



सत्यमेव जयते

Ministry of Minority Affairs  
Government of India



Skill India  
कौशल भारत - कुशल भारत

# "Seekho aur Kamao"

Skill Development Initiative for Minorities

## NOTICE INVITING PROPOSALS FOR EMPANELMENT FOR IMPLEMENTATION OF SEEKHO-AUR-KAMAO SCHEME FOR THE YEARS 2018-19 and 2019-20

- Ministry of Minority Affairs (MoMA) invites proposals for implementation of "Seekho aur Kamao" scheme for training courses aligned to National Skills Qualifications Framework (NSQF) and Common Norms under Ministry of Skill Development and Entrepreneurship (MSDE) for the years 2018-19 and 2019-20 from the following:
  - Training Partners (TPs) of National Skill Development Corporation (NSDC) having Accreditation and Affiliation on the SMART portal with 4 or 5 star rating; OR
  - TPs of NSDC having provisional certificate of accreditation with 4 or 5 star rating and are in a position to obtain final Accreditation Certificate and Affiliation Certificate within 20 days of being informed of the allocation of trainees. OR
  - NSDC funded Training Partners or NSDC's Training Centres (TCs) having Pradhan Mantri Kaushal Kendra (PMKK) status.

In respect of Hilly and Jammu and Kashmir States, North Eastern States and Left-Wing Extremist (LWE) affected districts, the star rating will be relaxed by one star i.e. TPs as mentioned above but having 3 star rating shall also be eligible to submit the proposals.
- Those having past experience of running projects under Seekho Aur Kamao or other skill development schemes of the MoMA will be given preference.
- Mandatory pre-requisites are -i) having minimum experience of 3 years in the field of skill development; ii) Minimum annual turnover of Rs. 2.00 crore in each of the last 3 years; iii) Trained at least 200 youths in each of last 3 years; iii) Having necessary infrastructure and capacity for conducting trainings for a minimum of 500 trainees annually at its centres; (iv) Registration with NITI Aayog NGO Darpan Portal; and (v) submission of an undertaking on Non-judicial Stamp Paper (Rs. 20/-) guaranteeing to place minimum 75% of the trained minority youth of which a minimum of 50% will be in organized sector.
- For details, interested and eligible organizations may visit the Official website of the Ministry at <http://www.minorityaffairs.gov.in>.
- All the proposals shall be submitted **online** on the Seekho-Aur-Kamao Portal of MoMA <http://seekhoaurkamao-moma.gov.in>. Those who had applied earlier in the previous year(s) and are interested to implement the scheme for the years 2018-19 and 2019-20 may also **apply afresh online** on the Seekho-Aur-Kamao Portal of MoMA <http://seekhoaurkamao-moma.gov.in>. A hard copy of proposals shall also be sent to "the Under Secretary (Skill), Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003". However, please note that scrutiny of the proposals will be done only on the basis of online proposals received by MoMA.
- Proposal form should be completely filled and duly signed by the President/Secretary/CEO/Head of Institution/Registrar of the applicant.
- A Bank Guarantee shall be required to be furnished by the PIA before the release of funds (amount will be decided later).
- Proposals will be assessed on the weightage basis of various parameters as given in the prescribed format available online
- No supplementary document will be entertained after the receipt of the online proposal.
- Incomplete forms will be rejected without notice.
- The last date of submission of completed duly signed Proposal forms to the MoMa is 30<sup>th</sup> July 2018.**
- For any information in this regard, the interested organizations may contact on the Helpline of the MoMA- **1800-11-2001** (Toll Free) between 9:00 a.m. to 5:00 p.m on all the working days.

Under Secretary (Skill)  
MoMA



संकल्प से सिद्धि





## अल्पसंख्यक कार्य मंत्रालय भारत सरकार

# “सीखो और कमाओ”

## अल्पसंख्यकों हेतु कौशल विकास पहल

### 2018-19 और 2019-20 हेतु सीखो और कमाओ योजना के कार्यान्वयन के लिए पैनल में शामिल किए जाने के लिए प्रस्ताव आमंत्रण सूचना

