

353/14/2024–New Technology  
भारत सरकार | Government of India  
नवीन और नवीकरणीय ऊर्जा मंत्रालय | Ministry of New & Renewable Energy  
राष्ट्रीय हरित हाइड्रोजन मिशन | National Green Hydrogen Mission

Atal Akshaya Urja Bhawan,  
Opp. CGO Complex Lodhi Road,  
New Delhi – 110003  
23.03.2026

**Office Memorandum**

**Subject: Call for Proposals for Skilling, Upskilling and Reskilling under the National Green Hydrogen Mission (NGHM)**

The Ministry of New & Renewable Energy (MNRE), Government of India, is implementing the *Skilling, Upskilling and Reskilling Component* under the National Green Hydrogen Mission (NGHM) to develop a trained, certified, and industry-ready workforce across the Green Hydrogen value chain. The Scheme aims to build national-level training capacity through State institutions, Centres of Excellence (CoEs), and accredited training centres.

2. States/UTs are invited to submit proposals under the Scheme in accordance with the NGHM Skilling Guidelines (**copy enclosed along with SOP/Format**). Proposals may be submitted jointly or independently by eligible State entities, including State Renewable Energy Departments/Nodal Agencies, State Skill Development Missions (SSDMs), State Designated Skill Institutions (SDIs), National Skill Training Institutes (NSTIs), Industrial Training Institutes (ITIs), and other institutions permitted under the Scheme norms.

3. States may submit proposals covering the following components: State-level Green Hydrogen workforce demand assessment; training capacity mapping and institutional readiness; identification of training centres for Short-Term Training (STT), Recognition of Prior Learning (RPL), and Training of Trainers (ToT); industry partnerships for on-the-job training (OJT) and placements; and financial requirements aligned with Scheme/MSDE/NSDC norms and deliverables.

4. Proposals from industry, associations, and private entities shall be routed through the respective State Renewable Energy, Industry, or Skill Department. States/UTs are requested to ensure that all proposals are fully aligned with the Scheme Guidelines and undergo an initial review to avoid duplication and to ensure coherence with State-level planning.

5. States/UTs that have notified Green Hydrogen Policies are encouraged to submit proposals at the earliest to support workforce development aligned with upcoming and commissioned Green Hydrogen projects. Proposals may be submitted to [rishikesh.patankar@nsdcindia.org](mailto:rishikesh.patankar@nsdcindia.org), [bhumika.malhotra01@nsdcindia.org](mailto:bhumika.malhotra01@nsdcindia.org) with a copy to [rshyam.mnre@gov.in](mailto:rshyam.mnre@gov.in) / [harshita.rai@gov.in](mailto:harshita.rai@gov.in).

6. This issues with the approval of the competent authority.

*Rshyam*  
23.03.26

**(Radhey Shyam)**

Programme Director (NGHM), MNRE

Email: [rshyam.mnre@gov.in](mailto:rshyam.mnre@gov.in)

To,

1. CMD/MD/Head of the State Renewable Energy Agencies/Departments
2. Head of State Skill Development Missions (SSDMs) / National Skill Training Institutes (NSTIs) / State Designated Skill Institutions (SDIs)
3. Vice-Chancellor / Registrar of Technical Institutions and Skill Development Institutions
4. Industry Associations in Green Hydrogen/Renewable Energy

Copy to:

1. The Joint Secretary, Ministry of Skill Development and Entrepreneurship, Government of India, Room No. 310, Kaushal Bhawan, New Moti Bagh, New Delhi – 110023
2. Mr. Rishikesh Patankar, Vice President, Government Programs, Industry & Academia Collaboration, National Skill Development Corporation (NSDC), Kaushal Bhawan, 5th-6th Floors, New Moti Bagh, New Delhi – 110023
3. PSO, MD (NGHM) / PS to Director (MSDE)/ PS to Director (MNRE)- *for information*

**353/14/2024 – NT**  
**Government of India**  
**Ministry of New and Renewable Energy**  
**(Hydrogen Division)**

Atal Akshay Urja Bhawan,  
Lodhi Road, New Delhi 110003  
Date: 16/03/2024

To,

The Pay & Account Officer,  
Ministry of New and Renewable Energy,  
New Delhi – 110003

**Subject:** Guidelines for scheme on skilling, up-skilling and re-skilling under the National Green Hydrogen Mission

Sir/Madam,

I am directed to convey the sanction of the President of India for the "Guidelines for scheme on skilling, up-skilling and re-skilling under the National Green Hydrogen Mission" for period from FY 2023 – 24 to FY 2029 – 30 with a total outlay of Rs. 35 crore.

**2. Objectives:**

- i. Undertake comprehensive skill gap analysis covering key areas of the Green Hydrogen ecosystem on a continuous basis.
- ii. Creation/updation of a registry of skills as required by the Green hydrogen value chain.
- iii. Design and develop curricular elements for use in Schools, Industrial Training Institutes (ITI), Polytechnics and HEIs at various levels and segments of the Green Hydrogen value chain.
- iv. Develop Qualification Packs (QPs), and training content including training manuals and online study resources for Green Hydrogen and allied sectors for use of STT and up-skilling courses.
- v. Encourage private sector participation, with a greater focus on training in industries and On-the-Job Training (OJT).
- vi. Enable cross utilization of available infrastructure at Schools, HEIs and government institutions for delivery of skill training.
- vii. Laydown criteria and mechanism for identification of institutions who would deliver the skilling courses.
- viii. Creation of certified pool of trainers across the Green Hydrogen value chain.



- ix. Implement learner-centric training programs to train and certify participants on approved courses on Green Hydrogen in consultation with Ministry of Skill Development and Entrepreneurship (MSDE). The training program shall include all components of training including placement tracking.
- x. Facilitate creation of one or more model CoEs for enabling higher level skilling, Training of Trainers (ToT) and support content creation on the Green Hydrogen ecosystem.

3. **Implementation Methodology:** The Scheme will be implemented as per the detailed Scheme Guidelines at **Annex**.

4. The expenditure on this scheme will be met from the budget provisions given under the Hydrogen Mission Head.

5. The implementing agency for implementation of this scheme shall be notified by MNRE in consultation with Ministry of Skill Development and Entrepreneurship (MSDE)

6. This issues in exercise of the powers conferred on this Ministry and with the concurrence of IFD vide their Diary No. 456 dated 15/03/2024.

7. This has the approval of Hon'ble Minister of Power and New and Renewable Energy.

Yours faithfully,

**(Dr. Prasad Chaphekar)**

Deputy Secretary

Email: [prasad.chaphekar@gov.in](mailto:prasad.chaphekar@gov.in)

Enclosed: **Annex**

Copy to:

1. All Central Government Ministries and Departments
2. All Members of the Empowered Group under the Mission
3. All Members of the Advisory Group under the Mission
4. CEO, NITI Aayog, Sansad Marg, New Delhi
5. State Nodal Agencies (SNAs) of all States/UTs
6. Major Public Sector Enterprises operating in Renewable Energy/ Power Sector
7. Principal Director of Audit, Scientific Audit – II, DGCAR, I.P. Estate, Delhi – 110002
8. Director General (Local Bodies), Office of the Controller & Auditor General, Deendayal Upadhyay Marg, New Delhi
9. Solar Energy Corporation of India (SECI), 6<sup>th</sup> floor, Plate – B, NBCC office, Block tower – 2, East Kidwai Nagar, New Delhi – 110023

10. Indian Renewable Energy Development Agency Limited (IREDA), 3<sup>rd</sup> floor,  
August Kranti Bhavan, Bhikaji Cama Place, New Delhi – 110066

Internal distribution

1. PS to Hon'ble Minister of Power and New and Renewable Energy
2. PS to Hon'ble Minister of State of New and Renewable Energy and Chemicals and Fertilizers
3. PSO to Secretary, MNRE
4. All Joint Secretaries/Advisors/Group heads, MNRE
5. All Scientist – F/Scientist – E/Director, MNRE
6. All Scientist – D/Deputy Secretaries, MNRE
7. All Scientist – C/Under Secretaries, MNRE
8. All Scientist – B, MNRE
9. NIC, MNRE for uploading on the MNRE website
10. CA, MNRE for cash section
11. Hindi Section of Hindi Version
12. Sanction Folder



**(Dr. Prasad Chaphekar)**  
Deputy Secretary  
Email: [prasad.chaphekar@gov.in](mailto:prasad.chaphekar@gov.in)

**1. Introduction**

1.1 The National Green Hydrogen Mission ('Mission' henceforth) was launched in January 2023 with a budgetary outlay of Rs. 19,744 crore. The Mission envisages 5 MMT of Green Hydrogen production capacity annually by 2030. There is a potential for creation of 6,00,000 jobs across the Green Hydrogen value chain by 2030. Skilling of the workforce to meet this huge demand is an important part of the Mission. The Mission also proposes to undertake skilling/up-skilling and re-skilling of the workforce to cater to requirements of the emerging Hydrogen value chain.

**2. Guiding Principles of Skilling for Transition to Green Hydrogen**

2.1 Para 7.12 of the Mission document states that development and utilization of Hydrogen technologies will necessitate specific skill sets. Knowledge of advanced materials for fuel cells, electrolyzers, and storage; operational aspects of these technologies; integrated project management, etc. are some of the key areas which will require special focus. A coordinated skilling programme, that considers requirements in various segments, will be undertaken through the Mission. The programme will effectively associate institutions, skill development centres, Higher Education Institutions (HEIs), industry, and businesses. Hydrogen technologies will also be suitably incorporated in course curricula at various levels to develop a broad knowledge base. A significant part of the skilling programme would be to re-skill the workforce in sunset sectors to be absorbed into the Green Hydrogen and its auxiliary ecosystem. This will enable greater productive capacities of human capital deployed in the green industry to enable just transition.

2.2 The Scheme shall undertake the following activities for the development of the necessary skillset:

- i. Short Term Training (STT)
- ii. Up-skilling along with Recognition of Prior Learning (RPL)
- iii. Creation of Centres of Excellence (CoEs) at identified institutions
- iv. Enabling curriculum based long duration training at Schools, ITIs, Polytechnics and HEIs



2.3 The scheme funding shall cover the entire lifecycle of STT (200-600 hours) and RPL based up-skilling (30-132 hours). Funding in Public - Private Partnership (PPP) mode may be explored for CoEs to entities identified by Ministry of New and Renewable Energy (MNRE) in consultation with Ministry of Skill Development and Entrepreneurship (MSDE). Funding for long term training shall be towards development of course curriculum/qualifications, training of trainers/faculty and overall capacity building.

### **3. Objectives of the scheme**

3.1 The scheme aims to develop the skills of youth, considering the emerging employment opportunities in the growing Green Hydrogen sector in India. The scheme shall focus on skilling / re-skilling of manpower and help develop an ecosystem for carrying out training covering key aspects of the Green hydrogen value chain along with fundamental principles of entrepreneurship. The objectives of the scheme are as follows:

- vi. Undertake comprehensive skill gap analysis covering key areas of the Green Hydrogen ecosystem on a continuous basis.
- vii. Creation/updation of a registry of skills as required by the Green hydrogen value chain.
- viii. Design and develop curricular elements for use in Schools, Industrial Training Institutes (ITI), Polytechnics and HEIs at various levels and segments of the Green Hydrogen value chain.
- ix. Develop Qualification Packs (QPs), and training content including training manuals and online study resources for Green Hydrogen and allied sectors for use of STT and up-skilling courses.
- x. Encourage private sector participation, with a greater focus on training in industries and On-the-Job Training (OJT).
- xi. Enable cross utilization of available infrastructure at Schools, HEIs and government institutions for delivery of skill training.
- xii. Laydown criteria and mechanism for identification of institutions who would deliver the skilling courses.
- xiii. Creation of certified pool of trainers across the Green Hydrogen value chain.
- xiv. Implement learner-centric training programs to train and certify participants on approved courses on Green Hydrogen in consultation with Ministry of Skill Development and

*Chaphe*

- Entrepreneurship (MSDE). The training program shall include all components of training including placement tracking.
- xv. Facilitate creation of one or more model CoEs for enabling higher level skilling, Training of Trainers (ToT) and support content creation on the Green Hydrogen ecosystem.

#### 4. Scheme Outlay: Rs. 35 crore till FY 2029-30

Expense Item	Budgeted Expenditure (Rs. Crore)
STT and RPL based Up-skilling	28 cr
Enabling establishment of CoEs	5 cr
Course, curricula and capacity building at ITI, Polytechnics, Schools and HEIs	2 cr

The above outlay is tentative and fungible between different heads as per the directions of the Steering Committee.

#### 5. Salient Features of the Scheme

5.1 The Scheme will be implemented by MNRE through Implementation Agency/Agencies -IA(s) as may be notified by MNRE, in consultation with MSDE with due weightage for previous experience and credentials of handling Government skill programs. The IA(s) will also provide secretarial, managerial and implementation support and carry out other responsibilities as assigned by MNRE from time to time. The responsibilities of IA(s) inter alia shall include:

- i. Coordinate the creation and uptake of relevant short term training Qualifications for Schools, ITIs, Polytechnics and HEIs through the network of Sector Skill Councils and other entities such as National Council of Educational Research and Training (NCERT), Directorate General of Training (DGT) and All India Council for Technical Education (AICTE).
- ii. Oversee the procedure for empanelment of institutions for providing training and for conducting assessments.
- iii. Receipt of applications, examination, and appraisal of applications for setting up training infrastructure in institutions, for different components of the Green Hydrogen value chain.



- iv. Empanelment of Assessment Agencies for STT and RPL.
- v. Certification of trainers and assessors for all levels of skilling through Awarding Bodies (ABs) including SSCs, Universities, School Boards, etc.
- vi. Review and monitoring of training facilities and procedures to ensure quality training.
- vii. Setting up the procedure for assessment of training programs and training outcomes.
- viii. Updating the curriculum, as per requirement and assessment of training needs on a regular basis.
- ix. Post training tracking.
- x. Monitoring and Evaluation.

5.2. The whole training life cycle including monitoring and evaluation shall be captured through the MSDE Skill India Digital (SID) platform. The candidates would be tracked for one year after the training.

### 5.3 Components of the scheme

- i. Short Term Training (STT): The STT skill courses are National Skills Qualification Framework (NSQF) aligned modular courses of 200-600 hours duration. Training will be delivered through accredited and affiliated training centres. On-Job Training (OJT) will be an inherent component under STT as mandated by National Council for Vocational Education and Training (NCVET). The duration of OJT will depend on the job role.
- ii. RPL based up-skilling: The RPL component of the scheme with duration ranging from 30-132 hours is targeted at candidates, part of the existing workforce, with prior experience or skills who will be certified with due assessment. Emphasis will be on upskilling and interested candidates will have to undergo coursework for certification at a higher level based on assessment.

5.4 **Eligibility of Participants:** This scheme will be available to any candidate of Indian nationality who:

- i. Fulfils education related and other eligibility criteria for the respective job role as may be laid down.
- ii. Is aged between 18-45 years.
- iii. Possesses a valid identity proof and an Aadhar linked bank account.



- iv. For RPL based up-skilling, the participant should have prior experience in the job role for which formal skill certification is desired.

## **5.5 Selection of Training Provider for STT and up-skilling**

5.5.1 Any organization, legally established as a society, trust, proprietorship, Company/ Limited Liability Partnership (LLP) /Government Institute/ Organization, etc., can be a training provider under the scheme. Preference may be given to Government Institutions and those with permanent vocational infrastructure.

### **i. Selection of Training Provider for STT and Up-skilling**

- a. A transparent selection process should be followed by IA(s) while selecting the Training Centres for delivery of skill training. These centres may include Pradhan Mantri Kaushal Kendras (PMKKs), Government and Private (ITIs), Polytechnics, institutions owned by the Central or State Governments, HEIs, Schools, etc.
- b. For RPL based up-skilling, industrial enterprises, including PSUs, autonomous bodies, industry associations, etc. may also be included as Training Centres.
- c. Project Appraisal Committee (PAC) may approve the target allocation methodology under the Scheme. A concurrent monitoring mechanism shall be put in place to periodically monitor the progress of these centres.
- d. Sub-contracting, sub-letting, franchisee arrangement of any kind for the targets allocated is not allowed for any Training Provider. Also, key staff such as Centre managers and Trainers should be on the payrolls of the Training Provider.

## **5.6 Centre Accreditation and Affiliation for STT and Up-skilling**

- i. Training Provider shall be empanelled through Skill India Digital (SID) platform of MSDE. Verification of availability of premises and trainers would be carried out through the process as defined in the Centre Accreditation and Affiliation Guidelines notified by MSDE, as amended from time to time. Quarterly progress report, geo-tagging, audit, etc. will be carried out. Penalties including

*dhaynesh*

blacklisting, may be imposed against the Training Provider in case of discrepancy and non-compliance to guidelines.

- ii. Simplified onboarding as Training Provider may be provisioned for the following entities:
  - a. ITIs with grading 4 and above as per latest grading mechanism.
  - b. National Skill Training Institutes (NSTIs)
  - c. National Institute for Entrepreneurship and Small Business Development (NIESBUD) and Indian Institute of Entrepreneurship (IIE) Centres
- iii. Active participation of Schools and HEIs shall be encouraged. Reputed industrial establishments and Community Based Organizations (CBOs) having a long-standing track record of quality training program implementation may also be on-boarded for providing training.
- iv. A multi-layered information / counselling eco-system where relevant information regarding the job roles / sectors, livelihood opportunities post training, career progression profiles, information on Training Centres including the rating of the centres and options for registration shall be made available through the SID platform.

## 5.7 Assessment and Certification

- i. To ensure quality, skill training shall be delivered through certified trainers only. The trainers and assessors must be certified by Awarding Bodies (including SSCs, Universities, School Boards etc.) through a training and assessment program outlined in the Training of Trainer (TOT) and Training of Assessor (TOA) guidelines notified by MSDE, as amended from time to time.
- ii. Use of digital content to supplement classroom training shall be encouraged, as specified by guidelines of NCVET.
- iii. 70% attendance is necessary to be eligible to appear in the assessments.
- iv. The skill assessment is the prime responsibility of the IA(s) and is to be conducted by empanelled Assessment Agencies (AAs).
- v. School Boards, HEIs, and other dual Awarding Bodies can conduct the assessment through their in-house resources for curricular courses.



- vi. It shall be the responsibility of the Training Partner to make sure that the equipment specified by the Awarding Body is available for assessment, and the assessor should check the same.
- vii. Candidate Feedback Form available in regional languages will be collected towards the end of the final assessment
- viii. Assessment fee shall be funded under the scheme. Certificate shall be made available to the candidates in physical and digital form, along with corresponding 'credits' as per National Credit Framework (NCrF) of MSDE.
- ix. Every candidate will be offered one chance of re-assessment (free of cost), under STT component, to be borne from the scheme.
- x. All certified candidates shall be on-boarded onto SID portal.
- xi. Apprenticeship shall be promoted for the certified candidates. Training linked to captive placements (training and placement within the same industry) will be promoted under the scheme.
- xii. Rozgar Melas will be organized on regular interval for placement and apprenticeship. Post training linkages with apprenticeship for certified candidates shall be provided.

#### **5.8 Placement and Post Training Support**

- i. Post placement verification shall be done by the Implementing Agencies (IAs) of the scheme. IA shall also be responsible for concurrent and continuous monitoring and supervision of the training.
- ii. A grievance redressal mechanism for applicant, Training Provider and Assessors shall be set up with MNRE/ MSDE for a time bound resolution of grievances.
- iii. IA(s) shall play the key role in building the capacity of the participating stakeholders through training sessions, webinars, refresher course, regional / zonal review meetings, ideas exchange and knowledge exchange.

### **6. Funding and Disbursement**

6.1 The fund disbursement for STT and RPL will be as per the Common Cost Norms for Government Skilling schemes as notified by MSDE, as amended from time to time.

6.2 Skilling as part of curriculums at ITIs, Polytechnics, Schools, and



higher skilling courses at HEIs shall be in the form of fee-based programs.

6.3 Five percent (5%) of the total scheme budget will be earmarked towards administrative expenditure as per the following breakup:

<b>S.No.</b>	<b>Details</b>	<b>% of scheme outlay</b>
a.	Administrative charges of IA	4%
b.	Administrative charges of MNRE	1%

The 1% outlay for MNRE shall be used for conducting independent evaluations, seminars on specialized topics, field visits and such other supportive actions

#### 6.4 Fund Flow Mechanism

Funds under the scheme will be transacted under Public Financial Management System (PFMS) platform. Direct monetary benefits to candidates, if any, shall be undertaken through the PFMS linked with Direct Benefit Transfer (DBT) Bharat Portal. For institutions seeking reimbursement of skilling expenses, the following documents shall be submitted:

- i. Utilization Certificate (UC) in GFR 12A,
- ii. Statement of Expenditure (SoE),
- iii. Attendance Sheet,
- iv. Group Photo,
- v. Assessment & Certification receipt,
- vi. Feedback Forms,
- vii. Placement Information,
- viii. Details of participants in the specified format (Aadhar number of participants is mandatory), and
- ix. Any other information required by MNRE/ MSDE/ IA.

*Shapeta*

6.5 The funds for STT program will be released to the IA(s) for disbursal to the training institute as per the following schedule:

<b>S.No.</b>	<b>Tranches</b>	<b>Release (in %)</b>	<b>Milestones</b>
1	Tranche 1	30%	On commencement of training
2	Tranche 2	30%	On batch achieving 70% Aadhaar Enabled Biometric Attendance System (AEBAS) attendance once and 50% of the training is over
3	Tranche 3	40%	On completion of Assessment and uploading of results
	<b>Total</b>	<b>100%</b>	

6.6 The funds for RPL program will be released to the IA(s) for disbursal to the training institute as per the following schedule:

<b>S.No.</b>	<b>Tranches</b>	<b>Release (in %)</b>	<b>Milestones</b>
1	Tranche 1	80%	On assessment results uploaded by empanelled Assessment Agency
2	Tranche 2	20%	Submission/uploading of Monthly Performance Report (MPR) and submission of proof for certificate handover, with or without the distribution ceremony
	<b>Total</b>	<b>100%</b>	

## 7. General Information

7.1 The Training Centre must provide Facilitator Guide (for Trainers) and the Course Handbook/ study material (for learners) as part of the

*Chapub*

training cost at the start of the skilling program.

- 7.2 The modes of training shall be 100% classroom-based approach where both theory and practical shall be conducted physically at the affiliated Training Centre or a blended approach where the theory portion of course may be delivered through digital/online mode and the practical portion and OJT may be delivered at the affiliated Training Centre and industry premises.
- 7.3 All the Training Centres need to brand their respective centres with collaterals for promotional activities in accordance with the branding guidelines issued.
- 7.4 All certificates shall have the Skill India and MNRE logo.
- 7.5 The application with incomplete documents/ information will be outrightly rejected and no correspondence for that will be entertained.
- 7.6 Court of jurisdiction for any dispute will be Delhi High Court, New Delhi.
- 7.7 The decision of MNRE shall be final in all matters relating to eligibility, acceptance or rejection of application, mode of selection.

## **8. Timelines and Penalty Provisions**

- 8.1 If the IA / Training Provider fails to utilize the grant for the purpose for which it has been sanctioned or fails to complete the project, the IA will refund the entire amount, with interest as per General Financial Rules (GFR) to MNRE.
- 8.2 The call for proposals should indicate a suitable timeline for completion of the project. Extension of up to six months may be granted for completion of the project with the approval of the Steering Committee.
- 8.3 MNRE reserves the right to retract sanction or cancel or short-close projects in consultation with the Steering Committee in cases where the project(s) face unreasonable delays or fail to comply with the objectives/ provisions of this Scheme or the Mission.

## **8.4 Project Completion**



8.4.1 The IAs shall submit the Project Completion Report (PCR) to the Project Appraisal Committee (PAC) within one month from the completion of project. PCR shall include the following:

- i. Technical aspects of the training, including the equipment, software, and other training aids used.
- ii. Challenges encountered during the Training, and how these were overcome.
- iii. Outcome of the training comprising of technical knowhow generated along with the data collected during the execution of the training program.
- iv. Recommendations for future trainings, based on the lessons learned from previous training programs.

## **9. Governance**

### **9.1 Steering committee**

A Steering committee, co-chaired by Secretary, MNRE and Secretary, MSDE and suitable representation from DGT, National Skill Development Corporation (NSDC), school ecosystem and higher education ecosystem including University Grants Commission (UGC) and AICTE will monitor the execution of this scheme and provide directions from time to time regarding broad policy, allocation of funds among various component heads of the scheme.

### **9.2 Project Appraisal Committee (PAC)**

A PAC, co-chaired by Mission Director, NGHM and Additional/Joint Secretary, MSDE and any other members as nominated by MNRE and MSDE, shall be constituted for overseeing the regular functioning of the scheme, making recommendations to the Steering Committee for any policy or operational corrections for improving the implementation of the scheme, reviewing and approving of proposals in accordance with the guidelines or any other functions as deemed fit by the Steering Committee.

