



सत्यमेव जयते
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA



Skill India
कौशल भारत - कुशल भारत



GUIDELINES

FOR PLANNING MANAGEMENT &
PROGRAMME IMPLEMENTATION

SCHEME OF
JAN SHIKSHAN SANSTHAN
FOR SKILL DEVELOPMENT

dakshata, swavlamban, samman





JAN SHIKSHAN SANSTHAN
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
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FOREWARD

The scheme of Jan Shikshan Sansthan had its genesis formerly known as Shramik Vidyapeeth, was established in 1967, by the then Ministry of Education and Culture, Government of India to cater to the vocational and general education needs of industrial workers and urban slum dwellers. In the year 2000, the scheme was renamed as Jan Shikshan Sansthan and its coverage was extended to rural areas covering non-literates, neo literates and persons having rudimentary level of education. The Scheme of JSS is being successfully implemented with public and private partnership since last 50 years. These NGOs are playing a vital role in providing vocational training at doorstep of the beneficiaries in the unreached areas.

Hon'ble Prime Minister of India has launched the National Skill Development Mission on 15.07.2015 on the occasion of World Youth Skills Day. The Mission has been developed to create convergence across sectors and states in terms of skill training activities. Government of India further decided that the Vocational Education component of Adult Education Scheme under the Ministry of HRD should be carried out within the Pradhan Mantri Kaushal Vikas Yojana under the Ministry of Skill Development & Entrepreneurship (MSDE).

The Scheme of Jan Shikshan Sansthan was consequently transferred from MHRD to MSDE. MSDE has kept its original mandate intact and renamed it as Scheme of Support to Jan Shikshan Sansthan (NGOs) for Skill Development. The competent authority constituted a committee to revamp and restructure the JSSs under MSDE. The committee met several times and discussed at length the various aspects and suggested uniformity, transparency, flexibility, credibility, branding, system of assessment and certification to meet requirements and standards of MSDE. The guidelines also bestow more freedom and flexibility to the Board of Management and also enhance its financial allocations.

The guidelines are comprehensive and clearly spell out the concept and objectives of JSS, its functions, target groups, organisation & management, programme, planning & implementation, selection of vocational courses, staffing & finance, monitoring, evaluation & follow-up, termination procedure, logo, procedure & criteria and Directorate of JSS. These guidelines are expected to help JSSs in carrying out the task in organized manner.

Secretary
Ministry of Skill Development & Entrepreneurship
Government of India





MESSAGE



Dharmendra Pradhan



सत्यमेव जयते

Minister of Petroleum & Natural Gas
Skill Development & Entrepreneurship
Government of India

Rural development has a very critical role in driving the country to the heights of economic supremacy. India is blessed with a rural economic and agricultural powerhouse that can spearhead its demographic potential to new heights. The Jan Shikshan Sansthan (JSS) initiative is a step in this direction of realizing this unique potential.

A large number of rural citizens comprising over two-thirds of India's population is currently deprived of skill training. Interestingly, rural India is seen as a prospective market for industry and nation's progress. To say that we should support this interest in enabling rural India by introducing the best the modern world has to offer, is an understatement. It is a reality none can escape. As the Government is entrusted with the responsibility of transforming this into a reality, we at the Ministry of Skill Development and Entrepreneurship, are swing to deliver on our promises.

We will ascertain our best efforts towards providing vocational training to people by identifying the skills that are relevant to the market or region. This will help in promotion and amplification of local trades and create opportunities for the natives. Reinstating the version of our Hon'ble Prime Minister Shri Narendra Modi, this initiative aims to help the youth and women in nurturing their talent and improve their livelihood.





MESSAGE



Anantkumar Hegde



सत्यमेव जयते

Minister of State
Skill Development and Entrepreneurship
Government of India

The narrative of growth is based on socio-economic inclusion and community development. Looking at the vast demographic dividend and immense talent that we have in our country, we can scale the peaks of economic prosperity by effectively developing skills of our youth. It is our aim to transform a labor-based economy to a knowledge-based economy through effective interventions and nowhere is this more applicable than in rural India - the heart of its development story.

Our skilling initiatives supported by the Jan Sikshan Sansthan under the Ministry of Skill Development and Entrepreneurship are aligned towards achieving this goal that we have set for ourselves. The scheme has not only been instrumental in reaching out to the remotest parts of the country, but also has given an impetus to our Hon'ble Prime Minister's vision of making India the Skill Capital of the World. Aligning the program to the National Skill Qualification Framework will help in standardizing it to one common format of competency based framework. We are enabling a culture of continuous learning and development for inclusive and holistic growth of the citizens in the country.



1. BACKGROUND

- 1.1 Jan Shikshan Sansthan (JSS) formerly known as Shramik Vidyapeeth (SVP) was one of the popular and polyvalent schemes in non-formal education sector crafted by the then Ministry of Education and Culture, Government of India. Initially the focus of scheme was to cater the needs of the industrial workers and urban slum dwellers. Polyvalency of the SVP scheme means that SVP programmes were designed to cater to vocational cum general education needs of the target group. The polyvalent (multifaceted) approach to adult education of workers represents an attempt to provide knowledge and impart skills simultaneously and in an integrated manner.
- 1.2 The first Shramik Vidyapeeth was established in Mumbai (Worli) in March 1967 and was commissioned by the Bombay City Social Education Committee, a voluntary organization engaged in the field of Adult Education for several years. After the success of the project, the Govt. of India developed a scheme for setting up a network of Shramik Vidyapeeths in the country in a phased manner. For establishment of more such institutions specific provisions have been made in the plan and it was envisaged that this programme will be extended to all the States and UTs.
- 1.3 With the emergence of millions of neo-literates through the Total Literacy Campaigns launched across the length and breadth of the country and the transformation that has taken place in the economic and social set up over the years, the role and scope of these polyvalent educational institutions have widened manifold. In the changed scenario, the focus of Shramik Vidyapeeth [SVP] was shifted from industrial workers in urban areas to the numerous neo-literates and unskilled and unemployed youth throughout the country especially underprivileged people in the rural areas. The SVPs were accordingly renamed as Jan Shikshan Sansthan [JSS] w.e.f. 2000. It concentrates on the socio-economically backward and educationally disadvantaged groups of urban/rural population such as neo-literates, semi-literates, SC, STs, women and girls, slum dwellers, migrant workers. etc. Now these Sansthans act as district level resource support agencies especially in regard to organization of vocational training and skill development programmes for the neo-literates and other target groups of the continuing education programme.
- 1.4 The number of SVPs/JSSs gradually increased to 17 up to 1983, to 40 in 1986 and to 58 by end of 8th Five Year Plan i.e., 1996-97. The number increased to 108 by the end of 9th Plan (2001-02),



198 by the end of 10th Plan (2006-07) and 271 upto 2008-09 during the 11th Plan Period and covering 27 States and 02 UTs.

1.5 The JSSs are functioning under the NGOs with annual lump-sum grant from the Govt. of India. The administrative and financial affairs of the JSSs are managed by the respective Boards of Management. In order to enjoy a considerable degree of autonomy, these institutes are required to be registered under the Societies Registration Act, 1860 with their own Memorandum of Association, Rules and Regulations.

1.6 The first review of the experimental SVP at Bombay was conducted in 1969 by Dr. M.S. Gore of the Tata Institute of Social Sciences. The review emphasized the need for systematic preparation of syllabi and training materials as well as proper selection of participants in each programme. It further recommended that educational needs of the learners be assessed and experienced educationists and experts associated with developing courses and materials. The second review of SVP, Bombay was again done by Dr. M.S. Gore and Mr. P.K. Muttagi of the Tata Institute of Social Sciences. The Ministry of Education set up a review committee in 1976 under the Chairmanship of Mr. Anil Bordia to make a comprehensive review of SVPs. The committee reported that programmes were not based on identified needs; pedagogical methods were not satisfactory and lack of resource support to SVPs. In 1986, a review study of SVPs commissioned by the Government of India to Dr. Prayag Mehta once again reported that “the thrust for quantitative targets resulted in a competitive game of numbers. This was done largely at the cost of the stated objectives. Functions such as identification of needs, programme planning, course development, integrated educational approach, training preparation of materials and promotion of linkages got largely side tracked. The quality was the inevitable casualty in the process.” The Scheme was once again reviewed by Dr. Jacob Aikara of Tata Institute of Social Sciences in 1993 and the Indian Institute of Management, Bangalore (IIM-B) in 2008. IIM Bangalore recommended that the Scheme of JSS is a laudable one and very well conceived. It is undoubtedly a time-tested and prestigious scheme which has proven its worthiness in the field. Its overall success has generated a great demand for the Scheme. In this light, it is strongly recommended that the Scheme must be continued.



- 1.7 The scheme of JSS was again reviewed by Indian Institute of Management (IIM) Lucknow in 2014 and based on their findings and growing demand for vocational education in the country, they recommended continuation of the programme.
- 1.8 The scheme of support to Voluntary Agencies for Adult Education and skill Development was again reviewed by Center for Market Research and Social Development, New Delhi in 2017 and it recommended that JSSs need to be upgraded in terms of infrastructure, course curriculum need to be upgraded as per NSQF compliant, linkages with industries for placement, recognition of certificate and JSS component may be treated as Special Purpose Vehicle under Ministry of Skill Development and Entrepreneurship which exclusively looks after skill development in the country.
- 1.9 Hon'ble Prime Minister of India has launched the National Skill Development Mission on 15.07.2015 on the occasion of World Youth Skills Day. The Mission has been developed to create convergence across sectors and States in terms of skill training activities. Further, to achieve the vision of 'Skilled India', the National Skill Development Mission would not only consolidate and coordinate skilling efforts, but also expedite decision making across sectors to achieve skilling at scale with speed and standards.
- 1.10 Ministry of Skill Development and Entrepreneurship (MSDE) will streamlined the institutional mechanism in the implementation of skill development programmes in the country. The vision, objectives and design of the Mission, draw on the lessons learnt from the implementation of skill development efforts over the past decade. It seeks to provide the institutional capacity to train a minimum of 300 million skilled people by the year 2022.
- 1.11 The Ministry of Finance, Department of Expenditure vide their O.M. dated 02.12.2016 instructed the Ministry of Human Resource Development that the Vocational Education component of Adult Education Scheme should be carried out within the Pradhan Mantri Kaushal Vikas Yojana.
- 1.12 Consequently the Jan Shikshan Sansthan component of Scheme of Support to Voluntary Agencies for Adult Education has been transferred from Ministry of Human Resource Development to Ministry of Skill Development and Entrepreneurship on 2nd July, 2018.



