



SKILL DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
SHRAM BHAWAN SOKAYTHANG
GANGTOK-737102



Ref. No. GOS/SDD/15

Dated: 25/02/2025

NOTIFICATION

The State Government is pleased to notify Guidelines for Empanelment of Training Partners for Comprehensive Skill Training in Priority Sectors under Sikkim INSPIRES Program, with immediate effect, as under: -

**GUIDELINES FOR
EMPANELMENT OF TRAINING PARTNERS
FOR
COMPREHENSIVE SKILL TRAINING IN PRIORITY SECTORS
UNDER
SIKKIM INSPIRES PROGRAM**

Effective from February 25, 2025



Amish

Guidelines for empanelment of training partners with Skill Development Department, Government of Sikkim for comprehensive skill training¹ in Priority Sectors under the Sikkim INSPIRES (Integrated Service Provision and Innovation for Reviving Economies) Program

(Effective from February 25, 2025)

1. Sikkim INSPIRES (Integrated Service Provision and Innovation for Reviving Economies) Program is a comprehensive initiative by the Government of Sikkim, supported by the World Bank. Launched in 2024, the Program aims to enhance economic opportunities for women and youth in the State. It focuses on providing short-term skills training, digital readiness, socio-emotional skills, and placement support in Priority Sectors. The Program also promotes entrepreneurship by offering financial, technical, and business development support, particularly for women-led and youth-led enterprises.
2. Within the Sikkim INSPIRES Program, the Skill Development Department (SDD), Government of Sikkim intends to empanel training providers as follows:
 - **Category A:** Private Training Providers registered in Sikkim willing to implement skilling in Sikkim in the Priority Sectors viz. tourism & hospitality, beauty & wellness, IT/ITeS, creative design², green jobs, and child & elderly care.

Only for Category A – To provide an opportunity to Sikkim-based organizations to get empaneled as Training Partners, the option to apply in Joint Venture (JV) shall be allowed. In such cases, both the organizations can jointly or at least one organization must meet the eligibility criteria. The organization registered in Sikkim will be the Lead Partner in the JV.

- **Category B:** Private Training Providers registered outside Sikkim willing to implement skilling within/outside Sikkim in the Priority Sectors as stated above.
- **Category C:** Industries willing to implement skilling within/outside Sikkim in any of the Priority Sectors under the Recruit – Train – Deploy (RTD) model.
- **Category D:** Government Training Providers from within and outside Sikkim willing to implement skilling in Sikkim in the Priority Sectors as stated above.

Apart from Category D, other applicant organizations must submit **non-refundable Expression of Interest (EOI) processing fees of Rs. 5,000 (Rupees Five Thousand only)** in the form of a Demand Draft in favor of “**Secretary, Skill Development Department, Government of Sikkim**” and **Rs. 2,00,000 (Rupees Two Lakh only)** as **Earnest Money Deposit (EMD)** in the form of a **Fixed Deposit**

¹ “Comprehensive Skill Training” denotes Training on Technical, Non-Cognitive and Cognitive Skills

² Creative Design includes digital design, UI/UX, VFX, animation, digital art, graphic design, product design, traditional design - handicraft, handloom, etc.





Receipt (FDR) in favor of “**Secretary, Skill Development Department, Government of Sikkim**” with the EOI proposal. The EMD shall be valid for the period of **Proposal Validity** period of **180 days**. The EMD of unsuccessful applicants shall be refunded within 30 days of completion of empanelment process. The EMD taken shall be forfeited in case the applicant organization does not sign the acceptance of Letter of Empanelment (LoE) within a period of 14 days of issue of Letter of Empanelment (LoE), withdraws or modifies their proposal after opening of proposals and rejection of proposal on account of Corrupt and Fraudulent Practices or as may be mentioned in the EOI.

3. Prospective applicant organizations can send their Pre-Proposal queries as per the mentioned scheduled timeline in EOI. Applicants can send their consolidated queries in prescribed format to the e-mail address mentioned in the EOI. SDD may incorporate any changes in the EOI based on acceptable suggestions received in Pre-Proposal queries. The decision of SDD regarding acceptability or rejection of any suggestion or modification requested, shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments / clarifications on the website and no applicant would be intimated individually about the responses of SDD. Only one representative with due authorization from interested Applicant shall be allowed to participate in the Pre-Proposal meeting. A Virtual Link will also be provided for attending Pre-Proposal meeting on the e-mail address provided by interested Applicant in the Pre-Proposal format.

Applicant may join the Pre-Proposal meeting in virtual mode. The purpose of the Pre-Proposal meeting is to provide the prospective applicants with information regarding the business process of SDD, the EOI and the project requirements and to provide each applicant with an opportunity to seek clarifications regarding any aspect of the EOI and the Project.

