

**Himachal Pradesh Kaushal Vikas Nigam (HPKVN),  
Block No. 24, 2<sup>nd</sup> Floor, STPI Building, SDA Complex,  
Kasumpti, Shimla -171009.**



**Terms of Reference for Selection of Training Service  
Provider (TSP) -**

**HIMACHAL PRADESH KAUSHAL VIKAS NIGAM**

**2017, Shimla**

# Training Guidelines

## Objective and Approach

- 1.1. Himachal Pradesh Kaushal Vikas Nigam's (Henceforth referred to as "HPKVN") flagship scheme aims to ("the Scheme") skill the youth of Himachal Pradesh with the aim of providing them wage or self-employment leading to increased earnings, and/or improved working conditions, and/or opportunities to move from informal to formal work sectors. Such skills shall be imparted through institutions/agencies, hereinafter referred to as "Training Service Providers" (TSPs), in line with the guidelines specified herein.
- 1.2. The Scheme is an initiative of the HPKVN, an autonomous Section 8 Company under the Department of Planning, Government of Himachal Pradesh.
- 1.3. In accordance to the Notification dated 20<sup>th</sup> May 2016 issued by the Ministry of Skill Development and Entrepreneurship, Government of India, skill development activities shall be recognized and identified as below:
  - (a) For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute.
  - (b) In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 80 hours of trainings including practical and/or on-the-job training.
  - (c) In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.

Extension work, such as that carried out in the fields of agricultural and related activities, public health etc would be recorded as an activity distinct from skill development. These would need to be programmes of durations of 32 hours or more, which leads to any economic or social benefit that may not be immediately measurable, and the Common cost norms would not be applicable to such extension work
- 1.4. The Scheme aims at demand-driven and industry-relevant skill development through Training Service Providers selected with HPKVN in a manner that is aligned with the National Skills Qualification Framework (NSQF). Skills training shall be imparted in sectors identified as high-opportunity for the state of Himachal Pradesh. On the Job Training & Soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the modules of all the courses.
- 1.5. Provisions under the scheme shall adhere to the Common Norms for Skill Development Schemes (hereinafter "Common Norms") notified by the Government of India from time to time, unless stated and justified otherwise.
- 1.6. Scheme guidelines may be amended as required from time to time by an appropriate Committee constituted for the purpose.

## **Eligibility, Training Specifications and Cost Norms**

### **i. Eligibility**

- 2.1. The target beneficiaries for the scheme are youth of Himachal Pradesh in the age group of 18-35 years.
- 2.2. Candidates should not have previously undergone skill development training under the scheme in any other trade. However, an eligible candidate may be provided one up-skilling training (advanced training on higher NSQF level) on skills acquired in the same trade previously under the scheme.
- 2.3. Candidates should meet the minimum qualification as specified in the approved Qualification Packs (QPs) by appropriate authority (NSDC/NSDA as applicable).

### **ii. Equal opportunity for participation**

- 2.4. Government of Himachal Pradesh is committed to provide equal opportunities to marginalized section of the community, in order to promote social equity and ensure that the benefits of the scheme reaches to one and all. As a part of the equality of opportunity measure, special reservation opportunity would be extended taking in consideration caste, economic status and gender. The scheme aims at holistic improvement of the community in Himachal Pradesh through this unique initiative. .

## **Activities to be undertaken by HPKVN**

### **i. Selection of Training Service Providers**

- 2.5. Skilling under the scheme shall be carried out by Training Service Providers in Himachal Pradesh after being deemed eligible by HPKVN following a due process of scrutiny and evaluation.
- 2.6. Proposals for skill projects in the state shall be sought from all/identified Training Service Providers through a transparent tendering process. TSPs to be awarded work orders on the basis of fair, unbiased and transparent evaluation criteria based on international standards.

