



अल्पसंख्यक कार्य मंत्रालय  
भारत सरकार

# सीखो और कमाओ

अल्पसंख्यकों हेतु कौशल विकास पहल

2017-18 के दौरान परियोजना कार्यान्वयनकर्ता एजेंसियों को  
पैनल में शामिल किए जाने हेतु

## महत्वपूर्ण अनुदेश

- वर्ष 2017-18 के दौरान सीखो और कमाओ योजना के लिए परियोजना कार्यान्वयनकर्ता एजेंसियों (पीआईए) को पैनल में शामिल करने के लिए प्रस्ताव आमंत्रित करने हेतु 9 सितंबर, 2017 को राष्ट्रीय दैनिक समाचार-पत्र में जारी विज्ञापन के अनुक्रम में अल्पसंख्यक कार्य मंत्रालय ऐसे प्रशिक्षण भागीदारों (टीपी) से नए सिरों से प्रस्ताव आमंत्रित करता है जिनके पास स्मार्ट प्रत्यायित एवं संबद्ध प्रशिक्षण केंद्र (टीसी) हैं/अथवा वर्ष 2017-18 के दौरान "सीखो और कमाओ" योजना के अधीन राष्ट्रीय कौशल अर्हता ढांचे (एनएसक्यूएफ) के अनुरूप प्रशिक्षण संचालित करने के लिए अपने प्रशिक्षण केंद्रों को राष्ट्रीय कौशल विकास निगम (एनएसडीसी) के स्मार्ट पोर्टल के माध्यम से प्रत्यायित एवं संबद्ध कराने के इच्छुक हैं।
- अल्पसंख्यक कार्य मंत्रालय की सीखो और कमाओ योजना को कार्यान्वित कर रही परियोजना कार्यान्वयनकर्ता एजेंसियां (पीआईए) तथा जिनके पास उक्त टीसी दर्जा प्राप्त है, भी आवेदन करने के लिए आमंत्रित हैं। विस्तृत जानकारी के लिए, इच्छुक एवं पात्र संगठन मंत्रालय की शासकीय वेबसाइट <http://www.minorityaffairs.gov.in> देख सकते हैं। जहां आवश्यक अनुदेश और संशोधित आवेदन प्रपत्र संलग्न किए गए हैं।
- प्रशिक्षण केन्द्र-प्रशिक्षण भागीदार अल्पसंख्यक कार्य मंत्रालय के एनजीओ पोर्टल पर ऑनलाइन प्रस्ताव भेजेंगे और डाक द्वारा भी निदेशक (कौशल), 11वां तल, पं. दीनदयाल अंत्योदय भवन, सीजीओ परिसर, लोधी रोड, नई दिल्ली-110003 को भेजेंगे। चूंकि अल्पसंख्यक कार्य मंत्रालय का एनजीओ पोर्टल तैयार हो रहा है, अतः पात्र संगठन हार्ड प्रति भेज सकते हैं और जब एनजीओ पोर्टल चालू हो जाएगा तो उसके माध्यम से भी भेज दिया जाए।
- परियोजना कार्यान्वयनकर्ता एजेंसियों (पीआईए) को नीति आयोग के एनजीओ दर्पण पोर्टल पर पंजीकृत होना चाहिए।
- सीखो और कमाओ के पूर्ववर्ती आवेदन प्रपत्र को रद्द समझा जाए।** सभी पीआईए जिन्होंने पूर्ववर्ती प्रपत्र में आवेदन किया था, **नए सिरों से संशोधित प्रपत्र** में एनजीओ पोर्टल (जब यह चालू हो जाए) के साथ-साथ हार्ड कॉपी में भी आवेदन करें।
- विधिवत रूप से हस्ताक्षरित एवं पूरे भरे हुए आवेदन पत्र को इस मंत्रालय में प्रस्तुत किए जाने की **अंतिम तारीख 10 अक्टूबर, 2017 तक बढ़ाई जाती है।**

किसी सूचना के लिए, सभी कार्य दिवसों पर प्रातः 9:00 बजे से सायं 5:00 बजे के बीच

टोल फ्री हेल्पलाइन **-1800-11-2001** पर संपर्क कर सकते हैं।

अवर सचिव (कौशल)