- अल्पसंख्यक कार्य मंत्रालय निम्नलिखित में से वर्ष 2018-19 और 2019-20 के लिए राष्ट्रीय कौशल अर्हता ढांचे से संबद्ध प्रशिक्षण पाठ्यक्रमों के लिए और कौशल विकास और उद्यमिता मंत्रालय के अंतर्गत सामान्य मानकों के लिए सीखो और कमाओ योजना के कार्यान्वयन के लिए प्रस्ताव आमंत्रित करता है:-
  - राष्ट्रीय कौशल विकास निगम (एनएसडीसी) के प्रशिक्षण भागीदार जिनका 4 या 5 सितारा रेटिंग के साथ स्मार्ट पोर्टल पर प्रत्यायन और संबंध हो; या
  - राष्ट्रीय कौशल विकास निगम (एनएसडीसी) के प्रशिक्षण भागीदार जिनके पास 4 या 5 सितारा रेटिंग के साथ प्रत्यायन का अस्थायी प्रमाण-पत्र हो और प्रशिक्षुको के आबंटन की सूचना मिलने के 20 दिन के भीतर अंतिम प्रत्यायन और संबद्धता प्रमाण-पत्र प्राप्त करने की स्थिति में हो; या
  - राष्ट्रीय कौशल विकास निगम (एनएसडीसी) द्वारा वित्त पोषित प्रशिक्षण भागीदार या एनएसडीसी के प्रशिक्षण केंद्र जिनके पास प्रधान मंत्री कौशल केंद्र का स्तर हो।

पहाड़ी एवं जम्मू एवं कश्मीर राज्यों, पूर्वोत्तर राज्यों और वामपंथी आतंकवाद प्रभावित जिलों के संबंध में स्टार रेटिंग में 1 स्टार की ढील दी जाएगी अर्थात् ऊपर उल्लिखित प्रशिक्षण भागीदार परंतु जिनके पास 3 सितारा रेटिंग हो वह भी प्रस्ताव प्रस्तुत करने के पात्र होंगे।
- जिन पीआईए को सीखो और कमाओ तथा मंत्रालय की अन्य कौशल संबंधी योजनाओं के अंतर्गत परियोजनाएं संचालित करने का पहले से अनुभव है, उन्हें अतिरिक्त अधिमान दिया जाएगा।
- अनिवार्य पूर्वापेक्षाएं अग्रलिखित हैं:- (i) कौशल विकास के क्षेत्र में कम से कम तीन वर्षों का अनुभव (ii) पिछले तीन वर्षों में से प्रत्येक में न्यूनतम वार्षिक टर्नओवर 2.00 करोड़ ₹0 हों। (iii) पिछले तीन वर्षों में से प्रत्येक वर्ष में कम से कम 200 युवाओं को प्रशिक्षित किया हो। (iv) अपने केंद्रों पर हर वर्ष न्यूनतम 500 प्रशिक्षणार्थियों का प्रशिक्षण संचालित करने के लिए क्षमता एवं अवसरचना हो। (v) नीति आयोग एनजीओ दर्पण पोर्टल के साथ पंजीकरण हो; और (vi) गैर-न्यायिक स्टाम पेपर शपथ प्रस्तुत करना जिसमें गारंटी दी गई हो न्यूनतम 75% प्रशिक्षित अल्पसंख्यक युवाओं को रोजगार देना जिनमें से न्यूनतम 50% संगठित क्षेत्र में से होंगे।
- ब्यौरों के लिए, इच्छुक एवं पात्र संगठन मंत्रालय की शासकीय वेबसाइट <http://www.minorityaffairs.gov.in> देख सकते हैं।
- सभी प्रस्ताव ऑनलाइन अल्पसंख्यक कार्य मंत्रालय के <http://seekhoaurkamao-moma.gov.in> सीखो और कमाओ पोर्टल पर प्रस्तुत किए जाएंगे। जिन्होंने पिछले वर्षों में पहले भी आवेदन किया हो और वर्ष 2018-19 और 2019-20 के लिए योजना के कार्यान्वयन में दिलचस्पी रखते हों, वह भी दुबारा अल्पसंख्यक कार्य मंत्रालय के <http://seekhoaurkamao-moma.gov.in> सीखो और कमाओ पोर्टल पर आवेदन कर सकते हैं। प्रस्तावों की एक हार्ड प्रति अवर सचिव (कौशल), अल्पसंख्यक कार्य मंत्रालय, 11वां तल, पं. दीनदयाल अंत्योदय भवन, सीजीओ परिसर, लोधी रोड, नई दिल्ली-110003 को भी भेजेंगे। तथापि, कृपया नोट करें कि प्रस्तावों की जांच केवल अल्पसंख्यक कार्य मंत्रालय द्वारा प्राप्त किए गए ऑनलाइन प्रस्तावों के आधार पर ही की जाएगी।
- इसके बारे में आवेदन फार्म पूरा भरा होना चाहिए तथा संस्थान के अध्यक्ष/सचिव/सीईओ/अध्यक्ष/संगठन के पंजीयक द्वारा विधिवत हस्ताक्षरित होना चाहिए।
- निधियों की निर्मुक्ति से पूर्व पीआईए द्वारा बैंक गारंटी प्रस्तुत की जाएगी। (राशि का निर्णय बाद में किया जाएगा)
- प्रस्तावों का मूल्यांकन ऑनलाइन उपलब्ध निर्धारित प्रपत्र में दिए गए विभिन्न मापदण्डों की क्षमता पर अधिमान आधार पर किया जाएगा।
- ऑनलाइन प्रस्ताव प्राप्त होने के उपरांत कोई अनुपूरक दस्तावेज पर विचार नहीं किया जाएगा।
- अधूरे प्रपत्र बिना किसी सूचना अस्वीकार कर दिए जाएंगे।
- अल्पसंख्यक कार्य मंत्रालय को संपूर्ण विधिवत हस्ताक्षरित आवेदन फार्म प्रस्तुत करने की अंतिम तारीख 30 जुलाई 2018 है।
- इस संबंध में और अधिक जानकारी के लिए, इच्छुक संगठन मंत्रालय की हेल्पलाइन - 1800-11-2001 (टॉल फ्री) पर सभी कार्य दिवसों में प्रातः 9.00 बजे से सायं 5.00 बजे के बीच संपर्क कर सकते हैं।

