

## **GUIDELINES FOR CENTRAL ASSISTANCE FOR SKILL TESTING & CERTIFICATION PROGRAMME**

As part of the suo-motu initiatives of the Ministry of Tourism under the Scheme of “Capacity Building for Service Providers”, it has been decided to provide assistance to the Ministry of Tourism sponsored Institutes to conduct **SKILL TESTING & CERTIFICATION Programmes** 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) For the present, the testing and certifying facilities will be available to the service providers in two categories, namely waiters and cooks.
- (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 IHMs will take the external examiners from a panel which the NCHMCT will draw up in consultation with the IHMs concerned.
- (f) A person eventually passing the test will be awarded the certificate as of MoT, signed by Director (Studies) in the NCHMCT and the Principal concerned.
- (g) The NCHMCT will monitor and coordinate the efforts and Director (Studies) in that Institute will be the nodal officer;
- (h) The Institute concerned will pay each candidate @ Rs.200 per day during the orientation period as also the day of testing (for a maximum of 6 days) to off set the wage loss;
- (i) Since the NCHMCT and the 14 IHMs will put the facilities on behalf of the MOT, each one of them will maintain separate accounts of the receipts and expenditures and will be reflected as such in their respective annual reports.

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- (j) Each IHM will maintain a register of persons trained / tested / certified with such details as the name of the person, his qualification, age, address, duration of training imparted etc. The Institutes will work out the modalities in this regard in consultation with the Director (Studies) in the NCHMCT.
- (k) Each grantee Institute will furnish a Utilization Certificate, as also the consolidated accounts, in respect of the assistance paid herein.
- (l) There will be an orientation of the trainees for a period of five days followed by the skill testing. Thus the orientation can start on a Monday, conclude on Friday followed by the test on Saturday.
- (m) For skill testing, the number of examiners will be three – two external and one internal.
- (n) Expenditure on items not covered in the Scheme norms but specifically provided for herein will be incurred following the codal formalities and / or the relevant instructions of the Govt. of India.

**2. The Implementing Institutes shall incur expenditure subject to the following norms:-**

**PER WAITER-TRAINEE**

(Amounts in Rupees)

1.	Training fee	1750.00
2.	Course material	250.00
3.	Meal charges (morning tea, lunch and evening tea) (Rs.70x6 days)	420.00
4.	Miscellaneous expenses	250.00
5.	Testing fee	300.00
<b>Sub-total:</b>		<b>2970.00</b>
6.	Add 10% administrative charges	297.00
7.	To off-set wage loss for 4 days @ Rs.200/- per day	1200.00
<b>Total : To be Collected by IHM</b>		
8.	Certificate fee- Rs.250/- each for IHM and NCHMCT	500.00
<b>Total expenditure per candidate:</b>		<b>4967.00</b>

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### PER COOK TRAINEE

(Amounts in Rupees)

1.	Training fee	1750.00
2.	Course material	250.00
3.	Meal charges (morning tea, lunch and evening tea) (Rs.70x6 days)	420.00
4.	Miscellaneous expenses	250.00
5.	Testing fee	300.00
5A.	Testing material fee	500.00
<b>Sub-total:</b>		<b>3470.00</b>
6.	Add 10% administrative charges	347.00
7.	Wage loss for 6 days @ Rs.200/- per day	1200.00
<b>Total : To be Collected by IHM</b>		
8.	Certificate fee- Rs.250/- each for IHM and NCHMCT	500.00
<b>Total expenditure per candidate:</b>		<b>5517.00</b>

- (i) Rs.750/- per hour would be incurred on lecture by the trainer both internal and external.
- (ii) Course material cost for hand-outs and other study material would be Rs.250.00.
- (iii) Meal charges of Rs.70/- would be incurred on providing morning tea, lunch and evening tea.
- (iv) Miscellaneous charges of Rs.250/- have been accounted for to accommodate holding of inauguration and closing ceremony. Other unforeseen and incidental charges would also be taken care under this head.
- (v) Testing fee @ Rs.100/- per candidate subject to a minimum of Rs.2, 000/- per day would be payable to internal and external examiners. External examiner would also be entitled local taxi fare. In case of outstation external examiners, TA/DA would be applicable, as per Government of India extant rules.

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- (vi) **Testing fee @ Rs.100/- per candidate subject to a minimum of RS.2, 000/- per day would be payable to internal and external examiners. External examiner would also be entitled local taxi fare.**
- (vii) **Testing material fee of Rs.500/- would cover provisions (dry and fresh) and cleaning material.**
- (viii) **10% Administrative charges would be payable to the institute to cover honorarium for course co-coordinator and other staff.**
- (ix) **The amounts indicated at Sl. No.7 above is payable to cover wage loss suffered by the trainee.**
- (x) **The amounts indicated at Sl. No.8 would be shared by NCHMCT and IHM for preparation of certificate and record maintenance.**
- (xi) **Advertisement cost will be met subject to actuals or DAVP rates, whichever is less.**

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