

Memorandum of Understanding

This memorandum of understanding (hereinafter called MoU) is executed on this 5th Day of June, 2017.

BETWEEN

The Governor of Odisha represented by the Odisha Skill Development Authority (OSDA), Skill Development and Technical Education Department, Niyojan Bhawan, Unit-III, Kharvel Nagar, Bhubaneswar-751001 herein after called "the First Party" which expression shall unless repugnant to the contract shall mean and include its successor-in-interest and permitted assignees of the FIRST PART.

And

Gram Tarang Employability Training Services Pvt. Ltd. Represented through its Managing Director (herein after called the Second Party) which expression shall, unless repugnant to the context, include its successors and permitted assignees of the SECOND PART:



WHEREAS the FIRST PARTY, a Trust registered under Indian Trust Act.1882 bearing No23817/51 date.1.12.2016 incorporated by the Department of Skill Development and Technical Education and Training, Government of Odisha works in a focused and mission mode for enhancing the employability of unemployed youth through skill development training programmes for generation of employment of underprivileged youth through various partnerships and industry tie-ups;

AND WHEREAS the FIRST PARTY works in a public-private partnership mode where Government, Private Sector professionals are stake holders and the FIRST PARTY's efforts of linking maximum number of youth to jobs in the organized sector is basically aimed at reducing poverty and achieving all round developments of the State.

AND WHEREAS THE Second Party, Gram Tarang Employability Training Services Pvt. Ltd., a Private Limited Company incorporated under



the Companies Act, 1956 was set up in the year 1999 having its Corporate Office at 17, Forest Park, Bhubaneswar, Odisha, PIN-751009 and engaged in the business of Vocational Skill Development is desirous of building skilled manpower pool and training solutions in the State of Odisha.

NOW THIS AGREEMENT WITNESSETH and the parties hereto hereby agree as follows, namely:-

1. THE PROJECT:

(a) The Second party will undertake Up-skilling of Bed Side Attendants/ Nurses and ANM on Pilot basis for 200 ANM graduates of Nursing institutes at School of Health Sciences & Paramedics, Centurion University of Technology and Management, Jatni in the following Modules/Qualification Packs under Healthcare Sector Skill Council(HSSC). Training shall be focused on developing technical skills and behavioral traits of the ANM passed candidates on preparing them for better employment.

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1	HSS/Q2302	Emergency Medical Technician-Advanced	1000
2	HSS/Q0301	Medical Laboratory Technician	1500
3	HSS/Q2601	Operating Theatre Technician	1200
4	HSS/Q3002 & HSS/Q3001	Refractionist (1200 Hrs.) & Vision Technician(425 Hrs.)	1625

(b) The Pilot Project shall be completed within 01 year of execution of this MoU.

2. TRADE & APPROVED COST:

The trade –wise details of the training along with target & approved cost towards Training cost ,Boarding and Lodging & Assessment fees is as per details at Annexure-I.



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3. MOBILIZATION:

- (a) The open sourcing of ANM graduates to be done by the Second Party in consultation with Health & Family Welfare Department. The Second Party shall share the draft advertisement to OSDA prior to sourcing.
- (b) The Second Party shall on their part identify or mobilize prospective Bed Side Attendants/ Nurses and ANM passed out trainees for their up-skilling on their own/ with the support of Health Department.
- (c) Working Nurses/ANMs/Bed-side attendants, engaged either in Private or Government establishments/ institutions, shall not be eligible for the Programme. The Second Party shall have to ensure the same while enrollment of candidates for the training.
- (d) The Second Party shall provide admission to the selected candidates after screening (based on aptitude and aspirations of the youth) and the decision of the Second Party regarding admission of the prospective candidate shall be final. At the time of screening, an authorized representative nominated by the First Party (District Employment Officer) shall, however, remain present.

4. TRAINING CENTRE INFRASTRUCTURE:

- (a) Training shall be conducted by the Second Party at School of Health Sciences & Paramedics, Centurion University of Technology and Management, Jatni.
- (b) The Second Party shall be required to furnish an affidavit declaring that the designated training centre is free from any litigation and encumbrance. The same needs to be furnished to the First Party before commencement of any training.
- (c) Sub-letting or franchise mode of training in any form shall not be adopted.
- (d) The Second Party shall put in place a dedicated training centre coordinator in the centre who will be the point of contact for that training centre.



- (e) The Second Party shall be considered as the service provider and shall be solely responsible for managing the training programme and also the boarding and lodging activities.
- (f) The Second Party shall ensure that the training centre is having a Name Board which specifies that it is a training centre of OSDA.
- (g) The Second Party shall ensure the maintenance of the training centres in good condition during the training period.
- (h) The Second Party shall take steps to upgrade itself technically to imbibe the new technology or applications introduced by the First Party whether for administrative purposes or for methodology of training.
- (i) The minimum hardware prescribed in Annexure-II shall be made available at the training centre by the Second Party. Over and above, the minimum tools and equipments as per the trade specific requirements as prescribed under the concerned Sector Skill Council (SSC) guidelines shall also required to be set up by the Second Party.
- (j) A readiness certificate is to be furnished by the verifying authority to be nominated by the First Party regarding the infrastructure available with the Second Party for training in the relevant trade before commencement of training. This has to be ensured by the Second Party.
- (k) The Second Party may be required to undergo concurrent evaluation of the quality of its trainers and its training centre infrastructure by an independent agency engaged by the First Party for this purpose as and when required.

5. TRAINING:

1. The Second Party shall conduct the courses as per the parameters laid down against the trade(s) under the concerned SSC and also follow the course curriculum and duration as prescribed under the concerned Qualification Pack(s). The Qualification Packs under Healthcare Sector Skill Council along with the targets of training to be completed within 01 year of execution of this deed is as appended at Annexure-I.



