



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

**Address: 7<sup>th</sup> Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001  
Web: <https://kaushalbharat.gov.in>**

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

**REOI No:**

**Letter of Invitation**

**Dated: 13<sup>th</sup> Aug 2024**

MoRD invites "Expression of Interest" from the eligible agencies to submit their interest to "Expression Of Interest (Eoi) to Partner with DDU GKY As Captive Employers" assignment at New Delhi. Interested applicants may obtain further information and procedure for submitting the "Expression of Interest" from the website: <https://kaushalbharat.gov.in>

Contact: Dipali Pujara, Phone: 011-23461727  
E-Mail: [dipalip.nird@gov.in](mailto:dipalip.nird@gov.in)

<b>Sr. No.</b>	<b>Description</b>	<b>Date</b>
<b>1</b>	<b>Date of Publishing</b>	<b>13<sup>th</sup> Aug 2024</b>
<b>2.</b>	<b>Last Date for Query/Clarification</b>	<b>15<sup>th</sup> Sept 2024</b>
<b>3.</b>	<b>Last Date for Submission of Proposal</b>	<b>5<sup>th</sup> Oct 2024</b>

Sd/-  
Joint Secretary, Rural Skills

## 1. Data Sheet

1.	Name	Partner as Captive Employer with DDU-GKY under Ministry of Rural Development
2.	Time period of Project/MoU	Three years extendable on basis of terms and condition of Captive Employment Guidelines
3.	Selection Method	Basis Eligibility Criteria and Commitment Parameters
4.	Proposal Validity Period	120 days from proposal due date
5.	Proposal Language	English
6.	Consortium allowed	No
7.	Sub-contracting allowed	No
8.	Date of Publication on <a href="http://kaushalbharat.gov.in">http://kaushalbharat.gov.in</a>	10th Aug 2024
9.	Last date of receiving queries	15th Sept 2024 at 17:00 Hrs.
10.	Pre- Proposal Meeting	21st Sept 2024 at 15:00 Hrs. (Interested parties may email DDU GKY by 17th Sept 2024 date to allow us to send Meeting details to them)
11.	Clarification by DDUGKY	23 <sup>rd</sup> Sept 2024 at 17:00 Hrs.
12.	Proposal submission date	5 <sup>th</sup> Oct 2024 before 17:00 Hrs.
13.	Proposal Screening (Eligibility and Technical) – Final Level	15th Nov 2024 in MoRD/State Office of SRLM/SSDMs implementing (DDU-GKY)
14.	Communication Address, Phone number & Email	The Director, DDU-GKY, Rural Skills Division, Ministry of Rural Development, Govt. of India, NDCC-II Building, 7th Floor, Jai Singh Road, New Delhi-110001 Phone: 011-23461727 Email: dipalip.nird@gov.in

## **2. Background**

The Ministry of Rural Development (MoRD) is implementing Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) with a vision to “transform rural poor youth into an economically independent and globally relevant workforce”. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), tasked with the dual objectives of adding diversity to the incomes of rural poor families and catering to the career aspirations of rural youth.

Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) aims to provide placement to skilled human resources. DDU-GKY occupies a unique position amongst other skill training programmes, due to its focus on the rural poor youth and its emphasis on sustainable employment through the prominence and incentives for Higher placements.

Since every effort is made to skill the candidates as per the industry standards, the absorption rate of candidates trained by PIA is still low in the market, as each industry/employment has different level of needs and that too changes over a period of time. The skilling for performing a particular job requires trainees to accustom with relevant job operations being conducted at actual locations. Also, it becomes quite challenging for the industry, which requires large number of human resources to set up separate skilling infrastructure other than industry as per standards of govt. schemes, when they already have the readily available infrastructure for providing skilling as per their own industry standards. On the other hand, If Industry is encouraged in adopting Captive employer model, it gives confirm employment to the skilled candidates which in-turn also provides them real work life environment to learn skills on the job.

In order to encourage the participation of Industry and tailor made the candidates as per the industry requirement, DDU-GKY is facilitating Captive Employment model of skilling. The model will allow industry to source trainees as per their requirement with active support from states and train them as per the requirement of their own organizational/industry/ subsidiaries /operational need and provide candidates assured placement. The model allows the employer to select the rural youths, skills & deploy them in one of its establishment/subsidiaries.

