

SD-17/230/2022-DS(JSS)
Government of India
Ministry of Skill Development & Entrepreneurship
(Jan Shikshan Sansthan Division)

3rd Floor, Kaushal Bhawan,
New Delhi, 19-09-2023

To

1. All the Jan Shikshan Sansthans
2. All the Regional Directors, RDSDEs
3. NIESBUD

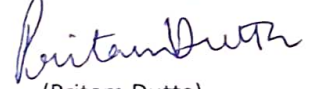
Subject: Guidelines for Implementation of Scheme of Jan Shikshan Sansthan- 2.0 - Reg

Sir/ Madam,

The Guidelines for Scheme of Jan Shikshan Sansthan- 2.0 is enclosed herewith for implementation with effect from the date of issue of this letter.

2. This guideline supersedes all other guidelines issued under the previous version of the scheme.
3. This issues with the approval of Competent Authority.

Yours faithfully,


(Pritam Dutta)
Director

Encl: As stated above

Copy for information to:

1. Sr PPS to Secretary (MSDE)
2. PS to AS(KKD), MSDE
3. Sr. Economic Adviser, MSDE
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Abbreviations and Acronyms

1. AAP	Annual Action Plan
2. AEBAS	Aadhaar Enabled Biometric Attendance System
3. BADP	Border Area Development Plan
4. BoM	Board of Management
5. CAG	Comptroller and Auditor General of India
6. CSR	Corporate Social Responsibility
7. DF	Development Fund
8. DJSS	Directorate of Jan Shikshan Sansthan
9. DSC	District Skill Committee
10. EC	Executive Committee
11. EoI	Expression of Interest
12. FY	Financial Year
13. GFR	General Financial Rules
14. GIA	Grants-in-Aid
15. IGNOU	Indira Gandhi National Open University
16. IIE	Indian Institute of Entrepreneurship
17. IIM	Indian Institute of Management
18. IIPA	Indian Institute of Public Administration
19. JLG	Joint Liability Group
20. JSS	Jan Shikshan Sansthan
21. LWE	Left Wing Extremism
22. MFI	Micro-Finance Institution
23. MGNF	Mahatma Gandhi National Fellowship
24. MSDE	Ministry of Skill Development and Entrepreneurship
25. NBFCs	Non- Banking Financial Companies
26. NCVET	National Council for Vocational Education and Training



27. NGO	Non-Governmental Organization
28. NIESBUD	National Institute of Entrepreneurship and Small Business Development
29. NIOS	National Institute of Open Schooling
30. NSQF	National Skill Qualification Framework
31. NSTI	National Skill Training Institute
32. OBCs	Other Backward Classes
33. ODOP	One District One Product
34. PFMS	Public Financial Management System
35. PMKK	Pradhan Mantri Kaushal Kendra
36. PMKVY	Pradhan Mantri Kaushal Vikas Yojana
37. PO	Programme Officer
38. SC	Scheduled Caste
39. SHG	SelfHelp Group
40. SSDM	State Skill Development Mission
41. ST	Scheduled Tribe
42. SVP	Shramik Vidyapeeth
43. TAT	Turn Around Time
44. ToT	Training of Trainer
45. UT	Union Territory



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1. Rationale and Approach

1.1 What is Jan Shikshan Sansthan (JSS) Scheme?

The Jan Shikshan Sansthan (JSS) Scheme, initially launched as Shramik Vidyapeeth (SVP) in 1967, aims to provide *skill training in a non-formal mode at the doorsteps of the beneficiary* through registered Societies (NGOs) with 100% grant from the Government of India.

1.1.2 The objective of the scheme is to increase the household income by promoting self/wage employment through skill development training. The skill training provided through JSSs is, *flexible, affordable and highly accessible* to women, Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBCs), minorities, and any other disadvantaged groups of society.

1.1.3 The strength of the scheme is its *community-connect* and involvement of local administration, village functionaries and other key stakeholders, thus enabling effective mobilization of infrastructure, resources, and beneficiaries.

1.1.4 The JSSs also conduct activities to create awareness in the community on important issues such as social, economic, health, financial literacy, and environment, etc.

1.2 Who are the Target Beneficiaries?

1.2.1 The target beneficiaries of the scheme are non-literates, neo-literates and persons having rudimentary level of education (70%), school dropouts up to class 12th (20%), and graduates (10%) in the age group of 15-45 years. Age relaxation is given to Divyangjan and other deserving cases, especially women.

1.2.2 The priority groups are women, SCs, STs, OBC and minorities in the rural areas and urban low-income areas.

1.3 Who are the Stakeholders in the Scheme?

1.3.1 The key stakeholders in the scheme are the Banks/financial institutions, target beneficiaries, parent bodies of the JSSs, Board of Management (BOM) of JSSs, local industries/other employers, Panchayati Raj Institutions (PRIs), key local community members, elected representatives, and state/district-level representatives, etc.

1.3.2 The scheme is implemented through JSSs which are functioning under the aegis of respective parent bodies. The parent body is required to register the JSS as a separate NGO under the Societies Registration Act, 1860. These JSSs receive financial assistance in the form of Grants-in-aid (GIA) from the Government of India for imparting skill training to the various population cohorts as mentioned above.



1.4 What are the guiding principles for the scheme?

The JSS Scheme aims to provide skill training to the target groups in an integrated manner, on the following principles:

- a) Non-/Neo-literates/school dropouts/persons having rudimentary level of education must have continuous access to skill opportunities throughout her/his life.
- b) The skill training courses should have a local market demand and should lead to increase in income of beneficiaries.
- c) Courses taught are diversified, flexible and adaptable to varying needs and situations.
- d) The training should be affordable and accessible to target people.
- e) The skilling courses should be aligned with the National Standard Qualification Framework (NSQF).
- f) The skill training should be conducted with the support of the local community at the doorstep of the beneficiary.

1.5 What are the steps to conduct skill training programme in JSSs?

The key steps to conduct the training programme are:

1.5.1 Course-selection: The courses are selected based on the local market demand and beneficiaries' requirements assessed through door-to-door surveys. Courses with maximum wage/self-employment opportunities are selected. To maintain uniformity and skill standards, all the courses are aligned to NSQF standards. Digital Literacy and employability skills are also incorporated in the course curriculum. Courses on local traditional skills are also promoted.

1.5.2 Beneficiary enrolment: JSS creates on-ground awareness about the courses offered under the scheme, and counsels the beneficiaries based on their area of interest, and undertake skill mapping accordingly. Program staff is deployed in each JSS to assist beneficiaries in selecting appropriate courses. The JSSs follow Aadhaar-based enrolment system.

1.5.3 Course curriculum: The courses offered in the JSS are a blend of technical and employability skills. This enables the beneficiaries in learning the right set of skills to be utilised for gainful self/wage employment.

The Directorate of JSS (DJSS) has developed suitable job roles for the JSS clientele. The National Council for Vocational Education and Training (NCVET) has approved 15 Qualifications / Courses for JSS scheme, which have been aligned with NSQF levels 2 and 3. The training will be imparted in these qualifications/job roles by JSSs from FY 2022-23.

The DJSS may introduce new job roles/revise old job roles for the clientele based on periodic reviews from time-to-



time and get them duly approved from NCVET.

1.5.4 Training process: The training begins with the selection of course and creation of batch consisting of 20 beneficiaries. The methodology of teaching includes both theoretical (30%) and practical (70%) learning. Livelihood experience, market exposure and systematic evidence-based assessment systems are included in the courses to make learning more effective.

1.5.5 Training assessment: The assessment of JSS beneficiaries will be conducted by DJSS through a pool of assessors consisting of experienced resource persons selected from the neighbouring JSSs. The assessment is divided into three parts: theory (20% - 30%), practical (60% - 70%) and viva (10% - 20%). The evidence-based Assessment system ensures transparency in assessment and the online certificate having QR Code, National emblem, logos of JSS and Skill India Mission promotes credibility of the skill training for placement.

1.6 Anticipated Output and Outcome of the Scheme

The aim is to train 28.18lakh beneficiaries from FY 2022-23 to FY 2025-26. The JSS network has accordingly been planned to expand in aspirational, LWE, tribal, border and other backward districts of the country to increase the annual training capacity from 4.76 lakh beneficiaries in FY 2021-22 to 9.07 lakh beneficiaries in the FY 2025-26.

Some of the possible outcomes to determine the impact of the scheme are indicated in the **Table 1** below:

Table 1: Possible outcomes to determine the impact of the scheme

S.No.	Outcomes
1	Number of beneficiaries enrolled and trained against the target set for the respective Financial Year
2	Percentage of female, SC, ST trained beneficiaries
3	Percentage of beneficiaries provided with self/wage employment post training
4	Number of awareness generation and sensitization programs (including workshops, seminars, advertisements, video conferences, job melas, exhibition of JSS products, etc.) organised
5	Percentage of trainees participated in job fairs, rozgar-melas, and exhibitions, etc.
6	Percentage of beneficiaries who availed loan facilities from formal sector like Banks/ NBFCs, etc.

It is further envisaged that MSDE may conduct an independent evaluation to measure the impact created from time-to-time.

2 Roles and Responsibilities of the Key Stakeholders

(a) Ministry of Skill Development & Entrepreneurship (MSDE): The MSDE will be responsible for the overall management of the implementation of the JSS scheme



which includes the formulation of policies, selection of new JSSs, termination/cancellation, constitution /reconstitution of Board of Management of the JSSs, funding, evaluation, etc. through its subordinate offices.

(b) Directorate of Jan Shikshan Sansthan (DJSS): The DJSS, which is a subordinate office of the MSDE, will be responsible for monitoring and supervising the overall implementation of the JSS scheme. Apart from its monitoring function, it will also act as an Awarding Body and Assessment Agency for the courses taught under the JSS scheme as approved by NCVET.

(c) National Council for Vocational Education and Training (NCVET): The NCVET is the regulatory body for the DJSS in terms of its Awarding Body and Assessment Agency functions. Also, NCVET will review and approve the courses designed from time-to-time by DJSS for the JSS scheme.

(d) Regional Directorate of Skill Development and Entrepreneurship (RDSDEs): The RDSDEs, under the Directorate General of Training (DGT), will be assigned to undertake periodic field visits of the JSS centres, field inspections of the applicant agencies for setting up of new JSSs, providing inputs to the DJSS on local traditional skills and skill demand in their areas. Apart from these, they will also support the ministry in handling the court cases and other grievances related to JSSs.

(e) District Skill Committees (DSCs): The DSCs will be involved with the JSS scheme at the district level in the identification of skill-related demands of the district, monitoring

of the implementation of the scheme at the district level, etc. The DSCs will also provide inputs to the DJSS for enhancing the performance of JSS.

(f) Advisory Council for JSS scheme: An Advisory Council having experts from the field of skilling, corporate sectors/Industries, information technology and media & publicity will be set up at the ministry for seeking advice and guidance for preparing the roadmap for stepping up skill development training for gainful self/wage employment, convergence of skilling and education, Industry/market linkages, facilitating formal credit through banks/NBFCs/MFIs and promoting partnership with corporate/industries under the JSS scheme.

(g) Jan Shikshan Sansthans (JSSs): The JSSs will be responsible for the effective implementation of the JSS scheme in line with the achievement of the objectives of the Skill India Mission.