- 1.13 The guidelines for implementation of the Scheme of Jan Shikshan Sansthan were developed by Ministry of Human Resource Development in the year 2000 based on the changing scenario in the literacy programmes.
- 1.14 There is a need to revise the guidelines of the Jan Shikshan Sansthans in view of the goals of Skill India and objective of the Ministry of Skill Development and Entrepreneurship. In this context, a committee has been constituted to revamping and restructuring of the Jan Shikshan Sansthan under Ministry of Skill Development and Entrepreneurship.



2. CONCEPT

2.1 Jan Shikshan Sansthan (JSS) is conceived as an institute for conducting skill upgradation programme in Non-formal mode in rural and urban slums of a district. It would also provide academic and technical resource support to target groups in both urban and rural areas.

2.2 Thus, Jan Shikshan Sansthan (JSS) represents an institutional framework for offering Non-formal mode skill development programmes to disadvantaged groups.

- JSS would offer vocational and skill development programmes for non/ neo-literates and persons having rudimentary level of education upto 8th standard in both industrial/urban and rural areas and other school dropouts beyond 8th standard i.e. upto class 12th with a cap of 20% of total beneficiaries per year
- The programmes would be based on the polyvalent or multi-dimensional approach

2.3 The polyvalent approach attempts to provide knowledge and skills in an integrated manner and rests on the following principles:

- Neo-literate/school dropout must have continuous access to skill up gradation throughout her/his life
- Each programme should be need-based
- Programmes have to be- diversified, flexible and adaptable to varying needs and situations;
- Courses have to be NSQF Compliant
- Vocational courses having market demand and higher anticipated income should be accorded priority
- Common Brand Value
- Encourage local traditional arts /courses



2.4 The Polyvalent approach takes into account: learning needs, convenience of place & time for learners and trainers and hence courses vary in

- Contents
- Duration
- Methods
- Instructional Arrangements
- Financing (CSR supported/ Fee based trainings)

2.5 The methodology includes

- Theory
- Practical
- Live work experience / Apprenticeship etc.
- Systematic Internal Assessment System
- Online Certification
- Linkages with Livelihood Services on National / State Portal



3. OBJECTIVES

- 3.1 To improve the occupational skills and technical knowledge of the non/ neo-literates and persons having rudimentary level of education upto 8th standard and other school dropouts beyond 8th standard i.e. upto class 12th to raise their efficiency, increase productive ability and enhance their livelihood opportunities
- 3.2 To identify and promote traditional skills in the district through skilling / upskilling
- 3.3 To create a pool of master trainers working across the department/ agencies of skill development through training/orientation programme
- 3.4 To collaborate and coordinate with other departments/agencies working in the field of skill development
- 3.5 To widen the range of knowledge and understanding of the social, economic and political systems and create awareness about the environment
- 3.6 To promote national values and to align with national programmes
- 3.7 To promote self employment and facilitate to get financial support including loans/ for the target group through linkage with credit and consortium membership



4. FUNCTIONS

- 4.1 Identify appropriate target areas and groups by developing socio-economic profiles.
- 4.2 Identify and ascertain educational and vocational needs of different categories of clientele groups.
- 4.3 Explore, innovate, work out alternatives and try new methodologies to meet the need of different groups through programmes of vocational education and trainings.
- 4.4 Cooperate with educational, cultural and social organizations involved in organizing programmes and activities to meet educational, vocational, social, cultural and welfare needs of target groups.
- 4.5 Act as a co-ordinator, facilitator and catalytic agent by developing a system of net-working in collaboration with other vocational and technical institutions, development departments, welfare agencies, employers and workers' organisations, voluntary agencies, economic enterprises etc.
- 4.6 Undertake training and orientation of resource persons/instructors involved in planning and implementation of various programmes.
- 4.7 Provide consultancy services to agencies and enterprises planning to organise programmes for training and vocational education of similar target groups.
- 4.8 Organise vocational training programmes with special concern for deprived sections, women/girls and unemployed youth to provide new skills, refine/sharpen/upgrade the existing livelihood skills for employment, self employment and income generation.
- 4.9 Promote organisation of forums such as co-operative societies, mandals and associations of women, youth and workers with a view to undertake collective activity for socio-economic development.
- 4.10 Provide follow-up services to beneficiaries of the JSS.
- 4.11 Create Livelihood Cell for employment/ self and wage employment opportunities. Livelihood Cell will be linked with appropriate national/ state level portal for promotion of livelihood opportunities.
- 4.12 Identify and develop curriculum on local traditional skills.



5. TARGET GROUP

- 5.1 Jan Shikshan Santhan will concentrate on the socio-economically backward and educationally disadvantaged groups of urban/rural population such as men, women and youth, employed, self employed, neo literates, prospective workers and their family members as well as unemployed youth.
- 5.2 The main target of the JSS is to impart vocational skills to the non-literates, neo literates and the person having rudimentary level of education upto 8th standard and other school dropouts beyond 8th standard i.e. upto class 12th in the age group of 15-35 years. Age limit could be relaxed in case of "Divyang" and other deserving cases.
- 5.3 Priority is to be given to Women, SC, ST, OBC and Minorities in the rural areas and urban slums.



6. ORGANIZATION & MANAGEMENT

- 6.1 Jan Shikshan Sansthans will function as registered society under the aegis of : Voluntary agencies of repute
- 6.2 Jan Shikshan Sansthan will be sanctioned to voluntary agencies /organizations/ Charitable trusts / nonprofit companies
- 6.3 Jan Shikshan Sansthans already functioning under the aegis of Universities must be brought under the aegis of registered voluntary agencies /organizations/ Charitable trusts/ nonprofit companies in a phased manner as soon as one of these is located
- 6.4 Sanctioning of new Jan Shikshan Sansthans will be considered the organizations/ institutions registered under Societies Registration Act 1860, Trusteeship Act, and Section 8 Companies Act 2013. The organizations/ institutions may be registered under section 12A & 80G of Income Tax Act and NGO Darpan Portal of NITI Aayog
- 6.5 Jan Shikshan Sansthans already functioning as autonomous organizations must be allotted to suitable registered voluntary agencies /organizations/ Charitable trusts/ nonprofit companies in a phased manner as soon as one of these is located
- 6.6 Jan Shikshan Sansthans already functioning under the aegis of State Government must be brought under the aegis of registered voluntary agencies /organizations/ Charitable trusts/ nonprofit companies in a phased manner as soon as one of these is located
- 6.7 The affairs of each Jan Shikshan Sansthan are to be managed by a Board of Management representing interest of the target group
- 6.8 An Executive Committee (EC) shall assist the Board of Management
- 6.9 Each Jan Shikshan Sansthan shall have a nucleus of qualified and competent staff to plan, co-ordinate and conduct the programmes
- 6.10 Services of local qualified and experienced instructors/ resource persons/ experts/ master craftsmen to impart different skills shall be hired against honorarium fixed on hourly basis.



6.11 Each Jan Shikshan Sansthan should be registered independently under the Societies Registration Act of 1860 and shall operate as per the Memorandum of Association and By-laws provided by the Government of India and work under leadership of mother NGO.

6.12 The Parent NGO as well as the Jan Shikshan Sansthan should get their registration renewed as per the law of the land and copy of the renewal certificate shall be submitted to GOI.

6.13 The affairs of the Jan Shikshan Sansthan shall be managed by a Board of Management (hereinafter referred to as BOM) which shall consist of the following members:

- 1 Chairman
- 2 Nominee of the Ministry In-charge of Skill Development in the State (State Skill Development Mission)
- 3 Representative of the District Collector from 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 should preferably be a woman)
- 6 One prominent worker from the field of Social / Woman Development (preferably woman)
- 7 One Principal of Government ITI /Polytechnic or his/her nominee
- 8 Two members representing Local Employers and Industry (one of them should preferably 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 District Industries Center (DIC)
- 12 One prominent person of SC/ST Categories
- 13 Director of Jan Shikshan Sansthan (Member Secretary)



6.14 Constitution/ Reconstitution of BoM

- 6.14.1 The Governing Body of the Parent organization to whom JSS has been sanctioned, is authorized to nominate the Chairperson and members of the BoM of JSS as per composition and process laid down in these Guidelines.
- 6.14.2 The Governing Body of the Parent organization shall pass in its meeting a resolution to constitute the BoM of JSS. A copy of the Resolution passed by the governing body of the parent organization, duly sign by all the members present, nominating Chairman of the 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.
- 6.14.3 A “Non-relation” affidavit to the effect that no proposed member of Board of Management of JSS is related by blood to each other and to the Chairman of BoM. This affidavit signed by the Chairman will have to be submitted to GOI.
- 6.14.4 Duly signed bio data containing photographs of all the proposed members and chairman is essential.
- 6.14.5 In the case of reconstitution, a committee comprising the Chairperson and official nominees of BoM nominated against Slot No. 2,3,4 and 7 shall have to hold a meeting and finalize the names of non-officials to be nominated as per the slots no. 5,6,8 and 12 in the Board of Management. Non- Official members may be chosen within the district. The recommendation of the committee duly signed by all the members is necessary.
- 6.14.6 Proposal for reconstitution of the BoM, complete in all respects is required to be sent at least three months before the expiry of the term of existing BoM. In case of new Board of Management the proposal should be sent within six months from the date of registration of JSS. In case of non compliance of this provision appropriate action will be taken by the GOI.



