GUIDELINES ON “HUNAR SE ROZGAR TAK” PROGRAMME
(AS ALIGNED TO THE COMMON NORMS NOTIFIED BY THE MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP)
(Effective from 27th December, 2016)

(TOURISM AND HOSPITALITY SECTOR PROGRAMMES FOR IMPLEMENTATION UNDER THE SCHEME OF “CAPACITY BUILDING FOR SERVICE “)

As part of the Suo-Motu initiatives of the Ministry of Tourism under the Scheme of “Capacity Building for Service Providers”, it was decided to provide financial assistance to Govt. sponsored Tourism & Hospitality Institutes, Private Tourism/Hospitality Institutes, State Tourism Development Corporations and State Governments etc. to conduct Skill Development Programmes to be called “HUNAR SE ROZGAR” or its verticals. The Programme offered short but quality training courses covering (i) Food & Beverage Service (ii) Food Production (iii) Bakery & Patisserie (iv) Housekeeping Utility (v) Driving Skills (vi) Stone Masonry (vii) Golf Caddies (viii) Tourist Facilitator etc. The programme was aimed at targeting persons with not much means and in need to acquire skills facilitative to employment. The implementation of the programme was subject to certain administrative and financial Guidelines.

In order to bring about uniformity and standardization in the implementation of various Skill Development Schemes by different Central Ministries/Departments, the Govt. of India has decided to bring all the schemes/programmes relating to skill development activities within the Common Norms notified by the Ministry of Skill Development & Entrepreneurship with the approval of the Ministry of Finance. The Ministry of Tourism has accordingly resolved to effect full transition to these norms with effect from 1st April, 2016 as per the Cabinet decision.

“Skill Development, for the purpose of any Government scheme, is defined as any domain specific demand led skill training activity leading to employment or any outcome oriented activity that enables a participant to acquire a skill duly assessed and certified by an independent third party agency, and which enables him/her to get wage/self-employment leading to increased earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training and shall fall in the categories as per below:
(i) For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute.

(ii) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 16 hours or more of trainings including practical and/or on the-job training.

(iii) In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.

In conformity with the framework of skill development as defined above, all skill development courses the course duration of which fall into categories (i) and (ii) above would henceforth come under the umbrella of the “Hunar Se Rozgar Tak” Programme of the Ministry of Tourism and include the courses listed below. After incorporating the Common Norms as notified by the Ministry of Skill Development & Entrepreneurship, as revised from time to time, the revised Guidelines governing the implementation of the “HUNAR SE ROZGAR TAK” programme of the Ministry of Tourism would be as follows with effect from the 27-12-2016:-

I) COURSES OFFERED : To begin with, the following skill development courses will be conducted under the “Hunar Se Rozgar Tak” programme with effect from 27-12-2016 after adopting NSQF approved courses. The QP-NOS(Level-4) prescribed by the Tourism & Hospitality Skill Council (THSC) in respect of the Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate courses and QP-NOS(Level-4) prescribed by the Food Industry Capacity and Skill Initiative (FICSI) in respect of the Craft Baker course have been adopted in full as they presently exist. Complete details of the course content/syllabus etc. and may be downloaded from their respective websites :-

a) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by Govt. Institutes of Hotel Management/Food Craft Institutes etc. - (Annexure-A)

b) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by State/Union Territory Governments - (Annexure-B)

c) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by State/Union Territory Tourism Development Corp./Boards; (Annexure-C)
d) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by industrial units, associations of industries and professional/skill developing agencies with proven credentials; (Annexure-D)

e) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by Classified Hotels; (Annexure-E)

f) Short Term Hospitality courses for Multi Cuisine Cook, Craft Baker, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by hospitality Institutes approved by the AICTE/National Skill Development Agency/State & Union Territory Govts. (Annexure-F)

g) Six-day **Skill Testing & Certification** courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill up-gradation of persons already engaged in hospitality related occupations to be implemented by Ministry of Tourism sponsored Govt. Institutes of Hotel Management and Food Craft Institutes etc. (Annexure-G)

The Ministry of Tourism may introduce/revive any other NSQF compliant course(s) in future to meet the Sectoral requirements/expectations, in which case, specific regulatory guidelines will be framed within the scope and width of the Common Norms notified by the Ministry of Skill Development & Entrepreneurship.

