

Government of Himachal Pradesh  
Department of Social Justice & Empowerment  
(Section-B)

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No: SJE-B-F(1)-3/2015 Dated Shimla-171002, the 27<sup>th</sup> October, 2016

**NOTIFICATION**

In supersession of this Department all previous notifications the Governor, Himachal Pradesh is pleased to notify "Skill Up gradation with Job/Placement (SUJOP) Scheme:-

**1. Definition:**

- a) "Candidate" means an eligible person selected for the purpose of the scheme not below 8th Pass/Middle Pass specifically required for training.
- b) "Department" means the Department of Social Justice & Empowerment, Himachal Pradesh.
- c) "Director" means Director, SCs, OBCs and Minority Affairs, Himachal Pradesh.
- d) "District Welfare Officer" means District Welfare Officer of District concerned.
- e) PwD means Persons with Disability including persons with all types under Mentally Retarded category.
- f) "Selection Committee" means the Committee of Officers as mentioned in the Scheme.
- g) "SOMA" means Directorate of Scheduled Castes, Other Backward Classes and Minority Affairs.
- h) "Trade" means various traditional/nontraditional trades to be identified by selection Committee from time to time.
- i) Training Centre/ Training Service Provider (TSP) means any Training Institution or an individual in the Public or Private Sector who would

impart training linked to placement/jobs and self employment as covered under this scheme.

## 2. Objective:

The main objective of the scheme is to provide training to suitable persons along with job placement through skill enrichment by identifying and empanelling suitable Training Service Providers (TSPs)/ Training Centers etc. where training opportunities are available or could be provided to the candidates.

## 3. Eligibility:

1. a). The candidates should be a bonafide resident of Himachal Pradesh between the age group of 18 to 45 Years.  
b). The eligibility of persons will be considered amongst Persons with 40% or more disability (PwD), Destitute or Deserted Women / Widows, Scheduled Castes, Other Backward Classes and Minorities.
2. The candidate should have passed minimum educational qualification from recognized Board/University, as would be required for the various courses/ programmes under the scheme.
3. The family income ceiling of the intended beneficiaries under the scheme shall be at par with "Skill Development Allowance Scheme, 2013" of the State Government which states that the income of the family from all sources be less than Rs.2.00 lacs (Rs. Two lakhs)per year.

## 4. State Level Committee:

A State Level Committee (SLC) shall be constituted by the Department comprising of the following members. The Committee shall meet at least once in a quarter for implementation and review of the scheme.

(a)	Director, SCs, OBCs and Minority Affairs, HP	Chairman
(b)	Director, Department of Industries, H.P.	Member
(c)	Labour Commissioner, Department of Labour & Employment, HP	Member
(d)	Director, Department of Technical Education, HP	Member
(e)	Managing Director, H.P. Kaushal Vikas Nigam	Member
(f)	Two Office Bearers from Registered Association of Industries of H.P. expert in the requisite skill/trade as & when required.	Special invitee



## 5. Training:

State Level Committee constituted for the purpose of this scheme as per Para 4 shall ensure implementation of the training programmes to be organized during the year as under:-

### a. Selection of Training Service Providers/ Training Centers:-

The Department will issue an advertisement in leading newspapers/Government websites inviting TSPs to participate in the SUJOP programme.

State Level Committee will identify the Training Service Providers (TSPs) located within and/or Outside the State for empanelment as potential Training Providers. Government Institutions or Public Sector/TSPs selected under H.P.Kaushal Vikas Nigam shall also have the relaxation of being selected without going through the process as detailed below and TSPs shall be eligible for empanelment subject to following conditions:

- i. Any Govt. Institution or a Public/ Private Sector Institution having the courses accredited by Govt. of India/ Govt. of H.P. or Govt. approved bodies can apply for selection.
- ii. Prospective TSPs should have organized infrastructure for training at the place selected for training with placement track record.
- iii. Training modules under SUJOP will be for minimum of three months and maximum up to 2 years. The additions in any specific course based upon the requirements can be decided as per the decision of SLC in consultation with the TSPs. The SLCs will have the authority for modifying the duration of the training programme for PwDs for approval of the Government.
- iv. Training modules for trainings under SUJOP should be as per the market/ industrial/ service sector requirements depending upon the age, sex, qualifications, experiences , region and type or level of disability if any, etc of the trainee.
- v. Training Service Providers should have prior tie up with industrial/ service sectors units, for absorption of at least 70 % trainees after skill development and the TSPs will ensure that the selected candidates are retained in jobs for at least one year for which the TSPs shall submit pay slips of minimum 240 Days (with lay off period not exceeding more than 30 days in one year)



- vi. Suitable financial and marketing arrangement for self employment in special trades would be a prerequisite condition for the TSPs where the trainees take up self employment.
- vii. The Department shall enter into a contract with the empanelled unit incorporating the above terms and conditions and also laying down the components and duration of the training.
- viii. The empanelment would be valid for a period of one year, extendable by one year at a time on mutually agreed terms; to be determined by the State Level committee. The primary criteria for extension would be quality of training imparted to be verified by Department of Social Justice & Empowerment and/or Himachal Pradesh Kaushal Vikas Nigam/ Department of Technical Education or any other Department of Government of Himachal Pradesh, the retention of students and level of placement/ successful self employment of trainees.

**b. Selection of candidates:**

- i. The Director or any officer authorized by him/ her will advertise in two local dailies/ All India Radio/ Department web-site/ Local Cable T.V network inviting application from eligible candidates. The District Welfare Officer will inform all Panchayati Raj Institutions and Urban Local Bodies in his jurisdiction.
- ii. The applications will be submitted in the office of concerned District Welfare Officer and also to the TSP. TSPs will provide the list of prospective candidates/ trainees to the concerned DWO within 30 days from the last date of receiving applications as mentioned by the Department.
- iii. The District Welfare Officer of the district concerned or his/ her authorized officer shall draw composite lists of eligible applicants/ candidates as per the process as under and submit to the Directorate.
- iv. The candidates amongst Section 3.1.(b), belonging to BPL families will be covered first and thereafter others whose parents/ guardians income is below Rs.2,00,000/- per annum will be covered.
- v. The selection will be on the basis of 'first come first serve' from amongst the others as per 5.b.(iv) above, wherein candidates will be selected on following priority:
  - a. Persons having 40 % or more disability.



- b. Destitute or Deserted Women/Widows, Eligible ex-inmates of Bal/ Balika Ashrams, Nari Sadans,
- c. Other candidates belonging to SC/ OBC/ Minority categories.
- vi. The selection process will be completed within 30 days from the last date of receipt of applications. The list of selected candidates for each district will be conveyed to the concerned District Welfare Officer. The selected candidates will be informed through registered post by the DWO to report their willingness to District Welfare Officer in person within 15 days from the date of issue of letter failing which, the District Welfare Officer will invite the next candidate in the merit list to report to him in person or send his willingness within the time limit. DWO shall then send a list of candidates for training to the TSPs as identified by SOMA.
- vii. The training shall commence as per training schedule intimated by the Department to the concerned District Welfare Officer.

**6. Financial Assistance:**

- I. Under SUJOP the Department will bear the following costs:
  - i. The training cost for the intended beneficiaries would be to a maximum of Rs.5000/-per month. The training cost will include the following:-
    - a. Training cost, mobilization of beneficiaries, curriculum, training of trainers, utilities, infrastructure, equipment, teaching aids, raw material, transportation cost to & from the place of training etc.
    - b. Assessment & certification.
    - c. Industrialists/Professional Placement linkage.
    - d. Quality control and monitoring.
  - ii. 20% weight age/ increase in cost will be provided to the TSPs in case the batch of atleast 30 candidates has more than 20% PwDs. This increase in cost would be decided by the SLC based upon report of the concerned DWOs on case to case basis.
  - iii. For non residential trainings, the trainees would be paid a Stipend of Rs.1000/-p.m, whereas the PwD trainees would be paid Rs. 1200/-p.m. for the period of training.
  - iv. For the residential trainings the TSPs would be paid boarding & lodging cost as per the decision of the SLC subject to maximum of Rs. 5000/- per month.