### **ii. Monitoring & Evaluation of Training Outcomes**

- 2.7. Monitoring and evaluation of trainings provided under the scheme is critical to the success of the Scheme. It is imperative upon HPKVN to monitor ongoing trainings as well as conduct impact assessment and evaluation (in close coordination with Department of Economics & Statistics, Government of Himachal Pradesh) to design training requirements for future.
- 2.8. For facilitating monitoring and evaluation, a Management Information System (MIS) is developed in Himachal Pradesh (mis.hpkv.in). The MIS system should be developed such that it has concurrent integration with MIS systems of other training schemes / programs in the state and has reporting capability to national MIS systems, as and when required.
- 2.9. All information pertaining to candidates, Training Service Providers, training targets and achievements must be made available on the MIS portal in line with the prescribed processes

and implementation manual of the Scheme. This includes data entry and suitable mode of display for the following aspects of the programme:

- Profiles of TSPs, Interested Candidates (waiting list from mobilization activities & Employment Exchange registered candidates), Enrolled Beneficiaries, State Government Departments, HPKVN
- Details of training centres and trainers, Skill Calendar
- Details of beneficiary mobilisation and selection
- Batch initiation and training progress (days of coursework / on-the-job training completed, attendance of trainers and trainees, etc.)
- Processes related to Assessment and Certification
- Candidate's Placement and Post-Placement Tracking

2.10. Monitoring includes checking the progress, quality and outcomes (in quantitative and qualitative terms) of ongoing trainings. This requires that information about batch progress (attendance and trainee performance), placement and assessment should be made available to HPKVN at regular intervals if done manually, and continuously if uploaded on the MIS portal. HPKVN may arrange for conducting audit checks and surprise visits to training centres to ensure enhanced monitoring.

2.11. The outcomes envisaged under the Scheme, guided by the Common Norms, are as below:

(a) For training of fresh entrants to the workforce, outcome shall be defined to include all of the following:

- Employment (both wage and self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training, with at least 50% of the trainees passing out being placed in wage employment; Provided that HPKVN may alter the percentage target of wage and self-employment within a batch based on specifics of the trade, local economy, social conditions, etc.
- In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide wages at least equal to minimum wages of the state of placement 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 / HPKVN

- 2.12. The TSP will be asked to discontinue the training in that particular trade/centre and will be paid only on pro rata basis, if the outcome achievement for a batch is unsatisfactory as defined under:
- a. 49% and below placement of those who have been certified;
  - b. 49% and below number of certified candidates with increase of at least 3% in remuneration within 14 months in case of re-skilling and up-skilling

**ii. Managing Fund Flow under the Scheme**

- 2.13. HPKVN shall release funds to the Training Service Providers in adherence with the prescribed processes in Standard Operating Procedures (SoP) which shall be modified by HPKVN from time to time.[Please refer to **Table 1** for details]
- 2.14. The fund release to the Training Service Providers would be in accordance to the procedures laid down in the Common Norms for Skill Development Schemes notified by the Government of India from time to time. Need based deviations for Himachal Pradesh would be reflected in the Standard Operating Procedures (SoP) to be released by HPKVN.
- 2.15. Under the Scheme, funding would be available to Training Service Providers selected through an impartial and transparent selection criteria to impart skill development trainings.
- 2.16. Base Cost for approved skill development trainings shall be paid in keeping with the Common Norms notified by the Government of India from time to time. In line with the prevailing Common Norms notified on the 20<sup>th</sup> May 2016, the Base Cost for different sectors will be as under:
- (a) Rs. 38.50 per hour of training for trades/sectors listed in Category I of **Annexure-II**
  - (b) Rs. 33.00 per hour of training for trades/sectors listed in Category II of **Annexure-II**
  - (c) Rs. 27.50 per hour of training for trades/sectors listed in Category III of **Annexure-II**.

With effect from 01.04.2016, the Base cost for different Sectors is increased at 5 percent, rounded off to the next 10 paise, of the amounts mentioned above.