## **10. Power to amend Scheme Guidelines**

MNRE, in consultation with MSDE, may make necessary amendments in the Scheme Guidelines, as and when required, with the approval of the Hon'ble Minister of New & Renewable Energy.



## 23. Annexure:

### Annexure 1: National Green Hydrogen Mission- Project Proposal Template

<b>Project Name</b>	<b>Title</b>
<b>Proposed by</b>	<i>Organization Name</i>
<b>Entity Type</b>	<i>Government, Private, Semi Government or Government aided (The training partner must provide GST, PAN or TAN numbers and upload the relevant documents)</i>
<b>Project Type</b>	<i>RPL</i>
<b>State/Districts</b>	<i>Training Location</i>
<b>About Organization</b>	<i>A brief intro about organization focusing on work and alignment with Green Hydrogen Mission</i>

#### A. Details of Project (1500 Words)

<b>Background s Project Rationale</b>	<i>Add details and context of the project clearly stating the purpose and need for developing the proposal.</i>
<b>Details of the project</b>	<i>Project's Objectives, Empowering Communities, Energizing the Nation: Skilling India for a Green Hydrogen Future through the Convergence of the National Green Hydrogen Mission and the National Skill Development Mission."</i>
<b>Major activities</b>	<i>Building a Green Workforce for a Sustainable Tomorrow: Integrating the National Green Hydrogen Mission with the National Skill Development Mission to Drive Skills, Industry, Jobs, and Entrepreneurship in the Clean Energy Economy."</i>
<b>Target Population s number of beneficiaries</b>	<i>Define the groups to be targeted, such as New or existing workforce, aspiring entrepreneurs, and specify the expected number of beneficiaries.</i>
<b>Job roles</b>	<i>Select the Job role related to NGHM</i>
<b>Measurable Outcomes</b>	<i>State the expected results, including the number of beneficiaries to be Skilled/ upskilled and trained</i>
<b>Implementation Methodology</b>	<i>This section outlines the approach for executing the project, detailing the availability of qualified trainers for the designated job roles, as well as the readiness and adequacy of the training centers</i>
<b>Trainer Profile</b>	<i>The trainer profile requirements are detailed in the competency-based curriculum for the Green Hydrogen trade, which is aligned with the mission's goals.</i>
<b>Project Duration (in months)</b>	<i>Clearly mention the project's proposed duration.</i>



## B. Project Financials

Budget	In figures (Rs.)	In words
A. Total Project Cost		
B. CSR/ Industry Contribution (If Any)		
C. Fund Request (A-B)		

### B.1. Breakup of the Budget

S. no	Expense Head	No. of Candidates	Per candidate Cost in INR as per common Norms *	Total Cost in INR as per common norms*	Remarks
1					
2					
3					
4					
<b>Total</b>					

## Annexure 2: Demand Template for PIA

Name of the Sector	Name of the Job Role	Qualification Pack Code (as per National Qualification register i.e. nqr.gov.in)	NSQF Level	Version	Job Role Expiry	Trainer Name and ID	Tentative Number of candidates to be trained till Mar 2026	Details of Training Centres where training will be implemented <i>(To be unique entry)</i>			Details of Single Point of Contact (SPOC) of the Training Center				Post training tracking Frequency (Fortnightly/ Monthly/ Quarterly) <i>(Note: to be shared with MSDE on monthly basis)</i>	Additional notes/ comments
								Institution Type (Govt./ Autonomous/ INIs/ PSUs/ Others)	Institution Name	Address	Name	Designation	Organisation SPOC Name	Organisation Spoc Contact Details		

Note: Process to be reviewed every quarter or on the recommendation of PAC Committee for any modifications. Any deviations from NGHMs Guidelines allowed post approval from Competent authority.



## Annexure 3: Draft Letter to be submitted by Industries to Project Implementing Agencies/TPs for RPL related training

*(On the Letter Head of the Industry)*

Date: [Insert Date] To,  
[Project Implementing Agency (PIA) Name] [PIA Address]  
[City, State, ZIP Code]

**Subject:** Demand Letter for conducting training under Recognition of Prior Learning (RPL) category under NGHM Scheme for <Sector Name> sector

Dear [PIA Contact Person's Name],

We are writing to express our interest in facilitating training of our employees/contractual staff under the Recognition of Prior Learning (RPL) component of the National Green Hydrogen Mission (NGHM). We are aware that National Green Hydrogen Mission (NGHM) is a flagship initiative by the Ministry of Skill Development and Entrepreneurship (MSDE) and Ministry of new and Renewable Energy (MNRE) aims at making skilling more flexible, demand-driven, and responsive to the evolving job market.

We understand that RPL is a critical component aims at formally acknowledging the existing skills and knowledge of individuals who have acquired them through informal or non-formal means, such as work experience or self-learning. RPL provides a pathway for such individuals to receive official certification, validating their competencies and enhancing their employability.

Below are the details of our industry and the job roles for which we are requesting RPL services:

### **Industry Details:**

- **Industry Name:** [Insert Industry Name]
- **Industry Address:** [Insert Address]
- **Contact Person:** [Industry Representative's Full Name]
- **Designation:** [Designation of Industry Representative]
- **Contact Number:** [Insert Contact Number]
- **Email ID:** [Insert Email Address]

### **Job Roles for RPL Training Under NGHM SCHEME:**

S.No.	Sector	Job Role	Training No.

*Note: Add additional job roles as needed*



We seek your support to facilitate the RPL training for the specified job roles as soon as possible. We look forward to collaborating closely with your team to ensure the successful implementation of this initiative under the NGHM framework.

Please feel free to reach out to us using the contact details provided above for any further information or clarifications.

Thank you for your attention to this matter, and we await your prompt response. Yours sincerely,

[Industry Representative's Signature] [Full Name]

[Designation]

[Industry Name]

[Contact Information]

# Standard Operating Procedure National Green Hydrogen Mission (NGHM) RPL Skill training programs

(Draft version 2.0)  
Date: 10<sup>th</sup> November 2025



**NGHM**  
NATIONAL GREEN HYDROGEN MISSION

Government of India  
Ministry of Skill Development and  
Entrepreneurship (MSDE)

# Glossary

S. No.	Acronym	Description
1)	ACA	Accreditation and Affiliation
2)	AA	Assessment Agency
3)	AB	Awarding Body
4)	AEBAS	Aadhaar Enabled Biometric Attendance System
5)	CSCM	Centrally Sponsored Centrally Managed
6)	CSSM	Centrally Sponsored State Managed
7)	IMC	Internal Monitoring Committee
8)	LWE	Left Wing Extremism
9)	MSDE	Ministry of Skill Development and Entrepreneurship
10)	NCVET	National Council for Vocational Education and Training
11)	NSDC	National Skill Development Corporation
12)	NSQF	National Skill Qualification Framework
13)	NGHM	National Green Hydrogen Mission
14)	PIA	Project Implementing Agency (PIA)
15)	PSU	Public Sector Unit
16)	QP	Qualification Pack
17)	RPL	Recognition of Prior Learning
18)	SC	Scheduled Caste
19)	SIA	Scheme Implementing Agency
20)	SIDH	Skill India Digital Hub
21)	SPOC	Specific Point of Contact
22)	SSC	Sector Skill Council
23)	ST	Scheduled Tribe
24)	TC	Training Centre
25)	TP	Training Partner



# Contents

Glossary .....	2
1. About National Green Hydrogen Mission (NGHM) .....	4
2. Objectives of the NGHM Scheme.....	4
3. Scope of SOP:.....	4
4. Skill India Digital Hub .....	5
5. Recognition of Prior Learning (RPL) Proposal.....	5
6. Eligibility for Trainees.....	5
7. RPL Project implementing Agency.....	6
8. Eligibility Criteria for RPL-PIA.....	6
9. Pre-Screening Criteria for Training Partners.....	7
a. Pre-Screening Criteria for potential Industry Partners.....	8
10. Pre-PAC Presentation and Selection.....	9
11. Post-Issuing Sanction Letter:.....	9
12. Financial Implications.....	9
13. Self – Assessment / Pre-Screening of the candidates .....	9
14. Candidate Registration and Enrollment of Candidates.....	10
15. Re-Enrolment in Skill Training .....	10
16. Face Authentication Attendance System.....	10
17. Assessments .....	10
18. Certification .....	10
19. Monitoring.....	11
20. Consequence Management & Implementation.....	11
21. Compliance Standard and Level of Penalty.....	13
22. Payout Mechanism.....	13
23. Annexure .....	14
Annexure 1: National Green Hydrogen Mission- Project Proposal Template.....	14
Annexure 2: Demand Template for PIA.....	15
Annexure 3: Draft Letter to be submitted by Industries to Project Implementing Agencies/TPs...	16
Annexure 4: Pre-Screening format for RPL training .....	18
Annexure 5: User Manual for PIA and Training Provider.....	19
Annexure 6: Virtual & Physical Inspection Template .....	54
Annexure 6 (a): Physical Inspection Format.....	56
Annexure 7: Template on Critical Hazards & Safety Standards Compliance.....	59



## 1. About National Green Hydrogen Mission (NGHM)

The **National Green Hydrogen Mission** was launched by the Government of India in **January 2023** with the aim of making India a global hub for the production, utilization, and export of **green hydrogen**. Green hydrogen is produced using **renewable energy sources** like solar and wind, making it a clean alternative to fossil fuels. There is potential for creation of 6,00,000 jobs across the Green Hydrogen value chain by 2030.

NGHM Guidelines issued by Ministry of New and Renewable Energy (MNRE) can be accessed at <https://mnre.gov.in/en/hydrogen-schemes-guidelines/>

## 2. Objectives of the NGHM Scheme

The scheme aims to develop the skills of youth, considering the emerging employment opportunities in the growing Green Hydrogen sector in India. The scheme shall focus on skilling / re-skilling of manpower and help develop an ecosystem for carrying out training covering key aspects of the Green Hydrogen value chain along with fundamental principles of entrepreneurship.

The scheme shall undertake the following activities for the development of the necessary skillset:

- a. Short Term Training (STT)
- b. Up-skilling along with Recognition of Prior Learning (RPL)
- c. Creation of Centres of Excellence (CoEs)
- d. Enabling curriculum based long duration training at Schools, ITI, Polytechnics and HEIs.

### **Objectives of the scheme:**

1. Undertake comprehensive skill gap analysis covering key areas of the Green Hydrogen ecosystem on a continuous basis.
2. Creation/ updation of a registry of skills as required by the Green hydrogen value chain.
3. Design and develop curricular elements for use in Schools, Industrial Training Institutes (ITI), Polytechnics and HEIs at various levels and segments of the Green Hydrogen value chain.
4. Develop Qualification Packs (QPs), and training content including training manuals and online study resources for Green Hydrogen and allied sectors for use of STT and up-skilling courses.
5. Encourage private sector participation, with a greater focus on training in industries and On-the Job Training (OJT).
6. Enable cross utilizations of available infrastructure at Schools, HEIs and government institutions for delivery of skill training.
7. Laydown criteria and mechanism for identification, selection and monitoring of Training partners and institutions who would deliver the skilling courses.
8. Creation of certified pool of trainers across the Green Hydrogen value chain. Implement learner-centric training programs to train and certify participants on approved courses on Green Hydrogen in consultation with the Ministry of Skill Development and Entrepreneurship (MSDE). The training program shall include all components of training including placement tracking.

Facilitate creation of one or more model CoEs for enabling higher level skilling, Training of Trainers (ToT) and support content creation on the Green Hydrogen ecosystem.

National Skill Development Corporation (NSDC) is the Scheme Implementing Agency (SIA) for the skilling interventions under NGHM working under the guidance of MSDE and MNRE.

## 3. Scope of SOP

The Standard Operating Procedure (SOP) for onboarding training partners in skill development outlines the framework, processes, and templates to ensure a structured and effective implementation



of the scheme. The scope of the SOP includes:

- a. **Eligibility Criteria** – Defining the prerequisites for training partners, including experience, infrastructure, financial stability, and compliance with regulatory norms.
- b. **Application Selection Process** – Laying out the step-by-step procedure for submitting applications, evaluation criteria, and approval mechanisms via User Manuals.
- c. **Documentation Compliance** – Specifying necessary legal, financial, and operational documents required for verification and due diligence.

#### 4. Skill India Digital Hub

Skill India Digital Hub (SIDH) is a platform which will bring whole of government approach to skilling. As a unified registry framework, it shall enable smooth transition from education to skilling and future opportunities. SIDH will form the backbone for implementation of NGHM by providing end-to-end digitalization of training lifecycle (Registration to Post Certification Tracking).

The portal can be accessed at <https://www.skillindiadigital.gov.in/>

#### 5. Recognition of Prior Learning (RPL) Proposal

Recognition of Prior Learning (RPL) under NGHM formally acknowledges skills gained through formal/ informal experiences while working in industry, enhancing employability and supporting career progression. It fosters inclusivity by certifying skills for aligning workers' competencies with industry standards. RPL promotes upskilling, ensuring the workforce adapts to evolving job market demands.

- a. Candidates with prior-learning experience or skills will be certified with due assessment under RPL.
- b. Preference will be given to those industry partners who want to conduct RPL training for their staff.
- c. Interested PIA willing to conduct RPL for candidates working in an industry must submit the proposal as per the Project Proposal Template (**Refer Annexure 1**) along with the demand letter from industries as per **Annexure 2**.
- d. The proposal must be adequately supported with industry participation and include the contact details of the industry, clearly mentioning the needs for RPL. A letter from Industry on their letter head would have to be included with the proposal, as per the draft in **Annexure 3**.
- e. This shall enable youth to obtain industry relevant skill certification. Emphasis will be on upskilling and interested candidates will have to undergo coursework for certification at a higher level based on assessment.
- f. This shall enable youth to obtain industry relevant skill certification. Emphasis will be on upskilling and interested candidates will have to undergo coursework for certification at a higher level based on assessment.

#### 6. Eligibility for Trainees

The candidate eligibility for enrolling in the RPL (Upskilling training) Program is as follows:

<b>Target Group</b>	Candidates with prior learning experience or skills in the job role and willing to get assessed and certified
<b>Eligibility</b>	Indian nationals possessing valid Aadhaar and fulfilling eligibility criteria of respective job role
<b>Age Group</b>	18 to 50 years
<b>Target Beneficiaries</b>	Contractual staff engaged through contractors or subcontractors and other employees working in industry for Green Hydrogen value chain (including the related sectors)

To ensure alignment with the objectives of the National Green Hydrogen Mission (NGHM) and to



maintain consistency with the National Skills Qualifications Framework (NSQF), the following eligibility criteria shall apply for candidates seeking certification through the Recognition of Prior Learning (RPL) pathway:

### **1. Relevant Sectoral Exposure:**

Candidates must possess prior experience or exposure to job functions and core tasks relevant to the Green Hydrogen ecosystem. This may include roles within the green hydrogen value chain or allied/ feeder sectors such as renewable energy, oil & gas, or related industrial domains. Workforce engaged in relevant or similar sector across Hydrogen value chain (Grey/blue) to be covered under RPL Upskilling program and trainings.

### **2. Demonstration of Competency:**

Candidates are required to demonstrate existing competencies through any of the following mechanisms:

- Structured self-declaration supported by relevant documentation.
- Employer validation or endorsement.
- Prior work-based certifications, if available.

### **3. Minimum Competency Threshold:**

Candidates must meet the minimum competency standards as defined in the relevant NSQF-compliant Qualification Pack (QP), ensuring their skills align with industry-defined benchmarks.

### **4. Educational Qualification Flexibility:**

Formal educational qualifications shall not be mandatory; the focus shall remain on assessing job-aligned skills and experiential knowledge through structured assessment processes.

### **5. Inclusivity and Recognition:**

This approach aims to enable inclusion of individuals from the informal workforce, ensuring that prior learning is formally recognised while maintaining the rigour of skill certification and sectoral recognition.

## 7. RPL Project implementing Agency

RPL -PIA refers to the proposing entity for RPL project under NGHM which shall be responsible for overall execution and implementation of RPL. The following entities can be an RPL-PIA as per NGHM guidelines.

- a. Government organizations, institutions, industry, PSUs and autonomous bodies
- b. Any legal entity, such as private company, industry association, non-profit organization, cooperative etc. working in this sector and have been recognized for such work.
- c. Assessment agencies notified by NCVET; third-party recruitment agencies will not be permitted to implement RPL upskilling training programme.

## 8. Eligibility Criteria for RPL-PIA

- a. The Training organization willing to implement the upskilling training programme under NGHM in RPL mode must meet the following requirements:
- b. Should be at least three years of incorporation at the time of proposal submission and at least one year of experience in any segment across Green Hydrogen value chain.
- c. Should have an average annual turnover for the last three financial years, that is at least 25% of the total project cost proposed.
- d. The RPL-PIA may propose a maximum of two projects across all available sectors in a given financial year, including rejected proposals.
- e. The RPL-PIA should have had a positive net worth during the last two consecutive financial years.
- f. The above conditions may be exempted in the case of Government, semi-Government organizations, SSCs and Awarding Bodies, with prior approval of the Project Approval Committee (PAC).



- g. Should not be blacklisted by any Government Agency / PSU/ Autonomous Body in the last three years.

## 9. Pre-Screening Criteria for Selection:

Pre-Screening criteria will be used to evaluate potential marquee training partners to ensure a fair and transparent selection process.

Criteria	Weightage	Description	Score Range
Technical Expertise (Domain Related Experience)	30%	<p>Demonstrated track record in workforce training (e.g., NSQF-aligned programs) and partnerships with ITIs/ educational institutions, project implementation or working in any segment (within India or abroad) within Green Hydrogen value chain including renewable energy, oil &amp; gas, or related clean energy domains. This may include experience in electrolyzer manufacturing, sector-specific certifications, safety &amp; standard protocols, relevant patents, or successful project execution.</p> <p>Special emphasis will be placed on industry partnerships and evidence of alignment (MoU/LoI) with evolving workforce requirements.</p> <p>Assured availability of master trainers/trainers with relevant experience of working in aligned industry. Minimum qualifications and certifications required for trainers. Experience in delivering skill training in relevant domains preferred.</p>	0–30
Financials	20%	<p>Assessment of financial health through audited financial statements, tax filings, or turnover certificates over last three financial years.</p> <p>Funding sources to be indicated and sustainability of operations to be showcased.</p>	0–20
Eligibility & Compliance	20%	<p>Verification of the organization's registration (e.g., Private Limited, NGO, Trust, Society, Government Institution).</p> <p>Compliance with regulatory and accreditation requirements from NSDC</p>	0–20
Infrastructure and Resources	20%	<p>Availability of training centers with necessary facilities (classrooms, labs, tools, and equipment). Digital capabilities for online or blended learning models.</p> <p>Accessibility and geographical presence in targeted regions.</p> <p>Training partners to provide letter From Industry specifying safety standards are being maintained during demonstration at plant site. (added as Annexure)</p>	0-20
Project Alignment & Outcome	10%	<p>Feasibility of proposed technology or Job Role, and alignment with Green Hydrogen Value Chain</p> <p>Includes opportunity for OJT, Hands-on exposure training &amp; demonstrations wherever applicable through suitable &amp; complied training model</p>	0–10



## Scoring Process:

- Minimum Threshold: Partners must score at least 60 points to be considered for onboarding.
- The total score will be calculated, and partners will be ranked accordingly.
- Each criterion will be scored by a panel comprising of:
  - Members from Target allocation team,
  - Senior leader - VP, Govt. Programs, NSDC
  - A member nominated by CEO, NSDC

The scoring shall be based on the documentation and evidence provided (Audited financial statements, Annual reports and Organizational profiles etc.). **Final recommendation on partner selection to Project Appraisal Committee shall be based on Taskforce review and approval.**

### 9 (a). Scoring Matrix for Pre-Screening Criteria for Industry Partners (Value Chain Participants)

A scoring matrix will be used to evaluate potential marquee partners to ensure a fair and transparent selection process. The matrix will consider various criteria and assign scores accordingly. The maximum score is 100 points.

Criteria	Weightage	Description	Score Range
Technical Expertise (Domain related Experience)	30%	Demonstrated expertise and proven track record in Green Hydrogen production, storage, transportation, utilization, or related clean energy technologies.  Includes demonstrated investments, R&D outcomes, patents, certifications, and successful commercial or pilot-scale implementations relevant to the hydrogen value chain.	0–30
Financial and Operational Strength	20%	Assessment of operational capability to support joint skilling, research, or demonstration projects under NGHM.  Includes parameters like positive net worth, annual turnover, sustainability investments, and consistency of business operations over the last three years.	0–20
Innovation and Technology Adoption	20%	Involvement in R&D, technology transfer, and innovation in Green Hydrogen and allied value chain components (e.g., electrolyser efficiency, storage systems, hydrogen mobility, or green ammonia) shall be preferred. Includes readiness to pilot emerging technologies and adopt indigenous solutions.	0–20
Industry–Academia and Skill Development Linkages	20%	Evidence of active collaboration with academic institutions, Sector Skill Councils, and skilling bodies for workforce training, internships, or curriculum co-development.  Includes initiatives supporting upskilling, apprenticeships, or joint training programs aligned to hydrogen technologies and allied sectors.	0–20



Commitment to Workforce and Ecosystem Development	10%	Contribution towards creating hydrogen-ready workforce and strengthening of local value chains through imparting training to workforce engaged with MSMEs and small vendors by providing training infrastructure support, mentorship and master trainer support.	0-10
---	-----	--	------

## 10. Pre-PAC Presentation and Selection:

- Preliminary Review:** Proposals received as per the given template shall be presented to the Task Force for preliminary review and feedback.
- Modifications:** Given the feedback and corrections on project alignment, necessary changes would have to be incorporated in the proposals. The revised proposal shall be re-submitted to NGHM Taskforce.
- Final Presentation:** Revised proposals with supporting documents shall be presented for final discussion and decision in Project Approval Committee (PAC).

## 11. Post-Issuing Sanction Letter:

- Interested Training partners and institutions shall be required to submit their project on SIDH platform, as per the process elaborated in **Annexure 5**
- Onboarding of project from PIA must be completed within two working weeks post-issuance of the sanction letter/ target allocation communication.
- NGHM – PMU shall approve the project on SIDH based on the approved details of the proposal as discussed and decided in PAC.
- Once the project is approved and training center must be linked in the project as per the Accreditation and affiliation process.
- Training under the approved project must commence within 4 weeks of receiving sanction letter/ target allocation communication.

## 12. Financial Implications:

- The training cost and related cost heads shall be based on PMKVY4.0 guidelines unless otherwise specified via PAC Minutes or OMs issued by MSDE.
- Any deviation requires prior written approval from the competent authority or as approved in earlier PAC meetings.

## 13. Self – Assessment / Pre-Screening of the candidates:

Pre-screening/self-assessment is mandatory for all candidates under RPL, regardless of whether the project is implemented by a Sector Skill Council (SSC), Awarding Body (AB), or any other PIA.

- The screening process ensures candidates have prior learning or experience aligned with the selected QP, and outcomes are documented as part of the candidate's record. The Project Implementing Agency (PIA) shall be required to conduct an online Day Zero Assessment to evaluate baseline competencies and suitability for the selected job role training. Outcomes will guide bridge training needs and support candidate alignment with SSC requirements. (as per the standard template in **Annexure 4** for pre-screening of candidates based on the questionnaire set up by the respective Sector Skill Councils (SSCs).
- The pre-screening will be done on Skill India Digital Hub (SIDH).
- The minimum batch size will be 10, and the maximum will be 45.
- The minimum hours of upskilling are 30 hours, and the maximum is 132 for RPL program based on QPs. The Training Partner (TP) will decide the upskilling/bridge hours at the batch creation stage.
- PIA to submit a list of intended beneficiaries under the approved RPL training



## 14. Candidate Registration and Enrollment of Candidates:

- a. The scheme will be implemented on Skill India Digital Hub (SIDH).
- b. Candidates need to register/login on <https://www.skillindiadigital.gov.in/home> as learner.
- c. After logging in, e-KYC needs to be completed.
- d. Candidates can search for the scheme on the Skill India Digital Hub (SIDH) and will have the option to select the sector, job role, and choose the batch as per the timings mentioned on the portal.
- e. The eligible candidates will be enrolled in Skill India Digital Hub (SIDH) with handholding/support by their respective RPL-PIA.
- f. Only certified trainers to be engaged for conducting the RPL training.
- g. At the proposal stage, the proposing/implementing agency shall submit a Letter of Intent (LoI). The LoI must be submitted before commencement of training i.e after targets are allocated. Post targets are awarded; the agency shall provide a tentative list of mobilized candidates which has to be duly shared with NSDC and MSDE for information and record.

## 15. Re-Enrolment in Skill Training

- a. A candidate may enroll not more than twice for training under NGHM in the same sector (the second time to be for a higher NSQF-aligned job role only) or, for fresh training of a different course in the scheme, provided there is a six-month gap between the certification date of the first course and batch start date of the subsequent course.