(h) Board of Management (BoM): Each JSS has its BoM which acts as an administrative body to supervise the functioning of the JSS. One of the key objectives of the BoM is to periodically review the programmes implemented by the JSS concerned to effect modifications and improvements. BoM members will visit the skill training centres periodically and place their observations in the Board meeting for taking corrective measures for improving the functioning of JSS. Some of the agenda points are given below:

- i. Physical target achievement
- ii. Credit Linkages and Loan Mobilization



- iii. Progress on self-employment/wage employment
- iv. Review of visit reports of training centres
- v. Requirement of new job roles
- vi. Expenditure from the Development Fund
- vii. Compliance with the directions of DJSS
- viii. Participation in government campaigns
- ix. Discussion on the decisions made during previous meeting
- x. Audit objections raised by CAG
- xi. Status of grievances received and their disposal
- xii. Any other important agenda related to the JSS

3 Programme Planning and Implementation

The JSSs offer vocational and employability skills at a minimal cost with ease of accessibility. The programmes are planned in accordance with the needs and requirements of the beneficiaries.

3.1 What are the different Types of Programmes implemented by the JSS?

The JSS shall organize programmes keeping in view the objectives and target groups in the district in which it is located. The following are the three types of programmes conducted by the JSSs to achieve its goals:

- I. Skill Training
- II. Activities
- III. Capacity Building Programmes

3.2 What are the steps followed during skill training?

The JSSs impart vocational skills to the target group at their convenient place and time. To organize skill training programmes, the following steps are to be followed:

(a) Area identification for conducting surveys: The programme staff of the JSS prepares the district profile and identifies the Gram Panchayats/low-income areas/semi-urban areas for intensive coverage of economically and socially backward sections of the society. These areas are allotted to the programme staff of JSS for planning and implementation of the programme.

(b) Conducting community meetings: On-field meetings with the community leaders are conducted before commencing any programme in the operational area. Their cooperation and support are sought for the identification of the venue and arrangement of locally available resources such as equipment/tools/other logistic support for the training centres.

(c) Conducting area surveys: Area Surveys are conducted for the identification of the backward blocks/mandalshaving population of SC, ST, OBCs and minorities for the coverage of the eligible target beneficiaries. The JSSs may collect primary and secondary data on skill gaps in the operational area to ascertain the skills which have market demand in the local area. JSSs may also obtain the skill demand/report on the skill gap study from



the District Skill Committee (DSC) of the respective district.

(d) Preparation of Action Plan: The list of courses provided by the DJSS in the JSS portal may be examined for their applicability in the area. The courses having local demand are to be mapped with the list provided by the DJSS. DSC suggested courses may also be included in the action plan. While doing so, professional agencies such as National Skill Training Institutes (NSTI)/Indian Institute of Entrepreneurship (IIE)/National Institute of Entrepreneurship and Small Business Development (NIESBUD) may be consulted for the applicability of courses in their areas. Accordingly, the Annual Action Plan will be prepared by the JSS and submitted online on JSS Portal for approval. The training costs should be in accordance with the norms approved by the Ministry. Sub-contracting, sub-letting, or franchise arrangement of any kind, for the allocated targets is prohibited and it would result in termination of the JSS as per chapter 9 of the JSS guidelines.

(e) Selection of Resource Persons (RPs): A person having qualification and experience as mentioned in the model curriculum of the respective job roles may be selected as resource person for imparting skill training. RPs will be paid honorarium on an hourly basis. Preference may be given to locally available resource persons.

(f) Setting up of training centres: Since the jurisdiction of a JSS is the entire district, including rural and urban areas, multiple training centres may be set up across the district to cover the annual target of 1,800

beneficiaries. The JSS should set up at least one training centre at the head office. While setting up training centres due care must be taken to cover all blocks of the district on rotational basis.

(g) Skill training as per curriculum: The training must be imparted as per the course curriculum available on the JSS Portal as well as National Qualification Register (NQR). The RPs should be instructed to keep the curriculum/handbook and sample practical records in the training centre and strictly follow the curriculum.

(h) Marking of attendance: The attendance of the beneficiaries and resource persons must be marked daily through Aadhaar-enabled biometric attendance system (AEBAS). The JSSs must ensure the facility for marking biometric attendance in the training centre. The trainers and assessors visiting training centres for training or assessment shall also be mandated to 100% biometric attendance. In addition to biometric attendance, JSS should also maintain a physical attendance register in the training centre which includes details such as the name of the training centre, resource person, name of the beneficiaries, batch timings, and other batch details, etc.

(i) Assessment and Certification of beneficiaries: The skill competency of beneficiaries will be assessed through a systematic evidence-based assessment system.

The DJSS shall be the Awarding Body and Assessment Agency for the scheme of JSS.



Certification: The beneficiaries who have successfully passed the assessment shall be issued certificates through JSS portal which will have three logos: i.e., the National emblem, JSS and Skill India. The features of this certificate are:

- i. It carries the tagline “*Dakshata, Swavlamban, Samman*”.
- ii. A barcode entailing information about the candidate, course duration and certification.
- iii. Photograph of the candidate.
- iv. Bilingual, i.e., English and Hindi/regional language.

Note: JSS shall solely be responsible for any dispute, malpractices, misuse, and data/record of individual beneficiaries. MSDE or DJSS will not be the party to any such dispute/claim.

3.3 How are the Trained Beneficiaries linked with Employment Opportunities?

A Livelihood Cell will be created at each JSS headed by the Programme Officer of the concerned JSS and supported by other staff members of the JSS. The Livelihood Cell will be linked with the appropriate National / State portal for the promotion of livelihood opportunities. No additional funding/financial implication would be involved for the functioning of the Livelihood Cell.

The functions of the Livelihood Cell are:

- i. To map the skills of the JSS beneficiaries with parameters such as availability of self/wage employment and apprenticeship opportunities.

- ii. To provide counselling support to beneficiaries for enabling them to take up self/wage employment in related trades as per the market need.

- iii. To act as a bridge between employers, banks/micro-finance institutions/State Governments/ NABARD for delivering the benefit of schemes of financial assistance/loans to JSS beneficiaries, especially women.

- iv. To create a linkage between the State Skill Development Mission (SSDM), and employers to upload/ download data on/from appropriate National/ State level portals for the promotion of livelihood opportunities.

- v. To create livelihood linkages/placement tracking system.

- vi. To endeavour towards formation of at least 5 Self Help Groups (SHGs) / Joint Liability Group (JLG) in a year to promote entrepreneurship.

3.4 What is the importance of activities conducted by the JSS?

The JSS conducts various activities to develop cordial relationships with the community which helps in organizing skill training programmes. These activities are intended towards creating awareness among the rural masses on local issues such as health, personal hygiene, education, financial literacy, environment, women’s issues, and national/ international important days. The indicative list of activities carried out by the JSSs is given in the **Table 2** below:



Table 2: List of suggestive/indicative activities carried out by the JSSs

S.No Activities

	National Youth Day (12 January)
	Republic Day (26 January)
	International Mother Language Day (21 February)
	International Women’s Day (8 March)
	World Health Day (7 April)
	International Labour Day (1 May)
	World day against child labour (12 June)
	International Yoga Day (21 June)
	Micro, Small, and Medium-sized Enterprises Day (27 June)
1	World Youth Skills Day (15 July)
1	Independence Day (15 August)
1	Gandhi Jayanti (2 October)
1	Indian Constitution Day (26 November)
1	World AIDS Day (1 December)
1	International day of Persons with Disabilities (3 December)
1	Other local important days/issues, etc.

3.5 How are capacity-building programmes for the JSS functionaries conducted?

The JSSs engages in multifarious roles and activities to achieve their goals. It is imperative that the functionaries of these institutions are well-trained in managing this range of tasks efficiently and effectively. It is, therefore, important that substantial investments are made to build capacity at all levels.

The capacity-building programmes for the JSS functionaries will be conducted through professional agencies like National Skill Training Institutes (NSTI)/Indian Institute of Entrepreneurship (IIE)/National Institute of

Entrepreneurship and Small Business Development (NIESBUD)/ Indira Gandhi National Open University (IGNOU)/reputed academic institutions/institutes conducting capacity building for social sector programmes at National/State level.

4 Selection of Job Roles

The vocational curriculum plays a vital role in imparting skills to the beneficiaries. Since the inception of the scheme, priority is given to the need-based vocational courses which are suitable to the locality or for a group.

4.1 What are the criteria for the selection of Job Roles?

The criteria for the selection of Job Roles are as below:

- i. The courses should have local demand and lead to the enhancement of family income.
- ii. The courses should be of comparatively lower cost and have greater demand and higher anticipated income.
- iii. JSS should have the capacity to administer the training in selected courses.

4.2 What are the languages and the medium of delivery of course content?

The course content will be available in Hindi/regional languages and English language. The curriculum may also be translated by the JSSs in to other Indian languages as per the requirements of the



beneficiaries for their better understanding. The medium of training delivery will be Indian languages.

4.3 What are the different categories of courses offered under the JSS scheme?

JSSs should emerge as an institute to provide opportunities for the beneficiaries to establish their own businesses leading to self-employment, and wage employment in the local industries, to enhance their income and quality of life. Therefore, the courses offered in the JSS scheme are broadly divided into three categories, namely, production-oriented, service-oriented, and IT-oriented. The local traditional skills are also promoted. An indicative list of courses is given in **Table 3** below:

Table 3: Indicative list of courses conducted under the JSS scheme

S.No.	Sector	Name of the QP / Job Role
1	Apparel, Made-Ups & Home Furnishing	Assistant Dress Maker
2	Automotive	Helper- Two/ Three Wheeler Mechanic
3	Beauty & Wellness	Beauty Care Assistant
4	Capital Goods & Manufacturing	Assistant Welder & Fabricator
5	Domestic Worker	Domestic Care Attendant
6	Electronics & Hardware	Helper- Electrical Technician
7	Electronics & Hardware	Helper-Wireman

8	Food Processing	Assistant Fruits and Vegetable Processing and Preservation
9	Handicrafts & Carpets	Assistant Hand Embroider –(Phulkari / Chickankari / Kashmiri / Zari Zardozi / Kantha)
10	Handicrafts & Carpets	Assistant Carpet Weaver- Knotted
11	Handicrafts & Carpets	Assistant Artisan- Bamboo Craft
12	Handicrafts & Carpets	Assistant-Jute Craft Product Maker
13	IT-ITES	Assistant Computer Operator
14	Plumbing	Assistant - Plumbing and Sanitary Work
15	Textiles & Handlooms	Assistant Textile Printer

4.4 How much course fees a JSS can collect from the beneficiaries?

The JSSs may collect a maximum fees of ₹ 100 per month from the beneficiaries. However, the JSSs will not charge any fee from the beneficiaries belonging to SC, ST, Divyangjan, economically weaker sections of the society, and BPL category. Care shall be taken by the individual JSSs not to commercialize the programmes.

The fees collected from the beneficiaries shall be deposited in the Development Fund (DF) account and shall be utilized in accordance with the provisions of DF account (please see Para 6.5).



5 Administrative structure, Organization and Management of the JSSs

The JSSs are sanctioned to organizations/institutions (registered under Societies Registration Act, 1860 or Indian Trusts Act, 1882 or Section 8 of Companies Act, 2013) through an open advertisement of Expression of Interest (EOI). The organization/institution must be registered under sections 12A & 80G of the Income Tax Act and NGO Darpan Portal of NITI Aayog.

Organisations selected for allotment of the JSSs are known as the Parent Body or the Parent Organization of the JSS. Each JSS should be registered independently under the Societies Registration Act of the concerned State / UT and shall operate as per the Memorandum of Association and Bye-laws and work under the leadership of Parent Organisation.

5.1 What is the Administrative structure of the JSSs?

The administrative structure of the JSSs consists of following:

- (a) Board of Management
- (b) Executive Committee
- (c) JSS Staff

5.2 What is Board of Management and who are its Members?

The affairs of each JSS shall be managed by a Board of Management (BoM) having members representing the interest of the target group. The BoM consist of 16

members. The list of members of the BoM is provided in [Annexure 1](#).