## मदद हमारी - मंजिल आपकी

Ad-1

16x21cm



Ministry of Minority Affairs  
Government of India

# Seekho aur Kamao

The Skill Development Initiative for Minorities

## NOTICE INVITING PROPOSALS FOR EMPANELMENT OF PROJECT IMPLEMENTING AGENCIES (PIAs) DURING 2017-18

### Important Instructions

1. In continuation of Advertisement released for inviting proposal for empanelment of Project Implementing Agencies (PIA) during 2017-18 on 9th September, 2017 in National daily for the scheme Seekho Aur Kamao, Ministry of Minority Affairs invites proposals afresh from Training Partners (TPs) having SMART Accredited and Affiliated training centres (TCs)/or willing to get their training centres accredited and affiliated through SMART portal of National Skill Development Corporation (NSDC) for undertaking Training aligned to National Skills Qualification Framework (NSQF) under the "Seekho aur Kamao" scheme, during the year 2017-18.
2. The Project Implementing Agencies (PIAs) implementing Seekho aur Kamao scheme of the Ministry of Minority Affairs and are having the above TC status are also invited to apply. For details, interested and eligible organizations may visit the Official website of the Ministry at <http://www.minorityaffairs.gov.in> where the necessary instructions and **Revised Application Format has been attached**.
3. TCs – TPs shall send the proposals online on NGO Portal of MoMA and also by post to Director (Skills), 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. As NGO Portal of MoMA is under construction, eligible organizations may send Hard Copy and the same may be sent through NGO Portal once it will become operational.
4. The PIAs should be enrolled with Niti Aayog NGO Darpan Portal.
5. **The earlier Application format of Seekho Aur Kamao may be treated as cancelled.** All the PIAs who applied in the earlier format may **apply afresh in the revised format** also in hard copy as well as through NGO Portal. (Once it becomes operational).
6. **The last date of submission** of completed duly signed Application forms to the Ministry is extended up to **10th October, 2017**.

For any information, contact on the Toll Free Helpline: **1800-11-2001**  
between **9:00 a.m. to 5:00 p.m** on all working days.

Under Secretary (Skill)

मदद हमारी - मंजिल आपकी

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**Government of India**  
**Ministry of Minority Affairs**

**“Seekho aur Kamao”**  
**The Skill Development Initiative for Minorities**

**Important Instructions:**

1. In continuation of Advertisement released for inviting proposal for empanelment of Project Implementing Agencies (PIA) during 2017-18 on 9<sup>th</sup> September, 2017 in National daily for the scheme Seekho Aur Kamao. Ministry of Minority Affairs invites proposals from Training Partners (TPs) having SMART Accredited and Affiliated training centres (TCs)/or willing to get their training centres accredited and affiliated through SMART portal of National Skill Development Corporation (NSDC) for undertaking Training aligned to National Skills Qualification Framework (NSQF) under the “Seekho aurKamao” scheme, during the year 2017-18.
2. The Project Implementing Agencies (PIAs) implementing Seekho aur Kamao scheme of the Ministry of minority Affairs and are having the above TC status are also invited to apply. For details, interested and eligible organizations may visit the Official website of the Ministry at <http://www.minorityaffairs.gov.in>. where the necessary instructions and **Revised Application Format has been attached.**
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4. The earlier Application format of Seekho Aur Kamao may be treated as cancelled. All the PIAs who applied in the earlier format may need to apply afresh in the revised format also in hard copy as well as through NGO Portal also once it will become operational.
5. Application form should be completely filled and duly signed by President/Secretary/CEO/Head of Institution/Registrar of the organization.
6. **The Index and page numbering should be properly done by the organization. Without Indexing and page numbering the proposal will not be examined.**
7. **Information for Mandatory criteria should be given clearly and specifically. The enclosures should be attached as per prescribed format.** The weightage for each mandatory criteria is indicated in the form and also available on Ministry’s website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in).

8. It is mandatory to give complete information in the format. Incomplete forms will be rejected without notice. No supplementary document will be entertained after the submission of proposal.
9. **The application form should be mandatorily accompanied** with an undertaking on Non-judicial Stamp Paper (Rs. 20/-) wherein the guarantee to place minimum 75% of the trained minority youths would be given and out of that minimum 50% in organized sector (format given in the application form).
10. The proposals may be sent to the Director (Skill), Ministry of Minority Affairs, 11<sup>th</sup> Floor, Pt Deendayal Antyodaya Bhawan, CGO Complex, Lodi Road, New Delhi-110003..
11. **The last date of submission of completed duly signed Application forms to the Ministry is 10th October, 2017.**
12. For any information in this regard, the organizations may contact on the Helpline of the Ministry – **1800-11-2001** (Toll Free) between 9:00 a.m. to 5:00 p.m on all working days.

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Government of India  
Ministry of Minority Affairs

**Proposal for Empanelment of Project Implementing Agencies under “SeekhoaurKamao” during 2017-18**

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

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information to be filled by project Implementing Agencies</b>
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	Name of President/Chairman/CEO/Head of Institution	
6	Name of Secretary/ Registrar	
7	Telephone/Mobile*	
8	Email*	
9	Empanelled / affiliated with National Skill Development Corporation (NSDC) – Mandatory	Attach copy of the certificate, if available or give undertaking to provide the same by Dec., 2017 or before release of funds.
10	Registered on SMART portal before December 2017 (mandatory) – please provide details in Section C - Point II under Mandatory criteria for selection	Yes / No

*\*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**

SNo.	Criteria	Documents required	Page numbers to be indicated where the information has been provided
1a	No. of years of existence and operation of the PIA beyond the minimum requirement of three years. Marks allocation:  <3 years: 3-6 years: 7-10 years: >10 years:	Copy of Registration certificate	

