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Memorandum of Understanding Between Directorate General of Training (DGT) Ministry of Skill Development & Entrepreneurship, Govt. of India AND Subros Limited, New Delhi

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Memorandum of Understanding
For
Undertaking Skill Development Activities Under Provision of Flexi MoU
Scheme
Between
Directorate General of Training (DGT)
Ministry of Skill Development & Entrepreneurship, Govt. of India
AND
Subros Limited, New Delhi

This Memorandum of Understanding ("MoU") is entered on the **25th October, 2024** at **New Delhi**.

Between
DIRECTORATE GENERAL OF TRAINING, Ministry of Skill Development & Entrepreneurship, Government of India (hereinafter referred as '**DGT**') having its office at Kaushal Bhavan, B-2, Pusa Road, Karol Bagh, New Delhi - 110005

AND
SUBROS LIMITED, a Company incorporated under the provisions of Companies Act, 1956 (hereinafter referred to as '**Subros**') and having its registered office at Lower Ground Floor, World Trade Centre, Barakhamba Lane, New Delhi 110001

WHEREAS :-

1. The parties hereto mutually agree to enter into an MoU for undertaking Skill Development Activities Under Provision of Flexi MoU Scheme of Ministry of Skill Development & Entrepreneurship (Scheme Guidelines are annexed as Schedule - I to this MoU)
2. The Directorate General of Training (DGT) under the aegis of Ministry of Skill Development & Entrepreneurship is apex organisation for development and coordination at National level programmes relating to long term Vocational Training and Employment Services including the Flexi MoU Scheme.
3. Ministry of Skill Development & Entrepreneurship (MSDE) introduced the concept of Flexi -MoU in the year 2014 and policy guidelines for the same were implemented vide letter dated 31 July 2014, which were later revised on 18th June 2024 vide letter reference no. MSDE (DGT)-19/12/2022-CD (E 55177).
4. Flexible Memorandum of Understanding or Flexi - MoU Scheme is designed to cater the need of both industry as well as trainee, allowing industries to train candidates as per their skill set requirements and providing trainees with an industry environment aligned with



market demand and latest technology to undergo training. The Scheme gives the industry the flexibility to create tailored skilling programmes with customized courses, having content and curriculum that is market relevant and meets the industry requirements.

5. Subros a leading company working in Manufacturing of Automobile Air-conditioning and hence has approached DGT for signing Memorandum of Understanding under the Flexi-MoU and conduct skill development activities as an Industry Training Provider (ITP). This MoU shall help cater to development of skilled resources for Automobile Air-conditioning.
6. DGT is pro-active in transforming country's youth into industry ready workforce. In its quest to be an enabler of market relevant skilling activities and sustainable / inclusive Skill Development, DGT intends to sign this MoU with Subros.
7. Subros Ltd. A leading Manufacturing, Management & Skill Development Company in India and is registered under the Companies Act, 1956 and incorporated on 14th February, 1985. It has its registered office at LGF, World Trade Centre, Barakhamba Lane, New Delhi - 110001. It works in Manufacturing of automotive air-conditioning system.

I. OBJECTIVE

Subros and DGT have mutually agreed to enter into a Memorandum of Understanding with following objectives:

- A. Provide an opportunity to the youth to acquire skills related to automobile and manufacturing industry through 'Learn and Earn' approach consisting of a mix of theoretical and On-the-job Training ('OJT') components and hence improve their employment potential.
- B. To contribute in the overall growth of Automobile and Manufacturing industry by creating a pool of skilled manpower.

II. ROLE OF DGT:

- A. Create awareness about Flexi-MoU among all the stakeholders within the skill ecosystem, and regularly publish list/details of new MoU's signed with Industrial Training Partners on scheme portal.
- B. Review and approve curriculum and content developed by ITP i.e. Subros for courses/training to be conducted under this MoU.
- C. Create provision on DGT/scheme portal for registration of ITP, uploading trainee details, registration for online/computer-based exams, issue of admit card, uploading of formative assessment marks, mark-sheet generation and issue of e-Certificate.
- D. Provide credentials and access to the portal for ITP's trainees and other stakeholders.



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- D. Provide credentials and access to the portal for ITP's trainees and other stakeholders.