The BoM is chaired by the Chairperson, who shall be the honorary head of the JSS. The details regarding the selection, powers, functions and duties of the chairperson are provided in [Annexure 2](#).

5.3 How is the Board of Management is constituted/reconstituted?

The BoM is constituted with the filling up of slots of 16 member Board which includes the Chairperson, official and non-official members. The Director of the JSS shall be the Member-Secretary of the BoM. The complete filled-in proposal for the constitution/reconstitution of the Board is then sent to the DJSS for approval. The detailed process for this is provided in [Annexure 3](#).

5.4 What are the Powers, Functions, and Duration of the Board of Management?

The BoM serves as the decision-making and supervisory body for managing the affairs of a JSS. The detailed powers, functions and duration of the BoM are provided in [Annexure 4](#).

5.5 Meetings of the Board of Management

The following shall be observed with regard to the meetings of the BoM:



- (a) Every meeting shall be presided over by the Chairperson, and in the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting.
- (b) In the absence of the Chairperson and Vice-Chairperson, one of the Non-official members of the BoM present and selected from among the members will preside over that meeting.
- (c) Nine members of the Board present in any meeting shall constitute the quorum. No meeting shall take place in the absence of the Member-Secretary, except in unavoidable circumstances. In such cases, the next senior staff member will act as his/her substitute.
- (d) Meetings of the BoM shall be held quarterly. There should not be more than six months gap between two consecutive meetings and a minimum of two meetings in a year is compulsory. The time and place may be determined by the Chairperson and not less than 15 days' notice shall be given to the members.
- (e) The draft annual report and the yearly accounts of the JSS for the preceding financial year shall have to be approved by the BoM.
- (f) The proceedings of each meeting of BoM shall be recorded and a copy of the minutes of such meetings shall be furnished to all the members. A copy of the minutes shall be sent through email to the DJSS and the same shall be

uploaded in JSS Portal within 7 days after the meeting.

- (g) An emergency meeting of the BoM shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least three days' notice. Discussions that have taken place in the emergency meeting need to be placed before the full meeting of the BoM when it meets next.
- (h) In case of a difference of opinion among the members and where there is an equal division, the Chairperson shall have the right of casting vote.
- (i) All the complaints/grievances of JSS staff / resource persons shall be dealt by the BoM.
- (j) Any disputed matter shall be referred to MSDE, whose decision would be binding.

5.6 What are the Powers and Composition of the Executive Committee?

An Executive Committee (EC) will be formed to assist the BoM for the management and control of the affairs of the JSS. The EC consists of the following members:

- i. Vice-Chairperson(Chairperson of the Executive Committee) of BoM
- ii. Two non-official Members of the BoM
- iii. Representative of the District Collector from the Skill/Rural Development Department



- iv. One member representing the Principal from Govt. ITI / Polytechnic
- v. Director of JSS will act as Member Secretary

The Executive Committee is empowered to manage the affairs and funds of the JSS with the approval of the BoM. It shall also have the authority to exercise such powers of the BoM as may be delegated to it from time-to-time. The detailed powers and functions of the EC are provided in Annexure 5.

5.7 Residual Powers of Ministry of Skill Development & Entrepreneurship

The Chairperson and Member-Secretary of the JSS will remain in office as long as they enjoy the confidence of the Ministry. The MSDE will have the final say as far as their membership and the term of office is concerned.

5.8 Delegation of Powers

The BoM or the EC may, by resolution, delegate to its Member-Secretary/any other officer, Sub-Committee(s) as may be constituted from time-to-time, such routine administrative/financial powers as it may consider necessary for smooth functioning of JSS.

Any decision made under such delegation of powers shall be ratified by the BoM in its next meeting.

5.9 Who are the staff of JSS?

Each JSS should have qualified and experienced staff for the planning and organization of the programmes, for developing and maintaining collaboration with other institutions/agencies, and for the general administration of the JSS. It is, therefore, suggested that every JSS must have core staff comprising of one Director, one Programme Officer, Assistant Programme Officer/Field Co-ordinator, Accountant, Computer Operator, etc. Director will be the administrative head of the Organization. All the staff of JSS shall be appointed purely on contractual basis by the BoM as per the guidelines to ensure:

- Systematic conduct of programmes;
- Regular and accurate maintenance of accounts;
- Regular planning and monitoring;
- Smooth administration; and
- Adequate supervision of activities, both at head office and field levels.

The JSS Staff are appointed by the BoM purely on contractual basis and not by the MSDE. The role of MSDE is strictly limited to providing financial assistance to the JSS as per the approved financial pattern. The staffs of the JSS are not the employees of the Ministry/GOI.



5.10 How the positions of staff members are filled?

All the positions shall be filled on contractual basis through open advertisement by the BoM. It may be ensured that blood relative of the Chairperson / Director is not appointed as staff of the JSS. An affidavit to this effect shall be submitted by the Chairperson to DJSS.

The decisions with regard to the number of staff, their emoluments, duties and functions and their designations will rest entirely with the BoM.

Annual Recurring Grant

<i>Budget Head</i>	₹ (in lakh)
<i>Emoluments*</i>	20
<i>Programme Expenses</i>	24
<i>Office Expenses</i>	6
Total	50

**Includes employer's subscription towards EPF and gratuity, as applicable.*

5.11 What is the maximum age limit for serving as staff in JSS?

No staff can serve JSS beyond the age of 60 years.

5.12 What are the Powers, Functions, and Duties of the JSS Director?

The Director is the executive head of JSS and the Member Secretary of the BoM. Subject to any orders, rules, and bye-laws of the JSS, the Director shall be

responsible for proper administration of the affairs of the JSS under the direction and guidance of the BoM.

All the details related to the powers, functions, duties, recruitment, emoluments and termination of the Director are provided in [Annexure 6](#).

6 Financial Management and Funding Pattern

The JSS scheme is implemented through NGOs with lump-sum Grant-in-aid on annual basis and one-time non-recurring grants-in-aid of ₹20 lakh at the time of sanction of new JSS from the MSDE.

The annual recurring grants-in-aid of ₹50 lakh are provided to meet the Emoluments, Programme Expenses, and Office Expenses. The breakup of the annual recurring grants-in-aid is given in the **Table 4** below:

[Table 4: Head-wise allocation of grants-in-aid](#)

One-time non-recurring grants-in-aid of ₹20 lakh is provided to the Parent Body at the time of sanction of new JSS for the procurement of tools and equipment and other office infrastructure. The details of admissible items of expenditure and other terms and conditions are provided in [Annexure 7](#).

The JSS may undertake fee-based training programmes/CSR-funded programs/State Skill Mission/ line departments/ local government-sponsored programs without diluting the main functions of the JSS.



6.1 Release of Funds

The Grants-in-aid to the JSSs will be released through the Central Nodal Agency (CNA) designated by MSDE for the scheme of JSS. The JSSs will maintain a Zero Balance Subsidiary accounts (ZBSA) which will be mapped with CNA's account.

The JSSs will be allocated drawing limits which will be decided by the CNA from time to time and will draw on real time basis from the CNA account.

The JSSs will continue to submit the Physical Target Achievement Report, Utilization Certificate and Audited Statement of Accounts for the previous Financial Year to MSDE.

The recurring Grants-in-aid will be released based on the number of beneficiaries trained by the JSS against the assigned annual target of 1,800 beneficiaries. Any shortfall in achieving the physical target will attract proportional deductions in annual recurring Grants-in-aid on pro rata basis.

Relaxation in annual coverage not less than 900 beneficiaries shall be considered on case-to-case basis for thinly populated districts/hilly/Island/ Border areas. The recurring grants-in-aid will be released accordingly, as per the approved annual target.

6.2 How the Grants-in-aid utilized?

The annual recurring grants-in-aid shall be utilized broadly for conducting skill training, emolument to staff, payment of honorarium to the resource persons, purchase of teaching and learning materials, payment of rent, maintenance of vehicle and other office expenditures, etc.

6.3 What are the general principles followed for the re-appropriation of funds from the heads of expenditures?

The JSSs shall incur expenditure as per the ceiling indicated in the **Table 4**. In cases of anticipated excess expenditure under Programme Expense and Office Expenses Head, re-appropriation from Emoluments Head to these Heads is permissible with the approval of BoM. However, no re-appropriation shall be permitted from Programme Expenses Head to Emoluments and/or Office Expenses Head.

Note: It is mandatory to obtain approval of the BoM for any re-appropriation of funds.

6.4 What is Development Fund Account?

The Development Fund (DF) Account is the separate account maintained by the JSSs for the fund generated by the JSS on account of the following:

- a) Fees collected from the trainees
- b) Donations
- c) Consultancy fees for the programmes conducted by JSS on behalf of the other departments/agencies
- d) Funds received under CSR Programmes
- e) Any income other than Grants-in-aid received from the Government of India



Note: The Development Fund shall be subject to audit and it shall be reflected in the audited statement of the accounts of the JSS.

6.5 What are the broad items on which Development Fund can be spent?

The amount under the Development Fund shall be spent broadly on the following items:

- i. Capacity building of the staff
- ii. Organizing field visits to the successful projects in the same district/ adjoining district or in the same State
- iii. Exhibitions/Stalls/Melas being held in the same district or at the State level where products related to their courses are being displayed/any entrepreneurship workshop organized by district authorities or State Government /awareness workshops with the banks/credit societies
- iv. Conducting surveys on Job role requirement
- v. Necessary Infrastructure Facilities.
- vi. Incentivizing staff performance up to a limit of 20% of the fund generated in a year as decided by the BoM.
- vii. Should we also include conducting awareness drives.

Note: The proposals for incurring expenditure from the Development Fund shall be placed in the meeting of the BoM. The JSSs may incur expenditure to a limit of 20% of the total fund generated in a year. To incur expenditure from the Development Fund, financial proprietary shall be maintained, and all expenditure shall be subject to audit by the independent auditors selected by the Ministry or the Internal Audit Wing of MSDE.

6.6 What are the Terms and Conditions on the usage of Development Fund?

- I. The Development fund shall not be utilized for meeting office expenses or any kind of payment and perks to the JSS Staff.
- II. The transfer of funds from Development Fund Account to Parent Body or any other account not related to JSS is strictly prohibited.
- III. Development fund shall not be utilized for creation of any immovable assets.

7. Selection of new JSSs

The vision of the Ministry is to set up one JSS in each district of the country in a phased manner. The priority is given to Aspirational districts, Backward Districts, LWE-affected districts, hilly/Island areas, and Border areas across the States/UTs.

7.1 How the applications for setting up of new JSSs invited?

The Ministry invites online applications from interested agencies through Expression of Interest (EOI). The invitation for EOI is published in national newspapers (dailies) both in Hindi and English, and website of MSDE and JSS Portal.



7.2 What are the Eligibility Criteria for Applicant Agencies?

Any agency, registered under the Societies Registration Act, 1860/Indian Trusts Act, 1882/Section 8 of Companies Act, 2013 with a minimum of three (03) years of experience as on the date of application and fulfilling the below-mentioned criteria may apply for new JSS:

- (a) Valid Registration under Section 12A & 80G of the Income Tax Act, 1961 and NGO DARPAN Portal of NITI Aayog.
- (b) Minimum annual turnover of ₹10.00 lakh in each financial year for the last three financial years.
- (c) At least three (03) years of experience in conducting vocational training/skill development / running educational institutions including medical / entrepreneurship/community development / rural development/healthcare/ life skills/welfare programmes.

7.3 How the Application Form is submitted?

Interested agencies fulfilling the eligibility conditions can submit their detailed proposal only through an online application on JSS web Portal (www.jss.gov.in). Agency may submit a single application for multiple districts.