**2. Past Experience**

SNo.	Criteria	Document required	Page numbers to be indicated where the information has been provided
2a.	The number of Skill Development Projects funded by Central Government Ministries / Departments in the last three years. Single Sanction order (even with various locations) will be considered as one project. Marks allocation:  <5 projects: 5-10 projects: 11-15 project: >15 projects:  (please provide details in Section C – Point II below)	Attach list of projects along with copies of sanction order for last three years	
2b.	The number of Skill Development projects funded by State Government in the last three years. Single Sanction order (even with various locations) will be considered as one project. Marks allocation:  <5 projects: 5-10 projects: 11-15 projects: >15 projects:  (Please provide details under Section C - Point III below)	Attach list of projects along with copies of sanction orders for last three years	
2c.	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 locations) will be considered as one projects. Marks allocation:  <2 projects 2-5 projects : 6-10 projects: >10 projects:	Attach list of projects along with copies of sanction order for the last three years	

SNo.	Criteria	Document required	Page numbers to be indicated where the information has been provided
2d.	The number of minority youths trained exclusively by the PIA during last three years in projects funded by the Central/State Government. Marks allocation: <1000 youths: 1000-2000 youths : 2001-4000 youths : >4000 youths:	Attach list of Companies/Industries and number of placed youths for last three years	
2e.	Percentage of trained youths who have been provided employment in organized sector by the PIA after training in last three years. Marks allocation: <40%: 40%-50%: 50%-75%: >75%:  (please provide details in Section C – Point VII below)	Attach list of Companies/Industries, number of placed youths for last three years	
2f.	Percentage of candidates placed after 3 months of certification and remain in employment for 1 year out of 12 months of tracking. Marks allocation: <50% of employed youths: 50% of employed youths: 50%-70% of employed youths: >70% of employed 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 for last three years	

### 3. Financial Strength

SNo.	Criteria	Documents required	Page numbers to be indicated where the information has been provided																		
3a.	<p>a) Annual turnover of the applicant during the last three financial years:</p> <table border="1"> <thead> <tr> <th>2014-15</th> <th>2015-16</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Net worth of the applicant during the last three financial years:</p> <table border="1"> <thead> <tr> <th>2014-15</th> <th>2015-16</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Revenue of the applicant from skill development activities in last three financial years</p> <table border="1"> <thead> <tr> <th>2014-15</th> <th>2015-16</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Marks allocation: &lt;INR 50.00 Lakhs: INR 50.00 Lakhs - INR 100.00 Lakhs &gt;INR 100.00 Lakhs - INR 300.00 Lakhs: &gt;INR 300.00 Lakhs:</p>	2014-15	2015-16	2016-17				2014-15	2015-16	2016-17				2014-15	2015-16	2016-17				<p>a. Audited financials along with audit report, balance sheet, and profit &amp; loss statement of the applicant for last 3 FY (2014-15, 2015-16 and 2016-17)</p> <p>b. Certificate from practicing Chartered Accountant (preferably the same who has audited the last year financials of the applicant's company) clearly mentioning the following: i) Annual turnover of the applicant in last 3 FY (2014-15, 2015-16 and 2016-17) ii) Net worth of the applicant in last FY 2016-17</p>	
2014-15	2015-16	2016-17																			
2014-15	2015-16	2016-17																			
2014-15	2015-16	2016-17																			

		<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 (2014-15, 2015-16 and 2016-17)</p>	
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#### 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>Whether PIA is affiliated with National Skill Development Corporation (NSDC) Marks allocation:</p> <p>Yes : No :</p>	<p>Attach Copy of certificate</p>	
4c.	<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>	
4d.	<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>		

**Section C: Details from Project Implementation Agencies (PIAs)**

**I. Own Branches /Centres of the Project Implementing Agencies duly approved on SMART (with reference to Point no. 10 – Section A)**

Sl. No	State	District	Name of Branch Head	Address and Phone Number of the Branch	Registration No. on SMART and date

**II. Details about Skill Development Projects funded by Central Ministries /Departments in last three years (with reference to Point 2a – Past Experience)**

Sl. No	Year	Name of the Sponsoring Ministry /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 or Certificate agency
				Boys	Girls	Total			Modern (MES)	Traditional arts/crafts	

**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 (MES)	Traditional arts/crafts	

(Note: One 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 4c – 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. 4d –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, 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) 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.*

### **Estimation of Target allocation:**

The targets to PIA's shall be allocated based on their average annual turnover. The formula for estimation of targets is as follows:

$$\text{Maximum number of target allocation to that entity} = \frac{\text{Average annual turnover for past 3 years} \times 4}{\text{Per candidate cost proposed}}$$

*However, MoMA, at its discretion can consider additional or deduct allocation based on the performance of the PIAs who have successful track record in the past in the implementation of either scheme of MoMA or any other Government organization.*

**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**