

Process to be followed for Procuring Trainee Handbooks

NSDC has empaneled four publishers who will be responsible for supplying trainee handbooks for the PMKVY candidates under the assigned sectors. Please refer **Annexure- A** for the list of sectors assigned to the different publishers. Training Providers (TPs) need to place an order for Trainee handbooks for listed Job roles with respective publisher only.

You can check **Annexure B** for the list of ready to publish job roles.

For other job roles, SSCs are in the process of getting their contents shared and plagiarism checks with respective publishers and post that publishers will start the printing work. **Annexure B** will be updated on regular basis as soon as books are ready with Publishers. You are requested to check this site for updates on the ready to print job roles.

Currently, handbooks will be available in either English or Hindi language. We are also working on developing the content in other regional languages and same will communicated to you shortly.

TPs need to ensure that all enrolled trainee should get trainee handbooks.

Please follow below-mentioned Points for ordering Trainee Handbooks:

1. TPs need to place the order by filling the details in the **work order format only** (As per **Annexure C**). Work order should be raised separately for each center.
2. Training Provider can place the order for all its centers by providing an annexure of center list (with TC ID on SMART, TC ID on SDMS, TC Address on SDMS/SMART and other relevant details) with quantity ordered (job role wise) along with work order.
3. TPs need to sign and seal the filled work order after getting a printout, scan it and then email to respective publishers (Check **Annexure A** for email ID).
4. After mailing work order, TPs will be contacted by respective publisher with the details of charges/amounts that they need to pay for this work order. **Price/Rate per page is INR 0.49 which is inclusive of all applicable taxes, trainee hand-book cover print cost, logistics or distribution of the final printed book.**
5. TPs need to do the advance payment to publishers' bank account (Check **Annexure A** for Account Details) as per the invoice shared by publisher against work order. Only after that Publisher will deliver books to their training center.
6. TPs also need to share the training center address with correct **PIN code** for the delivery of Trainee handbooks with the Publisher. TPs need to ensure that delivery address of TC should match with the address provided on the SDMS/SMART. In case of non-delivery due to wrong address, TPs will bear the logistic cost incurred by publishers.
7. For disbursement and other important things related to trainee handbooks, please check **Annexure D**.

Annexure- A

S. No	Sector	Publisher's Name & Contact Point	Bank Account Details
1	Telecom	<p>Vikas Publishing House Pvt. Ltd. E-28, Sector 8, Noida - 201 301 (U P) Contact Person: Mr. Rajiv Tunius (Sr. Customer Service Executive) Mobile: 9958839634 Mr. Vijay Kumar Landline customer service Number: +91 120 4078994 /+91 120 4078936 /+91 120 4078995 Email ID for order placement and communication: vocational@vikaspublishing.com</p>	<p>Name of Bank: DBS Bank Ltd. (The Development Bank of Singapore Ltd) Account Name: Vikas Publishing House Pvt. Ltd. A/C no. 820200156332 IFSC Code: DBSSOIN0811</p>
2	Construction		
3	Life Sciences		
4	Capital Goods		
5	Logistics		
6	Furniture & Fitting		
7	Domestic Workers		
8	Rubber		
9	Instrumentation		
10	Paints and Coatings		
11	Indian Plumbing		
12	Handicraft and Carpet	<p>Mahendra Publication Pvt. Ltd. E-41,42,43,44, Sector-7, Gautam Budh Nagar, Noida, UP-201301 Contact Person: Mr. Manish Kumar Singh (Mobile No:9696445551) Email ID for order placement and communication: Primary Email Id 1: mis.mahendrapublication@gmail.com Secondary Email Id : ashishsisodiamibs@gmail.com</p>	<p>Bank Name: Indian Overseas Bank Bank Account Name: Mahendra Publication Private Limited Bank's Branch: Rajajipuram Bank Account Number: 178302000000397 IFSC CODE: IOBA0001783</p>
13	Food Industry Capacity		
14	Infrastructure		
15	Agriculture		
16	Automotive		
17	Aerospace and Aviation		
18	Chemicals		
19	Healthcare		
20	Hydrocarbon		
21	Persons with Disability		
22	IT/ITes		
23	Gems & Jewellery		
24	Power		
25	Apparels	<p>Rachna Sagar Pvt Ltd., 4583/15, Opp. LIC Building, Daryaganj, New Delhi - 110002 (India) Contact Person: Rajesh Gupta (Director Logistics)-09599206064 Saurabh Jain (Head Logistics)- 09717998887 Email ID for order placement and communication: Primary Email Id 1: rajesh.gupta@rachnasagar.in Secondary Email Id : saurabhjain@rachnasagar.in</p>	<p>Bank Name- HDFC Bank Bank Account Name: Rachna Sagar (P) Ltd. Branch: Darya Ganj New Delhi Bank Account Number- 03142790000055 IFSC CODE-HDFC0000314</p>
26	Electronics		
27	Security		
28	Tourism and Hospitality		
29	Banking & Finance		
30	India Iron and Steel		
31	Green Jobs		
32	Leather		
33	Textile		