- E. Issue Admit Cards and conduct theoretical exams for enrolled candidates.
- F. Issue e-NTC (National Trade Certificate) to successful candidates.

III. ROLE OF INDUSTRY TRAINING PARTNER (ITP), SUBROS LTD

- A. Identify the Industry needs, ensuring that the course curriculum has high employment potential.
- B. Develop tailored courses and curriculum as per industry requirements and get the same approved by DGT.
- C. Fulfil infrastructure requirements of the course i.e space norms such as class-room, workshop, training centre and basic amenities in training wing, access to IT lab along-with faculty.
- D. Provide access to machinery, equipment and technology required for training.
- E. Provide qualified Trainers, Supervisors and Support staff for classroom training, and industry training.
- F. Conduct the mobilization and trainee selection process as per selection criteria laid down by Industrial training Partner itself. Upload details of trainees selected on scheme portal.
- G. Conduct in-house assessment and award marks for practical and formative assessment.
- H. Upload formative and practical examination marks of candidates on scheme portal.
- I. Facilitate for theory exam to be conducted by DGT including examination fee payment as actual or as decided by DGT for the same.
- J. Orient the trainee at the time of admission regarding discipline, attendance, leave and other rules and regulations as applicable to industry. It is advisable that candidates are informed in writing about the terms and conditions of the Industry where they are to undergo training to avoid any sort of complications later.
- K. Make best efforts for providing permanent employment to at least 50% of the total successful trainees trained under Flexi-MoU and track the same for one year either in Apprentice.
- L. Adhere to health and occupational safety norms for the course and industrial segment. In case of hazardous industries, before signing the MoU, enterprise shall disclose the conditions (in consultation with DGT & State Directorate) like minimum age and level of medical fitness (e.g., colour blindness), etc. as per the industrial safety norms



applicable in the industry. ITP should ensure that the trainees are provided all necessary safety equipment and instructions before commencement of the training.

- M. ITP shall create an internal committee for managing trainee grievance similar to the provisions made for regular employees of ITP.
- N. The ITP must train a minimum of 100 trainees per annum.
- O. The ITP shall follow Flexi-MoU guidelines issued by DGT and/or any modifications /notifications to same issued from time to time by DGT.

IV. VALIDITY

The MoU is valid for ten (10) years from the date of signing. It can be extended in slots of five (5) years if expected outcome in terms of enrollments, learning outcome and placements are agreed by both parties.

V. ARBITRATION

In the event of breach of this MoU, the DGT and Subros shall make reasonable efforts to reach and amicable settlement thereof. If they cannot reach an amicable settlement, all disputes arising in connection with this MoU thereof shall be referred to Arbitration to the Secretary, Ministry of Skill Development & Entrepreneurship as per the provisions of Arbitration and Conciliation Act, 1996. The decision of so appointed Arbitrator shall be final and binding on both. The city of arbitration shall be New Delhi, India

VI. TERMINATION OF MOU

DGT and Subros are free to terminate the MoU at three (3) months notice outlined in the Flexi-MOU Guidelines. However, this shall not affect the candidates already enrolled.

VII. OTHER CONDITIONS






- A. Both the parties agree that their logo shall be used in all promotion documents, concerned by other party and related to training only, but not any commercial purposes.
- B. Any amendment or change in the scope of work or terms of engagement under the MoU could be affected from time to time with mutual consent and in writing.
- C. It is clarified that parties will mutually discuss and consult each other for any provision arising out of this agreement in order to identify and decide upon the manner in which the activities are to be done. Parties will agree upon their role and related activities from time to time by way of exchanging letters or E-mails.
- D. **SEVERABILITY:** If any provision of this MoU is found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect the other provisions of



this MoU, and all provisions not affected by such invalidity or unenforceability shall remain in full force and effect. The Parties hereto agree to use their reasonable efforts to negotiate a valid or enforceable provision which achieves to the greatest extent possible the objectives of the invalid or unenforceable provision as a substitute for any such invalid or unenforceable provision.

- E. **FORCE MAJEURE:** No Party hereto shall be liable for any delay or failure to comply with its obligations under this MoU that is caused by circumstances beyond its reasonable control. Non- exhaustive illustrations of such circumstances are war, riots, explosions, abnormal weather conditions, fire, flood, earthquakes or similar natural calamity, nation-wide or regional strikes and lockouts, pandemic, lockdowns, Government action or regulation and nation-wide or regional power failures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers or representatives.

