GUIDELINES ON "HUNAR SE ROZGAR TAK" PROGRAMME
FOR HOSPITALITY COURSES
(as aligned to the Common Norms of Ministry Of Skill Development & Entrepreneurship)
(As Amended Upto 30th June, 2019)

(HOSPITALITY SECTOR PROGRAMMEs FOR IMPLEMENTATION UNDER THE SCHEME OF"CAPACITY BUILDING FOR SERVICE ")

As part of the *Suo-Motu initiatives* of the Ministry of Tourism under the Scheme of "Capacity Building for Service Providers", it was decided to provide financial assistance to Govt. sponsored Tourism & Hospitality Institutes, Private Tourism/Hospitality Institutes, State Tourism Development Corporations and State Governments etc. to conduct Skill Development Programmes to be called "HUNAR SE ROZGAR" or its verticals. The programme was aimed at targeting persons with not much means and in need to acquire skills facilitative to employment. The implementation of the programme was subject to certain administrative and financial Guidelines.

In order to bring about uniformity and standardization in the implementation of various Skill Development Schemes by different Central Ministries/Departments, the Govt. of India has decided to bring all the schemes/programmes relating to skill development activities within the Common Norms notified by the Ministry of Skill Development & Entrepreneurship with the approval of the Ministry of Finance. The Ministry of Tourism has accordingly resolved to effect full transition to these norms with effect from 1st April, 2016 as per the Cabinet decision.

"Skill Development, for the purpose of any Government scheme, is defined as any domain specific demand led skill training activity leading to employment or any outcome oriented activity that enables a participant to acquire a skill duly assessed and certified by an independent third party agency, and which enables him/her to get wage/self-employment leading to increased earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training and shall fall in the categories as per below:

    (i)   For fresh entrants to the job market, the training duration to be minimum 200 hours (including practical and/or on the job training) except where prescribed by any Statute

    (ii)   In case of re-skilling or skill up-gradation of persons already engaged in an occupation, training programmes having a minimum duration of 16 hours or more of trainings including practical and/or on the-job training.

    (iii)   In the case of persons who have acquired Skill through informal, non-formal or experiential training in any vocational trade or craft, formal recognition and certification of such skill, if necessary after imparting bridge courses, to be treated as Skill Development."

In conformity with the framework of skill development as defined above, all skill development courses the duration of which fall into categories (i) and (ii) above would henceforth come under the umbrella of the "Hunar Se Rozgar Tak" Programme of the Ministry of Tourism and include the courses listed below. After incorporating the Common Norms as notified by the Ministry of Skill

Development & Entrepreneurship, as revised from time to time, the revised Guidelines governing the implementation of the **"HUNAR SE ROZGAR TAK"** programme of the Ministry of Tourism would be as follows **with immediate effect**:-

I) **COURSES OFFERED** **:** To begin with, only four National Skill Qualification Framework (NSQF) approved skill development courses in the hospitality trades of Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate courses were being conducted under the "Hunar Se Rozgar Tak" programme with effect from 27-12-2016. **The Ministry of Tourism have since decided to introduce four more courses in the hospitality trades of Laundry Machine Operator, Kitchen Steward, Home Delivery Boy and Traditional Snack & Savoury Maker with immediate effect.** The NSQF approved QP-NOS prescribed in respect of the Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant, Front office Associate, Laundry Machine Operator, Kitchen Steward, Home Delivery Boy, Order taker- Home Delivery and Traditional Snack & Savoury Maker courses have been adopted in full as they presently exist. Complete details of the course content/syllabus etc. and may be downloaded from the National Qualification Register on their website **www.nqr.gov.in.**

a) Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant, Front office Associate, Laundry Machine Operator, Kitchen Steward, Home Delivery Boy, and Traditional Snack & Savoury Maker **to be implemented only by the Govt. Institutes of Hotel Management/Food Craft Institutes etc. which possess the required infrastructure to run them - (Annexure-A)**

b) Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front Office Associate **to be implemented by State/Union Territory Governments - (Annexure-B)**

c) Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front Office Associate **to be implemented by State/Union Territory Tourism Development Corp./Boards; (Annexure-C)**

d) Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front Office Associate **to be implemented by industrial units, associations of industries and professional/skill developing agencies with proven credentials;(Annexure-D)**

e) Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate **to be implemented by Classified Hotels; (Annexure-E)**

f) Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front Office Associate **to be implemented by hospitality Institutes approved by the AICTE/National Skill Development Agency/State & Union Territory Govts. (Annexure-F)**

g)   Six-day **Skill Testing & Certification** courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/ skill up-gradation of persons already engaged in hospitality related occupations **to be implemented by Ministry of Tourism sponsored Govt. Institutes of Hotel Management and Food Craft Institutes etc. (Annexure-G)**

The Ministry of Tourism may introduce/revive any other NSQF compliant course(s) in future to meet the Sectoral requirements/expectations, in which case, specific regulatory guidelines will be framed within the scope and width of the Common Norms notified by the Ministry of Skill Development & Entrepreneurship.

