

Annexure A1 – Project Proposal Template (RPL Type 1/2/3)

RPL PROJECT PROPOSAL UNDER PMKVY 2.0

Instructions for preparing a RPL project proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template. Please avoid deviations from the template format.
- **All fields are mandatory unless otherwise specified. No Para / Sub Para is to be left blank. Where not applicable indicate accordingly.**
- **This template is only for RPL Type 1/2/3. Each project shall not be for more than one project type.**
- **Each participant can associate themselves with only one SSC per project.**
- SSC proposals shall not target more than 60,000 beneficiaries. Non-SSC PIA proposals shall not target less than 2,000 beneficiaries and not more than 20,000 beneficiaries. Proposals targeting less than 2,000 beneficiaries from non-SSC entities/bodies shall be redirected to relevant SSCs for consolidation.
- **Please note that the PIA should have minimum three years of incorporation and minimum one year of experience in the proposed sector at the time of RPL proposal submission.** Kindly visit the PMKVY website for all the eligibility and other terms and conditions (www.pmkvyofficial.org)
- Submission of ground survey report of the prospective beneficiaries (minimum sample size of 5%) for each job role and each location is mandatory.
- PIA to avoid attaching documents that have no direct bearing with the information required to evaluate a proposal.
- PIA to ensure that all information provided is correct and verified and no available material information has been suppressed.
- Each application to consist of five sections:
1) Project Overview, 2) Project Execution, 3) Project Monitoring, 4) Project Financials, and 5) Annexures
- Under each section, there may be sub-headers, for which the applicant needs to provide the relevant information. Headers and sub-headers are followed by grey text that gives a brief description of the information to be provided by the applicant.
- **All supporting documents should be on the organizations' letter head, stamped with organizations' seal and signed by the authorized person.**
- The Project Proposal may undergo several rounds of review and revisions before final approval by the PMKVY Executive Committee. Please be informed that submission of this application does not mean or indicate acceptance of the proposal and/or any commitment of approval/allocation of targets for the project.
- PIAs may refer to the 'Explanatory Notes to Compliance Checklist' *Annexure 3.1 of RPL Target Allocation SOP* for assistance in the formulation of this proposal. The same is available on PMKVY website (www.pmkvyofficial.org)
- SSCs are requested to return the incomplete proposals to PIAs. Similarly incomplete proposals at NSDC will be returned to SSC or PIA
- SSC may reject / not recommend a proposal giving clear justification to the applicant and NSDC.
- Please fill up the check list along with the PAF. If any boxes are blank without proper justifications, the proposal will be returned without evaluation.
- Timeline to be followed for RPL Proposal submission :
 - In case NSDC has any queries regarding the submitted proposal, it shall be sent to the respective SSC or PIA for further modifications and will be given a timeline of 10 working days to revert with the updated proposal.

- In case, information shared in the updated proposal is still incomplete or unsatisfactory, another notice of 10 working days shall be given to the respective SSC or PIA to make the observed changes, failing which the proposal will be rejected.

If applicant is non-SSC PIA:

- It is mandatory for non-SSC PIAs to submit two printed copies of the Project Proposal to SSC, along with a cover letter duly signed by the CEO of the Applicant’s organization. Every page of the proposal must be signed and stamped by the Applicant organization. The PIA shall inform NSDC of its submission to SSC via email rplpmkvy@nsdcindia.org with subject heading “Proposal Submission to SSC”.
- SSC shall conduct preliminary evaluation of the proposal in accordance to the mandatory compliance checklist set by NSDC.
- If the project proposal is compliant, the SSC shall forward one printed copy of the complete Project Proposal to NSDC along with duly filled:
 - a. SSC Recommendation Letter (including compliance checklist).
The number of targets recommended should be justified and specified along with the recommendation letter by the respective SSC
 - b. The validation of Pre-Screening Sheet, orientation content and where relevant, Bridge course (requirement, hours and content).
 - c. Document Checklist
 - d. Information on Assessment Agencies on-boarded. SSC to ascertain there is no conflict of interest between the proposed Assessment agencies and the promoters of both PIA and facilitators involved in the project.
 - e. SSC to ensure that the targeted beneficiaries are not common with any RPL type 4 project under the respective SSC.
- A soft copy of signed and scanned proposal with the aforementioned documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.