For and on behalf of SUBROS LIMITED	For and on behalf of DIRECTORATE GENERAL OF TRAINING
 MIC Anwar Authorised Signatory  Authorised Signatory	 अनूप सिंह परिहार/Anoop Singh Parihar संयुक्त निदेशक/विभागाध्यक्ष/Joint Director/Head of Department आईडीएसडी एनआर, दिल्ली/DSDE NCR, Delhi प्रशिक्षण महानिदेशालय/Director General of Training कौशल विकास और उद्यमिता मंत्रालय Ministry of Skill Development and Entrepreneurship भारत सरकार/Government of India Authorised Signatory
Witness:  Name : PRIYOM SRIVASTAVA Location: NEW DELHI	Witness:  Name : JAISHIV SHARMA Location New Delhi

MSDE(DGT)-19/12/2022-CD (E55177)
Government of India
Directorate General of Training (DGT)
Ministry of Skill Development & Entrepreneurship (MSDE)

Shram Shakti Bhawan
Rafi Marg, Sansad Marg Area,
New Delhi, 110001
Date: 18th June, 2024

To,

Principal Secretaries / Secretaries/ Commissioners of all States / UTs dealing Skill Development Program
The Directors of all States/ UTs dealing Skill Development Program
The Secretary General / President of Industry Associations
Vice Chancellors of Skill Universities
Regional Directors, All RDSDE

Subject: Revision of Flexi-MoU Scheme Guidelines for Industry demand driven courses with high employment potential - regarding

This is regarding the Flexi-MoU Scheme guidelines, which has been revised and approved by the competent authority with immediate effect for implementation (Copy attached). This initiative is aimed at bridging the gap between industry requirements and workforce skills, fostering a more competent and industry-ready workforce.

The Flexi-MoU Scheme is designed to provide industries with the flexibility to create tailored skilling programs that meet specific market demands and technological advancements. This scheme will not only benefit industries by supplying a steady stream of skilled personnel but also offer trainees the opportunity to undergo training in an environment that mirrors current industry standards.

Key Aspects of the Flexi-MoU Scheme:

1. **Customized Training Programs:** Enterprises can design and implement training courses with content and curriculum tailored to their specific needs, ensuring trainees acquire relevant skills.
2. **Eligibility:** Enterprises with significant turnover and positive net worth, MSMEs, start-ups, reputed industries, and government undertakings are eligible to participate as Industrial Training Partners (ITPs). Approved Skill Universities can collaborate to send trainees for industrial training components to eligible enterprises as per detailed guidelines.
3. **Application Process:** Interested entities can apply to respective RDSDE / DGT, providing detailed proposals including course content, duration, batch size, and infrastructure availability.
4. **Implementation through RDSDEs:** RDSDEs will facilitate the implementation, including advocacy, application evaluation, and MoU signing.

We encourage all eligible entities to participate in this scheme and contribute to the development of a skilled workforce that is aligned with industry needs. For detailed guidelines and application procedures, please refer to the attached documentation or visit [https://dgt.gov.in/Flexi MOU](https://dgt.gov.in/Flexi_MOU)

You are requested to kindly disseminate the guidelines among the Industries / Skill Universities to forge new relationship and implement the schemes in accordance with their requirements. Looking forward to your active participation in making the Flexi-MoU Scheme a success.

Thanking you

Yours Sincerely



(Sanjay Kumar)
Director, CD Section
DGT

Attachments:

1. Revised Guidelines for Flexi-MoU Scheme.

Copy To:

1. Sr. PPS to Secretary, MSDE
2. PPS to SEA, MSDE
3. PSO to DG /AS, DGT
4. All the Directors of DGT H.Q
5. Executive Director, NIMI Chennai.
6. Director, CSTARI, Kolkata