4. The Eligibility Criteria for Categories A, B, C and D are mentioned below:

SN	Category	Eligibility Criteria	Documents to be submitted
1	<p>Category A: Private Training Providers registered / incorporated in Sikkim</p> <p><i>Only for Category A – To provide an opportunity to Sikkim-based organizations to get empaneled as</i></p>	<p>i. A Partnership / Society / Trust / Private University (UGC -recognized) / Proprietorship registered on or before 31.03.2019</p>	<p><i>Certificate of Incorporation / Registration / Deed / License etc.</i></p> <p><i>In case of JV, details of both the organizations to be submitted. Further, a JV Agreement (no specified format) specifying the purpose and roles & responsibilities must be submitted.</i></p> <p><i>Also, a Power of Attorney must be submitted by the JV</i></p>



Muk

Guidelines for Empanelment of Training Partners

SN	Category	Eligibility Criteria	Documents to be submitted
	<p><i>Training Partners, the option to apply in Joint Venture (JV) shall be allowed. In such cases, both the organizations can jointly or at least one organization must meet the eligibility criteria.</i></p>		<p><i>member (incorporated as a legal entity) in favour of the Authorized Signatory of the lead JV firm (Private Training Providers registered / incorporated in Sikkim to be the lead firm) to sign the proposal on behalf of the JV.</i></p>
ii.		<p>Should have average annual turnover of INR 50,00,000/- (Fifty Lakh only) during the last two years (FY 2022-23 and FY 2023-24).</p>	<p><i>Audited Financial Statements for the FY 2022-23 and FY 2023-24 need to be submitted. A Chartered Accountant certificate stating turnover also needs to be submitted for the FY 2022-23 and FY 2023-24.</i></p> <p><i>In case of JV, details of both the organizations to be submitted</i></p>
iii.		<p>Should have a positive net worth as on 31.03.2024.</p>	<p><i>Audited Balance Sheet for FY 2023-24 needs to be submitted.</i></p> <p><i>A Chartered Accountant certificate stating Net Worth also needs to be submitted specifying the net worth as on 31.03.2024</i></p> <p><i>In case of JV, details of both the organizations to be submitted</i></p>
iv.		<p>Should have trained at least 200 candidates on a consolidated basis during the last five years (up to the date of issuance of the EOI)</p> <p>“Trained” refers to training in NSQF-aligned skills training in any one or more of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS,</p>	<p>Self-Certificate signed by Authorized Signatory along with copy of Work Order / Agreement / LOA / any other relevant proof of training as issued by any State Government Department / Central Government Ministry / NSDC</p> <p><i>In case of JV, details of both the organizations to be submitted. At least one of the organizations or collectively both the organizations to meet the criteria</i></p>

Print



Guidelines for Empanelment of Training Partners

SN	Category	Eligibility Criteria	Documents to be submitted
		creative design ³ , green jobs, and child & elderly care.	
		v. Should have placed at least 100 candidates in employment on a consolidated basis during the last five years (up to the date of issuance of the EOI). "Placed" means the candidates should have been placed within or outside Sikkim at the wages not less than the minimum wages of the State in which they have been employed in any one or more of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care.	Self-Certificate signed by Authorized Signatory along with relevant proof of Placement <i>In case of JV, details of both the organizations to be submitted. At least one of the organizations or collectively both the organizations to meet the criteria.</i>
		vi. Should not be blacklisted as on date of submission of proposal.	Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory <i>In case of JV, both the organizations to submit the Certification</i>
		Preferential Criteria: Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for	Self-Certificate signed by Authorized Signatory along with Certificate / proof of valid TP Affiliation and TC Accreditation <i>In case of JV, any one or both can submit the Certification</i>

³ Creative Design includes digital design, UI/UX, VFX, animation, digital art, graphic design, product design, traditional design - handicraft, handloom, etc.

