



**EXPRESSION OF INTEREST (EOI) TO PARTNER WITH  
SAGARMALA- DDU GKY CONVERGENCE AS  
CAPTIVE EMPLOYERS**

**Ministry of Rural Development  
Department of Rural Development  
(Rural-Skills Division)**

**Address: 7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001**

**Web: <http://ddugky.gov.in/>**

**Contact: Tanmoy Ghatak Phone: 011-23461719  
Aashutosh Singh 011-23714715**

**18<sup>th</sup> Dec 2018**

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## 1. Background

The Sagarmala programme has been working to harness India's coastline for port led prosperity. It has four broad components-port modernization, port led industrialization, enhancement of seamless connectivity & coastal community development. The focus on involvement of Coastal Community as partners and their inclusion in all endeavors of the programme is a hallmark of all the Sagarmala efforts. It intends and ensures that the benefit of the initiatives taken improves the living standards of the coastal community.

For skill development of coastal community, a skill gap study for 21 Coastal Districts was conducted and District Action Plans for each district was made in close consultation with State/UT governments, district officials and industry. To implement the Port and Maritime sector skill development, Ministry of Shipping has taken a convergence approach with Deen Dayal Upadhyay Grameen KausalYojana (DDU GKY), Ministry of Rural Development (MoRD).

Skill development training in the Port and Maritime sector is focused on Ship Breaking, Ship Building and Repair, Fishing- Equipment & Operations, Fishing Techniques and Processing, Port Operations, Maritime Logistics, Cruise Tourism and Port Utilities. The exact list of job roles is given in Annexure 1.

Sagarmala –DDU GKY is implemented through a 3 tier structure with MoS- MORD at the apex as the policy making, facilitation and coordination agency; the State Skill Missions (SSMs) / State Rural Livelihood Missions (SRLMs) as the state level nodal implementation support agencies and external organizations (Corporates, Societies, NGOs, Private Skill Training providers) as Project Implementation Agencies (PIAs) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs/SRLMs in driving program delivery, its quality and outcomes. The DDU-GKY guidelines provide additional information on the program. The guidelines can be accessed under the resource section of DDU-GKY website at <http://www.ddugky.gov.in>.

One of the key ways in which Sagarmala DDUGKY aims to achieve its vision is through a strategic partnership with organizations in the Port and maritime sector. Alligning its objectives with theHR strategy of such organizations who have a large captive need(standalone/or through contractors) for trained manpower in the Port and Maritime sector will help meet the skilled manpower requirements in the sector. The 'Captive Employers' policy in Port and Maritime sector is designed to enable such organizations to partner DDU-GKY to address their own HR and business needs. The remarkable structure and institutions of MoRD which encompass the State level administrative structures right down to the panchayat and grassroots base within community based organizations (CBO, SHGs) enables DDU-GKY to reach out to committed rural youth and to link them with potential employers. DDU-GKY also supports such outreach and interface between industry and youth through several support interventions such as job fairs, mobilization campaigns, call center and a strong marketing and branding program that is in the pipeline.

**a. Advantage of Captive Employers under DDU-GKY**

- a. Under Sagarmala - DDUGKY guidelines a 'Captive Employer', is provided:
- b. Category 'A' status amongst PIAs (Project Implementation Agencies/ Training Partners. (Refer to Section 4.7, Table 5, 1, c) of the Program Guidelines
- c. Second highest priority amongst the eight sub-categories of Category 'A' PIAs. (Refer 5.12 of the guidelines)
- d. An inter-se priority as a Category 'A' PIA over categories B and C.

**b. Key Expectations from Captive Employers**

The 'Captive Employer' is expected to provide sustainable employment of high quality at scale to minimum of 1000 candidates in two years, with focus on co-branding, commitment to decent work norms, retention and career progression. This has to be enabled through a model providing high levels of co-branding in all processes, activities and outcomes thus setting a benchmark for training quality, training material including use of technology and training delivery, and through an upskilling path through multiple training levels allowing a trainee to progressively achieve higher levels of skills & certification over a two year period starting from a novice level. Major Ports, Minor Ports, private ports, Logistics companies, Dredging companies and all such organizations with direct relevance to the sector will be provide preference. Critically, every Captive Employer is required to commit and adhere to the following deliverables:

