

**Guidelines for
Financial Assistance for Skill Training
of Persons with Disabilities
under the
Scheme for Implementation of PwD Act
(SIPDA)**

Effective from 2015-16



सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES**

No.15/23/2014-Sch.
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(To be effective from the year 2015-16)

1. Background

1.1 Persons with disability in India face many challenges when looking to develop employable skills and in gaining meaningful employment. While India has ratified the United Nations Convention on the Rights of People with disability (UNCRPD), persons with disability continue to face many difficulties in the labour market.

According to census 2011, there are 2.68 Crore Persons with Disabilities (PwDs) in India (1.50 crore male and 1.18 crore female PwDs). Even though, disabled people constitute a significant percentage of the population of India, their need for meaningful employment largely remains unmet, in spite of implementation of "The Persons with Disability Act, 1995". In the overall population, the number of disabled is proportionately higher in rural areas, accentuated by general poverty considerations and poor access to health services. The rural disabled are significantly disconnected from skills and markets.

Improving vocational training and employment opportunities for people with disability is a critical element for enhancing the quality of life for individual with disability, their families, but there are also substantial gains for the broader economy. There are substantial costs to individuals and to society associated with these poor employment outcomes for people with disability. The World Bank considers that leaving people with disability, outside the economy, translates into a foregone GDP of about 5% to 7%. In addition to the individual and family benefits, there is also a strong economic imperative to increased labour force participation which will help to address country's shortage of skilled labour force, while at the same time reducing fiscal pressures associated with welfare dependency.

1.2 What we already have: The existing Skill Training Landscape for PwDs

- National Skill Development Corporation (NSDC).
- Vocational training courses offered by National Institutes of Department of Empowerment of Persons with Disabilities and its affiliate organisations like National Handicapped Finance and Development Corporation (NHFDC), National Trust etc.

- Ministry of Labour and Employment supervising more than 20 Vocational Rehabilitation Centres for Handicapped (VRCHs), more than 10,000 ITIs and more than 1000 Employment Exchanges.
- Technical and Vocational courses, being offered through Community colleges, IITs and Universities, affiliated with Ministry of Human Resources Development.
- NGOs focusing on vocational training and skill development.
- Private sector training organizations: Under the CSR initiative, many organizations have done exemplary work.
- Public Sector Undertakings have also contributed substantially to vocational training of persons with disability.
- National Rural Livelihood Mission of Ministry of Rural Development.
- National Urban Livelihood Mission of Ministry of Urban Development.
- Vocational training / livelihood programs of other Central Govt. Ministries and State Governments.

1.3 The Big Gap

- According to the Census 2011, about 1.34 crores persons with disabilities are in the employable age of 15 to 59 years. About 99 lakh persons with disabilities in the employable age group were non-workers or are marginal workers.
- Persons with disabilities are among the poorest in the population.
- Urgent need to scale up the skill training infrastructure in view of the huge demand-supply gap.
- The training, being offered through various institutions / mechanisms is non-homogenous, lacks quality and is low on employability.
- Very low access of the present training infrastructure to the PwDs in rural areas.
- Low level of involvement of private sector in the skill training of PwDs
- The skill training offered by various ministries/departments to the PwDs is fragmented or overlapping

1.4 There is an imminent need for:

- Quality Vocational Training with high employability.
- Homogenous training curriculum & methodology
- Use of latest technology in training, content generation and monitoring of training.
- Synergistic participation of the Private Sector and NGOs in the training and placement process.
- Targeted optimal use of CSR funds.

2. The National Action Plan for Skill Training of PwDs

A National Action Plan for Skilling the Persons with Disabilities has been prepared by the Department of Persons with Disabilities (DEPWD) with the following main components:-

- 2.1 A Project Monitoring Unit (PMU) to be set up in the Department of Empowerment of Persons with Disabilities. The PMU would have the following components :

- Training need assessment unit
 - Content Generation unit
 - Training Monitoring and Certification unit
 - Employer Connect unit
 - IT Unit to provide support for creation of E-learning modules, monitoring of training, E-certification and training centres / creation and maintenance of a job portal.
- 2.2 The vocational / skill training would be provided by a network of skill training providers led by NGOs, private training institutions and Public Sector/Govt. Sector training institutions like VRCs. The vocational training would be provided by a cluster of training providers scattered over the country, having an established track record of providing skill training with high employability ratio. These training partners would be provided outcome based financial support by Deptt. of Empowerment of Persons with Disabilities (DEPwD) and Ministry of Skill Development & Entrepreneurship (MSDE). Synergistic support would be provided to these training providers by the National Institutes of DEPwD, training institutions of Ministry of Human Resource Development, Ministry of Micro, Small & Medium Enterprises, other Central Ministries and State Governments.
- 2.3 A separate cross cutting Sector Skill Council for PwDs is being created in collaboration with Ministry of Skill Development & Entrepreneurship and the private sector. Rehabilitation Council of India (RCI), in consultation with the Sector skill council and various National Institutes of the DEPwD would help generate a homogenous course curriculum and certification mechanism for the training providers.
- 2.4 DEPwD would help these training providers by connecting them with various private sector organizations and PSUs for providing employment connect as well as for obtaining CSR support.
- 2.5 DEPwD will coordinate with State Governments to support proactively by offering infrastructure and resource support to these clusters of Vocational Training Providers.
- 2.6 Targets of the National Action Plan:
- 2.6.1 The DEPwD, in collaboration with NSDC, has set a target of skilling 5 lakh persons with disability in next 3 years (1 lakh in first year, 1.5 lakh in second year and 2.5 lakh in third year). After achieving the target for three years, we would have achieved a momentum and would have created a robust online-skill training platform enabling us to skill 5 lakh PwDs every year, thus skilling 2 Million more PwDs during 2018-2022. Thus, till the year 2022, the National Action Plan will lead to skilling of 2.5 Million PwDs (with 70%

target employment). This would be a major contribution to "Skill India" initiative of Hon'ble Prime Minister.