ml



Guidelines for Empanelment of Training Partners

SN	Category	Eligibility Criteria	Documents to be submitted
		<p><i>any of the Priority Sectors.</i></p> <p>vii. Certification regarding valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care.</p>	
2	<p>Category B: Private Training Providers registered outside Sikkim</p>	<p>i. A Company / Section 25 / Section 8 Company / Partnership / Society / Trust / Private University (UGC-recognized) / registered on or before 31.03.2019</p> <p>ii. Should have average annual turnover of INR 5,00,00,000/- (Five Crore only) during the last two years (FY 2022-23 and FY 2023-24).</p> <p>iii. Should have a positive net worth as on 31.03.2024.</p> <p>iv. Should have trained at least 2000 candidates on a consolidated basis during the last two years (FY 2022-23 and FY 2023-24)</p>	<p><i>Certificate of Incorporation / Registration / Deed / License etc.</i></p> <p><i>Audited Financial Statements for the FY 2022-23 and FY 2023-24 need to be submitted. A Chartered Accountant certificate stating turnover from conducting training programs also needs to be submitted for the FY 2022-23 and FY 2023-24.</i></p> <p><i>Audited Balance Sheet for FY 2023-24 needs to be submitted. A Chartered Accountant certificate stating Net Worth also needs to be submitted specifying the net worth as on 31.03.2024</i></p> <p>Self-Certificate signed by Authorized Signatory along with copy of Work Order / Agreement / LOA / any other relevant proof of training as issued by any State Government Department /</p>

Handwritten signature



SN	Category	Eligibility Criteria	Documents to be submitted
		<p>"Trained" refers to training in NSQF - aligned skills training in any one or more of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care.</p>	Central Government Ministry / NSDC
		<p>v. Should have placed at least 1000 candidates in employment on a consolidated basis during the last two years (FY 2022-23 and FY 2023-24).</p> <p>"Placed" means the candidates should have been placed within or outside Sikkim at the wages not less than the minimum wages of the State in which they have been employed in any one or more of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care.</p>	Self-Certificate signed by Authorized Signatory along with relevant proof of Placement
		<p>vi. Should not be blacklisted as on date of submission of Proposal.</p>	Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory
		<p>Preferential Criteria: <i>Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for</i></p>	Self-Certificate signed by Authorized Signatory along with Certificate / proof of valid TP Affiliation and TC Accreditation



MNT

Guidelines for Empanelment of Training Partners

SN	Category	Eligibility Criteria	Documents to be submitted
		<p><i>any of the Priority Sectors.</i></p> <p>vii. Certification regarding valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors of SDD viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care.</p>	
3	Category C: Industries from within and outside Sikkim	i. A Company / Section 25 / Section 8 Company /Partnership registered on or before 31.03.2019	<i>Certificate of Incorporation / Registration / Deed / License etc.</i>
		ii. Should have average annual turnover of INR 10,00,00,000/- (Ten Crore only) from operations in any one or more of the Priority Sectors (viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care) in the last two years (FY 2022-23 and FY 2023-24).	<i>Audited Financial Statements for the FY 2022-23 and FY 2023-24 needs to be submitted. A Chartered Accountant certificate stating turnover from operations in any one or more of the Priority Sectors needs to be submitted for the FY 2022-23 and FY 2023-24.</i>
		iii. Should have a positive net worth as on 31.03.2024.	<i>Audited Balance Sheet for FY 2023-24 needs to be submitted. A Chartered Accountant certificate stating Net Worth also needs to be submitted specifying the net worth as on 31.03.2024</i>
		iv. Should have in - house human resource requirement of at	<i>Self-Certificate (on a non-judicial stamp paper) by Authorized Signatory stating in -house human resource</i>

Photo



Guidelines for Empanelment of Training Partners

SN	Category	Eligibility Criteria	Documents to be submitted
		<p>least 200 candidates over the next 2 years in any one or more of the Priority Sectors as mentioned above.</p> <p>Commitment to hire at least 75% of the youth skilled by the Organization under Sikkim INSPIRES Program.</p>	<p>requirement of at least 200 candidates over the next 2 years in any one or more of the Priority Sectors and commitment to hire at least 75% of the youth skilled by the Organization under Sikkim INSPIRES Program.</p>
		v. Should not be blacklisted as on date of submission of Proposal.	Self-Certificate on a Non-Judicial Stamp Paper signed by the Authorized Signatory
4	Category D: Government Training Providers from within and outside Sikkim	<p>i. Should provide documentary evidence of being a Central / State Government Training Provider (including ITIs, Polytechnics, Government Universities, Tool Rooms etc.)</p> <p>ii. Should have suitable training infrastructure and be willing to undertake training in any one or more of the Priority Sectors (viz., tourism & hospitality, beauty & wellness, IT/ITeS, creative design, green jobs, and child & elderly care)</p>	<p>Self-Certificate signed by the Authorized Signatory AND documentary evidence as a proof of being a Government Training Provider</p> <p>Self-Certificate signed by the Authorized Signatory stating availability of suitable infrastructure and willingness to undertake training in any one or more of the Priority Sectors</p>

5. The mode of submission should be as follows:

- a. The **original Proposal and one copy** of the Proposal shall be placed inside a sealed envelope clearly marked "**PROPOSAL FOR EMPANELMENT AS TRAINING PARTNER FOR COMPREHENSIVE SKILL TRAINING IN PRIORITY SECTORS**".
 - i. A soft copy of the unsigned editable proposal in the Word Document format shall be submitted in a Pen Drive which shall be enclosed in the sealed envelope as mentioned above.