If applicant is SSC:

- It is mandatory for SSC PIAs to submit one printed copy of the Project Proposal to NSDC, along with a cover letter, the document and compliance checklist and other specified enclosures. Every page of the proposal and supporting documentation must be signed and stamped by SSC CEO or any member of the SSC’s Governing Council.
- A soft copy of signed and scanned proposal with the supporting documentation shall be shared by the SSC via email to rplpmkvy@nsdcindia.org. A hard copy of the proposal with the aforementioned documentation shall be submitted to NSDC Reception titled RPL Project Proposal.
- SSC should also justify why the project cannot be executed by PIAs other than SSC.

Declaration (To be filled by PIA)

I, _____ (full name of competent authority from Applicant Organisation),
_____ (designation), hereby declare that I have read and understood the
aforementioned instructions and the information and supporting documents submitted in this application to

conduct of Recognition of Prior Learning (RPL) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) are true and correct to the best of my knowledge. All responses are full and complete, omitting no material information.

Signature of Competent Authority and Stamp from Applicant Organisation

Date (dd/mm/yyyy)

SECTION 1: PROJECT OVERVIEW

Parameters		Documentary evidence
a. Project Title:		
b. Name of Project Implementing Agency (PIA):	There can be only one PIA per project	<i>See annexure 5.1</i>
c. Applicant Type (SSC/ Non SSC):		
d. Project Type (Type 1,2,3):		
e. Name of SSC, if PIA is Non SSC:		
f. Mobilization Agency(s): <i>Not applicable for Project Type 2</i>	1. Name of Mobilising Agency 1	<i>See section 2.1(a) and annexure 5.4</i>
	2. Name of Mobilising Agency 2	
	3. Name of Mobilising Agency 3	
g. Participating Employer(s): <i>Not applicable for Project Type 1 and 3</i>	1. Name of Participating Employer 1	<i>See section 2.1(b) and annexure 5.5</i>
	2. Name of Participating Employer 2	
	3. Name of Participating Employer 2	
h. Name of RPL Facilitator Organization(s):	1. Name of RPL Facilitator 1	<i>See annexure 5.2</i>
	2. Name of RPL Facilitator 2	
	3. Name of RPL Facilitator 3	
i. Name of Assessment Agencies: If PIA is SSC, names of Assessment Agencies to be listed here. If PIA is non-SSC, SSC shall submit information on-behalf of non-SSC PIA in the form of Annexure 5.3	1. Name of Assessment Agency 1 2. Name of Assessment Agency 2	<i>See annexure 5.3</i> <i>SSC to ascertain there is no conflict of interest between the proposed assessment agencies and the promoters of both PIA</i>

		<i>and facilitators involved in the project.</i>
j. Project Locations (states covered):	<<Total number>> of RPL Locations across <<number>> states States covered: 1. State 1 2. State 2	<i>See Section 1.3</i>
k. Job Role(s) Proposed: NSQF Level 1 and 2 Job Roles not permitted SSC / PIA to ensure the job roles are NSQF approved SSC to ensure no overlap in the approved targets with RPL Type 4	1. Name of Job Role 1 as Per QP (Job Role Code) (NSQF Level) 2. Name of Job Role 2 as Per Qualification Pact (Job Role Code) (NSQF Level ---)	<i>SSC to submit the Recommendation Letter for the approved targets along with the reasons to approve the same.</i>
l. Total RPL Targets Requested:	<<number>>	Targets allocated till date under PMKVY 2.0 RPL*: <<number>>
m. Project Duration (max. 12 months):	<<number>> months	

**Under PMKVY (2016-2020)*

1.1. Sample Survey Findings (Summary)

Applicants shall undertake a sample survey justifying the need for the RPL activity hereby proposed.

- The minimum sample size shall be 5% of each proposed RPL Location.
- The candidate survey data should mention the following details of the targeted beneficiaries :
 - Name of the candidate
 - Contact details of the candidate
 - Previous number of years of experience in the Job Role for which RPL certification is being proposed
- If the applicant fails to conduct the sample survey for any of the proposed location(s), the final targets shall be reduced proportionately.
- The applicant shall submit a two (2) page executive summary highlighting the following :
 - Objective of the survey
 - Method used to conduct the survey
 - Findings from the survey

The sample survey shall focus on finding the knowledge, productivity and performance gaps/challenges faced by Target Beneficiaries in the location/locations proposed.

It is expected that the RPL activity proposed will alleviate some of these gaps/challenges through the Orientation or Bridge Course and Skill Certification.