Unless otherwise provided in the detailed guidelines in the Annexures, the Common Guidelines applicable uniformly to all the aforesaid skill development courses under the "Hunar Se Rozgar Tak" and "Skill Testing & Certification" programmes are as under :-

II)   Attendance, Assessment & 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 as is being done now with one internal and one external examiner. The external assessor must be drawn from an Institute/Implementing Agency conducting the Hunar Se Rozgar Tak courses for the Ministry of Tourism. Similarly, private agencies under PMKVY 2016-20 would also be allowed to conduct the assessment under this programme. 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. 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 paid is given in SCHEDULE-I.

III)   Funding Norms of the Programme

Based on the nature and characteristics of the trades/job roles, the Multi Cuisine Cook and Traditional Snack & Savoury Maker courses are classified as Category-I course while the Food and Beverage Service Steward, Room Attendant, Front office Associate, Laundry Machine Operator, Kitchen Steward and Home Delivery Boy listed in Category-II. The classification of all new NSQF compliant courses to be introduced in future will be notified alongwith the guidelines on the respective courses.

The funding norms as given in **SCHEDULE-I (Schedule of Cost)** shall apply to all the "Hunar Se Rozgar Tak" courses listed above, except as otherwise provided in the specific guidelines contained in the Annexures. 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 programmes effectively.

IV) **Monitoring & Tracking**

The HSRT Implementing Agencies shall have access to an open, common and extensible data standards to ensure that their IT systems can share data and do transactions in a scalable way. Standardized Application Program Interface (APIs) will also be defined for use in the Management Information System (MIS) of various skills training programs. Also, the Ministry of Skill Development and Entrepreneurship shall facilitate the development of an integrated and interactive MIS based on the above standards and APIS which should thereafter be available for use by all Implementing Agencies. This integrated MIS should serve as an aggregator from the ERP/MIS solutions of States and Ministries/Departments of specific programmes.

All the trainees trained under a project will be tracked for a period of one year from the date of completion/certification of training with respect to their career progression, retention and other parameters. An Innovative system for tracking to be developed that shall use technology (web and mobile based) and has incentives for the trainees to respond to the tracking system.

The following shall apply to the Monitoring & Tracking Mechanism:

    (i)   If particulars pertaining to 90% of the candidate in any batch are fed into the central MIS, then this would account for successful tracking of the candidates of that particular batch. Completion of this step would entitle the training provider to seek disbursement of one instalment of the training cost from the concerned Ministry, which would be 10% of the training cost, or an amount of Rs.5,000/- per candidate, whichever is less.

    (ii)   Each candidate would be tracked once every month for a period of one year in case of fresh entrants after she/he completes her/his training. Parameters to be tracked would be as under:-

        a)   Placement should be within 3 months of completion of training

        b)   Once placed, remuneration/ incremental remuneration per month

        c)   Whether continues to work in the same or higher job role till end of the tracking period (whether with same or different employer)

        d)   If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.

    (iii)   Till the MIS becomes available, each Implementing Agency will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers, their employer details and salary status is posted on their website after conclusion of training of every batch.

V) **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 (both wage and self) <u>on an annual basis</u> of at least 70% of the successfully certified trainees within three months of completion of training, with at least 20% of the trainees passing out being placed in wage employment;

    (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), at least 80% of the CTC should be paid as cash to the candidate. Such candidates should continue to be in jobs 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. In case of self-employment, securng a relevant enterprise development loan can also considered as proof of evidence under any other suitable and verifiable document.

(iv) In case of re-skilling or skill-upgradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training.

VI) Soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) would be an integral part of the skills training process and must be suitably integrated into the course modules of all the "Hunar Se Rozgar Tak" courses. Each course will have a built-in emphasis on improving the trainees' behaviour and attitudes in order to enhance their market acceptability.

VII) The detailed guidelines on target group, implementing agencies, intake & selection, annual targets, Publicity, Faculty and Attendance, Assessment & Certification for various courses etc. have been indicated in the course guidelines at Annexures-A to G.

VIII) 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, Third Party Assessment & Certification and Uniforms.

IX) UPLOADING OF VIDEO CLIPPING : Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) (pmuhsrt@gmail.com).After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.

X) INPUT STANDARDS

While all training programmes funded under this programme need to ensure that the outcomes are achieved as per these guidelines, the following inputs must also be in place to ensure that adequate training infrastructure and capacity exists:

(i) The overall training infrastructure specially the training aids and equipment should be as per industry benchmarks;

(ii)   Trainers with suitable qualifications/experience should only be hired and each trainer to having undergone Training of Trainers (ToT); (For this purpose, 2 to 3 days of refresher training for the trainers of the Institutes/Implementing Agencies of the Ministry of Tourism to be organised by the Tourism & Hospitality Skill Council should be enough for them to be made acquainted with the modalities of the QP-NOS courses)

(iii)   Industry relevant content, appropriate to the learning groups, and conforming to the requirements of NSQF/SDIS, being used;

(iv)   The course content may be developed in regional language to facilitate better learning and absorption of information;

(v)   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.

(vi)   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 (including Course material& Tool Kit), Raw materials 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 Third Party Assessment & Certification, transport cost, Boarding & Lodging, Additional support for Special Areas/Groups, Stipend/Incentive, Third Party Assessment & Certification and Uniforms.