2. The Second Party shall take the following steps for successful implementation of the programme, namely:-
- (a) Establishing placement tie-ups for placements in reputed Industries/ institutions/organisations;
 - (b) Structuring the required training inputs including training material, content and curriculum, training infrastructure, assessment methodology etc;
 - (c) Sourcing the required training resources (manpower);
 - (d) Ensuring the quality in the training as per the required standards and specifications;
 - (e) Documentation of training programme in a timely manner in OSDA' Management Information System(e-Nijukti) ;
 - (f) Making the data available for random audits whether during training, placement or post placement;
 - (g) Each trainee would be tracked once every month for a period of one year. Parameters to be applied for such tracking would be as under:-
 - (i) Placement shall be within 3 months of completion of training and the Second Party shall be required to ensure the remuneration/incremental remuneration per month.
 - (ii) The Second Party shall also ensure whether the trainee continues to work in the same or higher job role till end of the tracking period (whether with same or different employers).
 - (iii) If there are periods of unemployment between different jobs, it shall be ascertained by the Second Party about the duration of such gaps and reason for leaving earlier job without having a job in hand.
 - (h) Submission of consolidated attendance sheet, Batch Commencement, Batch Completion, Placement reports in the prescribed Formats with supporting documents under the joint signature of the District Employment Officer ; and



- (i) Taking steps not to encourage franchise mode of training or contract any part of its obligations, duties, or responsibilities under this MoU to any third party.

3. Further the Second Party shall

- (a) May periodically upgrade, modify the content of the training modules in consultation with First Party;
- (b) Shall strive to get industry certification for the course;
- (c) Shall provide "The overall training infrastructure specially the training aids and equipment being as per industry benchmarks which will include:-
 - (i) Trainers with suitable qualifications and experience being hired and each trainer must have undergone Training of Trainers;
 - (ii) Industry relevant content, appropriate to the learning groups, conforming to the requirements of National Skills Qualification Framework.
 - (iii) The student and trainer enrollment linked to Aadhar, assessment being Video recorded, if required.
 - (iv) The First Party shall draw Standard Operating Protocols and the same shall be adhered by the Second Party. The same has been annexed at Annexure-II.
- (d) Shall provide trainee entitlement sheet, timetable, and training materials to the trainees after joining and latest by inception of the batch;
- (e) impart of Soft Skills (which include computer literacy, language and workplace interpersonal skills relevant for the sector or trade) shall be an integral part of the skills training process and must be suitably integrated in to the courses modules; for which no separate duration shall be allowed as it shall be an integral part of the qualification packs.
- (f) shall monitor and review the program components to assess quality of delivery and learning achievement once in every 15 (fifteen) days in the form of assignments, tests, group discussion, demonstration work, industry faculty assessment, etc.



- (g) shall maintain the activity sheet of each qualification pack batch-wise at the training centre;
- (h) Shall install Bio-metric device for capturing the attendance of the trainees as specified by the First Party (Both in the Classroom and Hostel).
- (i) Shall ensure that the trainees complete the training successfully;
- (j) Shall not encourage duplicity of training in convergence with other Central or State sponsored training programmes;
- (k) Shall maintain the database of each admitted candidate being trained in specified trade or qualification pack and share it with the First Party in the prescribed format. Similarly the data base of the trained candidates upon completion of training shall also be submitted in the prescribed format before the release of final installment of the training cost;
- (l) shall upload the trainees details in the Monitoring Information System platform of OSDA as required in the every stage of the training within the stipulated period beginning from batch creation and completion to placement of the trainees failing which the batch of training shall not be considered;
- (m) Executive branding of the programme shall be planned by the Second Party in consultation with OSDA.
- (n) The Second Party would bring in innovative training pedagogy & industrial certification to experiment alternatives in domain of the programme.
- (o) Stringent action shall be taken against the Second Party if duplicity in training is found in convergence with other Central or State sponsored training programme.

6. ASSESSMENT & CERTIFICATION

- a. The Second Party should ensure independent Third Party Assessment & Certification either through an industry or industrial body such as GE Healthcar or through Health Sector Skill Council(HSSC) of NSDC. A dual certification process may also be followed with Centurion University.



- b. In case of Third Party Assessment through Assessors of Health Sector Skill Council(HSSC) of NSDC only, the Second Party shall be reimbursed with assessment fees based on actuals subject to a maximum of Rs. 1500/- per trainee appearing the assessment. However, no extra cost of assessment shall be paid to the Second Party towards Third Party Assessment & Certification through an industry or industrial body/ dual certification process with Centurion University.
- c. In case of Third Party Assessment through Health Sector Skill Council(HSSC) of NSDC, the modalities for conduct of Sector Skill Council(SSC) Course and its Procedure of assessment adopted by OSDA for its Placement Linked Training Programmes has to be meticulously followed by the Second Party. The same is appended at Annexure-III, III-a & III-b.
- d. Assessment of trainees shall be conducted under a scanner or to be Video recorded and the First party shall also depute observers(District Employment Officer or his Representative) to ensure independent and unbiased assessment and certification of trained candidates.

7. PLACEMENT:

- (a) The Second Party shall be required to ensure the placement in job of the trained youth in the following manner namely:-
 - i. The outcome of the training programme shall lead to minimum of 70% employment (wage based) of the successfully certified trainees within three months of completion of training (i.e within 03 months of completion of the training followed by its assessment and certification).
 - ii. In case of wage employment, candidates successfully trained in each of the 04 the Modules (Qualification Packs/Trades) as enlisted in Annexure-I, shall be placed by the Second Party in jobs that provide minimum of Rs. 8,000/- as wages per month and such candidates should continue to be in jobs for a minimum period of three months.