## **3. Salient Features of Captive Employers**

- a. Training courses may be implemented by the Industry/Employer as per the requirement of the industry to train the candidate with a minimum of 576 hours of skilling and maximum 2304 hours of skilling for which DDU-GKY

Funding shall be made available. The courses selected by the industry mandatorily be NSQF aligned.

- b. Captive Employment to be provided for the minimum period of 6 months' post completion of training preferably in the trained job role or any higher-level job role.
- c. The payment to the candidates trained and further provided with captive employment should be as per the norms of Captive Employment Guidelines.
- d. The payment to the employer/industry shall be in reimbursement form. The Captive employers shall be paid in three instalments as defined in the Payout Model section of Captive Employment guidelines.
- e. Mandatory external assessment of trainees needs to be conducted.
- f. Performance Guarantee is not required to be submitted by Captive Employers.

#### **4. Advantage of Captive Employers under DDU-GKY**

- a. The Captive Employer can provide training to rural youths in their own premises; however, it is mandated/committed to have the required set-up for the opted job role as per National Skill Qualification Framework and branding of DDU-GKY.
- b. Captive Employer MoU with MoRD shall be for a period of three years.
- c. Captive Employers shall get topmost priority in target allocation by States.
  - Category 'A' status amongst PIAs (Project Implementation Agencies/ Training Partners. (Refer to Section 4.7, Table 5, 1, c) of the Program Guidelines
  - Second highest priority amongst the eight sub-categories of Category 'A' PIAs. (Refer 5.12 of the guidelines)
  - An inter-se priority as a Category 'A' PIA over categories B and C.
- d. Captive Employers will have waiver of QA Process, QA Fees, and other mandates of DDU-GKY SoP. However, regular checks of training conducted may be done during the training period.
- e. Performance Guarantee will not be applicable for Captive Employers

## 5. Key Expectations from Captive Employers

The 'Captive Employer' is expected to provide sustainable employment of high quality at scale to minimum of 500 candidates in three years, with focus on co-branding, commitment to decent work norms, retention and career progression. This must 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 period starting from a novice level. All the organizations fulfilling the eligibility criteria or with direct relevance to the sector will be provided with preference. Critically, every Captive Employer is required to commit and adhere to the following deliverables:

<b>Sl. No.</b>	<b>Deliverables</b>
<b>1</b>	<b>Training</b>
1a	Training Infrastructure as per the requirement of Job Role
1b	Willingness to provide basic training as per the NSQF Aligned courses
1c	Commitment to provide assessment and certification from govt. recognized awarding body
1d	Commitment to train and place minimum 500 candidates in the period of 3 years
<b>2</b>	<b>Placement</b>
2a	Minimum placement commitment of 70% of training target for the minimum period of six months
2b	All the placement of trained candidates needs to be in 'Captive Employment' or Sister Concerns/Subsidiary Companies
<b>3</b>	<b>Minimum Wage Commitment</b>
3a	Minimum CTC of Rs. 10,000/- month or minimum wages whichever is higher for the training courses less than six months
3b	Minimum CTC of Rs. 12,000/- month or minimum wages whichever is higher for the training courses more than six months
<b>4</b>	<b>Co – Branding as per DDU-GKY guidelines</b>

- To enable the above, a MoU shall be signed between MoRD and the ‘Captive Employer’. A sample MoU is provided in Annexure.
- A ‘Captive Employer’ designated as such through a formal MoU would be awarded projects based on the approved processes and systems of Captive Employment Guidelines under DDU-GKY.
- An organization meeting the qualification criteria given here under will be selected as ‘Captive Employer’ with DDU-GKY.

## 6. EVALUTION CRITERIA

An organization meeting the qualification criteria given here under will be selected as ‘Captive Employer’ with DDU-GKY.

