

Udyog Mitra: Partnering Industry



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Guidelines for implementation of Udyog Mitra

(A Scheme for the Industry, by the Industry and to the Industry)

1. Introduction

The Udyog Mitra model envisions a mechanism to drive “Skills by Industry for Industry”. By this model HSDM aims to institutionalise a robust “Earn& Learn” model for the youth that integrates Industry driven Skilling and Apprenticeship, leading to employability. This industry-centric flexible model would incentivize Industry to actively participate and seamlessly enable this value-chain.

2. Objective

Through **Udyog Mitra**, HSDM aims to:

1. To align Vocational Skills with Apprenticeship & Industry.
2. To develop a model driven by active industry and government collaboration.
3. To interlink key elements such as industry linked skilling, apprenticeship and employability to develop the entire value-chain.
4. To develop a framework to induce the Industry to participate by offsetting key cost incurred in hiring and training manpower.
5. To present the Industry and Youth with a unique and flexible model allowing both Industry & Youth with options of movement.
6. To develop a mechanism to link youth with social schemes and by making initial contributions towards the same.
7. To develop a reward and recognition mechanism for the Industry and Youth.

Objective of the Scheme document:

1. To guide all stakeholders including Industry players and Training Partners for the implementation and monitoring of Udyog Mitra.
2. To Provide opportunity to the Partners for clear understanding on government procedures and expectation from the training partners.

3. Partnership Type

1. **Captive Employers Led:** Captive employers are encouraged for partners that have the capacity to train and absorb candidates into their own workforce. Placements in organizations providing regular monthly wages. Industry Partner who will issue letters of offer in the form of Direct Job offer or Direct Apprenticeship offer or Training cum Apprenticeship offer for deployment in their own organization or an organization owned by the same parent organization will be known as captive employer. Any training programs under this category will mandatorily deployed on the Industry premises.
2. **Industry Association Led:** A trade association, also known as an industry trade group, business association, sector association or industry body, is an organization founded and funded by businesses that operate in a specific industry.

Many associations are non-profit organizations governed by bylaws and directed by officers who are also members. Industry Associations will be allowed to lead or facilitate industry tie-ups and empanelment under Udyog Mitra. Any training programme under this partnership model has to be mandatorily deployed on Industry Premises only.

3. **Training Partner Led (50:50 model):** HSDM aims to encourage Training Partners to lead or facilitate Udyog Mitra by front-ending on behalf of industry and by managing the training execution element of Udyog Mitra on the Industry premises
4. **Sector Skill Council Led:** SSCs to lead or facilitate Udyog Mitra by front-ending on behalf of industry and by managing and deploying the training (if required by Industry) element of Udyog Mitra on the Industry premises. SSC will also make available NSQF aligned QPs for the identified job roles, should the industry require the same. They would also work with HSDM and the industry in creating QPs for job roles not yet mapped by them in their respective sectors. They would also provide ToT, Assessment & Certification of candidates where desired.
5. **Manpower / Staffing Companies Led:** Manpower / Staffing agencies will be allowed to partner HSDM basis firm written requirements of industry players. The Agencies will have to mandatorily provide LOIs for Employment / Apprenticeship from Industry comprising Job opportunities by named industry player, job role, location, numbers required and compensation structure.

4. Target Beneficiaries

1. This scheme will benefit the youth from Haryana domicile only. Special focus will be given to Saksham Yuva registered in the Portal of Labour Department.
2. The youth must be within the Age of 18-35 Years from the date of batch start.
3. The scheme will have special focus groups e.g. Women, PwD & BPL

5. Course Curriculum

1. All partners will be allowed to deploy their own curriculum and content developed by them or a third party of their own choice. This must be approved by NSDA/NSDC or as per the approved body of MSDE for the approval of QP to conduct the Training
2. The partners will need to specify the curriculum they intend to deploy along with the duration of the program to HSDM as part of their proposal. Should they not have any specific requirements the default option would be the QP prescribed for the Job Role as per the relevant SSC and approved as per NAPS.
3. Partners will be required to submit lesson plans to HSDM as part of the proposal. They will have to specify the laboratory and classroom set up required for the deployment of the training.
4. In case the QP for a job role has not been created by the SSC, HSDM shall facilitate the creation of the QP with the SSC and process for approval from the competent approval body.