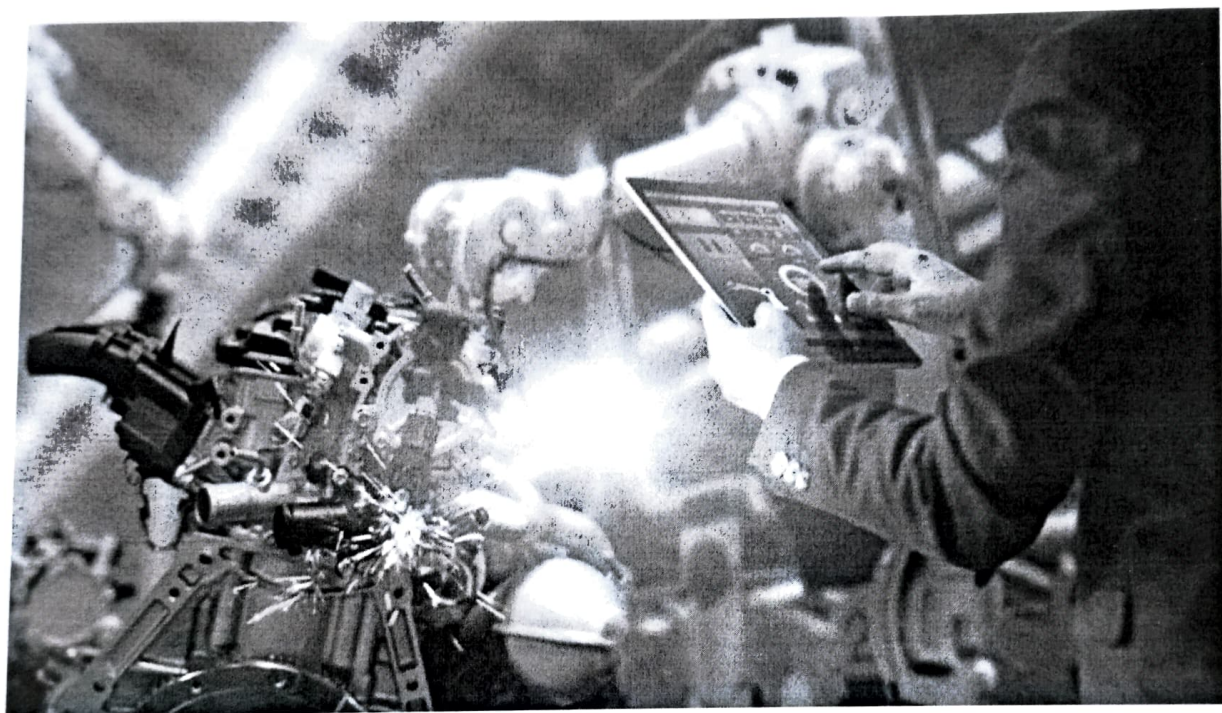


Guidelines

on

Flexible Memorandum of Understanding (Flexi MoU)

June 2024



Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training



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ACRONYMS

CBT	Computer Based Test
CTS	Craftsmen Training Scheme
DGT	Directorate General of Training
ES	Employer Skills
ITI	Industrial Training Institute
ITP	Industrial Training Partner
LLP	Limited Liability Partnership
MoU	Memorandum of Understanding
MSDE	Ministry of Skill Development and Entrepreneurship
MSME	Micro, Small and Medium Enterprises
NCVT	National Council for Vocational Training
NCVET	National Council for Vocational Education & Training
NIESBUD	National Institute of Entrepreneurship and Small Business Development
NIMI	National Instructional Media Institute
NSQF	National Skills Qualifications Framework
NTC	National Trade Certificate
OJT	On-the-Job Training
TT Cell	Trade Testing Cell

Background

Flexible Memorandum of Understanding or Flexi-MoU scheme is designed to cater to the needs of both industry as well as trainees, allowing enterprises to train candidates as per their skill set requirements and providing trainees with an industry environment aligned with the market demand and latest technology to undergo training.

The scheme gives the industry the flexibility to create tailored skilling programmes with customized courses, having content and curriculum that is market relevant and meets its requirements. The industry also gets the flexibility to select trainees, conduct practical assessments, and add industry ready trainees to its workforce.

The concept of Flexi-MoU was introduced in the year 2014 and policy guidelines for the same were implemented vide letter dated 31st July 2014, which were later revised on 3rd Oct. 2016 vide letter no. MSDE (DGT)-19/11/2016-CD. In the sub-committee meeting dated 28th August 2018 chaired by DG, DGT on Norms and Courses, several recommendations were made by the participating members for revising the Flexi MoU scheme.