Applicants shall attach detailed findings in a separate document. See Annexure 5.6 for format in which detail findings to be reported. The proposal stands rejected if the applicant fails to submit the sample survey with the above mentioned details.

a. Reason for selection of proposed job role and locations:

b. Who are the target beneficiaries?

c. Knowledge, productivity and performance gaps or challenges faced by Target Beneficiaries in location/location proposed:

1.2 Purpose of RPL Project

Basis the findings of the Sample Survey, describe how this project is going to benefit the target beneficiaries (Please limit your response to not more than 800 words).

a. Indicate tangible benefits to the candidate from undertaking RPL under this project.

The applicant is requested to not mention the following as tangible benefits as they are already part of the scheme:

- Skill certificate
- Award money
- Improved soft skills
- Enhanced efficiency
- Five Year Insurance under Pradhan Mantri Suraksha Bima Yojana (PMSBY)

b. Is the PIA going to assist target beneficiaries in attaining any of the following during RPL?

SN.	ITEM	YES (Y) / NO (N)	Remarks (if any)	Documentary evidence (if any)
1	Formalised Market Connect			Documentary proof stating tie up with any agency
2	Skills Premium/Industry Recognition		<i>If Yes, kindly specify form of Skills Premium/Industry Recognition</i>	Documentary proof stating preference to RPL certified person in recruitment, promotion or any other industry recognition
3	Bank Loans/ Financing		<i>If Yes, kindly specify type of Bank Loan</i>	Documentary proof stating the tie up with any bank/ agency for the provision of loans
4	Licenses		<i>If Yes, kindly specify type of Licenses</i>	Documentary proof from the licensing agency
5	Course on Digital Transactions (E-Wallet)			
6	Pay hike		<i>If Yes, kindly specify the margin by which the candidate's salary would be increased post RPL training</i>	Documentary proof stating the commitment on pay hike of certified persons
7	Placements			Documentary proof stating letter of recruitment or tie ups with placement agencies which will recruit candidates post RPL training as per the specific project

1.2 Proposed RPL Locations, Job Roles and Target Details of Project:

In RPL, the Location in which the RPL activity will be conducted is important. Applicants are therefore required to provide full name (i.e. Project Type 1 – Name of Venue, Project Type 2 – Company Name & Project Type 3- Training Centre Name) and address of location in which it will be conducting the RPL activity.

S.no	State	District	Location Name (where RPL will be conducted)	Address (full postal address including PIN)	Job Role Names (NSQF Level)	Proposed target per job role (in numbers)	Number of batches in a month	Number of candidates per batch	Documentary proof (if any)
1.									Proof of tie-up with the stated locations where the training will be conducted <i>If the applicant fails to provide the documents (any or all of the tie ups) the targets shall be reduced proportionately</i>
2.									
3.									
TOTAL									

SECTION 2: PROJECT EXECUTION

2.1 (a) Mobilization Strategy

Project Type 1 & 3

It is encouraged that PIA submit field linkages indicating access to a data base or network of potential beneficiaries for Project Type 1 and 3.

Letters of support/participation to be attached with proposal. The letter is to mention location in which support will be provided as well as number of potential beneficiaries in the location.

If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

If a mobilisation agency is engaged, a profile of the agency is to be submitted (see Annexure 5.4).

SN.	Name of Mobilising Agency	State	District	Location Name	Number of People being targeted	Past Experience of Mobilising Agency	Documentary evidence (Mandatory)
1	Name of Mobilising agency 1						Proof of Mobilization in the form of Letter of Intent (LOI) or Memorandum of Understanding (MoU) by all the entities

2	Name of Mobilising agency 2						(panchayats, unions, corporates etc.) involved in mobilization of the project specific to the location and the number of candidates being targeted by the agency.
3	Name of Mobilising agency 3						In case the PIA is also the mobilizing agency, provide evidence of having conducted similar activity previously. If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

2.1 (b) Project Type 2 – Participating Employers

Letter of Interest (LOI) from participating companies under Project Type 2 is to be attached. LOI to mention location in which RPL activities shall be conducted and the number of target beneficiaries within each location. Incorporation numbers of participating companies to be mentioned in LOI.

If an Employer is engaged, a profile of the agency is to be submitted ([see Annexure 5.5](#)).

If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

SN.	Name of Employers involved	State	District	Location Name	Number of People being targeted	Documentary evidence (Mandatory)
1	Name of Participating Employer 1					Letter of Intent (LOI) signed by all the employers involved in the scheme showcasing industry and corporation involvement

2	Name of Participating Employer 2					If the applicant fails to provide the documents (any or all of the participating employers) the targets shall be reduced proportionately
3	Name of Participating Employer 3					

2.2 Pre-Screening Form (to be validated by SSC)

PIA shall submit validated pre-screening format sheet developed for each RPL Job Role. Pre-Screening Form to capture the candidate's profile, level of work experience, source of existing knowledge and skills, and any other pertinent information.