- (b) The liability to ensure that the trained candidates accept the job offer and join at the work place rests with the Second Party and any consequential losses shall be borne by it.
- (c) The Second Party shall ensure parents meeting before placements in coordination with the District Employment Officer if they feel such interaction will help in ensuring more candidates accept the job offer and join the work place.
- (d) The Second Party is to submit placement details of the placed youth upon completion of training in the prescribed format within a period of fifteen days after placement and also upload the same in the Monitoring Information System of Odisha Skill Development authority.
- (e) The Second Party shall ensure that the sector of placement is in sync with the area of training.
- (f) The Second party shall maintain the batch-wise database of each placed candidate being trained in specified trade or skill, placed beneficiary with the Name of Employer, contact number, salary and designation of the trained youth and the same needs to be shared with the First Party and to be updated to the First party regularly.
- (g) If a trained candidate is disqualified in any selection test for employment, the Second Party will be required to do the needful and rearrange the capacity building programme including the repetition of the programme at their own cost if they feel it necessary to achieve the required placement criteria. The liability of failure of the candidate shall be attributed to the Second Party and all consequential losses shall be borne by them only.
- (h) The Second Party shall carry out continuous follow up with Employer or Agency and will stay in touch with the aspirants for at least 3 (three) months after they start working.
- (i) The Second Party shall facilitate opening of a Bank account of the persons placed in job at a location close to the area or location of placement wherever



possible in order to enable the newly skilled persons from Special areas / Groups to settle into their jobs/vocations under wage employment and the candidate shall be paid directly Rs.1500/- per month by the First Party provided that the placement is made within three months of certification and after post placement verification of placement of the candidate by the 1st Party. The Special Areas/Groups would be those as defined under Clause 5.1 & 5.2 of Schedule-I of the Common Norms Notification made on 20.5.2016 by the Ministry of Skill Development and Entrepreneurship, Govt. of India.

- (j) The payment (as stated in Para 7-i above) shall be made in case of Placement outside district of Domicile and shall be in the following manner:-
 - (i) Men for 2 months from the date of joining;
 - (ii) Women for 3 months from the date of joining.
- (k) Along with the placement reports in the prescribed Format, the Second Party shall submit the list of placed candidates with their designation and date of joining in the letter Head of the Employer.
- (l) The Second Party shall furnish the copy of the first, second & third month's salary slips of the placed candidate duly countersigned both by the Employer and the candidate himself or the copies of the first and subsequent pages of the Bank Pass book of the placed candidate in which the salary has been credited.
- (m) Upon submission of placement details of the placed candidates by the Second Party, the First Party shall conduct the required placement verification to establish the genuineness of such placement before the release of balance 20% of the training cost.

8. TRAINING FEES & LODGING BOARDING CHARGES:

- (a) (i) Training fee/ Base cost /skill development costs payable to the Second Party by the First Party shall be reimbursed at the rate of Rs 40.40/- per hour of training for trades/sectors as listed in Annexure-I in respect of each trainee who successfully completes the training and certified.



- (ii) The hourly rate shall be inclusive of cost components such as Mobilization, Post-placement tracking/monitoring, curriculum, Placement expenses, Trainer's training, Equipment, Amortization of Infrastructure costs/Utilities, Teaching Aid, Raw material, Salary of trainers, Cost of Uniform, Cost of Advertisements/ Publicity(if any), etc.
- (iii) All trainees should be provided with Uniforms by the Second Party as prescribed by OSDA for Placement Linked Training Programmes. No separate payment shall be made towards cost of Uniforms, which shall be met by the Second Party from within the training cost.
- (b) The duration of training for the SSC (HSSC) trades shall be as per the duration approved and mentioned against each trade in Annexure-I.
- (c) The total fee payable shall include all taxes and incidental charges and Tax Deductions at Source as applicable shall be deducted.
- (d) Trainees should have a minimum attendance of 80%. Those having less than 80% shall be considered as dropouts.
- (e) Residential training shall not be mandatory. Trainees opting for Residential training shall only be considered for reimbursement of Boarding and Lodging cost.
- (f) (i) Boarding and Lodging cost shall be reimbursed as per the rates as mentioned in Annexure-I against each trade only against those trainees who have availed the Residential training facilities.
- (ii) First Party shall lay down Standard Operating Procedure for ensuring that, the benefit of Boarding and lodging cost to be reimbursed should reach the beneficiary both in terms of improved living conditions and quality of food. This shall be monitored and the expenditure shall be certified by the verifying officer (District Employment Officer in this case) nominated by the First Party.



- (iii) Lodging and boarding cost shall be extended to the trainees having a minimum attendance of 80% per month.
- (iv) Dropouts will not be considered for 2nd and subsequent months. The 1st month payment of the dropouts shall be adjusted in the next month.
- (v) For ensuring transparency and genuineness of the exact number of candidates availing lodging and boarding provision including the number of days availed, installation of Biometric attendance in the Hostel shall be mandatory for the Second Party like that of the Training Centre.
- (g) The supporting documents i.e. batch commencement report, consolidated attendance sheet of the trainees for the month and batch completion report in case of payment for final month's claims shall be submitted in the prescribed formats along with the Invoice duly countersigned by the Second Party and the concerned District Employment Officer for reimbursement of lodging and boarding cost of the residential trainees.
- (h) The indicative MENU prescribed in Annexure-IV shall be followed by the Second Party for maintaining the quality of food to be provided to the trainees.
- (i) For candidates from Special areas, (as defined in Clause 5.1 of Schedule 'I' of the Common Norm) undergoing training outside district of such Special Areas, to and fro transport cost as per actual subject to a maximum of Rs.5000/- per trainee shall be reimbursed by the First Party in case of Residential training and /or in respect of all skill development training programme where trainees from Special Areas are trained outside these areas, and training programme anywhere in the country where women trainees have to travel 80 kms. from their homes to reach the nearest training centre and who are availing of lodging and boarding arrangements made for them at the following rates namely :-



- (i) To and fro cost shall be as per the actual upon submission of tickets duly countersigned by the candidate and certified both by the training provider and the verifying officer nominated by First Party (District Employment Officer);
 - (ii) Such cost shall be paid only once i.e. for the journey from the place of their residence to the training centre at the time of enrolment and from the training centre to the place of residence upon completion of training;
 - (iii.) Such cost shall be released only to the trainees who shall successfully clear the assessment test and shall be credited to their Bank Account through Real Time Gross Settlement (RTGS).
- (j) For payment of to and fro journey cost to the trainees through bank account transfer by the First party, the Second Party shall facilitate opening of bank account of the trainees before completion of training.