Recently DGT through NIESBUD conducted a study on Flexi MoU scheme, to analyse the effectiveness of the scheme and its impact, recommendations for modification, revision of guidelines and enhancement for better implementation of the scheme. According to the recommendations of the study, the revision activity was undertaken to align the guidelines of Flexi-MoU with Craftsmen Training scheme (CTS) and for incorporating various reforms activities undertaken by DGT including examination reforms. During the study, inputs were taken from various stake holders including enterprises, Skill Universities, and trainees.

2. Scope of the Guidelines

The revised guidelines will be applicable in supersession to the existing guidelines with immediate effect. However, all the trainees enrolled in the earlier batches under flexi-MoU will continue to be governed by the previous guidelines. All MoUs/Agreements signed under the flexi-MoU scheme going forward, shall be in-line with revised guidelines.

3. Benefits of Flexi-MoU Scheme

The scheme envisages Employer Skills (ES) model where prospective employer (industry) already having a well-established infrastructure, robust training facilities, as well as trained faculty, conducts in-house skilling of prospective employees. This concept allows industries to offer training in courses similar to Craftsmen Training Scheme (CTS) courses, but customized and tailored to its own needs. Various expected benefits for participating industries and trainees are detailed below:

3.1. For Participating Enterprises

- i. Trained manpower as per customized content and curriculum tailored to their needs.
- ii. Flexibility of selecting candidates for the training

2. For Trainees

- i. Get trained in industry relevant courses with high employment potential.
- ii. Benefit from interactions with experienced industry experts/professionals
- iii. Exposure to industry shop floors and work environment with latest equipment
- iv. Potential job opportunity with the employer and increased employment avenues within the sector

4. Participating Entities and their Eligibility Criteria

All participating entities need to enter into agreement or MoU with DGT, as an *Industrial Training Partner (ITP)*. Entities eligible to become ITP and conduct trainings under Flexi-MoU scheme along with eligibility criteria are listed below:

i. Enterprise/Organization: Enterprises meeting the following criteria shall be eligible:

- a. Industries registered under Central/ State/UTs with more than Rs. 100 crore annual turnover and positive net worth during the last 3 fiscal years. Industry may be a Limited Company, Limited Liability Partnership (LLP), Private Limited Company.

or

- b. Medium Enterprises registered under MSME (Investment in Plant and Machinery or Equipment not more than Rs.50 crore and Annual Turnover not more than Rs. 250 crore)

or

- c. Start-up company registered under Central/ State/UTs with more than Rs. 50 crore annual turnover and positive net worth during the last 3 fiscal years

or

- d. Reputed Industries recommended / nominated by District Skill Committee

or

- e. Central / State Govt. Undertakings, Public Sector Establishments, Central Sector Establishments and Central / State Govt./ undertaken training institutions.

ii. Skill Universities–Skill University approved by University Grants Commission (UGC) or 'Skill University' established under the State Legislature Act.

The candidates undergoing training under this arrangement shall be sent to Enterprise / Organization by Skill University, within the state of jurisdiction of the university for industry training component. Enterprise/Organization where trainees to be send for the Industrial component, is same as per the eligibility criteria as written above in point no. 4(i).

5. Application Process for Industrial Training Partners

- i. The interested ITP may apply (along with tentative course details, duration, batch size, proposed content/curriculum, availability of infrastructure, training centres with address etc.) to DGT expressing its willingness to train candidates under Flexi-MoU. Alternatively, they may apply online on the scheme website. Refer **Annexure 1** for a sample ITP Application format.

The ITP submitting proposal under flexi-MoU or signing flexi-MoU must train minimum of 100 trainees per annum.

Suitable flexibility to scale up the training numbers may be given to ITPs who are able to successfully complete the training with overall good feedback from stakeholders.

ITPs may request once in a year for approval of new trade/ deletion of existing Trade, increasing / decreasing number of batches or increase/ decrease in frequency of admission. This will be evaluated and approved by DGT after reviewing the previous year's successful training. Performance for a year will be calculated from the date of enrolment of first batch under flexi-MoU.