7.4 What are the Steps involved in the Selection Process?

The online applications are scrutinized by a designated software developed for the

purpose. Based on the requisite criteria, the eligible agencies are further recommended for field visits to their base location and the applied location. The top three agencies of each district are then called for a technical presentation. The final selection is done based on the cumulative marks obtained at each stage. The detailed process, terms and conditions and other necessary details related to the selection process for the establishment of new JSSs are given in Annexure 8.

7.5 What happens after the allocation of JSS?

The agency is required to submit a Bank Guarantee of ₹ 20 lakh from any Scheduled Commercial Bank for each of the districts allotted. After submitting the Bank Guarantee, the Ministry issues Sanction Letter awarding the JSS to the agency along with the non-recurring Grants-in-aid for setting up of new JSS in the allotted district.

The agency must register the JSS as a separate entity under Societies Registration Act as per the State / UT Act in the sanctioned District/State within 90 days from the date of sanction of JSS.

7.6 Can any corporate/industry set up a JSS training centre?

Industries / corporate sector are encouraged to set up vocational skill centres in the urban low -income areas and their adopted areas on the lines of the JSS model from their Corporate Social Responsibility (CSR) funds. They may directly send their proposal to the Ministry along with the Concept Note and the Implementation Plan.



8. Monitoring and Evaluation

8.1 What monitoring mechanism is put up in place for the JSS scheme by the Ministry?

The Ministry through DJSS will monitor the implementation of the Scheme by the JSSs. At State level RDSDEs will be assigned the task of monitoring and supervision of JSSs in their jurisdiction. The services of the (DSCs) may also be utilized in monitoring the implementation of the scheme at the district level. The RDSDEs and the DSCs will provide inputs to the DJSS for taking remedial measures for effective improvement of JSS. The services of MGNF fellows may be utilized for conducting periodic visits of the JSS centres.

The DJSS through its periodic review meetings, online portal and field visits would monitor the implementation of the scheme.

8.2 What monitoring mechanism is put in place at the JSS Level?

The BoM of the JSS periodically reviews the programmes implemented by the JSS. The BoM members are expected to visit the skill training centres periodically and place their observations in the BoM meeting for taking corrective measures for improving the functioning of JSS.

8.3 Self-Evaluation at the JSS Level

The responsibility for the concurrent evaluation of the JSS shall vest with the BoM and staff of the concerned JSS. A system of self-evaluation shall be a part of the programme organized by each JSS.

DJSS shall formulate evaluation guidelines and circulate to JSS for compliance. The evaluation shall include:

- (a) The fulfillment of the objectives of the JSS may be reviewed by the BoM
- (b) Providing feedback for the improvement of the programme, particularly curriculum, methods, cost, and organization
- (c) Impact of the programme on the beneficiaries
- (d) Initiatives taken towards self-employment/wage employment of the JSS beneficiaries
- (e) Number of Capacity Building programmes organized for the JSS staff and its outcome
- (f) Number of awareness activities organized by the JSS and its outcomes

8.4 Grading of JSSs

In order to bring about qualitative and quantitative improvement in the performance of JSSs, a robust grading mechanism has been developed by the Ministry to assess the efforts and performance of JSSs. The efforts of the better-performing JSSs may be recognized through incentives; the under-performers will be put on a watch list and may be penalized through disincentives.

The grading exercise shall be conducted every two years which will provide an opportunity for low-graded institutions to perform better and score higher during



the next grading process. The grading of JSS will be valid for two (02) years from the date of publication of such grading by MSDE.

9. Termination Procedure

The JSSs are set up with the objective of improving the quality of life of women, SC, ST, OBCs, minorities and other disadvantaged sections of the society by increasing their family income through skill training. Any deviation from the objectives, as contained in these guidelines, will attract punitive action including termination from the scheme. The Ministry follows zero tolerance policy towards any non-conformity with the guidelines.

In cases where in the parent body/JSS is found violating the guidelines/involved in serious financial irregularities/continued poor performance in the implementation of the scheme, the Grants-in-aid shall be discontinued, and the process of de-recognition/termination shall be initiated.

9.1 What are violations which may attract punitive action including Termination from the scheme?

The Ministry on observation of the following deviations may discontinue the grants-in-aid to JSS and initiate the process of de-recognition/termination of the JSS:

- i. Failure in the achievement of annual targets

- ii. Financial irregularities and improper handling of financial and audit records.
- iii. Non-compliance with PFMS and financial guidelines issued by Government of India from time to time
- iv. Bogus appointment of Staff / resource persons and withdrawal of emoluments/honorarium.
- v. Fake training centers and enrolment of beneficiaries
- vi. Forging/manipulating any data
- vii. Non-accessibility of JSS office.
- viii. JSS office being run in property owned in the name of Chairperson/ Director/ their family members.
- ix. Staff appointed in blood /family relation of the Chairperson of Parent Body / JSS staff or Director, JSS.
- x. Biometric Attendance of the Staff / Resource Persons / Trainees is not maintained
- xi. The Director post is not filled on regular basis within six months from the date of falling vacant
- xii. Non-constitution / re-constitution of BoM within the stipulated period
- xiii. Non-Official Members found to be in blood/family relation of the Chairperson of Parent Organization / JSS staff members.
- xiv. Chairperson / Director / Staff found to have indulged in corruption cases
- xv. The Parent Organization / JSS registration was not renewed as per the state policy
- xvi. Continuous poor performance for two consecutive years



- xvii. The Parent Organization found to be blacklisted by any organization of the Center/ State/ UT government
- xviii. Not following the procedure as per rules in the sale of property/equipment/vehicle/assets purchased out of the Government of India Grants by JSS / Parent NGO
- xix. Serious CAG Audit Objections against the JSS
- xx. Misuse of power by the Chairperson in the appointment of Director against the guidelines
- xxi. Chairperson appointed by the Parent Body without the approval of the Ministry.
- xxii. Mis-utilization of funds of Government Grants and Development Fund
- xxiii. Any kind of sub-letting or sub-contracting or franchisee arrangement for the conduction of training by JSS
- xxiv. Non-compliance with the orders of the MSDE/DJSS
- xxv. Continuous failure to take corrective measures
- xxvi. Bogus bills of Teaching Learning Material (TLM) and fuel expenditure.

9.2 How the cases of grave violations of the guidelines, financial irregularities and complaints of serious nature handled?

On receipt of any complaint of serious nature pertaining to violations of the guidelines, financial irregularities, and malpractices, etc., an enquiry committee

shall be set up to ascertain the facts. The committee will submit a detailed report to the Ministry. Based on the findings of the committee, a show cause notice shall be served to the Chairperson of the concerned JSS seeking detailed explanations. The reply furnished by the concerned JSS shall be examined by the DJSS and if the reply is not found satisfactory, the process of termination/de-recognition shall be initiated.

9.3 What does Termination mean and what further necessary steps are to be taken by the JSS?

The termination would mean the de-recognition of the JSS as a "Jan Shikshan Sansthan". Upon receipt of such termination notice/letter by the MSDE, the parent body shall take all necessary steps to wind up or dissolve the JSS as per the provisions of the Societies Registration Act, 1860.

MSDE will also have the right to independently seek dissolution of the JSS by writing to the regulatory bodies instituted under the relevant statute governing the JSS, if termination is required.

9.4 What are the necessary steps followed during the Winding-up or dissolution of JSS?

The JSS must follow the below-mentioned steps upon winding/dissolution of the JSS:



i. On winding up or dissolution of the JSS, and settlement of all its debts and liabilities, if any property remains, whatsoever, the same shall not be paid or distributed among the members of the BoM or to any of them but shall be handed over to the MSDE or any authority as designated by the MSDE.

ii. The parent body may surrender the JSS with proper reasons and justification. The request will be considered after the settlement of the accounts of JSS.

iii. All the movable and immovable assets should be in the name of JSS and not in the name of parent body or any individual's name. After the de-recognition of a JSS from the scheme, all the movable and immovable assets should be handed over to MSDE. Legal action will be taken against the parent body/individuals involved in the misuse of movable and immovable assets of JSS.

9.5 What happens to the JSSs delinked by the Ministry?

The JSSs, upon observation of any deviation as mentioned in Para 9.1 may attract termination from the scheme. Further, the JSSs delinked by the Ministry from the scheme may be re-allotted to reputed NGOs working in the field of Education, Skill Development, Community Development Rural Development, etc.

9.6 What type of JSSs will be considered for re-allotment?

The JSSs delinked by the Ministry from the scheme and JSSs not having parent body will be considered for re-allotment to suitable agencies.

9.7 How the agencies will be selected for re-allotment of JSS?

The RDSDEs of the concerned States/UTs will recommend list of top three (03) reputed NGOs fulfilling the requisite conditions for the considering re-allotment of JSS. The Ministry will form a committee to review the list of recommended NGOs. After conducting the due diligence one of the recommended NGOs will be re-allotted the JSS.

9.8 What are the eligibility criteria for re-allotment of JSS ?

The eligibility criteria for the re-allotment of JSSs will be same as given in chapter 7.2 of guidelines. Further, the agencies already running JSSs having a good track record will be preferred.

10. Convergence architecture with other Central Government schemes

The skill training imparted under the JSS scheme can be further strengthened by converging its architecture with existing schemes of the Government as per details below:



10.1 Self-Help Groups

To achieve the objectives of the Livelihood Cell in the JSSs, Ministry proposes to converge the scheme with Self-Help Groups (SHGs)/Joint Liability Groups (JLGs) of other Ministries/Departments. Ministry also proposes to conduct Entrepreneurship Development Training especially for SHGs/JLGs to promote the idea of Vocal for Local ('Atmanirbhar Bharat Abhiyaan')/ 'One District One Product' (ODOP) scheme. This measure would lead to the enhancement of livelihood opportunities for the JSS beneficiaries.

10.2 Linkages with Financial Institutions

JSSs have established a Livelihood Cell to encourage the beneficiaries for self/wage employment and assist in the mobilization of loans and formation of SHGs/ JLGs. The efforts will be made to link the JSS beneficiaries with credit facilities through NABARD / Banks / NBFCs / Micro Finance Institutions for encouraging potential entrepreneurs, especially women.

10.3 Equivalency Programmes for 3rd, 5th, and 8th class through NIOS

The National Institute of Open Schooling (NIOS) is an authorized institution to run the education programme for the out-of-school people in the country. Ministry through DJSS will evolve an equivalency system of JSS courses vis-à-vis existing schooling patterns in consultation with NIOS. This initiative aligned with the integration of vocational education with school education proposed under the National Education Policy, 2020, would enable JSS beneficiaries to obtain formal

education besides skilling. Any fees charged by NIOS would be paid by the trainees/students.