- 6.14.7 In the first meeting of the Board of Management, one non-official member of the BOM shall be selected as Vice-Chairman.
- 6.14.8 Keeping in view the nature of the JSS scheme, in the case of a JSS set up by a university, the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty shall be the Chairman of the Board of Management and in the case of the JSS set up by a Voluntary Agency, it shall be the Chairman/ President of the Voluntary Agency. Where the Chairman/President of the parent body is not the Chairman 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 Chairman of the JSS. The tenure rule will similarly be applicable to all Chairmen.
- 6.14.9 The Chairman and the non-official members may serve for two terms of three years each which may or may not run consecutively. No Chairman/Vice-Chairman or member shall be entitled to more than two terms in his/her lifetime. However, based on the performance, evaluation of JSS and past record of Chairman may be considered for a third term of three years.
- 6.14.10 One person can be a Chairman at most for 02 Jan Shikshan Sansthans provided the Jan Shikshan Sansthans are in close vicinity.
- 6.14.11 The total membership of the Board shall not exceed 15 persons including its Chairman and Member-Secretary, exceptions in rare cases, with the specific permission of the Government of India, is allowed to provide adequate representation to the women on the board and their number should not be less than two.
- 6.14.12 The Chairman and the Director (Member-Secretary of the Board of Management) will remain in office as long as they enjoy the confidence of the Government of India. Government of India will have the final say as far as their membership and their terms of office are concerned.
- 6.14.13 In case of any dispute, conflict, non-functioning or unsatisfactory functioning of the JSS, the matter shall be referred to the Government of India whose decision shall be binding on the Jan Shikshan Sansthan.



6.15 Powers and Functions of the Board

The powers and functions of the Board shall be as follows:

- I Serve as the policy making and supervisory body for the Jan Shikshan Sansthan.
- II Enlist the continued cooperation and support of voluntary agencies, welfare organisations, workers' unions, industrial establishments, developmental agencies and other skill development organizations etc. for the programme.
- III Establish such centres and sub-centres as are necessary to organise and implement the programme.
- IV Set up such sub-committees as are found necessary.
- V Periodically review and from time to time assess, the programmes implemented by and through the Sansthan with a view to effect modifications and improvement.
- VI Assess the financial requirements of the Sansthan in keeping with its objectives and approve the budgetary estimates.
- VII Exercise overall supervision and to ensure that the money spent achieves the objectives and that the targets are reached.
- VIII Purchase, take on or otherwise acquire any land, building or other property moveable, immovable, which may necessary for carrying on the functions of the Sansthan. All properties should be in the name of JSS.
- IX Invest funds or money in nationalized banks only entrusted to the Sansthan in such a manners as periodically, be determined by it.
- X Draw, accept, make, endorse, discount and deposit Govt. of India and other promissory notes, bills of exchange, cheques, or other negotiable instruments.
- XI Make rules and regulations for conducting the meetings and affairs of the Sansthan and to adopt and modify them from time to time.



- XII Regulate the expenditure and manage accounts of the Sansthan.
- XIII Sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Sansthan moveable or immovable on such terms as it may think fit and proper without prejudice to the activities of the Sansthan.
- XIV Raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities, founded or based upon all or any of the properties and assets of the Sansthan with or without any securities and upon such terms and conditions as it may think fit and to reply and redeem any money borrowed.
- XV Appoint all categories of staff for conducting the affairs of the Sansthan, to fix the amount of their remunerations, to define their duties and to grant allowances and other emoluments.
- XVI Take all such measures as may be found necessary, from time to time, to promote the objects for which the Sansthan has been set up.

Power to frame, amend or repeal by-laws

6.16 Subject to the approval of the Govt. of India, the Board shall have the power to frame, amend or repeal any by-laws for the furtherance of its objectives and in particular to provide for the following matters:

- 1 Matters relating to appointment, removal, resignation and term of office of the office bearers, other than the Chairman and the Member Secretary
- 2 The preparation and submission of the budget estimates to the Govt. of India, sanction of expenditure, entering into contracts, investment of the funds of the Sansthan, the sale or alteration of such investments and audit of accounts
- 3 The terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the staff of Jan Shikshan Sansthan



Duration of Membership

6.17 The duration of the membership of the Board shall be as follows:

- 1 The term of the Board of Management would be for three years and shall commence from the date the approval as given by Government of India.
- 2 Upon expiry of the term of office of the BoM, all its members except the Chairman and the Member-Secretary shall vacate office. The Director who is the ex-officio Member- Secretary of the Board of Management will continue as Member- Secretary as long as he remains the Director. Vacancy caused by the superannuation (retirement) of Director would be filled by the new Director. The Chairman and the Member-Secretary will remain in office as long as they enjoy the confidence of Government of India. Government of India will have the final say as far as membership and their term of office is concerned.
- 3 Outgoing non-official members of the Board of Management 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. However, based on the performance, evaluation of JSS and past record of Chairman may be considered for a third term of three years.
- 4 Three months before the expiry of the term of the BOM, the Member-Secretary, in consultation with the Chairman, shall propose a panel of names to the Government of India for the reconstitution of the Board.
- 5 The Government of India shall, after consideration, approve the constitution of the BOM incorporating such changes/alterations/ additions/modifications as it deems fit.
- 6 If there is any vacuum between the expiry of the term of the BOM and the constitution of a fresh one, the Government of India shall appoint an Administrator as an interim arrangement.
- 7 In case of any dispute, conflict, incompetence, mismanagement, misappropriation of funds, non-functioning or unsatisfactory functioning of Jan Shikshan Sansthan, the matter shall be referred to the Government of India whose decision will be binding on the Jan Shikshan Sansthan.



- 8 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 Board;
 - c) Becoming of unsound mind or insolvent;
 - d) Conviction for a criminal offence involving moral turpitude; or
 - e) Failure to attend three consecutive meetings without proper leave of the Board.
9. Any vacancy of the membership of the Board [or any of its committees] caused by any of the reasons mentioned above shall be filled in accordance with the provisions of guidelines. But the person appointed in the vacancy shall hold office only for unexpired period of the term of the membership.
10. Where a member of the Board [or any of its committees] becomes a member by reason of the office or appointment held, his membership of the Board [or its committees] shall terminate when he ceases to hold that office or appointment; and in his vacancy, his successor in office or appointment shall automatically be a member of the Board for the unexpired period of the term of membership.
11. The Board 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 Board 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.
12. The Member-Secretary of the Board shall be the Director of Jan Shikshan Sansthan.

Meeting of the Board

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

- 1 Every meeting shall be presided over by the Chairman, and in the absence of the Chairman, the Vice-Chairman shall preside over the meeting.



- 2 In the absence of Chairman and Vice-Chairman, one of the members of the Board of Management present and selected from among the members will preside over that meeting.
- 3 Seven 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 when the next senior most staff member will act as substitute.
- 4 Meetings of the Board shall be held quarterly. There should not be more than six months gap between two consecutive meetings and a minimum of 02 meetings in a year is compulsory. The time and place may be determined by the Chairman and not less than 15 days notice shall be given to the members.
- 5 The draft annual report and the yearly accounts of the institution for the preceding financial year's working shall have to be approved by the Board.
- 6 The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to all the Members, Directorate of JSS, Govt. of India within 15 days after the meeting.
- 7 An emergency meeting of the Board shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 3 days notice. Discussions that have taken place in the emergency meeting need to be placed before the full meeting of the Board of Management when it meets next.
- 8 In case of a difference of opinion among the members and where there is an equal division, the Chairman shall have the right of casting vote.
- 9 Any disputed matter shall be referred to the Government of India whose decision would be binding.

Composition of the Executive Committee

6.19 To aid and assist the BoM in management and control of the affairs of the JSS, there will be an Executive Committee with following members:



- Vice Chairman (who will chair the Executive Committee)
- Two non-official Members from Board of Management
- Representative of the District Collector from Skill or Rural Development Department
- One member representing Principal from Govt. ITI / Polytechnic
- Member Secretary

Powers of Executive Committee

6.20 The powers of the Executive Committee shall be as follows:

- 1 The Executive Committee is fully empowered to manage the affairs and funds of the Sansthan within the approval of Board of Management. It shall also have the authority to exercise such powers of the Board as may be delegated to it from time to time.
- 2 The Executive Committee shall have the power with the sanction of the Board to make such by-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.
- 3 The Executive Committee may, by resolution, appoint such sub-committees for such purposes and with such powers as the Executive Committee 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 power to co-opt any person with the prior approval of the Executive Committee.
- 4 The Executive Committee 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 Executive Committee.



- 5 The Executive Committee is empowered for conducting enquiries of the staff, and selection of staff members.
- 6 The Executive Committee 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

- 6.21 Meetings of the Executive Committee shall be held quarterly. There should not be more than three months gap between two consecutive meetings and 02 meetings in a year is compulsory. Normal frequency should be meeting every 02 months. These meetings shall be convened by the Vice Chairman. 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 meetings.
- 6.22 The notice of the meeting shall be served on members either personally or by post not less than 15 days in advance.
- 6.23 The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to all the Members, Directorate of JSS, Govt. of India within 15 days after the meeting
- 6.24 Four members of the Executive Committee present in person shall constitute a quorum at any of its meetings.

Residual Powers of the Government of India

- 6.25 The Chairman and Member-Secretary of the JSS will remain in office as long as they enjoy the confidence of the Government of India. The Government of India will have the final say as far as their membership and the term of office is concerned.