6. Evaluation of ITP proposal and Duration/Termination of MoU

- i. DGT will undertake the evaluation, recommendation, and approval of proposals under the Flexi-MoU scheme.
- ii. Evaluation of proposal received under this scheme will be finalized every three months i.e., at least once in every quarter, subject to timely response from ITP on clarifications sought by DGT, thereafter communicating the outcome of evaluation to the applicant.
- iii. DGT may carry out inspection at the proposed training site(s) before signing of Flexi-MoU and may seek clarification on the proposal.
- iv. ITP shall sign an agreement/MoU with DGT within 30 days of approval of the proposal.
- v. If the ITP remains dormant/does not commence training for six months or more after signing of the agreement/MoU, the agreement/MoU shall stand cancelled from DGT side after seeking proper justification for such delay from ITP.
- vi. MoU will be signed for a period of ten years and may be extended in slots of five years if expected outcome in terms of enrolments, learning outcome and placements are agreed by both parties. However, this shall not affect the candidates already enrolled.
- vii. DGT may revise flexi-MoU guidelines from time-to-time, the same shall be applicable to all new batches enrolled under MoU post such revisions.
- viii. Both parties can terminate the MoU at three months' notice to each other, which, however shall not affect the candidates already enrolled.

7. Implementation through RDSDEs to popularise this Scheme:

This scheme will be implemented/ monitored through RDSDEs for the purpose of catering to more Enterprise /Organization / Skill University -

- i. RDSDEs will advocate to popularise the Flexi MoU in their respective states.
- ii. RDSDEs will accept the applications, evaluate them and recommend them to DGT headquarter for approval.
- iii. DGT/ RDSDEs will sign MoU with the and Enterprise /Organization / Skill University and registered them in the portal.
- iv. Enterprise /Organization / Skill Universities, may also directly approach DGT headquarter for signing MOU.

8. Course, Content and Curriculum

ITP can develop course/s with customized content and curriculum to meet their requirements adhering to the overall broad framework of theory, practical and OJT components under the ITI

ecosystem:

- i. Courses developed by the enterprise, should be NSQF compliant with high employment potential having different from existing CTS courses and its nomenclature, so that there is no confusion with courses under CTS.
- ii. ITP can adopt the existing NSQF approved courses of another ITP, with the flexibility to modify 20% content as per its specified requirement.
- iii. Curriculum of courses developed should be designed with more weightage towards industrial training, to the extent feasible.
- iv. Blended learning may be applicable as per the NCVET/ DGT guidelines.
- v. Industries shall also be allowed to run industry relevant courses under Flexi MoU which may not be NSQF compliant.

9. Fee Structure

- i. ITP shall have the flexibility to set the fee structure of the course/s as per their internal processes and guidelines.
- i. Participating ITP may utilize CSR funds or funds allocated under employer-skills head for meeting the training cost.
- ii. ITP may pay stipend to the trainees during the training period.

10. Duration of Training

The duration of training shall be six months, One year and Two years including classroom training and industry training components.

11. Admission Process

- iii. The process of admission can be started only in duly approved courses.
- iv. Admission time and training cycle may be monthly/ quarterly or a pre-defined time. ITP must submit training calendar of each batch to DGT.
- v. Minimum qualification, age and other eligibility conditions for the Trainee shall be as per the course curriculum developed by ITP. However, the ITP must ensure that upon completion of training, the trainee meets the minimum age criteria for placement in industry as well as for being engaged as an Apprentice.
- vi. ITP may conduct selection process following their selection criteria over and above the prescribed criteria. However, no discrimination on any grounds, like religion, race, caste, gender, or place of birth shall be permitted.
- vii. Enrolment data of candidates selected by ITP must be uploaded by ITP on the scheme website within a fortnight of admissions. ITPs may use the attached sample 'Admission Form' format for recording candidate data at time of admission (refer **Annexure 2**).

12. Training, Assessment and Certification

- i. Conducting training of selected candidates is the sole responsibility of ITP.
- ii. Assessment will be jointly done by ITP and DGT. Practical and formative assessment shall be conducted by ITP, and Computer Based Theoretical (CBT) examinations shall be

conducted by DGT.