2.6.2 The skill training will be provided by a network of more than 200 clusters of 'Training Partners', thus setting a target of skilling about 500 PwDs in the first year for each of the cluster. The lead NGO may empower and take the help of small NGOs in the rural areas for the skill training but every such training centre will be monitored by the PMU. The network of training providers and capacity thereof will keep increasing every year.

3. Objective & Coverage

- 3.1 The Department of Empowerment of Persons with Disabilities (DEPwD) has been implementing the Scheme for Implementation of PwD Act (**SIPDA**). Providing skill training to PwDs is one of the mandates of the said scheme. So far there were no guidelines laid down under the said scheme for skill training. DEPwD hereby notifies the Guidelines for providing financial assistance for skill training for persons with disabilities under the scheme of SIPDA.
- 3.2 The guidelines will cover Persons with Disabilities (PwDs) with not less than 40% disability and having a disability certificate to this effect issued by a competent medical authority.
- 3.3 **30% reservation for women candidates:** As an endeavour to encourage women, 30% of the total intake of each training program shall be earmarked for women candidates.
- 3.4 The skill training will be provided through training institutions recognised by this Department as per the eligibility conditions contained herein.

4. Date of Commencement

These guidelines are titled as "Guidelines for Financial Assistance for Skill Training of Persons with Disabilities under SIPDA" and are effective from the date of notification or from 1st May, 2015 whichever is later.

5. Conditions of Eligibility

a. Eligibility of the Trainees

- (a) A citizen of India,
- (b) A person with disability with not less than 40% disability and having a disability certificate to this effect issued by any competent medical authority.

Disability is as defined under Section 2(i) of the PwD Act, 1995 read along with Section 2(j) of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 and/or under any relevant legal Statute in force.

- (c) **Age:** Not less than 15 years and not more than 59 years of age on the last date of receipt of application for the course.

- (d) The applicant should not have undergone any other skill training course sponsored by Govt. of India during the period of two years prior to the last date of receipt of application for the course applied for.

b. Eligibility of the implementing agencies (training providers)

- (a) The scheme will be implemented through the implementing organizations/ institutions, hereinafter referred to as “*training partners*”. Financial assistance will be provided by way of Grant-in-Aid for organizing training programs to the following categories of organizations:
- i) Departments of the States Governments/Union Territories, or
 - ii) Autonomous Bodies/ Statutory Bodies/ Public Sector Undertakings set up by Central/State Governments/UT Administrations including Central/State Universities, or
 - iii) National Institutes/ CRCs/DDRCs/RCs/Outreach Centres under MSJ&E, or
 - iv) Organizations registered under Societies Registration Act, 1860, or Indian Trusts Act, 1882 or Companies Act, 1956 who are recognized for skill training by Central/State Government Departments or subordinate bodies there-under.
- (b) The organization shall have not less than three years experience of organizing skill training programs.
- (c) In case of Non-Government Organizations, they shall be registered with the **NGO-Partnership (NGO-PS) of the NITI Ayog** and should have obtained a **Unique ID**. The unique ID should be mandatorily quoted by the NGO at the time of application for grants.

6. Procedure of Application and Selection

STAGE – I

6.1 Expression of Interest will be invited from eligible organizations to get registered as “training partner” to provide skill training to PwDs under the scheme by issuing an advertisement in the leading newspapers and through the websites and other media outfits. The pro-forma for application and list of documents to be attached are given in **ANNEXURE-I** and **ANNEXURE-II** respectively. Applications received for empanelment as training partners will be scrutinized and placed before a **Selection Committee** who will make selection based on the criteria of previous experience, expertise, infrastructure and manpower available and other similar relevant considerations. The selection of training partners will be a continuous process.

- (a) **Composition of the Selection Committee:** The Committee to select the training partners would constitute the following:

1)	Joint Secretary concerned in DEPwD,	- Chairperson
2)	Joint Secretary & Financial Adviser (in-charge of DEPwD) or in his absence Director(IFD),	- Member
3)	Joint Secretary concerned in the Ministry of Skill	- Member

	Development & Entrepreneurship or any officer nominated by him/her not below the rank of Director/Deputy Secretary.	
4)	Chairman & Managing Director, National Handicapped Finance & Development Corporation.	- Member
5)	Director / Dy. Secretary concerned in DEPwD,	- Member-Convener
6)	One representative from each of the following organisations- (i) National Skill Development Corporation (NSDC), (ii) Confederation of Indian Industries(CII), (iii) Federation of Indian Chamber of Commerce and Industries (FICCI)	- Members
7)	Chief Executive Officer of Sector Skill Council for PwDs	- Member
8)	Three representatives from various NGOs working in the Field of rehabilitation and training of PwDs (Representing different types of disabilities). These members may be co-opted by the Department for every meeting of the Selection Committee.	- Members

