Specific Guidelines for the Six-day (48 Hours) Skill Testing & Certification courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill upgradation 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.

As part of its *suo-motu* initiatives under the Scheme of “Capacity Building for Service Providers”, the Ministry of Tourism will provide Central Financial Assistance to its’ sponsored Institutes of Hotel Management and Food Craft Institutes to conduct Six-day Skill Testing & Certification training courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill upgradation of persons already engaged in hospitality related occupations subject to the following specific conditions:-

(a) The IHMs concerned will publicize the dispensation by issuing advertisements, particularly in vernacular newspapers. The text thereof will be supplied by the NCHMCT.

(b) The course duration shall be of 06 days of eight hours per day from 9.00 AM to 5.00 PM.

(c) The NCHMCT will indicate the levels for which the testing and certification will be available and also supply the test modules for each. The details regarding the levels will be part of the advertisement.

(d) Presently, the testing and certification will be conducted at least four times in a year. However, a test will be considered feasible only if there are at-least 25 applicants.

(e) 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 two external examiners. 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.
(e) A person eventually passing the test will be awarded the certificate as of the Ministry of Tourism, signed by Director (Studies) in the NCHMCT and the Principal concerned.

(f) The NCHMCT will monitor and coordinate the efforts and Director (Studies) in the Council will be the nodal officer.

(g) After conclusion of the training of a batch, the list of pass-outs shall be uploaded on the Institute’s website. The list must indicate the name of each trainee, his/her age, qualification, residential address, telephone and mobile number and employment and salary status. The Institutes will also ensure that, at the concluding/valedictory session of each batch of the training programme, a group photograph (comprising the trainees and the Course Instructors) will be taken and kept in record and uploaded on the Institute’s website as well.

(h) Each grantee Institute will furnish a Utilization Certificate as also the consolidated accounts in respect of the financial assistance received from the Ministry of Tourism and the expenditure incurred in the format to be prescribed separately.

(i) There will be an orientation of the trainees for a period of five days in the respective trades followed by the skill testing on the sixth day. Thus the orientation can start on a Monday, conclude on Friday followed by the test on Saturday.

(j) Upon completion of the course with at least 80% attendance and successful certification, the certified candidate may be paid a lump-sum incentive/stipend of Rs.1,800/- towards wage loss. This amount shall be over and above the Base Cost. The Incentive to the certified pass-outs will be paid by the local IHM at the end of the training and the Ministry of Tourism will reimburse the amount.

(k) The schedule of release of payments to the Implementing Agency will be done in a lump sum by the Ministry of Tourism after conclusion of the course and posting of the list of pass-outs on the Institute’s website.