XI)   ON-THE-JOB TRAINING

All Implementing Agencies would ensure that after the trainee completes his prescribed hours of OJT, the Job Card/attendance Passbook is verified and duly signed by the competent authority where the OJT is taking place and submitted to the HSRT coordinator of the Implementing Institute. The Certificate of having successfully completed the course would be issued only after the trainee produces proof of having completed the mandated hours of OJT from the respective hotels/organisations.

XII)   GENERAL INSTRUCTIONS

a)   **The total amount of stipend/wage loss due to any implementing agencies would continue to be transferred directly into the accounts of implementing agencies by the Ministry. The implementing agencies shall further transfer the stipend/wage loss into the bank accounts of the beneficiaries/trainees only through the EAT module of PFMS within 15 days of receipt of the amount. No other mode of transfer of stipend / wage loss amount would be permissible.**

b)   **It would be imperative on the part of every agency to be active on the EAT module of PFMS before the Ministry releases further funds from time to time.**

c)   **All claims by implementing agencies on account of third party assessment and certification costs shall be considered and reimbursed by the Ministry of Tourism on the basis of actual costs incurred by them on various components/items of expenditure on this account separately indicated in the claim as per the following format:-**

Details Break-up of Third Party Evaluation and Assessment Cost

a) **Name of implementing agency_____**
b) **Name of course_____**
c) **Batch No._____**
d) **Total No. of trainees assessed_____**

S.No.	Component /Item of expenditure	Total Expenditure
Total Cost for the batch		
Total Cost per trainee		

The implementing agencies will maintain proper receipts / bills for all items of expenditure relating to third party assessment and certification costs for scrutiny as and when required.

****

SCHEDULE OF COST
(With Effect from 01-04-2019)

1.   BASE COST

1.1   The Base Cost for different Sectors will be as under w.e.f. 01-04-2019:

   (i)   Rs.46.70 per hour of training for trades/sectors listed in Category-I.
   (i)   Rs.40.00 per hour of training for trade/sectors listed in Category-II.
   (iii) Rs.33.40 per hour of training for trades/sectors listed in Category-III.

2.   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 payable for all outstation Trainees irrespective of Special Areas, Disability and Gender and the payout shall be as defined in various slabs mentioned above. The maximum ceiling on the number of days for which Lodging & Boarding charges would be reimbursable for various HSRT courses being conducted by the empanelled Implementing Agencies, irrespective of their extant dispensation, will be as follows:-

S. No.	Course Name	Maximum No. of days for which Lodging & Boarding charges would be reimbursable	
		For Institutes running 5-day week	For Institutes running 6-day week
1	Multi Cuisine Cook	99	82
2	F & B Service Steward	59	50
3	Room Attendant	59	50
4	Front Office Associate	66	57
5	Tour Guide	82	69
6	Heritage Tour Guide	65	54
7	Unarmed Security Guard	31	26

The reimbursement would however be limited to the actual number of days for which lodging and boarding was provided or the maximum number of days as indicated in the above table, whichever is lower.

3.   THIRD PARTY CERTIFICATION & ASSESSMENT COSTS

3.1   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. All claims by implementing agencies on third party assessment and certification costs shall be considered and reimbursed by the Ministry of Tourism on the basis of actual costs incurred by them on various

components/items of expenditure on this account separately indicated in the claim as per the following format:-

Details Break-up of Third Party Evaluation and Assessment Cost

Name of implementing agency_____
Name of course_____
Batch No._____
Total No. of trainees assessed_____

S.No.	Component /Item of expenditure	Total Expenditure
Total Cost for the batch		
Total Cost per trainee		

The implementing agencies will maintain proper receipts / bills for all items of expenditure relating to third party assessment and certification costs for scrutiny as and when required.

4. ADDITIONAL SUPPORT FOR SPECIAL AREAS/GROUPS

4.1 **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").

4.2 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/-

4.3 **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. **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).

6. **Upon successful completion and certification**, the certified candidate may be paid a lump-sum **stipend/incentive of Rs.2000/- for the Multi Cuisine Cook and Traditional Snack & Savoury Maker courses and Rs.1500/-for the Food and Beverage Service Steward, Room Attendant, Front office Associate, Laundry Machine Operator, Kitchen Steward and Home Delivery Boy courses,** as the case may be.This amount shall be over and above the Base Cost.

7. For **provision of uniforms** for trainees, **an amount of Rs.1900/- will be allowed** 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
1st	30%	On commencement of Training Batch against validated candidates
2nd	50%	On successful certification of the trainees
3rd	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 V.

    (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 upskiling, 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.

****

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant, Front Office Associate, Laundry Machine Operator, Kitchen Steward, Home Delivery Boy, Traditional Snack & Savory Maker to be implemented by Govt. Institutes of Hotel Management/Food Craft Institutes

I)   Name, Educational Qualification, duration and NSQF QP-NOS for the Course

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT)	Minimum Pass % required for Certification	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	**8th Class Pass**	**740 Hours** (500 Hours + 240 Hours OJT)	**70%**	**QP:THC/Q3006**
F&B Service - Steward	**10th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0301**
Room Attendant	**5th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0202**
Front office Associate	**12th Class Pass**	**580 Hours** (340 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0102**
Laundry Machine Operator	**8th Class Pass**	**480 Hours** (240 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0205**
Kitchen Steward	**5th Class Pass**	**440 Hours** (200 Hours + 240 Hours OJT)	**50%**	**QP:THC/Q0401**
Home Delivery Boy	**8th Class Pass**	**440 Hours** (200 Hours + 240 Hours OJT)	**50%**	**QP:THC/Q2902**
Traditional Snack & Savory Maker	**8th Class Pass**	**240 Hours**	**60%**	**QP:FIC/Q8501**

The Qualification Pack- National Occupation Standards (QP-NOS) for the above courses may be downloaded from the URL https://www.nqr.gov.in.