9. PAYMENT TERMS:

- (A) The Payment by the First Party to the Second Party shall be made as per the following schedule and fulfillment of the below mentioned criteria.
- (B) The release of funds shall be batch wise as per the following schedule:-
 - (i) 1st installment- 30% - On commencement of training batch against validated candidates subject to submission of Performance Guarantee in shape of Bank Guarantee of Rs20,000/- per trade per centre or 30% of the Batch cost which ever shall be more.
 - (ii) 2nd installment- 50%- On successful certification of trainees.
 - (iii) 3rd installment-20%- Outcome based on placement as under:-
 - (a) The 2nd tranche of 50% will be calculated on the basis of total cumulative 80% payment for candidates actually certified.



- (a) The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts is adjusted in next tranche.
- (c) The balance 20% of training cost which is linked to outcomes (3rd installment) would be released to the Second Party subject to the following conditions:-
- (i) Second Party shall be eligible for 100% payment on for outcome achieved under Clause No. 7(a) i & ii.
 - (ii) Second Party will be paid on pro rata basis on achievement of 50-69% placement for three months of those who have been certified and placed within three months of completion of training.
- (d) For placement of candidates of 70% and above at least for a period of three months, 100% of the balance training cost shall be released. But in either case, the payment shall be made subject to the fulfillment of the following conditions namely:-
- (i) Submission of placement details of the placed persons in the prescribed format duly countersigned by the Second Party and the concerned District Employment officer along with the post placement supporting documents.
 - (ii) Upon verification genuineness of placement or cross checking by the First Party;
 - (iii) Submission of utilization certificate along with the audit certificate in respect of the previous release amounts.
 - (iv) Invoice shall be raised by the Second Party accompanied by copies of Pay Slips or Bank Pass Book of the candidates.
- (e) If the Second Party fails to ensure genuine placement of 70% of the trained youth within three months of successful completion of training of three out of the last five batches, the First Party shall withheld further release of funds till the said millstone is achieved which will obviously include not only the training cost but also the lodging and boarding cost and in such a case, the Second Party shall have the option to decide either to enroll new batches with residential or non-residential mode or discontinue training temporarily unless the minimum milestone as laid down under this Clause (Clause No.9-B-iii-e) is achieved.



- (f) For all the above mentioned claims or payments, the Second Party shall raise its Invoice in the prescribed format and submit the same accompanied with the required documents.
- (g) Second Party will be paid on pro rata basis on achievement of genuine wage placement, at least for a period of three months, of 50-69% of the successfully trained and certified youth within three months of completion of training, with salaries/wages as mentioned under Clause No. 7-a-ii.
- (h) The performance of the Second Party will be treated as un-satisfactory, if the outcome achievement is found to be below 50% over the period of this Pilot Project, taking together all the batches of training conducted in approved trade/trades. In such case, further such proposal of the Second Party shall not be entertained in future by the First Party.

10. TRAINING TARGETS:

- (a) The Second party will undertake Up-skilling of Bed Side Attendants/ Nurses and ANM on Pilot basis for 200 ANM graduates of Nursing institutes in four Modules/Qualification Packs under Healthcare Sector Skill Council(HSSC) within one year of date of execution of this Deed.
- (b) The details relating to the trades in which the training shall be imparted are as at Annexure – I.
- (c) The Second Party irrevocably undertake to complete the training and placement within the stipulated time failing which the First Party will be at liberty to impose penalty as they think fit and proper including termination of the MoU.

11. PERIOD OF MOU:

- (a) The MoU shall be in force for a period of one year from the date of its execution or till the date of completion of the Pilot Project, whichever is earlier.



- (b) If at any point of time, the performance of the Second Party, either in terms of training or placement or both, was found below a particular bench mark or if the Second Party is involved in fraudulent practice or violation of any of the provisions of the terms and conditions, the same shall lead to disengagement of the Second Party and such decision shall be binding on the Second Party.

12. GENERAL TERMS:

- (a) The Second Party has assured that, no actions, suits, writs or proceedings is pending against it before any court, Government, Arbitration Tribunal, Quasi Judicial Authority that restrains it from performing its duties and obligations under this MoU and no representation or warranty made herein contains any untrue statement based on the facts and circumstances.
- (b) The Second Party shall proactively do all the timely coordination with the First Party to ensure timely completion of its part.
- (c) The Second Party shall also provide to the First Party all the necessary data required for expeditious decision making.
- (d) The Second Party shall adopt the Formats devised by OSDA for its Placement Linked Training Programmes, for various stages of reporting during or after training/ claim of Lodging and Boarding/Training Cost, etc.
- (e) If the services are impeded or delayed in spite of best efforts by the Second Party, suitable time extension may be considered by the First Party provided First Party is satisfied or convinced about the reasons given by the Second Party.
- (f) Any Executive Instruction issued on the matter, from time to time, by the First Party shall be part and parcel of the MoU.
- (g) The First Party reserves the right to withdraw or relax any of the terms and conditions so as to overcome the problems encountered at a later stage.



13. SUSPENSION OR TERMINATION:

- (a) The First Party may, by written notice to the Second Party, suspend all the payments to the Second Party hereunder (except in relation to those services which have already been performed) if the Second Party fails to perform any of its obligations under this MoU or engaged in fraudulent practices or violates any of the provisions of the MOU.
- (b) The MoU shall stand terminated at a later stage if it is discovered that the SECOND PARTY has manipulated or wrongly stated the facts or engaged in any fraudulent activities during and after the MOU is signed for getting the contract.
- (c) In such a case, all pending payments to the SECOND PARTY shall be stopped immediately and legal action shall be initiated to recover any payment already made.
- (d) The termination of the MoU, for whatever reason, shall not affect the rights of the party which may have accrued as on the date of the termination except where any fraudulent training or placement made by the Second Party has been detected or substantiated or any action committed by the Second Party is found to be against the spirit of the MOU or any suppression of facts by the Second Party at the time of signing of MOU has come to the notice of the First Party at the subsequent stage.
- (e) For termination of MOU, either Party shall be required to give two months advance notice citing the appropriate reasons for the same.