11. Robust MIS and web-based Reporting system?

The progress of JSSs is monitored through a web portal. The portal aims to bring transparency, and accountability, providing quality and timely information to all the stakeholders of the skill ecosystem. This is achieved by digitising the process flow of the JSS function which includes all the processes through modules incorporated in the JSS portal such as:

- (a) General Information: The details pertaining to the administrative structure of the JSS, BoM, and parent body etc., are filled up by the JSS concerned.
- (b) Action Plan: The annual action plan is uploaded by the respective JSSs at the beginning of the FY. The DJSS reviews the action plan and accordingly approves it or sends it back with comments for revision.
- (c) Enrolment/Training: The enrolment module enables the JSS for registering the batch, enrolment of beneficiaries, and details of fees collected, etc.
- (d) Assessment: The assessment module provides functionalities for raising assessment requests and re-assessment of the beneficiaries. After the assessment is completed the marks obtained by the beneficiaries are uploaded on portal for generating the online certificates.
- (e) Financial module: The financial module collects the information

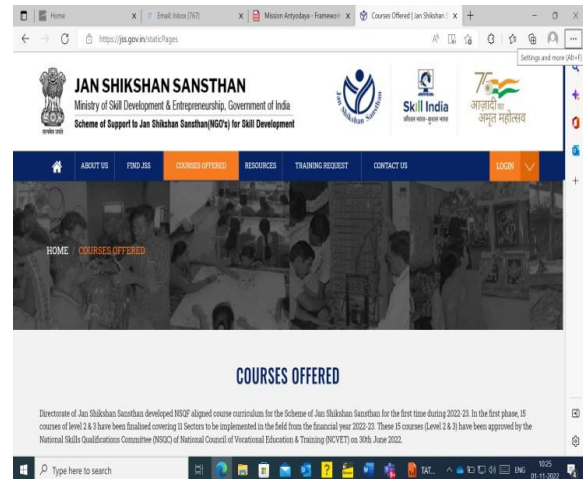


related to the Grants-in-Aid as well as the Development funds details of the JSS. The JSSs are required to update the expenditure details, i.e., emolument, programme, and office expenses on the portal on daily basis. The JSSs are required to upload the copy of audit report conducted by the CAG and the replies provided by the JSSs thereof.

- (f) Livelihood Cell: The success stories of the beneficiaries, the formation SHGs and JLGs, and the details related to the mobilization of loans are updated by the JSSs.
- (g) Training Requests: This module is provided to the public users who can create training requests directly through the portal. The training request is routed to the nearby JSS and each training request is monitored by the DJSS.
- (h) Grading: The grading of the JSSs are done periodically with each JSS graded based on the set parameters.

The JSS portal is linked with the NGO Darpan Portal and Skill India Digital of the MSDE. The Ministry aims for information sharing through API integration with the portals of other ministries and departments. This includes the E-Shram Portal, DISHA Portal, Skill India Digital, UIDAI, etc.

Figure 1: Snapshot of JSS Web portal



The portal is designed to provide timely information to all the stakeholders. Therefore, each JSS has to file several returns on the portal. The schedule of returns along with its frequency to be filled by the JSSs is given in Annexure 9.

The user manual on JSS portal is available at (<https://www.jss.gov.in>).



12. Grievance Redressal

12.1 What are the grievance redressal tools available at the Ministry level?

A grievance redressal tool will be available on the JSS portal. All stakeholders in the JSS ecosystem including but not limited to the beneficiaries, JSS staff, etc., will be able to raise grievances via this tool. A defined turn-around time (TAT) for each grievance will also be available. In case the officer who has been assigned the grievances does not address it as per the TAT, the grievance will be escalated to the next higher authority. The highest authority for grievance redressal will be the Bureau Head of the JSS Division. The officer assigned to the grievance will have the authority to seek any supporting documents required to resolve the grievance. All documents will also be uploaded to the grievance redressal tool.

12.2 How are grievances handled at the JSS level?

The Executive Committee chaired by the Vice Chairperson of the JSS shall act as the Vigilance, Grievances Cell and Internal Complaints Committee for the Prevention of Sexual Harassment of Women at Workplace. The Executive Committee shall submit its report to the BoM from time-to-time.

13. Applicability of the Guidelines

These guidelines shall apply to all the JSSs, its parent body and other stakeholders including but not limited to the third-party auditors, local bodies and the District Administration. This document will act as the guiding principle and reference material for the

effective implementation of the scheme. The guidelines will come into effect from the date of its release till its further review after three years, i.e., FY 2025-26.

14. Sunset Date

The sunset date for the scheme will be 31st March 2026.

Annexures



List of Members of BoM

The Board of Management of the JSS shall consist of the following members:

1. Chairperson
2. Nominee of the Ministry In-charge of skill development in the State (State Skill Development Mission). (Should we include RDSDE also in it?)
3. Representative of the District Collector from the Skill or Rural Development Department
4. One representative/nominee from District Education Officer /Zilla Parishad
5. Two eminent persons from the field of Skill Development (one of them must be a woman)
6. One prominent woman worker from the field of Social / Woman Development
7. One Principal of Government ITI /Polytechnic or his/her nominee
8. Two members representing Local Employers and Industry (one of them must be a woman)
9. One nominee of the Joint Secretary, Ministry of Skill Development & Entrepreneurship
10. One Manager of a Lead Bank or his/her nominee
11. One Officer of the District Industries Centre (DIC)
12. One prominent person in SC/ST Categories
13. One woman Principal / Vice Principal or their female nominee of Govt. or CBSE/ICSE/State School Board Recognized Girls' Secondary/ Senior Secondary School / Inter College
14. Director of JSS (Member Secretary)



Selection, powers, functions and duties of the Chairperson

The Chairperson is selected by the Governing Body of the Parent Organization of the JSS. The modalities related to selection of the Chairperson are given below:

- i. Chairperson/President of the Parent Organization shall be the Chairperson of the JSS. In such cases, wherein, the Chairperson/President of the parent body is not the Chairperson of the JSS, then the Governing Body of the Parent Body shall nominate any member of the Governing Body of the Parent Organization to be Chairperson of the JSS.
- ii. The JSSs already working under any University has to nominate its Vice-Chancellor or his/her nominee not below the rank of the Dean of a Faculty as Chairperson of the JSS.
- iii. The modalities for nomination of Chairperson will be decided by MSDE in case of JSS not having a parent organization
- iv. Any single person can remain Chairperson of JSS for a maximum of two such terms in his/her lifetime which may or may not be consecutive
- v. Chairperson should have at least 10 years of experience in the social sector.
- vi. One person can be a chairperson utmost for two JSSs provided the JSSs are in close vicinity (i.e., within the State / UT). (Should we further elaborate it?)

The powers, functions and duties of the Chairperson shall be as follows

- i. The chairman shall preside over all meetings of BoM
- ii. He/she shall have the power to convene ordinary and extraordinary meetings
- iii. He/she shall have the power to invite any other person to attend the Board meeting(s) as a special invitee
- iv. He/she shall have the right of casting vote in case of division
- v. He/she shall issue the appointment order for the Director
- vi. He/she shall place the matter regarding disciplinary action against the Director in the BoM meeting when Director shall not be present in the said meeting
- vii. He/she shall convey the decision of BoM to the Director



- viii. He/she shall address a communication to MSDE where there is a difference of opinion between the Chairperson and BoM, the decision of MSDE will be final and binding
- ix. The Member-Secretary of the BOM and Director will give prior intimation to the Chairperson/Vice Chairperson about his tour outside the headquarters
- x. Annual appraisal report of the Director will be written by the Chairperson and placed before the BoM for information

Powers and functions of Vice-Chairperson

- i. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting of the Board of Management
- ii. The Purchase Committee may be constituted under the Chairpersonship of Vice- Chairperson, Director and one Non-Official Board Member



Process of Constitution/ Reconstitution of BoM

The Governing Body of the Parent organization of the JSS is authorized to nominate the Chairperson and non-official members of the BoM of JSS as per the composition and processes laid down in the guidelines. The proposal for the constitution/reconstitution shall be submitted online through a specially designed tool available in the JSS web portal. The proposal would be scrutinized by the DJSS and based on the set criteria for the constitution/reconstitution of the BoM, the DJSS shall send its recommendation to the MSDE for approval. The steps followed for the constitution/reconstitution of the BoM is given below:

1. Constitution of the BoM

In case of constitution of the BoM, the Governing Body of the Parent organization, in its meeting, shall pass a resolution to constitute the BoM and select the Chairperson of the JSS. The minutes of the meeting on the letterhead of the Parent organization with the seal and signature of the President/Chairperson of the Parent organization duly signed by all the members present should be sent to DJSS along with the copy of the resolution passed by the governing body. In case of constitution of BoM (for new JSS), the BoM proposal should be submitted within six months from the date of registration of the JSS.

2. Reconstitution of BoM

In case of re-constitution of the BoM, the governing body shall pass a resolution to re-constitute the BoM and in the same meeting the Chairperson of the JSS may be selected. A committee chaired by the Chairperson and the Official members (nominee/representatives of district/state officials) of BoM nominated against Slot No. 2, 3, 4 and 7 finalize the names of non-official members to be nominated for Slot No. 5, 6, 8 and 12 in the BoM in its meeting. The proposal for reconstitution of the BoM, complete in all respects is required to be submitted at least three months before the expiry of the term of the existing BoM

Documents to be uploaded in the JSS Portal

The list of documents to be uploaded in the JSS portal along with the process is given in the user manual (www.jss.gov.in)

- i. A checklist for submission of proposal for constitution of BoM by JSS is given in the following pages.
- ii. Duly signed bio-data containing photographs of all the proposed members and the Chairperson are essential. The documents for age and address proof are also required to be submitted.
- iii. The President/Chairperson of the Parent organization should not nominate any person from his/her family/blood relations for the position of the Chairperson of JSS. A "Non-relation" affidavit



signed by the Chairperson will be submitted to the DJSS. The format for the affidavit is at Appendix iii.

Other Terms and Conditions related with the Constitution/Reconstitution of the BoM

- i. If a JSS is set up by a University, the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty shall be the Chairperson of the BoM and in the case of the JSS set up by a Voluntary Agency, Chairperson/President of the Voluntary Agency shall be the Chairperson of the BoM. Where the Chairperson/President of the parent body is not the Chairperson of the JSS, then the Governing Body of the Parent Body shall nominate any member of the Governing Body of the Parent Organization to be Chairperson of the JSS. The tenure rule will similarly apply to all Chairpersons.
- ii. The Chairperson and the non-official members may serve for two terms of three years each which may or may not run consecutively. No Chairperson/Vice-Chairperson or member shall be entitled to serve in BoM for more than two terms in his/her lifetime.
- iii. The total membership of the Board shall not exceed 16 persons including its Chairperson and Member-Secretary. The representation of women members in the BoM should not be less than four.
- iv. In the first meeting of the BoM, one non-official member of the BoM shall be selected as Vice-Chairperson.
- v. The Chairperson and the Director (Member-Secretary of BoM) will remain in office as long as they enjoy the confidence of the MSDE. MSDE will have the final say as far as their membership and their terms of office are concerned.
- vi. Ministry of Skill Development and Entrepreneurship shall, after consideration, approve the constitution/reconstitution of the BoM incorporating such changes/alterations/additions/modifications as it deems fit.
- vii. In case of any dispute, conflict, non-functioning, or unsatisfactory functioning of the JSS, the matter shall be referred to the MSDE whose decision shall be binding on the JSS.