Sl. No	Captive Employer deliverables	Whether applicant agrees to the criteria(YES/ NO)
<b>1</b>	<b>Commitment to train 1000 in 2 years</b>	
<b>1a</b>	Minimum placement commitment of 70% of training target (as prescribed in DDU-GKY Norms <sup>1</sup> )	
<b>1b</b>	40% of trained to be placed in 'Captive Employment 'or Affiliate Companies/Contractors	
<b>2</b>	<b>Minimum Wage Commitment</b>	
<b>2a.</b>	Starting pay (CTC) of Rs. 10000/- month all placements	
<b>2b.</b>	50% of total placed trainees in own or affiliate to draw CTC of Rs. 15,000/- month at the end of 1 year	
<b>3</b>	<b>Accreditation of Trainers</b>	
<b>3a</b>	Commitment to Accredite 50% of trainers in Year 1 and all trainers by 2 years. <sup>2</sup>	
<b>4</b>	<b>Career Progression</b>	
<b>4a</b>	Clearly defined career progression pathway up to the supervisory level in 4 years for the proposed trade <sup>3</sup>	
<b>5</b>	<b>Co-Branding of training centres as '&lt; PIA&gt;- Sagarmala DDU GKY'</b>	

To enable the above, a MoU shall be signed between MoRD and the 'Captive Employer'. A sample MoU is provided in Annexure.

<sup>1</sup> As per the DDU-GKY norms found in DDU-GKY [Guidelines](#) and [SOPs-Part 1](#) and [Part II](#)

<sup>2</sup> As may be notified by MoRD

<sup>3</sup> The prospective Captive Employer may please submit the required documents for career progression pathway as per the criteria specified in 4a. It may please be noted that career progression along the pathway is individual dependent and thus only capable trainees may reach supervisory levels. The prospective Captive Employer may also indicate the support structures, trainings, incentives they shall provide for career progression.

A 'Captive Employer' designated as such through a formal MoU would be awarded projects based on the approved processes and systems of DDU-GKY as notified from time-to-time.

An organization meeting the qualification criteria given hereunder will be selected as 'Captive Employer' with DDU-GKY.

#### c. EVALUTION CRITERIA

##### A) Minimum Eligibility Criteria

S. No	Minimum Eligibility Criteria	Circle / Highlight	Documentary Evidence required for Verification
1	Whether the organization is allotted a PRN <sup>4</sup> by MoRD?	Yes / No	
1a	if yes, PRN		Print of E-mail/Website indicating PRN
1b	Date of allotment of PRN		Provide Date (DD/MM/YYYY)
2	Whether the organization is more than 3 years old as a legal entity?	Yes / No	
2a	If yes, no. of years of existence?		Certificate of Incorporation/Registration Certificate
2b	Date of registration / incorporation		Provide Date (DD/MM/YYYY)
3	Should not have a negative net worth in at least two of the last 3 years financial years?	Yes / No	For the years: 2015-16, 2016-17, 2017-18
3a	If yes, annual net worth in Rs.(in crores)	<Net worth>	Certificate by Chartered Accountant certifying the net worth as indicated by the applicant
4	Whether Average Annual Turnover of the organization is more than Rs. 5 crores in each of the preceding 3 Financial Years	Yes / No	For the years: 2015-16, 2016-17, 2017-18
4a	Average annual turnover		Certificate by Chartered Accountant

			<i>certifying the turnover as indicated by the applicant</i>
5	<b>Has the organization or its owners/Directors ever been found guilty by any court/regulatory body/self- regulatory organization/stock exchange for any offence in India or abroad?</b>	<b>Yes /No</b>	
5a	If yes, details there of		<i>Kindly provide details or Declarations from Organization's legal representative</i>
6	<b>Whether organization is NSDC partner?(Not Mandatory)</b>	<b>Yes/ No</b>	
	If yes, please provide agreement		<i>Registered agreement with NSDC &amp; Applicant</i>