14. FORCE MAJEURE

- (a) Neither Party shall be in breach of any of its obligations under this MOU to the extent that its performance is prevented, physically hindered or delayed by an act, event or circumstance (whether of the kind described herein or otherwise), which is not reasonably within the control of such Party ("Force Majeure Event").



(b) In the event that any Force Majeure Event continues for a period of 4 (four) weeks without interruption, the Party affected by such Force Majeure Event shall be entitled to terminate this MOU by giving notice to the other party, pursuant to, and in accordance with, the provisions of this MOU: Provided that it gives the other party at least 60 (sixty) days prior written notice.

15. DISPUTE:

That any dispute between the parties concerning the terms of the MoU shall always be tried to be resolved by mutual consultation without any resort to any form of legal remedy including resort to court of law. In case of any dispute, both parties agree to submit themselves to the arbitration which shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

16. NOTICES:

(a) that any notice pursuant to this MOU shall be in writing signed by (or by some person duly authorized by) the person giving it and may be served by leaving it or sending it by facsimile, email, recorded delivery or registered post addressed as follows (or to such other address as shall have been duly notified by the Parties):-

If to the FIRST PARTY:

Address: The Director of Employment & Member Secretary, OSDA

NIYOJAN BHAVAN, SRIYA SQUARE, UNIT-III, KHARVELA NAGAR,
BHUBANESWAR-751001, ODISHA,

Tel. No. 0674 2391320

Fax- 0674 2391320

e mail id- emp.mission@gmail.com

If to the SECOND PARTY:

Attention: Managing Director (Designation)

Address: Gram Tarang Employability Training Services Pvt. Ltd.,
17, Forest Park, Bhubaneswar, Odisha, PIN-751009

e-mail id- abhinav.madan@gramtarang.org.in, sanjeev@gramtarang.org.in

Tel. No. 0674-2596228

Fax- 0674-2596229



b). All notices given on the address above shall be deemed to have been served as follows:

- i. If delivered by hand, at the time of delivery;
- ii. Sent by registered post with acknowledgement due, on receipt of such acknowledgement from the recipient.

For ODISHA SKILL DEVELOPMENT AUTHORITY (FIRST PARTY)	For Gram Tarang Employability Training Services Pvt. Ltd.(SECOND PARTY)
(Signature)  Director of Employment & Member Secretary OSDA	(Signature)  
Name: Sri Patil Rajesh Prabhakar, IAS	Name: Sri Abhinav Madan
Designation: Director of Employment & Member Secretary, OSDA	Designation: Managing Director
Date: 05.06.2017	Date: 05.06.2017

IN WITNESS WHERE OF the Parties hereto hereby have set their hands to this MoU on the date and year first above written.

Signature of the Officer acting in the Premises for and on behalf of the Governor of Odisha.

Signature
For and on Behalf of the Second Party

WITNESS :-

WITNESS :-

1. Name: S.V.N. RAO
Employment officer
Address: Directorate of Employment,
Odisha, Bhubaneswar

1. Name: Sanjeev Mishra
Gram Tarang Employability Training Services Pvt. Ltd.
(GTET)
Address: GTET, Jatni,
Khurda - 752050

2. Name: Phalguni Sanyal Rayak
Address: Employment officer,
Directorate of Employment
Odisha, Bhubaneswar

2. Name: Sanyabrata Parida
(GTET)
Address: Jatni, Khurda
752050

Target and Cost Estimate of Up-skilling of Bed Side Attendants/ Nurses and ANM on Pilot basis for 200 ANM graduates of Nursing institutes through Gram Tarang Employability Training Services Pvt. Ltd.

S/N	QP NOS	Name of the Trade	Total Duration (in hours)	Duration in days	Total target	Training cost per hour @ INR 40.40 per candidate (Rs.)	Total Training Cost (Rs.)	Lodging & Boarding cost @ INR 250/- per day per candidate (Rs.)	Total Lodging & Boarding Cost (Rs.)	Total cost in INR
1	HSS/Q2302	Emergency Medical Technician-Advanced	1000	146	50	40,400	20,20,000	36,500	18,25,000	38,45,000
2	HSS/Q0301	Medical Laboratory Technician	1500	219	50	60,600	30,30,000	54,750	27,37,500	57,67,500
3	HSS/Q2601	Operating Theatre Technician	1200	175	50	48,480	24,24,000	43,750	21,87,500	46,11,500
4	HSS/Q3002	Refractionist	1200	238	50	65,650	32,82,500	59,500	29,75,000	62,57,500
5	HSS/Q3001	Vision Technician	425	1625						
TOTAL					200		1,07,56,500		97,25,000	2,04,81,500

Summary Total Approved Cost

Head	Basis	Total amount
Training expenses	INR40.4 per hour	INR 1,07,56,500
Residential expenses	INR 250 per day	INR 97,25,000
Assessment fees	INR1,500 per trainee x 200	INR 3,00,000/-
Grand total cost		INR 2,07,81,500/-




 Director
 Gram Tarang Employability Training Services Pvt. Ltd.

Particulars	Specifications for Minimum Infrastructure
Type of Building	<ul style="list-style-type: none"> RCC Roofing /Pre-fabricated structure with adequate ventilation Open Area
Theory Classroom	<ul style="list-style-type: none"> Area in Class room- 10 sq. ft. or more per candidate. With a Minimum capacity of 30 Chairs
	White / Black Boards – 1
	Notice Board – 1
	Almirah -1
Practical Room	(a) In case of Computer related courses : The ratio of computer shall 1:1 and for non-IT courses, the ratio shall be 2:1)
	(b) In case of other courses: Tools and equipment & infrastructure shall be as per the norms of NCVT/SSC for the identified trade.
	(c) Common Infrastructure: for all trainings
Other Facilities	Drinking Water (Ro Water Filter)
	Separate Wash Rooms for Boys & Girls
	Electricity
	Emergency Power Supply
	Internet facilities
	Computer (1:1 for core domain and 2.1 for non- domain courses)
	Fire Extinguisher
	First Aid Kit
	Geo-tagged Biometric device
	Installation of quality signage & display boards



Handwritten signature or initials.