The PIA is expected to collect supporting documentation and evidence from the candidate - SSCs to specify the personal information required as per the SDMS, and the supporting documentation that may be available for the job role.

2.3 Orientation Content (to be validated by SSC)

As per the RPL Guidelines, the Orientation content of each candidate shall be a minimum of 12 hours and shall include the following:

S. no	Activity	Minimum Duration
1.	Domain Training (clarifying any doubts/gaps a candidate may have with respect to the Job Role including the topic of Health and Safety)	6 Hours
2.	Soft Skills and Entrepreneurship Tips specific to the Job Role (Financial and digital literacy training are mandatory)	4 Hours
3.	Familiarization to the Assessment Process and Terms	2 Hours

Applicants to specify the topic and subtopics to be covered under each of the aforementioned areas, the duration for each topic and expected outcome.

The topics and subtopics proposed shall be aligned to the findings of the sample survey. It is mandatory that a lesson on digital transactions be imparted.

S.no	Topic & Subtopics	Duration (in hours)	Outcome
Job Role 1			
1			
2			
3			
Job Role 2			
1			
2			
3			

2.4 Bridge course details, if proposed (content to be validated by SSC)

Bridge course is applicable only to Project Type 2 and 3 and shall not be of more than 68 hours in duration. Accordingly, Bridge course shall be over and above the minimum 12 hours of orientation. **The additional topics and subtopics proposed to be covered under Bridge Course shall be aligned to the findings of the sample survey and the SSC concerned shall be responsible for the development of the content.** Bridge course shall focus on both Core and Non-Core NOSs of the job role, however inclusion of at least one Core NOS is mandatory.

2.4.1 Provide justification for Bridge Course

Applicant to justify the requirement of a bridge course for candidates in this project

S. no	Job role (name)	Justification for Bridge Course	Bridge Course Duration (additional hours required over and above the minimum 12 hours)
1			
2			
3			

2.4.2 PIA to Provide the Bridge course content applicable for each job role as Annexure 5.8. Indicate a summary of Topics of the same below.

The content proposed shall be aligned to the findings of the sample survey and validated by concerned SSC. Bridge course shall focus on both Core and Non-Core NOSs of the job role, however inclusion of at least one Core NOS is mandatory.

S.no	Job role (name)	Topic of Bridge Course	Duration (in minutes/hours)
1			
2			
3			
4			
5			
6			
7			

2.5 Job-Role Specific Kit

Following items shall be mandatorily provided to candidates during orientation.

- 01 PMKVY T-shirt/Jacket
- 01 PMKVY Cap
- Delivery charges (if any)

All aforementioned items are to be procured from NSDC empaneled vendors.

Over and above the above mentioned items, PIA may give additional job role specific items. Details to be mentioned below.

S. no.	Job role name	List of Additional Items in Kit	Justification for the additional items
1.			
2.			
3.			

Sample of Additional Items to be provided to Executive Committee for Approval.

2.6 Media Coverage

Describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) and Social Media Summarize the plan in tables below.

a. Print Media:	
Type (Newspaper/ Magazine/ Tabloid/ Others please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

b. Outdoor Advertising:	
Type (Brochure/ Flyer/ Standee/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

c. Digital Media:	
Type (Electronic - website/ Social - Facebook, LinkedIn, Twitter/ Television Advertisements/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

d. Radio Engagement:	
Type (Govt. / Non-Govt. channels/ Local Radios/ Other please specify)	Frequency
<Type> (Name)	
<Type> (Name)	
<Type> (Name)	

SECTION 3: PROJECT MONITORING

3.1. Team from Applicant Organization Overseeing On-ground Implementation

Please specify the individual/team from the applicant side that will be overseeing the on-ground implementation.

Team From Applicant Organization					
S.no	Name	Qualification	Designation	E-mail	Phone Number
1					
2					

SECTION 4: PROJECT FINANCIALS

Select and fill the cost breakdown as per the type of project proposed. Applicant should indicate the total project fund that will be utilized in accordance to the costs heads and ceilings indicated. PIA to fill in all expense heads specified. Separate cost calculation sheets for cost heads associated with PIA payout shall be submitted along with this proposal (see Annexure 5.9 for further instructions).