अवर सचिव (कौशल)  
अल्पसंख्यक कार्य मंत्रालय

संकल्प से सिद्धि



**Government of India  
Ministry of Minority Affairs**

**Proposal for Empanelment of Project Implementing Agencies under “SeekhoaurKamao” during 2018-19 and 2019-20**

**Section A: Details of Project Implementing Agencies (hereinafter Organization):**

Sl. No.	Particulars	Information to be filled by project Implementing Agencies
1	Name of Organization	
2	Address of Organization (in case of Address of registered Headquarter is different than Address of Correspondence, please give both Addresses Separately)	Registered Address:  Address for Correspondence:
3	Whether Society/Trust/Company/Others, please indicate	
4	Date of Registration with valid Registration Number (Please enclose a legible copy of valid Registration Certificate. If it is in other language, it should be translated in Hindi or English and attested by notary)	
5	Pan Number of the organization (Please enclose a legible copy of Pan Card)	
6	NGO Darpan ID of NITI Aayog	
7	Name of President/Chairman/CEO/Head of Institution	
8	Name of Secretary/ Registrar	
9	Telephone/Mobile*	
10	Email*	
11	Empanelled / affiliated with National Skill Development Corporation (NSDC) – Mandatory under SMART/PMKK/NSDC Partner	Attach copy of the certificate,

*\*To be communicated in case of change.*

**Section B: Mandatory criteria for selection:**

**Note:** Information in the following format may be provided for the purpose of evaluation and short-listing by MoMA.

**Evaluation Matrix:**

**1. Entity Strength**

S. No.	Criteria	Documents required	Page numbers to be indicated where the information has been provided
1a	No. of years of <b>existence</b> and operation of the PIA beyond the minimum requirement of three years. Minimum 3 years experience in the field of skill development training:  3-6 years: 7-10 years: >10 years:	Copy of Registration certificate	
1b	No. of trades PIA conducted in last three years:  0-5 trades: 6-10 trades: 10-15 trades: 15 and above trades:		

**2. Past Experience**

S. No.	Criteria	Document required	Page numbers to be indicated where the information has been provided
2a. (Central Projects )	(i) The number of Skill Development Projects funded by <b>Central</b> Government Ministries / Departments in the last three years. Single Sanction order (even with various locations) will be considered as one project.  <5 projects: 5-10 projects: 11-15 project: >15 projects:  (ii) The number of Skill Development Projects funded by <b>Ministry of Minority Affairs/</b> their Departments in the last three years. Single Sanction order (even with various locations) will be considered as one project.  <5 projects: 5-10 projects: 11-15 project: >15 projects:  (please provide details in Section C – Point II below)	Attach list of projects skill jobs, duration in hours, year of project, Sanctioning Ministry/Department along with copies of sanction order for last three years.	
2b. (State Projects )	The number of Skill Development projects funded by <b>State</b> Government in the last three years. Single Sanction order (even with various locations) will be considered as one project.  <5 projects: 5-10 projects: 11-15 projects: >15 projects:  (Please provide details under Section C - Point III below)	Attach list of projects skill jobs provided, duration in hours of each skill, year of project, Sanctioning Ministry/Department along with copies of sanction orders for last three years	
2c. (Projects in Minority )	The number of Skill Development projects implemented by the PIA in the minority concentrated districts/ blocks in the last three years. Single Sanction order (even with various	Attach list of projects skill jobs, duration in hours, year of project, Sanctioning	

