14th October, 2019

SCPwD Advisory for The Training Providers & Training Centers

Onboarding of Training Center

1. Training Provider (TP) should be adhering to the documents and guidelines in the Knowledge Bank of Skill India Portal prior to and during the on-boarding of Training Center.
2. Training Center (TC) should comply with the laid down requirements in the Accreditation guidelines of PMKVY available on Skill India Portal.
3. In respect of accessibility, TC should comply with the standard operational guidelines of SCPwD.
4. While filling CAAF on Skill India Portal for PwD, TP/ TC need to furnish to SCPwD a Declaration Certificate in the prescribed form duly filled in, printed and signed by TP on TC's Official Letter Head.
5. In case of non-submission of the Declaration Certificate by the TP for the registered TC, the Desktop assessment would not be initiated.
6. Desktop Assessment, Letter of Recommendation & Physical Inspection will be executed by SCPwD only for the PwD exclusive TC.
7. During the Desktop Assessment, if SCPwD finds any incorrect or incomplete information or any shortcoming otherwise, which does not fulfill the requirement of Standard Operating Procedures (Accreditation Guideline + Accessibility Guideline), then the TC will be marked as Deemed Not Ready.
8. During Desktop Assessment, if SCPwD finds the photographs of a particular TC being used/ repeated for any other or multiple TCs, then the corresponding TC/s will be marked as "Deemed Not Ready".
9. Upon obtaining the "Deemed Ready" status for the PwD exclusive TC, a Letter of Recommendation (LoR) will be issued by SCPwD indicating the TP & TC codes, Job Role/ Code, Type of Disability and Nature of TC and a scanned copy thereof will be sent on the email ID of the TC SPOC as available in CAAF.
10. TP will upload the LoR for respective TCs on the Skill India Portal and while doing so, TC will have to select the scheme for training as "**PMKVY CSCM (SCPwD)**".
11. SCPwD will validate the uploaded LoR and in the process if any other document instead of LoR is found uploaded, then the TC will be marked as "Rejected".
12. Upon validation of LoR, Physical Inspection date would be aligned between SCPwD and TP/ TC over email.

13. Physical Inspection will be on the fulfillment of/ compliance with the requirements as per the Standard Operating Procedures (Accreditation Guideline + Accessibility Guideline) and on the information provided in CAAF for the respective TCs.
14. In case during the Physical Inspection, any unethical/ unfair practice is detected on the part of TP/ TC/ SPoC/ Inspector on any other related staff, then the related TC will be "Blacklisted".
15. In case any shortcoming in TC is found during the Physical Inspection, then the TC will be marked as "Rejected".
16. Basis on the Physical Inspection Report, TC will be marked as Approved/ Rejected.
17. SCPwD will do Video Calls/ Surprise Inspections on multiple occasion and during the process, if any type of shortcoming is detected at any stage, then TC will be marked as "Rejected" and the target allotted shall stand revoked.
18. Trainers at the TC must possess dual certification viz. Domain as well as Disability Sensitization & Orientation with a valid certificate for each issued by the related SSC and SCPwD respectively covering the duration of training being conducted by the particular Trainer.
19. Nominations of Trainers for Disability Orientation & Sensitization Training should be sent to SCPwD in the prescribed format along with ToT fee at least 7 working days prior to the ToT commencement date. Delayed submission of nomination and fee will not be entertained under any circumstances.
20. Target allocation/ reallocation is done by NSDC basis the inspection, capacity, compliances, placement record of the TC, availability of target etc. So, SCPwD does not and cannot assure any target allocation.

Prior to and During the Training:

1. Every PwD exclusive batch should be created for a specific and a single disability instead of merging multiple disabilities in one batch and the batch must be created for such disability only which has been mapped with the chosen job role.
2. Each batch should be created only for such disability and such job roles which was approved during the inspection.
3. Uploaded Disability Certificate should be clearly visible. No document other than the Disability Certificate in prescribed form and issued by a Competent authority should be uploaded. Any document uploaded in lieu of the prescribed Disability Certificate or any incorrect document or illegible/ not clearly visible document or a Disability Certificate for a disability other than the disability approved for the batch etc. will lead to the candidate/s being dropped from the batch. So, TP/ TC must ensure strict compliance while uploading any document.
4. If any Disability Certificates is in a language other than Hindi or English, then the TP will have to provide a nearest Hindi or English translation duly attested by any Gazetted officer, preferably   by   the Medical officer of   any   govt.   hospital. Disability Certificate in the Regional language and its attested translated version, both should be scanned upon a single page and the single page containing both

versions of the Disability Certificate have to be uploaded in a PDF form. Further, in such a situation, TP/ TC must provide a declaration duly signed with seal on its letter head that the Disability Certificate in the Regional language was a bona fide and a genuine certificate.

5. Assessment should be conducted on the date assigned in Skill India Portal.
6. In case of request for change in assessment date, TP/TC will have to inform SCPwD 7 days prior to the assigned date with valid reason and evidences.
7. In respect of any issue relating to payment disbursement, TP/TC will need to contact NSDC.
8. Similarly, issues related to ABEAS compliance have to be addressed to NSDC.
9. Lastly, for any technical error, TP/TC needs to contact NSDC rather than SCPwD.

After the Training:

1. TPs are expected to conduct the Rozgar Mela/ Job Fair for Persons with Disability under the banner of SCPwD during and also after completion of the Training. A prior intimation should be sent to SCPwD with the details of scheduled Rozgar Mela.
2. After completion of the Rozgar Mela, a report will have to be sent to SCPwD in a prescribed format (TP/ TC may obtain the format from SCPwD). Data in the report should be for Persons with Disability only.
3. TP/ TC will have to meet the minimum prescribed placement target. Missing this will impact the TP/ TC performance as well as further allocation with a strong possibility of getting weeded out from the system.

Kindly note that TP/ TC should adhere to this advisory along with other SCPwD guidelines and should not lose sight of:

A. Code of Ethics and Integrity Framework –
http://www.scpwd.in/images/Code-of-Ethics-and-Integrity-Framework-26.06.2019.pdf

B. SCPwD Penalty Matrix

Kindly also note that a TP cannot work as an Assessment Agency or an Assessor or involve themselves in any action/ initiative which would attract a conflict of interest and in any such instance comes to the notice, we will be constrained to initiate appropriate action including the weeding out from the system.