ITP must refer to the latest examination reform guidelines issued by DGT

- iii. Maximum attempts for clearing the examination and obtaining NTC shall be in line with examination.
 - iv.
 - v. For practical examination and formative assessment, ITP has been given the flexibility to design the questions, assess the candidates and upload their marks on the scheme website.
 - vi. ITP shall develop a comprehensive Question Bank (in English and Hindi) of minimum 1,000 questions, grouped by chapters and difficulty level. The same shall be vetted by DGT (through NIMI, Chennai) and suitably finalized.
 - vii. Theoretical examinations shall be conducted by DGT in the CBT format. Upon completion of course and payment of requisite examination fee by ITP, admit cards shall be generated by the scheme website.
 - viii. DGT shall arrange for conduct of CBT examination at designated examination centres and certify the successful trainees with e-NTC under flexi-MoU scheme with mention of ITP name in the Certificate.
 - ix. Students who have successfully cleared the final examination, shall be eligible to register as Apprentices.
13. Placement
- i. ITP must ensure placement of at-least 50% of the total successful trainees trained under the flexi-MoU and submit the reports periodically to DGT and uploaded in the website. Placed candidates must be tracked by ITP for 1 year.
 - ii. Successful trainees can be placed/employed as regular employees, contractual employees or as Apprentices.
 - iii. Self-employment with proper documentation, may also be calculated towards placement.
14. Responsibilities of DGT
- i. Create awareness about Flexi-MoU among all the stakeholders within the skill ecosystem, and regularly publish list/details of new MoUs signed with ITPs on scheme website.
 - ii. Call for applications from ITPs.
 - iii. Examine applications received from ITPs for approval as per procedure laid down under the scheme guidelines.
 - iv. Carry out inspection, at the actual site proposed for training, before signing of MoU.
 - v. Sign MoUs with ITPs post approval of proposal.
 - vi. Operation and management of the scheme website including activities like registration of ITPs, uploading MoU, trainee details, enrolment data, admit card, examination schedule, assessment marks, marksheet generation and issue of e-Certificate.
 - vii. Continuous monitoring, including inspection during the entire training lifecycle.
15. Responsibilities of ITP
- i. Develop tailored courses based on industrial needs having high employment potential and get the same approved by DGT.

- Fulfil infrastructure requirements of the course, including class room, workshop, IT lab, and other basic amenities.
- Provide qualified Trainers, Supervisors, and Support Staff for classroom training, and industry training as per approved syllabus.
- Conduct the trainee selection process as per selection criteria laid down by the ITP itself.
- Upload details of trainees selected on the scheme website.
- Conduct in-house assessment and award marks for practical and formative assessment and upload these marks on scheme website.
- Facilitate conduct of theory examination by DGT for ITP trainees, including payment of examination fee as decided by DGT.
- Orient the trainee at the time of admission regarding discipline, attendance, leave and other rules and regulations as applicable to industry.
- It is advisable that candidates are informed in writing about the terms and conditions of the industry where they are to undergo training.
- Adhere to health and occupational safety norms for the course and industrial segment. In case of hazardous industries, before signing the MoU, enterprise shall disclose the conditions (in consultation with DGT & State Directorate) like minimum age and level of medical fitness (e.g., colour blindness), etc. as per the industrial safety norms applicable in the industry. ITP should ensure that the trainees are provided all necessary safety equipment and instructions before commencement of the training.
- The ITP shall follow any other guidelines / instructions issued by DGT from time- to-time in the scheme.
- Provide the details of ongoing and pass out trainees, training infrastructure, placement and other training related details to DGT/ respective RDSDEs on demand. (Annexure 3)
16. Grievance Redressal
- ITP should create an internal committee for managing trainees' grievances, similar to the provisions made for regular employees of ITP.
 - Any grievances of ITP or enrolled candidates that are not solved at the level of the ITP, may be brought to the notice of DGT for necessary review and intervention.