S. No	Sector	Publisher's Name & Contact Point	Bank Account Details
34	Beauty & Wellness	Excel Books Private Limited Office: 81, Shyamlal Marg, Daryaganj, New Delhi - 110002 Contact Person: Mr. Rahul Chawla (Mob No: 8295529977) Email ID for order placement and communication: Email Id :- orders@excelbooks.net	Bank Name - Axis Bank Bank A/c Name - Excel books pvt ltd Account No - 917020039833500 IFSC Code - UTIB0000895 BRANCH - AZADPUR
35	Sports		
36	Management		
37	Strategic Manufacturing		
38	Mining		
39	Retail		
40	Media & Entertainment		

Annexure- B

Ready to Publish Job Roles

S No	SSC	Job Role	QP Code	Publisher
1	Agriculture	Gardener	AGR/Q0801	Mahendra
2	Agriculture	Organic grower	AGR/Q1201	Mahendra
3	Apparel, Madeups & Home Furnishing	In-line Checker	AMH/Q0102	Rachna
4	Apparel, Madeups & Home Furnishing	Packer	AMH/Q1407	Rachna
5	Apparel, Madeups & Home Furnishing	Sewing Machine Operator	AMH/Q0301	Rachna
6	Apparel, Madeups & Home Furnishing	Sewing Machine Operator - knits	AMH/Q0305	Rachna
7	Apparel, Madeups & Home Furnishing	Self Employed Tailor	AMH/Q1947	Rachna
8	Apparel, Madeups & Home Furnishing	Export Assistant	AMH/Q1601	Rachna
9	Apparel, Madeups & Home Furnishing	Hand Embroiderer	AMH/Q1001	Rachna
10	Apparel, Madeups & Home Furnishing	Washing Machine Operator	AMH/Q1810	Rachna
11	Automotive	Automotive Service Technician (Two and Three Wheelers)	ASC/Q1411	Mahendra
12	Automotive	Car Washer and Assistant Service Technician	ASC/Q1417	Mahendra
13	Beauty and Wellness	Assistant Beauty Therapist	BWS/Q0101	Excel
14	Beauty and Wellness	Assistant Hair Stylist	BWS/Q0201	Excel
15	Beauty and Wellness	Pedicurist & Manicurist	BWS/Q0402	Excel
16	Beauty and Wellness	Beauty Therapist	BWS/Q0102	Excel
17	Beauty and Wellness	Hair Stylist	BWS/Q0202	Excel
18	BFSI	Business Correspondence & Business Facilitator	BSC/Q0301	Rachna
19	BFSI	Accounts Executive - Accounts Payable and Receivable	BSC/Q0901	Rachna
20	BFSI	Mutual Fund Agent	BSC/Q0601	Rachna
21	BFSI	Life Insurance Agent	BSC/Q0101	Rachna
22	BFSI	Debt Recovery Agent	BSC/Q0701	Rachna
23	BFSI	Equity Dealer	BSC/Q0201	Rachna
24	Capital Goods	Manual Metal Arc Welding/ Shielded Metal Arc Welding Welder	CSC/Q0204	Vikas
25	Construction	Assistant Electrician	CON/Q0602	Vikas
26	Construction	Mason General	CON/Q0103	Vikas
27	Domestic Workers	Housekeeper cum cook	DWC/Q0101	Vikas
28	Electronics & Hardware	DTH Set Top Box Installation & Service Technician	ELE/Q8101	Rachna
29	Electronics & Hardware	Field Technician – Computing and Peripherals	ELE/Q4601	Rachna
30	Electronics & Hardware	CCTV Installation Technician	ELE/Q4605	Rachna
31	Electronics & Hardware	Solar Panel Installation Technician	ELE/Q5901	Rachna
32	Electronics & Hardware	LED Light Repair Technician	ELE/Q9302	Rachna
33	Electronics & Hardware	Mobile Phone Hardware Repair Technician	ELE/Q8104	Rachna
34	Electronics & Hardware	Field Technician – Networking and Storage	ELE/Q4606	Rachna
35	Electronics & Hardware	Field Technician – Other Home Appliances	ELE/Q3104	Rachna