6.26 Delegation of Powers

- 1) The Board may, by resolution, delegate to its Member-Secretary and Sub-Committee(s) as may be constituted from time to time, such of its powers for the conduct of the affairs of the Board as may be considered necessary.



- 2) The Board or the Executive Committee may delegate to the officers of JSS or any of its committees such routine or administrative or financial powers as it may consider necessary.

Selection, powers, functions and duties of the Chairman

6.27 Selection of the Chairman can be as follows:

- In case of JSS not affiliated to any Voluntary Organisation or University, the Chairman will be decided by the Govt. of India.
- In such cases, where the JSS is under the aegis of a voluntary organisation, the Chairman of the Voluntary Organisation will be the Chairman of the JSS.
- Provided that when a person ceases to be the Chairman of the Voluntary Organisation, he/she will also ceases to be the Chairman of the JSS.
- Provided also that a Chairman of the parent Voluntary Organisation will be the Chairman of the JSS for a term of not exceeding three years. Any single person can remain Chairman of the JSS for a maximum of three such terms in his/her lifetime which may or may not be consecutive. Third term shall be assigned based on performance of last two terms.
- Provided also that where a Chairman of the parent Voluntary Organisation ceases to be the Chairman of the JSS, the Governing Body of the parent Voluntary Organisation shall nominate one of its members as the Chairman of the JSS.
- Chairman should have experience of 10 years in social sector.

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

- 1 Chairman shall be the honorary head of the Jan Shikshan Sansthan
- 2 He/she shall preside over all meetings of the Board and Executive Committee
- 3 He/she shall have the power to convene ordinary and extraordinary meetings
- 4 He/she shall have powers to invite any other person to attend to the Board meetings as a special invitee



- 5 He/she shall have the right of casting vote in case of division
- 6 He/she shall issue the appointment order for the Director
- 7 He/she shall place the matter regarding disciplinary action against the Director in the Board of Management meeting when Director shall not be present in the said meeting
- 8 He/she shall convey the decision of the Board of Management to the Director
- 9 He/she shall address a communication to the Government of India where there is difference of opinion between the Chairman and the Board of Management and the Government of India's decision is final and binding
- 10 The Member-Secretary of the BOM and Director will give prior intimation to the Chairperson/Vice Chairperson about his tour outside the headquarters
- 11 Annual appraisal report of the Director will be written by the Chairperson

Powers and functions of Vice-Chairman

- 6.29 In the absence of Chairman, the Vice-Chairman shall preside over the meeting of the Board of Management and Executive Committee.

Powers, functions and duties of Director (Member-Secretary)

- 6.30 The Director of the JSS shall be the Member-Secretary of the Board of Management. The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the Government of India from time to time.

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

- 1 Subject to any orders, rules and by-laws of the institution, The Director of the Jan Shikshan Sansthan shall be responsible for the proper administration of the affairs of the JSS under the direction and guidance of the Board.
- 2 The Director shall be the executive head of the Jan Shikshan Sansthan.



- 3 The Director shall prescribe duties of all the members of the staff of the Sansthan and shall exercise supervision and disciplinary control as may be necessary under rules.
- 4 The Director as Member-Secretary shall maintain a record of the minutes of all the meetings of the Board, Executive Committee and shall be responsible for the proper execution and implementation of the decisions of the Board and the committee.
- 5 The Director shall be the Drawing and Disbursing Officer.
- 6 A panel of three persons will be identified by Board as signatories of cheques including the Director and Chairman. A minimum of two signatures will be required including that of Director for operating bank accounts or incurring any expenditure. Further, for expenditures beyond Rs. 25,000/- signature of Chairman is mandatory. The splitting of expenditures is not allowed.
- 7 The Director is empowered to purchase items upto Rs.10,000/-. In each case of purchase beyond Rs.10,000/-, a purchase committee to be appointed by the Board of Management/Executive Committee. All purchases above Rs.10,000/- shall be placed before the Board of Management in subsequent meeting for ratification. Any purchase made beyond Rs.25,000/- must have the prior approval of the Executive Committee/ Board of Management.
- 8 The Purchase Committee may be constituted under the Chairmanship of Vice Chairman, Director and Non-Official Board Member.
- 9 For all the appointments, the Director shall issue the appointment order.
- 10 The Director shall act as a nodal point for communication between the Ministry of Skill Development & Entrepreneurship and Directorate of JSS, Government of India and the Jan Shikshan Sansthan.
- 11 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 and implement and to review the activities as allocated.



- 12 The Director will initiate action for conducting and periodically updating socio-economic profiles and survey and for identifying areas, locations and target groups for planning and formulation of the work plan.
- 13 The Director will initiate action for assessment of learning needs and requirements for training for identified groups and in areas selected for programme operation.
- 14 The Director will initiate action for developing and maintaining a system for identification, selection and training of resource persons and part-time instructors.
- 15 The Director will initiate action for identification and mobilisation of resources needed for conducting the programmes.
- 16 The Director will initiate action for planning of programmes such as the preparation of course designs; teaching/learning material; procedures for learning assessment; programme schedule; selection and enrolment of participants; timing and location for conducting programmes.
- 17 The Director will establish and develop contacts with appropriate agencies with a view to facilitate exchange of information and promoting mutually beneficial linkages in programmes and activities to be organised for different target groups by JSS itself or as joint ventures in cooperation/collaboration.
- 18 The Director will render and facilitate consultation and counselling services to individuals and agencies, workers' organisation, employers and enterprises and other such organisations in matters of programmes of skill development and participate in meetings and discussions involving skill issues.
- 19 The Director will undertake activities for programme support communication availing various means of media, organising or participating in exhibition, special group meetings, inter-agency seminars etc. for promotion and publicity.
- 20 The Director will pursue action connected with the follow-up conclusions and recommendation of seminars and workshops held by the Directorate of Jan Shikshan Sansthan, Ministry of Skill Development & Entrepreneurship, Government of India for improving and publicity.



- 21 Director shall ensure for uploading learners data in the JSS portal and expenditure details in Public Financial Management System (hereinafter referred as PFMS).
- 22 The Director will institute a system of follow-up activities for JSS programme beneficiaries.
- 23 The Director will evolve and monitor a system of annual performance appraisals (confidential character rolls) of every officer and clerical staff.

Selection and Emoluments of Director

6.31 The Director is the Principal Executive Officer of the Jan Shikshan Sansthan and is the Member-Secretary of the Board of Management. The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the Government of India from time to time.

6.32 Method of Recruitment:

- 1) Director's post 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.
- 2) The vacancy for Director's post shall be advertised in at least one state edition of National Daily and two state editions including local dailies giving all requirements of the post. The advertisement is also to be uploaded in the JSS portal.
- 3) The scrutiny of the applicants and short listing of the candidates should be done by the Executive Committee in presence of Officials Members of the District and Govt. ITI/ Polytechnic.
- 4) The shortlisted candidates for the post of Director will be submitted to the Chairman, of JSS for convening the Selection Committee.
- 5) The position may be filled on contract basis for a period ordinarily not exceeding five years.
- 6) The candidates applying for the position shall not exceed 55 years as on the date of application.



- 7) The composition of the Selection Committee for the position of Director shall be:
 - a. Chairman, Jan Shikshan Sansthan - Chairman
 - b. Nominee of the Ministry In-charge of Skill Development in the State or Nominee of the District Collector
 - c. Nominee of GOI preferably Principal from Govt. ITI/ Polytechnic.
 - d. One Non-Official Member from Board of Management
- 8) The recommendation of the Selection Committee shall be placed before the Board of Management for ratification in subsequent meeting.
- 9) The intimation of appointment of regular Director on contract basis should be sent to the GOI within a week.
- 10) A contract in the suggested model format (Annexure V) shall be executed between the person selected for the post and the Chairman of the Jan Shikshan Sansthan.
- 11) The appointment letter for the position of Director shall be issued under the signature of the Chairman of the JSS.

6.33 Extension & Termination Procedure of Director

- 1) 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.
- 2) The Board of Management may consider renewal of the contract /extension of the contract period of Director for a further period of five years on expiry of each five year tenure or termination of the scheme whichever is earlier.
- 3) Age of superannuation of the Director should be 60 years.
- 4) The Board of Management may decide pre-mature termination of the services of the Director in a meeting of selection committee which would be mandatory. A resolution of Board meeting in this regard is mandatory.



- 5) The Annual Assessment Report of the Director should be maintained by the Chairman of JSS.
- 6) Director should not be removed without prior notice of three months. A copy of the notice may also send to GOI for record and information immediately. In case of immediate release, JSS in lieu of notice may give the appointee as sum equivalent to the amount of consolidated pay of three months. This provision will be applicable on both sides.

6.34 Emoluments

Depending upon the qualification and experience of the person so selected, the Board of Management may consider offering a minimum consolidated amount. It is, clarified that each JSS is free to decide the quantum of emoluments to be paid to the Director and to the other members of the staff.

6.35 Appointment of Director In-Charge

- I For temporary arrangements, the Board of Management may appoint Director In-Charge to look after the day to day work of JSS. It is advisable that senior most programme staff may be appointed as Director In-Charge. In case of non availability of programme staff, an outsider having experience of administration may be appointed as a Director In-charge with a intimation to the Board of Management and GOI.
- II 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 GOI from the annual grant.
- III The supporting/junior staff of JSS such as clerks, accountant, UDC, computer operator may be avoided for appointment of the Director In-charge.
- IV No Blood / Family relations of the Chairman of Parent Body / JSS to be appointed as Director In-charge.
- V The persons having criminal cases should not be appointed as Director, In-charge or a staff of JSS.



6.36 Selection of other Staff

- All positions other than the Director shall be filled by following the prescribed procedures as decided by the Board of Management through Executive committee.
- No relatives of the Chairman (family members of the Chairman and his spouse which would comprise of their parents, brothers and sisters, children, grand children and their spouses and their in laws) shall be appointed either as Director or staff of Jan Shikshan Sansthan. In this regard, an affidavit shall be submitted to MSDE.
- Age of superannuation of all staff of JSS shall be 60 years.