- (b) The Committee may invite an expert, as a special invitee, as and when it deems necessary.
- (c) The Committee will hold periodic meetings (at least one in each Quarter) to select amongst the organizations, who have sent proposals, to be designated as training partners.
- (d) Till the formation of the Sector Skill Council and its full operationalisation, the Committee will also decide / approve the proposed curriculum of various skill training courses being offered and will monitor the quality of training provided through personal visits and other kinds of feedback.
- (e) The non-official members of the Selection Committee shall be entitled to TA/DA at the rates admissible to an officer equivalent to Director of the Govt. of India.
- (f) The organizations found suitable by the Selection Committee shall be empanelled as "Training partners" for a period of three years for organizing training programs for PwDs under this scheme.

STAGE II

6.2 The organisations who are empanelled as training partners shall submit fresh project specific applications (both technical and financial) in respect of the training programs proposed to be conducted by them duly recommended by the concerned State Govt./UT where the skill training are to proposed. The applications will be scrutinised and if found

suitable by the Selection Committee shall be sanctioned financial assistance in the form of grant-in-aid.

7. Training Curriculum

- 7.1 NSDC has constituted a Sector Skill Council for PwDs.
- 7.2 Once, the Sector Skill Council is fully operational, it will through interactions with industry and other Sector Skill Councils, devise the job roles and occupational standards for PwDs, which will become a basis for deciding the training curricula for various skill training courses.
- 7.3 Till the Sector Skill Council is fully operational, the Committee referred to above, will, while approving the training partners, also decide on the curriculum to be adopted by the training provider for the skill training of PwDs.
- 7.4 Rehabilitation Council of India (RCI) and National Institutes (NIs), associated with DEPwD will be associated by the Committee in creating a homogenous training curriculum for various jobs.

8. Source of Funding for the Skill Training

The skill training would be funded by the flagship scheme of the DEPwD, '**Scheme for Implementation of PwD Act (SIPDA)**'. The existing scheme of SIPDA explicitly provides for extending Grant-in-Aid for skill training of PwDs.

9. Funding norms

The Common Norms for Skill Development Schemes as notified by the Ministry of Skill Development & Entrepreneurship vide Notification No. H-22011/2/2014-SDE-I dated 15th July, 2015, as amended from time to time, shall apply *mutatis mutandis* in respect of the entire funding norms including training cost, boarding and lodging cost, transport/conveyance cost, third party certification cost, post placement support etc.

10. Funds Flow Mechanism

10.1 The payments to the training partners shall be based on the outcomes achieved, and shall be released in a manner as given below to implement the programmes effectively:

Installment	Percentage of total Cost	Milestones
1 st	50%	On acceptance of the proposal of training project.
2 rd	30%	On Completion of training and certification of the successful candidates
3 rd	20%	Outcomes based as provided in para 10.2 hereunder.

10.2 **Manner of release of 20% of total cost which is linked to outcome:**

Percentage of total Cost	Rate of placement of PwDs on receipt of training
20%	30% and above
15%	20-29%*
Nil	Below 20%*

* In the case of MR and associated disabilities the minimum benchmark i.e. rate of placement of PwDs on receipt of training would be 15% and above for claiming 20% of outcome based cost.

10.3 **Quality Monitoring of the Training:**

The Department of Empowerment of Persons with Disabilities will evolve a mechanism for monitoring the quality of training being provided by the training providers which shall be binding on all the training providers.

11. **Other Conditions**

- 11.1 The Implementing Agency i.e. the training providers in receipt of grant-in-aid is required to follow the General Financial Rules, 2005 /Codal Procedure/CVC Guidelines in the matters of contract/financial transactions.
- 11.2 The Implementing Agency will be open to inspection by officials of DEPwD or by an officer/third party agency authorized by it and by the Govt. of the concerned State /UT.
- 11.3 When the Government of India has reasons to believe that grant-in-aid is not being utilized for the approved purpose, the amount shall be liable to be recovered from the Implementing Agency with penal interest and no further assistance would be given to the Agency. DEPwD will be at liberty to blacklist such organizations and to take legal action.
- 11.4 The Implementing Agency will maintain a website and prominently display details of grant-in-aid received, purpose thereof, events organized and list of beneficiaries and their job placements.
- 11.5 The Implementing Agency shall submit the final **Utilization Certificate** for the entire grant along with a project completion report within three months after completion of the work/project as stipulated in the proposal. The pro-forma of the Utilization Certificate is given in **ANNEXURE – III**. Unutilized money, if any, is to be refunded to DEPwD. In case the work/project is not completed within the stipulated timeframe and further time is sought to complete the same, the organization concerned has to intimate DEPwD and also to explain the reason for the delay. If the project is not completed within the timeframe/extended timeframe, the organization concerned has to refund the grant forthwith.
- 11.6 Govt. organizations like Autonomous Organizations/Statutory Organizations etc. shall maintain subsidiary accounts of Grant-in-aid as per GFR provisions. They will also maintain a separate bank account in respect of Grant-in-aid received under this scheme.