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

II)   Target : The training programmes will be open to all persons above the age of 18 years possessing the minimum educational qualification prescribed.

III)   Conduct of the Programme : The Programme will be implemented through the Institutes of Hotel Management, Food Craft Institutes sponsored by the Ministry of Tourism and the India Tourism Development Corporation (ITDC).

IV) **Intake and selection :** A class, to begin with, will have a minimum of 20 trainees and a maximum of 30. In case the number of eligible candidates exceeds the requirement of a batch and there is a requirement of additional batches, the Implementing Agency will concurrently or in phases run more batches depending on its institutional capacity. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each. **The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.**

V) **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.

VI) **Course contents :** The training contents and modules for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).

VII) **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.

VIII) **Faculty :** In order to maintain the quality of regular courses as well as the "Hunar Se Rozgar Tak" initiative, the faculty arrangements for undertaking the courses would be as under :-

a) The IHMs will have option of implementing these short duration courses either by using their regular faculty or by hiring additional faculty on contractual basis.

b) In case the Central IHMs decide to appoint additional contractual Teachers for the short duration courses their additional strength will be reckoned strictly on the basis of the SIU norms on faculty: student ratio (i.e. 1 teacher for every 25 students). Having ascertained the requirement, up to one additional faculty can be deployed after following the due process and taking approval of the Chairperson of the Board of Governors. If more than one additional faculty is required, then the Central IHMs will take prior approval of the Ministry of Tourism. Such Trainer would have to undergo the Training of Trainers programme.

c) If the IHMs implement the courses through the existing faculty, it will be ensured that the involvement of existing teaching and non-teaching faculty does not compromise the quality of the regular courses or the normal work.

d) The total honorarium/remuneration payable to the guest faculty/existing teaching and non-teaching staff or any work of arduous and intermittent nature, including classes conducted or assistance rendered for the conduct of "Hunar Se Rozgar" shall be as follows and shall form a part of the Base Cost:-

(i)   Rs.1500/- for guest faculty- for a class of 60 minutes duration.
(ii)   Rs.750/- for faculty/staff of Implementing Agency - for a session (of one hour duration) subject to a ceiling of upto 30 days or 60 sessions in a year, whichever is lower.

	(iii)	Rs.400/- for student-trainer who provide training for a two hour class.
	(iv)	Expenses on meals for trainers/trainees - Rs.100/- per person per day.

IX) **Application fees** **:** There will be no application or course fees chargeable to the applicant/trainee.

X) **Uniforms :** For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost.

XII) **Attendance, Assessment and Certification :** Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines. **Once the trainee completes his/her prescribed hours of On-the-job training (OJT), the job card/attendence passbook is to be verified and duly signed by the competent authority where the OJT is taking place and this job card/attendence passbook will be submitted to the HSRT coordinator of the Implementing Agency by the trainee. Only then would the course be considered to be successfully completed by the trainee and the Certificate issued.**

<p align="center">**********</p>

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by State/Union Territory Governments;

I)   **Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT)	Minimum Pass % required for Certification	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	**8th Class Pass**	**740 Hours** (500 Hours + 240 Hours OJT)	**70%**	**QP:THC/Q3006**
F&B Service - Steward	**10th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0301**
Room Attendant	**5th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0202**
Front office Associate	**12th Class Pass**	**580 Hours** (340 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0102**

The Qualification Pack- National Occupation Standards (QP-NOS) for the above courses may be downloaded from the URL https://www.nqr.gov.in.

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

II)   **Target :** The training programmes will be open to all persons above the age of 18 years possessing the minimum educational qualification prescribed.

III)   **Conduct Of The Programme**

The Institutes of Hotel Management and Food Craft Institutes running the AICTE approved courses or the Institutes that have the facility, both physical and academic to conduct hospitality courses. However, the State Governments/UT Administrations concerned will be responsible for steering and monitoring the efforts of the Institutes assigned the responsibility of conducting the Programme.

IV)   **Project Sanction**

The project sanction will be done by the State Level Committee to be constituted by the State Govt./UT Administration concerned.

V)   **Selection Of The Institutes**

The State Government/UT Admn. concerned will select the Institutes following at transparent system. The following should be the steering/selection committee for the purpose : -

a) The State Secretary of Tourism - Chairperson
b) A representative of the District Urban Development Agency.
c) The Principal of the nearest MoT sponsored IHM in the State.
d) The concerned Regional Director Indiatourism Office.
e) The Director, Technical Education in the State Govt. Plus need based co-opted members
f) The Director, Higher Education in the State Govt.

The Commissioner/Secretary (Tourism) in the State Govt./UT Administration would act as the Secretariat for the purpose. Secretary, State Tourism can co-opt any other person in this committee. The State Secretary of Tourism will have the discretion to co-opt an additional member in case considered necessary for an objective selection.