4 An organization may obtain the PRN by visiting <http://ddugky.gov.in/prn/outerAction.do;jsessionid=0458F1F39109D15D38684398A36ED8D1?methodName=showIndex> and filling in the necessary details and documentation required. For further information and support, the organization may contact [sagar.mala@gov.in](mailto:sagar.mala@gov.in), [tanmoy.ghatak@nic.in](mailto:tanmoy.ghatak@nic.in). All pages of the response shall be initialed by the authorized representative. Documentary evidence of authorization to be provided

- MoRD may choose to seek additional document for clarification, if so required
- Organizations who do not meet the Minimum Eligibility Criteria will not be evaluated further

#### **B) Assessment Parameters**

Organizations who successfully meet the minimum criteria stated above shall be assessed by the 'Captive Employer Review Committee'(CERC); a committee consisting of team from Sagarmala- DDU-GKY team. The committee shall undertake an assessment of the capacity and experience of the captive employer taking into account the following:

- a. The proposed quantum of recruitment as 'Captive Employer' vs. the current HR capacity, past recruitment levels and the business strategy of the organization to supports its recruitment plan as a 'Captive Employer'.
- b. The existing and proposed strategy of the 'Captive Employer' to support retention, upskilling and career progression of trainees
- c. The existing capacity and geographical spread of the training centers including trainers
- d. Strategies for co-branding, quality management as well as preparedness for alignment to training to the national skill qualification including that of National Council for Vocational Training(NCVT)and Sector Skill Council(SSC).
- e. The potential 'Captive Employer' will be required to present information as per the Presentation template attached FORM4.

**d. PROCESS and OTHER DETAILS**

Sagarmala-DDUGKY warmly invites organizations that see themselves as potential 'Captive Employer' to Partner in this initiative. There is no deadline for applications. The applications can be sent in throughout the year and will be taken up for consideration by the committee as it deems fit.

The organizations may respond to this invitation by sending a Cover Letter and other documents as provided in Annexures in ***sealed hardcopy*** at the following address:

**Director (Skills),  
Rural-Skills Division  
Ministry of Rural Development  
7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001**

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Annexure 1: QPs under implementation					
Category	Name of the QP	QP Code	Duration as per NQR	L	Comments
Ship Breaking	Technician-Ship Scrapper	SMC/Q4501	296	4	
	Pre-cleaning Technician-Shipbreaking	SMC/Q4601	296	4	
	Ship Safety Inspector-Radiation & Hazardous Material	SMC/Q4901	316	5	
Ship Building and Repair	Pipe Fitter – Shipbuilding	SMC/Q3101	210	4	
	Technician-Installation and Commissioning (Fire Safety System)	SMC/Q7601	260	4	
	Design Engineer-Hull and Structures	SMC/Q3301	356	7	
	Design Engineer-Marine Piping & engineering	SMC/Q3801	356	7	
	Joiner Ship	SMC/Q3901	296	4	
	Lagger-Insulator	SMC/Q3601	236	4	
	Marine Fitter & Rigger	SMC/Q3401	296	4	
	Structural Fabricator-Ship	SMC/Q4301	236	3	
Protective and Marine Painter	PCS/Q5109	240	4		
Fishing-Equipment & Operations	Fishing Boat Mechanic	AGR/Q5103	200	4	
	Fishing boat deckhand	AGR/Q5101	155	4	
	Fishing boat maintenance worker	AGR/Q5102	150	3	
	Marine capture fisherman cum Primary Processor	AGR/Q5001	200	4	
Fishing Techniques and Processing	Aquaculture technician	AGR/Q4903	200	5	
	Aquaculture worker	AGR/Q4904	180	3	
	Shrimp farmer	AGR/Q4902	200	4	
	Crab fattening farmer	AGR/Q4907	200	4	
	Mariculture operator	AGR/Q4909	400	4	
	Brackish water aquaculture farmer	AGR/Q4906	200	4	
	Fish and Sea Food Processing Technician	FIC/Q4001	240	4	
	Fish Retailer	AGR/Q5104	150	3	
Port Operations	Reach Truck Operator	LSC/Q2111	300	4	
	Crane Operator- Crawler crane operator	IES/Q0110	120	4	
	Hydra crane operator	IES/Q0108	120	4	
	Tyre mounted crane operator	IES/Q0109	120	4	