6. Budgetary Provisions under this Scheme

1. **Training Cost:** The training cost will be reimbursed under all the categories will be as per the provision in Common Cost Norms of Ministry of Skill Development and Entrepreneurship (MSDE). The training cost will be reimbursed as per the Common Cost Norms category I, II & III courses respectively. The details are as below:

The Base Cost for different Sectors will be as under:

- I. Rs. 46.70 per hour of training for trades/sectors listed in Category I of SCHEDULE-II (CNN)
- II. Rs. 40.00/- per hour of training trades/sectors listed in Category II of SCHEDULE-II (CNN)
- III. Rs. 33.40 per hour of training trades/sectors listed in Category III of SCHEDULE-II (CNN)

Note: Costs would be subject to a periodic enhancement of 10% annually or as decided by the Common Norms Committee provided minimum duration between any 2 revisions would be at least six months.

2. **State Apprenticeship:** A maximum of Rs 1500 per candidate per month will be reimbursed by HSDM towards State Apprenticeship promotion. This facility can be availed by the Industry only after registering in: <http://apprenticeship.gov.in/Pages/Apprenticeship/Home.aspx> and www.hsdm.org.in.

3. **Boarding and Lodging and Cost:** The boarding and lodging cost will be reimbursed to the Training Partners/ Industries as per the provision created as per 'X', 'Y' & 'Z' categories under Common Cost Norms issued by MSDE from time to time. HSDM will reimburse Boarding & Lodging Costs up to a maximum per trainee per day as per table below:

- i. X Category Cities/ Town per day per Trainee Rs.300/-
- ii. Y Category Cities/ Town per day per Trainee Rs.250/-
- iii. Z Category Cities/ Town per day per Trainee Rs.200/-
- iv. Rural Areas and any Area not notified as a municipal/town area Rs.175/

(The list of categories of cities is given at SCHEDULE-III of CNN)

4. **Assessment and Certification Cost:** To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an independent third party including a university / institute authorized for conducting assessments and certifications. Third Party Certification & Assessment Costs to be paid is given in SCHEDULE-I: 4.1 under CNN.

To ensure independent and unbiased assessment and certification of trained candidates, costs for certification and assessment shall be payable to an independent third party authorized for conducting assessments and certifications. This amount shall be over and above the Base Cost, and shall range from Rs. 600/- to Rs. 1500/- per candidate as decided by HSDM.

5. **Apprenticeship Completion Reward:** HSDM will be providing candidates completing 12 months of apprenticeship with one-time award of Rupees 5000/- This amount shall be paid directly into the bank account of the beneficiaries post successful completion and certification of apprenticeship.
6. **Social Security Support towards PPF Account:** HSDM will provide social security support @ Rupees 500/- per month till one year on the post full time deployment on the job in the respective Industries. The amount will be credited into the PPF account of the candidate after successfully completion of 6 months on the job. Rupees 500/- will be paid from 7th Month to 18th Month on the job. In case the candidate will discontinued from the job the respective financial support will be stopped and further no payment against the social security will be paid.
7. **Employment Generation Subsidy through Department of Industries and Commerce:** No. 49/43/2015-4IB1 In pursuance to the provision under Chapter 12 of Enterprises Promotion Policy, 2015 notified vide No. 49/43/2015-4IB1 dated 14th August, 2015, the Governor of Haryana is pleased to notify the "Employment Generation Subsidy Scheme" with an objective to create employment opportunities for the persons of skilled/ semi-skilled category belonging to Haryana by their capacity building, with the following provisions:
 - i. **Mega Projects:**

The industrial units engaging minimum of 50% persons belonging to Haryana (skilled/ semi-skilled) of their total employment would be allowed subsidy @ Rs. 36,000/- per person per year for SC/Women category and Rs. 30,000/- per person per year for General category for 5 years or 20% of the VAT/SGST deposited in „B“, „C“ & „D“ category blocks, whichever is less.
 - ii. **Large Projects:**

The industrial units engaging minimum of 50% persons belonging to Haryana (skilled/ semi-skilled) of their total employment would be allowed subsidy @ Rs. 36,000/- per person per year for SC/Women category and Rs. 30,000/- per person per year for General category for 5 years or 20% of the VAT deposited, in „C“ & „D“ category blocks, whichever is less.