VI) **Minimum Target**

Each implementing Institute will conduct the Programme at least two times in a year and each programme will consist of the five aforesaid courses. However, more batches will be taken up if the number of eligible applicants is higher.

VII) **Course Content**

The training contents and modules for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).

VIII) **Intake and selection :** A class, to start with, will have a minimum of 20 trainees and a maximum of 30. In case the number of eligible candidates exceeds the requirement of a batch and there is a requirement of additional batches, the Implementing Agency will concurrently or in phases run more batches depending on its institutional capacity. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each. **The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.**

IX) **Application Fees:** There will be no application form fee or course fees chargeable to the applicant eventual trainee.

X) **Uniforms :**For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost.

XI) **Attendance, Assessment and Certification :** Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment And Certification) of the HSRT guidelines. **Once the trainee completes his/her prescribed hours of On-the-job training (OJT), the job card/attendance passbook is to be verified and duly signed by the competent authority where the OJT is taking place and this job card/attendance passbook will be submitted to the HSRT coordinator of the Implementing Agency by the trainee. Only then would the course be considered to be successfully completed by the trainee and the Certificate issued.**

****

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by State/Union Territory Tourism Development Corp./Boards;

i)   **Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT)	Minimum Pass % required for Certification	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	**8th Class Pass**	**740 Hours** (500 Hours + 240 Hours OJT)	**70%**	**QP:THC/Q3006**
F&B Service - Steward	**10th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0301**
Room Attendant	**5th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0202**
Front office Associate	**12th Class Pass**	**580 Hours** (340 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0102**

The Qualification Pack- National Occupation Standards (QP-NOS) for the above courses may be downloaded from the URL https://www.nqr.gov.in.

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

ii)   **Implementation**

The State Tourism Development Corporations will conduct the training programmes at their respective guest houses, tourists homes or such other establishments (referred to as establishments hereafter). The following will be the minimum training targets :

a)   An establishment with 20 or more rooms will work for a training class of 40 students. However, it will in no circumstances constitute a class of less than25 students, to begin with;

b)   An establishment with 10 -19 rooms will work for a training class of 20 students. However, it will in no circumstances constitute a class of less than15 students, to begin with;

c)   An establishment with less than 10 rooms will not be eligible to conduct the training courses.

iii)   **Target Group :** The training programmes will be open to all persons above the age of 18 years possessing the minimum educational qualification prescribed.

iv) <u>Intake and selection</u>

a) The programmes will have an inclusive nature. Each STDC will invite applications through newspaper advertisement atleast once in a year. The advertisement will cover all the implementing establishments under it. Additional advertisements may be issued based on needs. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the implementing establishment / STDC will concurrently or in phases run more batches depending on its institutional capacity. In case of phasing, the scheduling of candidates between batches will be on first-cum-first -admitted basis. The Implementing Agency will maintain a register of applications which will also indicate the date of receipt of each. **The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.**

iv) <u>Minimum target</u> **:** Each Implementing establishment will conduct a minimum of 6 courses during the year. The class strength will be as per the norms indicated in (ii) above..

v) <u>Course contents</u> **:** The training contents and modules for each course will have to conform to NSQF parameters mapped to the relevant Qualification Pack (QP-NOS).

vi) **Faculty :** Each STDC will use its regular faculty for the Programmes, if available. Alternatively, the STDC will engage contractual faculty at the rate indicated by the MoT from time to time. The norm in this regard will be : one teacher for every 25 students. The STDC will also ensure that contract faculty engaged is fully utilized. Such Trainers would have to undergo the Training of Trainers (TOT) programme.

vii) <u>Application fees</u> **:** There will be no application or course fees chargeable to the applicant / eventual trainee.

viii) <u>Record of trainees</u> **:** After conclusion of the training of a batch, the list of pass-outs shall be uploaded on the Institute's website. The list must indicate the name of each trainee, his/her age, qualification, residential address, telephone and mobile number and employment and salary status. The Institutes will also ensure that, at the concluding/valedictory session of each batch of the training programme, a group photograph (comprising the trainees and the Course Instructors) will be taken and kept in record and uploaded on the Institute's website as well.

ix) <u>Mentor Institute</u> **:** The MoT will designate atleast one Institute of Hotel Management affiliated to the NCHMCT to serve as a Mentor Institute to a STDC and the implementing establishments under it.

x) <u>Uniforms</u> **:** For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost,

xi) <u>Attendance, Assessment and Certification</u> **:** Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines. **Once the trainee completes his/her prescribed hours of On-the-job training (OJT), the job card/attendance passbook is to be verified and duly signed by the competent authority where the OJT is taking place and this job card/attendance passbook will be submitted to the HSRT coordinator of the Implementing Agency by the trainee. Only then would the course be considered to be successfully completed by the trainee and the Certificate issued.**

****

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by industrial units, associations of industries and professional/skill developing agencies with proven credentials;

I)   Name, Educational Qualification, duration and NSQF QP-NOS for the Course

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT)	Minimum Pass % required for Certification	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	**8th Class Pass**	**740 Hours** (500 Hours + 240 Hours OJT)	**70%**	**QP:THC/Q3006**
F&B Service - Steward	**10th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0301**
Room Attendant	**5th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0202**
Front office Associate	**12th Class Pass**	**580 Hours** (340 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0102**

The Qualification Pack- National Occupation Standards (QP-NOS) for the above courses may be downloaded from the URL https://www.nqr.gov.in.