	Junior crane operator	IES/Q0111	120	4	
	Overhead crane operator	ISC/Q0901	270	4	
	Surveyor	CON/Q0902	1000	6	Geo Surveying to be added by the construction SSC
	Assistant Surveyor	CON/Q0901	350	2	
	Repair Welder	ASC/Q 1902	400	4	
	Tipper Operator	MIN/Q 0403	120	4	
	Excavator Operator	IES/Q0103	192	4	
	Bulldozer Operator	MIN/Q0205	120	4	
<b>Maritime Logistics</b>	Warehouse Supervisor	LSC/Q2307	330	5	
	Warehouse Quality Checker	LSC/Q2313	300	3	
	Warehouse Claims Coordinator	LSC/Q2117	290	4	
	Consignment Booking Assistant	LSC/Q1120	292	3	
	Clearance Support Agent	LSC/Q3030	240	4	
	Shipment Classification Agent	LSC/Q3029	320	4	
	Export Assistant	LSC/Q1601	270	4	
	Goods packaging machine operator	LSC/Q2216	360	4	
	Loader/Unloader And Material Handling Equipment Technician	LSC/Q1110	260	2	Port related components may need to be added)
<b>Cruise Tourism</b>	Tour Guide	THC/Q4501	420	4	The following skill modules need to be added in each QP by concerned SSC, A. Proficiency in Survival Techniques B. Elementary First Aid C. Fire Prevention and Fire Fighting D. Personal Safety and Social Responsibility E. Security Training for Seafarers with Designated Security Duties
	Tour Vehicle Driver	THC/Q4202	300	4	
	F&B Service	THC/Q0301	300	4	
	Assistant Catering Manager	THC/Q5901	475	6	
	Trainee Chef	THC/Q2702	400	3	
	Assistant Spa Technician	BWS/Q1001	345	3	
	Life guard – pool and beach	SPF/Q1104	310 (from NSDC)	4	
	Boat Jetty In-charge	THC/Q7601	300	4	
<b>Port Utilities</b>	Water Tank Cleaner	THC/Q5702	270	4	
	Solar PV Installer – Civil	SGJ/Q0103	150	4	
	Solar PV Installer – Electrical	SGJ/Q0102	200	4	
	Solar PV Installer (Suryamitra)	SGJ/Q0101	300	4	



**ANNEXURES**

**FORM I : Covering Letter**

(On letterhead)

[Date]

To,  
Director (Skills),  
Rural-Skills Division  
Ministry of Rural Development  
7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001,  
New Delhi 110 001, INDIA.

Dear Sir,

**Ref: ResponsetoInvitationforselectionasa‘CaptiveEmployer’sforSagarmala- DDU-GKY Program**

Having examined the invitation, we, the undersigned, hereby submit our response for selection as ‘Captive Employer’s for Sagarmala- DDU-GKY Program

We attach here to the response as required.

Primary and Secondary contacts for our organization are:

	Primary Contact	Secondary Contact
<b>Name:</b>		
<b>Title:</b>		
<b>Company/Organization Name:</b>		
<b>Address:</b>		
<b>Phone:</b>		
<b>Mobile:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to MoRD is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part mislead the department in its short-listing process.

We here by confirm that we commit and would adhere to the following deliverables in event of being selected as Captive Employer-

Sl. No	Captive Employer deliverables	Whether applicant agrees to the criteria (YES/ NO)
<b>1</b>	<b>Commitment to train 1000 in 2 years</b>	
<b>1a</b>	Minimum placement commitment of 70% of training target (as prescribed in DDU-GKY Norms <sup>5</sup> )	
<b>1b</b>	40% of trained to be placed in 'Captive Employment' or Affiliate Companies	
<b>2</b>	<b>Minimum Wage Commitment</b>	
<b>2a.</b>	Starting pay (CTC) of Rs. 10000/- month all placements	
<b>2b.</b>	50% of total placed trainees in own or affiliate to draw CTC of Rs. 15,000/- month at the end of 1 year	
<b>3</b>	<b>Accreditation of Trainers</b>	
<b>3a</b>	Commitment to Accredite 50% of trainers in Year 1 and all trainers by 2 years. <sup>6</sup>	
<b>4</b>	<b>Career Progression</b>	
<b>4a</b>	Clearly defined career progression pathway up to the supervisory level in 4 years for the proposed trade <sup>7</sup>	
<b>5</b>	<b>Co-Branding of training centres as '&lt; PIA&gt;-Sagarmala -DDU GKY'</b>	