- 11.7 The indicative list of trades and their suitability for various categories of disabilities is at **Annexure IV-A and IV-B**. The cost norms for specific trades/job roles would be as per the cost category prescribed in Schedule II of the Notification issued by the Ministry of Skill Development & Entrepreneurship vide No. H-22011/2/2014-SDE-I dated 15th July, 2015, as amended from time to time.
- 11.8 NGOs selected as training partners shall comply with the Common Guidelines for implementation of Central Sector schemes as notified by NITI Ayog vide O.M. No. M-11/16(2)/2015-VAC dated 10th September, 2015, as amended from time to time,

12. Review and Monitoring

The progress of implementation of the guidelines will be reviewed by a **Selection Committee** as indicated in previous para 6 of the scheme. MIS based monitoring mechanism would be put in place for effective monitoring of the programs.

13. Jurisdiction of the Scheme

The jurisdiction of the guidelines is up to providing prescribed financial support to the training partners for providing skill training to PwDs. The Scheme does not cover employment aspects of the trainees and also does not provide for any kind of assistance to the awardees in seeking employment anywhere, after his/her having availed of the training.

14. Furnishing of False Information

If any trainee or training partner has furnished any false information/document and is established as false, he/she/it will be debarred from the benefit and an action will be initiated for recovery of the amount spent with 15% compound interest thereon. Such trainee or training organization will also be black- listed for future and appropriate legal action can be taken against them.

15. Litigations

Any litigation on matters arising out of these guidelines will be subject to sole jurisdiction of the courts situated in National Capital Territory of Delhi.

16. Change in the Provisions of the guidelines

The provisions of these guidelines can be changed at any time at the discretion of the Department of Empowerment of Persons with Disabilities, Government of India.

17. Review of the guidelines

Department of Empowerment of Persons with Disabilities may, at its discretion, undertake review of these guidelines as and when required.

ANNEXURE-I**APPLICATION FOR EMPANELLEMENT AS TRAINING PARTNERS
FOR SKILL TRAINING OF PERSONS WITH DISABILITIES****I. ORGANIZATIONAL DETAILS**

Name of Organization/Institution:	
Registered Office/Head Office Address:	
Phone:	
Fax:	
Website:	
Name of Authorised Representative/Project Director:	
Designation	
Mobile:	
Email:	

II. Details of legal constitution of the organization:

Status/Constitution of the firm:	
Registration Number:	
Date of Registration (Date):	
Place of Registration:	
PAN:	
TAN:	
Unique ID of NGO-PS portal of NITI Ayog (in case of NGOs)	

[Please see **Annexure II** for supporting documents to be provided]

III. Brief History of the Organization and current nature of Business or activity.

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IV. Prior Experience of training and placement activity of the organization.

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V. Annual Turnover of the organization for the last three years:

Financial Year	Turnover (in Lakhs)	Net Worth (in Lakhs)

[Please see **Annexure II** for supporting documents to be provided]

VI. Manpower:

a) Please provide brief details of the **existing management team** for skill and placement work in your organization [education, experience and key achievements of management team members.]

S.No.	Name	Educational background	Experience in skill training	Other achievements

b) Please provide details of the core staff for training and placement activities in the organization in the following format.

Key Role	Name	Years of Experience	Number of years with the organization	Qualification	Key achievement in the present position
Community Mobilization	1				
	2				

Specialist	3 and so on				
Placement Specialist					
Quality Monitoring Specialist					
MIS Specialist					
Logistics Specialist					
Trade wise Trainers					
Soft Skills Trainers					
IT Literacy Trainers					

[Please see **Annexure II** for supporting documents to be provided]

VII. Overall Training Capacity [Provide details last three financial years]

Number training centres	Total Number of persons trained	No. of PwDs trained	Intake Capacity	Number of practical Labs	Trades in which training can be given

VIII. Explain the overall placement experience of the organization in last two financial years

Name of Training Centre	Number of persons skilled by the organization in the last two financial years	Number of persons received placement after training in the last two financial years	Name of major employers

IX. Post Placement tracking in place

a) Briefly explain the tracking mechanism you have in place for already trained and placed youth from the organization.

b) Do you have an online monitoring mechanism for post placement follow up? If yes, please provide detail and web link.

I hereby declare that the information provided in this proposal is true to the best of my knowledge. If any information provided above is found to be false, the Department of Empowerment of Persons with Disabilities reserves the right to reject the proposal.

Signature

Name of Signatory:

Designation:

Date:

Location:

(List of supporting documents are indicated in **Annexure-II**)

ANNEXURE-II

LIST OF DOCUMENTS

S.NO.	Parameters	Documentary Evidence
A. Essential Documents		
1	Legal Constitution of the organization	Certificate of Incorporation/ Registration/ Licence under Section 25 of the (Indian Companies Act)/Trust Deed in case of Trusts.
2	Financial Turnover	Audited balance sheet, Profit & Loss Account and Receipt & Payment Account duly certified by an Auditor for the last three financial years.
3	Existing Management Team	Attach CV's of the management team
4	Core training and placement staff	Attach CV's of the core training and placement staff
B. Desirable Documents		
5	Third Party Certification	Attach proof of third party certification for all trades
6	Curriculum and Course Design	Attach proof of certification of the curriculum and activity planners for all proposed trades
7	Placement Arrangement	MoU with employers/captive placement details/letters from employers on company letterhead not more than three months old

ANNEXURE-III

FORM OF UTILISATION CERTIFICATE

FORM GFR 19-A [See Rule 212 (1)]

[To be submitted after receipt of grant-in-aid]

Sl. No.	Letter No. and date	Amount
	Total	

Certified that out of Rs..... of grant-in-aid sanctioned during the year.....in favour ofunder this Ministry/Department letter No. given in the margin and Rs..... on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose offor which it was sanctioned and that the balance of Rs.....remaining un-utilized at the end of the year has been surrendered to Government (vide No.dated) /will be adjusted towards the grant-in-aid payable during the next year..... .