Annexure 1: ITP application format

APPLICATION FORM FOR INDUSTRIAL TRAINING PARTNER (ITP)

1. INDUSTRIAL TRAINING PARTNER (ITP) DETAILS

Organization	
Main Promoter	
ITP Type	<i>i.e. Limited Company, LLP, Private Limited Company, State Undertaking, Public Sector Establishments, or Central Sector Establishments/ Skill University</i>
Enterprise Sector(s)	<i>(ITPs may provide list of sectors for providing training)</i>
Date of Establishment	
Date of Applications	
Proposed number of Trainees to be trained under MoU annually/ total	Trade wise with number of batches
Proposed Sectors and Trades (separate by comma)	

2. Contact Details

Contact Details* (Head Office)	Address:
	District:
	City:
	State/UT :
	Pin Code:
	Telephone:

Single Point of Contact (SPoC)	Telephone / Mobile:
	E-Mail:
3. Details of Training Facility (Proposed Industry/campus for training)	
Contact Details*	Address:
	District:
	City:
	State/UT:
	Pin Code:
	Contact Number:
Training Center Infrastructure (Available/Proposed)	
No. of Class room with seating capacity:	
No of Labs for practical other than assembly line/shop floor etc:	
No. of Employee- Regular	
	Contractual
	Total No.
4. Financial Information of Enterprise/ organisation:	
	Annual Turn Over
	Net Worth (Attach last 3 years Balance Sheet)
Year 1	
Year 2	

Year 3		
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(Signature with Name and Designation of the ITP)



Checklist for ITPs during Submission of the Flexi MoU Proposal

1.	Registration Certificate of Enterprise / Skill University	Yes/No
2.	Profile of main Chairman/President/Promoter/Director/ VC	Yes/No
3.	Last three years audited balance sheet	Yes/No
4.	Last three years annual turnover certificate (Not applicable for Skill University)	Yes/No
5.	Document for number of employees	Yes/No
6.	Documentary proof of industry tie ups (for Skill University)	Yes/No
7.	Photographs / Layout of the current/proposed training center (Layout, Class rooms, workshops, & other facilities)	Yes/No
8.	Proposed Curriculum	Yes/No



Annexure 2: Trainee Admission Form format

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
FLEXI-MOU
DIRECTORATE GENERAL OF TRAINING

TRAINEE ADMISSION FORM

For office use (To be filled by Industrial Training Partner)

Trainee ID:

Batch ID:

ITP Code:

Location:

ITP Name:

Date of Admission: (If application is accepted)

Category accepted under (SC/ST/OBC/General/PwD etc.) (If applicable)

(Application Form to be filled by the applicant in capital letters)

*Application Date:

Photo
Attested
by ITP

I. PERSONAL DETAILS:

A. *Candidate's Name

B. UID/Aadhaar Number

C. *Father's Name

D. *Mother's Name

E. *Date of Birth

F. *Sex (Male/Female/Other)

G. *Nationality

H. *Physical disability (Yes/No)

I. *Category (SC/ST/OBC/General)

J. *Mother tongue

K. Place of Birth

L. *Language Known

M. Marital Status (Married/Unmarried)

CONTACT DETAILS (of applicant):

*E-Mail.....

*Mobile.....

* Marked *fields are Mandatory*

II. PROGRAM IN WHICH ADMISSION IS SOUGHT

Sl. No.	Program	Qualification	NSQF Level	Duration
1.				
2.				

III. *EDUCATIONAL QUALIFICATIONS:

- A. Highest Qualification:..... (8th, 10th, 12th, ITI Pass, Diploma, Graduate, Post Graduate)
- B. Area of specialization (*if applicable*):

Examination Passed	Board/ University	Institution	Place	Year	Percentage

DECLARATION

I,.....S/o.....
.....aged.....

resident of..... hereby declare that all information provided is true to the best of my knowledge and belief. I hold myself responsible if any information is falsely provided or found incorrect.

I have been informed about the terms and condition of flexi-MoU scheme and my role/responsibilities as a trainee under the scheme guidelines.

Date:

Signature of the Candidate

Place:



Annexure 3 : Quarterly Report Format:

Flexi MoU Status for the Quarter of										
Flexi MoU Partner Name.....										
Sr. No	Trade	NSQF Level	Duration	No. of Trainees Already Passed out	Number of Trainees undergoing Training	Total Trainees Cumulative Trained	Stipend given on Training	No. of trainees placed in past 3 years	Availability of course material/ study material	List of Industries attached with address for Training No. of Questions available in Question Bank
1										
2										
3										
4										
5										
6										
7										