## 16. Face Authentication Attendance System

- a. Daily attendance on entry and exit through Face Authentication Attendance System for the **candidate and the trainer** to be ensured under RPL Projects.
- b. Compulsory AEBAS-based or Face Authentication Attendance System attendance of assessors and candidates during the assessment.
- c. Payment to training Centres shall be linked to attendance.
- d. Apart from the above, a hard Copy of the Attendance Register shall be maintained in each classroom of the TCs, mentioning the Batch Name, Batch ID, Important Dates, Name of the Candidates, and other relevant information.
- e. The eligibility criteria for a candidate to appear for assessment under NGHM is Candidates who have achieved 70% of the total training hours will be considered eligible for assessment.

## 17. Assessments:

- a. Assessments under RPL shall be conducted similarly to Short-Term Training component of PMKVY.
- b. It shall be the responsibility of RPL-PIA / TP to make sure that the equipment specified by SSC is available for assessment, and the assessor should check the same.
- c. The pass percentage will be defined in the respective QP of the Job Role.
- d. Towards the end of the final assessment, the PIA shall ensure candidates fill up the Candidate Feedback Form available in regional languages. These forms should be confidential, and the process for the same will be developed.

## 18. Certification:

- a. On successful completion of the assessment, candidates will be informed about the certificate generation on their registered mobile/e-mail. QR code-based Digital Certificate to be issued to candidates through the following means:
- b. On their Digi-locker
- c. Link to download on their E-mail/Phone Number.
- d. On their profile page in the Mobile App.



- e. It shall be the responsibility of RPL-PIA/TP to provide one copy of the Printed Certificate free of cost to the candidates.

## 19. Monitoring:

- a. Multiple methodologies such as call validations, surprise visits, and other monitoring methods shall be used for monitoring the implementation of training programme to ensure continuous oversight, transparency and compliance monitoring across all NGHM skilling initiatives.
- b. Every batch will be virtually inspected twice with mandatory virtual inspection on day of assessment.
- c. Physical Inspection mandatory for 50% of batches which will be done by State engagement officer/ DPMU/NSDC officials or any other MSDE authorized agency.
- d. Candidates marked present in the attendance system versus those physically present at the training location during inspection must align. Any non-alignment would
- e. Concurrent Audit by 3rd party Agency for all batches will also be undertaken as directed by Steering Committee.
- f. Video recording/ record of training to be maintained by SSC/TP.
- g. SSC/TP shall track the candidates which have undergone RPL training for a period of 12 months.

## 20. Consequence Management Mechanism & Implementation:

The Consequence Management Mechanism will also apply to the NGHM Scheme Monitoring. This framework ensures accountability and addresses non-compliances identified during both physical and virtual monitoring visits. To enforce corrective actions and impose penalties based on the severity of non-compliance, categorized as High, Medium, or Low, with uniform penalties applied across each level.

### 1. Key Steps in the Process:

- i. Issuance of Show-Cause Notice (SCN): Triggered in cases of non-compliance or serious violations (e.g., centre not found). Upon issuance, payments and/or batch creation are automatically put on hold as applicable.
- ii. Submission & Review of Response: Stakeholders must submit a compliance report with supporting evidence. The Internal Monitoring Committee (IMC) reviews and decides based on the approved Penalty Grid.
- iii. Assessment Criteria:
  - Dissatisfactory: Late submission, inadequate evidence, weak justification, or contradictory findings.
  - Satisfactory: Timely submission with valid, well-supported, and verifiable explanations.

### 2. Final Decision & Action:

- IMC determines the final outcome and penalty based on severity and response quality.
- The decision is then communicated to concerned TPs/TCs/PIAs for necessary compliance.

The Internal Monitoring Committee will comprise senior officials and domain experts from concerned departments to oversee compliance and adherence to NGHM Scheme guidelines.

- Vice President, Quality Assurance, NSDC (Chairperson)
- General Manager/Nominee, Govt. Programs, NSDC (Member)
- General Manager/Nominee, State Engagement NSDC (Member)
- General Manager/Nominee, Internal Audit NSDC (Member)
- General Manager/Nominee, Finance NSDC (Member)
- General Manager/Nominee, MEL, NSDC (Member)
- Team Member, MEL, NSDC (Convener)
- Any other member invited by Chairperson



### 3. Penalty matrix will follow following chronology for repetition of offence:

- First offence warning will be issued
- Second offence target revocation to be initiated
- Third offence will be followed by backlisting

#### Penalty Matrix followed under NGHM Scheme is as under:

S.No	Actions	Summary
1	Blacklisting	<ul style="list-style-type: none"> <li>• Stakeholders (PIA) will be permanently debarred from the NGHM Scheme ecosystem till scheme duration.</li> <li>• No further disbursement shall be made for batch/es that are ongoing, and all targets shall be revoked from the date of Blacklisting i.e., all the batches active for a PIA across RPL training will be penalized. However, the remaining training and assessment of ongoing batches to be completed/ as per guidelines.</li> <li>• Any payment for the discrepant batches that have already been disbursed, PIA to refund on or before 30 days from the issue of the blacklisting email.</li> <li>• If a PIA fails to refund the said amount or does not complete the training and assessment of ongoing batches, punitive legal action shall be taken on it.</li> </ul> <p><b>A list of Blacklisted TPs/TCs/PIAs will be marked on SIDH</b></p>
2	Suspension	<ul style="list-style-type: none"> <li>• PIA to be suspended for 6 Months (PIA would not be able to enroll new batches and raise invoices).</li> </ul> <p><b>A list of Suspended PIAs will be marked on SIDH</b></p>
3	Target Revocation	<ul style="list-style-type: none"> <li>• All remaining targets of PIA shall be revoked in case of RPL</li> <li>• 25% of the remainder targets will be revoked in the case of RPL.</li> </ul> <p><b>A list of Target Revocation TPs/TCs/PIAs will be marked on SIDH.</b></p>
4	Financial Penalty	<ul style="list-style-type: none"> <li>• No disbursement for the discrepant batch/es.</li> <li>• Any disbursement made earlier for the discrepant batch/es shall be recoverable and adjustable in future payments to PIA.</li> </ul> <p><b>A list of Financial Penalty TPs/TCs/PIAs will be marked on SIDH.</b></p>
5	Warning	A warning email is sent to PIAs giving a final warning and corrective action plan for the discrepancy notice.
6	No Action	Show cause notice is revoked in case of No Action.



## 21. Compliance Standard and Level of Penalty:

S.No.	Compliance Standards	Penalty Level
1)	Non conduct of RPL training at the approved location Candidates not available at the RPL Location	High
2)	Fake Candidates/ Ineligible candidates in a batch	High
3)	PIA found indulging in unethical practices such as offering/ demanding undue favors in cash or in kind to a stakeholder like Assessor, to influence the outcome of assessment or with any other malefide intention affecting the outcome of the training	High
4)	Candidates have not undergone through pre-screening and Counselling	Medium
5)	Unawareness of candidates about RPL or NGHM Scheme	Medium
6)	Non-Availability of Awarding Body (AB) Certified Trainers at the Centre	Medium
7)	Non-Distribution of training material to the candidates	Medium
8)	Non-Adherence to NGHM Branding Guidelines specified for RPL location	Low
9)	Any other offence not listed above	High/ Medium/ Low to be decided by IMC

## 22. Payout Mechanism:

Pay-outs to RPL-PIA: Funds will be directly transferred to the PIA's bank account through DBT on the completion of the following milestones for RPL:

- Tranche 1: 80% payment on result approval by the respective SSCs/ ABs
- Tranche 2: 20% payment upon submission of monthly performance report (MPR) and submission of proof for certificate handover, with or without distribution ceremony
- Pay-out to SSCs/ ABs: Payout to be as per PMKVY norms per candidate per assessment to be provided for overseeing and facilitating final assessments.



## 23. Annexure:

### Annexure 1: National Green Hydrogen Mission- Project Proposal Template

<b>Project Name</b>	<b>Title</b>
<b>Proposed by</b>	<i>Organization Name</i>
<b>Entity Type</b>	<i>Government, Private, Semi Government or Government aided (The training partner must provide GST, PAN or TAN numbers and upload the relevant documents)</i>
<b>Project Type</b>	<i>RPL</i>
<b>State/Districts</b>	<i>Training Location</i>
<b>About Organization</b>	<i>A brief intro about organization focusing on work and alignment with Green Hydrogen Mission</i>

#### A. **Details of Project (1500 Words)**

<b>Background s Project Rationale</b>	<i>Add details and context of the project clearly stating the purpose and need for developing the proposal.</i>
<b>Details of the project</b>	<i>Project's Objectives, Empowering Communities, Energizing the Nation: Skilling India for a Green Hydrogen Future through the Convergence of the National Green Hydrogen Mission and the National Skill Development Mission."</i>
<b>Major activities</b>	<i>Building a Green Workforce for a Sustainable Tomorrow: Integrating the National Green Hydrogen Mission with the National Skill Development Mission to Drive Skills, Industry, Jobs, and Entrepreneurship in the Clean Energy Economy."</i>
<b>Target Population s number of beneficiaries</b>	<i>Define the groups to be targeted, such as New or existing workforce, aspiring entrepreneurs, and specify the expected number of beneficiaries.</i>
<b>Job roles</b>	<i>Select the Job role related to NGHM</i>
<b>Measurable Outcomes</b>	<i>State the expected results, including the number of beneficiaries to be Skilled/ upskilled and trained</i>
<b>Implementation Methodology</b>	<i>This section outlines the approach for executing the project, detailing the availability of qualified trainers for the designated job roles, as well as the readiness and adequacy of the training centers</i>
<b>Trainer Profile</b>	<i>The trainer profile requirements are detailed in the competency-based curriculum for the Green Hydrogen trade, which is aligned with the mission's goals.</i>
<b>Project Duration (in months)</b>	<i>Clearly mention the project's proposed duration.</i>



## B. Project Financials

Budget	In figures (Rs.)	In words
A. Total Project Cost		
B. CSR/ Industry Contribution (If Any)		
C. Fund Request (A-B)		

### B.1. Breakup of the Budget

S. no	Expense Head	No. of Candidates	Per candidate Cost in INR as per common Norms *	Total Cost in INR as per common norms*	Remarks
1					
2					
3					
4					
	<b>Total</b>				

## Annexure 2: Demand Template for PIA

Name of the Sector	Name of the Job Role	Qualification Pack Code (as per National Qualification register i.e. nqr.gov.in)	NSQF Level	Version	Job Role Expiry	Trainer Name and ID	Tentative Number of candidates to be trained till Mar 2026	Details of Training Centres where training will be implemented <i>(To be unique entry)</i>			Details of Single Point of Contact (SPOC) of the Training Center				Post training tracking Frequency (Fortnightly/ Monthly/ Quarterly) <i>(Note: to be shared with MSDE on monthly basis)</i>	Additional notes/ comments
								Institution Type (Govt./ Autonomous/ INIs/ PSUs/ Others)	Institution Name	Address	Name	Designation	Organisation SPOC Name	Organisation Spoc Contact Details		

Note: Process to be reviewed every quarter or on the recommendation of PAC Committee for any modifications. Any deviations from NGHM Guidelines allowed post approval from Competent authority.



## Annexure 3: Draft Letter to be submitted by Industries to Project Implementing Agencies/TPs for RPL related training

(On the Letter Head of the Industry)

Date: [Insert Date] To,  
[Project Implementing Agency (PIA) Name] [PIA Address]  
[City, State, ZIP Code]

**Subject:** Demand Letter for conducting training under Recognition of Prior Learning (RPL) category under NGHM Scheme for <Sector Name> sector

Dear [PIA Contact Person's Name],

We are writing to express our interest in facilitating training of our employees/contractual staff under the Recognition of Prior Learning (RPL) component of the National Green Hydrogen Mission (NGHM). We are aware that National Green Hydrogen Mission (NGHM) is a flagship initiative by the Ministry of Skill Development and Entrepreneurship (MSDE) and Ministry of new and Renewable Energy (MNRE) aims at making skilling more flexible, demand-driven, and responsive to the evolving job market.

We understand that RPL is a critical component aims at formally acknowledging the existing skills and knowledge of individuals who have acquired them through informal or non-formal means, such as work experience or self-learning. RPL provides a pathway for such individuals to receive official certification, validating their competencies and enhancing their employability.

Below are the details of our industry and the job roles for which we are requesting RPL services:

### **Industry Details:**

- **Industry Name:** [Insert Industry Name]
- **Industry Address:** [Insert Address]
- **Contact Person:** [Industry Representative's Full Name]
- **Designation:** [Designation of Industry Representative]
- **Contact Number:** [Insert Contact Number]
- **Email ID:** [Insert Email Address]

### **Job Roles for RPL Training Under NGHM SCHEME:**

S.No.	Sector	Job Role	Training No.

Note: Add additional job roles as needed



We seek your support to facilitate the RPL training for the specified job roles as soon as possible. We look forward to collaborating closely with your team to ensure the successful implementation of this initiative under the NGHM framework.

Please feel free to reach out to us using the contact details provided above for any further information or clarifications.

Thank you for your attention to this matter, and we await your prompt response. Yours sincerely,

[Industry Representative's Signature] [Full Name]

[Designation]

[Industry Name]

[Contact Information]



## Annexure 4: (Indicative) Format for Pre-screening in RPL training

### **Candidate Information**

1. Full Name:
2. Aadhaar Number:
3. Contact Number:
4. Email Address (if available):
5. Industry in which the candidate is currently working with: <Name of the Industry>
6. Name of the Current Job Role:<Job Role Name>
7. Key Tasks or Responsibilities Undertaken:
8. Years of Experience in the Job Role:

### **Educational and Skill Background**

6. Highest Level of Education:
10. Relevant Training or Certifications (if any):
  - 10.1. Certification Name:
  - 10.2. Issuing Authority:
  - 10.3. Year of Completion:

### **Key Skill Set Required for the <Job role Name> job role as mentioned by Industry :**

- i. <Skill Set 1>
- ii. <Skill Set 2>
- iii. <Skill Set 3>

#### *Self-Assessment and Knowledge Check*

- i. Candidate's Perceived Proficiency in Job Role: (Rate on a scale of 1 to 5)
- ii. Areas for Upskilling (if any):

### **Pre-Screening Assessment (Conducted by RPL-PIA/Trainer)**

- a. Verification of Skills and Knowledge (to be evaluated out of the total 100 Marks):
  1. Observations on practical skills demonstration (50 Marks):
  2. Knowledge of job role requirements (50 Marks):
- b. **Recommended Training Duration for Upskilling:** 30 hours / 60 hours / 132 hours/ Micro-credentials as approved by NCVET
- c. **Eligibility for RPL:** Yes / No
- d. Supporting Documentation
  - **Proof of Work Experience:** (e.g., Experience letters, salary slips, any other relevant document)
  - Previous Certifications (if any):
  - Other Relevant Documents:
- e. Reviewer Information
  - i. Reviewer's Name:
  - ii. Designation:
  - iii. Date of Pre-Screening:



## Annexure 5: User Manual for PIA/ Training Provider

### **1. Introduction**

Skill India Digital Hub is an initiative that offers comprehensive skill development and lifelong learning through classroom, online, and blended formats. It aligns education with industry needs, enhancing job prospects and supporting entrepreneurship. As a centralized platform, it merges government data repositories from education and employment sectors, streamlining the path for individuals to upgrade their skills and knowledge.

This user manual is designed to guide Training Partners (TPs) through the registration process on the platform. It offers step-by-step instructions to help TPs seamlessly sign up and unlock a range of features, ensuring they can fully utilize the platform's capabilities.

### **2. Scope**

The user manual serves as a comprehensive guide to assist users in navigating the platform and successfully completing essential processes such as Candidate Enrolment, and Assessment Management.

The manual ensures that users have a clear understanding of each step involved, supported by detailed process flows, system requirements, and task-specific instructions.

### **3. Objective**

The key objectives are as follows:

- a. **Ease of Navigation:** Simplify complex workflows by providing clear, step-by-step instructions for platform functionalities.
- b. **User Empowerment:** Enable users to independently handle tasks such as registration, login, batch creation, and candidate management.
- c. **Compliance Guidance:** Offer detailed instructions to help training partners meet Accreditation s Affiliation (AsA) or Non-AsA requirements.
- d. **Process Standardization:** Ensure all users follow a uniform approach across various processes for consistent results.
- e. **Error Prevention:** Minimize errors through precise instructions, system requirements, and data validation guidelines.
- f. **Enhanced Efficiency:** Streamline the platform's usage by detailing all functions, from registration to assessment and certification.
- g. **Accessibility:** Cater to all levels of users, from beginners to advanced, through a comprehensive and user-friendly format.

### **4. System Requirements**

Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- a. Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
  - A broadband/mobile internet connection with good speed
- b. PC specific requirements
  - Platform: Windows 8.1 or higher with the latest updates installed
  - RAM: 4GB or more
  - Video: Graphics output capability
  - Sound: Sound output capability
- c. Mac specific requirements
  - Platform: Mac OS X 10.12 or higher with the latest updates installed
  - RAM: 4GB or more
  - Video: Graphics output capability
  - Sound: Sound output capability



## 5. Training Partner Login Process

Users can login by following steps:

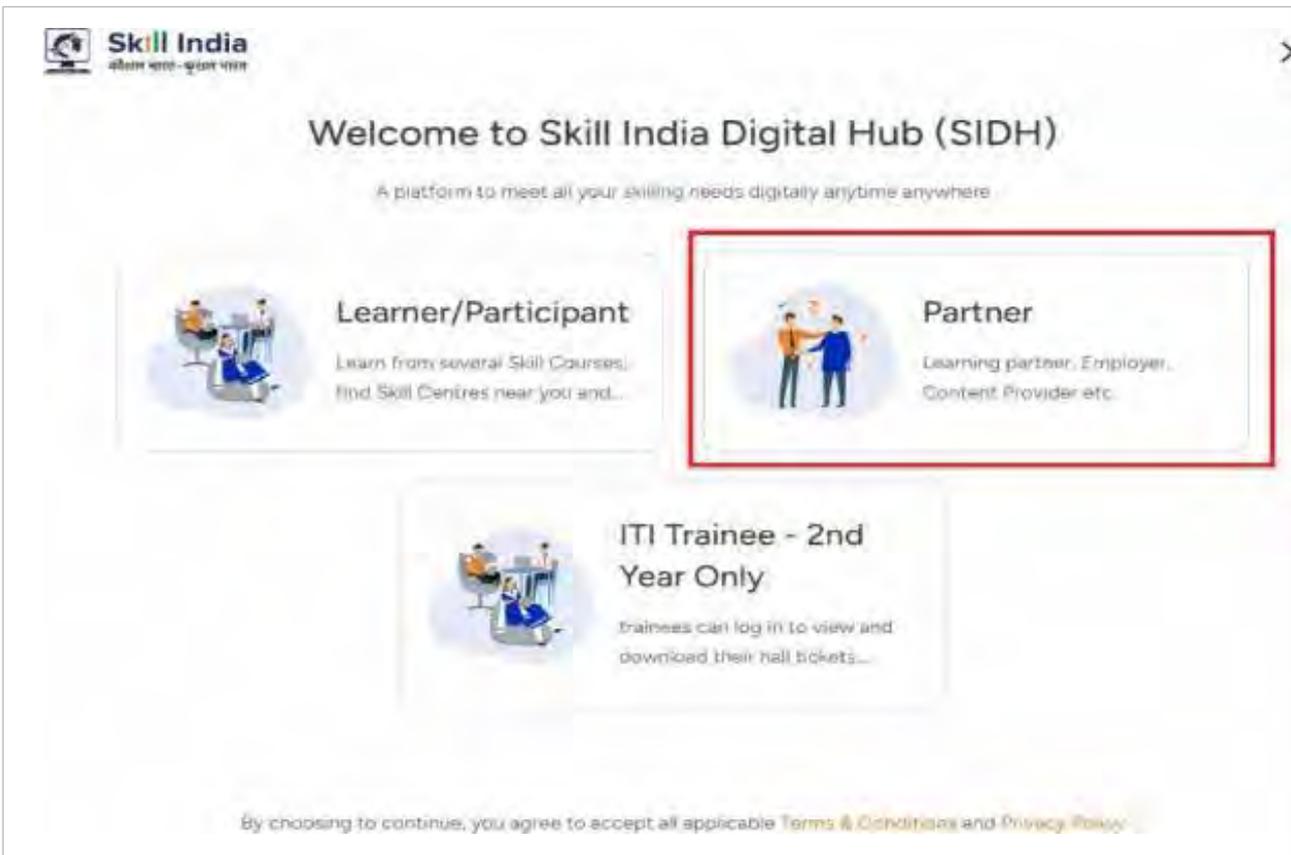
- a. Visit '<https://www.skillindiadigital.gov.in/home>' and then press enter or click on go.



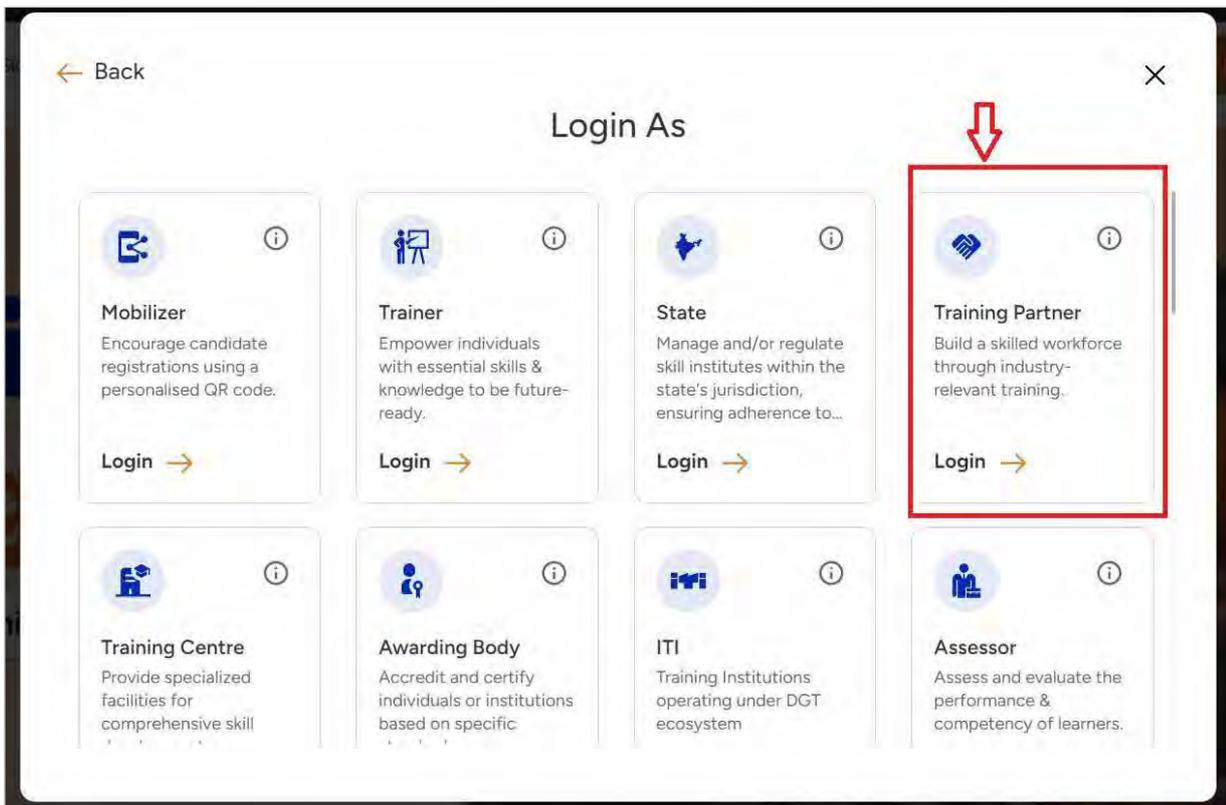
- b. Click on the Login button at the top right corner.



