

# Contents

<b>8. Placement and Tracking</b> .....	2
<b>8.1. Introduction</b> .....	2
<b>8.2. Proof of wage and self-employment:</b> .....	5
<b>8.3. Calculation of 3<sup>rd</sup> Installment</b> .....	6
<b>8.4. Activities for Wage Employment:</b> .....	8
<b>8.5. Activities for Self-Employment:</b> .....	9
<b>8.6. Tracking and placement verification</b> .....	11
<b>8.7. Process of Physical Verification</b> .....	12
<b>8.8. List of forms in the chapter</b> .....	12

# 8. Placement and Tracking

## 8.1. Introduction

Providing employment is a key outcome of skill trainings under the schemes. Employment under the schemes can be both self and wage employment. Under the schemes it is mandatory to ensure employment of 70% successfully trained, assessed and certified candidates. The scheme document has a provision to provide minimum of 50 % wage employment and maximum of 20% self-employment. The Director, Skill Development (MP), Government of Madhya Pradesh has the right to alter the percentage of wage and self-employment from 50% and 20% respectively. This decision may be based on geographical, demographical and sectoral needs.

This chapter details out the process that TSPs need to follow while tracking and placement of trained & certified candidates. The chapter also outlines the process to be followed by MPSSDEGB while verifying the placements of candidates claimed as placed by the TSP.

Particulars	Description
<b>Purpose of the Module</b>	To lay down process for placement (wage and self-employment) of trained candidates and tracking of candidates
<b>Key Actors</b>	Training Service Providers (TSPs) Trained Candidates DPMU, MPSSDEGB SPMU, MPSSDEGB Call Centre established by the MPSSDEGB Placement Agency (for Government TSPs)

### **Placement and related definitions:**

**Wage employment**- Wage employment is defined as salaried or paid job under contract to another individual or organisation/enterprise. As per the scheme guidelines, the TSPs will be required to provide wage employment to certified candidates within three months of certification. After joining the first job, the candidate must be employed for a period of three months during a span of next six months in order to be considered as placed.

The candidates who are reported to be linked with wage employment by the TSP will be initially cleared through a desk review, this will be followed by a telephonic verification and a physically verification of sample youth.

**Self-employment**- Self Employment under the schemes is defined a sole trader or simply a proprietorship which is owned and run by one individual. Successfully certified candidates who have started their enterprise within three months of certification will be considered as self-employed. After starting their enterprise, the candidate has to ensure that the business is operational for a period of three months.

Candidates reported as self-employed will be initially cleared through a desk review of support documents, this will be followed by a telephonic verification by the call center and a final physically verification of a sample of youth reported to be self-employed..

#	Steps in the process of Placement	Time Line
1.	Completion of Training	T
2.	Certification of Training	T+15
3.	Initiation of employment/joining the first job/starting of an enterprise (E)	T+15 to T+105
4.	Completing three months of employment in the same or different organisation during a span of 6 months.	<b>E+180 days</b>

An example will further help in clarifying the arrangement:

**Example of wage employment:**

Candidate Name/Milestones	T (Training Completed)	T+15 (Successfully certified)	T+105 (Joined first job)	Working in the same or different employer					
				E+30	E+60	E+90	E+120	E+150	E+180
<b>Candidate X</b>	✓	✓	✓	✓	✓	✓			
<b>Candidate Y</b>	✓	✓	✓	✓		✓			✓

\* In both the above cases the candidate will be considered placed.

**\*E- Initiation of Employment**

- The TSPs has to ensure that the candidates is employed with minimum wages of a semi-skilled worker in Madhya Pradesh.
- The gross salary of the candidate should be equal to the minimum wages of a semi-skilled worker in Madhya Pradesh. The gross salary may include all the statutory deduction by the employer like food, accommodation and any other cost as mutually agreed in the offer letter, thus the net salary received by the candidate in his/her bank account may differ from the gross salary.
- The net salary of the candidate would be the salary received by the candidate in his/her bank account. The net salary can be less than the minimum wages of a semi-skilled worker of Madhya Pradesh.
- The candidate must be on the **pay roll of the organisation** for at least **3 months**.