The Common Guidelines applicable uniformly to all the aforesaid skill development courses under the “Hunar Se Rozgar Tak” programme are as under :-

II) **Attendance, Assessment & Certification**

The trainees with minimum attendance of 80% will only be permitted to appear in the course-end test. The assessment and certification will be done by the respective Implementing Agencies as is being done now with one internal and one external examiner. The external assessor must be drawn from an Institute/Implementing Agency conducting the Hunar Se Rozgar Tak courses for the Ministry of Tourism. Similarly, private agencies under PMKVY 2016-20 would also be allowed to conduct the assessment under this programme. It has only to be ensured that the assessing Institute/Implementing Agency does not become the self assessor for its own training programmes so as to comply with the spirit of third party assessment. However, assessment and certification norms developed by the concerned regulatory bodies, sector skill council / industry would be approved by the NSQC to ensure that the outcomes conform to the appropriate NSQF level. Certificates issued post assessment will mention the level of NSQF at which it lies. Third Party Certification & Assessment Costs to paid is given in SCHEDULE-I.
III) Funding Norms of the Programme

Based on the nature and characteristics of the trades/job roles, the Multi Cuisine Cook and Craft Baker courses are classified as Category-I courses while the Food and Beverage Service Steward, Room Attendant and Front office Associate listed in Category-II. The classification of all new NSQF compliant courses to be introduced in future will be notified alongwith the guidelines on the respective courses.

The funding norms as given in SCHEDULE-I (Schedule of Cost) shall apply to all the “Hunar Se Rozgar Tak” courses listed above, except as otherwise provided in the specific guidelines. The hourly rates (i.e. Base Cost)shown in SCHEDULE-I shall be inclusive of cost components such as:

(i) Mobilization of candidates  
(ii) Post-placement tracking/monitoring  
(iii) Curriculum  
(iv) Placement expenses  
(v) Trainers' training  
(vi) Equipment  
(vii) Amortization of Infrastructure costs/Utilities  
(viii) Teaching Aid (including Course material& Tool Kit)  
(ix) Raw material  
(x) Salary of trainers

The fund flow to the Training Providers shall be based on the outcomes achieved, and shall be released in the manner given in SCHEDULE-III to implement the programmes effectively. The formats for rendering detailed accounts will be communicated separately.

IV) Monitoring & Tracking

The HSRT Implementing Agencies shall have access to an open, common and extensible data standards to ensure that their IT systems can share data and do transactions in a scalable way. Standardized Application Program Interface (APIs) will also be defined for use in the Management Information System (MIS) of various skills training programs. Also, the Ministry of Skill Development and Entrepreneurship shall facilitate the development of an integrated and interactive MIS based on the above standards and APIs which should thereafter be available for use by all Implementing Agencies. This integrated MIS should serve as an aggregator from the ERP/MIS solutions of States and Ministries/Departments of specific programmes.

All the trainees trained under a project will be tracked for a period of one year from the date of completion/certification of training with respect to their career progression, retention and other parameters. An Innovative system for tracking to be developed that
shall use technology (web and mobile based) and has incentives for the trainees to respond to the tracking system.

The following shall apply to the Monitoring & Tracking Mechanism:

(i) If particulars pertaining to 90% of the candidate in any batch are fed into the central MIS, then this would account for successful tracking of the candidates of that particular batch. Completion of this step would entitle the training provider to seek disbursement of one instalment of the training cost from the concerned Ministry, which would be 10% of the training cost, or an amount of Rs.5,000/- per candidate, whichever is less.

(ii) Each candidate would be tracked once every month for a period of one year in case of fresh entrants after she/he completes her/his training. Parameters to be tracked would be as under:

   a) Placement should be within 3 months of completion of training
   b) Once placed, remuneration/ incremental remuneration per month
   c) Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
   d) If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.

(iii) Till the MIS becomes available, each Implementing Agency will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers, their employer details and salary status is posted on their website after conclusion of training of every batch.