ORNT



- b. The EOI Processing Fee (DD) and Earnest Money Deposit (FDR) must be placed in a separate sealed envelope clearly marked "**EOI PROCESSING FEE AND EARNEST MONEY DEPOSIT**".
 - c. A sealed Cover Envelope containing both the above envelopes must clearly state "**PROPOSAL FOR EMPANELMENT AS TRAINING PARTNER FOR COMPREHENSIVE SKILL TRAINING IN PRIORITY SECTORS**" along with Name of the Organization and Category.
6. All eligible organizations irrespective of categories are expected to select a list of sectors that they specialize in from the Priority Sectors only. An organization can apply for as many sectors as they prefer. The list must be chosen from the Priority Sectors only or as notified by Skill Development Department, Government of Sikkim (SDD) from time to time.
 7. All applications for empanelment as a training partner submitted to the SDD under the Sikkim INSPIRES Program will be reviewed by an Empowered Committee. This Committee will evaluate the submitted documents, assess the credentials of the applicants. The SDD reserves its right to empanel or decline empanelment or sanction any training to the Training Provider or to terminate empanelment / reduce sanctioned training based on various compliance and / or performance parameters as per the terms laid down in EOI and is not bound to provide any prior notice or evidence for the same.
 8. The eligible Applicants will be issued a Letter of Empanelment (LoE)⁴ by SDD. The empanelment will be for a period not exceeding two (02) years unless it is terminated earlier and to be extendable yearly based on performance.
 9. After issuance of LoE by SDD and acceptance of the same by the respective training providers, such an Applicant will be called as Empaneled Training Partners of SDD.
 10. As a next step, the SDD would issue a Request for Proposal (RFP) **only to the empaneled Training Partners.**
 11. Provisional Work Order shall be issued post the RFP stage. Accordingly, the empaneled TPs would be required to attain Affiliation from NSDC (if not in place already) and then set up their Training Centres for getting accreditation from NSDC (if not in place already). SDD shall reserve the right to alter this criteria or issue different criteria for different categories of applicant organizations.
 12. Once Affiliated and Accredited, according to the accredited capacity Final Work Order shall be issued for commencement of training programs.
 13. On Acceptance of the Final Work Order by the TP, the **Agreement** will be signed.

⁴ SDD will issue LoE in a phased manner as per the directions of the Empowered Committee

AME



14. After empanelment, TPs will be bound to follow the Process and Cost Norms (attached as Annexure 1) of SDD as notified by SDD from time to time for conduct of any of the activities outlined in these guidelines. The TP would be expected to adhere to the Training Centre Specifications as laid out by NSDC. Each candidate must be assessed and certified as per the mechanism laid down by the SDD / NSDC / respective SSCs. The certification would be done by SSC as per standard procedures followed. Also, TPs need to refer to the Process and Cost Norms as laid down by SDD. For placement criteria, training cost and incentives, payment terms and deliverables and timelines refer to the Process and Cost Norms as laid down by SDD in Annexure 1 of the guidelines.
15. The first Performance Review shall be scheduled within a maximum period of nine months from the date of signing of the Agreement. The subsequent Performance Reviews shall be conducted every six months from thereon.
16. Performance of TPs shall be reviewed against the target on a set of quantitative and qualitative parameters (indicative) as listed below:
- Target Achievement of training
 - Assessment Success Rate
 - Placement Rate
 - Attendance of students
 - Attendance of trainers
17. The consolidated performance of the TPs shall be marked on a weighted scale as specified below:

Criteria (Target Achievement with respect to)	Weight
Training completion	30
Assessment Success Rate	20
Placement Rate (Target: 70%)	20
Attendance of Students (Target: 80%)	15
Attendance of Trainers (Target: 85%)	15
TOTAL	100

Based on the score thus obtained, a TP would be put in one of the four categories:

Score	Category
>= 80	High Performing
60 – 80	Satisfactory
40 – 60	Needs Improvement
< 40	On probation

Handwritten signature



Guidelines for Empanelment of Training Partners

The TPs in the “**On Probation**” category who fail to move up a category within six months after first performance evaluation shall be de-empanelled. The TPs in the category “Needs Improvement” who fail to move up a category within a year shall be de-empanelled.

