WEST BENGAL SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES DEVELOPMENT AND FINANCE CORPORATION
(A Government of West Bengal Undertaking)
CF 217/A/1 Salt Lake City, Sector I, Kolkata 700064
Email: md.scstdfc@gmail.com

Memo: 1617(23)/SCTB/2026 **Date: 30th October 2026**

To
The District Manager,
_____ Branch (All)

Sub: Short Term Training target of districts for FY 2026-27 under PM AJAY as per NSQF norms

Please find enclosed herewith the district target for conducting Short Term Training (STT) courses as per NSQF norms sponsored under Skilling component of PM AJAY for FY 2026-2027. The requisite Qualification pack, hours of training and rate per candidate per hour as per QP is provided for your information.

The requisite PM AJAY guidelines and NSQF norms for imparting the training are enclosed herewith for your guidance. You may also refer to the course details in the Skill India Digital Hub (SIDH) portal [*https://www.skillindiadigital.gov.in/home*]
The salient features of the Short Term Training courses will include:-

1) *Skilling training under PM AJAY to be employment oriented with assured job employment for at least 80% of the certified trainees.*
2) *Skilling training will be certified by qualified assessors deployed by Sector Skill Council or assessors of WBSCTVESD only.*
3) *All trainee details, attendance details and certification upon completion will have to be uploaded in Skill India Digital Hub (SIDH) portal only.*
4) *Payment of TPs will be milestone/ activity based, as follows-*
    a. *Upon successful start of Course with registration of trainees in SIDH portal and verification by district – 25%*
    b. *Upon completion of training including lab work and certification by assessors in SIDH portal – 40%*
    c. *Upon actual job placement of successful trainees at not less than minimum wage rates for at least 80% of successful trainees within three months from date of certification/ handover of certificate – balance 35%*
5) *TPs duly enlisted under National Skill Development Corporation (NSDC) under Skill India or Paschim Banga Society for Skill Development (PBSSD) for STT courses or under respective Sector Skill Councils are only eligible.*
6) *Training can be imparted only in Smart Class Rooms duly approved in the SIDH portal for the prescribed course.*

You are required to take up the following actions:-

1) Open applications to be invited from competent and experienced Training Partners empanelled/ enlisted under NSDC or PBSSD or concerned Sector Skill Council and ***having their own Smart Training centres in the district*** duly approved in SIDH portal for the selected course.

WEST BENGAL SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES DEVELOPMENT AND FINANCE CORPORATION
(A Government of West Bengal Undertaking)
CF 217/A/1 Salt Lake City, Sector I, Kolkata 700064
Email: md.scstdfc@gmail.com

If required, the assistance of DNO, PBSSD/ Utkarsha Bangla in the district may be taken for identifying competent TPs.
Proposal to be furnished in Format I with recommendation of district.

2) Availability of Smart Training centers to be physically verified in Format II
3) Previous experience in respect of similar STT courses conducted by the TP with details of job placement provided in previously completed similar courses to be documented in Format III after verification of documents.
4) Details of Trainers employed by the TPs in the STT course with their qualifications to be furnished.
5) Letter of Intent (LoI) from prospective employers for providing job employment to successful trainees to be provided by TPs for 100% of the trainee intake proposed. The LoIs to be cross checked physically if employers are located inside the district else may be verified through electronic records. Report of LoIs submitted and verified to be submitted in Format IV.

Suitable proposals along with above required details and bearing recommendation of the district authority not below Additional District Magistrate looking after the functions of district office is to be furnished to this office for administrative approval and financial sanction in due course.

The proposals are required to be submitted by 30/11/2026 to this end.

Encl: PM AJAY (Skilling) Guidelines
NSQF Norms
Format Reports I, II, III & IV

30/10/26
Managing Director

Memo: 1207(2)/SCTB/2026 **Date: 30th October 2026**

Copy for information to

1) District Manager (HQ) looking after PM AJAY (Skilling)
2) PM AJAY Guard File.

30/10/26
Managing Director

Short Term Training as NSQF norms under PM AJAY for FY 2026-27									Target per District		
Sl. No.	**Sector**	**Sub-Sector**	**Course Name**	**Course Code**	**Total training Hours**	**Cost per hr per trainee allowed**	**Maximum Assessment Fees per trainee**	**NSQF Level**	**No of Batches**	**Maximum No of Trainees Allowed**	**Max Total Cost per Trainee Allowed**
1	Automotive	Automotive Vehicle Service	Two-Wheeler Service Technician	*ASC/Q1411*	**360**	***56.35/-***	1500/-	4	**1**	**30**	₹ 21,786/-
2	Food Industry Capacity & Skilling	Fruits and Vegetables, Bread and Bakery, Packaged Foods	Multi Skill Technician (Food Processing)	*FIC/Q9007*	**780**	***56.35/-***	1500/-	4	**1**	**30**	₹ 45,453/-
3	Healhcare	Allied Health & Paramedics	General Duty Assistant	*HSS/Q5101*	**630**	***52.50/-***	1500/-	3	**2**	**60**	₹ 34,575/-
4	Healhcare	Allied Health & Paramedics	Geriatric Care Assistant (Hospital/Hospice Care)	*HSS/Q6001*	**450**	***52.50/-***	1500/-	4.5	**2**	**60**	₹ 25,125/-
5	Retail	Retail Operations	Retail Sales Specialist cum Cashier	*RAS/Q0109*	**420**	***52.50/-***	1500/-	4	**2**	**60**	₹ 23,550/-
6	Tourism & Hospitality	Hotels	Front Office Associate	*THC/Q0102*	**408**	***52.50/-***	1500/-	4	**2**	**60**	₹ 22,920/-
7	Management	Security	Security Guard Unarmed Security Guard (MEP/Q7101)	*MEP/Q7101*	**264**	***52.50/-***	1500/-	3	**2**	**60**	₹ 15,360/-
Total offtake per district									**12**	**360**	

