

Guidelines for imparting Skill Development Training for PwDs

1. **Introduction:** According to census 2011, there are 12,44,402 Persons with Disabilities (PwDs) in Odisha (6,74,775 male and 5,69,627 female). Number of disabled is proportionately higher in rural areas, accentuated by general poverty considerations and poor access to health services. The rural disabled are significantly disconnected from skills and markets. Presently Skill Development Training Programme is being implemented for PwDs at National Career Services Center for Differently Abled (NCSCDA) Pokhariput, Bhubaneswar funded by Odisha Skill Development Authority (OSDA), Government of Odisha and through the empanelled agencies of SSEPD Department, funded by this Department. Further facility is available for technical education and skill upgradatin at Special Industrial Training Institute (Special ITI) at Jatni, Khordha.
2. **Background:** Training, being offered through various institutions / through different Government organisations is non-homogenous in curriculum and methodology which lacks quality and low on employability especially in case of PwDs. They need a special type of Skill training which will make them self-employed/ employable.
3. **Trades:** The list of trades with cost norm is at Annexure-A.
4. **Standard Operating Procedure (SOP) for Skill Development Training Programme:**
 1. The Training Agency will maintain all the records pertaining to the trainees in separate files batch wise. The records must contain important documents such as identity proof with Photograph, Disability Certificate, Aadhaar card, Caste Certificate, Name & Address and other particulars as narrated in the eligibility of trainees. A covering format with full details of the trainee, training particulars, Category, Disability kind & percentage, residential or non-residential etc. should be available in each file of the trainees which should be signed by the trainee and countersigned by the Authorized Official of the Agency.
 2. The agency should maintain full particulars of the Instructors engaged for conducting the requisite training. Separate records for Instructors will be maintained with their bio-data and proof of certificate and experience in conducting skill training for the specific trade.
 3. The agency should provide class rooms, infrastructure, tools and equipment required for training, raw materials, training materials etc.
 4. A copy of the attendance sheet of trainees and Instructors must be submitted to the DSSO concerned with a copy to SSEPD Department.
 5. In case of residential training, the agency should provide boarding and lodging along with other basic requirements to the trainees. In case of Non- residential training, the agency should provide transportation facilities or reimburse the travelling expenses to trainees.
 6. The Agency should take steps and keep records about placement and self-employment of trainees. The agency should provide Self-employment kit to trainees. After completion of the batch on a particular trade, the hard copies & soft copies of beneficiary's details will be handed over to the DSSO concerned with a copy to SSEPD Department. The contact numbers of the trainees have to be shared with the DSSO concerned prior to commencement of the training or latest during the course of the training programme.

7. Funds will not be released in advance to the skill imparting organization/ NGO. An organization/ NGO, while applying for registration will have to provide proof of their ability to fund the program for six months. After submission of UC along with proof of successful completion of the program, DSSO will recommend to the department for release of funds.
 8. In case of Government institutions/ ITIs, funds will however be released in advance as per rule/ regulation of the controlling department.
 9. The scheme will be implemented through Government training institutions/ ITIs / Professional Training Institutions/ NGOs.
5. **State Project Monitoring Unit:** A State Project Monitoring Unit (PMU) will be set up at State Level to monitor the following components:
1. To access the need of training
 2. Monitoring the overall training being imparted at different levels & certification
 3. To have a overlook on placement of the trainees and organisation of job fair time to time.
6. **Conditions of Eligibility:**
1. **Eligibility of the Implementing Agencies (Training Providers)**
 1. Government training institutions/ ITIs and other Professional Training Institutions of repute will be necessarily eligible provided these are disabled friendly.
 2. Other professional institutions/ NGOs will need three years of experience to apply for the program.
 3. NGOs/ other professional institutions (as mentioned in para 6.1.2) will need to apply to the department for their registration for participating in the program.
 2. **Eligibility of Trainee:**
 1. A resident of Odisha.
 2. A person with disability with not less than 40% disability and having a disability certificate to this effect issued by any competent medical authority.
 3. Age: Not less than 15 years and not more than 59 years of age on the last date of receipt of application for the course.
7. **Selection of Trainees:** The Implementing Agency will select trainees by a committee comprising of Instructors on different discipline. The committee will scrutinize each application to ascertain the eligibility and suitability of the trades applied for. Thereafter willingness of the candidates will be verified during personal interaction.
8. **Procedure of Application and Selection of Training Institute:**
1. Expression of Interest will be invited from eligible organizations to get empanelled as "training partner" to provide skill training to PwDs under the scheme by issuing an advertisement in the leading newspapers and through the websites and other media outfits. The pro-forma for application and list of documents to be attached will be given in the EOI. Applications received for empanelment as training partners will be scrutinized and placed before a Selection Committee who will make selection based on the criteria of previous experience, expertise, infrastructure and manpower available and other similar relevant considerations. The selection of training partners will be a continuous process.



