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Government of India
Ministry of Tourism
HRD Division

GUIDELINES
“HUNAR SE ROZGAR TAK”
(effective from 27-10-2017)

(PROGRAMME FOR TRAINING OF HERITAGE TOUR GUIDE/ TOUR GUIDE FOR THE TRAVEL/TOURISM/HOSPITALITY INDUSTRY UNDER THE SCHEME FOR CAPACITY BUILDING FOR SERVICE PROVIDERS)

I) Objective

To impart professional training to the eligible candidates with the aim of making them duly qualified and competent with the requisite professional skills to take up jobs as Heritage Tour Guides/ Tour Guides in the Travel/Tourism industry.

II) Implementation

The Programme will be implemented by the Ministry of Tourism (MoT) in partnership with the IITTM or any other agency nominated by the Ministry of Tourism. To start with, the training will be delivered by the IITTM at its various campuses.

III) Target group

The training programmes will be open to youth in the age group of 18 to 28 years and minimum Tenth class pass. The age will be reckoned on the first of January of the year in which the training programme is advertised. However, those holding or pursuing Graduate level degree or diploma or still higher qualifications will not be eligible for admission to the programme. (The age limit can be relaxed for a class or category of persons by the Ministry of Tourism for reasons to be recorded in writing).

IV) Duration & Course Content of the course

The duration of the course for the Heritage Tour Guide will be of 330 hours and 420 hours for the course on Tour Guide strictly as per the norms and course content prescribed under QP:THC/Q4501 and QP:THC/Q4502 by the Tourism & Hospitality Skill Council. The QP-NOS(Level-4) prescribed by the Council in respect of these courses have been adopted in full as they presently exist. The details of the course, syllabus etc., can be downloaded from the URL http://www.thsc.in/KnowledgeResources/Qualification_Packs.aspx.

V) Intake

Applications will be invited through advertisement in the newspapers and on the Implementing Agency's website. Selection will be through a written test of 60 minute duration. The test will carry maximum marks of 50 with multiple choice questions on current affairs, history, general awareness and history.

Placement/Self-employment being the major outcome of the skill development programmes under the Common Norms, the Implementing Agencies are advised to adopt a strict screening process to prevent non-serious candidates (who actually do not aspire to be placed in the trade owing to their possession of either much higher qualifications than what has been prescribed or sound financial status) from participating in the course.

VI) Minimum target

Each Implementing Agency will conduct the Programme in such a way that the minimum Annual targets set by the Ministry of Tourism is not only achieved but also exceeded to the maximum extent possible.

VII) Class Size : A class will not have less than 25 and more than 40 trainees.

VIII) Application/Course Fees : The Implementing Agency will charge an application form fees of Rs.200 to cover the cost of conducting the entrance examination and other selection procedure cost. The entire expenditure on the courses will however be borne by the Ministry of Tourism as per the prescribed norms.

IX) Faculty : Besides its own faculty, the Implementing Agency will engage guest faculty from tourism, travel and allied industries, regional level guides, archaeologists, historians, communication experts, tour escorts etc., for delivering the training modules. **The entire expenditure on this account will be met out of the Base Cost payable.**

X) Publicity :

The Implementing Agencies will publicize the programme by inserting advertisement in the newspapers and also putting it on its respective websites. They will also publicize the programme amongst the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction/workshops etc. Talks on TV/Radio channels may also be arranged. The advertisement may also be placed on the websites of the Institutes of Hotel Management and Indian Culinary Institute.

XI) Funding Norms of the Programme

Based on the nature and characteristics of the trade/job role, the Heritage Tour Guides/ Tour Guides courses are classified as Category-III course.

The funding norms as given in **SCHEDULE-I (Schedule of Cost)** shall apply to these "Hunar Se Rozgar Tak" courses. The hourly rates (i.e. Base Cost) shown in **SCHEDULE-I** shall be inclusive of cost components such as:

- (i) Mobilization of candidates
- (ii) Post-placement tracking/monitoring
- (iii) Curriculum
- (iv) Placement expenses
- (v) Trainers' training
- (vi) Equipment

- (vii) Amortization of Infrastructure costs/Utilities
- (viii) Teaching Aid (including Course material& Tool Kit)
- (ix) Raw material
- (x) Salary of trainers

The fund flow to the Training Providers shall be based on the outcomes achieved, and shall be released in the manner given in **SCHEDULE-III** to implement the programme effectively.

Since the Base Cost (hourly rate per trainee) includes the components of Mobilization of candidates, Post-placement tracking/ monitoring, Curriculum, Placement expenses, Trainers training, Equipment, Amortization of infrastructure costs/utilities, Teaching Aid, Raw material and Salary of trainers, there would be no need for rendering detailed account for each of these components. However, the implementing agencies would render detailed accounts for such components of expenditure like transport cost, Boarding & Lodging, Additional support for Special Areas/Groups, Stipend/Incentive and Uniforms.

The students and trainers to be enrolled must be linked to Aadhar in the Implementing Agency's records as well as the individual's Banks account. The money paid as Stipend to the successful trainee shall be transferred only to the individual beneficiary's Aadhar linked bank account through the PFMS.