Study Material	Hand Books Related to Course/Course Manuals
	Motivational Story Books
	Motivational Movies
	Magazines
Documentation	News Papers
	Attendance Registers (Trainers & Trainees)
	Visitors Register
	Trainees Assessment Reports
	Success stories – at least one per batch in the OSEMS website
Tools & Equipments	As mandated for the trades in terms of NCVT/ SSC guidelines

Training:

The quality of training is influenced by the quality of: infrastructure at the training centres, trainers, content, training methods, finishing and work readiness inputs, assessment and certification. There are a number of steps that the PIA needs to take with respect to each of these. These are explained below.

Infrastructure:

The following are the important aspects to be borne in mind with respect to infrastructure in a PLTP training centre. PLTP training centres should have the prescribed.

- i. Furniture, layout, colour scheme and signage important for establishing the PLTP brand.
- ii. Lab, classroom and IT facilities
- iii. Training aids
- iv. Geo-tagged time-stamped authenticated biometric attendance facility for both trainers and trainees in training centres and in industries with interns under the program.



- v. Firefighting equipment
- vi. First aid, hygiene, drinking water, canteen and washroom facilities
- vii. Internet and email access of prescribed speed on all IT equipment using which all trainees can check their emails and browse the internet.
- viii. Access control facilities.
- ix. Power backup.
- x. Projection and copying equipment
- xi. CCTV recording facilities in classroom, labs and common areas

Centre Inspection

Before the PIA is allowed to begin counseling; each training centre should be checked and certified for compliance on each of the above by a designated senior official nominated by the First Party. Other aspects to be mandatorily required with respect to training centres are detailed below:

- i. Each training centre should have separate space for each domain if proposed to be conducted at the same centre and a dedicated lab. Besides each centre should have a computer lab for IT skills.
- ii. The space requirement is calculated at a minimum rate of 10 square feet per trainee for theory rooms and 10 square feet per trainee for computer lab.
- iii. Training infrastructure (building) may be owned or hired.
- iv. Each training centre should remain in existence for at least three months from the date of completion of training or until 75% of those trained have been placed (whichever is later). During this period the training centre should act as a information and facilitation centre for trained beneficiaries and their families.
- v. Mobile centres are not permitted
- vi. Non-residential training centres should be located near the homes of trainees. Residential training centres as well as work readiness and finishing centres should be located close to areas with high employment potential.



vii. Where residential training is proposed, own or rented accommodation which is secure, and with prescribed facilities should be available and should be certified as such by the District Employment Officers nominated by the 1st Party.

Trainers :

- It is important to ensure that only those persons are deployed as trainers who have the requisite qualification as laid down under exposure to the requirement of prospective employers.
- They should also possess the knowledge, skills and attitude needed to be a good trainer in his/her domain.
- In the first instance this has to be tested and verified by the Q team of the PIA and verified by the Joint Inspection team comprising of District Employment officer and Principal of the Govt. ITI / Polytechnics or its TSA.

Minimum Hostel Infrastructure (In case of residential training)

- Separate Boys and Girls Hostel (Independent and RCC roof)
- Average space available per candidate in accommodation area-25 sqft. or more.
- Kitchen & Dining hall with Tables & chairs with Cleanliness
- Cot, Mattress and Locker
- CCTV in the Common area of the hostel & Biometric attendance
- Indoor & Outdoor games
- Drinking water- RO system
- Clean & Hygienic toilets
- Emergency Power supply provision.
- Fire Extinguisher
- First Aid Box.
- Provision of TV in Common Room & provision for newspapers and magazines.
- Grievance Redressal Register.



A. Modalities for conduct of Sector Skill Council(SSC) Courses under PLTP:

- The PIA may opt to start any SSC course in a centre only after due approval has been accorded by OSDA.
- In line with the present practice adopted for MES courses, the PIA may be entitled to start SSC course(s) in a centre(s) only after due approval of concerned DEO based on Joint Verification Report of DEO & Principal, ITI based on parameters as prescribed under respective SSC Trade Module.
- As currently practiced for MES Courses, the Joint Centre Verification shall be based on the mandatory requirements of tools & equipments, infrastructure, etc., as prescribed for the concerned SSC course/ trades.
- On getting due approval from the concerned DEO, the PIA may create a batch in the web portal of OSDA in the concerned Sector & Trade of SSC course for which the approval has been accorded by OSDA, in the same manner as is now being done for MES courses.
- All other norms, procedures, reporting formats, etc., that are being followed/adopted now for MES courses, both by the PIA and the concerned RADE/DEOs, may remain the same for the SSC courses as well, with a modification that, befitting SSC & related terminologies may be incorporated in the existing formats at the level of initiation of such reports/ formats.
- The CCTV/ Video footage of the theory as well as practical classes may be captured and a soft copy (CD/DVD) of the same may be submitted after completion of the PLTP batch to the concerned RADE/DEO for ascertaining its genuineness & onward transmission to OSDA.
- Geo -tagged biometric attendance system(to record Separately both Classroom as well as Hostel Attendance, as is applicable for MES Courses/Trades, shall have to be mandatorily followed for SSC Courses as well.