2. Composition of the Selection Committee: The Committee to select the training partners would constitute the following:
 1. Commissioner-cum-Secretary SSEPD – Chairman
 2. Director, SSEPD- Member
 3. Director of Technical Education & Training, Odisha, Cuttack or his representative.
 4. Assistant Director, NCSCDA, Bhubaneswar
 5. Two representatives from various NGOs working in the Field of rehabilitation and training of PwDs (Representing different types of disabilities).
 6. Joint Secretary/ Deputy Secretary, Deptt. of SSEPD – Member-Convenor.
3. Organizations, found suitable by the Selection Committee shall be empanelled as "Training partners" for a period of one years for organizing training programs for PwDs. Agencies so selected shall sign an MoU to communicate approval for commencement of training.
4. The Government Training Institutions/ ITIs and professional institutes of repute shall submit detailed project proposal directly to the Department as per the format in Annexure-B for consideration.

9. Course Structure:

The course structure and training material as prescribed by National Skill Qualification (NSQ) Framework of Ministry of Skill Development & Entrepreneurship, Govt. of India will be followed.

10. Certification:

Concerned Training Institute will issue certificate to all the trainees who have successfully completed the Skill Development training.

11. Inspection:

The officers of SSEPD Deptt./ DSSOs concerned will inspect the skill development training programme and submit report to the Department.

12. Release of Funds:

Funds to the Government Training Institutions/ Empanelled Agencies conducting training shall be released as per the applicable rates and norms of National Skill Qualification Framework (NSQF), Ministry of Skill Development & Entrepreneurship , Govt. of India. The release of funds to the Training Providers shall be made as per the **SCHEDULE-IV** of the said notification/ amendments issued by Ministry of Skill Development & Entrepreneurship , Govt. of India time to time.



Annexure-A

**Common Norms notified by Ministry for Skill Development &
Entrepreneurship (MSD&E)**

COST NORMS

Sl. No.	MES Sl. No. & Course Code	Sector	Course & Category	Duration in Hours & in Days	Hours	Training Cost per hour
1	23 & BEA703	Beauty Culture & Hair Dressing	Integrated Course in Hair, Skin and make up & Category -II	650 Hours & 93 Days	650	42.00
2	52 & FAB701	Fabrication	Arc & Glass Welder & Category -I	700 Hours & 97 Days	700	49.00
3	270 & REF706	Refrigeration & Air Conditioning	Repair & Maintenance of Windows & Split AC & Category -I	500 Hours & 72 Days	500	49.00
4	167 & ICT 702	Information & Communication Technology	DTP & Print Publishing Assistant & Category -II	500 Hours & 72 Days	500	42.00
5	156 & HOS705	Hospitality	Hospitality Assistant & Category -II	520 Hours & 75 Days	520	42.00
6	47 & ELC703	Electronics	Repair & Maintenance of Personal Electronic Device & Category -II	520 Hours & 75 Days	520	42.00
7	36 & ELE701	Electrical	Electrician Domestic & Category -I	600 Hours & 87 Days	600	49.00
8	70 & GAR511	Garment Making	Ornamentalist, Hand work Specialist Applique & Category -II	520 Hours & 75 Days	520	42.00
9	SSC/Q2212	IT-ITES	Domestic Data entry Operator Category- II	400 Hours & 58 Days	400	42.00
10	FIC/Q9007	Food Processing & Preservation	Multi Skill Technician (Food Processing) Category- II	500 Hours & 72 Days	500	42.00
11	AMH/Q1947	Apparel, Made-Ups & Home Furnishing	Self Employed Tailor Category- II	340 Hours & 49 Days	340	42.00
12	AGR/Q0809	Agriculture	Garden cum Nursery Raiser Category- II	470 Hours & 68 Days	470	42.00
13	HSS/Q6001	Healthcare	Geriatric Aide Category- II	480 Hours & 69 Days	480	42.00