The Base Cost shall change as per amendments made to the Government of India's Common Norms, unless specified otherwise. Over and above the Base Cost, an additional amount equal to 10% of the Base Cost could be given as Himachal Pradesh is a special area. Taxes as applicable would be paid to the TSP by HPKVN.

- 2.17. The hourly rates shall be inclusive of cost components such as:

Mobilization of candidates, Post-placement tracking/monitoring, Curriculum, Placement expenses, Trainers' training, Equipment, Amortization of Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers.

- 2.18. Third Party Certification & Assessment costs shall be payable to the third-party Assessment Agency in line with the Common Norms notified by the Government of India by HPKVN. The TSP would not have any intermediary role in the selection and contract administration of assessment agencies.
- 2.19. Costs would be subject to a periodic enhancement of 10% annually or as decided by the Common Norms Committee provided minimum duration between any 2 revisions would be at least six months.
- 2.20. Refundable security deposit would be chargeable to all candidates: To ensure that candidates selected for the training programmes are undertaking the training with seriousness, and also to reduce the drop-out rates during the course of training, Training Providers shall charge a refundable security deposit of Rs. 1000/- per candidate (for NSQF Level 5 and above), Rs. 500/- (for NSQF Levels 3 & 4), and Rs. 250/- (for NSQF Levels 1 & 2) at the commencement of the training. The amount would be refunded to every candidate who completes the training programme and is successfully certified. Proof of refund should be taken from Training Provider along with claims of training costs.
- 2.21. As per the prevailing Common Norms notified on the 20<sup>th</sup> May 2016, funds should be released to TSPs as per the following schedule where all payments would be made batch-wise:

**Table 1: Schedule of release of payments to TSPs**

Installment	Percentage of Total Cost	Output Parameters
1 <sup>st</sup>	30%	On commencement of Training Batch against validated candidates
2 <sup>nd</sup>	50%	On successful certification of the trainees <sup>1</sup>
3 <sup>rd</sup>	20%	Outcomes based on Placements as under

Note - While calculating payment, only trainees having 80% and above attendance only be considered

<sup>1</sup> Time difference between invoice dates of 1<sup>st</sup> & 2<sup>nd</sup> Installment should be at-least 1 month(30 days)

All payments shall be made on submission of pre-receipt along with the bills raised by the agency in quadruplicate for respective stages.

- i. Payment will be subject to performance audit by the HPKVN official or any other officials/companies/agencies designated by HPKVN for the purpose.
- ii. For TSP: The service taxes at applicable rates at appropriate time shall be levied by the TSP and the same will be paid by the HPKVN. HPKVN shall deduct TDS at applicable rates at appropriate time

- 2.22. The above payment schedule is subject to the following:
- a. It is applicable only for fresh training
  - b. The second tranche of 50 % will be calculated on the basis of total cumulative 80% payment for candidates actually certified
  - c. The dropouts will not be considered for 2nd and 3rd tranche. The 1<sup>st</sup> tranche payment of the dropouts is adjusted in next tranche.
- 2.23. The 20% of training cost which is linked to outcome (3'd instalment) would be released to the Training Provider subject to the following:-
- a. Training Provider shall be eligible for 100% payment on for outcome achievement under para 4.1 (i), (ii) and (iii), 4.2 and 4.3 of Annexure-1 of Common Cost Norms 2016 (MSDE)
  - b. Training Provider will be paid on pro rata basis on achievement of 50-69 % placement of those who have been certified with at least 50% minimum wage.
  - c. Employment of the certified trainees within three months of completion of training in case of fresh entrants
- 2.24. Training provider will be asked 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 in case of fresh entrants/ 14 months in case of reskilling and upskilling, is unsatisfactory as defined under:
- a. 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 in case of fresh entrants.
  - b. 49% and, below number of certified candidates with increase of at least 3% n remuneration within 14 months in case of reskilling and up skilling.
  - c. 49% and below number of formal recognition and certification of experiential training in vocational trade or craft leading to appropriate increase in wages in the respective skill category of the candidate for immediate and subsequent production cycle or meets the conditions provided under Para 4.1 (iii) of Annexure - I in case of self-employment. In the case of such disengagements, the Ministry concerned would take a prompt decision, after careful consideration of all related factors with respect to performance, whether to disengage such Training Provider from implementation of the Scheme/Project. The de-empanelment by concerned Ministry would be done for the trade under advice to the Ministry/agency designated by the Ministry for informing all other concerned Ministries. The training provider would get an opportunity to re-apply for empanelment for the training after a gap of at least one year from the date of notification of de-empanelment by the concerned Ministry.
- 2.25. In order to encourage the Training Provider who exceed the prescribed outcomes, the following additional incentives should be provided:
- a. For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3000/- of the base cost per candidate.