S. No.	Criteria	Document required	Page numbers to be indicated where the information has been provided
Areas)	locations) will be considered as one projects.  <2 projects 2-5 projects : 6-10 projects: >10 projects:	Ministry/Department along with copies of sanction order for the last three years	
2d. (Minority Youth)	The number of <b>minority</b> youths trained exclusively by the PIA during last three years in projects funded by the Central/State Government.  <200 youths: 200-500 youths : 500-1000 youths : >1000 youths:	Attach <b>list</b> of Companies/Industries and number of placed youths salary range, total no. of minority youth trained and %age of placements for last three years	
2e. (Total youth)	The number of trained youths who have been provided employment in organized sector by the PIA after training in last three years.  200-500 youths: 500-750 youths: 750-1000 youths: 1000-2000 youths: >2000 youths:  (please provide details in Section C – Point VII below)	Attach list of Companies/Industries, number of placed youths salary range, total no. of minority youth trained and %age of placements (Approximately) for last three years	
2f. (Job Placement success)	The number of candidates placed after 3 months of certification and remain in employment for 1 year out of 12 months of tracking. Marks allocation:  100-200 youths: 200-300 youths: 300-500 youths: 500-1000 youths: >1000 youths:  (the PIAs are required to furnish details for placement and tracking undertaken in last 3 years)	Attach list of Companies/Industries, number of placed youths and number of youths continuing the job after one year of placement and %age against total placement for last three years	
2g. (Entrepreneurship success)	(i) The number of trained youth who become entrepreneur after training during last three years:  <50 youths: 50-100 youths: 100-200 youths: 200-500 youths: > 500 youths:  (ii) Percentage of trained youth who become entrepreneur after training during last three years:  <10% youth 10% - 20% youth 20% - 30% youth 30% - 40% youth >40% youth		

### 3. Financial Strength

SNo.	Criteria	Documents required	Page numbers to be indicated where the information has been provided						
3a.	a) Annual turnover of the applicant during the last three financial years:  <table border="1" style="margin-left: 20px;"> <tr> <td>2015-16</td> <td>2016-17</td> <td>2017-18</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> Net worth of the applicant during the last three financial years:	2015-16	2016-17	2017-18				a. Audited financials along with audit report, balance sheet, and profit & loss statement of the applicant for last 3 FY (2015-16, 2016-17 and 2017-18) b. Certificate from practicing Chartered	
2015-16	2016-17	2017-18							

	<table border="1"> <tr> <td>2015-16</td> <td>2016-17</td> <td>2017-18</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>Revenue of the applicant from skill development activities in last three financial years</p> <table border="1"> <tr> <td>2015-16</td> <td>2016-17</td> <td>2017-18</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>INR 2.00 crore - INR 3.00 crore  INR 3.00 crore - INR 5.00 crore:  INR 5.00 crore – INR 10.00 crore:  &gt;=INR 10.00 crore</p>	2015-16	2016-17	2017-18				2015-16	2016-17	2017-18				<p>Accountant (preferably the same who has audited the last year financials of the applicant's company) clearly mentioning the following:</p> <p>i) Annual turnover of the applicant in last 3 FY (2015-16, 2016-17 and 2017-18)</p> <p>ii) Net worth of the applicant in last FY 2017-18</p> <p>Note: For the calculation of Net Worth asset valuation must be Carried out at the book value.</p> <p>iii) Revenue of the applicant from skill development activities in last 3 FY (2015-16, 2016-17 and 2017-18)</p>	
2015-16	2016-17	2017-18													
2015-16	2016-17	2017-18													

#### 4. Merit of the proposal

SNo.	Criteria	Documents required	Page numbers to be indicated where the information has been provided
4a.	<p>Whether the PIA Guarantees employment to minimum 75% trained candidates (including 50% in organised sector) after training. Marks allocation:</p> <p>Yes: No:</p>	<p>Salary slips of candidates placed with any organization;  Copy of offer letter;  Employee code assigned to candidates;  Details of PF/ESI issued by employers to placed candidates</p>	
4b.	<p>Number of Companies/Industries/ Institutions with whom PIA has signed Memorandum of Understanding (MOU) for guaranteed employment after completion of skill training. Marks allocation:</p> <p>&lt;5 companies / industries:  5-7 companies / industries:  8-10 companies / industries:  &gt;10 companies / industries:</p> <p>(please provide details under Section C – Point V below)</p>	<p>Attach copies of MoUs signed with Companies/ Industries</p>	
4c.	<p>Whether the PIA has its own Management information System (MIS) for the trainees. Marks allocation:</p> <p>Yes: No:</p> <p>(please provide details under Section C – Point X below)</p>		