Note: *Comprehensive Skill Training denotes Training on Technical, Non-Cognitive and Cognitive Skills. The broad meanings are provided below:*

- **Technical Skills:** *Refer to the practical knowledge and ability to perform specific tasks using specialized tools or software, often related to a particular field or job. Technical skill training would mean training in job role specific skills as per the National Occupational Standards.*
- **Cognitive Skills:** *Refer to mental abilities used to process information, think critically, reason, learn, and solve problems. Examples: Critical thinking, decision-making, analytical skills, attention to detail.*
- **Non-Cognitive Skills:** *Refer to personal attributes and behaviors related to social interaction, motivation, emotional regulation, and interpersonal relationships. Non-cognitive skill training means training in communication, interpersonal and social skills, motivation, etc. Examples: Teamwork, communication skills, leadership, adaptability, self-discipline, perseverance.*



mm

ANNEXURE 1

Process and Cost Norms

Prepared By:
Skill Development Department
Government of Sikkim

oml



Sikkim INSPIRES Program

Process and Cost Norms

The following Process and Cost Norms will be applicable for the skill development trainings under Sikkim INSPIRES Program: Training Partners will be empanelled through a transparent EOI process for Priority Sectors viz., 1) Tourism & hospitality, 2) Beauty & wellness, 3) IT/ITeS, 4) Creative design⁵, 5) Green jobs, and 6) Child & elderly care.

A. Process Norms

Sl. No.	Parameter	Process norms	Remarks
1	Target group	<ul style="list-style-type: none"> Youth in the age group of 18-35 years Women in the age group of 18-59 years 	Major focus of the skilling programs would be on Wage Employment as an outcome.
2	Minimum Qualification level of Target group	As per the criteria set for NSQF-aligned Qualification Packs / Course as prescribed by respective SSCs or as prescribed by State Council of Vocational Training (SCVT) / any other Authorised Agencies as notified by SDD from time to time.	
3	Courses Available	As per the criteria set for NSQF-aligned Qualification Packs / Course as prescribed by respective SSCs or as prescribed by State Council of Vocational Training (SCVT) / any other Authorised Agencies as notified by SDD from time to time.	Course list shall be updated by SDD from time to time based on Skill Gap Assessment Study, existing Skill Gap Study reports, State Skill Development Plan / District Skill Development Plan, successful & relevant skill programs under other Central / State Schemes including consultation with the Line Departments, Training Partners, SSCs, NSDC, Industries, Associations etc.

⁵ Creative Design includes digital design, UI/UX, VFX, animation, digital art, graphic design, product design, traditional design - handicraft, handloom, etc.

Sl. No.	Parameter	Process norms	Remarks
4	Training Duration	As per the criteria set for NSQF-aligned Qualification Packs / Course as prescribed by respective SSCs or as prescribed by State Council of Vocational Training (SCVT) / any other Authorised Agencies as notified by SDD from time to time.	
5	Placement: Definition & Mandate	<p>Placement Definition: Placement is to be mandatorily provided within 3 months from result declaration date. Placement by definition would mean that the placed candidate has joined the offered job and is in employment for the next 3 months at least.</p> <p>In case of wage employment, candidates should be placed in jobs that provide wages at least equal to minimum wages prescribed by the State where the deployment is done post-recruitment and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.</p> <p>Further, in certain cases where wage employment is not possible owing to various circumstances, self-employment may be facilitated. Self-Employment would mean candidates should be employed gainfully in livelihood enhancement occupations which are evidenced in terms of <u>trade license</u> or <u>setting up of an enterprise</u> or <u>becoming a member of a producer group</u> and <u>proof of additional earnings (bank statement)</u> or any other suitable and verifiable document as prescribed by SDD from time to time.</p> <p>Placement Mandate: Minimum of 70% placement (80% within the 70% should be wage employment) In case of Recruit – Train - Deploy (R-T-D) model projects, the placement % will be as agreed between the industry partner and SDD but will be at least 75% (100% of which should be wage employment).</p>	




Sl. No.	Parameter	Process norms	Remarks
		<p>For Recruit – Train – Deploy (R-T-D) model projects wherein the Training Partner will be an Industry: Under such a project, the key steps would be –</p> <ol style="list-style-type: none"> 'Recruiting' the candidates and providing the 'provisional offer letters' upfront before the start of training Providing Industry-relevant 'Training' (As per the criteria set for NSQF-aligned Qualification Packs / Course as prescribed by respective SSCs or as prescribed by State Council of Vocational Training (SCVT) / any other Authorized Agencies as notified by SDD from time to time) 'Deploying' the candidates at their work location. <p>In such a project, the service conditions need to be intimated to the beneficiaries in advance, i.e. before launch of the program or at the time of recruitment. The conditions need to mandatorily include the following points:</p> <ol style="list-style-type: none"> Salary package (including in-hand component) Working hours Job locations Job role Joining Date (post Training and condition of passing the third-party assessment) Other amenities 	
6	Post Training / Placement tracking mandate	<p>After completion of training, training partners will be required to provide post-training support which will include counselling, peer network support, refresher training etc. to ensure that candidates are tracked.</p> <p>After job placement, training partners will be required to provide post-placement support (counselling, peer network support,</p>	