- b. For every candidate where outcome achievement is above 85%, the Training Provider should be paid an additional amount of Rs. 5000/- of the base cost per candidate.

#### **iv. Information, Education and Communication (IEC) Activities**

- 2.27 HPKVN will conduct awareness and publicity campaigns on regular basis to provide information on skill training opportunities in the state and to invite applications from prospective candidates. Such IEC campaigns shall be conducted through newspapers, radio, television, posters, banners, road-shows, nukkad nataks, etc. IEC campaigns should also explain the functioning of MIS portal and assist interested and eligible persons in creating a Candidate Profile on the portal.
- 2.28 The State through its arms and implementing agencies will sensitize the community, Panchayats and District Administration about the Scheme.

#### **v. Organising Skill Melas**

- 2.29 Skill Melas shall be organised by TSPs at the district and block levels.
- 2.30 The State through its arms and implementing agencies will sensitize the community, Panchayats and District Administration about Scheme.
- 2.31 At Skill Melas, each interested candidate should be allowed to submit, an intent to undertake a training" on a plain paper providing details such as name, age, Aadhar Card number, Bank Account Number contact details, educational qualifications, past work experience, and areas/sectors of interest for undergoing training. On submission of such intent in writing, the candidate's details shall be entered onto the MIS portal and/or into a Candidate Roster, and a receipt with MIS log-in details and unique registration number shall be issued to the applicant. This will create a district-wise and training sector-wise waiting list of prospective candidates. This waiting list shall be utilized for mobilization of trainees as and when trainings are planned in the state.

### **Activities to be undertaken by Training Service Providers (TSPs)**

#### **i. Mobilisation, Counselling and Selection of Trainees**

- (a) Mobilisation, counselling and selection of candidates must be undertaken prior to initiation of training. HPKVN shall identify districts/areas where it wants to implement skill development projects and accordingly invite TSPs for formulating projects in the identified areas. The process for selection by TSPs shall be on the basis of clearly laid out norms conveyed in advance to all stakeholders. All mobilization activity support extended by HPKVN needs to be fully utilized by TSPs for maximum benefit.
- (b) Ground-level mobilisation must be done by TSPs in areas identified by HPKVN. During mobilisation, TSPs shall seek to meet the programme's targets with regard to focus groups



as mentioned in these guidelines. TSPs must make efforts to ascertain the willingness of candidates identified through mobilization to undergo the training programme.

- (c) Mobilisation should be followed by counselling wherein TSPs provide candidates all possible information on the nature of work in the sector/trade, availability of jobs, potential pay and entitlements, growth prospects and risks involved. This is aimed at helping candidates and their families make informed choices. The counselling process would be monitored by HPKVN/ Other Department participants.
- (d) The process of selection of trainees has to be transparent and open to all stakeholders, keeping in mind aspirations and eligibility criteria. TSPs may also conduct psychometric and other tests to judge the aptitude of potential trainees. A list of those selected for training on the basis of counselling or aptitude tests should be submitted by the TSP to the designated HPKVN official as well as uploaded on the Skill MIS portal of the state.
- (e) A training batch would consist of not less than 20 and not more than 35 trainees. During the programme if the number of trainees remains below 15 for six consecutive days, the batch will be considered shut down and the Training Service Provider shall not be eligible for payment. Attendance shall be recorded mandatorily through Biometric Thumb Impression Machine.
- (f) TSPs may conduct an aptitude test for trainee selection for a Job Role, and all trainees should be counseled.
- (g) In case of Persons with Disabilities (PwDs<sup>2</sup>), women candidates and candidates from Special Area, transport costs may be paid/reimbursed (as applicable on actual) in line with the prevailing GoI Common Norms, as indicated in Annexure-II.