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

It is hereby confirmed that I/We are entitled to act on behalf of our company/corporation/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

<sup>5</sup> As per the DDU-GKY norms found in DDU-GKY [Guidelines](#) and [SOPs-Part 1](#) and [Part II](#)



**FORM II : Signatory Authority Certificate**

**(on Letterhead)**

**Date:**

To,  
Director (Skills),  
Rural-Skills Division  
Ministry of Rural Development  
7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001

Dear Sir,

**Sub: CERTIFICATE AS TO AUTHORISED LEGAL SIGNATORIES**  
**Ref: Invitation for 'Captive Employer's for Sagarmala - DDU-GKY Program**

I, ....., Director on the Board of Directors/ Trustees of  
....., certify that ..... who signed the above responses  
authorized to do so and bind the organization by authority of its board/governing body, as  
evidenced in the attached document.

(Signature)

Authorized Signatory name  
Designation

(Organization/ Company Seal)

Evidentiary proof:

1. Appropriate board resolution / other documents as necessary

### FORM III: Response Details - Minimum Eligibility Criteria

#### Minimum Eligibility Criteria

S. No	Minimum Eligibility Criteria	Documentary Evidence required for Verification	Page No in Response
1	<b>Whether the organization is allotted a PRN<sup>4</sup> by MoRD?</b>		
1a	if yes, PRN	<i>Print of E-mail/Website indicating PRN</i>	
1b	Date of allotment of PRN	<i>Provide Date (DD/MM/YYYY)</i>	
2	<b>Whether the organization is more than 3 years old as a legal entity?</b>		
2a	If yes, no. of years of existence?	<i>Certificate of Incorporation/Registration Certificate</i>	
2b	<b>Date of registration /incorporation</b>	<i>Provide Date (DD/MM/YYYY)</i>	
3	<b>Should not have negative networth in atleast two of the last 3 financial years?</b>	<i>For the years: 2015-16, 2016-17, 2017-18</i>	
3a	If yes, annual networth in Rs.(in crores)	<i>Certificate by Chartered Accountant certifying the networth as indicated by the applicant</i>	
4	<b>Whether Average Annual Turnover of the organization is more than Rs. 5 crores in each of the preceding 3 Financial Years</b>	<i>For the years: 2015-16, 2016-17, 2017-18</i>	
4a	Average annual turnover	<i>Certificate by Chartered Accountant certifying the turnover Rs. Indicated by the applicant</i>	
5	<b>Has the organization or its owners/Directors ever been found guilty by any court /regulatory body/self- regulatory organization/stock exchange for any offence in India or abroad?</b>		
5a	If yes, details there of	<i>Kindly provide details or Declarations from Organization's legal representative</i>	
6	<b>Whether organization is NSDC partner? (Not Mandatory)</b>		
	If yes, please provide agreement	<i>Registered agreement with NSDC &amp; Applicant</i>	

<sup>8</sup> An organization may obtain the PRN by visiting

<http://ddugky.gov.in/prn/outerAction.do?methodName=showIndex> and filling in the necessary details and documentation required

- All documents to be counter-signed by the authorized representative. Documentary evidence

of authorization to be provided

- MoRD may choose to seek additional document for clarification, if so required
- Organizations who do not meet the Minimum Eligibility Criteria will not be evaluated further

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**FORM IV: Response Details – Assessment Parameters**

ASSESSMENT SHALL BE DONE BASED ON PRESENTATION TO BE MADE BY THE ORGANIZATION IN THE ATTACHED [PPTFORMAT](#)

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**FORM V : Organization Details**

<b>Details of the Organization (Fill all, where applicable)</b>	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business/ work in India	
Date of Incorporation/ Registration	
Date of Commencement of Business/ Work	
Address of the Office in Delhi	
Address of the Registered Office in India	
PAN Number	
Service Tax Number	
Other Relevant Information	
Mandatory Supporting Documents: <ul style="list-style-type: none"><li>a) Certificate of Incorporation from Registrar Of Companies (ROC) /Registration Certificate as applicable</li><li>b) Relevant sections of Memorandum of Association of the organization or filings tot the stock exchange to indicate the nature of business of the organization</li><li>c) Any other specified in this document</li></ul>	

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**FORM VI : Undertaking on Litigation**

**FORM VI: UNDERTAKING ON MAJOR LITIGATION**

(Organization letterhead)

[Date]

To,  
Director (Skills),  
Rural-Skills Division  
Ministry of Rural Development  
7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001.