CHECKLIST

(Submission of Proposal for constitution of Board of Management of Jan Shikshan Sansthan)

Slot No.	Category	Checkpoints	Documents to be attached with proposal
1.	Chairperson	<ul style="list-style-type: none"> The person may be recommended by name. The nominated Chairperson should have 10 years' experience in the field of social sector/ community development/education 	<ul style="list-style-type: none"> A copy of the resolution passed by the Governing Body of the parent organization, nominating the Chairperson of the parent organization/some other person as Chairperson of the JSS and other Board members as per composition The Governing Body of the Parent organization shall pass in its meeting a resolution to constitute the BoM of JSS. Complete minutes of the meeting where Resolution is taken should be sent to Ministry. The minutes of the meeting should be on the letter head with seal and signature of the President/Chairperson of the Parent organization. Detailed bio-data of Chairperson, with photograph and relevant details Copy of Aadhaar Card of Chairperson
2.	Nominee of the Ministry In-charge of Skill Development in the State(State Skill Development Mission)	<ul style="list-style-type: none"> Exact designation, office address of the nominee / representative may be obtained 	<ul style="list-style-type: none"> Copy of the letter received from State / District administration nominating the member
3.	Representative of the District Collector from Skill or Rural Development Department	<ul style="list-style-type: none"> Exact designation, office address of the nominee / representative may be mentioned 	<ul style="list-style-type: none"> Copy of the letter received from State / District administration nominating the member
4.	One representative/nominee from District	<ul style="list-style-type: none"> Exact designation, office address of the nominee / representative may be 	<ul style="list-style-type: none"> Copy of the letter received from State / District administration nominating the member

	Education Officer/Zilla Parishad	mentioned	
5.	Two eminent persons from the field of Skill Development (one of them must be woman)	<ul style="list-style-type: none"> • Nomination by Name (One of them must be woman) • Parent Body may place bio-data of four persons in its meeting for proposing two names • The age of the nominated person should not be less than 30 years. • The nominated person should be residing within the district. 	<ul style="list-style-type: none"> • Detailed bio-data of two persons nominated by parent body (their date of birth, address, qualifications, comprehensive details of their experience/achievements in the field of skill development/vocational education etc. duly signed by the person concerned. • Photograph of the members • Copy of Aadhaar Card of members (front & back side)
6.	One prominent woman worker from the field of Social/Woman Development	<ul style="list-style-type: none"> • Nomination by Name (only woman) • Parent Body may place bio-data of two persons in its meeting for proposing one • The age of the nominated person should not be less than 30 years. • The nominated person should be residing within the district. 	<ul style="list-style-type: none"> • Detailed bio-data of one-woman member nominated by parent body (her date of birth, address, qualifications, comprehensive details of experience/achievements in the field of skill, social/woman development etc. duly signed by the person concerned. • Photograph of the member • Copy of Aadhaar Card of member (front & back side)
7.	One Principal of Government ITI/Polytechnic or his/her nominee	<ul style="list-style-type: none"> • Exact designation, office address of the nominee / representative may be mentioned 	<ul style="list-style-type: none"> • Copy of the letter received from State / District administration nominating the member
8.	Two members representing local employers and industry (one of them must be woman)	<ul style="list-style-type: none"> • Nomination by Name (One of them must be woman) • The age of the nominated person should not be less than 30 years. • The nominated person should be residing within the district. 	<ul style="list-style-type: none"> • Bio-data of two prominent employers of the district/locality with photographs, the name of their establishments, nature of business and number of employees working under them should not be less than 20, preferably on their letterhead) • Nomination received from District Chamber of Commerce / Industry

			<p>Association etc., may be attached</p> <ul style="list-style-type: none"> • Photograph of the member • Copy of Aadhaar Card of member (front & back side)
9.	One Nominee of the Joint Secretary, Ministry of Skill Development and Entrepreneurship	<ul style="list-style-type: none"> • To be nominated by MSDE • No action required on this part at the end of JSS 	
10.	One manager of a Lead Bank or his/her nominee	<ul style="list-style-type: none"> • Exact designation, office address of the nominee / representative may be mentioned 	<ul style="list-style-type: none"> • Copy of the letter received from concerned bank for nominating the member
11.	One officer of District Industries Center (DIC)	<ul style="list-style-type: none"> • Exact designation, office address of the nominee / representative may be mentioned 	<ul style="list-style-type: none"> • Copy of the letter received from concerned DIC for nominating the member
12.	One prominent person of SC/ST Categories	<ul style="list-style-type: none"> • Nomination by Name • The age of the nominated person should not be less than 30 years. • The nominated person should be residing within the district. 	<ul style="list-style-type: none"> • Bio-data of one prominent person of the SC/ST working for the welfare of the SC/ST community along • Photograph of the member • Copy of Aadhaar Card of member (front & back side) • Caste Certificate issued by the competent authority
13.	One woman Principal / Vice Principal or their female nominee of Govt. or CBSE/ICSE/State School Board recognized Girls' Secondary/ Senior Secondary School / Inter College	<ul style="list-style-type: none"> • Exact Name, designation, office address of the nominee / representative may be mentioned 	<ul style="list-style-type: none"> • Copy of the letter received from concerned School / inter college for nominating the member
14.	Member Secretary	<ul style="list-style-type: none"> • Director of Jan Shikshan Sansthan 	



Affidavit to be submitted on Non-Judicial Stamp Paper

AFFIDAVIT

I _____, Chairperson of Jan Shikshan Sansthan _____ certify that:

1. No proposed Non-Official members of Board of Management of Jan Shikshan Sansthan _____ is related by blood/ family relation to each other and to the Chairperson of BoM.
2. The proposed Chairperson / Non-Official members do not have any criminal cases pending against them.
3. No misuse of grant / legal cases is pending against JSS.
4. The proposed Chairperson and Non-official Members are fit to perform their duties.

(Deponent)

Verified on this date/day / year that the particulars mentioned in the affidavit are true and correct to the best of my knowledge and belief.

(Deponent)



Power, Functions and Duration of BoM

The Powers and Functions of the BoM shall be as follows:

Functions

- i. To serve as a policy-making and supervisory body for managing the affairs of Jan Shikshan Sansthan.
- ii. To enlist the cooperation and support of voluntary agencies, welfare organisations, workers' unions, industrial establishments, developmental agencies, and other Skill Development organizations etc., for the programme.
- iii. To establish training centres and sub-centres as necessary to organise and implement the programmes.
- iv. To conduct periodical review of the programmes implemented by the JSS from time to time to effect modifications and improvement.
- v. To assess the financial requirements of JSS keeping in view its objectives and approve the budgetary estimates.
- vi. To mobilize funds through philanthropic organizations for Skill training/upgradation of tools and equipment etc.
- vii. To exercise overall supervision and ensure that the money spent achieves the objectives and targets.

Powers of the BoM

- i. The BoM can set up sub-committees i.e., Purchase Committee, and Selection Committee for the recruitment of staff other than the Director
- ii. The BoM can invest funds or money entrusted to the JSS in Scheduled Commercial Banks only.
- iii. The BoM can draw, accept, make, endorse, discount and deposit Govt. of India and other promissory notes, bills of exchange, cheques, or other negotiable instruments.
- iv. The BoM can make rules and regulations for conducting the meetings and affairs of the JSS and adopt and modify them from time to time.
- v. The BoM can regulate the expenditure and manage accounts of the JSS.
- vi. The BoM can sell, exchange, lease or otherwise dispose of all or any portion of the assets of the JSS moveable or immovable on such terms as it may think fit and proper without prejudice to the activities of the JSS.
- vii. The BoM can appoint all categories of staff for conducting programmes of the JSS, fix their emoluments and define their duties.
- viii. The BoM can take all such measures as may be found necessary, from time to time, to promote the objectives for which the JSS has been set up.



Duration of Membership of the BoM

The duration of the membership of the BoM shall be as follows:

- i. The term of the BoM would be for **three years** and shall commence from the date of the approval by the MSDE.
- ii. Upon the expiry of the term of office of the BoM, all its members except the Chairperson and the Member-Secretary shall vacate office. The Director who is the ex-officio Member-Secretary of the BoM will continue to be a Member-Secretary as long as he remains the Director. The vacancy of the Director would be filled by a new Director.
- iii. Outgoing non-official members of the BoM shall be eligible for re-nomination for another term but not more than two terms in their lifetime which may or may not be consecutive.
- iv. If there is any vacuum between the expiry of the term of the BoM and the constitution of a fresh BoM, DJSS shall appoint an Administrator as an interim arrangement.
- v. In case of any dispute, conflict, incompetence, mismanagement, misappropriation of funds, non-functioning, or unsatisfactory functioning of JSS, the matter shall be referred to the MSDE whose decision will be binding on the JSS. During the term of office of the Board, vacancies may arise for the reasons indicated below:
 - a) Death
 - b) Resignation addressed to the Member-Secretary in writing and accepted by the BoM
 - c) Becoming of unsound mind or insolvent
 - d) A conviction for a criminal offence involving moral turpitude; or
 - e) Failure to attend three consecutive meetings without proper leave of the BoM
- vi. Any vacancy of the membership of the BoM [or any of its committees] caused by any of the reasons mentioned above shall be filled in accordance with the provisions of the guidelines. But the person appointed in the vacancy shall hold office only for the remaining term of the BoM and all its committees shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the BoM or its committees for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise; and no act or proceeding of the Board [or its committees] shall be invalidated merely by reason of the happening of any of the above events or any defect in the appointment of any of its members.



Power and Functions of Executive Committee

The powers and functions of the Executive Committee (EC) shall be as follows:

- i. The EC is fully empowered to manage the affairs and funds of the JSS with the approval of the BoM. It shall also have the authority to exercise such powers of the BoM as may be delegated to it from time to time.
- ii. The EC shall have the power with the sanction of the BoM to make such bye-laws as they think proper for the preparation and sanction of budget estimates, the sanction of expenditure, entering into contracts, making investments and for any other purpose as may be necessary. The EC may, by resolution, appoint such sub-committees for such purposes and with such powers as the EC may think fit. Such sub-committees may consist of persons who are the members of the Board but who, by reason of their experience and qualification etc., may be considered useful for promoting the aims and objectives of the Sansthan. The sub-committees shall have the power to co-opt any person with the prior approval of the EC. The EC may, by resolution, delegate to a sub-committee or to the Director (Member-Secretary) such of its powers for the conduct of its business as it may deem fit, subject to the condition that the action taken by any sub-committee or the person under the powers delegated to them by this sub-rule shall be reported for confirmation at the next meeting of the EC.
- iii. The EC is empowered to conduct enquiries of the staff, and selection of staff members.
- iv. The EC shall also act as Vigilance and Grievances Cell & Internal Complaint Committee for Prevention of Sexual Harassment of Women at Workplace and shall submit its reports to BoM.

Meetings of the Executive Committee

- i. Meetings of the EC shall be held quarterly. There should not be more than three months gap between two consecutive meetings and four (04) meetings in a year is compulsory. These meetings shall be convened by the Vice-Chairperson. Notice for the meeting shall be issued under the signature of the Member-Secretary. The notice shall indicate the date, time and place of the meeting.
- ii. The notice of the meeting shall be served on members either personally/ by post/ by email not less than seven days (07) in advance.
- iii. The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to all the Members. A copy of the minutes shall be uploaded to the JSS Portal after the meeting.
- iv. Four members of the EC present in person shall constitute a quorum at any of its meetings.



Powers, functions and duties of Director and Member-Secretary, BoM

The Director of the JSS shall be the Member-Secretary of the Board of Management. The Powers, Functions and Duties of the Director shall be as follows:

Functions

- i. The Director shall be the executive head of concerned JSS.
- ii. The Director shall be the Drawing and Disbursing Officer of the concerned JSS.
- iii. The Director shall prescribe duties of all the members of the staff of the JSS and shall exercise supervision and disciplinary control as may be necessary.
- iv. The Director as Member-Secretary shall maintain a record of the minutes of all the meetings of the BoM and EC and shall be responsible for the proper execution and implementation of the decisions of the BoM and committees thereof.

Powers

- i. A panel of three persons will be identified by BoM as signatories of cheques including the Director and Chairperson. A minimum of two signatures will be required including that of the Director for operating bank accounts or incurring any expenditure. Further, for expenditures beyond ₹ 25,000/- , the signature of the Chairperson is mandatory. The splitting of expenditure is not allowed.
- ii. The Director is empowered to purchase items up to ₹10,000/-. In each case of purchase beyond ₹10,000/-, a purchase committee is to be appointed by the EC / BoM. All purchases above ₹10,000/- should be placed before the BoM in subsequent meetings for ratification. Any purchase made beyond ₹25,000/- must have the prior approval of the EC/ BoM.
- iii. For appointment of JSS staff, the Director shall issue the appointment order.
- iv. The Director shall act as a nodal point for communication between JSS and DJSS/MSDE.