V) OUTCOME OF THE COURSE

Since Employment (both wage and self) is a mandatory outcome of funding under this programme, the outcomes from the “Hunar Se Rozgar Tak” programmes shall be defined to include :-

(i) Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment;

(ii) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages/CTC at least equal to minimum wages prescribed. In case the employer pays minimum wages in terms of Cost to Company (CTC), atleast 80% of the CTC should be paid as
cash to the candidate. Such candidates should continue to be in jobs a minimum period of three month from the date of placement in the same or a higher level with the same or any other employer. For this purpose, one-monthly pay slip can be accepted as the evidence to support the wage employment. In addition, enrolment of candidates for apprenticeship and Work Permit (Work Visa) for overseas employment would also be treated as proof of employment;

(iii) In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations which are evidenced in terms of trade license or setting up of an enterprise or becoming a member of a producer group or proof of additional earnings (bank statement) or any other suitable and verifiable document. In case of self-employment, securing a relevant enterprise development loan can also considered as proof of evidence under any other suitable and verifiable document.

(iv) In case of re-skilling or skill-upgradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.

VI) Soft skills (which would include computer literacy, language and workplace interpersonal skills relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the course modules of all the “Hunar Se Rozgar Tak” courses. Each course will have a built-in emphasis on improving the trainees’ behaviour and attitudes in order to enhance their market acceptability.

VII) The detailed guidelines on target group, implementing agencies, intake & selection, annual targets, Publicity, Faculty and Attendance, Assessment & Certification for various courses etc. have been indicated in the course guidelines at Annexures-A to G.

VIII) Since the Base Cost (hourly rate per trainee) includes the components of Mobilization of candidates, Post-placement tracking/ monitoring, Curriculum, Placement expenses, Trainers training, Equipment, Amortization of infrastructure costs/utilities, Teaching Aid, Raw material and Salary of trainers, there would be no need for rendering detailed account for each of these components. However, the implementing agencies would render detailed accounts for such components of expenditure like transport cost, Boarding & Lodging, Additional support for Special Areas/Groups, Stipend/Incentive for 80% attendance and passing and Uniforms. The formats for rendering accounts would be communicated separately.
IX) **Uploading of video Clipping**: Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) (pmuhsrt@gmail.com). After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.

X) **INPUT STANDARDS**

While all training programmes funded under this programme need to ensure that the outcomes are achieved as per these guidelines, the following inputs must also be in place to ensure that adequate training infrastructure and capacity exists:

(i) The overall training infrastructure specially the training aids and equipment should be as per industry benchmarks;

(ii) Trainers with suitable qualifications/experience should only be hired and each trainer to having undergone Training of Trainers (ToT); (For this purpose, 2 to 3 days of refresher training for the trainers of the Institutes/Implementing Agencies of the Ministry of Tourism to be organised by the Tourism & Hospitality Skill Council should be enough for them to be made acquainted with the modalities of the QP-NOS courses)

(iii) Industry relevant content, appropriate to the learning groups, and conforming to the requirements of NSQF/SDIS, being used;

(iii) The students and trainers to be enrolled must be linked to Aadhar in the Implementing Agency’s records as well as the individual’s Bank account. (The money paid as Stipend to the successful trainee shall be transferred only to the individual beneficiary’s Aadhar linked bank account through the PFMS. The Implementing Agency would also render a true account of the expenditure incurred separately on Stipend, Uniforms, transport and lodging & boarding to the Ministry of Tourism in the proforma to be prescribed by the Ministry in due course).

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SCHEDULE - I

SCHEDULE OF COST (With Effect from 01-04-2016)

1. BASE COST

1.1 The Base Cost for different Sectors will be as under:

(i) Rs.40.50 per hour of training for trades/sectors listed in Category-I.
(ii) Rs.34.70 per hour of training for trades/sectors listed in Category-II.
(iii) Rs.28.90 per hour of training for trades/sectors listed in Category-III.

The Common Norms Committee under the Ministry of Skill Development & Entrepreneurship has increased the Base Cost by 5% (five percent) with effect from **01-04-2017** vide Ministry of Skill Development & Entrepreneurship O.M. No. H-22011/2/2014-SDE dated 03-02-2017.