**Sub: Undertaking on Major Litigation**

**Ref: Invitation for 'Captive Employer's for Sagarmala- DDU GKY**

Sir,

I/We as potential 'Captive Employer's do hereby state that our company/organization is not involved in any major litigation which may impact the performance of the services to be provided by us, if selected by MoRD.

Yours faithfully,

(Signature)  
Company Secretary/Legal Representative (with authorization)

(Organization/ Company Seal) Designation

**FORM VII : Undertaking Blacklisting**

(On letterhead)

[Date]

To,  
Director (Skills),  
Rural-Skills Division  
Ministry of Rural Development  
7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001

**Sub: Undertaking on Blacklisting**

**Ref: Invitation for 'Captive Employer's for Sagarmala - DDU-GKY Program**

Sir,

I/We as potential 'Captive Employer's do hereby state that our company/ organization is not blacklisted as of date with any Central or State Government Ministry or Department in India.

Yours faithfully,

(Signature)

Authorized Signatory name

Designation

(Seal)

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## Sample MoU

### MEMORANDUM OF UNDERSTANDING

1. THIS MEMORANDUM OF UNDERSTANDING (HEREIN AFTER REFERRED TO AS 'MoU') IS EXECUTED ON THIS \_\_DAY OF \_\_, 201\_\_

BETWEEN:

MINISTRY OF RURAL DEVELOPMENT, GOVERNMENT OF INDIA, having its Office at Rural Skills division (DDU-GKY), Ministry of Rural Development, 7<sup>th</sup> Floor, NDCC-II, Jai Singh Marg, New Delhi 110001, INDIA, represented by its authorized signatory Shri \_\_\_\_\_, working as Director, DDU-GKY, Ministry of Rural Development, and hereinafter referred to as 'PRINCIPAL' (which term shall unless it be repugnant to the context or meaning thereof mean and include its administrators, successors and assigns) of the One Part, AND:

"\_\_\_\_\_", a Company/Organization incorporated/registered under the Companies Act of 1956/2013 / <Relevant Act>, having its Corporate/ Office at \_\_\_\_\_ represented by its authorized signatory, \_\_\_\_\_, and hereinafter referred to as the "Captive Employer" (which term shall unless it be repugnant to the context or meaning thereof mean and include its successors in interest, subsidiaries, affiliates, group companies and assigns) of the Other Part;

#### **WHEREAS:**

- (a) Principal is implementing a placement linked skill development program called the Sagarmala- Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), which aims coastal community skill development and regular job placement for coastal youth.
- (b) Captive Employer has expressed its willingness to extend its national network of training facilities to train (please fill in the trades and specific skills in which the CE commits to train the candidates) and provide employment to rural poor youth.
- (c) Captive Employer is also aware that the applications for new projects have to be made at central portal for DDU-GKY to access funds under DDU-GKY guidelines, as may be applicable from time to time.
- (d) Captive Employer is aware that the respective States (in case of Action Plan state) and MoRD (in case of Year Program) will sanction the projects based on norms applicable under Guidelines for the scheme as may be applicable from time to time.

## 2 PURPOSE OF MoU

### TRAINING, PLACEMENT AND CAREER PROGRESSION UNDER THE MoU

- (a) The MoU between the 'Principal' and Captive Employer Organization confirms that the Captive Employer Organization is committed to train at least 1000 candidates in 2 years and place at least 40% in 'Captive Employment' or Affiliate Companies/subcontracting companies, in terms of DDU-GKY Guidelines.
- (b) Captive Employer commits to undertake skill training courses as per the annexure of courses.
- (c) Captive Employer confirms that the starting pay (Cost to Company) for all placements, under the 'Captive Employer' program, shall be at least Rs. 10000/- per month.
- (d) Captive Employer commits to ensure that at least 50% of total placed candidates by it shall be able to draw a CTC of Rs. 15,000/- per month at the end of one year of placement.
- (e) The Captive Employer makes a commitment to accredit 50% of its trainers deployed in a DDU-GKY project in Year 1 of project implementation, and ensure that all its trainers in the project are accredited by end of Year 2 of the project.
- (f) The Captive Employer commits to assure availability of a clearly defined career progression pathway (up to the supervisory level) in 4 years to a candidate skilled under its DDU-GKY project.