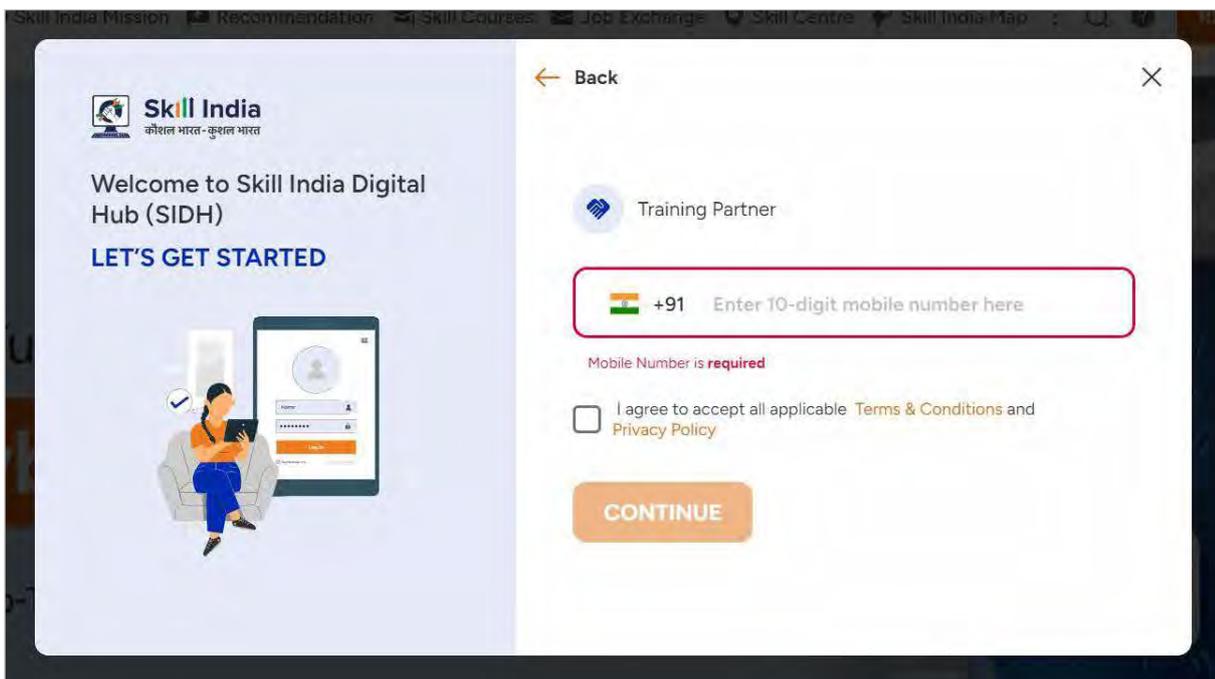
- c. Select "Partner" option:



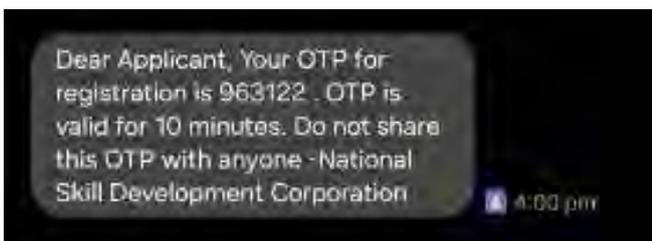
d. Click on "Login" button in Training Partner role card.



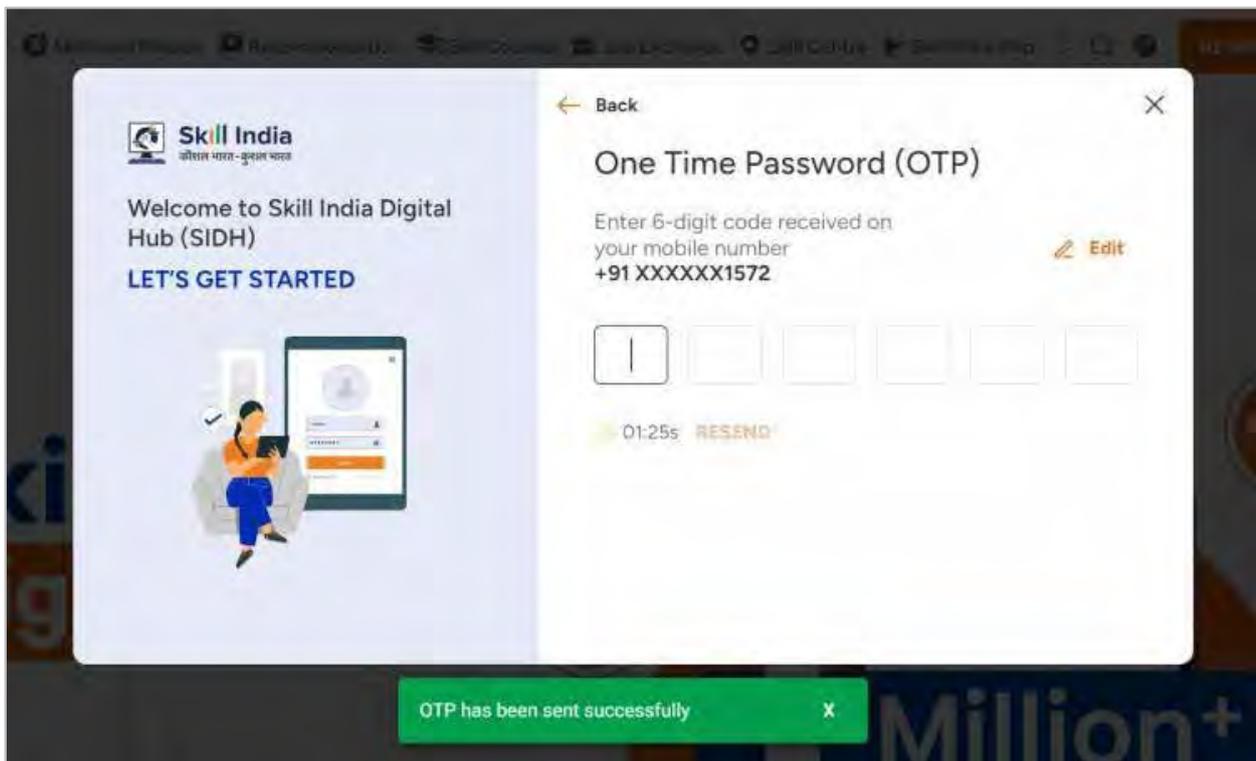
e. Enter the Mobile Number and press "CONTINUE" Button



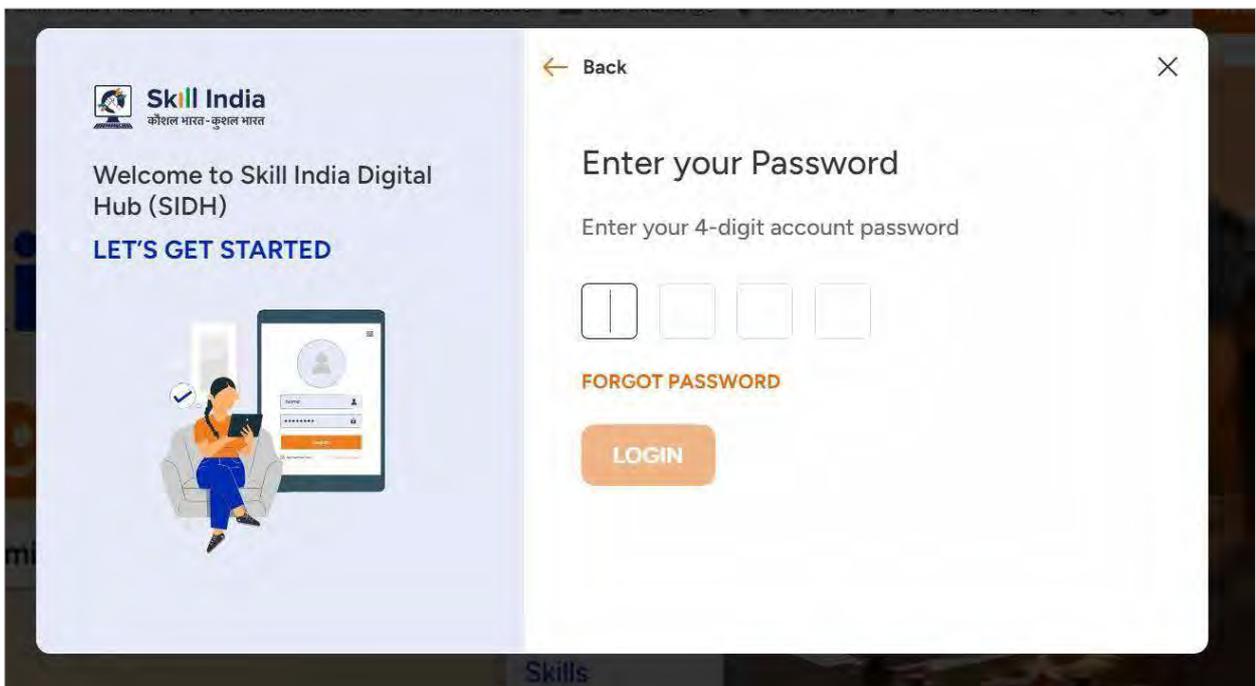
f. Click on 'Continue' button, an OTP will be received on the submitted mobile number.



g. Enter the OTP in screen as shown below:



h. Enter your four-digit account password, and then press **LOGIN** Button

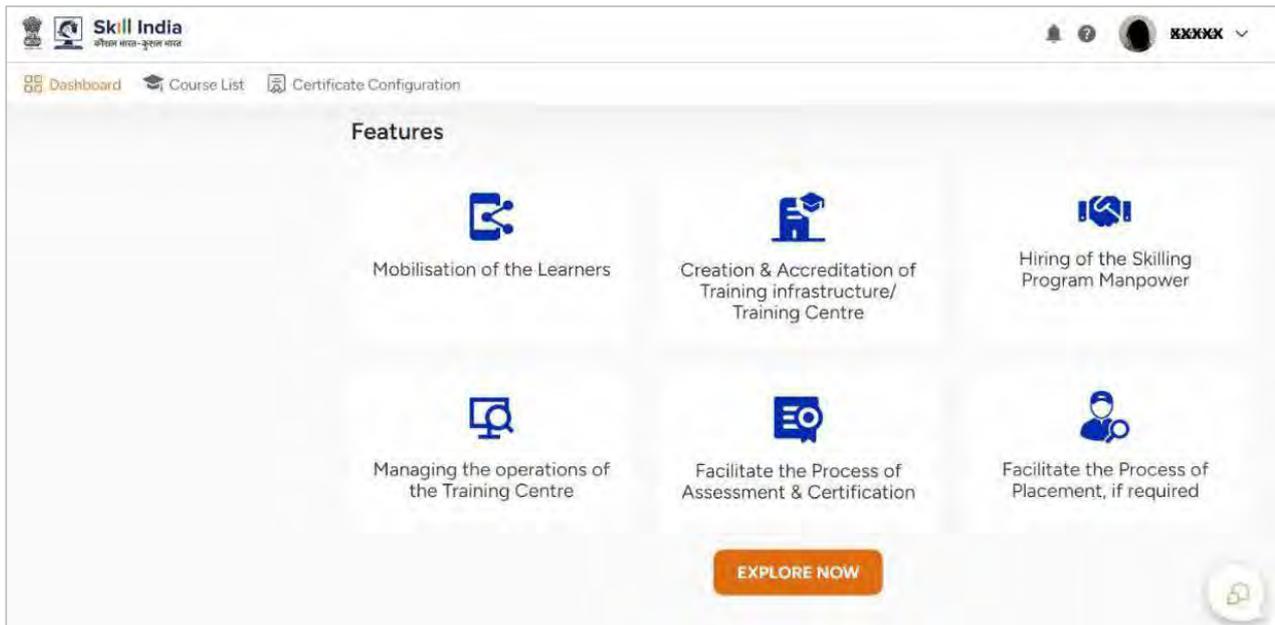


i. After the completion of registration process Training Partner will be automatically logged in to the dashboard and with the following information

- Training Partner organization name
- Training Partner email
- Training Partner address
- No. of Training Center
- No. of Skilling Programs
- No. of Batches



- No. of Candidates Trained
  - No. of Candidates Certified
1. Click on 'Explore Now' button at the bottom of the screen to explore the multiple features for Training Partner user at the bottom of the screen.



## 6. Applying Scheme

After login as Training Partner in the application, the dashboard appears which displays the key metrics and actions available to the training partner.

- On the left hand of the screen the profile section with organization details like TP ID, Address and options to view the profile, Overview, AsA process, and schemes/programs are available.
- The tabs in the middle of the screen comprises the details like No. of Training Centers, No. of Schemes, No. of Projects, No. of Batches, No. of Candidates Enrolled, No. of Candidates Certified, No. of Courses, No. of Courses Approved, No. of Courses Pending.
- In the middle section the option is given to **Add a Training Centre, Apply for RE- DA, Change Location Requests, Payment/Refund List, Message Centre, Allocated Targets, Change Candidate Photo.**
- My Scheme/Program:** This section lists the **schemes and programs** the Training Partner is managing, as shown in the image below:

The screenshot displays the Skill India Training Partner Dashboard. At the top, there are navigation tabs for A&A Process, Schemes, Batches, Courses, Reports, Candidates, and Others. The user is logged in as 'XXX'.

**Overview Metrics:**

29	6	29
No of Training Centre	No of Schemes	No of Projects
5	160	0
No of Batches	No of Candidates Enrolled	No of Candidates Certified
0	0	5
No of Courses	No of Courses Approved	No of Courses Pending

**Centre Accreditation and Affiliation (A&A Process)**

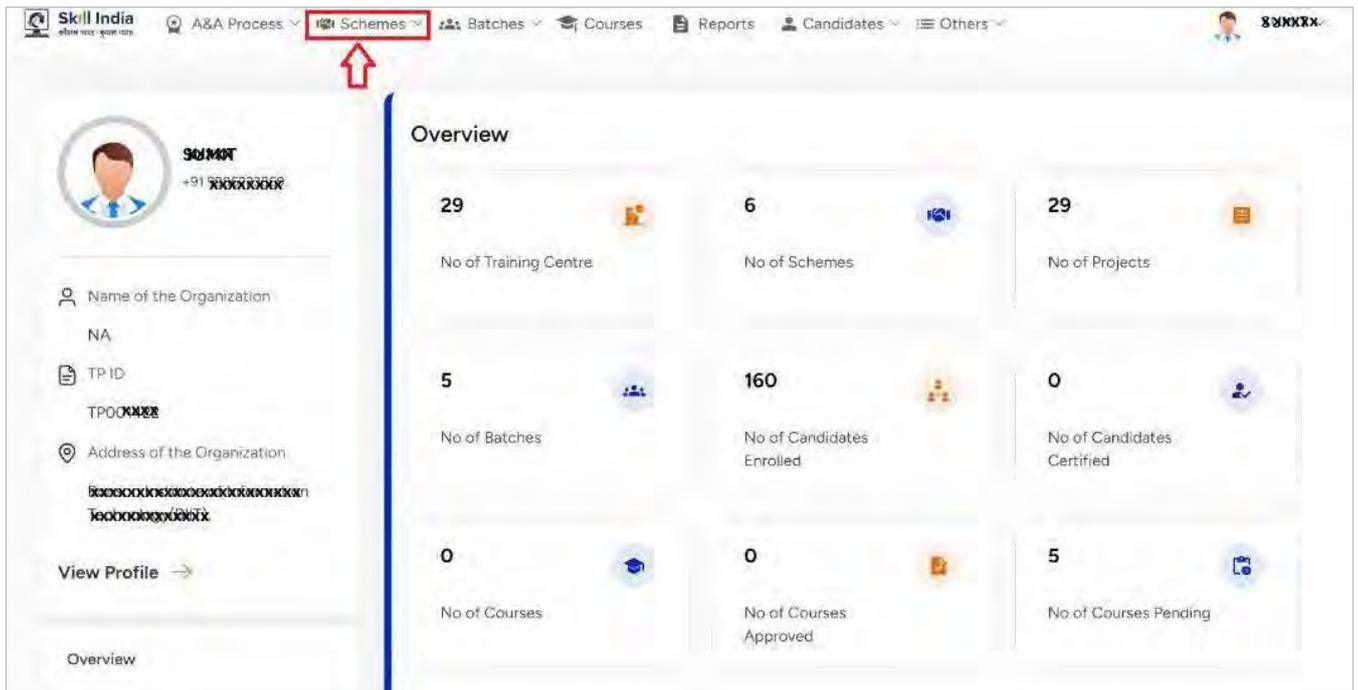
Desired Ready

- Add a Training Centre** (Create Training Centre)
- Apply for RE-DA** (No Edit Profile)
- Change Location Requests** (Address Change request of residential location)
- Payment/Refund List** (View Refund List)
- Message Centre** (View Message Centre)
- Allocated Targets** (View Refund List)
- Change Candidate Photo** (Change Candidate Profile Photo)

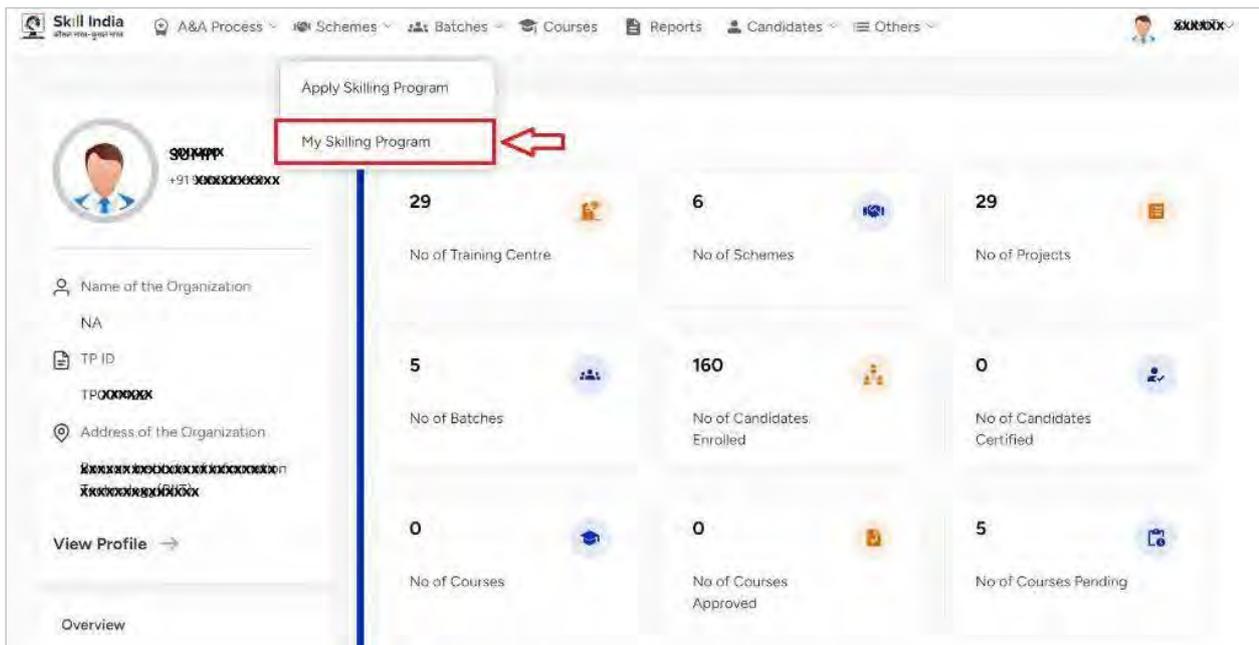
**My Scheme/Program**

Type	Status	Project ID	Allocated Target	Duration	Start Date	End Date
Type I - RPL at Camps - UTTAR PRADESH	Approved	XXX	100		Dec 11, 2024	Dec 31, 2024
Short Term Training	Approved	XXX	100		Dec 11, 2024	Dec 31, 2024
Short Term Training	Approved	XXX	100		Dec 11, 2024	Dec 31, 2024

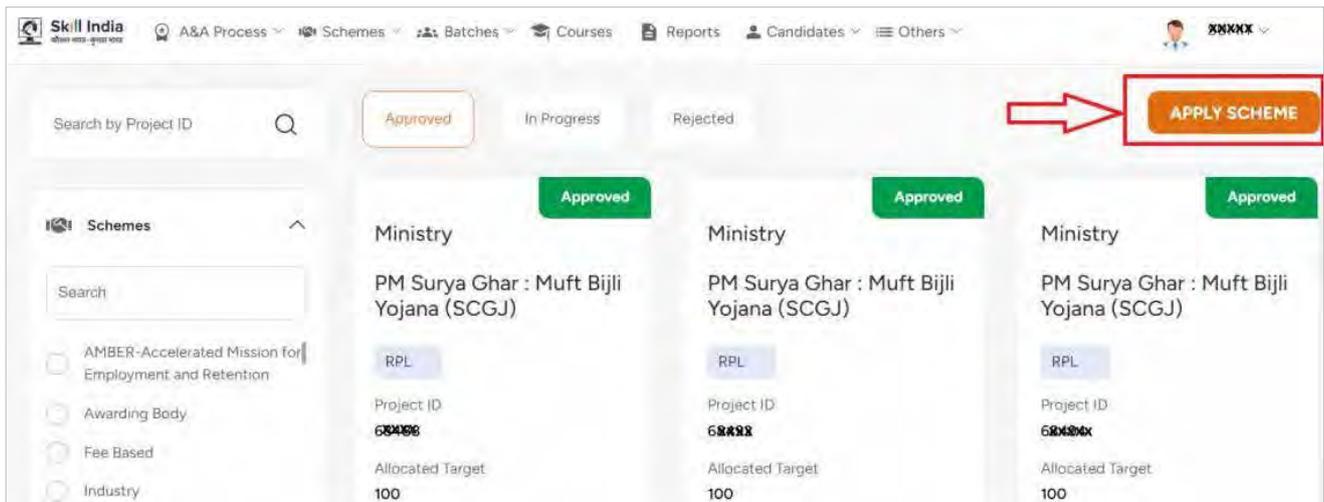
e. Click on the **'Schemes'** tab at the top menu, it allows the user to view or manage different schemes available for training programs.



f. Click the **'My Skilling Program'** option under the **'Schemes'** dropdown menu, as shown below:

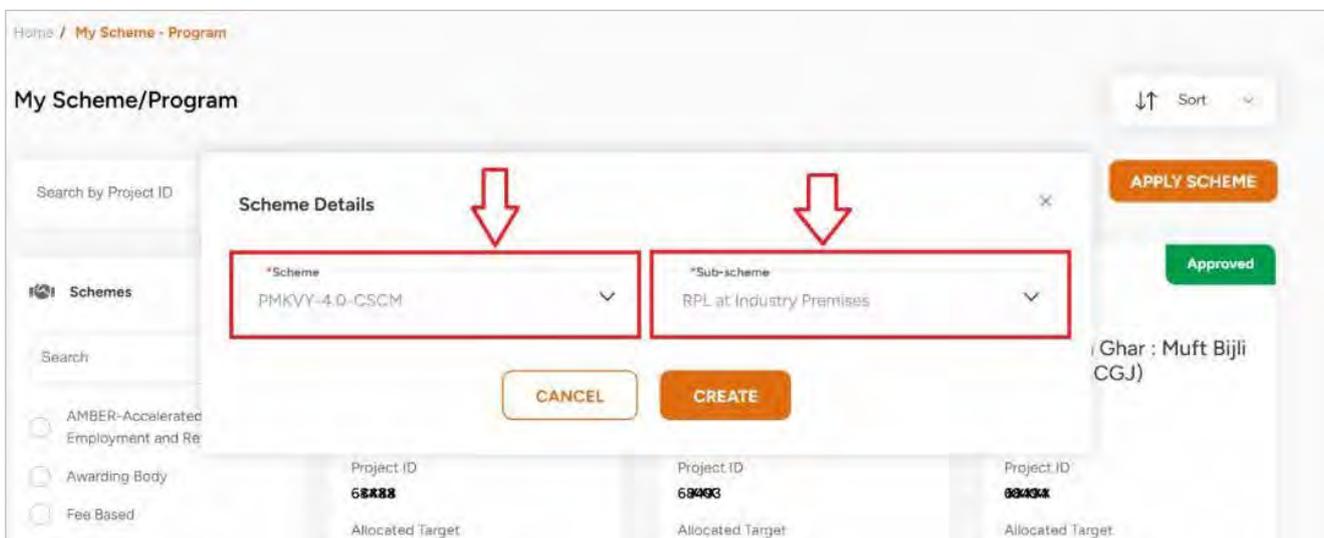


g. A new screen will appear in that click on the **'Apply Scheme'** button through which you can apply for a specific skilling program or scheme.



h. In the new screen select the **Scheme** and **Sub-Scheme** details,

- Click **CREATE** to confirm and proceed.
- Click **CANCEL** if you wish to exit without making changes, as shown below in the image:





- **Minimum and Maximum Batch Size:** Set the minimum batch size and maximum batch size.
- **Agreement Date / Target Allocation Date:** Select the date using the calendar icon.
- **Project Duration (in Days):** Enter the project duration in days.
- **Implementing Organization Name:** Auto-filled with the organization name. (As per EC Proposals)
- **Facilitator Organization Name:** Enter the name of the facilitator organization, if applicable.
- **Total Project Target:** Enter the total number of candidates targeted for the project.
- **Assessment Mode:** Specify the assessment body.
- **Dual Logo Required:** Select “Yes” or “No” based on the project’s branding requirements. When “Yes” is selected a pop-up window appears to upload the “Logo” image as shown in image below:

The screenshot shows a web form interface. At the top, there is a dropdown menu labeled "\*Dual Logo Required" with a small circular icon to its right. The dropdown is currently set to "Yes" and has a downward arrow. Below this is another field labeled "\* Dual Logo". This field contains a large rectangular area with a dashed border, intended for file upload. In the center of this area is an orange upload icon (an arrow pointing up) above the text "Click here to Upload Or Drop your files here". At the bottom of the dashed area, there is a small text note: "only .jpg, .png, .jpeg , Dimension required: Height: 75 px Width: 175px (File size upto 5 mb)".