Sl. No.	Parameter	Process norms	Remarks
		<p>refresher training etc.) to ensure that candidates are adjusting well in their new roles. They may also collect feedback from both employers and employees to improve their services.</p> <p>The period of 12 months of tracking will start immediately post successful certification of the candidates and for the candidates who are placed in jobs will be required to be tracked for a period of 12 months from the date of placements.</p> <p>Note: The SDD / SICB will initiate IT Enabled Refresher Training program refresher training courses for alumni delivered over digital platforms such as websites, mobile apps, interactive voice response (IVR) systems, etc. This initiative will ensure continued and updated skill development of alumni. The refresher training content will reflect the emerging trends in the priority sectors. The refresher training will also provide for scope for online testing and certification. The details of the IT enabled refresher training programs will be notified by SDD from time to time. Training Partners will be required to ensure participation as part of their post training / placement tracking process.</p> <p><u>For Placed candidates</u> All candidates need to be marked as placed or unplaced on the SDD / Skill India Digital Hub (SIDH) portal / any other portal as notified by SDD from time to time within 3 months from result declaration date. For placed candidates, 1 year of employment-related tracking with the provision of uploading / providing monthly payslips or bank statements / self-declaration (To highlight increase in earnings in the case of self-employment) or self-declaration of monthly wage in case of wage employment in informal sector (including proof of</p>	

ML



Sl. No.	Parameter	Process norms	Remarks
		<p>bank transactions) will be mandatory. Other relevant details, which will also have to be furnished on the portal / provided, are as follows:</p> <p><u>For Wage Employment:</u></p> <ul style="list-style-type: none"> • Date of Placement • Name, Sector and contact details of Employer's Organization • Employment Location (detailed Address) • Salary / Wages • Role / Designation • Candidates current contact number • Declaration of data correctness from Training Centre (TC) operator / Training Partner's Authorized Representative • Soft copy of offer letter / contract copy / salary slip / self-declaration in case of wage employment in informal sector (along with bank transaction details) <p><u>In case there is Self-Employment:</u></p> <ul style="list-style-type: none"> • Date of starting Self-Employment • Name, Address, Sector and contact details of Venture • Monthly earnings • Candidates current contact number • Declaration of data correctness from TC operator / Training Partner's Authorized Representative • Soft copy of venture registration / bank loan documents / bank statement / Self declaration of earnings from self-employment for increased earnings (along with bank transaction details) 	
7	Assessment & Certification	<p><u>Assessment</u></p> <ul style="list-style-type: none"> • For QP/NOS – SSC / NSDC appointed assessment agencies OR State Council for Vocational Training / Any other agency as notified by SDD from time to time 	




Sl. No.	Parameter	Process norms	Remarks
		<ul style="list-style-type: none"> For Non QP/NOS courses – State Council for Vocational Training / Any other agency as notified by SDD from time to time <p><u>Certification</u></p> <ul style="list-style-type: none"> QP / NOS – Joint Certification of SDD and respective SSC / NSDC OR Joint Certification of SDD and State Council for Vocational Training / Any other agency as notified by SDD from time to time For Non QP/NOS courses – Joint Certification of SDD and State Council for Vocational Training / Any other agency as notified by SDD from time to time 	
8	Empanelment of Training Partners and Finalisation of Training Centres	<p>Training Partners will be empanelled through a transparent EOI process for Priority Sectors viz., 1) Tourism & hospitality, 2) Beauty & wellness, 3) IT/ ITeS, 4) Creative design, 5) Green jobs, and 6) Child & elderly care.</p> <p>Type of Training Partners that will be empanelled through the EOI process:</p> <ol style="list-style-type: none"> Category A: Private Training Providers registered in Sikkim willing to implement skilling in Sikkim in the Priority Sectors. <i>Preference shall be given to Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors.</i> Category B: Private Training Providers registered outside Sikkim willing to implement skilling within/outside Sikkim in the Priority Sectors. 	