Duties

- i. The Director shall entrust responsibility for activities to the programme functionaries proportionately to ensure their full and potential participation. He/she shall also hold regular meetings with the staff members, particularly with the programme functionaries to plan, implement and review the activities as allocated.
- ii. The Director will initiate action for conducting and periodically updating socio-economic profiles and surveys for identifying areas, locations and target groups for planning and formulation of the work plan.
- iii. The Director will initiate action for the assessment of learning needs and requirements for training of identified groups in areas selected for programme operation.
- iv. The Director will initiate action for developing and maintaining a system for the identification, selection and training of part-time resource persons.
- v. The Director will initiate action for the identification and mobilization of resources needed for conducting the programmes.



- vi. The Director will initiate action for the planning of programmes such as the supply of teaching learning material, procedures for learning assessment, programme schedule, selection and enrolment of trainees, and timing and location for conducting programmes.
- vii. The Director will establish and develop contacts with appropriate agencies to facilitate the exchange of information and promote mutually beneficial linkages in programmes and activities to be organized for different target groups by JSS itself in cooperation/collaboration with other line departments.
- viii. The Director will render and facilitate consultation and counselling services to individuals and agencies, employers, enterprises and other organizations in matters of programmes of Skill Development and participate in meetings and discussions involving Skill issues.
- ix. The Director will undertake activities for the promotion and publicity of the programme availing various means of media, organizing, or participating in the exhibitions, special group meetings, inter-agency seminars, etc.
- x. The Director will pursue action connected with the follow-up conclusions and recommendation of meetings and workshops conducted by DJSS, for improving its functioning.
- xi. The Director should place before the BoM the minutes of the half-yearly /annual review meeting conducted by DJSS for its information and necessary action.
- xii. Director shall ensure the uploading of all data in the JSS portal and expenditure details in the Public Financial Management System (PFMS).
- xiii. The Director will institute a system of follow-up activities for JSS programme beneficiaries.
- xiv. The Director will evolve and monitor a system of annual performance appraisal report for JSS staff.

Note# In addition to these power, function and duties of the Director, a detailed report of the workshop on tasks of JSS staff may be referred which is available in JSS Portal (www.jss.gov.in).

Selection and Emoluments of Director

The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the MSDE from time-to-time.

Method of Recruitment:

- i. The position of Director should be filled on regular basis within six months from the date of falling vacant, failing which the grant will be discontinued without any further notice.
- ii. The position of Director shall be advertised in at least one State edition of the National Daily and two State editions including local dailies giving all requirements of the post.
- iii. The candidates applying for the position shall not exceed 55 years as on the last date of application.
- iv. The scrutiny of the applicants and shortlisting of the candidates should be done by the Executive Committee in presence of Official Members of the District and Govt. ITI/ Polytechnic.
- v. The shortlisted candidates for the position of Director will be submitted to the Chairperson of JSS for convening the meeting of the Selection Committee.

Selection Committee for the position of Director shall be:



- a. Chairperson - Chairperson, JSS
- b. Member - Nominee of the Ministry / Department In-charge of Skill Development in the State or Nominee of the District Collector
- c. Member - Principal of Govt. ITI / Polytechnic
- d. Member - One Non-Official Member of the BoM

Selection of Director

- i. The recommendation of the Selection Committee shall be placed before the BoM for ratification in the subsequent meeting.
- ii. The position may be filled on a contract basis for a period ordinarily not exceeding five years.
- iii. The first year of the contract shall be a probation period. The performance may be reviewed by the BoM and an extension may be given for four more years. However, the performance of the Director will be reviewed annually by the BoM.
- iv. The appointment letter for the position of Director shall be issued under the signature of the Chairperson of the JSS.
- v. The intimation of the appointment of a regular Director on a contract basis should be sent to the DJSS within a week.
- vi. A contract in the suggested model format (*Appendix II*) shall be executed between the person selected for the post and the Chairperson of the JSS.

Extension and Termination Procedure of Director

- i. The BoM may consider renewal of the contract /extension of the contract period of the Director for a further period of five years on expiry of each five-year tenure based on performance or termination of the scheme whichever is earlier.
- ii. The age of superannuation of the Director should be 60 years.
- iii. The BoM may decide on pre-mature termination of the services of the Director in a meeting of the selection committee which would be mandatory. A resolution of the Board meeting in this regard is mandatory.
- iv. The Annual Performance Report of the Director should be maintained by the Chairperson of JSS.
- v. Director should not be removed without prior notice of time period as mentioned in contract. A copy of the notice may also be sent to DJSS for record and information immediately. In case of immediate relieving, JSS in lieu of notice may give the appointee, a sum equivalent to three months consolidated emoluments as per the contract of Director. This provision will apply to both parties.



Appointment of Director In-Charge

For temporary arrangements, the BoM may appoint Director In-Charge to look after the day-to-day work of JSS. It is advisable that a senior most Programme Officer may be appointed as Director In-Charge. In case of the non-availability of a Programme Officer, an outsider having experience in administration and skill development may be appointed as a Director In-charge with intimation to the BoM and MSDE.

- i. The Director In-Charge should not be holding the charge for more than six months. If the Director In-charge continued beyond six months, the emoluments share of the Director's post will be deducted by MSDE from the recurring grant. This condition can be relaxed by the MSDE, in case of newly sanctioned JSS, if required.
- ii. The supporting/junior staff of JSS may not be appointed as Director In-charge.
- iii. No person having Blood / Family relations with the Chairperson of the Parent Body / JSS has to be appointed as Director In-charge.
- iv. The persons having criminal case(s) should not be appointed as Director In-charge, or staff of JSS.



Types of Grants and its utilization

JSS scheme is implemented through NGOs with a 100% lump-sum grant from MSDE on annual basis. An annual recurring grant of ₹50 lakh in three different heads is being provided by MSDE to each JSS. MSDE provides one-time non-recurring grant of ₹20 lakh at the time of sanction of new JSS.

(i) Annual Recurring Grant:

Annual Recurring Grant	
Budget Head	₹ (in lakh)
Emoluments*	20
Programme Expenses	24
Office Expenses	6
Total	50
*Includes employer's subscription towards EPF and gratuity (if any)	

(ii) **Non-recurring expenditure:** One-time grant of ₹ 20 lakhs for infrastructure and equipment will be as under:

S. No.	Item	Quantity	Amount (₹ in lakh)
(a)	Vehicle	1	6.00
(b)	Computer with Printers	5	3.00
(c)	Audio Visual Equipment	1	1.00
(d)	Photocopier	1	1.50
(e)	Office Furniture		1.25
(f)	Course Related Material / Tools / Equipment		7.00
(g)	Miscellaneous		0.25
	Total		20.00

** The JSS can purchase vehicle upto ₹ 10 Lakhs subject to realizing the funds from other items of non-recurring expenditure without compromising the quality and required quantities of the same

Annual Action Plan and Budget

Before the commencement of the Financial Year, each JSS would be required to formulate a comprehensive action plan indicating the programmes to be undertaken during the subsequent year.



JSS shall submit its Annual Action Plan (AAP) in two parts. The Part A of AAP shall be based on the grants-in-aid sanctioned for programmes. The Part B of the AAP will be CSR / fee-based training programmes to be undertaken.

Settlement of Accounts

JSS will continue to submit the audited statement of accounts and Utilization Certificate from the Chartered Accountant (CA).

In no case, expenditure above the ceilings laid down under each item would be entertained unless the approval for excess expenditure under each item has been approved by the BoM.

Acceptance of Funds from Other Sources

1. Recurring Grants-in-aid is released to JSSs on a year-to-year basis for imparting skill training to the target beneficiaries.
2. The JSS shall not engage in activities which are not aligned with the stated objectives of the scheme. If funds are received from other sources for similar objectives as of JSS, the same shall be deposited separately and also has to be reflected in the annual statement of audited accounts of the JSS. The unspent balance of such grants shall be credited to the Development Fund Account.
3. Jan Shikshan Sansthan would be allowed to undertake fee-based training programme and CSR programme without diluting the main functions of JSS, subject to the following conditions:
 - a. The JSSs having adequate capacity and infrastructure to run the NSQF aligned courses and
 - b. Additional trainees may be enrolled after achievement of targets allotted to JSS subject to the condition that the JSS scheme should not be diluted by such activities
 - c. Funds received from other sources may be used for strengthening of ongoing activities and achieving the broad objectives of the scheme



Selection Process of new JSS

All the online applications received through the JSS portal shall be scrutinized by Portal especially designed and developed for this purpose.

Screening of applications: The portal will receive and analyse the online applications.

Field Inspection of the agencies (Base / Applied location): The inspection team will visit the recommended agencies for field inspection to physically verify their base location i.e., headquarters of the NGO and the applied location/district.

Selection Committee: Based on the marks obtained in scrutiny and field inspection, the top three agencies for each district will be called for technical presentation before Selection Committee.

Final Selection: MSDE will compile marks of screening, field visit report and selection committee and make a recommendation for the final selection of agencies for each District for the approval of the Competent Authority.

Terms & Conditions:

- i. Applicant agency should not be blacklisted / de-linked by Ministry of Skill Development & Entrepreneurship or any other organizations of Centre/ State/ UT government. An undertaking has to be submitted on letter head.
- ii. The selected agency should register the Jan Shikshan Sansthan as a separate entity under Societies Registration Act as per the State / UT Act in the sanctioned District / state within 90 days from the date of sanction of JSS.
- iii. The operational area of the JSS will be the district allotted only i.e. the programmes and activities of JSS should be conducted within the district and beneficiary can be from any part of country.
- iv. Prohibition on sub-letting: JSS must run the program by itself and any kind of sub- letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited under any circumstances.
- v. JSS may collaborate / associate with the donor agencies / philanthropic organizations for setting up infrastructure / technical support for effective training.
- vi. The allotment of JSS will be done in the identified districts through the selection procedure of MSDE.
- vii. MSDE will have the sole discretion to devise the method of allocation of JSS.
- viii. Selected Agency has to submit a Bank guarantee from Nationalized /Scheduled Commercial Bank of ₹20 Lakh for a period of 12 months for each JSS separately.



Schedule of returns along with its frequency to be filled by the JSSs

S.No	Module	Data Fields	Frequency of filling
1	General Information	Profile	When any profile related information change
		Staff information	When any staff on boarded
		Resource Person Details	When any resource on boarded
		Details of Sub/Training center in JSS	When any training center on boarded
		Board of Management	Whenever new BoM constituted
		Board of Management Meeting	Whenever BoM meeting held
		Information of Director/Director In-charge	Whenever a director is recruited
2	Action Plan	Action Plan	Yearly
3	Enrolment	Batch Creation	Daily/Regular till target achieved
		Enrolment / Admission	Daily/Regular till target achieved
		Fee collection	Daily/Regular update
4	Beneficiary Assessment	Start Assessment	Daily/Regular when assessment process started
		Request for Assessment Overdue	when assessment date of a batch is expired but assessment process is not completed
		Start Re-Assessment	When re-assessment process started
		Manage Assessor	When any visitor assessor on boarded
		Manage Observer	When any observer on boarded
5	Financial Details	Grant-in-Aid Details	Quarterly/Half-yearly
		Source of Development Fund	Yearly
		Expenditure of Development Fund	Regular update
		Emoluments	Monthly
		Resource Person's Honorarium	Monthly
		Expenses on Teaching Learning Material	Regular update
		Activity / Event Expenses	Whenever any event/activity organized
		Capacity Building Expenditure	Whenever any capacity building program organized
		Office Expenditure for PFMS	Yearly
6	Livelihood Cell	Success Story of Beneficiary	Regular update
		SHG / JLG	Regular update
		Loan Mobilization	Daily/Regular
7	Training	Training Request received from a	Daily/Regular



	Request	public user	
8	Kaushalacharya Award	Award applications	Yearly
9	JSS Grading	Grading Application & Statistics	Yearly



Memorandum of Association of the JSS

[Registered under the Societies Registration Act {XXI of 1860}]

1. Name of the Society

The name of the society shall be Jan Shikshan Sansthan, [here inafter referred to as the "JSS".]