36	Electronics & Hardware	TV Repair Technician	ELE/Q3101	Rachna
37	Furniture & Fittings	Carpenter - Wooden Furniture	FFS/Q0102	Vikas
38	Furniture & Fittings	Fitter-Modular Furniture	FFS/Q5702	Vikas
39	Gems and Jewellery	Jewellery Retail - Jewellery Retail Sales Associate	G&J/Q6802	Mahendra
40	Gems and Jewellery	Cast and diamonds-set jewellery - Hand Sketch Designer (Basic)	G&J/Q2301	Mahendra
41	Gems and Jewellery	Cast and diamonds-set jewellery - CAD Operator	G&J/Q2303	Mahendra
42	Gems and Jewellery	Diamond Processing - Assorter (Advanced)	G&J/Q3603	Mahendra
43	Gems and Jewellery	Handmade Gold and Gems-set Jewellery - Goldsmith - Components	G&J/Q0603	Mahendra
44	Gems and Jewellery	Handmade Gold and Gems-set Jewellery - Goldsmith - Frame	G&J/Q0604	Mahendra
45	Gems and Jewellery	Handmade Gold and Gems-set Jewellery - Polisher and Cleaner	G&J/Q0701	Mahendra
46	Gems and Jewellery	Cast & Diamonds Set Jewellery - Wax Setter	G&J/Q1701	Mahendra
47	Gems and Jewellery	Diamond Processing - Assorter (Basic)	G&J/Q3601	Mahendra
48	Green Jobs	Solar PV Installer (Suryamitra)	SGJ/Q0101	Rachna
49	Green Jobs	Solar PV Installer - Electrical	SGJ/Q0102	Rachna
50	Green Jobs	Solar PV Installer - Civil	SGJ/Q0103	Rachna
51	Iron and Steel	Fitter: Electrical Assembly	ISC/Q1001	Rachna
52	Iron and Steel	Fitter: Electronic Assembly	ISC/Q1101	Rachna
53	Iron and Steel	Fitter: Leveling alignment balancing	ISC/Q0905	Rachna
54	Iron and Steel	Plasma Cutter	ISC/Q0910	Rachna
55	Iron and Steel	Gas Tungsten Arc Welding	ISC/Q0911	Rachna
56	Iron and Steel	Bearing Maintenance	ISC/Q0906	Rachna
57	Leather	Stitching Operator (Footwear)	LSS/Q2501	Rachna
58	Leather	Stitcher (Goods & Garments)	LSS/Q5501	Rachna
59	Leather	Cutter-Goods & Garments	LSS/Q5301	Rachna
60	Leather	Cutter- Footwear	LSS/Q2301	Rachna
61	Leather	Shaving Operator	LSS/Q0501	Rachna
62	Leather	Skiving Operator (Footwear)	LSS/Q2401	Rachna
63	Life Sciences	Medical Sales Representative	LFS/Q0401	Vikas
64	Logistics	Warehouse Picker	LSC/Q2102	Vikas
65	Logistics	Warehouse Packer	LSC/Q2303	Vikas
66	Logistics	Consignment Booking Assistant	LSC/Q1120	Vikas
67	Logistics	Consignment Tracking Executive	LSC/Q1121	Vikas
68	Logistics	Courier Delivery Executive	LSC/Q3023	Vikas
69	Logistics	Documentation Assistant	LSC/Q1122	Vikas
70	Logistics	Inventory Clerk	LSC/Q2108	Vikas
71	Logistics	Forklift Operator	ASC/Q9707	Vikas
72	Mining	Mining - Wire saw Operator	MIN/Q0203	Excel
73	Mining	Mine Electrician	MIN/Q0416	Excel
74	Mining	Mining - Safety Operator	MIN/Q0437	Excel

