

A. Check List of Documents to be submitted by PIA in PAF

S.No	Document Checklist
1	Company Pan Card
2	Company Registration Certificate
*3	IF NSDC Partnership (by loan or equity) : Copy of agreement
4	CA Certificate for last 3 Financial Years
4.1	Complete Balance Sheet for last 3 Financial Years
4.2	Profit & Loss for last 3 Financial Years
4.3	Copy of IT Return for last 3 Financial Years
*5	Sanction Orders of previously executed skilling projects
*5.1	Project closure certificate of closed skill projects
*5.2	Testimonials
*5.3	Declaration (on company letter head) mentioning Target allocated, trained, certified & placed candidates as per SDMS record (as on date)
6	About the organisation (1-2 pages)
7	Profiles of investors & Promoters with contact details. In a Letter from Company Secretary/CA. (Highlighting their track record of having founded or invested in successful organizations)
8	CVs of top management team (Highlighting their credentials in terms of leading successful organization and their experience in the Skill and Livelihood sector)
9	<ol style="list-style-type: none"> 1. Placement Tie-up documents (Highlighting Job role, Job Location, CTC & career growth) Please ensure that the total numbers of candidates to be placed is specified clearly in the Tie-up letters along with the date & validity of the LOI 2. Business Development Plan covering RoI Projection and Break Even points for Self Employment or Start-up Model, if any.
10	If the project is initiated by any Govt. Entity , PSU and Govt. undertaking then a valid association document (MOU/NOC) is required.

NOTE: All documents (excluding * marked) in the check list are mandatory, if not submitted PAF will not be accepted.



Revised Project Application Form (PAF)

- 1) **Organisation Details**
 - a) Name of Agency
 - b) Legal Entity -Society/Trust/Company (Attach Certificate)
 - c) PAN (Attach Copy)
 - d) Work Experience including Organization Profile (Organization Profile should be in maximum two pages , including details of Human Resources, Working Domain / Area and Successful Projects)
 - e) Profile of Investors/Promoters with contact details (Attach CV certified with CA/CS)
 - f) CVs of Top Management Team highlighting their Credential, Experience on Skills & Livelihood Sector)
2. **Financial Details of Agency** (Certified by CA)
 - a) Complete Balance Sheet Last three FY
 - b) Profit and Loss of Last Three FY
 - c) Copy of IT returns of last three FY
 - d) Statement of positive net worth for last three FY
 - e) Income/Revenue from Skilling Project over last three years.
3. **Project Particulars/Rationale of Why Project is Special**
 - a) Objective,, Project deliverables and expected Outcome of the Project.
 - b) Proposed Sectors and Qualification Pack- QP (Highlights, If Training Centers already accredited.)
 - c) Target Group/Audience /Location (Specify category wise Numbers /Percentage)
 - d) Approach & Methodology of Project Implementation. (Rapport Building, Counseling, OJT, Exposure visit to industry /Industry lecture etc.)
 - e) Innovative Idea & Strategy of Project.
 - f) Placement Strategy/Self Employment Plan
 - g) Project Financials (Head wise Tentative Project Cost and details of Financing if any)
4. **Project Implementation Plan** (Timeline /Gant Chart)
5. **Output /Outcome Study** proposed by agency.



B. Scorecard for fitment under Special Project

Parameter	Qualifying Condition for Maximum Score	Maximum Score
Target Audience	At least 50% of the target audience shall be from vulnerable categories like jail or juvenile home inmates, tribal population, SC/ST, Minorities, BPL, Transgender, Women, OBC etc	5
Proposed Job Roles	<ol style="list-style-type: none"> 30 % of the target number shall be of Job Roles outside PMKVY All the proposed Job Roles shall be NSQC Approved 	5
Location of the Project	Block and Panchayat level for LWE, aspirational districts	5
Any other innovative idea/Strategy	Offering some unique value addition to the scheme or the candidates	5
Co-Payment	Partially funded by SPIA or other co-partners /JV for Equipment/Machinery or others as required.	2
Placement Strategy	70% captive placement for industry bodies as PIA . 50 % Placement for other PIA	5
Self-Employment /Startup Model	100 % self-employment with Return on Investment (RoI) calculated and projection are attached (RoI should be between 10% to 25 %)	3

Note:

- 1) To qualify SPIA must score at least **70%**
- 2) Any deviations or exceptions shall be discussed with Screening Committee and marked appropriately
- 3) Submission of all the supporting document wrt to above parameters is mandatory
- 4) Parameter wise scoring would be done **proportionately**.



C. Scorecard for Qualitative Evaluation of PIA

Parameter	Sub Parameter	Qualifying Condition for Max. Score	Max. Score
Organization Background	1. Years of existence	More than 5 years	5
	2. Online Presence	Website	1
	3. Past Performance in projects undertaken	Successful completion of 90 % projects	5
Promoters' Experience	1. No. of Years	More than 10 years	3
	2. In Skilling or any Govt./PSU related Schemes	More than 5 years	2
	3. Project Management/ Organisation Development	More than 5 years	2
Organization's Experience	1. In Skilling	Minimum of 3 years	5
	2. In proposed Sector	Minimum of 2 years	5
	3. In proposed Location	Minimum of 2 years	5
Infrastructure	1. SMART Registration	Mandatory before commencement of the training. However committee may exempt in special case. if required	1
	2. AEBAS Registration		1
	3. TOT		1
Financial Background	1. Annual Turnover	¼th of the proposed project financials	5
	2. Last three year Financial Statements	Mandatory	5
	2. Income from Skilling	50% of the annual turnover	5



Mobilization Strategy	1. Rapport building with Target Group and Counselling for job roles	Recommended but not mandatory	2
	2. Preliminary Aptitude test / Assessment before enrolment		2
Placement Strategy	1. 100% Self Employment	Either of the condition is mandatory	10
	2. 50% Wage Employment		
	3. 70% Captive Placement		
Project Plan	1. Approach and Methodology	Mandatory	2
	2. Feasible Timelines		2
Survey Conducted	Survey of 25% of the target population	Mandatory	1

Note:

- 1) To qualify for special Project SPIA must score at least 70 % of the Total.
- 2) Any deviations or exceptions shall be discussed with either Tender Committee or Screening Committee and marked appropriately
- 3) In case the PIA's eligibility for the maximum / minimum marks does not match, they would be scored **proportionately**.
- 4) Submission of the entire supporting document wrt to above parameters is mandatory. However, if required additional relevant documents also need to be submitted to committee.