## **ii. Training**

- (a) The Scheme aims at providing eligible youth with valid, industry-relevant certification by imparting quality training through competent Training Service Providers. For this, it is necessary to ensure that the training curriculum is in sync with demand-side requirements and training centres are equipped with requisite infrastructure. The TSP must ensure adherence to the norms detailed below in imparting training.

## **iii. Curriculum:**

Curriculum should be based on the National Occupational Standards (NOS) and Qualification Packs (QPs) developed by Sector Skills Councils established under the National Skill Development Corporation (NSDC). The NOS specify the standard of performance an individual must achieve for carrying out a function in the work place. TSPs must ensure that their model curriculum is vetted by the respective SSC before initiation of training.

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<sup>2</sup> PwD specific QPs should be used for this purpose. Prior permission from HPKVN in written is needed.

- (a) Course content and medium of instruction should be in tune with the requirement of the industry or trade. In special cases, certification by nationally acknowledged proprietary training brands may be considered, subject to prior approval by HPKVN.
- (b) The training and course content should facilitate learning by such youth who may not have exposure to English, hence the training curriculum needs to be provided in bilingual language.
- (c) The training curriculum must have mandatory modules on soft skills, computer literacy, financial literacy and entrepreneurship as mentioned in Model Curriculum approved by the respective Sector Skill Councils.
- (d) Adequate practical training must be incorporated into the training module where necessary.
- (e) Training should be delivered in a trainee-friendly manner with adequate audio visual tools and participatory methods. Use of innovation in teaching methodology is encouraged.

#### **iv. Course duration:**

- (a) Training courses must be designed as per the duration prescribed by the Common Norms notified by the Government of India from time to time. As per the notification dated 20<sup>th</sup> May 2016, the following norms hold for duration of training courses:
  - For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute/ ToR.
  - In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 80 hours of trainings including practical and/or on-the-job training.
  - In the case of persons who have acquired skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development.

#### **v. Infrastructure:**

- (a) Each training centre must be equipped with the infrastructure prescribed in the Standard Operating Procedures (SoPs). This includes adequate and well-equipped classrooms and laboratories as per industry benchmarks, IT facilities, Aadhar-linked biometric attendance facility for both trainees and trainers first aid box, washroom facilities, provision for clean drinking water, and at least one common computer with e-mail access.
- (b) Each training centre should have designated separate space for each trade if it is proposed to impart skills training on multiple trades at the same centre.
- (c) Training infrastructure may be owned or hired. The project proposal must contain details of the proposed training centres.

- (d) Before the TSP begins counselling, each training centre should be checked and certified for compliance on necessary infrastructure by a designated senior official from the Quality team (Q team) of the TSP. Results from the inspection should be uploaded on to MIS portal or emailed to a designated email of MIS. If HPKVN does not communicate its findings from the verification within seven calendar days, the TSP may be deemed to have received in-principle approval for going ahead with counselling and training at the centre.
- (e) After completion of training, each training centre should remain open for at least two months to act as a centre for placement support, information, counselling and facilitation for trained beneficiaries and their families.

**vi. Trainers:**

- (a) Persons deployed as trainers by the TSPs must be competent instructors in possession of requisite knowledge, skills and experience in their domain.
- (b) At the end of each training course, trainees are required to evaluate their trainer on parameters such as domain knowledge, domain skill, punctuality, responsiveness and instructional ability as per the format that approved by HPKVN. The TSP must upload the evaluation record of each trainer on the trainer's profile on MIS portal.