- v. Post placement stipend of Rs. 1500/- per month would be paid to all the candidates, whereas the PwDs would be paid Rs. 1800/-p.m. for a period of 6(six) months, extendable to 1(one) year maximum by the SLC justifying such extension of period
- II. In case of non-residential training, wherever it seems appropriate for SLC, residential cost to girls and PwDs can also be provided subject to a restriction of Rs 5000/-p.m. during the period of training, however, in such case these candidates will not be provided with the stipend as per '6.I. iii' above
- III. For the Girls & PwDs candidates, SLC can also provide for support allowance upto Rs. Rs. 5000/- p.m. for meeting the requirements of logistics & continued employment, for those trainees/ candidates who move away from their native place for a suitable period, not more than one year at a time for employment purposes.
- IV. The trainings where the cost of training is more than Rs 5000/- or Rs. 10,000/- p.m. as the case may be, additional cost, except where SLC has expressly provided any additional support, would be borne by the candidate themselves concerned.
- V. Release of stipend/ residential cost shall be subject to at least 85% attendance.
- VI. The payment of training and stipend/ Residential cost will be for the duration of training.
- VII. All the sponsored candidates will have to execute a bond/ undertaking that they will not leave the course in the middle of the training and in the event unilateral withdrawal, such candidates would be required to refund entire amount of the stipend/ Residential Cost given to them to the Government.

On satisfactory completion of the training programme, the candidates will be given certificate of completion of training.

The Director will be the competent authority to sanction and release the total payment of course fee etc. to the empanelled Training Partners who had imparted training as per terms and conditions laid down in the contract.



**7. Amendment in the Scheme:**

The Government may, from time to time issue any instructions under the scheme which is felt necessary for the effective implementation of this scheme. The SLC may recommend relaxation of any provision of the Scheme for approval of the Government with full justification.

**8. Audit:**

The transactions under this scheme shall be subject to audit by the Accountant General (Audit), Himachal Pradesh.

**9. Head of Accounts:**

The expenditure involved under this scheme will be provided in consultation with Finance Department.

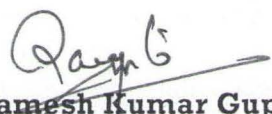
By order

Anuradha Thakur  
Secretary (SJ&E) to the  
Government of Himachal Pradesh.

Endst. No. as above Dated Shimla-171002, the 27<sup>th</sup> October, 2016

Copy to :-

1. The Chief Secretary, Himachal Pradesh, Shimla-171002.
2. All the Additional Chief Secretaries to the Government of H.P. Shimla-171002.
3. All the Pr. Secretaries/ Secretaries to the Government of H.P. Shimla-171002.
4. The Principal Secretary to the Hon'ble Chief Minister, H.P. Shimla-171002.
5. The Secretary to the Governor, Himachal Pradesh, Shimla-171002.
6. The Principal Accountant General (A&E)/Accountant General (Audit), Himachal Pradesh, Shimla-171003.
7. All the Divisional Commissioners/HODs/DCs in Himachal Pradesh.
8. The Director, SCs, OBCs and Minority Affairs, HP, SDA Complex, Kasumpti, Shimla - 171009.
9. All the District Welfare Officers in Himachal Pradesh.
10. All Private Secretaries of the Ministers/CPS in H.P. Sectt. Shimla-2.
11. The Controller, Printing and Stationary, H.P. Government Printing Press Shimla-5 for publication in the Gazette as the same has been uploaded on e-Gazette.
12. Guard file.

  
(Ramesh Kumar Gupta)  
Deputy Secretary (SJ&E) to the  
Government of Himachal Pradesh.