7. PROGRAMME, PLANNING & IMPLEMENTATION

7.1 The JSS shall organise programmes keeping in view the objectives and target groups in the district in which it is located. The activities may include:

- 1 Plan and organise Skill Development Programmes.
- 2 Integrate programmes of general education-cum-skill training designed for the needs of the target groups.
- 3 Organise programmes to improve vocational/occupational skills for vertical/ horizontal mobility.
- 4 Conduct Family Life Education, Life Skills and Entrepreneurship programme.
- 5 Create awareness on issues such as health, hygiene, environmental sanitation, pollution, women's empowerment, child care, communal harmony and national integration.
- 6 Organise cultural/recreational programmes including film shows, meetings, sports and games, excursions and tours.
- 7 Organise such programmes and activities which promote goals and activities of Skill India.

7.2 The steps required to be followed for organising programmes:

- 1 Obtain and regularly update lists of non/ neo-literates and other target groups available in the office of the concerned authority.
- 2 Prepare district profile. Apart from the secondary data available with District /Municipality/Corporation and other departments, primary data may also be collected through a door to door survey.
- 3 Identify and adopt a few gram panchayats/slums/labour colonies for intensive coverage where economically, socially poor sections live.
- 4 Allot adopted areas to the programme staff of JSS for planning and implementation of the programme.



- 5 Each of the programme staff may plan a programme of action including budget based on the needs/requirements (the plan shall include vocational education, identification of resource persons, number of persons to be trained in each batch and the course fees per person per month/per programme etc.)
- 6 With the help of resource persons, curriculum for each of the local skills may be developed and finalised. Curriculum content to include not only technical/vocational contents but also general awareness (more related to the courses and the clientele) which is otherwise called polyvalent aspects.
- 7 In case of local skills, curriculum may be prepared with the help of experts/resource persons and NSQF compliance should be sought before organising the course. Curriculum content to include not only technical/vocational contents but also general awareness (more related to the courses and the clientele) which is otherwise called polyvalent aspects.
- 8 At the end of the each course, the beneficiaries may be administered through internal assessment system and certificate will be issued under Skill India Banner.
- 9 Collaboration with other agencies for organising programmes (both physical and financial) shall enhance the percentage of coverage of the beneficiaries. However, in the name of collaboration, the JSS should not surrender the basic objectives of the institution.

7.3 JSS can charge course fees from the beneficiaries. However, care shall be taken by the individual organisations not to commercialise the programmes. The amount collected shall be deposited in a separate account and be used to further benefit other candidates. The amount collected as fees shall not be normally used for purchase of immovable properties. Such expenditures should be initially considered and approved by the Executive Committee/Board of Management and subsequently, by the Government of India. The amount also shall not be utilized for meeting the expenses on emoluments of the staff as well as for office expenses. The amount should not be diverted to the parent organisation or to any other project(s) of the parent organisation.

7.4 The jurisdiction of a JSS should be the entire district including rural and urban areas.

7.5 Assessment of Beneficiaries



7.5.1

An assessment is defined as a structured process in which evidence of performance is gathered and evaluated against agreed criteria. It is a process of evidence collection of a person's competence level through different methods – practical assignments, tests, observations, interviews, assignments and professional discussions.

7.5.2

Jan Shikshan Sansthan are required to assess the skill competencies of beneficiaries through a systematic internal assessment system. The JSSs will appoint the external resource person as an examiner/assessor to the training centre. The same resource person should not be assessor of her/his training centre.

The test of the beneficiaries should be on evidence based. The assessment test should be video recorded and the same may be uploaded in the JSS portal. The individual assessment results may also be uploaded in the JSS Portal.

The assessment of the beneficiaries shall be the responsibility of the Jan Shikshan Sansthan. JSS shall also be responsible for any claim and dispute on the assessment. MSDE will not be a party of any such dispute or claim. The detailed guidelines for assessment will be issued separately.

7.6

Certification

- The successful beneficiaries will be issued online certificates under Skill India Banner. The certificate will be signed by Director and Programme Officer of JSS.
- Certificate will be portal generated. Certificates will have 2 logos – JSS, and Skill India. Certificates shall have a bar code entailing information about candidate, course duration and certification.
- JSS will be responsible for any dispute, malpractices, misuse and data/record of individual beneficiary only. MSDE will be not the party of any such dispute / claim.

7.7

Training of Trainers

Training of the Trainers (ToTs) at the JSS will be conducted through National Skill Training Institutes (previously called ATI's) across the country. In areas which don't have an NSTI, the Sector Skill Council (SSCs) and other Central Agencies will be engaged for ToTs through the PMKK network.



7.8 Livelihood Linkages

The Jan Shikshan Sansthan will establish Livelihood Cell to encourage beneficiaries for self and wage employment. Livelihood Cell will be linked with National / State portal for promotion of employment and job mela etc.

7.9 Standard Branding

All JSSs shall adhere to approved and standardised branding norms. Guidelines should be issued shortly.

7.10 Self Finance Programmes

JSS will also be encouraged to leverage corporate CSR funds, Government/ Non-Government programs for skill development including Recognition of Prior Learning (herein referred as RPL) in their districts. The detail guidelines will be issued separately.



8. SELECTION OF VOCATIONAL COURSES

The Jan Shikshan Sansthan (JSS) are unique because they offer quality vocational skills and technical knowledge at a minimal cost with ease of accessibility. Most of the JSSs are located in close proximity to the target population and work with community and hence, have enhanced understanding of the needs about the candidate. Working closely with the community puts JSS in a unique position wherein it is not only a skill centre but also focal point toward empowerment and capacity building.

The vocational curriculum plays a vital role in imparting skills to the beneficiaries. Since inception of the Scheme, priority is given to the need based vocational courses which are suitable to the locality or for a group. The Directorate of Adult Education (DAE) has developed 36 vocational curriculums on different trades for the target group. DAE also developed vocational courses through National Institute of Fashion Technology (NIFT) on Textile Technology. JSS adopted courses of Modular Employable Skill (MES) and NIOS suitable to its target group.

National Skill Development Corporation (NSDC) has accorded its approval for 30 vocational curriculums of DAE which are in compliance with NSQF norms. MES courses which are suitable to the target group of JSS during 2018-19 were adopted. The JSSs may choose the vocational courses according to their local market demand.

The JSSs should carefully plan the vocational courses based on the door to door survey and requirement of local market /industry. JSS may identify the local traditional skills / artisans and provide training to candidates. They may also plan the vocational courses which have maximum employable opportunities such as self and wage employment in their local areas.

- 8.1 Criteria for selection of vocational courses:
 - 8.1.1 Vocation should have local demand
 - 8.1.2 Should lead to enhancement of income
 - 8.1.3 Should be comparatively low cost. Ideally it should be inexpensive having greater demand and higher anticipated income
 - 8.1.4 Should be ethical and relevant to the clientele



8.1.5 JSS should have capacity to administer the training

8.2 Vocational programmes should be conducted for those who are in the age group of 15-35 years having no or rudimentary levels of education upto 8th standard and other school dropouts beyond 8th standard i.e. upto class 12th.

8.3 Match making may be arranged for different vocational courses for job opportunity.

8.4 No vocational course should be conducted for educated masses other than those permitted in these guidelines, from the funds released by the Government of India.

8.5 JSSs should emerge as a District Vocational Institute to provide opportunities for the beneficiaries to establish their own business, wage employment and employment in the local industries to enhance their income and quality of life. It is suggested that the JSSs may propose vocational courses broadly in 03 categories.

8.5.1 Production Oriented Vocational Courses

The JSSs should propose vocational courses which have local market demand for production and sale. JSSs may identify the collaborative agencies or established its own training cum production centre. As, Cutting & Tailoring, Food Processing & Preservation, local traditional artisans, jute products, leather products etc. may be proposed as training cum production centres.

8.5.2 Service Oriented Vocational Courses

JSSs may propose service oriented vocational courses as per the local demand. For example: Two Wheeler Mechanism, AC Refrigeration, Beauty Culture & Healthcare, Electrical Technician, Plumber etc.

8.5.3 IT Oriented Vocational Courses

JSSs may also propose courses on information technology including digital literacy. JSSs may ensure that they have adequate infrastructure, knowledge and capacity to run the IT oriented vocational courses for the target group.



8.6 Life Enrichment Education

Life Enrichment Education will be the part of the skill training programmes of JSS. The Digital Literacy and Life Skills will also be incorporated across the course curriculum.

8.7 Counseling

Jan Shikshan Sansthan may counsel the beneficiaries for their interest and skill mapping. JSS may also seek the help of NSDC and other government agencies for counseling of the JSS beneficiaries.



9. STAFFING & FINANCE

9.1 The scheme of support to Jan Shikshan Sansthan (NGOs) is meant for skill development under the leadership of voluntary agencies enabling them to run the programme with the aims and objectives provided in chapter 3 of the guidelines.

9.2 In order to fulfill the objectives of the institution and to organise programmes for the identified clientele groups, each Jan Shikshan Sansthan should have qualified and experienced staff for the planning and organisation of the programmes, for developing and maintaining collaboration with other institutions/agencies and for the general administration of the Jan Shikshan Sansthan. It is, therefore, suggested that every Jan Shikshan Sansthan must have core staff which will include one Director who will be the administrative head of the organisation. He/She should be assisted by suitable selected personnel who would ensure:

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

The decisions with regard to the number of employees, their emoluments, their duties and functions and their designations will rest entirely with the Board of Management. The structure and shape of the staffing pattern will also fall within the purview of the Board of Management. As far as possible, the support services should be managed by hiring suitable service agencies so that works of a manual nature are not entrusted to employees.