2. TRANSPORT COSTS

2.1 For candidates from Special Areas, as defined in Clause 5.1 of Schedule-I, undergoing training outside district of such Special Areas, to and fro transport cost as per actuals, subject to a maximum of Rs.5000/- per trainee, may be payable for:

a) Residential trainings, and/or  
(b) In respect of all skill development training programmes where trainees from Special Areas (as defined herein) are trained outside these Special Areas, and/or  
c) Training programmes anywhere in the country where women trainees have to travel more than 80 kms. from their homes to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

3. BOARDING & LODGING COSTS

The Ministry will reimburse **Boarding & Lodging Costs at actual** subject to a maximum per trainee per day as per table below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Boarding &amp; Lodging Cost per day per Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) X Category Cities/Town</td>
<td>Rs.300/-</td>
</tr>
<tr>
<td>ii) Y Category Cities/Town</td>
<td>Rs.250/-</td>
</tr>
<tr>
<td>iii) Z Category Cities/Town</td>
<td>Rs.200/-</td>
</tr>
<tr>
<td>iv) Rural Areas and any Area not notified as a municipal/town area</td>
<td>Rs.175/-</td>
</tr>
</tbody>
</table>

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

The reimbursement of boarding & lodging costs will be payable for:

a) Residential trainings, and/or  
(b) In respect of all skill development training programmes where trainees from Special Areas (as defined herein) are trained outside these Special Areas, and/or  
c) Training programmes anywhere in the country where women trainees have to travel more than 80 kms. from their homes.
to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

The boarding & lodging costs is applicable to all Trainees irrespective of Special Areas, Disability and Gender and the payout shall be as defined in various slabs mentioned above.

4. **THIRD PARTY CERTIFICATION & ASSESSMENT COSTS**

4.1 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, based on actuals.

5. **ADDITIONAL SUPPORT FOR SPECIAL AREAS/GROUPS**

5.1 **Training in Special Areas:** Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be permitted for programmes conducted in the North Eastern States, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nikobar Islands, Lakshadweep and districts affected by Left Wing Extremism (LWE) as identified by the M/O Home Affairs for the Integrated Action Plan (hereinafter referred to as "Special Areas").

5.2 Upon successful completion of non-residential skill training programmes, and after certification, all Persons Below Poverty Line (BPL), persons with disability and women candidates (hereinafter referred to as "special Groups") will be reimbursed the cost incurred in travelling to and from the training centre at the following rates:

<table>
<thead>
<tr>
<th>Reimbursement of Conveyance Costs per month</th>
<th>Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Training Centre within District of domicile</td>
<td>1000/-</td>
</tr>
<tr>
<td>2) Training Centre outside District of domicile</td>
<td>1500/-</td>
</tr>
</tbody>
</table>

5.3 **Post Placement support for Special Areas/Groups for wage employment:** In order to enable the newly skilled persons from Special Areas/Groups to settle into their jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs. 1500/- per month for the following durations:

<table>
<thead>
<tr>
<th>Post Placement Support @ Rs. 1500/- per month</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Placement within District of domicile</td>
<td>1 month</td>
<td>2 months</td>
</tr>
<tr>
<td>2) Placement outside District of domicile</td>
<td>2 months</td>
<td>3 months</td>
</tr>
</tbody>
</table>

provided the placement is made within three months of certification and after post validation of placement of the candidate.
5.4 Training for Persons with Disability (PwD): Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be provided for skill development programmes imparted to Persons with Disability (PwD). Provided that in the case of training of PwD in the Special Areas, the total cost permissible will be 120% of the Base Cost. At least 3% of total training done by every Implementing Agency in each year shall be reserved for persons with disabilities, in trades as decided by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment in conjunction with the National Skill Development Agency (NSDA).

5.5 Upon successful completion and certification, the certified candidate may be paid a lump-sum stipend/incentive of Rs.2000/- for the Multi Cuisine Cook and Craft Baker courses and Rs.1500/-for the Food and Beverage Service Steward, Room Attendant and Front office Associate courses, as the case may be. This amount shall be over and above the Base Cost.

5.6 For provision of uniforms for trainees, an amount of Rs.1900/- will be allowed and this amount shall be over and above the Base Cost,

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