**vii. Assessment and Certification**

- (a) To ensure independent and unbiased assessment and certification of trained candidates costs for certification and assessment shall be payable to an independent third party authorized for conducting assessments and certifications. This amount shall be over and above the Base Cost, and shall range from Rs. 600/- to Rs. 1500/- per candidate as decided by individual Ministries/Departments.
- (b) For the purpose of this Scheme, assessment and training bodies shall be separate and no overlap of roles will be allowed to maintain transparency and objectivity. However, TSPs shall remain involved in facilitating the assessment process, such as fixing the date of assessment and completing all processes related to assessment.
- (c) After assessment, each successful candidate must be awarded a certificate issued by a Certifying Agency approved by the relevant Sector Skills Council to ensure acceptability in the industry
- (d) Apart from third-party external assessment, continuous internal assessment in the form of quizzes, assignments and tests should be a part of the course curriculum.

**viii. Facilitating Trainees in obtaining Wage or Self Employment**

- (a) Providing beneficiaries with wage or self-employment is a stated aim of the Scheme. Prior to batch initiation, each skill training course will be recorded as being geared towards wage employment or self-employment. Accordingly, the outcomes for TSPs shall be defined. Payment to TSPs shall be as per the notified Common Norms, with a part of payment being linked to achievement of envisioned outcomes.
- (b) For courses aimed at wage employment, placement should be within 3 months of completion of training.

- (c) Common Norms published by MSDE on 20th May 2016 needs to be adhered for the self-employment.

#### **ix. Post Placement Tracking and Support**

- (a) To ensure sustained benefits from training, TSPs are required to track and report successful candidates for a period of 12 months. The formats and periodicity of reporting may be mentioned in the terms of work provided to TSPs.
- (b) For candidates provided with wage employment in any industry, information like appointment letter, remuneration, etc. must be maintained and submitted to the monitoring authority as per the terms and conditions of the contract with the TSP. For candidates interested in setting up micro-enterprises, TSPs should be responsible for providing tracking the progress of the enterprises for a period of 12 months.
- (c) Each candidate would be tracked once every month for a period of one year after she/he completes her/his training. The parameters on to be tracked would be as under:
  - Placement should be within 3 months of completion of training
  - Once placed, remuneration/incremental remuneration per month
  - Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)
  - If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.
- (d) Contact details of successful trainees should be passed on to HPKVN for sample checking.

#### **x. Scheme Administration**

- (a) The scheme will be implemented by HPKVN through duly selected Training Service Providers.
- (b) For proper administration of the scheme, appropriate Committees may be constituted.
- (c) At the district level, appropriate bodies/Committees may be constituted for monitoring and facilitation.

## Annexure-I

### List of Trades as per the Cost Category Prescribed in GoI Common Norms

S. No.	Industry / Sectors	Sub-Sector/Trades		
		Category-I	Category-II	Category-III
1.	Agriculture	Farm Machinery, Animal Husbandry, Farm Mechanisation, Precision farming, Fisheries and allied Sector	Agriculture, Horticulture Poultry	Plantation, Floriculture, Apiculture, Home Décor Art - Bonsai, Flower, water fall; Minor Forest Product processing and value addition, Natural Fibre product processing and value addition (Sericulture, Jute, cotton, hemp and diversified Products)
2.	Apparel	Garment Manufacturing, Fashion Design	Garment making	
3.	Automotive	Manufacturing, Automotive repair	Automotive Sales	
4.	Beauty & Wellness		Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy	Home Décor Art Mehandi
5.	BFSI			Banking, Insurance, Accounting,
6.	Capital Goods	Fabrication, Electro- Mechanical		
7.	Chemicals	Manufacture of Chemicals and Bio-Chemicals, Plastics, Processing	Fragrance Flavour & Perfume	
8.	Construction	Construction Fabrication	Equipment, Paint, Wood Works, Bamboo Fabrication, Carpentry	