9.3 The members of the staff of JSS are employees of the Sansthan /Parent Organisation, as the case may be, and are not employees of the Government of India. The role of the Government of India is strictly limited to providing the registered society with financial assistance as per the approved financial pattern. This too, it is providing strictly on a temporary basis and is at liberty to withdraw such assistance without assigning any reason or issuing any notice. No legal cases, notices in the name of Government of India will be entertained.



9.4 The members of the staff of JSS shall be engaged on contract basis with consolidated emoluments, as may be fixed by the Board of Management. This will be effective from the date of issue of the guidelines by the Government of India. All the positions/posts shall be filled only on contract basis.

9.5 No contract of staff member other than of the Director shall be signed for a period exceeding three years. The staff contract should be reviewed every year based on the performance. Contracts for shorter period shall be signed at the discretion of the Board of Management. No contract shall be renewed after the period of expiry of the contract. A fresh contract shall be entered into in each case.

9.6 The resources (human, physical and financial) of the JSS shall be utilised for the purpose of JSS only. Utilisation of services of the members of staff of JSS by the parent organisation, use of JSS vehicle for other purposes and other transgressions shall be treated a **serious violation of these guidelines**.

9.7 The Board of Management of the Sansthan may decide the emoluments to be paid to staff members within the ceiling fixed for the purpose by the Govt. of India. Model Guidelines for staffing and emoluments will be issued separately.

9.7.1 The Annual Appraisal Report for the positions in JSSs will be written by functionaries one level above the position to be reported upon. The positions for which Director will be the Reporting Officer will be reviewed by the Chairperson. For others the Director will be the Reviewing Officer. **(The Annual Appraisal report format will be provided by the Directorate Jan Shikshan Sansthan)**

9.8 Financial Pattern For JSS

The category of JSSs into A, B and C is not justified in the present scenario. The recommendations of the scheme evaluation conducted by IIM, Bangalore (2008) is the current pattern of grants to JSS based on categorisation into A,B and C is to be disbanded immediately as all JSSs have been doing the same kind of activities. They are now expected to cover all blocks in the district. Henceforth, the annual grant will be same for all the JSSs without any



categorisation. The annual grant of the JSS has been approved Rs.40 Lakh for 2018-19. The JSS can purchase vehicle upto Rs. 10 lac. subject to realising the funds from other items of non recurring expenditure without compromising the quality and required quantities of the revenue

Revised financial assistance for recurring and non-recurring expenditure of JSS will be as under:

Recurring Expenditure

Budget Head	2018-19 (in Lakh)
Emoluments*	16
Programme Expenses	19
Office Expenses	05
Total	40
*Includes employer's subscription towards EPF and gratuity subject to actual expenditure – 100% assistance	

Non-recurring Expenditure: One time grant of Rs.20 Lakh for infrastructure and equipments will be as under:

1.	Vehicle	1	6.00**
2.	Computer with printers	5	3.00
3.	Audio visual equipment	1	1.00
4.	Photocopier	1	1.50
5.	Office Furniture		1.25
6.	Course related material/equipment		7.00
7.	Misc. expenses		0.25
	Total		20.00



9.8.1 Building Grant

Jan Shikshan Sansthan may construct or repair of their building from their Development Fund, subject to conditions that:

- The land or building should be registered in the name of Jan Shikshan Sansthan,
- Building Plan should be approved by the local competent authority,
- Estimates should be prepared either by Public Works Department or by a registered architect.

9.8.2 Action Plan and Budget

- Before the commencement of the financial year, each Jan Shikshan Sansthan would be required to formulate a comprehensive action plan indicating the programmes to be undertaken during the subsequent year and the achievements during the current year along with a detailed budget. Though in the financial pattern the allocations have been broadly indicated, it would be essential in the detailed budget to indicate the expenditure proposed to be incurred for each activity and sub items of expenditures is worked out.
- Jan Shikshan Sansthan may submit their annual action plan in two parts. The Part A action plan will be based on the grant sanctioned for programmes. The Part B action plan will be fee based training programmes to be undertaken.

9.8.3 Settlement of Accounts

As in the past, the Jan Shikshan Sansthan will continue to submit the audited statement of accounts and utilisation certificate from a panel of CAG empanelled auditors appointed by MSDE for auditing of JSSs covering both performance and financial parameters.

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 Board of Management.



The unspent balance remaining at the end of the year shall immediately be reported to GOI so that the same is taken into account while reimbursing the grants for the next year. Permission of GOI would also have to be obtained for utilisation of the unspent balance of the previous year.

9.8.4 Re appropriation of Funds

a Normally the ceiling imposed under each broad category of expenditure will be adhered to. The general principles governing the re-appropriation under each item of expenditure would be as under:

b Emoluments

As in the initial years, the provision under this item may not be utilised in full and the savings may be appropriated to Programme Expenditure, if required.

c Office Expenses

It is expected that the provision made under this item should be adequate. However, if excess expenditure is anticipated on account of purchase/replacement of certain office equipments on account of any unforeseen/unavoidable expenditure, this re-appropriation may be allowed from the savings under "Emoluments".

d Programme Expenditure

While the Board of Management of the Jan Shikshan Sansthan may allow re-appropriation from salaries and office expenses towards 'Programme Expenditure' no re-appropriation shall be permitted out of the allocations made for 'Programme Expenditure' for augmenting allocation for Emoluments and/or Office Expenses.

e It would be desirable that approval of the Board of Management for any re-appropriation is obtained by Jan Shikshan Sansthan when the representatives of the Central Government are present in the meeting.



Release of Funds

The grant will be released to the Jan Shikshan Sansthan in two instalments every year.

- a The first instalment of grants will be released at the beginning of the financial year.
- b The second installment of grants will be released after the issuance of the utilisation certificate by GOI on the basis of the Audited statement of accounts for the preceding financial year. While doing so, the unspent balances available with the JSS or reimbursements, if any due to them, will also be adjusted.

9.9 Development Fund

The Development Fund of the JSS is a fund generated by the Jan Shikshan Sansthan on account of the following:

- Fees collected from the trainees
- Donations
- Consultancy fees for the programmes conducted by JSS on behalf of the other departments/agencies
- Any income other than grant-in-aid received from Government of India

9.9.1 A separate account shall be maintained for the income received under the Development Fund from different sources as mentioned above and it shall be subject to audit and it shall be reflected in the audited statement of the accounts of the JSS.

9.9.2 The fee for different courses/activities shall be decided by the respective Board of Management. The fee for the SC /ST may be given concession or exemption.

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

- Purchase of land, construction of office building for JSS, repair and renovation of JSS building.



- Necessary Infrastructure Facilities.
 - Development Fund may be used for incentivizing staff performance upto a limit of 20% of the fund generated in a year as decided by Board of Management
- 9.9.4 The proposals for incurring expenditure from the Development Fund shall be placed in the meeting of the Board of Management.
- 9.9.5 Acceptance of Funds from other Sources
- I Recurring grants released to Jan Shikshan Sansthan are released on year to year basis to provide vocational programmes.
 - II The JSS shall not engage in activities which are not related to the objectives of the scheme. If funds are received from other sources for similar objectives as of Jan Shikshan Sansthan, the same would be deposited separately but should be reflected in the annual statement of audited accounts of the Jan Shikshan Sansthan. The unspent amount of such grants would be credited to the Development fund account and the expenditure would be incurred as per the rules of Development fund.
 - III Jan Shikshan Sansthan will be allowed to undertake fee based training programme and CSR Programme without diluting the main functions of JSS. The separate guidelines will be issued in this regard.



10. MONITORING

- 10.1 All the JSS shall submit Annual Action Plan and Budget duly approved by their Board of Management through online mode to the Directorate of Jan Shikshan Sansthan, Government of India, New Delhi in the format, as prescribed by the Directorate, preferably in the first week of February every year. This will be discussed and finalised by the Officers of Directorate of JSS and MSDE with the concerned Directors of JSS in the month of February/March.
- 10.2 Each JSS will also submit, along with the annual action plan, complete details of staff strength in the prescribed format and proceedings of all the meeting of the Board of Management, Executive Committee.
- 10.3 Every JSS is required to submit a complete list of staff employed, details of contracts drawn-up and emoluments paid to each and every employee as per the prescribed format, at the time of annual review meetings.
- 10.4 List of all capital assets acquired by the JSS so far and the details of assets acquired during the last five years will also be submitted.
- 10.5 The progress of JSS will be reviewed biannually through review meetings.
- 10.6 The progress of the JSS will be assessed and observations on the performance of individual JSS will be recorded and communicated.
- 10.7 The progress of JSS will also be monitored through specially designed web portal for the purpose. Director JSS will be responsible to upload all information required by the web portal.
- 10.8 Public Financial Management System (PFMS)
Implementation of Public Financial Management System (PFMS) will be made compulsory in the scheme of Jan Shikshan Sansthan. All the expenditure details of JSS should be uploaded/entered in the EAT module of PFMS. All transactions should be through bank only.
- 10.9 More online tools will be applied for delivery and monitoring of programmes.



11. EVALUATION AND FOLLOW UP

- 11.1 Every Jan Shikshan Sansthan will be evaluated once in three years by an external agency appointed by Directorate of Jan Shikshan Sansthans.
- 11.2 A system of self evaluation shall be a part of the programme organised by each JSS. Evaluation shall include:
- Review regarding fulfilment of the objectives.
 - Feed back for the improvement of the programme particularly curriculum, methods, cost and organisation.
 - Impact of the programme on the beneficiaries.
- 11.3 Responsibility for the concurrent evaluation shall vest with Board of Management and full time staff of JSS.
- 11.4 Directorate of Jan Shikshan Sansthans, Government of India, New Delhi shall formulate evaluation guidelines and circulate to JSSs for compliance.