- k. **Add Promoter:** Click on the Add Promoter button, it allows users to add details of project promoters. The form comprises of following fields:
- **Full Name (Mandatory):** Enter the promoter’s full name.
  - **Designation (Mandatory):** Enter the promoter’s job title or role.
  - **Mobile Number (Mandatory):** Input the promoter’s mobile number.
  - **Email Address (Mandatory):** Enter the promoter’s email address for contact.
  - **Upload Resume (Mandatory):** Upload the resume in PDF or DOCX format (file size up to 5 MB) or
  - **Copy Text Format:** Option to manually copy and paste the resume text.
  - **Document Upload:** Use the drag-and-drop feature or click on the upload area to select the resume file.
  - **Address (Mandatory):** Enter the promoter’s residential or official address.
  - Actions:
    - **CANCEL:** Exit the window without saving the details.



- I. **ADD:** Save the promoter's details and add them to the list of project promoters.

- List will appear with the Promotor details, click on **Next** button as shown below:

S.No	Name	Designation	Phone	Action
1	XXXXXXXX	XXXXX	+91XXXXXXXXXX	

- A new window will appear for the **Add Sector and Target** section it is used to set **training targets** across sectors and job roles, as well as specify the geographic **states and districts** where training activities will occur.
- The form comprises of two sub sections:
  - Add Sectors and Job Roles Target:** Click **“Add Sector Target”** button to add the sectors and job roles for which training targets are to be defined. The listing of the sector will appear with following parameters:
    - **Sector:** Select the industry sector for the training
    - **Job Role Name (Code):** Specify the job role name and its code.



- **NSQF Level:** Enter the National Skills Qualification Framework level for the job role.
- **Target:** Specify the number of candidates to be trained.
- **Action:** Enables actions like **edit** or **delete** for the added targets.

n. On click new page will appear with **Sector, Job Role, QP Code, Sub Sector, NSQF Level, Training/Orientation Hours, Total Hours, Total Target** as shown in image below:



- Select the State, District and enter the target in the “**Location**” sub section as shown in the image below:

**0%** Completed **Add a project** Enter all the details of Add a Project **SAVE AS DRAFT**

A&A Process Schemes Batches Courses Reports Candidates Others

Project Details **Sector Target and Location** Supporting Documents

**Add Sectors and Job Roles Target** Total Target: 100

Sector	Job Role Name (code)	NSQF Level	Target	Action
Food Processing	Baking Assistant (FIC/Q5007 - v1.0)	2.5	100	

**ADD SECTOR TARGET**

**Location** Total Target: 0

SI.No	State	District	Target	Action
1	DELHI	NORTH WEST	0	

\*Select State Select State \*Select District Select District

**ADD LOCATION**

**BACK** **NEXT**

- **Supporting Documents:** This option is to upload the important documents like:

Project Details **Sector Target and Location** **Supporting Documents**

**Supporting Documents**

\* Signed Termsheets **Click here to Upload Or Drop your files here**  
File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

\* Signed Agreement/Indemnity Bond **Click here to Upload Or Drop your files here**  
File size upto 5mb (Allowed format jpg, png, jpeg, pdf)

Download Supporting Documents **Click here to Upload Or Drop your files here**  
File size upto 5mb (Allowed formats jpg, png, jpeg, pdf, docx, xlsx)

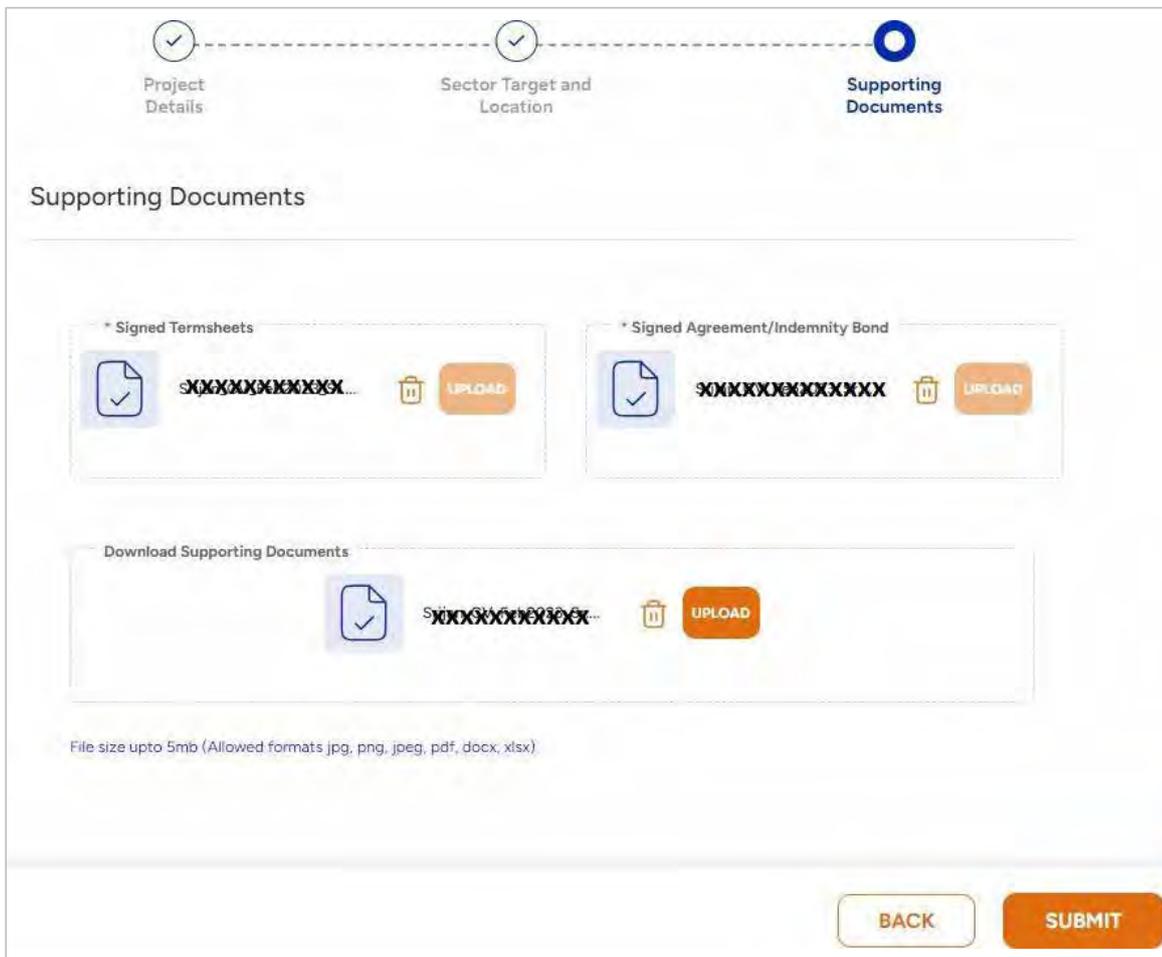
**BACK** **SUBMIT**

- **Signed Termsheets: File size:** Up to 10 MB, **allowed formats:** JPG, PNG, JPEG, PDF, **Action:** Drag and drop the file or click to upload.
- **Signed Agreement/Indemnity Bond: File size:** Up to 5 MB, **allowed formats:** JPG, PNG, JPEG, PDF, **Action:** Drag and drop the file or click to upload.

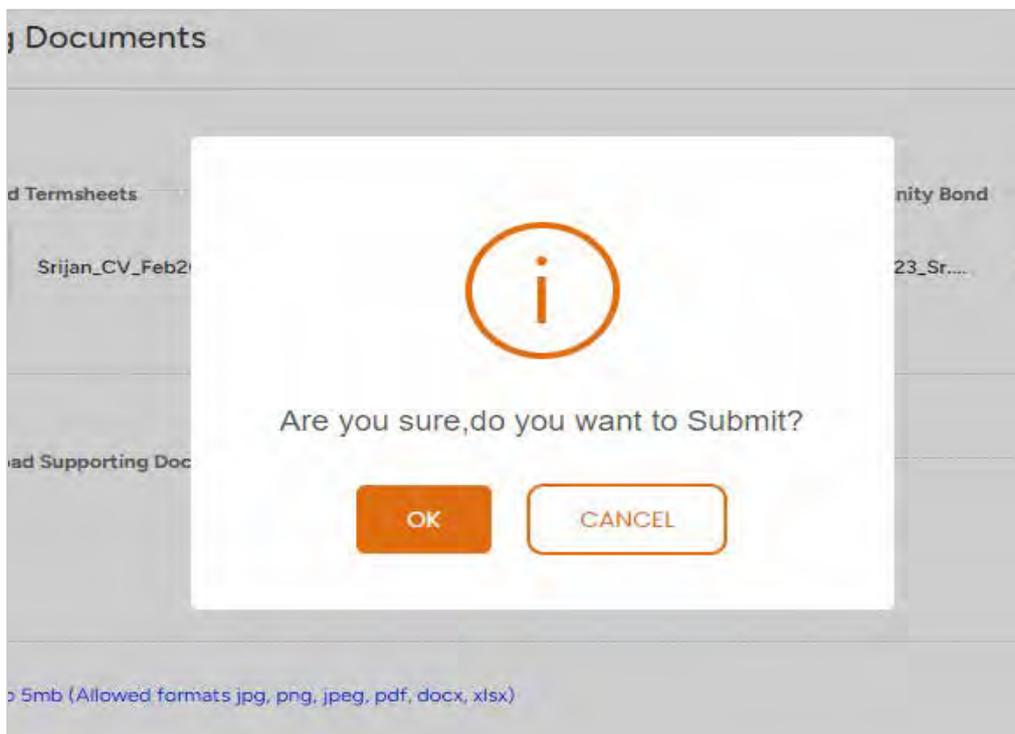


- **Download Supporting Documents: File size:** Up to 5 MB,
- **allowed formats:** JPG, PNG, JPEG, PDF, DOCX, XLSX.

o. After successful upload of the files click on “**Submit**” button



- Confirmation Pop-Up with “**OK**” and “**Cancel**” button and a message “**Are you sure, do you want to Submit?**”, click on “**OK**”



- User will be redirected to the schemesmain page with the **Approved Schemes** listing as shown below:

**My Scheme/Program**

Search by Project ID 🔍

Approved | In Progress | Rejected

APPLY SCHEME

**Schemes**

Search

- AMBER-Accelerated Mission for Employment and Retention
- Awarding Body
- Fee Based
- Industry
- View All

**Training Type**

**Sub Schemes Name**

RESET FILTER | APPLY

Ministry	Ministry	Ministry
Approved	Approved	Approved
PM Surya Ghar : Muft Bijli Yojana (SCGJ)	PM Surya Ghar : Muft Bijli Yojana (SCGJ)	PM Surya Ghar : Muft Bijli Yojana (SCGJ)
RPL	RPL	RPL
Project ID: XXXXX	Project ID: XXXXX	Project ID: XXXXX
Allocated Target: 100	Allocated Target: 100	Allocated Target: 100
Duration: Start Date 28 Nov 2024, End Date 06 Jan 2025	Duration: Start Date 29 Nov 2024, End Date 17 Jan 2025	Duration: Start Date 22 Nov 2024, End Date 20 Jan 2025
View Details →	View Details →	View Details →
Approved	Approved	Approved
PMKVY-4.0-CSCM	PMKVY-4.0-CSCM	PMKVY-4.0-CSCM
RPL Camps	Short Term Training	Short Term Training

## 7. Linked Training Center

- Below is the home page through which will navigate to linked training center information:

**Skill India**

Hi, Good Morning!

**Overview**

29	6	29
No. of Training Centre	No. of Schemes	No. of Projects
5	160	0
No. of Batches	No. of Candidates Enrolled	No. of Candidates Certified
0	0	5
No. of Courses	No. of Courses Approved	No. of Courses Pending

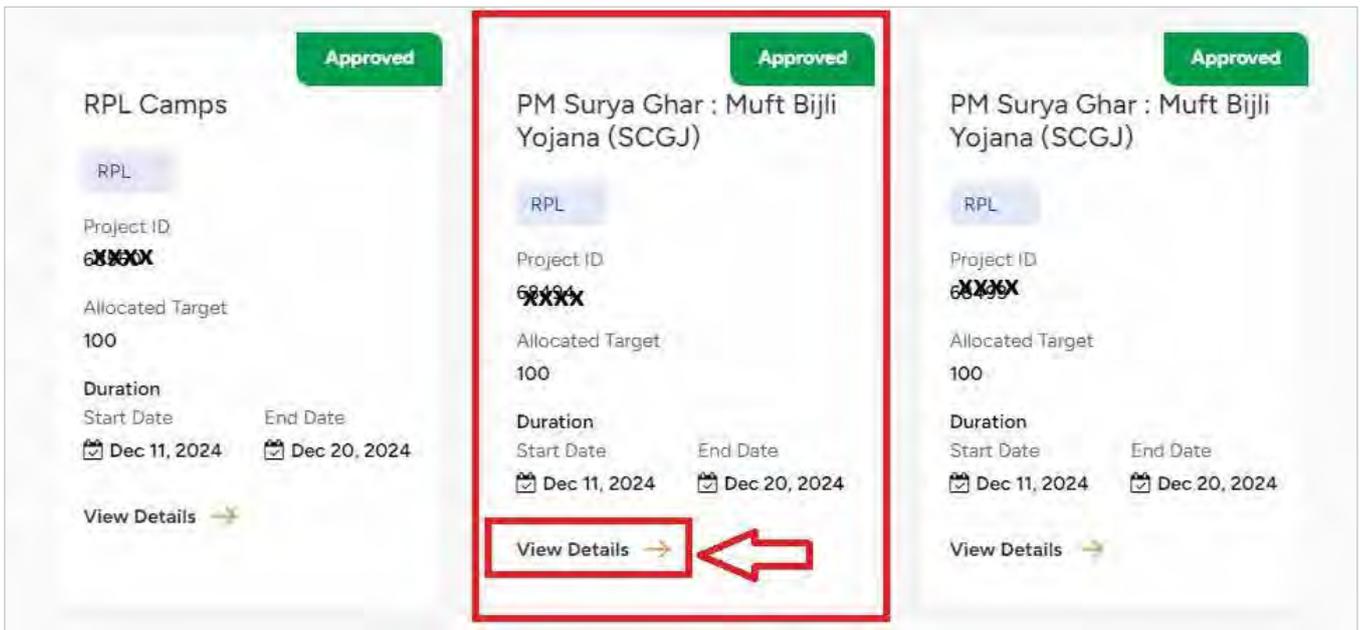
**Centre Accreditation and Affiliation (A&A Process)**

- Add a Training Centre
- Apply for RE-DA
- Change Location Requests
- Payment/Refund List
- Message Centre
- Allocated Targets
- Change Candidate Photo

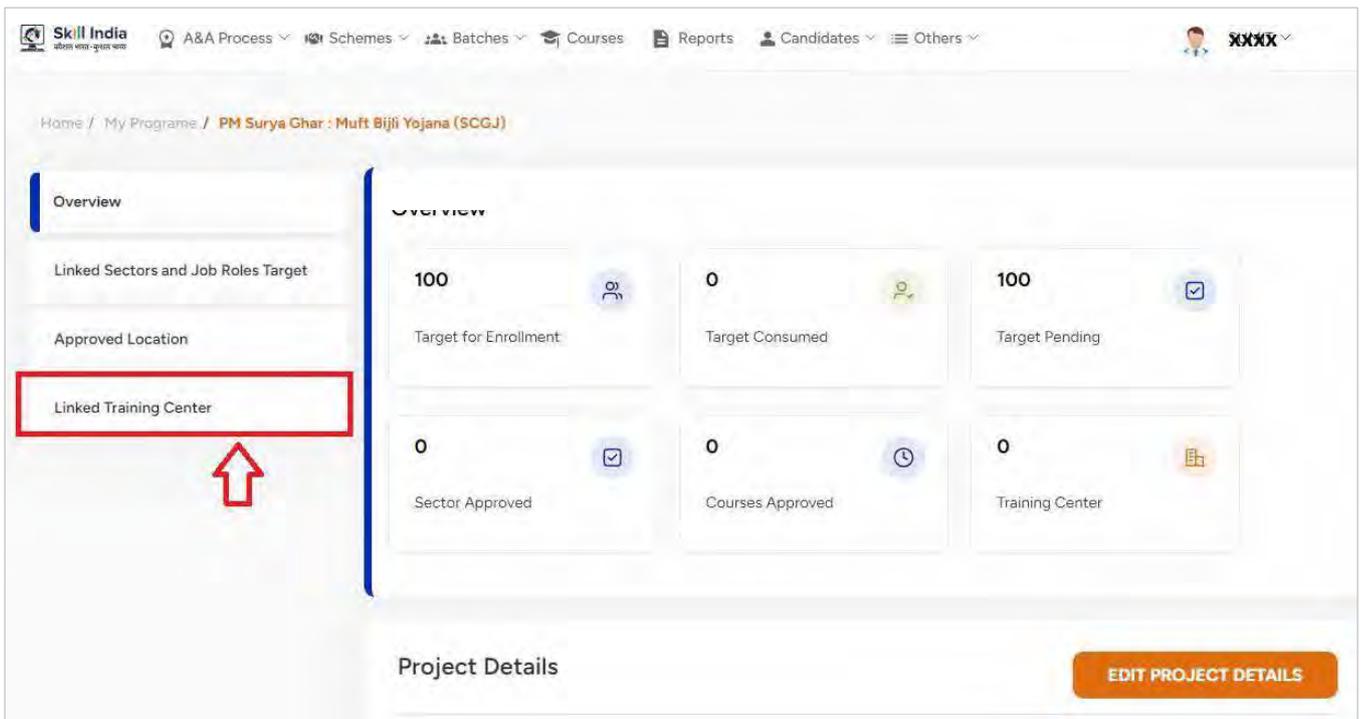
**My Scheme/Program**

Type I - RPL at Camps - UTTAR PRADESH	Short Term Training	Short Term Training
Approved	Approved	Approved
RPL	STT	STT
Project ID: XXXXX	Project ID: XXXXX	Project ID: XXXXX
Allocated Target: 100	Allocated Target: 100	Allocated Target: 100
Duration: Start Date Dec 11, 2024, End Date Dec 31, 2024	Duration: Start Date Dec 11, 2024, End Date Dec 31, 2024	Duration: Start Date Dec 11, 2024, End Date Dec 31, 2024
View Details →	View Details →	View Details →

b. Select the scheme for which the Training Center is to be linked as shown in the image below:



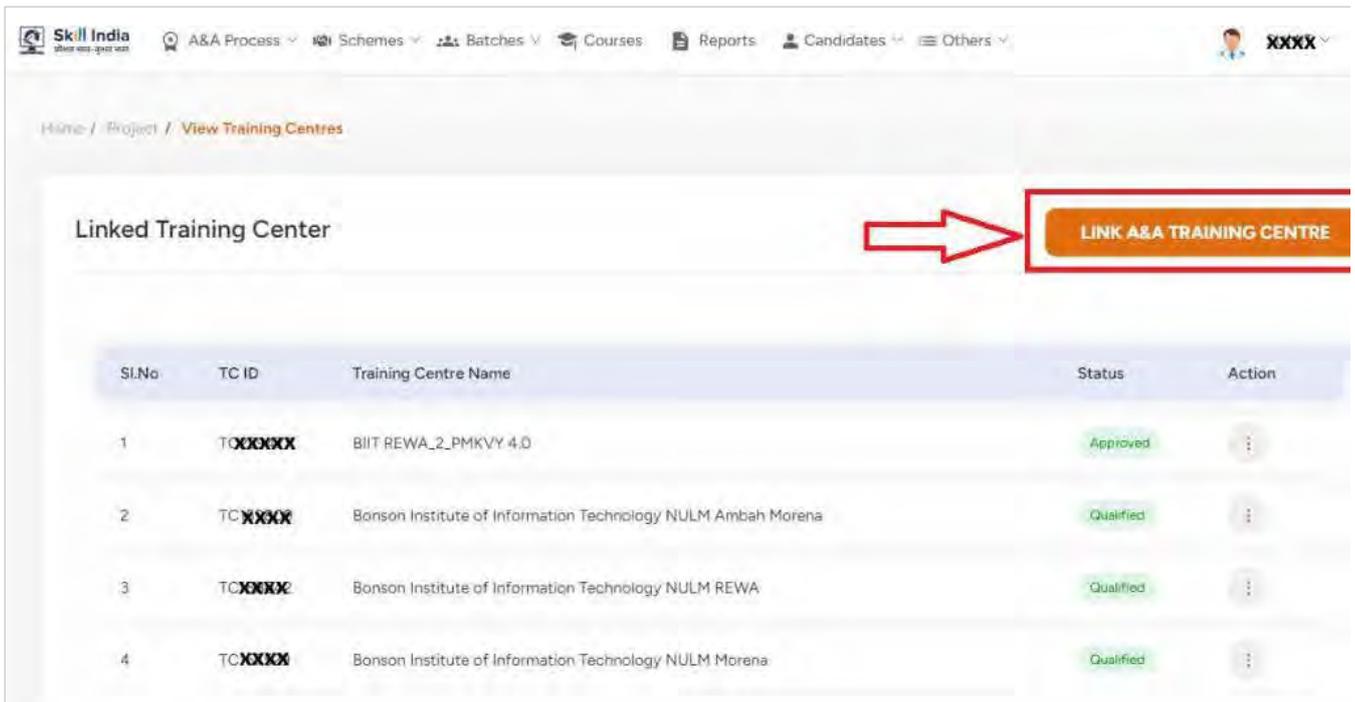
c. A detailed page for the scheme with details like **Target for Enrollment, Target Consumed, Target Pending, Sector Approved, Courses Approved, Training Center** will appear as shown below:



d. Click on the “**Linking Training Center**” button a new page will appear with the list of linked training centers and their respective **TC ID, Training Center Name, Status and Action option**.

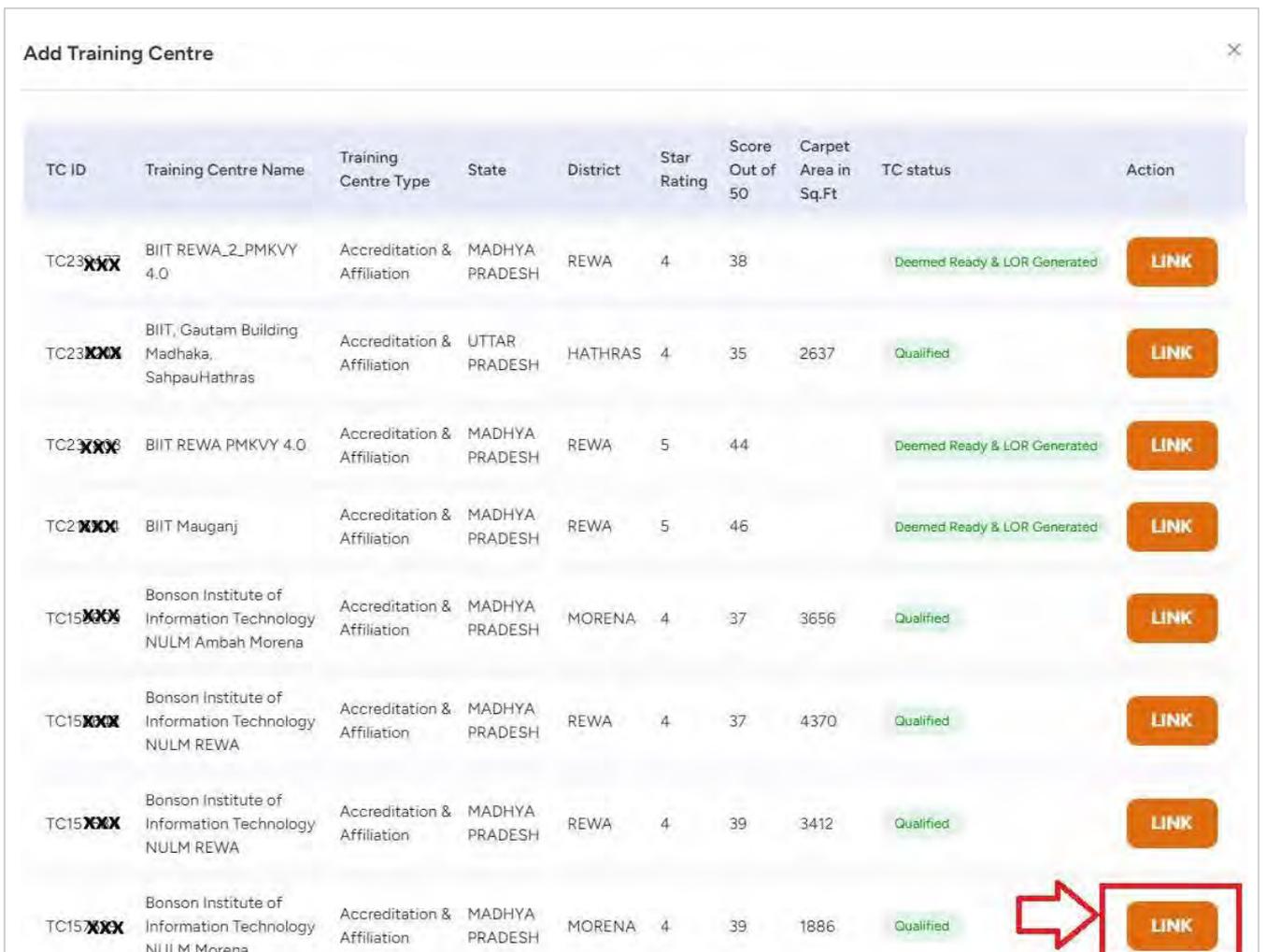


e. On the listing page click on the **“Link AsA Training Center”** button as shown in the image below:



f. New list will appear with the columns **TC ID, Training Centre Name, Training Centre Type, State, District, Star Rating, Score Out of 50, Carpet Area in Sq.Ft, TC Status, Action**.

g. Click on the respective **“Link”** button against the training center to link the Training Center within the Scheme, as shown in the image below:



- h. Confirmation Popup: **“This Request has been sent to PMU Successfully”** – confirms that the request to link the training center has been successfully submitted to the Project Management Unit (PMU). Now wait for the action (Approval/ Rejection) by the PMU.