ML



Sl. No.	Parameter	Process norms	Remarks
		<p>Preference shall be given to Private Training Providers having valid NSDC accredited Training Centres within the State of Sikkim for any of the Priority Sectors.</p> <p>c) Category C: Industries willing to implement skilling within/outside Sikkim in any of the Priority Sectors under the Recruit – Train – Deploy (RTD) model.</p> <p>d) Category D: Government Training Providers from within and outside Sikkim willing to implement skilling in Sikkim in the Priority Sectors as stated above.</p> <p>Note:</p> <p>e) Empanelment will not guarantee award of target / works</p> <p>f) Training Centre (TC): A TC would mean a Centre set up by empaneled training partners of Skill Development Department (SDD) of Sikkim after adhering to the norms set by NSDC for affiliation and accreditation or norms as set by SDD from time to time.</p> <p>g) Targets will be awarded only post readiness of training centre (s) based upon Accreditation (the process of evaluating and recognizing a training centre for meeting specific standards and criteria set by NSDC / SDD from time to time. This will ensure that the centre has the necessary infrastructure, faculty, and training materials to deliver quality training).</p>	
9	Portal usage fees	This will be based on the Fees charged by NSDC / MSDE / SDD and shall be notified at a later stage.	
10	Training of Trainers	All trainers must be mandatorily TOT Certified in the specific job roles (will be notified in later stage) as per norms (Qualification and experience for different job roles) specified by SSC / NSDC / SDD before start of training / skill development activities.	



Sl. No.	Parameter	Process norms	Remarks
		The fees will be based on the fees charged by SSC / NSDC or as notified by SDD from time to time.	
11	Release of Funds	<ul style="list-style-type: none"> • Instalment 1: 30% - On Commencement of a Training Batch • Instalment 2: 50% - On Completion of training and certification of the successful trainees (on actual nos. passed / certified) • Instalment 3: 20% - Outcomes based as under <p>The 20% of training cost which is linked to outcome would be released to the Training Partner subject to the following: For training of fresh entrants to the workforce, outcome shall be defined to include all of the following:</p> <p>a) Training Partner shall be eligible for 100% payment on outcome achievement as follows:</p> <ul style="list-style-type: none"> - Employment 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 batch wise. - In case of wage employment, candidates shall be placed in jobs that provide wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer. - 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 as prescribed by the respective Ministry/Department/SDD. 	



Process and Cost Norms

Sl. No.	Parameter	Process norms	Remarks
		b) Training Partner will be paid on pro rata basis on achievement in any of the following: <ul style="list-style-type: none"> - 50-69% placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training in case of fresh entrants. 	
12	Discontinuing Training in a particular trade	SDD will reserve the right to discontinue the training in that particular trade / centre and will be paid only on pro rata basis, if the outcome achievement over the period of one year, is unsatisfactory as defined under: <ul style="list-style-type: none"> - 49% and below placement of those who have been certified with at least 50% minimum wage employment of the certified trainees within three months of completion of training 	

Handwritten signature



B. Cost Norms

Sl. No.	Parameter	Cost Norms	Remarks
1	Training Cost	<p>As per the Gazette of India Common Norms for Skill Development Schemes Fifth Amendment, 2021, sub-clause 1.2 of Clause 1 of SCHEDULE-I of Annexure-1 with effect from 01.01.2021. Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be permitted for Skill Development programmes conducted in the Northeastern States</p> <ul style="list-style-type: none"> - Rs. 53.90 per hour of training for trades/sectors listed in Category I - Rs. 46.20 per hour of training for trades/sectors listed in Category II - Rs. 38.60 per hour of training for trades/sectors listed in Category III <p>If the training location is outside the 8 NE States, the Training Cost shall be as per the Gazette of India Common Norms for Skill Development Schemes Fifth Amendment, 2021, sub-clause 1.2 of Clause 1 of SCHEDULE-I of Annexure-1 with effect from 01.01.2021</p> <ul style="list-style-type: none"> - Rs. 49/- per hour of training for trades/sectors listed in Category I - Rs. 42/- per hour of training for trades/sectors listed in Category II - Rs. 35.10 per hour of training for trades/sectors listed in Category III <p><i>Further, for specialised training programs, SDD may enter into Flexi-MoUs with reputed Training Institutions / Institutes of Eminence / Globally accepted and recognised brands etc.</i></p> <p>Note:</p>	To be paid to Training Partners