- 12.1 The scheme of Jan Shikshan Sansthan has its own Logo as given above, symbolizing the concept of the scheme. It is mandatory and all JSSs are to adopt this Logo without any alteration alongwith Skill India Logo.
- 12.2 The JSS logo incorporates the human figure and flower petals. The human figure represents holistic development of the individual and the society. The blooming flower represents the progress and success.
- 12.3 The logo shall be used by the Jan Shikshan Sansthans in all their documents, communication, papers and letter heads without any modification or distortion.



13. Procedure & Criteria for Sanction of New JSS

Jan Shikshan Sansthan- the scheme for supporting voluntary agencies for adult education and skill development has been transferred from Ministry of Human Resource Development to Ministry of Skill Development and Entrepreneurship on 02/07/2018.

The objective of the Ministry of Skill Development & Entrepreneurship is to provide the institutional capacity to skill 300 million people by the year 2022.

The Standing Finance Committee has recommended to continue the scheme with revisions and amendments. The new Jan Shikshan Sansthans through NGOs / Voluntary Agencies to be established to provide vocational training programmes in the Aspirational Districts and hill regions such as Himachal Pradesh, NEER, LWE, and Island territories in the country. Jan Shikshan Sansthans used to be awarded to the NGOs/ Voluntary who met the laid down eligibility criteria from time to time. The following are the procedure and eligibility criteria:

Procedure

- 1 Proposals for setting up of new Jan Shikshan Sansthans may be invited through open advertisement.
- 2 Request For Proposal (RFP) would be called for establishing new JSS.
- 3 The entire process of scrutiny/assessment, field visit, evaluation and ranking of the applicants may be handled by a third party expert agency.
- 4 Selected top ranking applicants may be required to appear before the selection committee of MSDE and make the presentation.
- 5 The selection committee may shortlist the applicants and makes the recommendations for consideration/approval of the competent authority (Hon'ble Minister of MSDE).
- 6 Applicant(s) finally approved by the competent authority be sanctioned new Jan Shikshan Sansthans.



Eligibility Criteria

- 1 The organisation should be registered for a minimum period of 3 years at the time of application (Preference of 05 years and more may be given weightage).
- 2 The organisation should have a proper Constitution Memorandum or Articles of Association.
- 3 The organisation should have a properly constituted Managing/Governing Body with its powers and duties clearly defined in its constitution.
- 4 The organisation should have experience in the field of formal/non-formal education, Skill Development, adult education, vocational training, development and community development.
- 5 The organization should have financial audit of last three years.
- 6 The organization should have report of (annual activities) for last three years.

Desirable criteria:

- NGOs which have received awards from reputed organisations/Governments should be given preference in Evaluation/Selection.
- NGOs which have reputation and are well established in the vocational trainings, rural development and field of education.
- An Application form to apply for new JSS is given at Annexure-VI.



14 . DIRECTORATE OF JAN SHIKSHAN SANSTHAN

14.1 The role of Directorate of Jan Shikshan Sansthan, Government of India, New Delhi:

- Approval of Annual Action Plan of JSSs
- Recommendation for Release of Grants to JSSs
- Facilitating and coordinating technical support services.
- Supervision and Monitoring the performance of JSSs
- Facilitating and ensuring evaluation of JSSs
- Training and orientation to the programme/administrative staff.
- Periodical visits
- Clearing house services
- Providing guidance to the members of Board of Management / Executive Committee and programme / administrative staff
- Conducting Half yearly /Annual review meetings
- Development of Curriculum
- Coordination with NSTI, NSDC and NSDA
- Publicity and Media
- Organization of national level meetings / workshops / seminars
- Undertake other activities / programmes which are necessary for promotion of objectives of the scheme and goals of Skill India



15 . TERMINATION PROCEDURE

Diagnostics studies of Jan Shikshan Sansthan reveals that sub standard quality and bad management are the most prominent modalities inflecting the scheme. The woes of JSSs are aggravated because of the ineffective supervision, monitoring and evaluation. The remedy therefore lies in improving the quality, strengthening the good management practices, robust monitoring and evaluation.

The challenging task of the vision of JSS scheme is that one hand to meet the aspirations of the stakeholders and on the other hand to synchronize government contemporary policies, framework and Skill India goals.

There is a need to streamline all procedure and process and to bring about transparency, ethics and accountability into the system for better results. The Good Governance like quality, enhances reputation and credibility of an institution. JSS not only to follow Zero Tolerance Policy towards corruption but also adopt transparent and best management practices.

There are some parent organizations who have violated the guidelines of JSS and are involved in serious financial irregularities and poor administration. Due to serious complaints on financial irregularities and administration a quite number of JSSs have been cancelled and their grants withheld. Due to fault of NGO, the beneficiaries are being victimized.

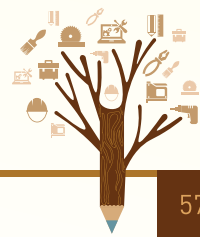
15.1 The Government of India have the discretion to deduct/withhold or terminate the grants of JSS on observations of any of the following points:

- 1 Any aspect of annual targets not achieved.
- 2 Major financial irregularities.
- 3 Continuous failure to take corrective measures.
- 4 Violation of guidelines.
- 5 Non-compliance of PFMS.
- 6 The JSS office not easily accessible or being run in the houses of family or relations of Chairman or Director.



- 7 Staff appointed in blood /family relation of the Chairman of Parent Body / JSS or Director, JSS.
- 8 Registers and Records related to accounts are not kept under the control of Director and in the office.
- 9 Biometric Attendance of the Staff is not maintained.
- 10 Director post is not filled on regular basis within six months from the date of falling vacant.
- 11 Non-official Board Members are below the age of thirty years and not from the District.
- 12 Non-Official Members found to be in blood/family relation of the Chairman of Parent Organization / JSS.
- 13 BoM Member and Chairman having criminal cases (will not be entertained summarily).
- 14 The Parent Organization's registration not renewed as per the state policy.
- 15 The continuous poor performance for two preceding years, the grants will be discontinued without any prior notice.
- 16 NGOs found on blacklist of Government of India/ State Government.
- 17 The sale of property/equipments/vehicle etc. of JSS is found to be in violation of procedure mentioned in the GFR rules of GOI.
- 18 Major CAG Audit Objections against the JSS may leads to discontinuation of grants without call for the explanation.
- 19 Non-compliance of the orders of the MSDE may leads to discontinuation of the grants without prior notice.

Termination would mean de-recognition of the JSS as a “Jan Shikshan Sansthan”. Upon receipt of such termination notice/letter by the MSDE, the JSS shall take all necessary steps



to wind up or dissolve the entity by making the relevant applications under the Societies Registration Act, 1860, the Indian Trusts Act, The Indian Companies Act, 2013 or the relevant statute under which the JSS has been constituted.

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.

15.2 Winding up or dissolution of JSS

- 1 If on the winding up or dissolution of the JSS, there shall remain, after settlement of all its debts and liabilities, any property, whatsoever, the same shall not be paid or distributed among the members of the Board or to any of them but shall be disposed of under rules and in such manner as the Government of India may determine.
- 2 Alteration or expansion of the purpose of the Board The Board may alter, extend or abridge any purpose or purposes for which it is established, subject however, to such propositions being agreed to by the votes of three-fifth of the members of the Board at a meeting duly convened for the purpose and finally approved by the Government of India.
- 3 The rules may be altered at any time with the prior approval of Government of India by a resolution passed by not less than half of the total number of members of the Board at any meeting of the Board which shall have been duly convened for the purpose.



MEMORANDUM OF ASSOCIATION OF THE JAN SHIKSHAN SANSTHAN

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

1. Name of the Society

The name of the society shall be Jan Shikshan Sansthan,
[hereinafter referred to as the “Sansthan”.]

2. Location of the office

The registered office of the Sansthan 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 improve the occupational skills and technical knowledge of the non/ neo-literates and persons having rudimentary level of education upto 8th standard and other school dropouts beyond 8th standard i.e. upto class 12th to raise their efficiency, increase productive ability and enhance their livelihood opportunities
- 3.2 To identify and promote traditional skills in the district through skilling / upskilling
- 3.3 To create a pool of master trainers working across the department/ agencies of skill development through training/orientation programme
- 3.4 To collaborate and coordinate with other departments/agencies working in the field of skill development
- 3.5 To widen the range of knowledge and understanding of the social, economic and political systems and create awareness about the environment
- 3.6 To promote national values and to align with national programmes
- 3.7 To promote self employment and facilitate to get financial support including loans/ for the target group through linkage with credit and consortium membership



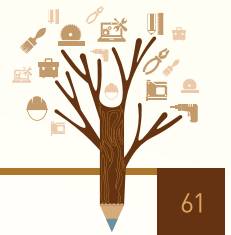
Jan Shikshan Sansthan, is an institution for conducting programmes of non-formal, adult and continuing education and for providing academic and technical resource support to Zilla Saksharta Samities in taking up vocational and skill development programmes for neo-literates in both urban and rural areas. Its primary responsibility is to explore, innovate, work-out alternatives, try new methodologies and thus, meet the needs of different target groups through programmes of education and training. Since the multi-sided development of adult learners cannot be visualised without their families being involved in that process, and also keeping in view of the fact that generally their spouses are also engaged in some kind of work, the programme of Jan Shikshan Sansthan should also be extended to their families.

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

- 4.1 Identify appropriate target areas and groups by developing socio-economic profiles.
- 4.2 Identify and ascertain educational and vocational needs of different categories of clientele groups.
- 4.3 Explore, innovate, work out alternatives and try new methodologies to meet the need of different groups through programmes of vocational education and trainings.
- 4.4 Cooperate with educational, cultural and social organizations involved in organizing programmes and activities to meet educational, vocational, social, cultural and welfare needs of target groups.
- 4.5 Act as a co-ordinator, facilitator and catalytic agent by developing a system of net-working in collaboration with other vocational and technical institutions, development departments, welfare agencies, employers and workers' organisations, voluntary agencies, economic enterprises etc.
- 4.6 Undertake training and orientation of resource persons/instructors involved in planning and implementation of various programmes.
- 4.7 Provide consultancy services to agencies and enterprises planning to organise programmes for training and vocational education of similar target groups.