The screenshot shows a web interface titled "Linked Training Center" with a "LINK A&A TRAINING CENTRE" button. A confirmation popup is displayed in the center, stating "This Request has been sent to PMU Successfully" with a green checkmark and an "OK" button. The background table lists training centers with their status and actions.

SLNo	TC ID	Training Centre Name	Status	Action
1	TC:XXX	BIIT REWA_2_PMKV	Approved	⋮
2	TC:XXX	Bonsón Institute of	Qualified	⋮
3	TC:XXX	Bonsón Institute of	Qualified	⋮
4	TC:XXX	Bonsón Institute of	Qualified	⋮
5	TC:XXX	Bonsón Institute of Information Technology NULM Morena	Qualified	⋮

## 8. Add Sector Target

a. **This** Section allows us to

- View existing training targets linked to sectors and job roles.
- Add or modify targets by selecting a sector, job role, and entering the training target.

The image below shows the **View Request Details**:

The screenshot displays the "View Request Details" page. It features a table with the following data:

Sector Name	QP Code	Job Role Name	Training Targets	Action
Green Jobs	SGJ/Q0111-v(4.0)	Solar PV Installation Helper	50	

Below the table, there are two dropdown menus: "\*Sector" (Select Sector) and "\*Select Job Role" (Select Job Role). At the bottom, there is a text input field labeled "\*Training Target" with the placeholder text "Enter Training Target".

b. Now, select the **Sector, Sector Job Role** and enter the **Training Target** and click on the **Update Sector Target** as shown below:

Sector Name	QP Code	Job Role Name	Training Targets	Action
No Data Added				

\*Sector: Green Jobs

\*Select Job Role: Solar PV Installation Helper (SG.I/Q011)-v4.0

\*Training Target: 100

RESET UPDATE SECTOR TARGET

c. After clicking on the Update Sector Target Button, the sector Target details will be updated successfully.

**9. Add Trainer:** Now to add the Trainer, the Training Center will perform the following steps:

a. After Login, the screen appears with the following options:

- View all **skilling programs** assigned to them.
- Filter programs based on scheme type, training type, or sub-scheme name.
- Access detailed program information through the **View Details** button.

My Skilling Program

Search by Schemes

Schemes

Training Type

Sub-Schemes Name

Ministry: AP

Sub-Scheme: PM Surya Ghar - Muft Bijli Yojana (ISGJ)

Duration: Start Date: Sep 8, 2024, End Date: Jul 31, 2030

VIEW DETAILS

PMKVY-4.0-CSCM

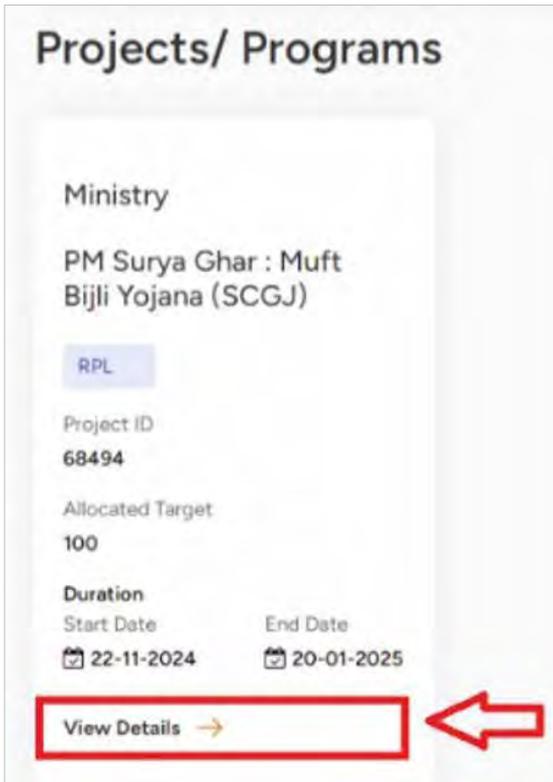
Sub-Scheme: Short Term Training

Duration: Start Date: Aug 17, 2022, End Date: Sep 1, 2025

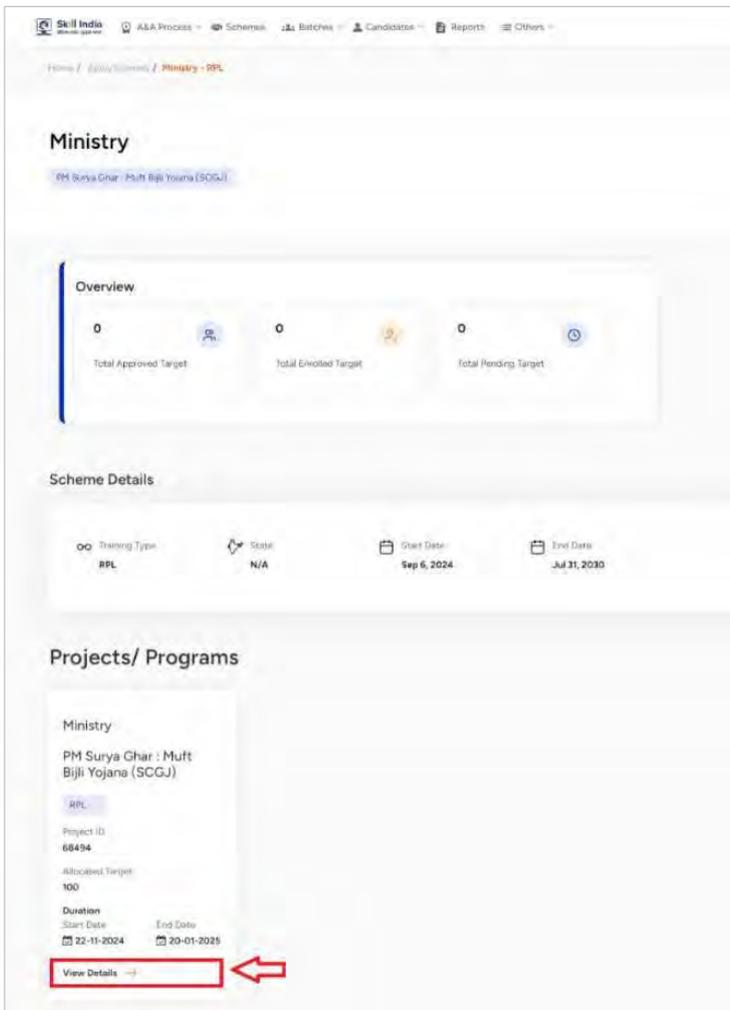
VIEW DETAILS

RESET FILTER APPLY

- b. Click on the “**View Details**” option of the respective scheme under the scheme Trainer is to be added. As shown in the image below:



- c. The main screen of the previous is shown below:



d. Now, a new page will appear in that select the **“Associated Trainer”** option as shown in the image below:

The screenshot shows the Skill India dashboard for the Ministry-PM Surya Ghar : Muft Bijli Yojana (SCGJ). The left sidebar contains navigation options: Overview, Linked Sectors and Job Roles, Associated Batches, and Associated Trainer (highlighted with a red box and an arrow). The main content area displays an Overview section with three metrics: Target for Enrollment (100), Target Consumed (0), and Target Pending (100). Below this is the Project Details section, which includes fields for Status (TARGET PMU APPROVED), Project Proposal ID (Panna), Project Type (Non-Government), Project Model (N/A), Scheme (Ministry), Agreement Date / Target Allocation Date (22/11/2024), Project End Date (20/01/2025), Assessment mode (SSC), Sub - Scheme (PM Surya Ghar : Muft Bijli Yojana (SCGJ)), Project Start Date (22/11/2024), and Implementing Organisation Name (BONSON INSTITUTE OF INFORMATION TECHNOLOGY).

e. Again, a new page will appear in that Click on the **“Add Trainer”** option as shown in the image below:

The screenshot shows the Skill India dashboard for the Ministry. The main content area displays a section titled 'View All Trainers' with two buttons: 'ADD TRAINER' and 'LINK TRAINER'. The 'ADD TRAINER' button is highlighted with a red box and an arrow. Below the buttons is a table with the following columns: Trainer Name/Trainer ID, Email Address, Mobile Number, Job Roles, TOT Certified, Association validity, and Certification validity. The table currently shows 'No Trainers Found!'.

f. The new page will appear, to add the trainer details with the four sections which are as follows:

i. Trainer Info Section:

- **Name:** Input the trainer’s full name.
- **Email (Mandatory):** Provide the trainer’s email address.
- **Phone (Mandatory):** Enter the trainer’s phone number.
- **Date of Birth (Mandatory):** Select the trainer’s date of birth using the calendar icon.
- **Gender (Mandatory):** Select gender from the dropdown.

### Add Trainer

\*Name  
XXXXXX

\*Email  
XXXXXXXXXX@gmail.com

\*Phone:  
XXXXXXXXXX

\*Date Of Birth  
4-12-1996

\*Gender  
Male

ii. Aadhaar ID/PAN Option (Mandatory):

- Select one option:
  - Aadhaar ID
  - Virtual ID
  - PAN Number
- **Aadhaar ID (Mandatory):** Input the Aadhaar or PAN number for verification.
- **Verify Button:** Verifies the entered ID.
- **Dummy Verify Button:** Used for test verification.
- **Document Upload (Mandatory):** Upload supporting documents for the trainer's identification.
- Allowed file formats: **JPG, PNG, JPEG, PDF.**
- File size limit: **10 MB.**

### Aadhaar ID/PAN Information and Photograph Information

Aadhaar ID/PAN:\*

Aadhaar ID  Virtual ID  PAN Number

Aadhaar ID:\*

XXXXXXXX4222

Verified

\* Document Upload

 Srijan\_CV\_Feb2023\_Sr...  

iii. Trainer Experience Details:

- **Relevant Sector (Mandatory):** Dropdown to select the trainer's relevant sector.
- **Select Job Role (Mandatory):** Choose the job role aligned with the sector.
- **Experience in Year/Months (Mandatory):** Enter experience duration (years and months).
- **Details of Experience (Mandatory):** Add detailed descriptions of the trainer's work experience.
- **Upload Proof Documents (Mandatory):** Upload relevant experience proof documents.



- Allowed formats: JPG, PNG, JPEG, PDF.
- File size limit: **10 MB**.
- The image below shows the training Experience Details:

g. Associated Details

- From Date (Mandatory): Select the starting date of the trainer's association.
- To Date (Mandatory): Select the end date of the association.
- Upload Supporting Documents (Mandatory): Upload additional documents related to association details.
- Associated Job Roles (Mandatory): Select the job roles associated with the trainer.

The image below shows the Associated Details Parameter:



h. The image below shows the overall form of “Add Trainer” Process:

**Skill India** A&A Process Schemes Batches Candidates Reports Others

**0%** Add Trainer  
Completed Enter all the details of Add Trainer

Trainer Info

**Add Trainer**

\*Name: Enter Name \*Email: Enter Email

\*Phone: Enter Phone Number

\*Date Of Birth: Select DOB

\*Gender: Select Gender

**Aadhaar ID/PAN Information and Photograph Information**

Aadhaar ID/PAN:  Aadhaar ID  Virtual ID  PAN Number

Aadhaar ID: Enter Aadhaar ID

Document Upload:

**Trainer Experience Details**

\*Relevant Sector: Select Sector \*Select JobRole: Select JobRole

Experience in Year: Years \*Experience in Months: Months

\*Details of Experience: Enter Details of Experience

Upload Proof Documents:

**Association Details**

\*From Date: Select Date \*To Date: Select Date

\*Upload Supporting Documents:

\*Associated JobRoles: Select JobRole

- i. After entering the information and uploading the relevant documents click on “**Generate OTP**” button as shown in the image below:

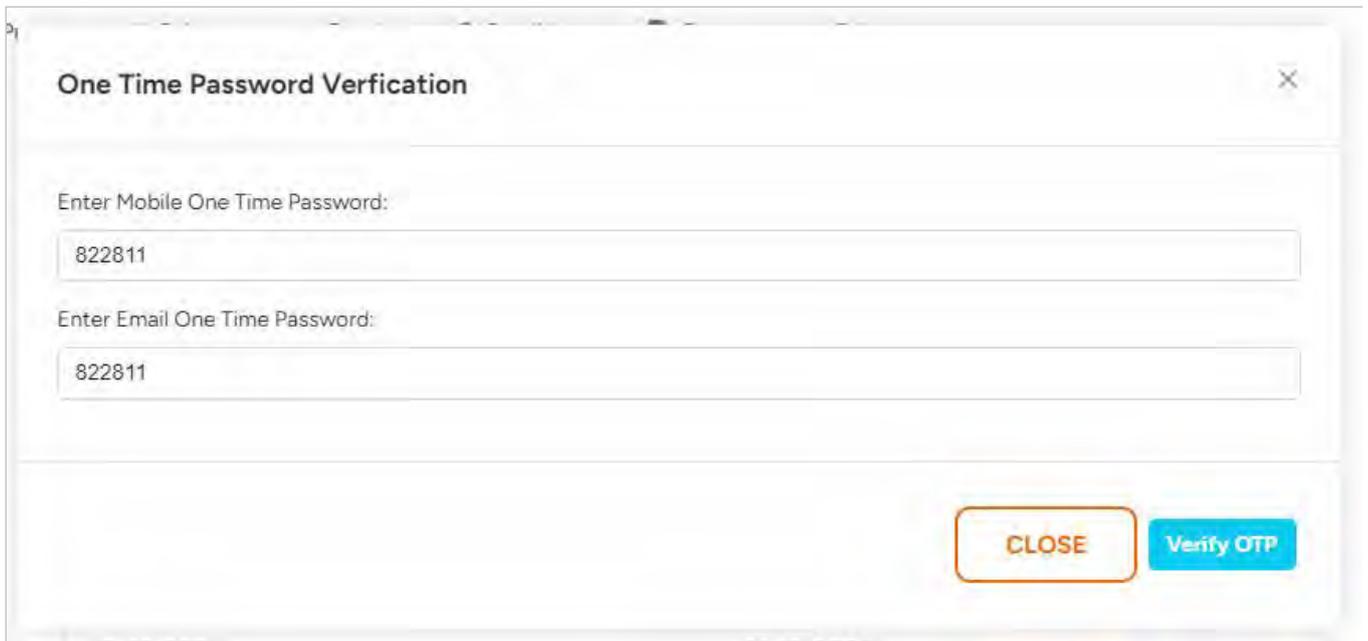
The screenshot displays a web application interface for adding a trainer. At the top, there is a navigation bar with links for 'AAA Profiles', 'Schemas', 'Reports', 'Credits/Debit', 'Reports', and 'Details'. Below this is a blue header with a '0%' progress indicator and the title 'Add Trainer'. The main form is divided into several sections:

- Add Trainer:** Includes fields for Name (XXXXXX), Email (XXXXXXXXXX@mail.com), Phone (XXXXXXXXXX), Date Of Birth (4-12-1985), and Gender (Male).
- Aadhaar ID/PAN information and Photograph Information:** Includes a radio button for 'Aadhaar ID', a field for 'Aadhaar ID' (XXXXXXXXXX), and a document upload area for 'Aadhaar Upload' (Bejar\_CV\_Feb2023, Sc...).
- Trainer Experience Details:** Includes dropdowns for 'Institute Name' (GEMA 200), 'Select Job Role' (Solar PV Installation/Designer), 'Experience in Year' (5), and 'Experience in Months' (11). It also has a document upload area for 'Upload Proof Documents' (Bejar\_CV\_Feb2023, Sc...).
- Association Details:** Includes fields for 'Home Date' (01-12-2024) and 'No. Date' (01-12-2024), a document upload area for 'Upload Supporting Documents' (Bejar\_CV\_Feb2023, Sc...), and a dropdown for 'Associated Job Role' (Solar PV Installation/Designer) with a 'Delete' button.

At the bottom of the form, there are two buttons: 'CANCEL' and 'GENERATE OTP'.



j. Now enter the OTP received on the register Mobile No and Email ID as shown in the image below:



The image shows a dialog box titled "One Time Password Verification" with a close button (X) in the top right corner. It contains two input fields: "Enter Mobile One Time Password:" and "Enter Email One Time Password:". Both fields contain the number "822811". At the bottom right, there are two buttons: "CLOSE" (orange) and "Verify OTP" (blue).

### 10. Link Trainer

a. Now user will be redirected to the main window of trainer listing and select the **“Link Trainer”** button as shown in the image below:



- b. This is used to **Link Trainer** to a specific training centre, employer, or camp by associating job roles and uploading supporting documents. Enter the required information as shown in below image:

### Link a Trainer ✕

\*Enter Trainer ID

\*Name of the Trainer

\*Trainer Type

\*Associated Job Roles

\*Associated Training Centre/Employer/Camps

**Selected Job Roles**

XXXX
XXXXXXXXXXXXXXXXXXXX

SL.No	JobRole Id	Version	JobName	Valid Upto	
1	CON/0002 XXXX	1.0	Assistant Electrician	Jan 10, 2024	Expired ✕
2	SGJ/Q0101 XXX	3.0	Solar PV Installer (Suryamitra)	Apr 16, 2026	Certified ✓
3	SGJ/Q0111	4.0	Solar PV Installation Helper	Nov 11, 2026	Certified ✓

\*From Date

\*To Date

\* Upload Supporting Documents:

Click here to Upload Or  
Drop your files here

File size upto 5mb (Allowed formats: jpg, png, .pdf)

CANCEL

GENERATE OTR



c. Upload the necessary document, click on “**Generate OTP**” as shown in the image below:

**Selected Job Roles**

Solar PV Installation Helper(SGJ/Q0111) 

SL.No	JobRole Id	Version	JobName	Valid Upto	
1	CON/Q0602	1.0	Assistant Electrician	Jan 10, 2024	<b>Expired</b> ✖
2	SGJ/Q0101	3.0	Solar PV Installer (Suryamitra)	Apr 16, 2026	<b>Certified</b> ✔
3	SGJ/Q0111	4.0	Solar PV Installation Helper	Nov 11, 2026	<b>Certified</b> ✔

\*From Date  

\*To Date  

\* Upload Supporting Documents

 Srijan\_CV\_Feb2023\_Sr...  **UPLOAD**

**CANCEL** **GENERATE OTP**

d. Now enter the OTP received on the register Mobile No and Email ID as shown in the image below:

**One Time Password Verification** ✕

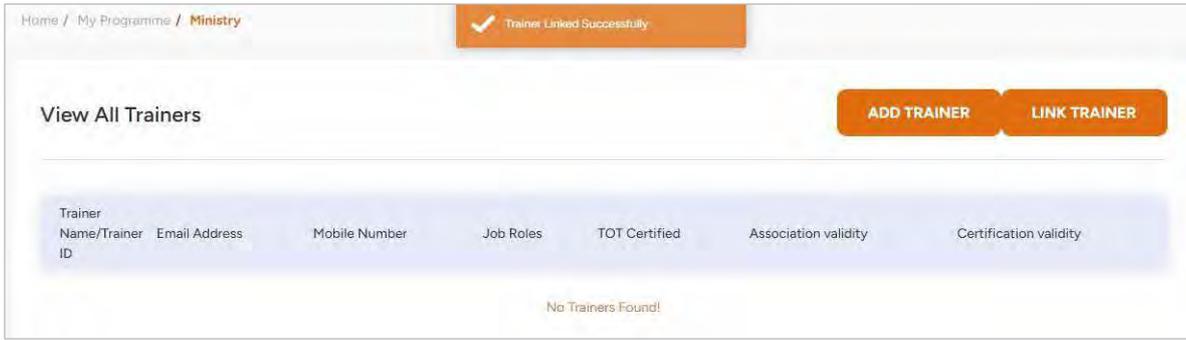
Enter Mobile One Time Password:

Enter Email One Time Password:

**CLOSE** **Verify OTP**



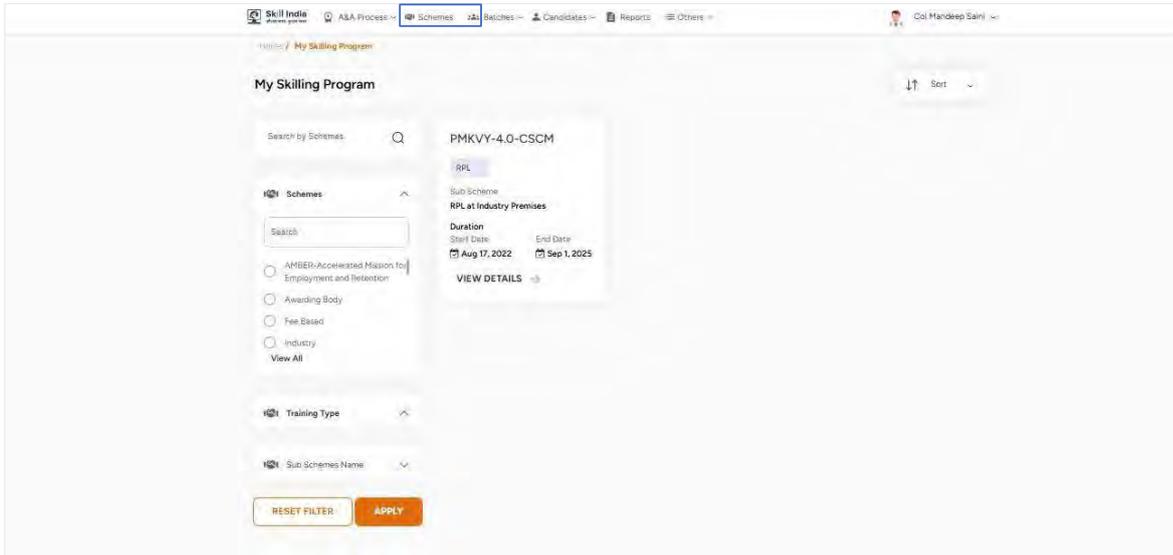
e. Confirmation Pop-up will appear with a message **“Trainer Linked Successfully”**.



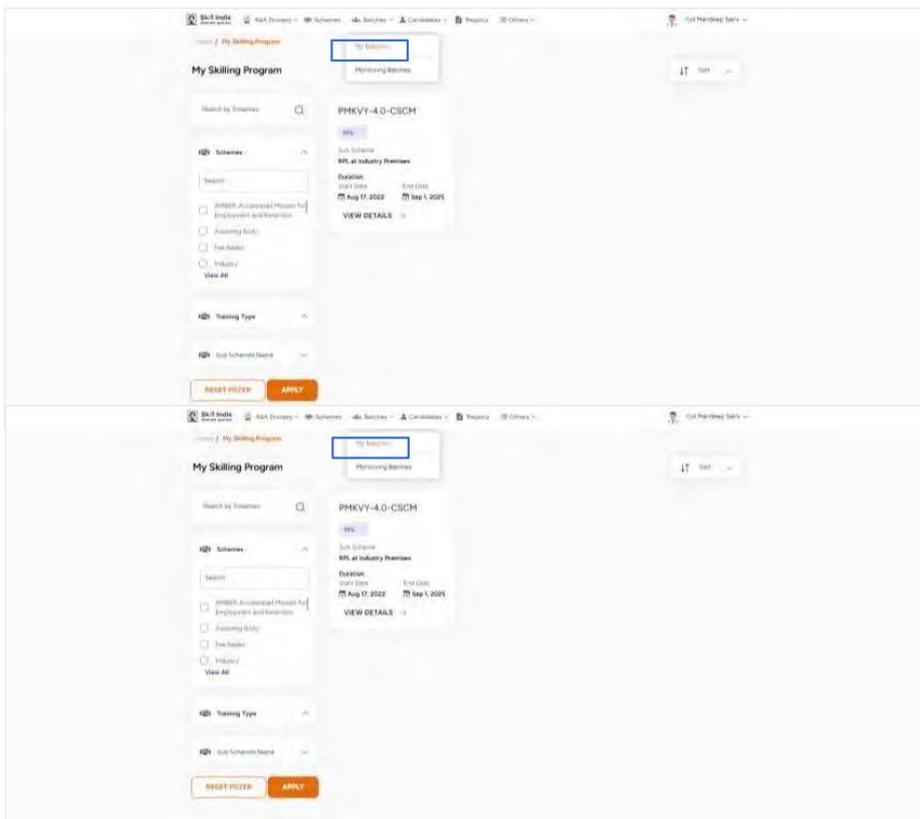
## 11. Batch Creation

a. Click on **Schemes** from the top menu.