The formats for rendering detailed accounts have already been communicated to all the Implementing Agencies separately.

XII) Stipend/Incentive

A trainee with a minimum attendance of 80% will be paid lump sum incentive/stipend of Rs.1,500/- subject to his/her passing in the course and this amount shall be over and above the Base Cost..

XIII) Lodging & Boarding : The Implementing Agency will be reimbursed the actual expenditure incurred by it on lodging and boarding arrangements of out-station trainees at the rates prescribed under the Common Norms of the Ministry of Skill Development & Entrepreneurship (SCHEDULE-I).

XIV) Attendance, Assessment and Certification : The trainees with minimum attendance of 80% will only be permitted to appear in the course-end test. The assessment and certification will be done by the respective Implementing Agencies with one internal and one external examiner. It has only to be ensured that the assessing Institute/ Implementing Agency does not become the self assessor for its own training programmes so as to comply with the spirit of third party assessment. Tourism Departments of the States/UTs as also the State and Central Universities can be the Third Party Assessors for the two courses. Similarly, private agencies under PMKVY 2016-20 would also be allowed to conduct the assessment under this programme. However assessment and certification norms developed by the concerned regulatory bodies, sector skill council / industry would be approved by the NSQC to ensure that the outcomes conform to the appropriate NSQF level. Certificates issued post assessment will mention the level of NSQF at which it lies. Third Party Certification & Assessment Costs to be paid is given in SCHEDULE-I.

XV) Pass outs/Placement records

The Implementing Agency will post the names of pass-outs, together with their contact addressed, as also their employment status, on its websites.

XVI) Outcome of the Course

Since **Employment (both wage and self)** is a mandatory outcome of funding under this programme, the outcomes from the "Hunar Se Rozgar Tak" programmes shall be defined to include :-

- (i) **Employment (either/both wage or self) on an annual basis of at least 70% of the successfully certified trainees within three months of completion of training;**
- (ii) In case of wage employment and recognition of prior learning, candidates shall be placed in jobs that provide **wages/CTC at least equal to minimum wages prescribed. In case the employer pays minimum wages in terms of Cost to Company (CTC), atleast 80% of the CTC should be paid as cash to the candidate. Such candidates should continue to be in jobs for a minimum period of three month from the date of placement in the same or a higher level with the same or any other employer.** For this purpose, one-monthly pay slip can be accepted as the evidence to support the wage employment. In addition, enrolment of candidates for apprenticeship and Work Permit (Work Visa) for overseas employment would also be treated as proof of employment;
- (iii) 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 verifiable document like Guide License. In case of self-employment, securing a relevant enterprise development loan can also considered as proof of evidence under any other suitable and.

If, however, the trainee himself/herself obtains any employment in a trade related to the course undertaken within three months of certification, the same shall be accepted as employment under placement category.

SCHEDULE OF COST (With Effect from 01-04-2017)**1. BASE COST**

1.1 The Base Cost for different Sectors will be as under with effect from **01-04-2017**:

- (i) **Rs.42.60 per hour of training for trades/sectors listed in Category-I.**
- (ii) **Rs.36.50 per hour of training for trade/sectors listed in Category-II.**
- (iii) **Rs.30.40 per hour of training for trades/sectors listed in Category-III.**

2. TRANSPORT COSTS

2.1 For candidates from Special Areas, as defined in Clause 5.1 of Schedule-I, undergoing training outside district of such Special Areas, to and fro transport cost as per actuals, subject to a maximum of Rs.5000/- per trainee, may be payable for:

- a) Residential trainings, and/or
- (b) In respect of all skill development training programmes where trainees from Special Areas (as defined herein) are trained outside these Special Areas, and/or
- c) Training programmes anywhere in the country where women trainees have to travel more than 80 kms. from their homes to reach the nearest training centre and who are availing of boarding and lodging arrangements made for them.

3. BOARDING & LODGING COSTS

The Ministry will reimburse **Boarding & Lodging Costs at actual** subject to a maximum per trainee per day as per table below:

i) X Category Cities/Town per day per Trainee	Rs.300/-
ii) Y Category Cities/Town per day per Trainee	Rs.250/-
iii) Z Category Cities/Town per day per Trainee	Rs.200/-
iv) Rural Areas and any Area not notified as a municipal/town area	Rs.175/-

(The List of categories of cities is given at SCHEDULE-III)

The reimbursement of boarding & lodging costs will be applicable to all Trainees irrespective of Special Areas, Disability and Gender and the payout shall be as defined in various slabs mentioned above.

4. THIRD PARTY CERTIFICATION & ASSESSMENT COSTS

4.1 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, based on actuals.

5. ADDITIONAL SUPPORT FOR SPECIAL AREAS/GROUPS

5.1 **Training in Special Areas:** Over and above the Base Cost, **an additional amount equal to 10% of the Base Cost should be permitted** for programmes conducted in the North Eastern States, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nikobar Islands, Lakshadweep and districts affected by Left Wing Extremism (LWE) as identified by the M/O Home Affairs for the Integrated Action Plan (hereinafter referred to as "Special Areas").