Eligibility Criteria:

The Industrial Units under Mega and Large category set up after the notification of Enterprises Promotion Policy 2015 i.e. 14th August 2015 shall be eligible for the Employment Generation Subsidy. The Industrial Units must comply with the following conditions:

- The unit should have filed IEM with the competent Authority.
- The unit should have taken effective steps for setting of their unit after 14.08.2015.
- The unit shall be eligible for subsidy only in respect of direct employment.

- The unit should not have been placed in the restrictive list as notified by the State government from time to time.
- The unit should have obtained NOC/CLU from competent Authority if applicable.
- The unit should be in commercial production.
- The unit should be in regular production at the time of disbursement and the subsidy shall not be released to the closed unit.

Note: The employment generation subsidy will be processed as per the notification of Industries and Commerce Department, Government of Haryana. (Provision under Chapter-12, of Enterprise promotion policy, 2015 notified vide: 49/43/2015-4IB1, Dated: 14th August 2015.

7. Empanelment of Partners

1. Type:1 Captive Employer:

Eligibility Criteria:

- i. Proposing organization should be a captive employer/ Industry.
- ii. Registered under the Companies Act/ Proprietorship/Partnership/ Public Limited/ LLP/ Society Act/Trust Act.
- iii. The applicant must have been in operation for a minimum of 3 years.
- iv. Annual Turnover for Proposing Organization must be 5 crores or more per annum.
- v. Industry must give LOIs for Employment / Apprenticeship for all the proposed numbers of enrolment.
- vi. A Notarized Affidavit stating that the Proposing Organization and Partnering Organizations have not been blacklisted by any Central / State Government / Public Sector Undertakings of India.
- vii. Applicant must have registration number under EPFO/ESIC/ MSME/ Factory and must have TIN/TAN/GST/SGST number.
- viii. The applicant must have more than 50 numbers of regular employee working in the Industry.
- ix. The Captive employer/ Industry fulfilling all the above criteria will be empaneled with HSDM by signing an MoU.

2. Type:2 Industry Association

Eligibility Criteria:

- i. Proposing organization should be the Industry Association.
- ii. Industry Association must be registered under Society Act-1860.
- iii. The partnering Industries should be registered under Companies Act/ Proprietorship/Partnership/ Public Limited/ LLP Society Act/Trust Act.
- iv. The partnering organization must have registration number under MSME/ EPFO/ESIC/ registration for all partnering organizations.
- v. The applicant must have been in operation for a minimum of 3 years for proposing and partnering organizations

- vi. Annual Turnover for Proposing Organization should be over 10 Crores per annum as per audited balance sheet.
- vii. The partnering organization/ proposed Industry turn over should be more than 5 crores per annum.
- viii. Industry Association must give LOIs for Employment / Apprenticeship for all the proposed numbers of enrolment.
- ix. A Notarized Affidavit stating that the Proposing Organization and Partnering Organizations have not been blacklisted by any Central / State Government / Public Sector Undertakings of India. In case of consortium each consortium member has to satisfy this criterion.
- x. There must have agreement executed between Industry Association and Proposed Industry.
- xi. Maximum of 5 partnering organizations in each consortium will be allowed for each Industry Association.
- xii. Lead partner/ Industry Association will be considered as SPOC for all communication by HSDM and information shared with them will be deemed shared with all members of the consortium.
- xiii. No changes in composition will be allowed without prior approval of HSDM.

3. Type:3 Training Partner (50:50)

Eligibility Criteria:

- i. Training Partner should be registered under the Companies Act/ Proprietorship/Partnership/ Public Limited/ LLP/ Society Act/ Trust Act.
- ii. The partnering Industries should be registered under Companies Act/ Proprietorship/Partnership/ Public Limited/ LLP Society Act/Trust Act.
- iii. The partnering organization must have registration number under MSME/ EPFO/ESIC/ registration for all partnering organizations.
- iv. The applicant must have been in operation for a minimum of 3 years for proposing and partnering organizations
- v. Annual Turnover for Proposing Organization should be over 1 Crores per annum as per audited balance sheet.
- vi. The partnering organization/ proposed Industry turn over should be more than 5 crores per annum.
- vii. Training Partner must give LOIs for Employment / Apprenticeship for all the proposed numbers of enrolment.
- viii. A Notarized Affidavit stating that the Proposing Organization and Partnering Organizations have not been blacklisted by any Central / State Government / Public Sector Undertakings of India. In case of consortium each consortium member has to satisfy this criterion.
- ix. There must have agreement executed between Training Partner and Proposed Industry.
- x. The partner Industry must have more than 50 numbers of regular employee working in the Industry and submit the evidence of the same.