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

II)   Target Group : The training programmes will be open to all persons above the age of 18 years possessing the minimum educational qualification prescribed.

III)   Conduct of the Programme

The Programme will be implemented by the industrial units associations of industries and professional / skill developing agencies with proven credentials. Each organisation will be considered by the MoT in terms of an application in the prescribed form subject to the following amongst others:

a)   It possesses the required training facilities as certified by a team (deputed by MoT) on the basis of an inspection prior to the project sanction;

b)   It will ensure at least 70% placement of the pass-outs (including 20% self-) as per the Common Norms;

c)   It may conduct the training courses at centres with facilities, not necessarily its

own, but without entering into an institutional arrangement entailing delegation of financial and administrative responsibilities. However, each training centre will be inspected by a team (deputed by MoT) to assess and certify the adequacy of training facilities prior to the project sanction;

d)   It will be paid assistance as per the programme norms and no additional payment will be made for engaging the training centres and the required facilities; and

e)   It is not in receipt of funds for HSRT implementation from an intermediate authority, for instance the State governments.

IV)   Programme Authorities

The Ministry of Tourism will be competent authority for : (a)The selection of the implementing organisations; (b) Matters of policy, strategy & size of the programme and the matters connected therewith; (c) The processing of project and financial sanctions including issuing clarifications on connected aspects; and (d) The programme monitoring and inspections.

V)   Intake and Selection

A class will start with a minimum of 20 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the Implementing organisation will concurrently or in phases run more batches depending on its institutional capacity with the prior approval of MoT. The Implementing organisation will maintain a register of applications which will also indicate the date of receipt of each. **The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.**

VI)   Training Target

Each Implementing organisation will pursue such targets as may be fixed by the Ministry of Tourism (MoT) annually. The MoT will, however, have the discretion to revise the targets mid-stream reckoning the organisation's performance.

VII)   Application fees : There will be no application or course fees chargeable to the applicant / eventual trainee.

VIII)   Publicity : The Implementing organisation will publicize the programme by inserting advertisement - not more than two in a year - in the newspapers and also putting it on its website. The Implementing organisation will also publicize the programme through the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction/workshops etc. Talks on TV / Radio channels may also be arranged.

IX)   Uploading of video Clipping : Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) (pmuhsrt@gmail.com).After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.

X) **Inspection & Monitoring :** MoT may, at its discretion, have the programme inspected by its own team or by a third party. Based on the inspection reports, MoT may issue, if necessary, directions as to corrections in programme implementation, and may cancel, if the facts of the inspection so warrant, the project itself with consequential liability on the implementing organisation.

XI) **Uniforms :** For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost.

XII) **Attendance, Assessment and Certification :** Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines. **Once the trainee completes his/her prescribed hours of On-the-job training (OJT), the job card/attendence passbook is to be verified and duly signed by the competent authority where the OJT is taking place and this job card/attendence passbook will be submitted to the HSRT coordinator of the Implementing Agency by the trainee. Only then would the course be considered to be successfully completed by the trainee and the Certificate issued.**

****

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by Classified Hotels;

In order to give boost to the HSRT initiative, the Ministry of Tourism (MoT) has established partnership with Hotel Association of India and Federation of Hotel Restaurants Association of India for training in classified hotels. The main goal of this strategy is to synergize the efforts of MoT and the Hotel Industry to skill persons in trades specific to hospitality trades through the following Guidelines.

I)   **Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT)	Minimum Pass % required for Certification	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	**8th Class Pass**	**740 Hours** (500 Hours + 240 Hours OJT)	**70%**	**QP:THC/Q3006**
F&B Service - Steward	**10th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0301**
Room Attendant	**5th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0202**
Front office Associate	**12th Class Pass**	**580 Hours** (340 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0102**

The Qualification Pack- National Occupation Standards (QP-NOS) for the above courses may be downloaded from the URL https://www.nqr.gov.in.

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.

II)   **Target Group :** The training programmes will be open to all persons above the age of 18 years possessing the minimum educational qualification prescribed.

III)   Advertisement for the courses are to be released by the nearest Institute of Hotel Management for the five trades in English/ Hindi and vernacular language.

IV)   The candidates will be called for an 'orientation programme' followed by interview at a hotel to be identified by the local hotel, restaurant association. The prospective trainees will be educated about the objectives of the HSRT programme and its prospects, thereafter.

V) Candidates will be Interviewed and screened for suitability. The screening committee will have representative of local Hotel Association, Principal/staff of local IHM. No TA/DA would be paid to candidates for attending the interview. The list of suitable candidates will be made available to the Hotel Association for deployment at their member hotels.

VI) Hotels can conduct training for sponsored candidates from NGOs, Voluntary Organizations and Local Municipality etc. Names of such candidates must be registered with the local IHM prior to commencement of programme.

VII) Candidates selected will join only after undergoing basic medical test and police verification.

VIII) Hotels should take in 50% more candidates than the number of seats to accommodate for drop-outs during the training period.