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been dully fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....

Designation.....

Date.....

ANNEXURE-IV-A**DISABILITY WISE TRADES FOR THE SKILL TRAINING OF PwDs**

S.No.	Name of Trade/Occupation	Duration of training
<u>Orthopaedically/Physically Handicapped</u>		
i) Automobile Industry Related Trades		
1.	Auto Mechanic (Three wheeler)	3 Months
2.	Tyre Retreading Vulcanising & Rebuttoning	3 Months
ii) Electrical and Electronics Technology Related Trades		
1.	Electrical Motor Winding	3 to 6 Months
2.	Electronic/Electrical Appliances Repairing	3 to 6 Months
3.	House Wiring and Repair	3 to 6 Months
4.	Electrical/Electronics assembly	3 to 6 Months
5.	Computer Application and Programming Skills	3 to 6 Months
6.	Web designing and internet management	3 to 6 Months
7.	Telephone Operation	3 to 6 Months
8.	Mobile repairing	3 to 6 Months
iii) Mechanical Industry Related Trades		
1.	Draughtsman (Mechanical)	3 to 6 Months
2.	Drilling (Fitters)	3 to 6 Months
3.	General Mechanics	3 to 6 Months
4.	Mechanical Watch & Clock	3 to 6 Months
5.	Sheet Metal Worker, Blacksmith and Welding	3 to 6 Months
iv) Other Engineering Related Trades		
1.	Boiler Attendant	3 Months
2.	Detergent & Cleaning Powder/Phenyl Making	2 months
3.	General Engineering (Leather Work)	3 to 6 Months
4.	Glasses Beads and Bangles	3 to 6 Months
5.	Manufacture of Footwear	3 to 6 Months
6.	Manufacturing of paints, pigments, distemper etc.	3 to 6 Months
7.	Moulding	3 to 6 Months
8.	Photography and video shooting	3 Months
9.	Plumbing	3 Months

10.	Pottery (Ceramic)	3 Months
11.	Upholstery & Plastic Work	3 Months
12.	Welding	3 to 6 Months
v) Printing Industry Related Trades		
1.	Book Binding, printing	3 Months
2.	Desktop Publishing	3 Months
3.	Offset Printing Machine Operator	3 Months
4.	Photo Lamination	3 Months
5.	Plate Making	3 Months
vi) Textile Industry Related Trades		
1.	Bleaching, Dyeing and Calico Printing	3 to 6 Months
2.	Dyeing and Printing of Textiles	3 Months
3.	Handloom, Powerloom	3 to 6 Months
4.	Weaving, Hand Weaving of Newar Type Durries etc.	3 to 6 Months
5.	Kalamkari and Screen Printing	3 to 6 Months
6.	Khadi Weaving	3 to 6 Months
7.	Laundry Works including Dry Cleaning	3 Months
8.	Tailoring	3 Months
vii) Agriculture and Fisheries Sector Related Trades		
1.	Gobar Gas Plant Making	3 to 6 Months
2.	Horticulture and Ornamental Plants	3 Months
3.	Jute Fibre Processing and Product Making	3 to 6 Months
4.	Mushroom Cultivation and Processing	3 Months
viii) Veterinary Services Related Trades		
1.	Dairy Farming	3 to 6 Months
2.	Sheep and Goat Rearing	3 Months
ix) Medical Services Related Trade		
1.	ECG & X-Ray Technician	3 Months
x) Non-Engineering Trades		
1.	Aerated Water and Soft Drinks	3 Months
2.	Agarbatti Making	1 month
3.	Arts and Crafts	3 Months

4.	Bakery and Confectionery	3 Months
5.	Pickle & Jam Making	3 Months
6.	Beautician/Hair & Skin Care	3 Months
7.	Bee Keeping	3 Months
8.	Black Smithy	3 Months
9.	Borewell and Pump set Maintenance	3 to 6 Months
10.	Brush Making (Iron and Brass)	3 Months
11.	Cane Willow and Bamboo Work	3 to 6 Months
12.	Candle Making	1 month
13.	Caning of furniture	3 Months
14.	Carpentry	3 to 6 Months
15.	Carving and Engraving	3 to 6 Months
16.	Ceramics Refractory items - Colouring/Print	3 to 6 Months
17.	Chalk Piece Making	1 month
18.	China Clay Work	3 Months
19.	Clinical Lab Technician	3 to 6 Months
20.	Coal Briquette Making	3 Months
xi) Non-Engineering Trades		
21.	Coir Mat making	3 Months
22.	Commercial Art	3 to 6 Months
23.	Commercial Packaging	3 Months
24.	Conch Shell-Craft	3 Months
25.	Cotton Mattress and Pillow Manufacturing	3 Months
26.	Catering Services	3 to 6 Months
27.	Cutting and Polishing of Granite Stone	3 to 6 Months
28.	Decolam Furniture Making	3 to 6 Months
29.	Dot Pen Refilling Making	2 Months
30.	Drawing and Painting	3 to 6 Months
31.	Duplicating Machine Operation	2 Months
32.	Envelope /Paper Bag making	2 Months
33.	Embroidery and Needle Work	3 to 6 Months
34.	Fabric Making and Embroidery	3 to 6 Months