### A) Minimum Eligibility Criteria

S. No	Minimum Eligibility Criteria	Documentary Evidence required for Verification
<b>1</b>	<b>A PRN1 allotted by MoRD</b>	
1a	PRN Details	<i>Print of E-mail/Website indicating PRN OR TRN Number</i>
1b	Date of allotment of PRN	<i>Provide PRN Date (DD/MM/YYYY) /Application Date</i>
2	Proof of Valid EPFO/ESIC/Factory registration number	<i>EPFO Registration license / ESIC registration license / Factory registration license</i> <ul style="list-style-type: none"> <li>• <i>EPFO Registration License is mandatory</i></li> <li>• <i>Preceding Six Months EPFO Challans</i></li> </ul>
3	Proof of Valid TIN/TAN/GST Number	<i>Certificate of TIN/TAN/GST by concern govt. authority department (GST is mandatory)</i>
<b>4</b>	<b>Proof of organization existence for more than 3 years old as a legal entity</b>	
4a	No. of years of existence	<i>Certificate of Incorporation/Registration Certificate</i>
4b	Date of registration /incorporation	<i>Provide Date (DD/MM/YYYY)</i>
4c	List of Subsidiary to be declared for providing Future Placements	<b><i>To be provided as per Annexure VIII on Company’s Letterhead</i></b>

5	<b>Proof of Positive net worth in at least two of the last 3 financial years</b>	<i>For the three preceding financial years from the date of application as Captive Employer <b>Details to be Provided on Letterhead as per Annexure IX</b></i>
5a	Annual net worth in Rs. (in crores)	<i>a. Certificate by Chartered Accountant b. certifying the net worth as indicated by the applicant</i>
6	<b>Proof of Annual Turnover of the organization is more than Rs. 25 crores in each of the preceding 3 Financial Years</b>	<i>For the three preceding financial years from the date of application as Captive Employer <b>Details to be Provided on Letterhead as per Annexure IX</b></i>
6a	Annual turnover	<i>Certificate by Chartered Accountant certifying the turnover as indicated by the applicant</i>
7	<b>Proof of the organization or its owners/Directors not found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad?</b>	<i>To provide details or Declarations from Organization's legal representative (On Letterhead as per Form VII)</i>
8	<b>Proof of the organization/Industry having training experience for at least 2 years</b>	<i>Proof of Projects taken under various govt. schemes like target received / project received/project completion certificate/Proofs of training organized with corporates/own staff (<b>Fill up details as per Annexure X on Letter head &amp; Photographs of Training Conducted</b>)</i>
9	<b>Proof of Bank Account is Aadhar/PAN linked</b>	<i>A certificate from Bank regarding the PAN linked &amp; Cancelled Cheque of the same bank</i>
10	<b>Proof of Provided 500 placement in past 3 years</b>	<i>Proof of Projects taken under various govt. schemes like target received / project received/project completion certificate/Proofs of training organized &amp; Placement Provided with corporates/own staff (<b>Fill up details as per Annexure VIII on Letter head &amp; Photographs of Training Conducted</b>)</i>

- It is mandatory to provide all the required documents for evaluation of the documents

- Organization/Industry may require to read the captive employment guidelines before applying for the REOI. Implementation modalities and payout structure will be as per the guidelines of Captive Employment
- MoRD may choose to seek additional documents 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 eligibility criteria stated above shall be assessed by the 'Project Review & Approval Committee' of Captive Employer; a committee consisting of team from MoRD (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 support 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. State wise & Job role wise Strategies to train and place the candidates
- 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 Annexure IV
  - Details to be Provided on Letterhead as per Annexure XI (State Wise Job Role Wise) Training and placement plan
  - Template -1 PPT
  - Template – 2 PPT

## **C) PROCESS and OTHER DETAILS**

DDUGKY warmly invites organizations that see themselves as potential 'Captive Employer' to

Partner in this initiative. The applications can be sent within 50 days of publication of Eoi 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** as well as scanned copy at the following address:

**Director (Skills),  
Rural-Skills Division  
Ministry of Rural Development  
7th Floor, NDCC-II Building,  
Jai Singh Road, New Delhi-110001  
Email: ce@ddugky.gov.in, [dipalip.nird@gov.in](mailto:dipalip.nird@gov.in)**

## **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: Response to Invitation for selection as a ‘Captive Employer’s for DDU-GKY Program**

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

We attach here to the response as required. Primary and Secondary contacts for our organization are:

	<b>Primary Contact</b>	<b>Secondary Contact</b>
<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-