- x. Maximum of 5 partnering organizations in each consortium will be allowed for each Industry Association.
- xi. Lead partner/ Training Partner will be considered as SPOC for all communication by HSDM and information shared with them will be deemed shared with all members of the consortium.
- xii. No changes in composition will be allowed without prior approval of HSDM

4. Type:4 Sector Skill Council

Eligibility Criteria:

- i. Proposing Sector Skill Councils should be registered under the Companies Act-2013 under Section-8/ Society Act/ Trust Act.
- ii. The partnering Industries should be registered under Companies Act/ Proprietorship/Partnership/ Public Limited/ LLP Society Act/Trust Act.
- iii. The partnering organization of proposed organization must have registration number under MSME/ EPFO/ESIC/ registration for all partnering organizations.
- iv. The applicant must have been in operation for a minimum of 3 years for proposing and partnering organizations
- v. Annual Turnover for Proposing Sector Skill Councils should be over 1 Crores per annum as per audited balance sheet.
- vi. The partnering organization/ proposed Industry turn over should be more than 5 crores per annum.
- vii. Training Partner must give LOIs for Employment / Apprenticeship for all the proposed numbers of enrolment.
- viii. A Notarized Affidavit stating that the Proposing Organization and Partnering Organizations have not been blacklisted by any Central / State Government / Public Sector Undertakings of India. In case of consortium each consortium member has to satisfy this criterion.
- ix. The proposer must have agreement executed between Manpower Staffing Companies and Industry players.
- x. The partner Industry must have more than 50 numbers of regular employee working in the Industry and submit the evidence of the same.
- xi. Maximum of 5 partnering organizations in each consortium will be allowed for each Industry Association.
- xii. Lead partner/ SSC will be considered as SPOC for all communication by HSDM and information shared with them will be deemed shared with all members of the consortium.
- xiii. No changes in composition will be allowed without prior approval of HSDM

5. Type:4 Manpower Staffing Companies

Eligibility Criteria:

- i. The manpower Staffing Companies should be registered under the Companies Act/ Proprietorship/Partnership/ Public Limited. / LLP/ Society Act/ Trust Act.

- ii. The partnering Industries should be registered under Companies Act/ Proprietorship/Partnership/ Public Limited/ LLP Society Act/Trust Act.
- iii. The partnering organization of proposed organization must have registration number under MSME/ EPFO/ESIC/TIN/TAN/GST/CGST registration for all partnering organizations.
- iv. The applicant must have been in operation for a minimum of 3 years for proposing and partnering organizations.
- v. Annual Turnover for Proposing Manpower Staffing Companies should be over 5 Crores per annum as per audited balance sheet.
- vi. The partnering organization/ proposed Industry turn over should be more than 5 crores per annum.
- vii. Training Partner must give LOIs for Employment / Apprenticeship for all the proposed numbers of enrolment.
- viii. A Notarized Affidavit stating that the Proposing Organization and Partnering Organizations have not been blacklisted by any Central / State Government / Public Sector Undertakings of India. In case of consortium each consortium member has to satisfy this criterion.
- ix. There must have agreement executed between Manpower Staffing Companies and Proposed Industry.
- x. The partner Industry must have more than 50 numbers of regular employee working in the Industry and submit the evidence of the same.
- xi. Maximum of 5 partnering organizations in each consortium will be allowed for each Industry Association.
- xii. Lead partner/ Manpower Staffing Company will be considered as SPOC for all communication by HSDM and information shared with them will be deemed shared with all members of the consortium.
- xiii. No changes in composition will be allowed without prior approval of HSDM

8. Proposal Submission

1. Udyog Mitra shall follow a floating empanelment process which will be done on monthly basis.
2. The proposal received by the end of every month will be evaluated by the committee by 10th of next month and the empanelment will be done by 15th or next working day of the month.
3. MD-HSDM will have power to select or reject any proposals at his level with or without giving any reasons.
4. The start-up with outstanding concept may exempted from all the afore mentioned criteria. This may be considered with special recommendation by the Proposal Evaluation Committee and final approval will be done by MD-HSDM.