35.	Fabrication, Almirah and other House Utility	3 to 6 Months
36.	Fabrication of NETs and Repair of Mech Boat Engine	3 to 6 Months
37.	Flower and Garland Making (Artificial)	3 Months
38.	Food Preservation - Canning and Pickling	3 to 6 Months
39.	Food Processing	3 to 6 months
40.	Fruit and Vegetable Preservation (Cold Storage)	3 to 6 Months
41.	Furniture and Cabinet Making	3 to 6 Months
42.	File Cover making	3 months
43.	Gem Stone Cutting	3 to 6 Months
44.	Granite and Marble Cutting Polishing etc.	3 to 6 Months
45.	Grinding of food Grains - Wet and Dry/Masala Making	3 Months
46.	Hand Crafts, Tricycle, Bullock-Carts Repair & Service	3 to 6 Months
47.	Horn/Bone/Ivory Products Making	3 to 6 Months
48.	Interior Decoration	3 to 6 Months
49.	Leaflet Making (including thali Stitching) and Marble Cutting Polishing etc.	3 Months
50.	Mat & Basket Making (Kora and Palm Leaves)	3 Months
51.	Match Stick Making	3 Months
52.	Mosaic Polishing	3 Months
53.	Optical Lens Cutting	3 Months
54.	Paddy & Paddy Straw Craft (Decorative)	3 Months
55.	Papad Making	3 Months
56.	Paper Bag and Thunga Making/Plate/Envelop etc.	3 Months
57.	Photo Frame and Glass cutting	3 Months
58.	Pillow and Bed Making (Cotton)	3 Months
59.	Plastic Buttons, Hooks, Pins, Buckles, etc.	3 Months
60.	Poster Making	3 to 6 Months
61.	Pottery Bricks, Tiles and Improved Choola	3 Months
62.	Pulp and Paper Material Manufacturing	3 Months
63.	Spice Grinding	2 Months
64.	Secretarial Practice	3 to 6 Months
65.	Sofa and Rixin Goods Making/Repair	3 Months

63.	Spectacles Frame & Optical Work	3 to 6 Months
64.	Stenography (English/Regional)	6 Months
65.	Straw Craft Making	3 Months
66.	Toy Making	3 to 6 Months
67.	Tri-Cycle Assembly	3 Months
68.	Typewriting (English and Regional Languages)	6 Months
69.	Umbrella Assembly and Repairs	3 Months
70.	Wood working	3 to 6 Months
71.	Zari Work	3 to 6 months
<u>Visually Handicapped</u>		
1.	Chair Caning	6 Months
2.	Handloom weaving	12 Months
3.	Light Engineering	12 Months
4.	Electrical/Electronics assembly	12 Months
5.	Braille Shorthand (Hindi/English)	12 Months
6.	Computer Application and Programming Skills	12 Months
7.	Web designing and internet management	12 Months
8.	Physiotherapy	12 Months
9.	Office management	12 Months
10.	Salesmanship and marketing	12 Months
11.	Telemarketing and call centre executive training	3 to 6 Months
12.	Music (vocal and instrumental)	6 Months
13.	Beautician and hair and skin care	6 Months
14.	Entrepreneurship training	6 months
15.	Candle Making	1 month
16.	Agarbatti Making	1 month
17.	Detergent Powder Making	1 month
18.	Chalk making	1 month
19.	File Cover making	2 months
19.	Umbrella Making	2 months
20.	Paper bag making	3 months
21.	Envelope Making	2 months

22.	Nylon Plastic Bags Making	2 months
23.	Telephone Operation	2 months

S.No	Trade	Duration of NHFDC's training
Hearing Handicapped		
1.	Metal Trade (Fitter, Welder, Turner)	3 to 6 Months
2.	Carpentry	3 to 6 Months
3.	Cutting and Tailoring	3 Months
4.	Printing and Composing and book Binding	3 Months
5.	Arts & Crafts	3 Months
6.	Screen Printing	3 Months
7.	General Mechanic	3 to 6 Months
8.	Photography	3 Months
9.	Textile Printing	3 Months
10.	Automobile Engineering	3 Months
11.	Computer Courses	3 Months
12.	Electrical Courses	3 Months
13.	Commercial Practice	6 Months
14.	Toys making	3 Months
15.	Envelope / Paper Bag Making	3 Months
16.	Candle making	3 Months
17.	Spice grinding	3 Months
18.	File Cover Making	3 Months
19.	Handicraft	3 Months
20.	Beautician	3 Months
21.	Food Processing	3 Months
22.	Hand Embroidery	3 Months
23.	Zari Work	3 Months
24.	Mushroom Cultivation	3 Months