B. Procedure for Assessment

- The PIA shall on their part take appropriate steps as required for ensuring assessment of trainees in time after completion of the PLTP batch through the concerned third party Sector skill council Assessing Bodies/Assessors.
- The assessment of a batch must be mandatorily held in the same centre in which PLTP in SSC trade is to be conducted.
- The assessment of the batch shall be held in presence of the concerned RADE/DEO or his representative. The confirmation mail received from the concerned SSC/Assessing body containing the details of the batch to be assessed, place of assessment, date and time of assessment and name of the assessor, etc., should be forwarded by e-mail by the PIA to the concerned



RADE/ DEO & OSDA well in advance. The PIA should also intimate the same over telephone/mobile to the concerned RADE/DEO in order to ensure his presence on the date and time fixed for assessment. Any deviation in the date of assessment should also be intimated by the PIA accordingly.

- The Assessment process shall commence only after the concerned RADE/DEO or his representative ascertains the identity of the Assessor. The concerned RADE/DEO or his representative shall also ensure that, only those trainees shall be allowed for Assessment whose names appear in the OSDA Portal Copy of Training Completion Report (Format-II). While proceeding to the assessment centre, the RADE/DEO or his representative must carry the OSDA Portal Copy of Training Completion Report, i.e. FORMAT-II, which is auto generated in the OSDA portal based on biometric attendance of trainees on completion of the PLTP Batch.
- The concerned RADE/DEO shall furnish a report to OSDA within 02 working days of date of Assessment as per the a format (Enclosed as **Annexure-III-a**) along with his views on over all conduct of assessment process, wherein, the signature & LTI of the trainees appeared the assessment, signature of the Assessor as well as the Centre-in-Charge shall also find place
- **In a similar manner, the concerned PIA shall also submit the following documents while claiming the reimbursement of Assessment Fees in a Bill Format (Enclosed as Annexure-III-b)**
 - a. Invoice in support of assessment fees paid to the Assessor/Assessing body/SSC.
 - b. Attendance sheet of the trainees who have appeared the Assessment test carrying their full signature and duly countersigned by the DEO or his authorized representative as well as by the assessor and testing centre head (The batch details, assessment/ assessor details, time and place of assessment, etc must also be reflected in the Attendance sheet).
 - c. Set of post card size photographs(at least 05) taken at the time of assessment test covering the trainees appearing theory test, practical test, viva test, etc, which should include the presence of DEO or his authorized representative as well as the Assessor. Video footage of the assessment may also be submitted preferably.
 - d. Copy of the result sheet along with sample certificates (at least 05 copies) downloaded by the PIA from the concerned SSC portal/ received from the concerned assessing body. Proof of Distribution of Certificates to assessment passed trainees in appropriate format be also enclosed.
 - e. Money receipt of the payment made by the PIA to the concerned Assessing Body/ SSC/ Assessor containing the signature of the recipient, per head assessment fees and total assessment fees paid. In no case, the claim amount shall exceed the actual assessment fees paid.



- Authorised signatory of the PIA must put his seal and signature in every page of the aforesaid documents that are to be submitted.
- The OSDA shall reimburse the assessment fees of only those eligible trainees who have completed the PLTP and appeared the assessment. Assessment fees against trainees reported as dropped out either in the Portal Copy of Format-II or by way of any form of reporting by the RADE/DEO, shall not be reimbursed, even if paid by the PIA to the concerned SSC/Assessor/Assessing Body.
- Reimbursement of Assessment fees shall be finalized based on the report received in the formats prescribed from the concerned DEO and the required documents as stated above from the PIA.
- It would be the responsibility of the PIA to download/ collect certificates of the assessment passed trainees and distribute the same to the concerned trainees. The status of distribution of SSC certificates may be intimated in the similar format and in similar manner as is now being done for MES batches.
- As and when required, PIA shall submit all relevant information related to assessment/ assessor/ assessing boy/ concerned SSC, etc., of any particular batch or batches spread over an asked period, within the time as shall be stipulated by OSDA.
- OSDA reserves the right to cancel/ postpone/reschedule assessment of any batch, if at any point of time the situation so warrants or for reasons what so ever, that might appear justifiable to OSDA.



[Handwritten signature]
 Joint Director,
 Employment Training,
 Bhubaneswar

Placement Linked Training Program Under OSDA

Format For Assessment Test of SSC Course/Trades (To Be Submitted By The RADE/District Employment Officer Within 2 Days Of Assessment Of Trainees)

1. Name, Address and contact details of the Assessing Body-
2. Name and contact details ;E mail ID of the Assessor-
3. Name of the Programme Implementing Agency (PIA)-
4. Address, Email ID, Cell/telephone No of PIA:-
5. Batch NO:-
6. Name of the Trade & SSC Code:-
7. Name and address of the Training Centre:-
8. Name and address of the Testing Centre:-
(The Training Centre & Testing centre should be the same)
9. Date and time of Assessment Test:-
10. Duration and timing of the Theory Test:-
11. Duration and Timing of the Practical Test:-
12. No of Trainees Completed Training as per OSDA(OSEMS) portal generated Training Completion Report Format-II (Enclose Copy):-
13. No of Candidate appeared the Assessment Test:

Trainees appearing the assessment test must have completed training as per OSDA(OSEMS) portal generated Training Completion Report Format-II)

.4. Overall View of DEO on Assessment(Satisfactory/Unsatisfactory):-

If Unsatisfactory give reason: _____

Sl no.	Name of the Trainees	Telephone No & E mail ID	Signature of the Trainees	LTI (Left Thumb Impression) of trainees
1				
2				
3				

Certified that the above information is true and based upon facts. The assessment test has been conducted in a free and fair manner. The Candidates whose names are in the OSDA portal generated training completion report (format-II) of the batch have only appeared the Assessment test upon successful completion of training. The above assessment appeared trainees also have the required percentage of Attendance(80% or more) as per the Monthly consolidated attendance sheets.