9. Proposal Evaluation Committee

HSDM shall form a proposal evaluation committee with 5 Members as below:

- i. Chairperson: MD, HSDM
- ii. Member: Team Lead, Udyog Mitra Project, HSDM
- iii. Member: Finance Manager, Udyog Mitra, HSDM
- iv. Member: DD as selected by MD, HSDM
- v. Member: Any other senior person as per MD, HSDM

10. Mobilization

1. HSDM will take up mobilization of youth as per the requirement of Industry Partner. In this case HSDM will deduct Rupees 1,000/- per candidate who are successfully enrolled and certified. The deduction/adjustment of Mobilization cost will be done during the second Tranche payment. The mobilization support will be from HSDM will be led by all District Skill Coordinator, Project Managers and other dedicated resources allotted for this project.
2. The mobilization would be conducted by using various tools and techniques e.g. (Using Saksham Yuva Data of the Labour Department, Engagement through Panchayati Raj Institution (PRI) members, Connecting with various educational institutions, News Paper Publication etc).
3. All the mobilized candidates have be counselled along with their parents/legal guardians through a psychometric taste.
4. All the mobilized candidates must undergo a one to one interview process with the Partner Industry before selection of candidates for training.
5. Educational qualification will be as per the SSC norms and Industry requirement.
6. Age of the candidates considered for enrolment in Udyog Mitra will be between 18 to 35 Years. The age of the candidates should be 18 Years before commencement of the batch.
7. Already employed or those enrolled in regular School or College education are not eligible for training under Udyog Mitra.

11. Approval of Training Centre/ Udyog Mitra

1. 'All the Training Centre will be widely known as "Udyog Mitra"
2. The Udyog Mitra will have to mandatorily registered in <http://apprenticeship.gov.in/Pages/Apprenticeship/Home.aspx>. The Industry has to submit the registration number during registration onto HSDM portal.
3. All the Udyog-Mitra training should happen in the Industry Shop Floor or it has to be in the Industry Premises or Industry owned building.
4. The class room must be as per the set standard of the respective Sector Skill Councils (SSC)/ Space Norms. All the class rooms should have sitting arrangements with requisite furniture.
5. The Lab room, tools and equipment should be as per the set Standards of SSC in case of not conducting practical in Industry shop floor. The requirement for the

same standards will be exempted in case of the training will be conducted at the Industry Shop Floor

6. The Training Partner have to install all teaching aids viz, white boards, blackboards, soft boards, multi-media projectors, screens, computers and peripherals etc.
7. All the Udyog Mitra have to mandatorily upload their Centre details on the MIS Portal of HSDM along with the details of Theory Class rooms and Lab including tools and equipment. Udyog Mitra shall be provided individual login id and password on MIS to create the Training Centre and upload the details of the center.
8. The center should have AEBAS/Biometric Attendance System available for attendance of the candidates. The candidates have to punch in before entering into the class room and punch out after completion of the training on everyday basis. The payment will be linked with the attendance duration of each candidates on everyday basis.
9. The training center will be approved by the Concern team lead assigned for Udyog Mitra project.

12. Approval of Hostel

1. The carpet/floor area should be minimum of 21 Square feet per candidate. The total area will be multiplied with the number of candidates accommodated in one room.
2. The residential hostel should be safe and secured in all respect.
3. **Facility Must be available:** individual bed/mattress with pillow for each candidate, 1 Bath room for 10 Candidates, 1 Kitchen Space for cooking the food, facility for clean and safe drinking water, appropriate light & fans in the rooms, availability of appropriate ventilations in the rooms,
4. **Required Staffs:** 1 Residential Hostel Warden and 1 Cook with Helper. In case of women hostel 1 security guard will have to be on duty in the hostel gate.
5. The hostel rooms, kitchens and toilets should be clean and hygienic.
6. AEBAS/ Biometric attendance has be punched in during 6-8 pm in everyday basis and punch out by 8-9 am based on the batch timing. The payment of the hostel will be linked with the attendance duration of each candidates on everyday basis.
7. The hostel address, infrastructure, google map along with photographs have to be entered in the MIS of HSDM.