S.No	Name of the Trade	Duration of NHFDC's training
Mentally Retarded		
1.	Envelope making	6 Months
2.	Card Board Box Making	6 Months
3.	Candle Making	3 Months
4.	Chair Caning	6 Months
5.	Printing, Weaving and Dyeing	6 Months
6.	Carpentry	12 Months
7.	File Cover Making	6 Months
8.	Agarbatti Making	3 Months
9.	Umbrella Making	6 Months
10.	Light Engineering	12 Months
11.	Soap and Detergent Making	6 Months
12.	Toys making	6 Months
13.	Paper bag making	6 Months
14.	Spices Grinding	4 Months
15.	Handicraft	6 Months
16.	Beautician	6 Months
17.	Rakhee Making	3 Months
18.	Diya Making	3 Months
19.	Hand Embroidery	6 Months
20.	Zari Work	6 Months
21.	Mushroom Cultivation	6 Months
22.	Silk Screen Printing	6 Months

Annexure-IV-B

List of Modular Employable Skills (MES) under Skill Development Initiative (SDI), suitable for PwDs.

S.N	Sector	Name of Course	Educational Qualification	Duration (hours)	Disability
1	Automobile	BasicAutomotive Servicing (4 Wheelers)	5 th	180	OH/Partially HH
2	Automobile	BasicAutomotive Servicing (2-3 wheelers)	"	180	OH/Partially HH
3	Automobile	Repair &overhauling of two wheelers (scooter)	"	240	OH/Partially HH
4	Automobile	Repair &overhauling of two wheelers (motor cycle)	"	270	OH/Partially HH
5	Automobile	Wheel Alignment &Balancing	"	120	OH/Partially HH
6	Automobile	Auto Body Painting	"	180	OH, HH
7	Banking and Accounting	Accounting	12 th	120	OH
8	Beauty Culture & Hair Dressing	Basics of Beauty and Hair Dressing	8 th	150	OH(lower limb),HH
9	Beauty Culture & Hair Dressing	Massage Therapist	"	60	OH(lower limb),HH
10	Beauty Culture & Hair Dressing	Facial Therapist	"	120	OH(lower limb),HH
11	Beauty Culture& Hair Dressing	Hair stylist	"	120	OH(lower limb),HH
12	Beauty Culture & Hair Dressing	Hair Colourist	"	60	OH(lower limb),HH
13	Carpet	Hand knitted Woolen Carpet Manufacturing	5 th	240	OH(lower limb),HH
14	Carpet	Tibbetan Carpet Manufacturing	"	240	OH(lower limb),HH
15	Carpet	Flat woven Dhurrie Manufacturing	"	240	OH(lower limb),HH
16	Carpet	Hand Spinning of Woolen Carpet Yarn	"	240	OH(lower limb),HH
17	Carpet	Hand Spinning of Cotton Carpet Yarn	"	240	OH(lower limb),HH
18	Carpet	Hand tufted Carpet Manufacturing	"	240	OH(lower limb),HH
19	Electrical	Electronic Choke &CFL Assembling	"	120	OH(lower limb),HH
20	Electrical	Transformer Winding	"	120	OH(lower limb),HH
21	Electrical	Armature Winding	"	120	OH(lower limb),HH
22	Electrical	Maintenance of Batteries	"	60	OH(lower limb),HH

23	Electronics	Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS.	"	120	OH(lower limb),HH
24	Electronics	Repair & Maintenance of Cellular Phone	"	210	OH
25	Electronics	Repair&Maintenance PA &Audio Systems	"	120	OH
26	Electronics	Repair& Maintenance Photocopierand Fax Machine	"	120	OH(lower limb),HH
27	Fabrication	Basic Welding (Gas)	"	120	OH(lower limb),HH
28	Fabrication	Basic Welding (Arc)	"	120	OH(lower limb),HH
29	Fabrication	Gas Cutting	"	120	OH(lower limb),HH
30	Fabrication	TIG Welding	"	90	OH(lower limb),HH
31	Fabrication	MAG/CO2Welding	"	90	OH(lower limb),HH
32	Fabrication	Pipe welding(TIG & ARC)	"	150	HH
33	Garment Making	Hand Embroider	5 th	210	OH(lower limb),HH
34	Garment Making	Machine Embroidery Operator	"	210	OH(lower limb),HH
35	Garment Making	Garment packer	"	120	OH/HH/MMR/ Low Vision
36	Garment Making	Garment Ironer	"	120	OH(lower limb),HH
37	Garment Making	Tailor (Basic Sewing Operator)	"	270	OH(lower limb),HH
38	Garment making	Garment Cutter	8 th	270	OH(lower limb),HH
39	Garment Making	Garment Checkers	"	210	OH(lower limb),HH
40	Garment Making	Skilled Sewing Operators	"	210	OH(lower limb),HH
41	Gem and Jewelry	Gem Cutting Assistant	8 th	180	OH(lower limb),HH
42	Information &Communication Technology	Computer Fundamentals, MSOffice & Internet	10 th	120	OH/HH/VH
43	Information and Communication Technology	Tally	"	180	OH/ VH
44	Information &Communication Technology	Desk Top Publishing	8 th	180	OH(lower limb),HH
45	Information &Communication Technology	Domestic BPO	"	180	OH(lower limb),HH
46	Information &Communication Technology	Internet Kiosk Operators	"	60	OH(lower limb),HH
47	Khadi	Spinning onnew model	5 th	150	OH(lower limb),HH