<b>Sl. No.</b>	<b>Deliverables</b>	<b>Agreement to Deliverables (Yes/No)</b>
<b>1</b>	<b>Training</b>	
1a	Training Infrastructure as per the requirement of Job Role	
1b	Willingness to provide basic training as per the NSQF Aligned courses	
1c	Commitment to provide assessment and certification from govt. recognized awarding body	
1d	Commitment to train and place minimum 500 candidates in the period of 3 years	
<b>2</b>	<b>Placement</b>	
2a	Minimum placement commitment of 70% of training target for the minimum period of six months	
2b	All the placement of trained candidates needs to be in 'Captive Employment 'or Affiliate Companies	
<b>3</b>	<b>Minimum Wage Commitment</b>	
3a	Minimum CTC of Rs. 10,000/- month or minimum wages whichever is higher for the training courses less than six months	
3b	Minimum CTC of Rs. 12,000/- month or minimum wages whichever is higher for the training courses more than six months	
<b>4</b>	<b>Co – Branding as per DDU-GKY guidelines</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.

Date:

Signature: (In capacity of )

Name:

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Firm)

Seal/Stamp of

Firm Witness Signature:

Witness Name:

Witness Address:

Enclosures: Hard Copy of the response along with enclosures duly filled in

As may be notified by MoRD

**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 selection as a 'Captive Employer's for 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

(Organization/ Company Seal)

Designation

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
<b>1</b>	<b>A PRN1 allotted by MoRD</b>	
1a	PRN Details	<i>Print of E-mail/Website indicating PRN OR TRN Number</i>
1b	Date of allotment of PRN	<i>Provide PRN Date (DD/MM/YYYY) /Application Date</i>
2	Proof of Valid EPFO/ESIC/Factory registration number	<i>EPFO Registration license / ESIC registration license / Factory registration license</i> <ul style="list-style-type: none"> <li>• EPFO Registration License is mandatory</li> <li>• Preceding Six Months EPFO Challans</li> </ul>
3	Proof of Valid TIN/TAN/GST Number	<i>Certificate of TIN/TAN/GST by concern govt. authority department (GST is mandatory)</i>
<b>4</b>	<b>Proof of organization existence for more than 3 years old as a legal entity</b>	
4a	No. of years of existence	<i>Certificate of Incorporation/Registration Certificate</i>
4b	Date of registration /incorporation	<i>Provide Date (DD/MM/YYYY)</i>
4c	List of Subsidiary to be declared for providing Future Placements	<b><i>To be provided as per Annexure VIII on Company's Letterhead</i></b>
<b>5</b>	<b>Proof of Positive net worth in at least two of the last 3 financial years</b>	<i>For the three preceding financial years from the date of application as Captive Employer</i> <b><i>Details to be Provided on Letterhead as per Annexure IX</i></b>
5a	Annual net worth in Rs. (in crores)	<i>c. Certificate by Chartered Accountant d. certifying the net worth as indicated by the applicant</i>
<b>6</b>	<b>Proof of Annual Turnover of the organization is more than Rs. 25 crores in each of the preceding 3 Financial Years</b>	<i>For the three preceding financial years from the date of application as Captive Employer</i> <b><i>Details to be Provided on Letterhead as per Annexure IX</i></b>
6a	Annual turnover	<i>Certificate by Chartered Accountant certifying the turnover as indicated by the applicant</i>

7	<b>Proof of the organization or its owners/Directors not found guilty by any court/regulatory body/self-regulatory organization/stock exchange for any offence in India or abroad?</b>	<i>To provide details or Declarations from Organization's legal representative (On Letterhead as per Form VII)</i>
8	<b>Proof of the organization/Industry having training experience for at least 2 years</b>	<i>Proof of Projects taken under various govt. schemes like target received / project received/project completion certificate/Proofs of training organized with corporates/own staff (Fill up details as per Annexure X on Letter head &amp; Photographs of Training Conducted)</i>
9	<b>Proof of Bank Account is Aadhar/PAN linked</b>	<i>A certificate from Bank regarding the PAN linked &amp; Cancelled Cheque of the same bank</i>
10	<b>Proof of Provided 500 placement in past 3 years</b>	<i>Proof of Projects taken under various govt. schemes like target received / project received/project completion certificate/Proofs of training organized &amp; Placement Provided with corporates/own staff (Fill up details as per Annexure VIII on Letter head &amp; Photographs of Training Conducted)</i>