IX) A minimum of ten persons will constitute a training class to begin with. Since a hotel with rooms between 20 to 50 will not be expected to have facilities / infrastructure necessary for the conduct of trainings, an arrangement can be worked out between 2 to 5 hotels to conduct this obligatory training (only the theory part) in one cluster and the practical part is carried out in the respective hotels.

X) For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost. Uniforms for the different trades will be supplied by The Handicrafts & Handlooms Exports Corporation of India Ltd. (HHEC). These will be ordered as per requirement by the local IHM to be collected by hotels of the region, based on their demand. Hotels must issue only one set of uniform during the first week of training of candidates and only after ensuring their continuity, issue the second uniform to prevent misuse. (Cost of uniform will be reimbursed to IHM by the Ministry of Tourism). Hotels, if required, can issue their own uniform during the training period.

XI) Tool-kits to be provided by the local IHM and issued to the hotels based on their requirement. Cost of tool kit will be reimbursed to IHM by Ministry of Tourism as part of the Base Cost.

XII) The Incentive/Stipend for 80% attendance to the certified pass-outs will be paid by the local IHM at the end of the training (the Ministry of Tourism will reimburse the amount). Attendance will be monitored by the hotel and verified by the local IHM before release of Incentive/Stipend.

XIII) Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines.

XIV) Data base will be maintained by IHM for all successful candidates with their photograph, address and contact details. This data will be utilized for uploading on MoT/NCHMCT website.

XV) Employment (both Wage and Self) of successful trainees is mandatory for the Hotels conducting the HSRT programme as per the Common Norms.

XVI) Where hotels, of different star categories, do not have training facilities, the Hotel Association may conduct combined training at different units.

XVII) **In addition to the costs on Uniform, Assessment & Certification and stipend/incentive, the mentor Institute of Hotel Management will be paid only 20% of the current Base Cost towards the two components of (i) Mobilization of candidates and (ii)Teaching Aids (including Course material & Tool Kit).**

****

Specific Guidelines for the conduct of Short Term Hospitality courses for Multi Cuisine Cook, Food & Beverage Service Steward, Room Attendant and Front office Associate to be implemented by hospitality Institutes approved by the AICTE/National Skill Development Agency/State & Union Territory Govts.

I)   **Name, Educational Qualification, duration and NSQF QP-NOS for the Course**

Name of Course	Minimum Educational Qualification required	Duration of Training (by Training Provider + On-the-Job Training (OJT)	Minimum Pass % required for Certification	Job Role mapped to Qualification Pack No.
Multi Cuisine Cook	**8th Class Pass**	**740 Hours** (500 Hours + 240 Hours OJT)	**70%**	**QP:THC/Q3006**
F&B Service - Steward	**10th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0301**
Room Attendant	**5th Class Pass**	**540 Hours** (300 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0202**
Front office Associate	**12th Class Pass**	**580 Hours** (340 Hours + 240 Hours OJT)	**60%**	**QP:THC/Q0102**

The Qualification Pack- National Occupation Standards (QP-NOS) for the above courses may be downloaded from the URL https://www.nqr.gov.in.

It is hereby clarified that no payment would be due to the Implementing Agencies (training providers) for the duration of on-the-job-training. As such, funds under common norms would be released to the Implementing Agencies (training providers) for the duration of the in-Institute training only.

II)   Target Group : The training programmes will be open to all persons above the age of 18 years possessing the minimum educational qualification prescribed.

III)   Conduct of the Programme : The Programme will be implemented through the hospitality institutes that have the approval as such of the AICTE/National Skill Development Authority/State Governments/Union Territory Administrations. Each organisation will be considered by the Ministry of Tourism (MoT) in terms of an application in the prescribed form subject to the following amongst others:

a) It possesses the required training facilities as certified by a team (deputed by MoT) on the basis of an inspection prior to the project sanction;

b) It is not in receipt of funds from MoT through the State Government for HSRT implementation.

IV)   Programme Authorities

The Ministry of Tourism will be competent authority for (a)The selection of the implementing organisations;(b) The matters of policy, strategy and size of the programme and the matters connected therewith; (c) The processing of project and financial sanctions including issuing clarifications on connected aspects; and (d) The programme monitoring and inspections.

V)   **Intake and Selection**

A class will start with a minimum of 20 trainees and a maximum of 30. However, the programme will have an inclusive nature. In case the number of eligible candidates exceeds the requirement of a batch, and there is a requirement of additional batches, the Implementing organisation will concurrently or in phases run more batches depending on its institutional capacity with the prior approval of MoT. The Implementing organisation will maintain a register of applications which will also indicate the date of receipt of each. **The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.**

VI)   **Training Target :** Each Implementing organisation will pursue such targets as may be fixed by the Ministry of Tourism (MoT) annually. The MoT will, however, have the discretion to revise the targets mid-stream reckoning the organisation's performance.

VII)   **Application fees :** There will be no application or course fees chargeable to the applicant / eventual trainee.

VIII)   **Publicity :** The Implementing organisation will publicize the programme by inserting advertisement - not more than two in a year - in the newspapers and also putting it on its website. The Implementing organisation will also publicize the programme through the Trade Associations, State Tourism Corporations and Vyapaar Mandals through interaction/workshops etc. Talks on TV / Radio channels may also be arranged.