75	Paints & Coatings	Powder Coater	PCS/Q5102	Vikas
76	Plumbing	Plumber General	PSC/Q0104	Vikas
77	Power	Consumer Energy Meter Technician	PSS/Q0107	Mahendra
78	Power	Distribution Lineman	PSS/Q0102	Mahendra
79	Retail	Retail Trainee Associate	RAS/Q0103	Excel
80	Retail	Retail Sales Associate	RAS/Q0104	Excel
81	Retail	Distributor Salesman	RAS/Q0604	Excel
82	Security	Unarmed Security Guard	SSS/Q0101	Rachna
83	Sports	Fitness Trainer	SPF/Q1102	Excel
84	Sports	Sports Masseur	SPF/Q1103	Excel
85	Telecom	Sales Executive Broadband	TEL/Q0201	Vikas
86	Telecom	Customer Care Executive – (Telecom Call Centre)	TEL/Q0100	Vikas
87	Telecom	Telecom -In-store promoter	TEL/Q2101	Vikas
88	Telecom	Field Sales Executive - Telecom Plans and Services	TEL/Q0200	Vikas
89	Telecom	Handset Repair Engineer	TEL/Q2201	Vikas
90	Telecom	Telecom- Tower Technician	TEL/Q4100	Vikas
91	Telecom	Customer Care Executive (Relationship Centre)	TEL/Q0101	Vikas
92	Telecom	Telecom Terminal Equipment Application Developer (Android)	TEL/Q2300	Vikas
93	Textiles & Handloom	Ring Frame Doffer	TSC/Q0202	Rachna
94	Textiles & Handloom	Warper	TSC/Q7302	Rachna
95	Textiles & Handloom	Autoconer Tenter	TSC/Q0301	Rachna
96	Textiles & Handloom	Ring Frame Tenter	TSC/Q0201	Rachna
97	Textiles & Handloom	Stenter Machine Operator	TSC/Q5401	Rachna
98	Textiles & Handloom	Hank Dyer	TSC/Q7201	Rachna
99	Textiles & Handloom	Two Shaft Handloom Weaver	TSC/Q7303	Rachna
100	Tourism and Hospitality	House Keeping Attendant (Manual Cleaning)	THC/Q0203	Rachna
101	Tourism and Hospitality	Home delivery boy	THC/Q2902	Rachna
102	Tourism and Hospitality	Counter Sales Executive	THC/Q2903	Rachna
103	Tourism and Hospitality	F & B Service: Steward	THC/Q0301	Rachna
104	Tourism and Hospitality	Room Attendant	THC/Q0202	Rachna
105	Tourism and Hospitality	Front Office Associate	THC/Q0102	Rachna
106	Tourism and Hospitality	Multi Cuisine Cook	THC/Q3006	Rachna
107	Tourism and Hospitality	Travel Consultant	THC/Q4404	Rachna
108	Tourism and Hospitality	Street Food Vendor	THC/Q3007	Rachna

Annexure-C

WORK ORDER

TO:
Name and Address of Printer

DATE: __/__/2017

From: **Training Partner Name**

Training Center Name

TC ID on SDMS:

TC ID on SMART:

DESCRIPTION:

Work Order for the Supply of _____ Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Trainee handbooks (as per below table) to our Training Centers as per your quotation in connection with specification shared by NSDC.