5.2 Upon successful completion of non-residential skill training programmes, and after certification, all Persons Below Poverty Line (BPL), persons with disability and women candidates (hereinafter referred to as "special Groups") will be reimbursed the cost incurred in travelling to and from the training centre at the following rates:

Reimbursement of Conveyance Costs per month	Amount (in Rs.)
1) Training Centre within District of domicile	1000/-
2) Training Centre outside District of domicile	1500/-

5.3 **Post Placement support for Special Areas/Groups for wage employment:** In order to enable the newly skilled persons from Special Areas/Groups to settle into their jobs/vocations under wage employment, post placement support would be provided directly to the candidate at the rate of Rs. 1500/- per month for the following durations:-

Post Placement Support @ Rs. 1500/- per month	Men	Women
1) Placement within District of domicile	1 month	2 months
2) Placement outside District of domicile	2 months	3 months

provided the placement is made within three months of certification and after post validation of placement of the candidate.

5.4 **Training for Persons with Disability (PwD):** Over and above the Base Cost, an additional amount equal to 10% of the Base Cost should be provided for skill development programmes imparted to Persons with Disability (PwD). Provided that in the case of training of PwD in the Special Areas, the total cost permissible will be 120% of the Base Cost. At least 3% of total training done by every Implementing Agency in each year shall be reserved for persons with disabilities, in trades as decided by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment in conjunction with the National Skill Development Agency (NSDA).

5.5 **Upon successful completion and certification,** the certified candidate may be paid a lump-sum **stipend/incentive of Rs.1500/-** and this amount shall be over and above the Base Cost.

Categorization of Indian cities for residential training costs

S. No.	State	Cities classified as "X" as "X"	Cities classified as "y"
1	Andhra Pradesh		Vijayawada (Urban Agglomeration (UA), Visakhapatnam (UA), Guntur
2	Assam		Guwahati (UA)
3	Bihar		Patna(UA)
4	Chandigarh		Chandigarh
5	Chhattisgarh		Durg – Bhilai Nagar (UA) , Raipur (UA)
6	Delhi	Delhi NCR (UA)	
7	Gujarat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Vadodara
8	Haryana		Faridabad
9	J&K		Srinagar (UA), Jammu(UA)
10	Jharkhand		Jamshedpur(UA), Dhanbad
11	Karnataka	Bengaluru (UA)	Belgaum(UA), Hubli – Dharwar, Mangalore(UA)
12	Kerala		Kozhikode(UA), Kochi(UA), Thiruvananthapuram(UA)
13	Madhya Pradesh		Gwalior(UA), Bhopal (UA), Indore(UA), Jabalpur
14	Maharashtra	Greater Mumbai (UA)	Amravati, Nagpur(UA), Aurangabad (UA), Nasik(UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
15	Orissa		Cuttack(UA), Bhubaneswar(UA)
16	Puducherry		Puducherry(UA)
17	Punjab		Amritsar (UA), Jalandhar
18	Rajasthan		Bikaner, Jaipur, Jodhpur(UA), Kota
19	Tamil Nadu	Chennai	Salem(UA), Tiruppur (UA), Coimbatore(UA), Tiruchirapalli (UA), Madurai (UA)
20	Telangana	Hyderabad(UA)	Warangal(UA)
21	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad, Aligarh, Agra(UA), Bareilly (UA), Lucknow(UA), Kanpur (UA)
22	Uttarakhand		Dehradun (UA)
23	West Bengal	Kolkata (UA)	Asansol (UA)

All other cities / town in various States / UTs which are not covered by classification as "X" or "Y" are classified as "Z". The above categorization of cities / towns being adopted from the categorization of Indian cities/towns for payment of HRA as per 2008-6th Pay Commission

Fund Flow Mechanism

1. Schedule of release of payments:

1.1 The release of funds could be batch wise or as per project MoU as per the guidelines of scheme in question. The funds should be released to the Training Providers as per the following schedule:

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

1.2 The above payment schedule is subject to the following:

- (i) It is applicable only for fresh training.
- (ii) The second tranche of 50 % will be calculated on the basis of total cumulative 80% payment for candidates actually certified.
- (iii) The dropouts will not be considered for 2nd and 3rd tranche. The 1st tranche payment of the dropouts is adjusted in next tranche.

2. The 20% of training cost which is linked to outcome (3rd instalment) would be released to the Training Provider subject to compliance with para V of the HSRT guidelines subject to the following:

- (i) Training Provider shall be eligible for 100% payment on for outcome achievement under para XI to XVI.
- (ii) 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 employment of the certified trainees within three months of completion of training in case of fresh entrants.
- (iii) 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% in 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.

3. In order to encourage the Training Provider who exceed the prescribed outcomes, the following additional incentives should be provided:

- (i) For every candidate, where outcome achievement is above 70% to 85%, the Training Provider should be paid an additional amount of Rs.3000/- per candidate.
- (ii) For every candidate where outcome achievement is above 85%, the Training provider should be paid an additional amount of Rs.5000/- per candidate.