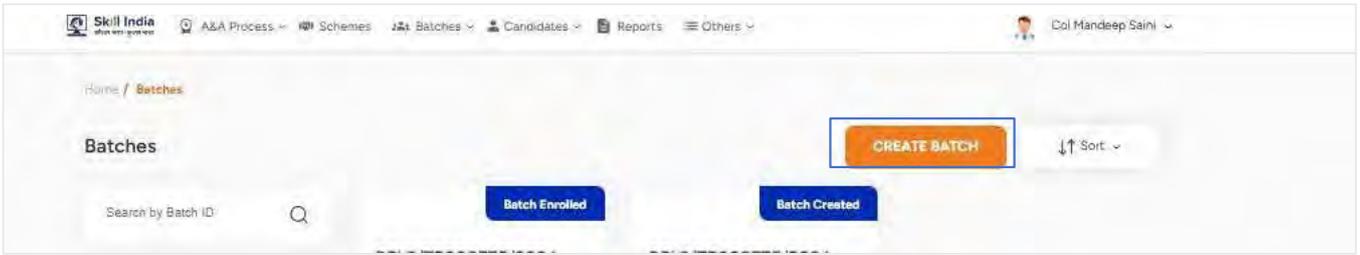
This section will show all the schemes marked with the respective TC profile.



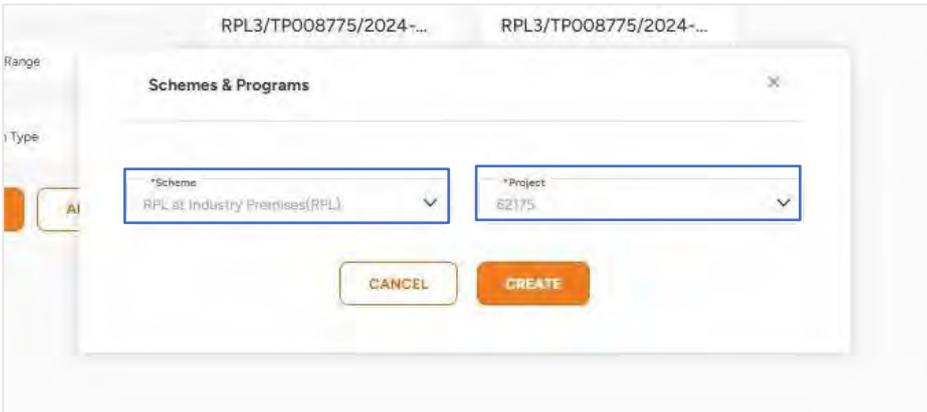
b. Click on **Batches** dropdown and select **My Batches**.



c. In this screen click on the **Create Batch** Button on the top right hand corner of the screen.



d. In this popup click on the scheme dropdown and select **Special Project or RPL** (as per requirement) and under the Project dropdown select the Project ID, then click on **Create**.



## 12. Batch Creation Form

Next the user will see the batch creation form:

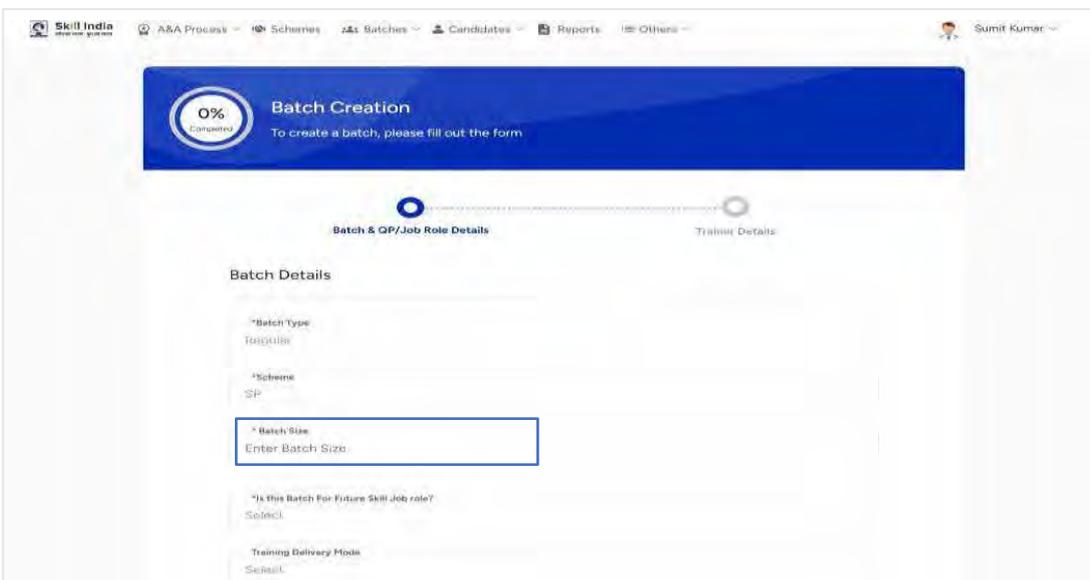
This will be divided into three sections:

- Batch Details
- QP/Job Role Details
- Batch Classroom Details

### Batch Details

This will open the batch creation form, the batch type and Scheme would be auto filled by the system.

a. Enter the Batch Size (maximum:45) and select if the batch is for a Future Skill Job Role.



## QP/Job Role Details

In the QP/Job Role Details section select the QP/Job Role

Note: The Sector, QP Code and Version, NSQF Level, QP Hours and OJT hours will be populated automatically by the system.

### QP/Job Role Details

\*Associated QP (Jobrole)  
Select QP/Job Role

Sector  
Sector

QP Code & Version  
QP Code & Version

NSQF Level  
NSQF Level

QP Hours  
QP Hours

OJT Hours  
OJT Hours

Fill in the **Classroom and Practical Training Hours Per day**

Note: The Classroom + Practical Training Hours per day and the OJT Hours per day can

\*Classroom + Practical Training Hours Per Day  
Classroom + Practical Training Hours Per Day

\* OJT Hours Per Day  
OJT Hours Per Day

## Batch Classroom Slots

a. In the **Batch Classroom Slots** fill in the time according to the hours mentioned in the QP Hours section and click on **Add**.

### Batch Classroom Slots

\*Batch Classroom In Time:  
Select Start Time

\*Batch Classroom Out Time:  
Select End Time

**ADD**

Sl.No.	Start Time	End Time	Action
--------	------------	----------	--------



- b. Enter the **Batch Start Date**, **Batch End Date**, and **OJT Date** details in their respective fields, then click **Next** to proceed.

The screenshot shows a form with four date selection fields arranged in a 2x2 grid. Each field has a calendar icon to its right. Below the fields are two buttons: 'CANCEL' and 'NEXT'.

*Batch Start Date Select Start Date	*Batch End Date Select End Date
*OJT Start Date Select OJT Start Date	*OJT End Date Select OJT End Date

CANCEL NEXT

### 13. Trainer Details

- a. In the Trainer section select the trainer, the rest of the trainer will be populated automatically by the system.
- b. Then select the **Preferred Assessment Language**

The screenshot shows the 'Trainer Details' section of a form. It includes a progress indicator at the top with 'Batch & QP/Job Role Details' checked and 'Trainer Details' active. The form fields are: Trainer (C LAKSHMI NARAYANAPPA (TR27220)), Trainer Certified (Yes), Email Address (testingteam@transneuron.com), Mobile Number (9986223869), Proposed Assessment Date (16-12-2024), and Preferred Assessment Language (Hindi). A note at the bottom states: 'This is subject to availability of content in preferred language by the SSC Concerned'.

Trainer Details

Trainer  
C LAKSHMI NARAYANAPPA (TR27220)

Trainer Certified  
Yes

Email Address  
testingteam@transneuron.com

Mobile Number  
9986223869

Proposed Assessment Date  
16-12-2024

\*Preferred Assessment Language  
Select Language  
Assamese  
Kashmiri  
Hindi

Hindi

This is subject to availability of content in preferred language by the SSC Concerned

- c. Then click on the checkbox and click on **Submit**.

The screenshot shows the bottom part of the form. It includes an 'Enrollment Closure Date' field with the value '12-12-2024'. Below it is a 'Disclaimer' section with a text area containing a declaration. At the bottom, there is a checkbox labeled 'I Understand the terms and conditions' and two buttons: 'BACK' and 'SUBMIT'.

Enrollment Closure Date  
12-12-2024

Disclaimer

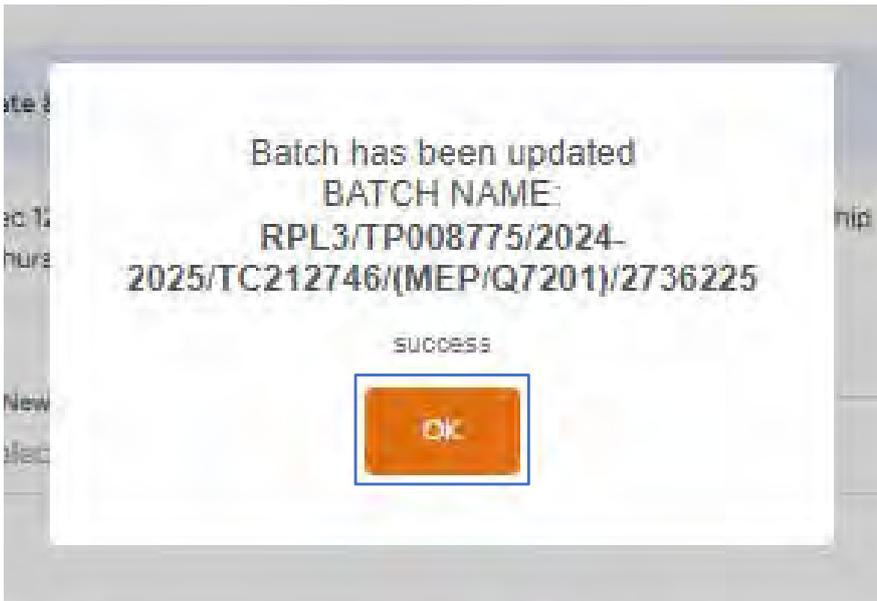
I/We on behalf of our Organization hereby declare and confirm that our Organization has commenced this batch as per batch start date entered here and all the information entered is true and correct to the best of my/our information and knowledge. I/we understand in any case of discrepancy, targets can be revoked and any other appropriated action may be taken by NSDC as it may be deemed necessary.

I Understand the terms and conditions

BACK SUBMIT



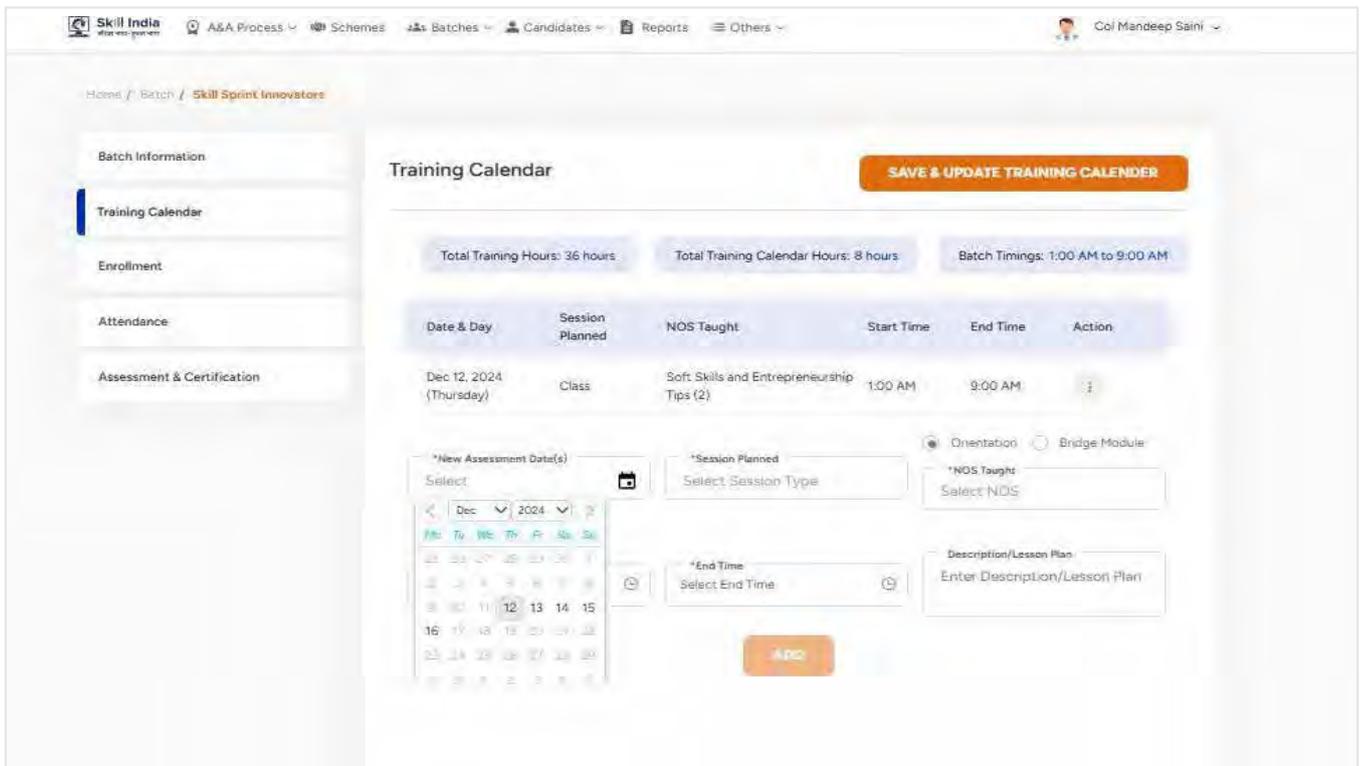
- d. Next, the confirmation user will get a popup for and there click on Ok
- e. Then a confirmation message would appear, click on **OK**



#### 14. Training Calendar

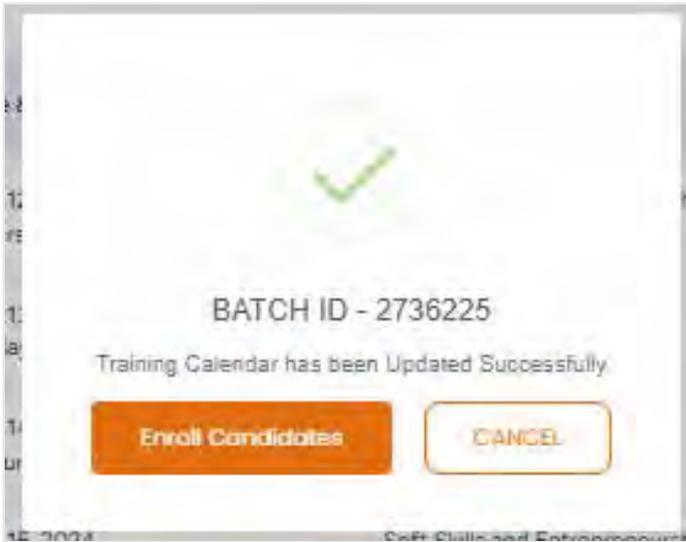
- a. In the training Calendar page, fill in the New Assessment Date, Session Planned, NOSTaught, Start Time, End time and Description Plan then click on **Add**.

**Note:** The Training Calendar is **optional** for **Short term training and Special Projects**,



b. Click on **Enroll Candidates** button in the popup.

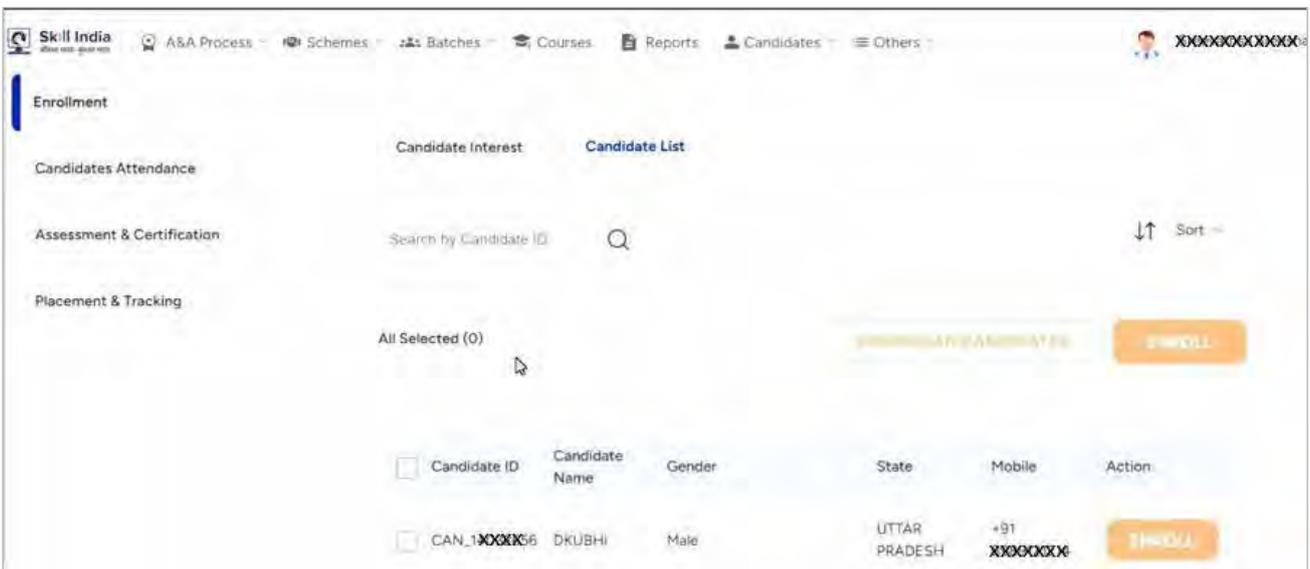
**Note:** For users who fall under the STT or SP projects and have not filled the training calendar need to **click on Enrollment** from the left menu.



### 15. Candidate Enrolment

a. This **Enrollment** section having the **Candidate List** tab provides functionalities to manage and enroll candidates into batches. Its fields include **Candidate ID, Name, Gender, State, Mobile,** and **Action** as shown in image below.

- **Candidate Interest:** This list comprises of registered candidates who has shown interest for that specific batch under the certain skilling program
- **Candidate list:** This list comprises of the registered candidates approved by the training partner for further enrollment



b. Select the candidates to be enrolled by clicking the checkboxes as shown below in the screen.

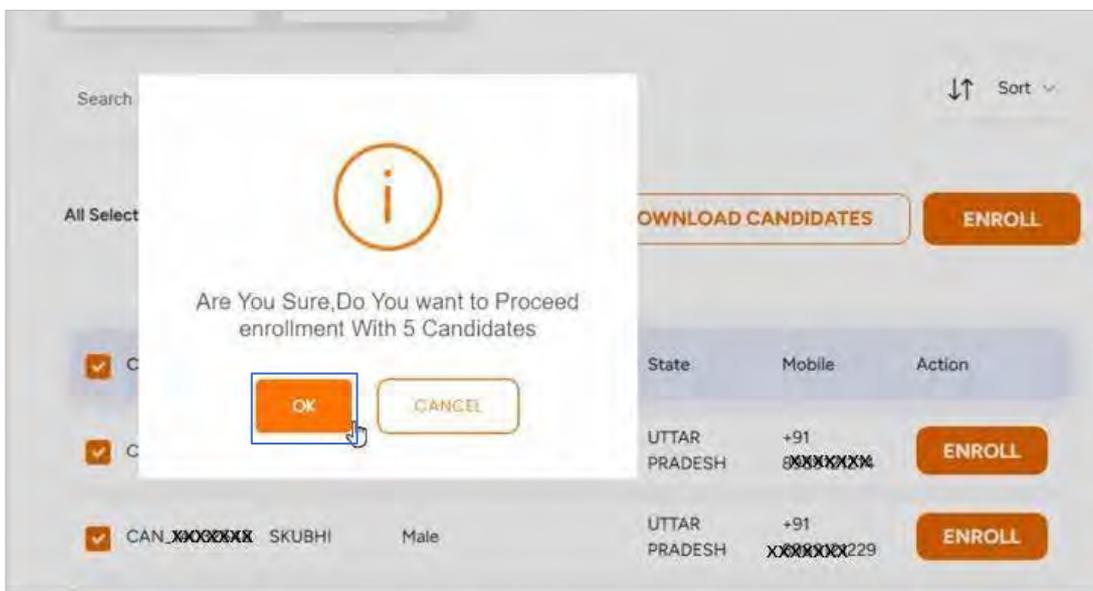


All Selected (5)

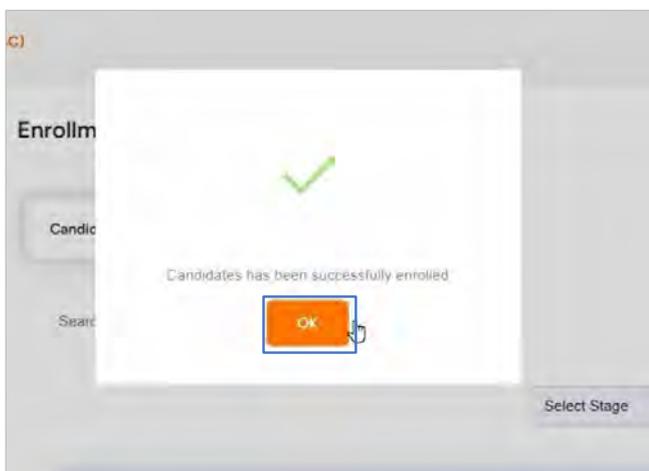
DOWNLOAD CANDIDATES ENROLL

<input checked="" type="checkbox"/>	Candidate ID	Candidate Name	Gender	State	Mobile	Action
<input checked="" type="checkbox"/>	CAN_XXXXXXXXXX06	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
<input checked="" type="checkbox"/>	CAN_XXXXXXXXXX06	SKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
<input checked="" type="checkbox"/>	CAN_XXXXXXXXXX06	TKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
<input checked="" type="checkbox"/>	CAN_XXXXXXXXXX06	GKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX7	ENROLL

c. After selecting the candidates click on the **“Enroll”** button a pop-up message will appear showing the message **“Are you sure Do you want to Proceed Enrolment with Candidates”**, as shown in the image below.



d. Pop up will appear indicating **“Candidates have been successfully enrolled.”** Click **“OK”**



If you face any issues, please visit <https://support.nsdcindia.org/portal/en/newticket>



## Annexure 6: Virtual Inspection Format

<b>NGHM Virtual Visit Form</b>	
<b>Training Centre ID</b>	
<b>Training Centre Name</b>	
<b>Training Provider name:</b>	
<b>Address of Training Centre:</b>	
<b>District:</b>	
<b>State:</b>	
<b>Date of the visit:</b>	
<b>Parameters to be checked</b>	
Is TC SPOC available at the location (Yes/No)	
Were candidates available at the TC (Yes/No)	
Please mention Job roles at the center (List of Job roles)	
No. of candidates available	
Branding displayed outside the training Centre (Yes/No)	
Branding displayed inside Classrooms (Yes/No)	
Branding displayed inside labs (Yes/No)	
Are Equipment, tools available (Yes/No)	
<b>A) Batch Level Data</b>	
Batch Id.:	
Batch Start Date	
Batch End Date	
Batch Start Time	
Batch End Time	
No. of Candidates enrolled	
No. of Candidates Present during inspection	
<b>B) Infrastructure Details</b>	
Type of Building (Stand Alone, Industrial/Commercial Complex), Part of Education Institute/Residential Building)	
Number of Classrooms	
Number of Lab	
Availability of CCTV Cameras (Yes/No)	
Overhead projectors in Classrooms (Yes/No)	
Availability of Air Conditioner (Yes/No)	
Differently abled friendly Training Centre (in case of SCPwD) (Yes/No)	
Availability of Computer Lab (Yes/No)	
Availability of Pantry, Lifts and Parking Facility(Yes/No)	
Whether Centre SPOC is available at the centre (Yes/No)	