2. Location of the office

The registered office of the JSS shall be situated at _____at the time of registration it is situated at _____**(Area of operation)**The area of Jan Shikshan Sansthan activities and programmes shall be limited to district.

3. Objectives

The objectives of the programme for which the JSS, _____ is established are:

- 3.1 To impart skill development training in non-formal mode to non-literates, neo-literates, persons having rudimentary level of education, school dropouts up to 12th standard and Graduates in the age group of 15-45.
- 3.2 To improve the quality of life of women, SC, ST, OBC, Minorities and other disadvantaged sections of society by increasing their family income through local demand skilling.
- 3.3 To make the target group self-reliant through self-employment/wage employment through skill and entrepreneurship development.
- 3.4 To create awareness among the masses about social, economic, health, financial literacy and environmental issues.

4. Functions:the functions of the JSS shall be to:

- 4.1 Identify blocks, talukas, villages and target groups through demand survey.
- 4.2 Identify skilling needs of different categories of clientele groups.
- 4.3 Explore, innovate and work out alternatives and try new methodologies to meet the need of different groups through programmes of Skill Development.
- 4.4 Conduct skill training in collaboration/cooperation with educational, vocational, civil societies and social organizations in terms of the use of infrastructure and technical support.
- 4.5 Undertake training and orientation of resource persons/trainers involved in planning and implementation of Skill Development programmes.
- 4.6 Provide consultancy services to agencies and enterprises planning to organize programmes for skill training.



- 4.7 Organize skill training with special concern for deprived sections, women/adolescent girls and unemployed youth to provide skilling, up-skilling, and re-skilling for self-employment to enhance the family income.
- 4.8 Establish of livelihood cell to encourage the beneficiaries for self/wage employment, assist in the mobilization of loans, formation of SHGs /JLGs etc.
- 4.9 Facilitate the beneficiaries in credit linkages through NABARD/ Micro Financial Institutions for potential entrepreneurs, especially women.
- 4.10 Maintain a tracking system of trained beneficiaries for hand-holding/monitoring purposes in future.
- 4.11 Promote Open Basic Education (OBE) programme of NIOS
- 4.12 Act as a Facilitation Center for IGNOU for higher-level educational courses.
- 4.13 Identify and develop curriculum on local demand courses as per NSQF norms.
- 4.14 Consolidate the success stories of beneficiaries and use social media platforms for the promotion of the scheme highlighting the benefits, especially for the women entrepreneur/beneficiary.
- 4.15 Identify and encourage resource persons to enroll in the resource pool as assessors as per norms.

The name, address, designation, occupation and signature of the members of the Governing Body (BoM) are:

Sl. No.	Name & Address	Designation	Occupation	Full Signature
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We, the undersigned are desirous of forming a society namely JAN SHIKSHAN SANSTHAN,in accordance with the rules prescribed in the Societies Registration Act, 1860 and in pursuance of this Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge.

Sl. No.	Name & Address	Designation	Occupation	Full Signature
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Witness: Name and Address Signature



Suggested format for filling up Post of JSS Director - Advertisement, Post Selection Procedure, Terms & Conditions, and Model Contract of Service

ADVERTISEMENT

REQUIRED DIRECTOR

JAN SHIKSHAN SANSTHAN (Name of the place)

We are a leading voluntary agency of located at We have an excellent track record of performance in the field of skill development.

We are running the Jan Shikshan Sansthan (JSS) for a number of years / have set up the JSS to provide Skill Development training in non-formal mode to the neo-literates, non – literates, school dropouts up to 12th standard, graduates and other under privileged youths in rural areas and urban slums.

We are looking for a dynamic person to head JSS as a Director. The Director would be the Member-Secretary of the Board of Management (BoM) and would be in charge of providing the organisation with leadership, direction and drive. He/she would also be fully in-charge of all day-to-day affairs. The Director is expected to have proven capabilities of motivating and leading a team of professionals. He/she should have good management skills and be a team – builder. He/she should have fluency in spoken and written knowledge of state/local language.

Qualification and Experience:

Essential:

1. Graduation from a recognized University / Institution or equivalent
2. Seven years' experience in a supervisory capacity
3. Working knowledge of the local language both written and spoken

Desirable

1. Vocational Degree / Diploma
2. Experience in Administration or Management/Accounts
3. Experience in leading a team
4. Experience in heading an organisation
5. Experience in guiding/conducting of research or education

Age Maximum 55 years as on the last date of application



Terms and Conditions

- The position shall be filled purely on contractual basis for a period of ordinarily not exceeding five years out of which the first year of the first term will be the probation period.
- The BoM may consider renewal of the contract /extension of the contract period of Director for a further period of five years on the basis of performance on expiry of each five-year tenure or termination of the scheme whichever is earlier.
- Age of superannuation of the Director should be 60 years.
- The selected candidate will be paid by the Board of Management of the Jan Shikshan Sansthan a remuneration of ₹_____.

Interested persons may send in their application to:

- The Chairperson (Address of the Jan Shikshan Sansthan)
- The last date of receipt of applications is one month after the date of appearance of the advertisement in the newspaper.
- Eligible candidates will be shortlisted and called for interview by the Board of Management. Outstation candidates called for interview will be reimbursed to and fro second AC Rail fare.
- In case, person already employed, would be required to send applications through proper channel. They would be required to furnish "No Objection Certificate" from their employer at the time of interview.

POST SELECTION PROCEDURE FOR APPOINTMENT OF DIRECTOR TO JAN SHIKSHAN SANSTHAN

Steps to be taken:

1. Offer of appointment by the Chairperson of the BoM of the JSS to the selected candidate stating the terms and conditions for the appointment as fixed by the JSS within the broad framework of guidelines issued by MSDE.
2. Signing of contract between the JSS and the selected candidate after the candidate has given the letter of acceptance to the offer of appointment. (The contract shall be for a period of 5 years, first year will be the probation period). Such extension must be ratified by the BoM of the JSS.
3. Appointment letter to be issued to the selected candidate mentioning all the terms and conditions as stipulated in the offer letter of appointment, including the date of appointment to the post and emoluments.
4. The documents related to appointment should be uploaded in JSS Portal.



TERMS AND CONDITIONS

- (1) Shri/Smt./Ms.shall serve under the agreement for a period of five years with effect from.....(that is the date of joining the post) to(that is the date on which this contract will expire). The first year of the contract shall be probation period. The performance may be reviewed in the Board of Management and extension may be given for four more years. However, the performance of the Director will be reviewed annually by the Board of Management.

The Director of JSS_____ is the employee of the NGO. He / She has no right to use the name of the Government of India and can't claim to be employee of the Central Government

- (2) Shri/Smt./Ms.shall be the Executive Head of the Jan Shikshan Sansthan and serve the Jan Shikshan Sansthan as its Director with powers and duties given in the JSS Guidelines.
- (3) Shri/Smt./Ms.shall devote his/her whole time to the service of the JSS and shall be subject to provisions of the Rules and Regulations of the JSS.
- (4) During the period of his/her service except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt./Ms.shall be entitled, subject to the Indian Income Tax Act, 1961 to a consolidated amount of Rs.....per month.
- (5) During his/her service the appointee shall be governed by the Contributory Provident Fund/Employees Provident Fund (EPF), if any.
- (6) The appointee shall be entitled to leave as admissible to the employees of the Jan Shikshan Sansthan.
- (7) The appointee shall be eligible for the following other privileges
(i)
(ii)
(iii)
(iv)
- (8) The service of the appointee may, during the period of this contract, be terminated by the Jan Shikshan Sansthan at any time by 90 days' notice given in writing. Provided always that the JSS may, in lieu of the notice here in provided, give the appointee a sum equivalent to the amount of his/her consolidated emoluments for three months. This provision will be applicable to both parties.
- (9) The appointee may terminate his/her own service by giving to the Jan Shikshan Sansthan a 90 day's period-notice in writing.



- (10) In respect of any matter for which no provision has been made in this agreement, the appointee may be governed by Rules and Regulations of the JSS.
- (11) The appointee will sign a contract which will lay down the broad terms and conditions of his/her appointment.

SUGGESTED MODEL FORMAT - CONTRACT OF SERVICE

An AGREEMENT for service made this Day oftwo thousand Between(hereinafter called the appointee) of the one part and the(hereinafter called the JSS), of the other.

“WHEREAS The Board of Management of theJSS, has been pleased to approve engagement of Shri/Smt./Kum as the Director of (Name of the JSS) on contract terms for a period ofyears and Shri/Smt./Kumhas accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENT WITNESSES AND the parties hereto respectively agree as follows:

- (1) The agreement of service shall be deemed to have been entered into subject at all times, to the conditions of this contract.
- (2) Shri/Smt./Kumshall serve under the agreement for a period of five years with effect from.....(that is the date of joining the post) to(that is the date on which this contract will expire). The first year of the contract shall be probation period. The performance may be reviewed in the Board of Management and extension may be given for four more years with the co termination of the scheme. However, the performance of the Director will be reviewed annually by the BoM.
- (3) The Director of JSS_____ is the employee of the NGO. He/she has no right to use the name of the Government of India and can't claim to be employee of the Central Government.
- (4) Shri/Smt./Kumshall be the Executive Officer of the Jan Shikshan Sansthan and serve the Jan Shikshan Sansthan as its Director with powers and duties given in the JSS guidelines.
- (5) Shri/Smt./Kumshall devote his/her whole time to the service of the JSS and shall be subject to provisions of the Rules and Regulations of the JSS.
- (6) During the period of his/her service except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt./Kumshall be entitled, subject to the Indian Income Tax Act, 1961 to a consolidated amount of Rs.....per month.
- (7) During his/her service, the appointee shall be governed by the Contributory Provident Fund/Employees Provident Fund (EPF), if any.



- (8) The appointee shall be entitled to leave as admissible to the employees of the JSS.
- (9) The appointee shall be eligible for the following other privileges
- (i)
 - (ii)
 - (iii)
 - (iv)
- (10) The service of the appointee may, during the period of this contract, be terminated by the Jan Shikshan Sansthan at any time by 90 day's notice given in writing. Provide that the Jan Shikshan Sansthan may, in lieu of the notice herein provided; give the appointee a sum equivalent to the amount of his/her consolidated emoluments for three months. This provision will be applicable to both parties.
- (11) The appointee may terminate his/her own service by giving to the Jan Shikshan Sansthan 90 day's-notice period in writing.
- (12) In respect of any matter for which no provision has been made in this agreement, the appointee may be governed by Rules and Regulations of the JSS and JSS Scheme Guidelines.
- (13) The appointment / extension of his/her tenure is purely subject of the extension of the scheme and has no right to claim as a government servant.

IN WITNESS WHEREOF on the day and the year first above written, the-Chairperson of the BoM of JSS has hereinto set his/her hand.

Signed and delivered for
By the Chairperson of Board
of Management of JSS

Chairperson
Board of Management

In the presence of

Signature of Witness with
Name and complete address

Signed and delivered by the
Said appointee

(Signature of the appointee)

In the presence of

Signature of Witness with
Name & complete address