Photographs, in proof of assessment, have been taken by Assessor/Testing Centre Head in my Presence.

incl:- OSDA(OSEMS) Portal generated Training Completion Report Format-II

.Seal & Full Signature of Testing Centre Head

.Seal & Full Signature of Assessor

Seal & signature of RADE/District
Employment Officer



BILL FORMAT

For reimbursement of Assessment fee paid by PIA towards the assessment of candidates under placement linked Training programme of OSDA for SSC related trades. (To be filled by the PIA)

1. Name of the Training Provider / PIA:
2. Date & Time of the assessment test:
3. Venue of Testing Centre :
4. Duration of Training /Batch ID:
5. Name of the course & SSC Code:
6. Name of the programme Implementing Agencies (PIA):
7. No of candidates appeared the assessment test:-
8. Duration of Theory Test (In Hours):-
9. Duration of Practical test of applicable (in hours):
10. Name of the Assessor/Assessing Body:
11. Date of declaration of result by SSC:
12. No of candidates cleared /passed the assessment test:
13. Whether attendance of the candidates appearing the assessment test carrying their full signature of trainees and assessor and duly countersigned by the DEO obtained (yes/No):
14. Whether certificates of the assessment passed trainees have been received from the concerned Assessing Body/SSC:
15. Whether the certificates of the assessment passed trainees have been distributed to the concerned trainees:
16. Total Amount paid to SSC/AB/Assessor towards the assessment fees (The rate shall be as per the guidelines issued by SSC from time to time):
 - a) Actual fees paid per trainees:
 - b) Actual Total Amount Fees paid :
17. Amount claimed in the enclose invoice towards reimbursement of assessment fees (This amount should not be more than that mentioned in Para 16(b) above)



It is certified that:

1. The Assessment was conducted in the same centre in which PLTP of the batch was undertaken.
2. The Assessment has been conducted in the approved Training Centre through the designated assessor allotted by SSC.
3. The Assessment test has been conducted as per the SSC guidelines and as per the syllabus prescribed for the trade.
4. The assessor who conducted the assessment is an SSC certified/ approved Assessor.
5. Assessment has been conducted in free and fair manner.
6. Claim has been submitted in respect of those trainees who have actually appeared the assessment test.
7. The trainees who appeared the assessment have completed the training with 80% or more attendance and in the OSDA portal generated training completion report(Format-II).

Seal & Signature of the HEAD (Signatory to the signing of MOU)/Authorized person of the Training centre (authorization letter from the Signatory to the signing of MOU is to be furnished) / company :

Note: Claim shall be submitted along with the following supporting documents:

1. Invoice in support of assessment fees paid to the assessor/assessing body/SSC
2. Attendance sheet of the trainees who have appeared the assessment test carrying their full signature and duly countersigned by the RADE/DEO or his authorized representative as well as by the assessor and testing center head (The batch details, assessment/ assessor details, time and place of assessment, etc. must also be reflected in the Attendance sheet).
3. Set of post card size photographs(at least 05) taken at the time of assessment test covering the trainees appearing theory test, practical test, viva test, etc., which should include the presence of RADE/DEO or his authorized representative as well as the assessor. Video footage of the assessment may also be preferably submitted.
4. Copy of the result sheet along with sample certificates (at least 05 copies) downloaded by the PIA from the concerned SSC portal/ received from the concerned assessing body. Proof of distribution of certificate to assessment passed trainees in appropriate format may also be enclosed.
5. Money receipt of the payment made by the PIA to the concerned Assessing Body/ SSC/ Assessor containing the signature of the recipient, per head assessment fees and total assessment fees paid. In no case, the claim amount shall exceed the actual assessment fees paid.
6. Authorised signatory of the PIA must put his seal and signature in every page of the aforesaid documents that are to be submitted.



Food menu for Training Centres for Residential Trainings

Day	6.30 a.m.	Breakfast (8.00-9.00 a.m)	Lunch (1.00 p.m.to 2.00 p.m.)	Snacks (4.30pm to 5.30pm)	Dinner (8.00pm to 9.00pm)
Monday	Tea & Biscuit	Upma, Samber, mutter curry Milk for (Veg), Banana	Rice, Dal, Mix Veg, Panner Curry, Papad, Pickles	Tea, Aloo Chop	Rice & Roti, Dalma, Chips, Sweets, Banana
Tuesday	Tea & Biscuit	Idly, Samber, Chutney, Boiled Egg./Milk for (Veg), Banana.	Rice, Chips, Chicken Curry/ Paneer Curry (For Veg.), Papad, Pickles	Tea, Samosa	Rice & Roti, Dal. Rajma, Kheer, Banana
Wednesday	Tea & Biscuit	Bada, Mutter curry Milk, Banana	Rice, Dal, Fish curry/Soyabean curry (for veg.), Salad, Chips, Pickles	Tea, Pokoda	Rice & Roti, Dalma, Bhaji, Sweets, Banana
Thursday	Tea & Biscuit	Poha (Chuda), Mutter Curry, Boiled Egg/ Milk for (veg), Banana	Rice, Dal, Fish curry, Mushroom curry (for veg), chips, papad, pickles	Tea, Vada	Rice & Roti, Dal, Kabuli Chana, Sweets, Banana
Friday	Tea & Biscuit	Puri, Aloo Curry, Boiled Egg. Banana	Rice, Dal, Fish curry, Mix veg (for veg), chips, papad, Pickles	Tea, Bread Chop	Rice & Roti, Dal, Mix Veg Curry, sweets, Banana

Saturday	Tea & Biscuit	Upma, mutter curry, Milk, Banana	Rice Dal, Egg Curry/ Pottal curry (for veg), Bhaji, Papad, Pickles	Tea, Aloo Chop	Rice & Roti, Dal, Soyabean curry, Sweets, Banana
Sunday	Tea & Biscuit	Paratha, Aloo Dum, Pickles, Banana	Rice, Dal, Mutton curry/Panner Curry (for veg), Bhaji, Papad, Pickles	Tea, Samosa	Rice & Roti, Dal, Kabuli chana curry, Kheer, Banana

- Food menu should be displayed at Dinning space and Hostel of the Training centre.
- Food should be cooked with freshest possible ingredients.
- Food should be prepared in hygienic condition with utmost quality and served to the trainees in sufficient quantity.



Signature
 Date: _____
 Name: _____