Details of total project cost

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any	
1	PIA payout per candidate (Variable Cost)	Ceiling cost: Type 1 – 1,700 Type 2 – 1,400 Type 3 – 1,600					
a.	Mobilization expenses (Maximum per candidate cost: Rs. 500) (Not to be included in Type 2 projects)						
b.	Orientation expenses						
c.	Branding and publicity expenses (Maximum per candidate cost: Rs. 250)						
d.	Job role-specific kit expenses (Maximum per candidate cost: Rs.500)						
	01 PMKVY Standard T-shirt/ Jacket (Fixed per candidate cost: Rs.120)						
	01 PMKVY Standard Cap (Fixed per candidate cost: Rs. 40)						
	Other additional items (please add more rows, if required)						
2	Assessment payout per candidate (Fixed Cost)						
	NSQF Level		Common Norms Category	1	2	3	
	10	Senior Level/ Specialized, Executive level	1125	937.5	750		
	9						

S. no	Cost Head	Scheme Amount Per Candidate (Rs.)	Total Project Amount Proposed (in Rs.)	% of Total Amount Proposed	Total Amount Proposed Per Candidate (in Rs.)	Remarks, if any
8						
7	Mid – Level/ Administrative Employment	975	825		675	
6						
5						
4	Entry level/ Operational Employment	900	750		600	
3						
2	Pre – employment (For schools) / Non – Organizational	525	450		375	
1						
3.	Candidate payout (Fixed Cost)	500				
	Total cost for entire project (No. of RPL candidates* Cost per candidate)					

SECTION 5: ANNEXURES

List of Annexures required to be filled and submitted with Project Proposal

5.1 Information on PIA: (MANDATORY)

Name of PIA:				Documentary evidence (Mandatory) 1. Certificate of Incorporation 2. PAN Card 3. CA audited complete financial statements from the last 3 (three) financial years (including notes) Net worth to be clearly indicated. 4. Documentary proof for any past achievement / recognition being mentioned for the Promoters.
Official Website of PIA:				
Promoter Details :				
Name of Promoter	Educational Qualification	Past experience	Any awards/ recognition	
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				
a. Total Revenue of PIA for Last 3 (Three) Financial Years :	FY 2014-2015:			
	FY 2015-2016:			
	FY 2016-2017:			
b. Net worth of PIA for Last 3 (Three) Financial Years	FY 2014-2015:			
	FY 2015-2016:			
	FY 2016-2017:			
c. PIA's Revenue from skill development activities	FY 2014-2015:			
	FY 2015-2016:			
	FY 2016-2017:			

5.2 Information on RPL Facilitator Organization(s):

Provide a profile of each RPL Facilitator Organization participating in this project in the table below. The RPL Facilitator Organization, may be the PIA or Training Provider(s) engaged to conduct the counselling, pre-screening and orientation (+Bridge Course) of candidates on be-half of PIA. Participating RPL Facilitators shall be TOT Certified by the concerned SSC.

Name of RPL Facilitator Organization 1:				Supporting Documentation Required:
Official Website of RPL Facilitator Organisation 1:				
Promoter Details :				Documentary proof for any past achievement / recognition being mentioned for the Promoters.
Name of Promoter	Educational Qualification	Past experience	Any awards/ recognition	
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				Letter of Incorporation
Affiliation with concerned SSC	Yes / No	If Yes, specify year of affiliation:		If yes, Attach Affiliation Certificate
Affiliation with NSDC	Yes / No	If Yes, specify year of affiliation:		If yes, Attach Affiliation Certificate
Past Training Performance	PMKVY	Fee Based Programmes of NSDC	Other Government Schemes:	Documentary proof in the form of work orders or testimonials for all the mentioned experience. <i>If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.</i>

Total number of candidates <u>trained</u> in last 1 year*				
Number of candidates <u>trained</u> in last 1 year in proposed sector				
Total number of Candidates <u>certified</u> in last 1 year				
Number of Candidates <u>certified last 1</u> year in proposed sector				
Number of Candidates <u>placed</u> in last 1 year				
Number of Candidates <u>placed</u> last 1 year in proposed sector				
Number of Functional (own, not franchised) Training Centers bifurcated state wise	<ol style="list-style-type: none"> 1. <State> : <Number of Functional Centers> 2. <State>: <Number of Functional Centers> 			In case of non PMKVY centres, documentary proof on the existence and quality (type of infrastructure, training and placements done).
Number of ToT certified Trainers for the sector concerned				Documentary evidence for the available TOT certified trainers for Job Roles proposed in the project.