Handwritten signature/initials



Process and Cost Norms

Sl. No.	Parameter	Cost Norms	Remarks
		<p>For such trainings, the training cost norms would be finalised post mutual discussion with such institutions subject to the following:</p> <p>1. at Government provided Infrastructure like SICB, Livelihood Schools etc., there will be separate training cost, which will be notified by SDD later.</p> <p>SDD reserves the right to revisit the Common Norms for Skill Development Schemes based on latest revisions of the Common Cost Norms</p>	
2	Induction Kit, Participation Handbook and Uniform	<p>Induction Kit, Participation Handbook and Uniform to be provided by the TP to each candidate up to the rate of Rs. 3000/- per candidate. One pair of uniform will be given for courses of 3 months and 6 months and two pairs of uniform will be given for courses of 9 months and above with Induction Kit.</p> <p>Rs.1000/- per trainee extra (if the duration of training is \geq 9 months)</p>	For training under Sikkim INSPIRES Program, design and specifications will be prescribed by SDD. This amount shall be paid to selected Vendor.
3	Boarding and Lodging	<p>A minimum training duration of 6 hours per day (For training within Sikkim. For the rest of India, it would be 8 hours per day) will be assumed for calculation of total number of days for which boarding and lodging amount will be provided.</p> <p>SDD will reimburse Boarding & Lodging Costs up to a maximum per trainee per day as below:</p> <ul style="list-style-type: none"> - Residential facility at Cities / Towns – Rs. 250/- per day - Residential facility at Rural Areas and any Area not notified as a municipal / town area – Rs. 220/- per day 	This amount shall be paid to the Training Partner for arranging suitable lodging & boarding facilities as per prescribed set norms.
4	Financial Assistance	<p>A Financial Assistance shall be paid @Rs. 100/- per day based on attendance.</p> <ul style="list-style-type: none"> - 50% of this amount shall be paid in lumpsum once the Pass Certificates are generated 	To be paid directly into the candidates' bank accounts

MM



Process and Cost Norms

Sl. No.	Parameter	Cost Norms	Remarks									
		- Remaining 50% of this amount shall be paid after the candidate completes 3 months in employment.										
5	One time Transportation cost	One time transportation charges will be provided on actuals (To be paid directly to the candidates into their bank account) subject to a maximum amount of Rs. 5000/-	To be paid directly into the candidates' bank accounts post verification by Training Partners.									
6	Career Progression Reward to Training Partners	Rs. 5000/- shall be paid for each candidate who gets Rs 20,000/- per month and holds the employment for at least 3 consecutive months within the 1 (one) year tracking period. For Self-Employment, the proof of earning Rs 20,000/- per month and continuing the self-employment for at least 3 consecutive months within the 1 (one) year tracking period must be provided.	To be paid to the Training Partners.									
7	Post-placement support (PPS)	Post Placement Support @ Rs. 1500/- per month <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Men</th> <th>Women/Others</th> </tr> </thead> <tbody> <tr> <td>Placement within District of domicile</td> <td>1 month</td> <td>2 months</td> </tr> <tr> <td>Placement outside District of domicile</td> <td>2 months</td> <td>3 months</td> </tr> </tbody> </table>		Men	Women/Others	Placement within District of domicile	1 month	2 months	Placement outside District of domicile	2 months	3 months	To be paid directly to the candidates into their bank accounts
	Men	Women/Others										
Placement within District of domicile	1 month	2 months										
Placement outside District of domicile	2 months	3 months										
8	Assessment & Certification cost	For QP/NOS courses up to Rs. 2000 per trainee	To be paid directly to the assessment agency / SSC or as decided by SDD									
9	Incentives to Training Partners	- For every candidate, where outcome achievement is above 75% to 85%, the Training Partner will be paid an additional amount of Rs.3000/- per candidate.										

mm



Process and Cost Norms

Sl. No.	Parameter	Cost Norms	Remarks
		<p>- For every candidate where outcome achievement is above 85%, the Training Partner will be paid an additional amount of Rs. 5000/- per candidate</p> <p>For industries implementing R-T-D model:</p> <p>- For every candidate, where outcome achievement is above 80% to 90%, the Training Partner will be paid an additional amount of Rs.3000/- per candidate.</p> <p>- For every candidate where outcome achievement is above 90%, the Training Partner will be paid an additional amount of Rs. 5000/- per candidate</p>	

By Order.

Sd/-
(Karma Namgyal Bhutia),
Secretary to the Government of Sikkim.

Dated: 25/02/2025

Memo No.: GOS/SDD/113/2022-23/108
Copy to:-

1. Secretary, Skill Development Department;
2. Pr. Secretary, Chief Minister's Office, Government of Sikkim;
3. P.S. to Hon'ble Advisor, Skill Development Department;
4. Secretary, Planning & Development Department;
5. Director, DCTSE, Skill Development Department;
6. Chief Administrator, SICB, Skill Development Department;
7. Assistant Director (IT), Skill Development Department;
8. File & Guard file.


Samdup Bhutia (SCS)
Nodal Officer, Sikkim Inspires Program
Skill Development Department
Government of Sikkim
Additional Secretary to the Government of Sikkim,
Skill Development Department.