Candidates aware of the NGHM Scheme (Yes/No)	
Any fee collected from candidates (Yes/No)	
Candidates aware of job role (Yes/No)	
Candidates aware of Assessment and Certification (Yes/No)	
Number of trainers (Number to be filled in)	
Number ToT trainers (Number to be filled in)	
Non-Existence of NGHM Centre (Yes/No)	
Any Unethical Practices observed (Yes/ No) Explain	
Non-Availability of mandatory/required infrastructure/tools and equipment for each job role post inspection (Yes/No)	
Was the centre open at the time of visit? (Yes/No)	
Was training being conducted at the time of visit? (Yes/No)	
Was AEBAS used for recording the attendance of trainees and trainers? (Yes/No)	
<b>F) Facilities Available</b>	
Availability of Separate Washroom for Male & Female (Yes/No)	
Availability of Clean Drinking Water (Yes/No)	
Availability of Housekeeping Staff, Checklist, Dustbin at all places (Yes/No)	
Availability of Internet Connectivity (Yes/No)	
<b>Overall Remarks</b> <i>(to be filled in mandatorily)</i>	
<b>Overall Rating:</b>	Good/Average/Poor

<b>B) Batch Level Data</b>	
Batch Id.:	
Batch Start Date	
Batch End Date	
Batch Start Time	
Batch End Time	
No. of Candidates enrolled	
No. of Candidates Present during inspection	



## Annexure 6 (a): Physical Inspection Format

Field Title (Questions)	Dropdown options
Center details	RPL Masters
TC ID	
TP Name	
TC Name	
TC Address	
TC state	
TC District	
Please choose the sub scheme	“National Green Hydrogen Mission”
Is Branding outside/inside the center as per the Scheme?	“Yes”, “No”
Image of the center from outside	
Is the Center found at the same address as SIP?	“Yes”, “Centre not found”, “Centre found but closed”, “Centre found at a different address”
<b>Location</b>	
Select Job Roles & their Mandatory Equipments	
Job Roles	Master
Mandatory equipment available for the batch	Yes No
Image of Equipment	
Mention non available equipment details	
No. of candidates present during the visit	
<b>Batch Specific Information</b>	
Batch ID	RPL Batch Master
Batch Start Date	
Batch End Date	
Batch Start Time	
Batch End Time	
Job Role Name	
No. of Candidates Enrolled in the batch	
No. of Candidates Present in the batch	
Image of Present Candidates	
Is TC SPOC available at the center?	
Name	



Designation	
Mobile No	
Were candidates available at the center?	Yes No

<b>Candidates' Response</b>	
Are the students aware about RPL Scheme?	Yes No
Are the students aware of the Job Role for which they are being trained?	Yes No
Does the student have the prior experience in the selected Job Role?	Yes No
Have the students gone through Pre-Screening and Counselling?	Yes No
Are the students aware of Assessment and Certification?	Yes No
Does the Attendance Sheet matches with the SIP batches?	Yes No
Are candidates getting exposure to Hands-on training?	
Is the Trainer present?	Yes No
<b>Orientation</b>	
Are the Trainers aware about NGHM RPL?	Yes No
Are Trainers ToT Certified? (Trainers to present the certificate proof)	Yes No
Image of the trainers	
Is Today the Assessment Day?	Yes No
Assessment Process	
Name of the Assessor	
Pic of Assessor	
Assessor ID	
Name of the Assessment Agency	
Are Assessors carrying their photo IDs at all time during the Assessment?	Yes No
Is the Assessment question paper available in local language?	Yes No
Availability of CCTV Cameras	"Classroom", "labs", "Reception", "None"



Is CCTV Camera Functional?	Yes No
Image of CCTV Footage	
Reason for Non-Functional of CCTV	
<b>Non-Compliance Observed</b>	
Non-Existence of NGHM Centre	Yes No
Any Unethical Practices observed	Yes No
Non-Availability of mandatory/required infrastructure/tools and equipment for each job role post inspection?	Yes No
Was the centre open at the time of visit?	Yes No
Was training being conducted at the time of visit?	Yes No
Was training being conducted at the time of visit?	Yes No
Was AEBAS used for recording the attendance of trainees and trainers?	Yes No
Facilities Available	
Availability of Separate Washroom for Male & Female	Yes No
Availability of Clean Drinking Water	Yes No
Availability of Housekeeping Staff, Checklist, Dustbin at all places	“Good”, “Average”, “Poor”
Availability of Internet Connectivity (Yes/No) No	Yes No
Overall Remarks	
Image	



## Annexure 7: Template on Critical Hazards & Safety Standards Compliance

[On Company Letterhead]

Date: \_\_\_/\_\_\_/20\_\_

To,  
The Chief Executive Officer / Authorized Officer  
(Name of Sector Skill Council/Awarding Body)  
[Address]

Subject: Confirmation of Compliance with Safety Protocols during RPL Training at Industry Training Facility

Dear Sir/Madam,

This is to certify that Recognition of Prior Learning (RPL) training is being/planned to be conducted at our facility [Name of Industry/Unit], located at [City/State], in association with [Name of Training Partner, if applicable], under the guidelines of the “scheme on Skilling, Upskilling and Reskilling under The National Green Hydrogen Mission” as well as prescribed SOP issued by MSDE/NSDC.

We hereby confirm that all mandatory safety protocols and workplace norms are being strictly adhered to during the conduct of RPL training, including but not limited to the use of appropriate Personal Protective Equipment (PPE), compliance with industry-specific safety SOPs, safe operation of machinery and tools, adequate supervision, availability of first-aid facilities, and maintenance of a safe and hygienic training environment.

We further affirm that the RPL training is being conducted within live shop-floor conditions without compromising the safety of trainees, employees, or organizational assets.

This letter is issued for submission to [Name of Sector Skill Council/Awarding Body] as confirmation of our commitment to safety and regulatory compliance during RPL implementation.

Thanking you.

Yours sincerely,

For [Name of Industry/Organization]

Authorized Signatory

Name:

Designation:

Signature:

Seal of the Organization





कौशल विकास और उद्यमशीलता मंत्रालय  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP  
GOVERNMENT OF INDIA



**NGHM**  
NATIONAL GREEN HYDROGEN MISSION

**ANNEXURE I (A): Standard List of Machinery - Equipment to be set up at each CoE**

Sl. No	Key Equipment	Specifications	Quantity
1	Working Electrolyser (AEM/Alkaline/PEM) with BOP system including separation unit (if applicable), Dryer and purification unit	<b>For AEM/PEM/Alkaline</b> 1) Nominal H <sub>2</sub> Production: 0.2 Nm <sup>3</sup> /h & above 2) Output Pressure – up to 35 bar: ~ 99.99% 3) System shall include flow meter and purity meter 4) System shall show all components for training purpose 5) Cut-section models for electrolyser, separation unit, Dryer and Purification unit shall also be included	1
2	Water Treatment (Modular RO for demineralized water) including pump and storage tank along with analyser for water parameters	9 - 15 Ltr/day Including pipes, fittings, valves instruments, valves as required	1 unit
5	Compressor/Booster	1. Outlet pressure upto 200 bar	1
6	Storage Cylinder (Type I/ II) along with Pressure Gauge measuring up to 300 bar	1) PESO Approved Cylinder 2) Working Pressure up to 200 bar	2
	System purging with Nitrogen	As applicable	
7	Integrated Safety components with all necessary sensor and control System including Hydrogen Leak detector, Hydrogen Sensor, Hydrogen Analyser, Flame detector, and other BOP	Blower, Controller connector, FC-connector, FC+ connector, Grounding cable, Hydrogen supply valve, H <sub>2</sub> Supply Valve, On/Off switch, Controller Connector, H <sub>2</sub> Output & H <sub>2</sub> Input, Fuel cell +/- Fuel cell - load Connector, Hydrogen Detector (Wall mounted Detector with hooter), Alarm, PRV, flameproof lighting	As Required
8	Ventilation equipment	Exhaust fan flame proof	2
9	Gas manifold	NA	1 lot
10	Hydrogen Fuel Cell system in working condition Controller + Integration	Rated Power -up to 3 KW	1 No.
11	Electrical output unit consisting of DC-AC converter, Transformer, Battery inverter		As required
12	Cables & Other accessories	Flame proof with panel, Extension Cables, with Female & Male Waterproof Connectors, cabinets/ Racks,	1 lot with IP 55 category
13	Trainee Toolkit	Eastman Steel Fitter trainee tool kit,	3 Set

14	PPE Kit	Safety Jacket, Hand Gloves (Cryogenic), Safety Helmet with Face Sheild, Safety Boots)	10 set
15	RE Power	Renewable Energy Solar/Other RE power system	5 kW
16	Piping ( with valves) for internal connection	Up to 300 bar,	as required
17	Green Hydrogen/Fuel Cell training kit	standard	1
18	Illustrations and schematics for all types of Green Hydrogen production system	standard	
<b>Total Cost</b>			

*Further a set of instruments as listed in annexure I B will also have to be procured.*

## ANNEXURE I (B)

### List of mandatory tools and tackles required at each CoE

Trainee Toolkit	Specifications	Number of items (for a batch of 30 trainees)
Portable H2 Leak detector (H2 Sniffer)	Standard	1 Set
9/16" combination wrench	Standard	3 Sets
5/8" combination wrench	Standard	3 Sets
Plastic pipe cutter	Standard	3 Sets
Slotted screwdriver	Standard	3 Sets
Stainless steel pipe cutter	Standard	3 Sets
¼" tube bender	Standard	3 Sets
Push-fit locking clips	Standard	3 Sets
Ratchet Set	Standard	3 Sets
Digital Multi meter	Standard	3 Sets
Earth Tester	Standard	2 Set
IR Thermometer	Standard	2 Sets
Screwdriver Sets	Standard	3 Sets
Water Conductivity sensor	Standard	3 Sets
SS Pipe tube and fitting	Standard	3 Sets
Safety Shoes	Standard	10 Sets
Safety Helmet	Standard	10 Sets
Safety Goggle	Standard	10 Sets

# Framework for Establishing Centres of Excellence (CoEs) for Skill Development

## **National Green Hydrogen Mission (NGHM)**

---

November 2025

## Background

The National Green Hydrogen Mission aims to position India as a global hub for green hydrogen with a **target of 5 MMT annual production by 2030**. Achieving this requires a strong skilling ecosystem to build a future-ready workforce with capabilities across the hydrogen value chain—from electrolyser manufacturing and hydrogen production to storage, transport, and industrial and mobility applications.

### Guidelines for the Scheme on Skilling, Upskilling and Reskilling (March 2024)



Build a skilled and certified talent pool for the emerging hydrogen economy.



Establish Centres of Excellence (CoEs) as model institutions for advanced skill development, Training of Trainers (ToT), curriculum development, and industry-academia collaboration.

- Endorsed by NGHM Steering Committee co-chaired by Secretaries, MSDE & MNRE
- ₹5 Cr allocated under NGHM for up to 5 national-level CoEs
- Should be located within existing high-quality training institutions (NSTIs, SDIs, ITIs)
- Initial model locations recommended: Ahmedabad & Bhubaneswar
  - Proximity to hydrogen industrial clusters
  - Strong institutional and innovation ecosystems

## Vision & Objectives



### Vision

The Centres of Excellence under the NGHM are conceived as **anchor institutions that will drive the development of excellence in hydrogen-related skilling, innovation, and safety**. The overarching vision is to establish a network of centres that will nurture a globally competitive, industry-ready, and safety-conscious workforce capable of supporting India's transition to a green hydrogen economy.

### Objectives

01

#### Industry-Aligned Skill Development

Deliver cutting-edge training across the full hydrogen value chain, tailored to emerging industrial needs.

02

#### National Hub for Standards & ToT

Develop curricula, digital content, and master trainers aligned with NSQF and NCVET standards.

03

#### Innovation & Technology Advancement

Promote applied research, technology adoption, and strong collaboration with academia and industry.

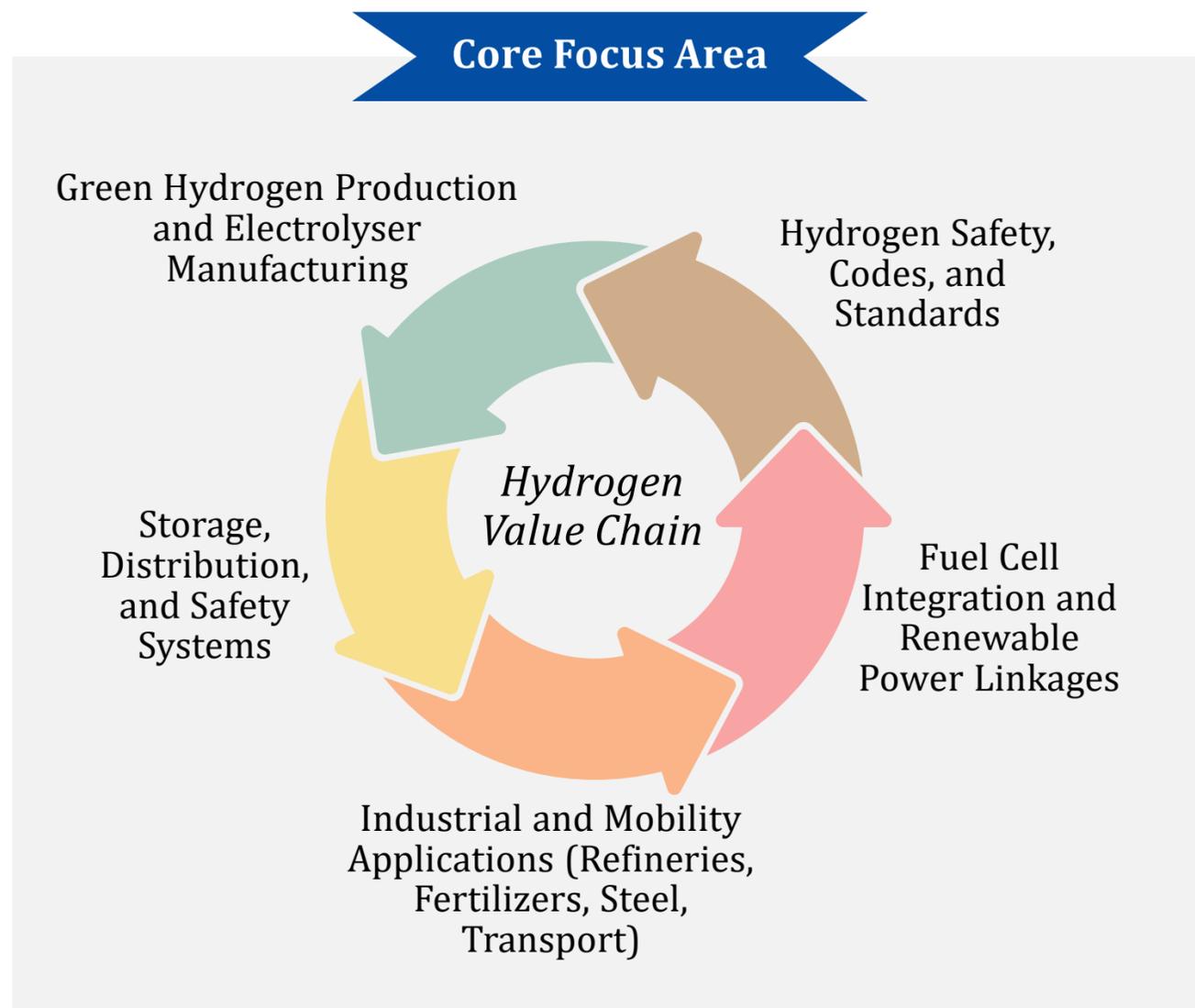
04

#### Employment & Entrepreneurship Enablement

Strengthen apprenticeships, placements, and start-up opportunities through industry partnerships.

## Framework for Establishment

The Centres of Excellence will be set up as **national-level apex institutions** within leading skill development campuses to ensure high-quality delivery from day one. This framework focuses on **leveraging existing institutional strengths**, enabling rapid deployment of advanced hydrogen skilling infrastructure, and ensuring **strong industry connectivity** aligned with emerging hydrogen clusters.



### Institutional Roles and Functions

CoEs will **deliver high-quality training and certification programmes**, including short-term courses, RPL and upskilling aligned with NCVET standards, with strong hands-on learning using simulation and AR/VR tools.

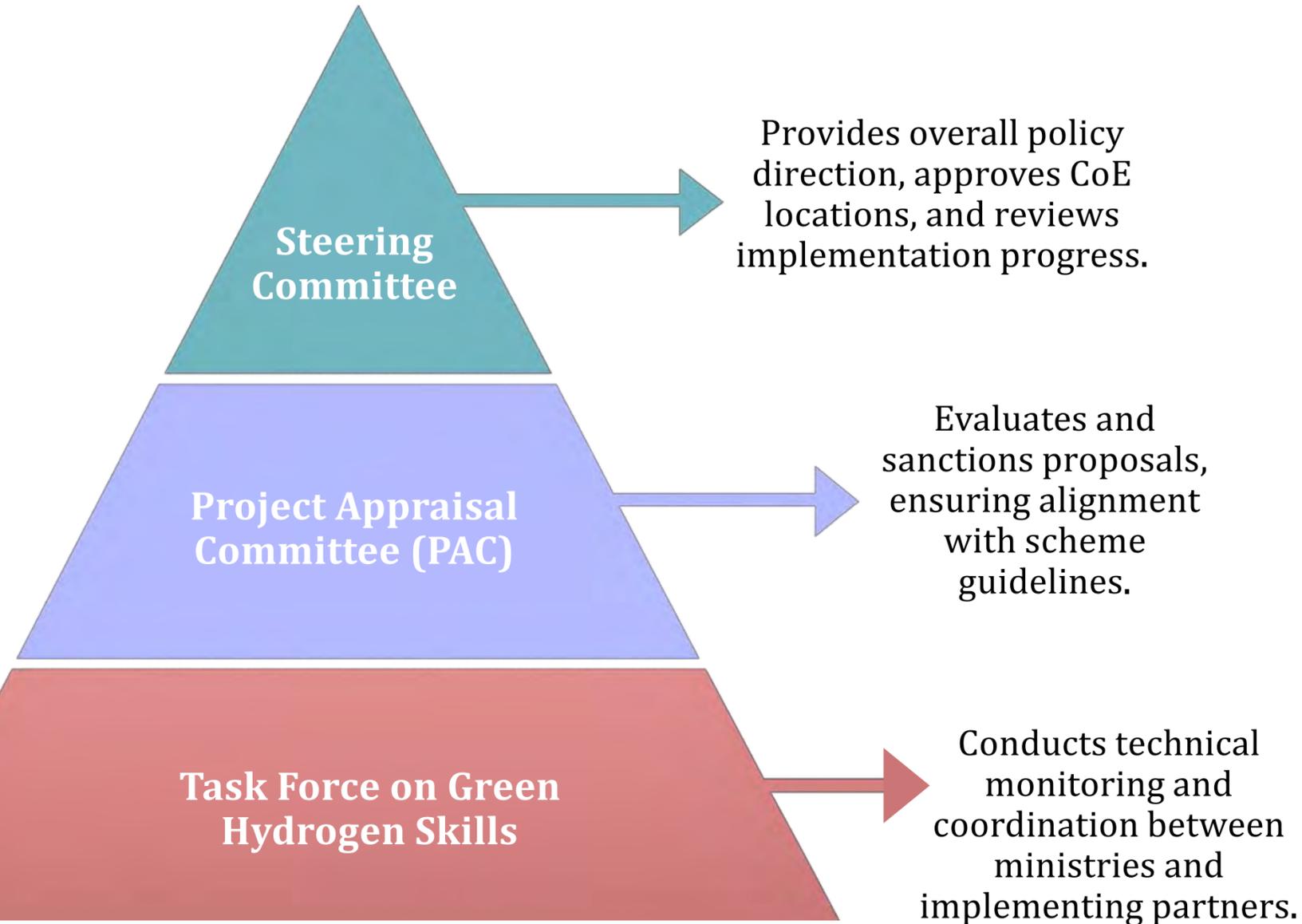
They will focus on **developing and certifying master trainers and domain experts through a structured Training of Trainers (ToT) mechanism**, while ensuring hydrogen safety is integrated across all curricula.

Each CoE will maintain **strong partnerships with industry** through memoranda of understanding for on-the-job training, apprenticeship opportunities, and direct placement support, and serve as a hub for knowledge and outreach.

# Operational Framework: Governance & Key Deliverables

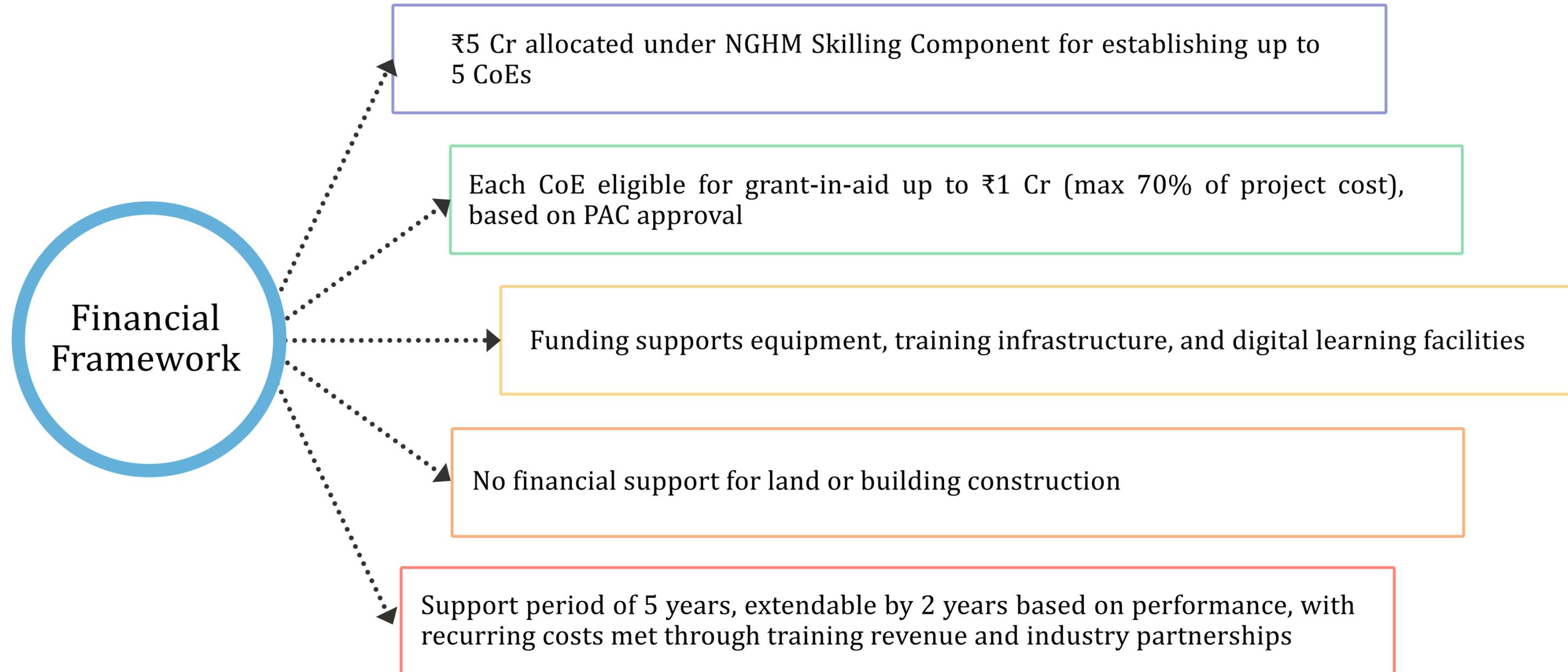
## ➤ Governance and Implementation Mechanism

## Expected Outcomes and Deliverables ◀



-  Fully functional hydrogen training labs and infrastructure established
-  500+ candidates trained and certified annually across skilling categories
-  Pool of certified master trainers and strong industry-linked OJT & placements.
-  Co-developed digital/practical training modules with SSCs & NCVET, with hydrogen safety embedded

# Financial Framework



# Sustainability, Monitoring & Way Forward

## ➤ Sustainability and Future Expansion

Long-term sustainability will rely on **revenue generation** and **active collaboration** with industry and research organizations.

Centres will be encouraged to introduce **paid industry training, consultancy services, and customized modules** for partner organizations.

CoEs may also act as **testing and certification partners** for emerging technologies and host **joint R&D activities**.

**Periodic reviews** by the PAC and MNRE–MSDE Task Force will ensure alignment with evolving sector demands, and learnings from initial CoEs will guide **future scale-up** across more regions.

## Monitoring & Evaluation ◀

- Performance monitoring mandatory for all CoEs
- Quarterly reporting on training, ToT, placements & partnerships
- Annual review by Steering Committee to decide continuation/expansion
- NSDC to ensure transparency and adherence to guidelines

## Conclusion/Way Forward ◀

- CoEs are critical enablers of India's green hydrogen transition
- Integrated focus on training, innovation & industry engagement
- Strengthening a globally competitive workforce for a leading role in the green hydrogen economy by 2030

# THANK YOU

---

**Bhumika Malhotra**

General Manager  
NSDC



[bhumika.malhotra01@nsdcindia.org](mailto:bhumika.malhotra01@nsdcindia.org)