- All documents to be counter-signed by the authorized representative. Documentary evidence of authorization to be provided
- It is mandatory to provide all the required documents for evaluation of the documents
- Organization/Industry may require to read the captive employment guidelines before applying for the REOI. Implementation modalities and payout structure will be as per the guidelines of Captive Employment
- MoRD may choose to seek additional documents for clarification, if so required
- Organizations who do not meet the Minimum Eligibility Criteria will not be evaluated further.

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

ASSESSMENT SHALL BE DONE BASED ON PRESENTATION TO BE MADE BY THE ORGANIZATION IN THE ATTACHED

**Template -1**

**Template – 2**



## FORM V : Organization Details

### Details of the Organization (Fill all, where applicable)

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>	

**FORM VI: Undertaking on Litigation**  
**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: Response to Invitation for selection as a 'Captive Employer's for DDU-GKY Program**

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: Response to Invitation for selection as a 'Captive Employer's for 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)

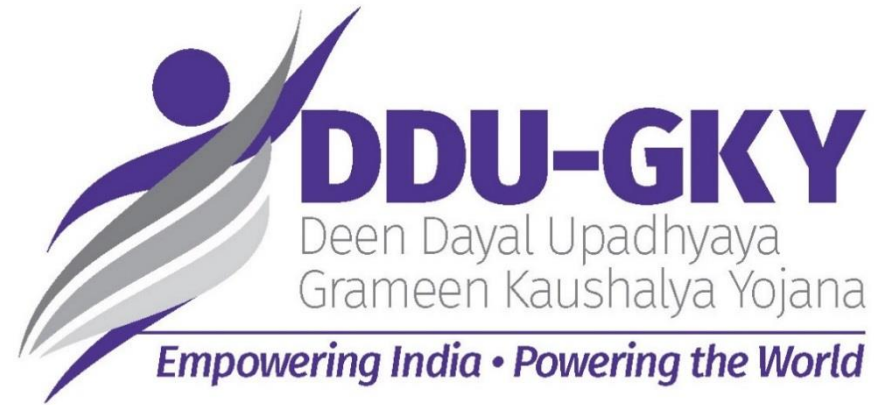
Authorized Signatory name

(Seal)

Designation







# *Captive Employment Review and Approval committee Meeting*

*Date :*

Ministry of Rural Development,  
Government of India

*<Name of Organization>*  
*Sector –*  
*State of Origin :*  
*Proposed States/UTS :*  
*Proposed Target :*

# Existence of Organization

Industry Existence for past 3 Years

- Incorporation Certificate dated <date>

Valid EPFO/ESIC/Factory Registration number

- EPFO No :                      dated :
- ESIC No :                      dated :
- Factory Registration No :    dated :

Staff Registered on EPFO

Valid TIN/TAN/GST /SGST Number

- GST Certificate No : dated:
- TAN Certificate No :



# Financial Parameters

Minimum turnover of Rs. 25 Cr for each year for three preceding FY

- FY 21-22 :
- FY 22-23:
- FY 23-24:

Positive net worth in at least two of the last three financial years

- FY 21-22 :
- FY 22-23:
- FY 23-24:

# Training Details

Past Training Experience –  
More than Two Years

- Inhouse Training – <No. of Candidates Trained >
- Govt. Scheme Name – <No. of Candidates Trained>