**III. Details about Skill Development Projects funded by State Government/UT Administration in last three years (with reference to details asked in Point 2b – Past Experience)**

S. No.	Year	Name of the Sponsoring State Department	Location of the project (District and State). If the location is minority concentration block/town, please indicate MCB/MCT	Number of trainees			Number of Minority Trainees out of the total	Cost of the project	Type and Names of Skill		Name of Certifying agency
				Boys	Girls	Total			Modern Trades (MES/NSQF/any other)	Traditional arts/crafts	
									With duration in hours	With duration in hours	

(Note: Once Sanction order will be considered as one project)

**IV. Branch or Centre-wise list of Professionals engaged by the organization (Please give separate Tables for each Centre):**

S. No.	Name of Professional	Male/ Female	Educational Qualification	Experience in skill training (in years)	Regular or Part Time*

**V. Number of companies/ industries/ institutions with whom the PIA has signed the MoU for placements of trained youths (with reference to Point 4b– Merit of the proposal):**

S. No.	Name of company/ industry/ institution	Address of company/ industry/ institution	Required skills in company/ industry/ institution	Date of Signing and validity period of MoU

**VII. Past Placement record of the organization for last three years (with reference to Point 2e – Past Experience)**

S. No.	Year	Number of Youths				Name of Companies/ Industries where placed.
		Youths trained	placed in the organized sector	%age of placement	% of retention after 12 months of joining	

**VIII. Whether Audited Accounts (with Auditor's Report) for last Three years attached:**

Yes/No

**IX. Whether organization has its own website:**

Yes/No

If yes, please give address of the website and attach a copy of the Home page.

**X. Whether organization maintains Management Information System for trainees for last three years:**

With reference to SL no. 4c –Merit of the proposal, please provide the details of Management Information Systems maintained by the organization.

(This will be verified by the Ministry, if the organization qualifies on Point based system and called for the presentation).

**XI. Whether organization has ever been suspended / blacklisted from any Govt. scheme since its existence, if so, please indicate:**

- (I) Name of Blacklisting / suspension Authority:
- (II) Date of Blacklisting / suspension:
- (III) Reason from blacklisting / suspension:
- (IV) Date of deletion of name from Suspend / Blacklist:

**XII. Willingness to furnish Bank Guarantee: Yes/ No (Amount will be decided later on)**

**XIII. Declaration by President/Secretary/CEO of the Organization /Head of the Institution**

I, .....President/Secretary/CEO/Head of, son / daughter / wife of resident of (Address).....hereby declare that the information given above is true to the best of my knowledge.

**Signature of President/Secretary/CEO/Head of Institution**

**(Give Full Name Signing Authority)**

**Official Stamp**

### **XIII. Additional Lists/Documents to be enclosed:**

- (I) Managing Committee of Organization.
- (II) (ii) Memorandum of Association/Bye Laws

#### **Important note for PIAs:**

*Please note that TC of PIAs has to enter into mutually exclusive agreement with Ministry of Minority Affairs where a written undertaking would require to be furnished stating that TCs will not train under any other scheme other than 'Seekho aur Kamao', once the targets are allocated.. This implies if PIA is running training under any other Government scheme (e.g PMKVY) then PIA cannot undertake any trainings under 'Seekho aur Kamao' scheme at the same centers at the same time and vice versa. Please note MoMA can at its discretion undertake surprise monitoring and if any PIA is found flouting with aforementioned guidelines then MoMA reserves full right to take any action leading to cancellation of PIA's registration, withheld payments, blacklist their centers and revoke their targets.*

*It is further to be noted that no candidate can undergo training in same trade twice from two different schemes. Undertaking may be taken from the candidates and the PIA AS WELL, in this regard. Hence it is the responsibility of PIA to ensure no such duplication should take place. MoMA reserves full right to take any action against PIA if such cases are found.*

**FORMAT FOR UNDERTAKING ON NON-JUDICIAL STAMP PAPER (Rs.20/-)**

**UNDERTAKING**

I,.....President/Secretary/CEO/Head of (Name of Organization)..... , Registration Number .....dated ....., and son / daughter / wife of resident of (Address)....., hereby guarantee the placement of minimum 75% of the trained minority youths, of which minimum 50% would be in organized sector, in the projects to be awarded under "Seekho our Kamao" scheme of the Ministry of Minority Affairs, Government of India.

Date:

Place:

**Signature of President/Secretary/CEO/Head of Institution**

**(Give Full Name Signing Authority)**

**Official Stamp**