**Candidates trained refers to the candidates for whom the training has been completed. It includes short term or long term trainings conducted under any Central Government (NSDC/DDU-GKY/ITI/Polytechnics/Any other Central Government run schemes etc.) or State Government (State Skill Development Missions/State Government run schemes) or Fee-based or corporate body.*

Kindy add additional tables, if the PIA has multiple facilitators for the project

5.3 Information on Assessment Agencies/Assessors (SSC to fill in Information) (If PIA is non-SSC, SSC to submit separately along with SSC Recommendation Letter)

SSC to check any corruption or performance issue with the assessment agency or any conflict of interest with the promoters.

Provide the profile of each Assessment Agency participating in this project in the template below.

Name of Assessment Agency 1:				Supporting Documentation Required:
Official Website of Assessment Agency:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				Letter of Incorporation
Year of affiliation of Assessment Agency(s) with SSC				Affiliation Certificate
Rational for Selection of the Assessment Agency for Proposed Project				
Total Number of Assessments conducted by Assessment Agency for this sector in last 1 year bifurcated State-wise	PMKVY	NON – PMKVY		
	1. <State> : <Number > 2. <State>: <Number >	1. <State> : <Number > 2. <State>: <Number >		
Total Number of Assessors for this sector bifurcated State-wise	PMKVY	NON- PMKVY		
	1. <State> : <Number > 2. <State>: <Number >	1. <State> : <Number > 2. <State>: <Number >		

Kindly add additional tables, if the PIA has multiple assessment agencies for the project

5.4 Information on Mobilization Agency

For **Project Type 1 and 3**, if separate mobilization agency is engaged, provide profile of mobilization agency. In case the PIA is also the mobilizing agency pl provide evidence of previous experience.

PIA's are encouraged to enclose letters of support from mobilisation agencies, Gram Panchayats, Block Development Officers, Gram Pradhans, NGOs, Associations and Cooperatives working in the locations whereby RPL is proposed.

If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.

Name of Mobilisation Agency:					Supporting Documentation Required:
Official Website of Mobilisation Agency:					
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:		
Year of Incorporation:					Incorporation letter
Previous Experience of Conducting Mobilization for Central or State Government Programmes	Name of Scheme	Duration of Engagement (From)	Duration of Engagement (To)	Describe Mobilisation Activity in Brief	Documentary evidence supporting the previous experience mentioned <i>If the applicant fails to provide the documents (any or all of the agencies) the targets shall be reduced proportionately.</i>

Kindy add additional tables, if the PIA has multiple mobilising agencies for the project

5.5 Support Letters - Project Type 2 (Employer Premises)

For project Type 2, a letter from the Employer to be engaged under RPL is to be submitted along with this project proposal template. The letter is to indicate the RPL requirement in terms of numbers of employees that shall undertake RPL against proposed job roles and the locations in which RPL shall be conducted. Also, specify name and contact details of SPOC from prospective employers.

Name of Participating Employer:				Supporting Documentation Required:
Official Website of Participating Employer:				
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:	
Year of Incorporation:				Incorporation letter
Number of Employees currently working with the Employer				

Kindy add additional tables, if the PIA has multiple employer engagements for the project

5.6 Sample Survey Finding Report

Applicants shall undertake a survey justifying the need for the RPL activity hereby proposed.

- The minimum sample size shall be 5% of each proposed RPL Location.
- If the applicant fails to conduct the sample survey for any of the proposed location(s), the final targets shall be reduced proportionately.
- The candidate survey data should mention the following details of the targeted beneficiaries :
 - Name of the candidate
 - Contact details of the candidate.
 - Previous number of years of experience in the Job Role for which RPL certification is being proposed
- The applicant shall submit a two (2) page executive summary highlighting the following :
 - Objective of the survey
 - Method used to conduct the survey
 - Findings from the survey

Applicant to submit detailed report on Sample Survey. The report should mention methodology of survey undertaken and corresponding results.

1. Project Locations Surveyed	
2. Objective of the Survey	
3. Candidate Survey Sample Size	Minimum 5% from each proposed location for each Job Role

4. Survey Methodology:	
5. Location Profile	
a. <i>Relevance of sector to locations</i>	
b. <i>Relevance of job roles to locations</i>	
c. <i>Presence of industrial/traditional clusters around surveyed locations</i>	
5. Demographic Study of Candidates:	
a. <i>Age profile:</i>	
b. <i>Education profile:</i>	
c. <i>Experience profile:</i>	
d. <i>Employment scenario:</i>	
6. Skill gap study of target candidates:	
a. <i>Core NOSs missing in workers' skillsets: (to be included in the Orientation / Bridge course)</i>	

b.	Non-Core NOSs missing in workers skill sets: (to be included in the Orientation / Bridge course)	
7.	Opportunities for tangible benefit (skills premium, up-skilling, financial support, etc.)	
8.	Conclusions from ground survey :	

5.7 Course curriculum for proposed Bridge Course (Not applicable for Type 1 & Type 3)

PIA to Enclose detailed course curriculum against each proposed job role in the format below. Bridge course curriculum to be validated by SSC.