14	PWD/SSC/ Q2212	People with Disability	Domestic Data Entry Operator Category- II	400 Hours & 58 Days	400	42.00
15	AGR/Q7803	Agriculture	Mushroom Grower (small entrepreneur) Category- II	200 Hours & 29 Days	200	42.00
16	AGR/Q1201	Agriculture	Organic Grower Category- II	200 Hours & 29 Days	200	42.00
17	BWS/Q0302	Beauty & Wellness	Mehendi Specialist Category- II	204 Hours & 30 Days	204	42.00
18	PWD/AMH/ Q1001	People with Disability	Hand Embroiderer Category- II	200 Hours & 29 Days	200	42.00
19	TSC/Q4102	Textiles & Handlooms	Knitting Machine Operator Category- II	300 Hours & 43 Days	300	42.00
20	ELE/Q8104	Electronics & Hardware	Mobile Phone Hardware Repair Technician Category- II	360 Hours & 52 Days	360	42.00
21	AGR/Q1203	Agriculture	Vermicompost producer Category- II	200 Hours & 29 Days	200	42.00
22	TSC/Q7801	Textiles & Handlooms	Handloom Entrepreneur Category- II	600 Hours & 86 Days	600	42.00
23	FFS/Q0102	Furniture & Fittings	Carpenter Wooden Furniture Category- II	308 Hours & 44 Days	308	42.00
24	AGR/Q5301	Agriculture	Beekeeper Category- II	150 Hours & 22 Days	150	42.00
25	AGR/Q0801	Agriculture	Gardener Category- II	300 Hours & 43 Days	300	42.00
26	AGR/Q0807	Agriculture	Nursery Worker Category- II	200 Hours & 29 Days	200	42.00
27	AGR/Q0901	Agriculture	Medicinal Plants Grower Category- II	180 Hours & 26 Days	180	42.00
28	AGR/Q7803	Agriculture	Mushroom Grower Category- II	200 Hours & 29 Days	200	42.00
29	AGR/Q6101	Agriculture	Bamboo Grower Category- II	200 Hours & 29 Days	200	42.00
30	ELE/Q3111	Electronics & Hardware	Service Technician – Home Appliances Category- II	400 Hours & 58 Days	400	42.00
31	FIC/Q1003	Food Processing	Grain Mill Operator Category- II	170 Hours & 25 Days	170	42.00
32	ELE/Q3111	Electronics & Hardware	Service Technician – Home Appliances Category- II	400 Hours & 58 Days	400	42.00

33	CON/Q0103	Construction	Mason General Category- II	400 Hours & 58 Days	400	42.00
34	FIC/Q7001	Food Processing	Food Products Packaging Technician Category- II	240 Hours & 35 Days	240	42.00
35	HCS/Q7901	Handicrafts & Carpets	Hand Rolled Agarbatti Maker Category- II	250 Hours & 36 Days	250	42.00
36	PWD/SSC/Q2212	People with Disability*	Domestic Data Entry Operator Category- II	400 Hours & 58 Days	400	42.00
37	TEL/Q0100	Telecom	Customer Care Executive (Call Centre) Category- II	200 Hours & 29 Days	200	42.00

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Annexure-B

**Application for Project proposal for Skill Development Training Programme
by Government Training Institutions**

1.	Name of the Institution with Address	
2.	Project Location	
3.	Name & Designation of the Head of the Institution with E-mail & Contact No.	
4.	Details of the training programmes continuing	
5.	Proposed Trades	
6.	No. of beneficiaries proposed (Category wise PwD)	
7.	Batch Size	
8.	Details of the infrastructure available	
9.	Details of manpower for training	

Signature of the Head of the Institution