13. Batch Approval

1. Respective Training Partners have to create batch as per the desired details available in the MIS portal.
2. The details of the candidates, trainers and course curriculum will be uploaded on the MIS portal.
3. The same will be approved by the Project lead of HSDM and further training can be commenced.

14. Training of Trainers

1. Industry Partners will conduct a Training of Trainers hired by them before assigning them a training batch
2. Partners can conduct Training of Trainers on their own by deploying a suitable Master Trainer of their choice or can ask a third party of repute including SSCs to conduct the ToT
3. Partners will keep HSDM informed of date of ToT, party conducting the ToT, Master Trainer and assessment & certification results of the ToT workshop.

15. Training Duration

1. All the non-residential training duration will be 4-6 hours and residential training shall be up to 8 hours.
2. Training will be conducted on all days except Sundays and National holidays.

16. Monitoring and Evaluation

The monitoring visits Training Centre monitoring & facilitation visit serves a spectrum of integral purposes specific to each monitoring visit type. It is the medium by which all findings identified at monitoring visits, and the status of findings from previous monitoring visits, are documented. It provides conceptual proof of training delivery and facilities available.

Training Centre monitoring & facilitation visits provides an opportunity to identify and address key areas for improvement, due diligence and required compliances. A monitoring visit & report validates the previous efforts of visits and guides those follow through processes which leads to successful implementation of the program.

Udyog Mitra Projects envisaged periodic Industry visits to provide handholding support. Udyog Mitra team and other designated officials of HSDM may visit to the Industry as and when required. There are following types of monitoring and handholding visits proposed:

- a. Training Centre approval visit: Visit will be conducted within 2days from the date of request submitted on MIS portal.
- b. Visit post-commencement of batch: Within 7 days from the date of batch start date.
- c. Surprise visit during the training (2 times): Any time during 1st and last visit.
- d. Assessment visit: Accompany with the 3rd Party Assessment.

17. Placement

1. Here placement will be considered as wage employment.
2. Udyog Mitra empanelled Partner has to ensure 80% placement mandate.
3. Placement incentive will be paid to the training partners/industries reaching placement more than 81-100% as per the provision under CNN.
4. Industry has to give mandatorily Apprenticeship or Placement offer letter to every candidate enrolled under this scheme.

5. On offer of employment: the Apprentices completing the program successfully should be offered a job role, emoluments and amenities commensurate with Industry policy and labour law exist in Government of Haryana.

18. Payments

1. **30% 1st Installment:** The entitlement for the 1st instalment will be immediate after commencement of batch (between day-1 to batch end date).
Required Documents: Online batch approval report, Registration details on Apprenticeship portal and Batch summary report as uploaded on MIS.
2. **50% 2nd Installment:** The entitlement for the 2nd instalment will be immediate after certification is done.
Required Documents: Copies of all certificates as enrolled in the MIS, Assessment report, Candidates dossier as required on MIS and Attendance report.
3. **20% 3rd Installment:** The entitlement for the 3rd instalment will be after 80% apprenticeship/placement record submission report.
Required Documents: Copies of all apprenticeship/ job offer letter, candidates registration on Apprenticeship portal.
4. **State Apprenticeship:** The entitlement will start from the completion of 1st month on apprenticeship. It is suggested that, Industry/Training Partners may raise their invoice and details of attendance on HSDM portal.
Required Documents: Candidates registrations proof on apprenticeship portal, attendance punched on HSDM portal during apprenticeship.

Note: It is suggested that, Industry/ Training Partners may raise their invoices on monthly/quarterly mode.
5. **Apprenticeship Completion reward:** The reward will be credited to the Candidate's bank account after successful certification by Apprenticeship.
Required Documents: Apprenticeship Completion certificate of each candidate, Self-declaration of the candidate and Bank details of the Candidates.
6. **Social Security support towards PPF account:** This amount will be paid to the candidate on acceptance of the job offered by employer and continued employment for 6 months in the company.
7. **Required Documents:** PF account details and Bank Details of the candidate