S.no	Topic & Subtopics	Duration (in hours)	Outcome
Job Role 1			
1			
2			
3			
Job Role 2			
1			
2			

5.9 Cost calculation sheets (MANDATORY)

Type 2 Proposal cost calculation sheet to be enclosed in the following template

Note: Max. and Min. limits defined for relevant expense heads is as per the approved guidelines

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs.	Mandatory Remarks (description and justification of expense head)
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1	Total Payout to PIA (A+B+C)				
1.1	Orientation				
	i.	Hiring of Location			
		Number of Locations	Rent per month	Total cost	
	ii.	Training of Trainers			
		Number of Trainers	Cost per trainer	Total cost	
	iii.	Salary of Trainers			
		Number of Trainers	Cost per trainer	Total cost	
	iv.	Travel expenses (if any) with details			
	v.	Administrative expense for establishing camps			
		Items	Number of items and unit cost	Total cost	
vi.	Administrative expense over employees				
	Number of people	Salary	Total cost		
vii.	Training Material provided				
	Items	Number of Items and unit cost	Total cost		
viii.	Additional Sub-cost head name				
ix.	Additional Sub-cost head name				
x.	Additional Sub-cost head name				
Total (A)					
1.2	Branding and Publicity (Maximum Rs 250/-)				
	i.	Flex			

		Number of flexes and unit cost	Total Cost			
	ii.	Panels				
		Number of Panels and unit cost	Total Cost			
	iii.	Brochures				
		Number and unit cost	Total Cost			
	iv.	Radio				
		Number of channels	Frequency and unit cost	Total Cost		
	v.	Television				
		Number of channels	Frequency and unit cost	Total Cost		
	vi.	Additional Sub-cost head name				
	vii.	Additional Sub-cost head name				
	viii.	Additional Sub-cost head name				
	ix.	Additional Sub-cost head name				
	Total (B)					
1.3	Job role specific kit (Maximum Rs 500/- including PMKVY Kit)	PMKVY T-shirt/ Jacket (Fixed Rs 120/-)				
		PMKVY Cap (Fixed Rs 40/-)				
		Other, please specify numbers, unit cost and total cost				
Total (C)						
2	Payout for assessment					
NSQF Level	Common Cost		1	2	3	
10			1125	937.5	750	

9	Senior Level/ Specialized, Executive level			
8				
7	Mid – Level/ Administrative Employment			
6		975	825	675
5				
4	Entry level/ Operational Employment			
3		900	750	600
2	Pre – employment (For schools) / Non – Organizational			
1		525	450	375
3	Candidate payout		500.00	
4	Bridge course expenses			
5	Total cost per candidate			

Type 1 & 3 Proposal cost calculation sheet to be enclosed in the following template

Note: Max. and Min. limits defined for relevant expense heads is as per the approved guidelines

S. no.	Expense Head	Sub Head			Proposed amount per candidate in Rs.	Mandatory Remarks (description and justification of expense head)
1	Total Payout to PIA (A+B+C)					
1.1	Mobilization (Maximum Rs 500/-)					
	i.	Mobiliser details				
		Number of mobilisers	Duration of hire and Salary	Total cost		
	ii.	Transportation charges(if any)				
	iii.	Sub-cost head name				
	iv.	Sub-cost head name				
v.	Sub-cost head name					

1.2	Orientation					
	i.	Hiring of location				
Number of Locations		Rent per month	Total cost			
	ii.	Training of Trainers				
		Number of Trainers	Cost per trainer	Total cost		
	iii.	Salary of Trainers				
		Number of Trainers	Cost per trainer			
	iv.	Journey expense (if any)				
	v.	Administrative expense for establishing camps				
		Items	Number of items and unit cost	Total Cost		
	vi.	Administrative expense over employees				
		Number of people	Salary	Total cost		
	vii.	Training Material provided				
		Items	Number of items and unit cost	Total Cost		
	viii.	Additional Sub-cost head name				
	ix.	Additional Sub-cost head name				
	x.	Additional Sub-cost head name				
	xi.	Additional Sub-cost head name				
Total (A)						
1.3	Branding and Publicity (Maximum Rs 250/-)					
	i.	Flex				
		Number and unit cost	Total Cost			
ii.	Panels					