		Charkha			
48	Khadi	Plain Weaving on Frame Loom	"	720	OH/HH/MMR
49	Plastic Processing	Basic Fitting & Measurement	5 th	120	OH(lower limb),HH
50	Plastic Processing	Basic Electrical Joints & Fitting	"	120	OH(lower limb),HH
51	Plastic Processing	Plastic Mould assistant for injection moulding	"	120	OH/HH/MMR
52	Printing	Basic Book Binding	"	120	OH/HH/MMR
53	Printing	Screening printing	"	150	OH/HH/MMR
54	Printing	Offset Machine Operator – Sheet Fed (Single & Multi Colour)	10 th	150	OH(lower limb),HH
55	Printing	Offset Plate maker	"	150	OH(lower limb),HH
56	Production and Manufacturing	Turning	"	210	HH
57	Production and Manufacturing	Advance Turning	"	240	HH
58	Production and Manufacturing	Surface Grinding	"	210	HH
59	Refrigeration & Air conditioning	Basic Refrigeration & Air Conditioning	5 th	120	OH(lower limb),HH
60	Refrigeration & Air-conditioning	Repair & Maintenance of Refrigerators and Deep Freezers	"	120	OH(lower limb),HH
61	Retail	Sales Person (Retail)	10 th	180	OH
62	Retail	Senior Sales Person (Retail)	"	120	OH
63	Toy Making (Soft Toy)	Pattern & Mould Maker (Soft Toy)	5 th	240	OH(lower limb),HH
64	Toy Making (Soft Toy)	Cutter & Fixer of Toys Parts (Soft Toy)	"	180	OH(lower limb),HH
65	Toy Making (Soft Toy)	General Sewing m/c Operator (Soft Toy)	"	360	OH(lower limb),HH
66	Toy Making (Soft Toy)	Willower & Stuffer (Soft Toy)	"	150	OH(lower limb),HH
67	Toy Making (Soft Toy)	Finisher & Painter (Soft Toy)	"	180	OH(lower limb),HH
68	Toy Making (Soft Toy)	Packer (Soft Toy)	"	90	OH/HH/MMR
69	Manufacturing of Indian Sweets, Snacks and Food Sector	Attendant- Ethnic Indian Sweets, Snacks & Food	5 th	300	OH(lower limb),HH
70	"	Assistant Craftsman - Bengali Sweets	"	180	OH(lower limb),HH
71	"	Craftsman-Bengali Sweets	"	150	OH(lower limb),HH
72	"	Assistant Craftsman-Ghee Based Sweets	"	210	OH(lower limb),HH
73	"	Craftsman-Ghee Based Sweets	"	150	OH(lower limb),HH

74	"	Assistant Craftsman-Kaju& Dry FruitBased Sweets	"	180	OH(lower limb),HH
75	"	Craftsman-Kaju &Dry FruitBased Sweets	"	150	OH(lower limb),HH
76	"	Assistant Craftsman-Milk &Khoa Sweets	"	180	OH(lower limb),HH
77	"	Craftsman-Milk&Khoa Sweets	"	150	OH(lowerlimb),HH
78	"	Assistant Craftsman- Namkeens& Savouries	"	180	OH(lower limb),HH
79	"	Craftsman- Namkeens & Savouries	"	150	OH(lower limb),HH
80	"	Assistant Craftsman- Indian Snacks	"	210	OH(lower limb),HH
81	"	Craftsman-Indian Snacks	"	150	OH(lower limb),HH
82	"	Assistant Craftsman- North Indian Food	"	210	OH(lower limb),HH
83	"	Craftsman-North Indian Food	"	150	OH(lower limb),HH
84	"	Assistant Craftsman- South Indian Food	"	180	OH(lower limb),HH
85	"	Craftsman-South Indian Food	"	150	OH(lower limb),HH
86	"	Assistant Craftsman- Indian Chinese Food	"	180	OH(lower limb),HH
87	"	Craftsman-Indian Chinese Food	"	150	OH(lower limb),HH
88	"	Assistant Craftsman - Continental Food	"	180	OH(lower limb),HH
89	"	Craftsman-Continental Food	"	150	OH(lower limb),HH
90	"	Assistant Craftsman- Indian Chat	"	180	OH(lower limb),HH
91	"	Craftsman-Indian Chat	"	150	OH(lower limb),HH
92	"	Assistant Craftsman- Indian Desserts	"	120	OH(lower limb),HH
93	"	Craftsman-Indian Desserts	"	90	OH(lower limb),HH
94	"	Assistant Craftsman- Indian Syrups &Thandai	"	120	OH(lower limb),HH
95	"	Craftsman-Indian Syrups &Thandai	"	90	OH(lower limb),HH
96	"	Assistant Craftsman- South Indian Snacks	"	150	OH(lower limb),HH
97	"	Craftsman-South Indian Snacks	"	120	OH(lower limb),HH

OH-Orthopaedically Handicapped, **HH**- Hearing Handicapped

VH- Visually Handicapped, **MMR**- Mild Mental Retardation

* The type of disability other than the ones mentioned against each trade is flexible if the candidate with any other disability mentioned is found suitable for imparting the particular training.