Note - The course details/ modules are specified in SIDH portal [https://www.skillindiadigital.gov.in/home] under Skill Courses tab

Managing Director
West Bengal SC, ST & OBC
Development and Finance Corporation
(A Government of West Bengal Undertaking)

Format I – Details of Training Partners proposed by District

1	Basic Information about Training Partner	
A)	Name of Training Partner	
B)	Registered Address	
C)	Type of organisation	Proprietorship / Partnership/ Society/ Trust/ NGO/ Company (LLP)/ Institute/ Others
D)	Name of district representative with contact details	Name:
		Designation:
		Contact No:
E)	PAN:	GSTN:
F)	Year of Incorporation	
G)	Annual Turnover -	Last IT Return submitted for ..... FY
2	Enrolment/ Empanelment of the Training partner	
A)	Body under which empanelled	NSDC/ PBSSD/ SSC. If SSC, then name of SSC .....
B)	Whether blacklisted at any time	Yes/ No
C)	Whether done any STT under NSQF norms in the district	Yes/ No
	If Yes, under which project	DDU-GKY PBSSD/ UB (TET Dept, GoWB) PM AJAY (BCW Dept, GoWB)
3	Proposed for Short Term Course	
A)	Sector Name	
B)	QP Code and Course Name	

1) *The details furnished by the above Training partner has been verified with documents submitted by them relating to their empanelment with NSDC/ PBSSD/ SSC for conducting Short Term training under NSQF norms for the SC youth of the district.*
2) *The Training partner has necessary Smart Training centres along with required laboratory, sufficient qualified trainers for conducting the training.*
3) *The Training Partner has sufficient experience in conducting employment linked STT courses and has a verified track record of providing employment to successful trainees in the past. The Training partner has submitted Letter of Intent (LOI) from reputed industry partners for engagement of at least 80% successful trainees.*

The Training Partner is accordingly recommended for conducting the above-mentioned Short-Term Training course under PM AJAY maintaining NSQF norms.

District Manager *Additional District Magistrate*

Format II – Details of Smart Training Centers operated by TP inside district

1	Name of Smart TC			
2	Address of Smart TC			
3	Block/ Municipality			
4	Smart TC ID (Skill India Digital Hub ID)			
5	Sector/ Sub Sector for which Smart TC certified			
6	Ownership of Smart TC	Owned by TP/ Rented or Leased by TP		
7	Amenities available	a) No of Classroom - ..... b) No of laboratories - ..... c) Digital boards in class room - Yes/ No d) Internet connectivity – Yes/ No e) Real time biometric attendance – Yes/ No f) Separate toilet for Male & Female – Yes/ No g) Drinking water facility – Yes/ No h) Reception/ waiting area sufficient – Yes/ No		
8	List of Trainer/s	Name		
		Edu. Qual.		
		Prof. Qual		
		In payroll	Yes/ No	Yes/ No
9	Physical inspection date			
10	Name & Designation of official doing physical verification	Name: Designation:		

1) *Please enclose Smart TC enlistment Certificate from SIDH portal for all cases.*
2) *Please enclose Rent, Lease or ownership document as applicable.*

Countersigned by District Manager

(Signature of Inspecting official)

Format III – Details of previous experience of training partner (FY 2023-2026)

Sector	Course Name with QP Code	Name of Govt Office issuing Work Order	Work Order / LOI No & Date	No of Batches offered	No of Trainees offered	Date of starting	Date of completion	No of trainees Certified by SSC	No of Trainees provided job employment

1) *TP to enclose Work Order copy **and** either completion certificate or Final Payment certificate from concerned Government office as proof of having successfully completed the Work including job placement of trainees.*
2) *Please note that without sufficient proof as above, previous experience will not count in the evaluation process.*

Countersigned by District Manager *(Signature of Inspecting official).*

Format IV – Details of Letter of Intent from prospective Employers/ Industry partners

Name of employer/ Company with Address	Name & Contact Number of HR officer/ representative	Main business of Employer	Ref & Date of Letter of Intent	Sector & Course for job intake	Number of intake offered	State/ Place where job offered	Minimum Wage offered

1) *Please enclose all Letter of Intents submitted by the TP after proper verification with the employer concerned either physically if employer is located within the district else by telephone/ digital method, if employer is located outside the district. Capacity of the employer to actually provide employment may be judged following due diligence.*

Countersigned by District Manager *(Signature of Verifying official)*