S. No.	Industry / Sectors	Sub-Sector/Trades		
		Category-I	Category-II	Category-III
9.	Education & Skill Development		Education, Skill Development	Counselling Skills
10.	Electronics	Electronics System Design, Manufacture Refrigeration and Air Conditioning		Consumer Electronics - Sales & Service
11.	Fast Moving Consumer Goods			Fast Moving Consumer Goods
12.	Food Processing Industries	Food Processing Sectors		Food Processing sectors such as: Dairy Products, Fruit & Vegetable Products, Cereals and Cereal Products, Food Grain (including milling), Edible Oil and Fats, Meat and Meat Products, Fish and Fish Products, Sweets and Confectionery, Bread and Bakery, Spices and Condiments, Beverage, Aerated Water and Soft Drinks, Packaging of food products
13.	Furniture & Furnishing		Furniture Making	
14.	Gems & Jewellery	Gems & Manufacturing Jewellery		Home Décor Art Jewellery
15.	Green Skills	Renewable energy		Rain Water Harvesting, Green retail, Allied green skills
16.	Handloom & Handicrafts	Handlooms	Brassware, Khadi, Carpet, Handicrafts	Handmade Paper and Paper Products, Home décor art, Ceramic Painting, Home Décor, Art Wood

S. No.	Industry / Sectors	Sub-Sector/Trades		
		Category-I	Category-II	Category-III
17.	Healthcare	Medical and Nursing Healthcare – Machine Technician	Community Healthcare – Assistants, Preventive Healthcare (including Nutrition & Health Education and Health Counselling)	Allied Healthcare
18.	Instrumentation	Process, Instrumentation		
19.	Iron & Steel	Foundry (including Iron)	Sponge	
20.	IT-ITES	Information and Communication Technology		
21.	Leather	Leather Footwear & Leather Sports Goods Manufacture		
22.	Life Science	Manufacturing of Pharmaceuticals	Pharmaceutical Sales	
23.	Logistics	Courier & Logistics		
24.	Management	Material Management, Business and Commerce		
25.	Manufacturing	Production & Manufacturing		
26.	Marine Engineering	Marine Engineering, Ship Construction		
27.	Media & Entertainment	Animation	Production Support, Media, Printing	Film Production
28.	Mining	Mining		
29.	Music	Musical instrument Manufacture	Instrumental Music service	
30.	Plumbing	Plumbing		

S. No.	Industry / Sectors	Sub-Sector/Trades		
		Category-I	Category-II	Category-III
31.	Power & Energy	Electrical Electrician	Industrial	Domestic Electrician
32.	Retail			Store Operation, FMCG
33.	Rubber	Manufacturing		Rubber, Nursery/ Plantation
34.	Security			Security, Fire & Safety Engineering
35.	Sports	Sports Goods Manufacture		Sports service
36.	Telecom	Network & Infrastructure Management		Telecom Service Provider, Handset Sales & Service
37.	Textiles	Spinning, Weaving, Textiles, Knitting, & Processing for Cotton, Other Manmade & Synthetic Fibres		
38.	Tourism & Hospitality	Food Production, Cooking		Hospitality, F&B Service and Travel & Tourism Housekeeping
39.	Traditional / conventional sectors	Glassware		Painting Toy Making
40.	Other Sectors	Any trade not covered in any of the categories above		Any trade not covered in any of the categories above

BFSI = Banking, Financial Services and Insurance



## **Annexure-II**

### **Common Cost Norms & HP Specific Modifications**

Refer to Common Norms notified on 20<sup>th</sup> May 2016 by Government of India, Notification No. H – 22011/2/2014-SDE-1 Refer to Circular dated 27<sup>th</sup> May, 2016 on HPKVN's website for HP Specific modifications.

TSP need to refer the HPVKN website from time to time to download the updated notification/guidelines.