IX)   **Uploading of video Clipping :** Each Implementing organisation will upload, on the 10th day and concluding day of the training course, a video clipping/ a clear photograph showing the class with trainees in uniform and with their respective tool kits on the e-mail address of the Programme Monitoring Unit (Skill Development) (pmuhsrt@gmail.com).After conclusion of training of every batch, each Implementing organisation will ensure that the list of the pass-outs along with their full contact details like address, telephone number, Mobile numbers (excluding female trainees) etc. and their employment and salary status is posted on their website.

X)   **Inspection & Monitoring :** MoT may, at its discretion, have the programme inspected by its own team or by a third party. Based on the inspection reports, MoT may issue, if necessary, directions as to corrections in programme implementation, and may cancel, if the facts of the inspection so warrant, the project itself with consequential liability on the implementing organisation.

XI)   **Uniforms :** For **provision of uniforms** for trainees, **an amount of Rs.1900/- per trainee will be allowed** and this amount shall be over and above the Base Cost.

XII)   **Attendance, Assessment and Certification :** Attendance, assessment and certification shall be regulated in accordance with the provisions contained in para II (Attendance, Assessment and Certification) of the HSRT guidelines. **Once the trainee completes his/her prescribed hours of On-the-job training (OJT), the job card/attendance passbook is to be verified and duly signed by the competent authority where the OJT is taking place and this job card/attendance passbook will be submitted to the HSRT coordinator of the Implementing Agency by the trainee. Only then would the course be considered to be successfully completed by the trainee and the Certificate issued.**

<p align="center">********</p>

Specific Guidelines for the Six-day (48 Hours) Skill Testing & Certification courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill upgradation of persons already engaged in hospitality related occupations to be implemented by Ministry of Tourism sponsored Govt. Institutes of Hotel Management and Food Craft Institutes.

As part of its *suo-motu* initiatives under the Scheme of "Capacity Building for Service Providers", the Ministry of Tourism will provide Central Financial Assistance to its' sponsored Institutes of Hotel Management and Food Craft Institutes to conduct Six-day Skill Testing & Certification training courses in Food Production, Bakery and Patisserie, Food & Beverage Service, and Housekeeping Utility for re-skilling/skill upgradation of persons already engaged in hospitality related occupations subject to the following specific conditions:-

(a)   The IHMs concerned will publicize the dispensation by issuing advertisements, particularly in vernacular newspapers. The text thereof will be supplied by the NCHMCT.

(b)   The course duration shall be of 06 days of eight hours per day from 9.00 AM to 5.00 PM.

(c)   The NCHMCT will indicate the levels for which the testing and certification will be available and also supply the test modules for each. The details regarding the levels will be part of the advertisement.

(d)   Presently, the testing and certification will be conducted at least four times in a year. However, a test will be considered feasible only if there are at-least 25 applicants.

   (e) 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 as is being done now with one internal and two external examiners. The external assessor must be drawn from an Institute/Implementing Agency conducting the Hunar Se Rozgar Tak courses for the Ministry of Tourism. Similarly, private agencies under PMKVY 2016-20 would also be allowed to conduct the assessment under this programme. 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.

   It has been laid down in Schedule–I that the total assessment and certification costs payable to institute may range from Rs.600/- to Rs.1500/- per trainee, based on actuals. As such, the quantum of remuneration payable to internal and external assessors has to be decided by the Institute keeping the above ceiling in mind. All claims by implementing agencies on assessment and certification costs shall be considered and reimbursed by the MoT on the basis of actual costs incurred by them on various components/items of expenditure on this account separately indicated in the claim as per the prescribed format.

(f)   A person eventually passing the test will be awarded the certificate as of the Ministry of Tourism, signed by Director (Studies) in the NCHMCT and the Principal concerned.

(g)   The NCHMCT will monitor and coordinate the efforts and Director (Studies) in the Council will be the nodal officer.

(h) After conclusion of the training of a batch, the list of pass-outs shall be uploaded on the Institute's website. The list must indicate the name of each trainee, his/her age, qualification, residential address, telephone and mobile number and employment and salary status. The Institutes will also ensure that, at the concluding/valedictory session of each batch of the training programme, a group photograph (comprising the trainees and the Course Instructors) will be taken and kept in record and uploaded on the Institute's website as well.

(i) Each grantee Institute will furnish a Utilization Certificate as also the consolidated accounts in respect of the financial assistance received from the Ministry of Tourism and the expenditure incurred in the format to be prescribed separately.

(j) There will be an orientation of the trainees for a period of five days in the respective trades followed by the skill testing on the sixth day. Thus the orientation can start on a Monday, conclude on Friday followed by the test on Saturday.

(k) Upon completion of the course with at least 80% attendance and successful certification, the certified candidate may be paid a lump-sum incentive/stipend of Rs.1,800/- towards wage loss. This amount shall be over and above the Base Cost. The Incentive to the certified pass-outs will be paid by the local IHM at the end of the training and the Ministry of Tourism will reimburse the amount.

(l) The schedule of release of payments to the Implementing Agency will be done in a lump sum by the Ministry of Tourism after conclusion of the course and posting of the list of pass-outs on the Institute's website.

(m) **The data relating to intake, selection, batch formation, attendance, assessment & certification and placements will have to be made available by the Implementing Agency on the THIMS (Tourism & Hospitality Institute Management System) portal.**

****