### IEC- CO-BRANDING UNDER THE MoU

- (g) Under the MoU the Captive Employer will create co-branded training centers. Such Skill Training Centers will be named as "**<Captive Employer – Sagarmala- DDU GKY Skills Academy>**".
- (h) The Captive Employer under this MoU shall undertake IEC (information, education and communication) campaigns which shall showcase the high quality and approach of training, training methodology, trainers, employment and career progression of candidates in its DDU-GKY project.
- (i) All "**<Captive Employer – Sagarmala- DDU GKY Skills Academy>**". trainees shall wear a unique Name Badge with the academy name and her/his level of certification (as per the career path) in their employment.
- (j) All "**<Captive Employer – Sagarmala- DDU GKY Skills Academy>**". will prepare co-branded training materials, Videos and PPTs.
- (k) "**<Captive Employer – Sagarmala- DDU GKY Skills Academy>**" will also conduct various



activities such as quiz, participative competitions, field trips and other activities to sustaining and increase the Trainees involvement, improve awareness of the program and increase aspiration.

### **3. TERMS & CONDITIONS**

(a) The tenure of this MoU shall be for a period of **3** Years, commencing from **<start date>** and ending on **<end date>**

(b) Either of the parties hereto shall be entitled at its sole discretion to terminate this MoU, forthwith by giving 30 days' notice to the other party, of its intention to terminate this MoU. Upon termination of the MoU all confidential information shall be returned to the respective owning party and each party shall not showcase, use, promote, represent, co-brand or communicate any such arrangements or agreements under this MoU.

### **4. COMMUNICATION & CONFIDENTIALITY**

(a) All information disclosed by the Party to the other Party under this MoU and any related agreements and know-how and other confidential and proprietary information relating to the their Business (collectively "Confidential Information"), will be kept confidential by the Party receiving such information and will not be used by such Party other than in connection with this MoU and the related agreements, except with the expressed consent of the parties.

(b) All notices, requests or other communications under this MoU shall be in writing and issued by Speed post/email to the other party's address given above.

### **5. AMENDMENTS**

(a) No amendment or change to any provision of this MoU, nor consent to any departure by any Party from such provision, shall be effective unless it is made in writing and duly executed by or on behalf of both the Parties.

(b) The Parties may by mutual consent in writing by way of Supplementary Mo U, carry out desired amendments, modifications and changes in this MoU. The Supplementary MoU shall be Co-terminus and be treated as part of this MoU.

### **6. MISCELLANEOUS**

(a) Nothing herein shall be taken to constitute a legal partnership between the Parties hereto, nor shall the Parties have the authority, by virtue of the execution and implementation of this MoU or otherwise, to bind or impose any obligations on the

other Party in any other way other than explicitly set out herein.

- (b) This MoU may be executed simultaneously in two counter parts, each of which shall be deemed an original, but both of which together shall constitute one and the same instrument.
- (c) This MoU contains the entire understanding of the parties with respect to the subject matter contained herein and supersedes all prior understandings and undertakings, both oral and written, between the Parties with respect thereto.
- (d) The Captive Employer is aware that the signing of this MoU does not automatically entitle him to project sanction, for which it shall have to duly apply and shall be considered by the competent authority.

**IN WITNESS WHEREOF, the parties have here unto set their respective hands to these presents on the day, month and year first above written.**

Signed Sealed and Delivered by the  
Within named **"PRINCIPAL"**  
Represented by its Authorized Signatory

Signed Sealed and Delivered by the  
Within named **"CAPTIVE EMPLOYER"**  
Represented by its Authorized Signatory,

**Director, Skills**

**<Name of Authorized Signatory>**

**In presence of:**

**In presence of:**

**1**

**1**

**2**

**2**

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