRS) has been discontinued after implementation of the programme of Skill Development under SIPDA.

#### **19. Review and Monitoring**

The progress of implementation of the Guidelines/scheme will be reviewed by the Selection Committee constituted for the Scheme.

#### **20. Furnishing of False Information**

If any trainee or training partner has furnished any false information / document and is established as false, he / she / it will be debarred from the benefit and an action will be initiated for recovery of the amount spent with 10% compound interest thereon. Such trainee or training organization will also be black- listed for future and appropriate legal action can be taken against them.

#### **21. Litigation**

Any litigation on matters arising out of these guidelines will be subject to sole jurisdiction of the courts situated in National Capital Territory of Delhi.

#### **22. Review of Guidelines**

Department of Empowerment of Persons with Disabilities (Divyangjan) may, at its discretion, undertake review of these guidelines as and when required.

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**Annexure 1****Standard Operating Procedure for National Action Plan For Skill  
Development of Persons with Disabilities**Application Process

1. ETPs should get the respective centers validated within 30 days of receiving the offer letter.
2. 40% of the total proposed target given by the Empanelled Training Partner should consist of people belonging to disabilities other than locomotor disability.
3. ETPs should start the training within 30 days of receiving the commencement letter.

Batch details

4. Batches will consist of minimum 10 and maximum 30 PwDs candidates as per NCVET approved QP.
5. Candidates will register for the training courses through PM Daksh Portal. Candidates can choose the courses of their choice and also share their interest areas details. Priority should be given to candidates as per date of registration on PM Daksh Portal. ETPs will explore possibility to create batches in the interest area chosen by nearby PwDs.
6. The Training Institutes will have to fix the date for starting the training programme; and based on that communications will automatically go to all the candidates who opted for the training.

Quality of Training

1. Aadhar Enabled Biometric attendance device should be available and functioning at the training centers, without which batch cannot be started. Biometric attendance should be marked by all candidates and trainers every day (in and out time). If due to technical issues, the trainer and candidates are unable to mark their attendance, the same has to be conveyed to the Department on the same day before 5:00 PM.
2. Functional and remotely accessible CCTVs should be installed in all classrooms, conference rooms, reception, etc. of the center.
3. An orientation should be conducted for PwD trainees at the start of the batch.
4. Model curriculum as per qualification pack approved by National Council for Vocational Education and Training (NCVET) should be adhered to.
5. Teaching aid i.e. books (in english and regional languages), stationery, study material and lesson plan etc. should be provided to all PwD trainees.
6. Name and photograph of the certified trainer should be displayed in the classroom.
7. Training partner shall ensure that all the trainees should be well aware of the training program (training start and end date), course content, name of the trainer, date of assessment and all other relevant information regarding the training program.

Assessment

1. A mock test of all the PwDs should be carried out with support of SCPwD/concerned awarding body before carrying out an assessment of respective batches.
2. Assessment is to be based on NOS as per QP/Job roles.
3. A Minimum 70% AEBAS linked to attendance is a prerequisite for the candidates to be eligible for undertaking assessment.
4. Assessment should be conducted within 7 days of the batch end date.
5. DEPwD will release assessment costs to SCPWD/Awarding body based on the number of candidates eligible for assessment.
6. Empanelled Training Partners can conduct refresher training of one week to ten days for the failed students. SCPwD/concerned awarding body to conduct re-assessment of the absent/failed students as per request raised by the ETPs to SCPWD/ concerned awarding body. The cost of re-assessment of absent/failed students will be borne by Training Partner only.
7. If any students fail the exam, it is the duty of the ETP to take remedial classes for such students and make them appear for re-assessment as soon as possible.
8. In case, training center is unavailable for assessment/re-assessment, the assessment/re-assessment can be carried out at the nearest functioning training center after approval of the Department.
9. Upon successful assessment and result declaration, all candidates are entitled to receive mark sheets. Mark sheets should have NOS wise marks and total score obtained by the trainees.
10. Assessors should be SCPwD approved and from nearby locations of the center.

Job Outreach & Placement

1. Placement cell of the ETP should be active and should ensure on campus recruitment drives. The students desirous of self employment or starting their ownbusiness should be referred to NDFDC.
2. As a part of the Job Outreach, the Empanelled Training Partners should undertake the following activities-
  - i. Exposure & Industry visits to companies related to the job role
  - ii. Internships in the related job role
  - iii. Mid-internship reviews and feedback calls should be undertaken by the ETP.
  - iv. ETPs should guide the candidates in applying for jobs through the job portals mentioned on PM Daksh.
  - v. Details on the job/placement should be submitted by the candidate on the PM Daksh portal.
  - vi. ETPs can conduct peer sensitization and disability sensitization workshops with the employers post placement of the candidate.

Timelines for release of installments to training partner-

1. 1<sup>st</sup> Installment:-

- The empanelled training partner must intimate the Department regarding starting of the batch and request for fund release for the first installment within 15 days of start of the training. Three days of aadhar based attendance will be verified by the Department for

release of 1st installment.

- 1<sup>st</sup> installment would be released through online process. There should be no paper work in this regard. The internal approval processes within the implementing agency should be duly aligned to this system to ensure that the payment to the TPs goes immediately after satisfying the required formalities.
- Thereafter, 2<sup>nd</sup> and 3<sup>rd</sup> installment will be released in the same way as per Common norms.

2. 2<sup>nd</sup> Installment:-

The empanelled training partner must send the documents required for the 2<sup>nd</sup> installment within 45 days after completion of the assessment. If documents are not submitted within the stipulated time, no funds will be released to the ETP and no new commencements/project specific proposals will be considered.

3. 3<sup>rd</sup> Installment:-

The documents required for the third installment must be submitted to the Department within 6 months of certification of the trainees.

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