S. No	Sector	Name of the Job role	QP Code	Language	No. of copies to be printed
1					
2					
3					
4					
5					

All the Books need to be delivered at the below mentioned training center address:

Contact & Address of Training center with PIN CODE

For Training Partner/Training Center Name

Authorized Signatory

Annexure- D

For the time being, all TPs are requested to purchase books from their own fund and submit supporting documents complete in all respect at NSDC. NSDC will do the reimbursement for the same to training providers.

*In case where advance has been already given to TP, same will be adjusted against the reimbursement for trainee handbooks by NSDC. Further as communicated by NSDC, any unadjusted/unutilized advances to be refund back by TPs to NSDC as per NSDC recovery request.

Important Points to be noted by Training Providers:

- a. TPs will procure the number of booklets from the publisher as per their quarterly demand. Also, TPs can place an additional order for at least 1 future batch for each job role.
- b. Considering the time of placing the order and logistics, TPs to ensure planning and order placement should be done in advance to ensure handbook gets distributed along with induction kit.
- c. NSDC will get the data from the respective publisher to cross verify the number of booklets delivered to the TPs.
- d. TPs must ensure that all booklets should be given to the enrolled candidates during induction. **A register to be maintained with signature of the candidate confirming the receipt of the Trainee Handbook and the Induction kit.**
- e. NSDC has the right to verify with the publishers and candidates about the delivery of booklets.
- f. At any point of time, if any information given by the TPs found to be forged or manipulated, the TPs liable to be penalized, including but not limited to suspension or blacklisting from the PMKVY scheme.

Below process must be followed by TPs after Procurement of Trainee Handbooks for Reimbursement:

TPs must send an email with subject line “**Supporting Documents against Purchase of Trainee handbooks _____ (TP Name)**” along with soft copies of all documents to support.handbook@nsdcindia.org; pmkvv-handbooks@nsdcindia.org with a copy marked to PMUPMKVY2@nsdcindia.org

TPs must courier hard copies of below mentioned documents (**All documents should be self-attested by competent authorities of the TP/TC**) to NSDC office address with super scribed “**Supporting Documents against Purchase of Trainee handbook under PMKVY (2016-2020) for _____ (name of TP)**” over the envelope.

NSDC office Address:

To,
PMKVY Finance Team (Ms. Ekta Khurana)
National Skill Development Corporation
301, West Wing | Worldmark -1 | Aerocity | New Delhi-110037

Following are list of supporting documents that need to be submitted by the Training Partners:

1. Valid original Invoice by TP (Invoice should contain all relevant details like: Invoice number, Date, Training Company name, Address, Mobile No, Bank details (Bank Name, Account Number, IFSC code), PAN No, TIN No, CIN No, GST Number etc..). Invoice should be raised to “**National Skill Development Corporation, 301, West Wing, Worldmark-1, Aerocity, New Delhi-110037**”
2. Copy of work order raised to publishers/Printers
3. Valid original Invoice/Bill of Supply issued by publishers
4. Valid Challan copy issued by publishers or Courier receipt
5. Undertaking / Self-declaration by TPs on company letter head after receipt of handbook
6. Self-certified proof of payment made by Training Partner to Publishers – Online Bank Transfer/Cheque/Cash deposit receipt/ Bank statement copy showing this transaction, etc.

Note: Training Providers who have already submitted the documents in hard copies are requested to re-check the above-mentioned documents list and send the hard copies in case of any discrepancy.

Submission of Supporting document should be done on monthly basis. TPs are allowed to submit all supporting documents pertaining to a month by the 15th date of subsequent month.

For ex- TPs need to submit supporting documents by 15th September for the trainee Handbooks procured during the Month of August.

Trainee Handbooks procured in the month of	Supporting Documents to be submitted by
AUG	15 th SEP
SEP	15 th OCT
OCT	15 th NOV
And so on.....	-----