Training Infrastructure  
Availability

- Photographs in next slide

# Training Details – 2 Photographs



# Placement Details

Provided 500 or more  
Employment during last 3 Years

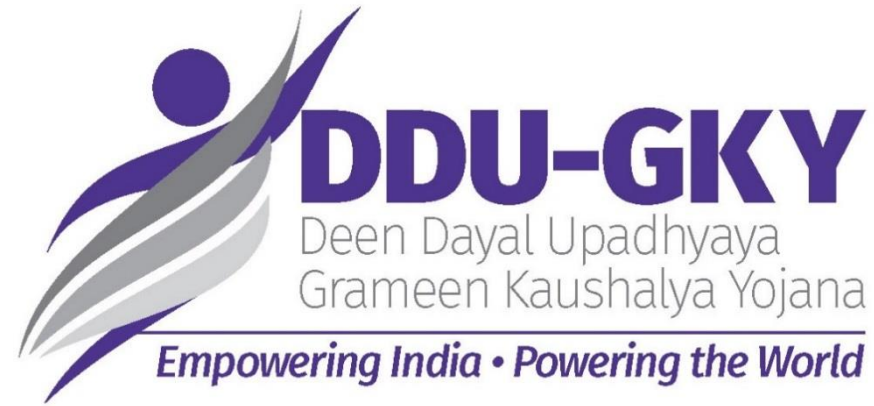
- Employment provided in last 3 years –
- Current Staff –

Salary Offered

- Minimum CTC :
- Average CTC :

Career Progression

- Incremental in Grade /Salary of the Candidates



**Thank You**



# PROPOSAL FOR PARTNERING WITH DDU-GKY AS CAPTIVE EMPLOYER

# Presentation Topics

- Company Profile
- Skilling Expertise, Competence & Experience
- Organization Structure (Skill Structure within Organization Structure)
- Readiness plan for providing training to Rural Youths
- Plan of training(Proposed Job role wise / State wise plan) & placement with timelines as captive Employer
- Previous Placement success of skilled candidates (Retention details)
- Placement Strategy along-with the career growth plan of candidates
- Additional Information about to Organization

# Company Profile

- Incorporation date
- Preceding 3 years Turnover & Net Worth
- Promoters / Directors and Top Management -Brief profile
- Promoters / Directors -CIBIL rating
- Employment provided in past 3 years
- Current Staff available with the organization
- Details of Staff registered on EPFO/ESIC



# Skilling Expertise, Competence & Experience

- Details of Baseline survey and impact studies done related to their training interventions
- Details of Experience in Skilling & Placement
- Proofs of provided training for past two years – Proof of Projects taken under various govt. schemes like proof of target received / project received /project completion certificate/Proofs of training organized with corporates/own staff
- Plan of SSC / NCVT associated job roles for providing training - Proof of approved NSQF Course(Certified Course from SSC)
- Proof of number of Candidates placed within the organization in last 2 years
- Salaries structure of trained and placed candidates
- Examples of Career Progression of Staff within the organization

# Organization Chart alongwith the Skill Vertical

- Organization Chart
- Skill Vertical Chart (if Available)
- Details of Hiring for Skilling the candidates under the Captive Employment in case Skill Vertical is not in place

# Readiness plan for providing training to Rural Youths

- Infrastructure readiness as per the NSQF Standards for providing the training in proposed job roles (Details of Classroom, lab, equipment's, residential facility etc. ) (May use pictures of center for more clarity)
- Cobranding Strategy
- Details of Proposed NSQF Job Roles alongwith the no. of hours of training
- Mobilization Strategy
- Training Plan for proposed job roles alongwith the details of additional tailor made training if any
- ToT Plan
- Assessment & Certification plan (Details of planning of assessment & certification within 15 days of completion of training)
- Placement Plan (Plan to provide captive employment for minimum 6 months alongwith the salary structure to atleast 70% of trained candidates )

# Plan of Training & placement as Captive Employer

- Over All Planning
  - Proposed Job role wise /State wise plan for training
  - Proposed Job role wise /State wise plan for Placement
  
- Quarterly Planning
  - Proposed Job role wise /State wise plan for training
  - Proposed Job role wise /State wise plan for Placement

# Previous Placement success of skilled candidates (Retention details)

- Details of the Retention Ratio of Staff
- Details of the Career Growth of the candidates
- Success Stories of Career Progression
- Additional information on Placed Candidates (Pictures of successfully growth of candidates)

# Placement Strategy along-with the career growth plan of candidates

- Strategy to place the trained candidates
- Details of their employment , designation etc.
- Details of Salary Structure & other statutory benefits
- Details of Career Growth over the period of 2 years
- Details of other benefits to placed candidates if any (like free food and accommodation, etc. )

# Additional Information about to Organization

- Any Additional Information Organization find fit to provide as important as Captive Employer