- 4.8 Organise vocational training programmes with special concern for deprived sections, women/girls and unemployed youth to provide new skills, refine/sharpen/upgrade the existing livelihood skills for employment, self employment and income generation.
- 4.9 Promote organisation of forums such as co-operative societies, mandals and associations of women, youth and workers with a view to undertake collective activity for socio-economic development.
- 4.10 Provide follow-up services to beneficiaries of the JSS.
- 4.11 Create Livelihood Cell for employment/ self and wage employment opportunities. Livelihood Cell will be linked with appropriate national / state level portal for promotion of livelihood opportunities.
- 4.12 Identify and develop curriculum on local traditional skills.



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

Sl. No.	Name & Designation Address	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 & Designation Address	Occupation Full Signature
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Witness:	Name and Address	Signature
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SUGGESTIVE FORMAT OF ADDVERTISEMENT 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 have been running the Jan Shikshan Sansthan for a number of years / have set up the Jan Shikshan Sansthan to provide skill development training in non-formal mode to the neo-literates, non – literates, school dropouts and other under privileged youths. The Jan Shikshan Sansthan is also responsible for providing vocational and skill development programmes for neo-literates in both urban and rural areas.

We are looking for a dynamic person to head the organisations as it's 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 incharge of all day-to-day activities. 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 in state language.

Qualification and Experience:

Essential:

- Second Class Master's Degree from a recognized University / Institution or equivalent.
- Seven years experience in a supervisory capacity, preferably but not necessarily, in the field of education or Social Sciences.
- Working knowledge of the local language both written and spoken.

Desirable

- BBA or MBA – Diploma/ Degree.
- Experience in Administration or Management/Accounts.
- Experience in leading a team.



- Experience in heading an organisation.
- Experience in guiding/conducting of research or education.

Age Maximum 55 years as on the 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 Board of Management may consider renewal of the contract /extension of the contract period of Director for a further period of five years 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 Rs._____.

Interested persons may send in their application to :

- The Chairman (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 IIAC Rail fare.
- In case of persons employed in organisations would be required to have applications sent through proper channel. They would be required to have applications sent from their employer at the time of interview.

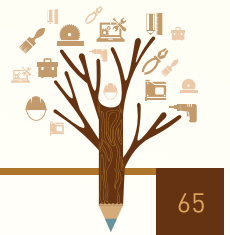


POST SELECTION PROCEDURE FOR APPOINTMENT OF DIRECTOR TO JAN SHIKSHAN SANSTHAN

Steps to be taken:

1. Offer of appointment by the Chairman of the Board of Management of the Jan Shikshan Sansthan to the selected candidate stating the terms and conditions for the appointment as fixed by the Jan Shikshan Sansthan within the broad framework of guidelines issued by MSDE.
2. Signing of contract between the Jan Shikshan Sansthan 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 Board of Management of the Jan Shikshan Sansthan.
3. Appointment letter to be issued:

(The appointment letter should state all the terms and conditions as stipulated in the offer letter of appointment and including the date of appointment to the post and emoluments)
4. A set of all the above papers to be sent to MSDE for record.



TERMS AND CONDITIONS TO BE OFFERED TO SELECTED CANDIDATE FOR THE POST OF DIRECTOR JAN SHIKSHAN SANSTHAN

- (1) 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. 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 claim to be employee of the Central Government

- (2) 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 provided for in the Rules and Regulations of the Jan Shikshan Sansthan.
- (3) Shri/Smt./Kumshall devote his/her whole time to the service of the Jan Shikshan Sansthan and shall be subject to provisions of the Rules and Regulations of the Jan Shikshan Sansthan.
- (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./Kumshall be entitled, subject to the Indian Income Tax Act, 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) Scheme of the Jan Shikshan Sansthan, 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



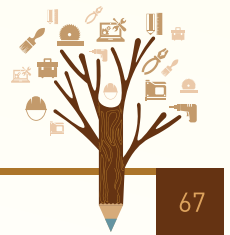
(i)

(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 a 90 days notice given in writing. Provide always that the Jan Shikshan Sansthan may, in lieu of the notice here in provided, give the appointee a sum equivalent to the amount of his consolidated pay for three months.
- (9) The appointee may terminate his/her own service by giving to the Jan Shikshan Sansthan 90 days 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 Jan Shikshan Sansthan.
- (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 of two thousand Between(hereinafter called the appointee) of the one part and the(hereinafter called the JSS), of the other.

“WHERE AS 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 Board of Management.
- (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 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 provided for in the Rules and Regulations of the Jan Shikshan Sansthan.



- (5) Shri/Smt./Kumshall devote his/her whole time to the service of the Jan Shikshan Sansthan and shall be subject to provisions of the Rules and Regulations of the Jan Shikshan Sansthan.
- (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, 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) Scheme of the Jan Shikshan Sansthan, if any.
- (8) The appointee shall be entitled to leave as admissible to the employees of the Jan Shikshan Sansthan.
- (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 with a 90 days notice given in writing. Provide always that the Jan Shikshan Sansthan may, in lieu of the notice here in provided, give the appointee a sum equivalent to the amount of his consolidated pay for three months.
- (11) The appointee may terminate his/her own service by giving to the Jan Shikshan Sansthan 90 days notice 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 Jan Shikshan Sansthan.



(13) The appointee will sign a contract which will lay down the broad terms and conditions of his/her appointment.

(14) The appointment / extension of his/her tenure purely subject of the extension of the scheme and no right to claim as a government servant.

IN WITNESS WHERE OF on the day and the year first above written, the-Chairman of the Board of Management of JSS has here into set his/her hand.

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

Chairman
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



**APPLICATION FORM TO APPLY FOR ESTABLISHMENT
OF
JAN SHIKHSAN SANSTHAN(JSS)**

[The application must be submitted to the Under Secretary, Ministry of Skill Development & Entrepreneurship, Government of India, Shram Shakti Bhawan, New Delhi-110001]

A. INFORMATION ABOUT THE ORGANISATION

1.	Name of the organisation with complete postal address with pin code, telephone and email, if any.	
2.	Whether the organisation is registered under Societies Registration Act? If yes, give Registration No. and date and attach photocopy of the certificate along with copy of the Memorandum of Association, Constitution, Rules and Regulations of the organization.	
3.	Whether the organisation is registered under 12A & 80G of Income Tax Act and NGO Darpan Portal of NITI Aayog. If Yes, give details and attach photocopies of the certificate and documents.	
4.	Management of the institution (enclose details with regard to the Chairman, Members, their occupation and complete address in the separate sheet.	
5.	What are the source of income of the organisation? (Enclose copies of the audited statement of accounts for the last three years)	
6.	Employees of the organisation. Enclose details-names of the persons, post held, qualifications and emoluments in the separate sheet.	
7.	Brief history of the agency, its objectives and functions along with annual reports of last 3 years.	
8.	Whether the organisation has any previous experience in skill development /community development programmes? If yes, indicate the period, type, size and location of the programmes organised and achievements.	
9.	If any grant from Government of India or the State Government has been received previously, mention the sanction order and date of grant indicating the purpose for which the grant was sanctioned.	



3. To abide by the Rules and Regulations, Terms and Conditions issued by the Government of India from time to time.
4. List of the proposed members of the Board of Management of JSS as per the guidelines with their names, address and occupation.
5. Any other relevant information.

Signature of Chairman

Signature of the Secretary

Name in Block letters

Name in Block letters

Stamp of the organisation

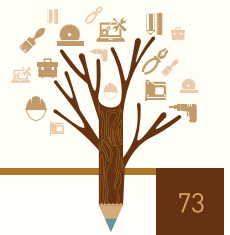
Stamp of the organisation

Date:

Date:

Place:

Place:



LIST OF DOCUMENTS TO BE ATTACHED DULY SIGNED AND STAMPED

1. Attested Copy of the Registration certificate of the organisation.
2. Copy of the Constitution, Memorandum of Association, Rules and Regulations of The organisation.
3. List of members of the existing Board of Management of the organization with particulars.
4. Brief history of the organization with its objectives and achievements.
5. Copies of Annual Reports of the organisations for the last 3 years.
6. Copies of the audited accounts, statements and assets of the organization for the last 3 years along with certified balance sheet for previous years.
7. List of present employees of the organisation as desired by item No. A-6.
8. Note on the previous expenditure of the organisation in the field of skill development, if any, as desired by item No. A-8.
9. Statement of grant, if any, received from the Government of India/State Government earlier as per item No. A-9.
10. Profile of the district as desired vide item No.B-1 of the application form.
11. List of organisation/industrial units/economic enterprises/workers organisations/employers' associations/institution/government departments and their development Schemes whose co-operation would be sought by the JSS with the plan of their involvement in programme implementation.
12. Copy of the Memorandum of Association and Constitution of the proposed JSS as per the guidelines issued by the Government of India.
13. List along with brief bio-data of the proposed representatives serving various interests in the Board of Management of the proposed JSS.
14. Acceptance to abide by the terms and conditions, procedures etc. as required vide item No. C-4 (I,II and III) of the application form.
15. Additional papers/information, if any.

Signature of Chairman

Name in Block letters

Stamp of the organisation

Date:

Place:

Signature of the Secretary

Name in Block letters

Stamp of the organisation

Date:

Place:





सत्यमेव जयते

**MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP
GOVERNMENT OF INDIA**

Jan Shikshan Sansthan
Ministry of Skill Development & Entrepreneurship
Government of India