		Number and unit cost	Total Cost		
	iii.	Brochures			
		Number and unit cost	Total Cost		
	iv.	Radio			
		Number of Channels	Frequency and unit cost	Total Cost	
	v.	Television			
		Number of channels	Frequency and unit cost	Total Cost	
	vi.	Additional Sub-cost head name			
	vii.	Additional Sub-cost head name			
	viii.	Additional Sub-cost head name			
	Total (B)				
1.4	Job role specific kit (Maximum Rs 500/- including PMKVY Kit)	PMKVY T Shirt (Fixed Rs 120/-)			
		PMKVY Cap (Fixed Rs 40/-)			
		Other, please specify numbers, unit cost and total cost			
		Additional Sub-cost head name			
		Additional Sub-cost head name			
		Additional Sub-cost head name			
	Total (C)				
2	Payout for assessment				
NSQF Level	Common Cost		1	2	3
10	Senior Level/ Specialized, Executive level		1125	937.5	750
9					
8					
7	Mid – Level/ Administrative Employment		975	825	675

6				
5				
4	Entry level/ Operational Employment	900	750	600
3				
2	Pre – employment (For schools) / Non – Organizational	525	450	375
1				
3	Candidate payout		500.00	
4	Bridge course expenses			
5	Total cost per candidate			

Annexure A2 - Mandatory Compliance Checklist

S.No.	Parameter	Check	Observations
1	Proof of Mobilization in the form on Letter of Intent (LOI) or Memorandum of Understanding (MoU) by all the mobilization agencies (panchayats, unions, corporates etc.) involved in mobilization of the project for all the proposed location		
2	Letter of Intent (LOI) signed by all the employers involved in the scheme showcasing industry and corporation involvement.		
3	Details of Facilitator Organization:		
	Background details of promoter		
	Proof of any past achievement/ recognition to promoter		
	Details of PIA		
	PIA – Background details of promoter		
4	PIA - Proof of any past achievement/ recognition to promoter		
4	Assessment agency details (approved by SSC)		
5	Survey Documents		
	(a) Ground Survey Report. Documents of survey conducted for candidates in all the proposed locations (b) minimum candidate sample size will be 5% of each proposed location for each Job Role		

	Two page executive summary highlighting objective / method / findings of survey		
6	Scanned documents justifying all tangible benefits proposed to the candidates.		
7	For RPL Type 1 and 3 , please provide documentary proof/LOIs that the proposed locations have been surveyed and are both suitable and available for setting up the Camp		
8	Pre Screening Content - focusing on supporting documentation and self-assessment questionnaire (to be validated by SSC)		
9	Comprehensive Orientation Content - detailing subtopic, duration and expected outcome for each job role proposed for skill gaps identified during ground survey. (to be validated by SSC)		
10	Comprehensive bridge course content (as per QP) – detailing on necessity, subtopic, duration and expected outcome for each job role proposed (to be validated by SSC)		
11	Past experience of the PIA in the proposed sector with supporting documents		
12	Scanned documents indicating any past experience in any other government skill development schemes / awards and testimonials		
13	Proof of existence and quality of training centers (if Non PMKVY centers)		
14	SSC Recommendation Letter highlighting the recommended targets and the reason for recommendation		
15	Scanned copy of PIAs Certification of Incorporation highlighting more than 3 years of existence		
16	Scanned copy of PIAs affiliation certificates, where applicable		
	PIAs certificate of affiliation with NSDC	PIAs certificate of affiliation with SSC	
17	CA audited Financial statements from the last 3 Financial Years, including notes to the statements		
18	Indicative project cost bifurcated as per the provided format		
19	TOT certified documents for the trainers		

20	Scanned PAN card copy of PIA		
21	Certificate on PIA letter head by authorized signatory that the organization is not black listed or suspended by any Central / State Government.		
22	PIA to certify that it is not under any financial debt / has not applied for insolvency at the time of submission of proposal.		
23	Declaration by PIA that all information provided is correct, verified and no available material information has been suppressed.		

*Documents are mandatory. Inclusion of all other documents is optional, but strongly preferred

Note: For non-SSC PIA proposals, respective SSC shall ensure that the document check is complete and the PIA is adhering to the guidelines provided. A copy of the checklist for both SSC and non-SSC PIA proposals is to be attached to the first page of all the hardcopies of project proposal submitted to NSDC and should also accompany the soft copy of the proposal sent to the RPL team at rplpmkvy@nsdcindia.org.

<Signature>

<Name of SSC>

<Designation>

<Company Stamp>