- The Candidate should not necessarily be employed continuous for a period of three months.
- If the candidate successfully fulfils all the criteria of employment within the span of 6 months, he/she will be considered placed.

**Example:** Taking minimum wages of semi-skilled workers in Madhya Pradesh as INR 7982 as per the minimum wages of the financial year in which the candidate gets certified. The total cumulative gross salary of the candidate in three months should be  $INR\ 7982 \times 3 = INR\ 23946$ .

Candidate	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Total
A	7982 (X1)	7982 (X2)	7982 (X3)				23946
B	7982(X1)			7982 (X2)	7982 (X3)		23946

**Example of self-employment:**

Candidate Name/Milestones	T (Training Completed)	T+15 (Successfully certified)	T+90 (Starting of enterprise)	Produce bank statement and other documents as listed in form 8.2					
				E+30	E+60	E+90	E+120	E+150	E+180
Candidate X	✓	✓	✓	✓	✓	✓			
Candidate Y	✓	✓	✓				✓	✓	✓

\*In both the above cases the candidate will be considered placed.

**\*E- Establishing an enterprise**

- In case of self-employment, candidates should have been employed gainfully in livelihood enhancement occupations, evidence for which should be provided in terms of registration under Shops & Establishments Act / any other relevant act under which the enterprise is registered and proof of additional earnings (bank statement) or any other form and verifiable document as prescribed by the MPSSDEGB.
- The enterprise must be operational for a period of three months.

## ***8.2. Proof of wage and self-employment:***

### ***8.2.1. The proof of wage employment would be:***

The table below provides with the mandatory documents that the Training Service Provider (TSP) should provide for trainees that it reports to be provided with wage employment.

<b>Sl. No.</b>	<b>List of Mandatory Documents</b>
<b>1.</b>	Offer letter
<b>2.</b>	Salary slips of three months
<b>3.</b>	Salary payment proof in the form of any of the following: <ul style="list-style-type: none"><li>○ Successfully completed bank transfers like NEFT or RTGS from the employer; or</li><li>○ Bank statement of candidate; or</li><li>○ Passbook entry of the candidate's account indicating payment of wages</li></ul>

### ***8.2.2. Documents required as proof of self-employment:***

The table below provides with the mandatory documents that the Training Service Provider (TSP) should provide for trainees that it reports to be linked to self-employment.

<b>Sl. No.</b>	<b>List of Mandatory Documents</b>
<b>1.</b>	Business Plan as per the scheme requirement in case of self-financed case OR loan sanction letter from the bank in case of externally financed project
<b>2.</b>	Bank Statement of minimum three months- current and savings account for externally financed business cases worth 50,001 or above and only savings account for self-financed business cases
<b>3.</b>	Any two documents from the below listed documents <ul style="list-style-type: none"><li>• Registration/NoC under Shops and Establishment Act and any other relevant document if it does not fall under any of these act.</li><li>• Lease deed mentioning that the property is for commercial use / Rent agreement of premise in case of rented property OR land/property registration certificate in the name of self or immediate family members (spouse, parents or immediate siblings) in case of owned establishment.</li><li>• Proof of commercial electricity connection.</li></ul>

#### **Other optional documents:**

Sl. No.	List of Documents
1.	Invoices/ Receipt of raw material purchased
2.	Invoices/ Receipt of capital items purchased

### 8.3. Calculation of 3<sup>rd</sup> Installment

The third installment of 20% will be released based on the number of certified candidates who are linked to employment by the TSP as defined in section 8.1.

The disbursement of the third installment<sup>1</sup> would be released to the training provider subject to the following:-

- Training Provider will be eligible for 100% payment of certified candidates, if 70% and above certified candidates are found to be placed after the verification conducted by MPPSDEGB.
- Training Provider will be paid on pro rata basis on achievement of 50-69% placement of those candidates who have been certified after the verification conducted by MPPSDEGB.
- Training Provider will be paid on pro rata basis on achievement of 49% and below placement of those candidates who have been certified after the verification conducted by MPPSDEGB. The training provider will be asked to discontinue training in that particular trade in the case where the placement achievement is 49% and below.

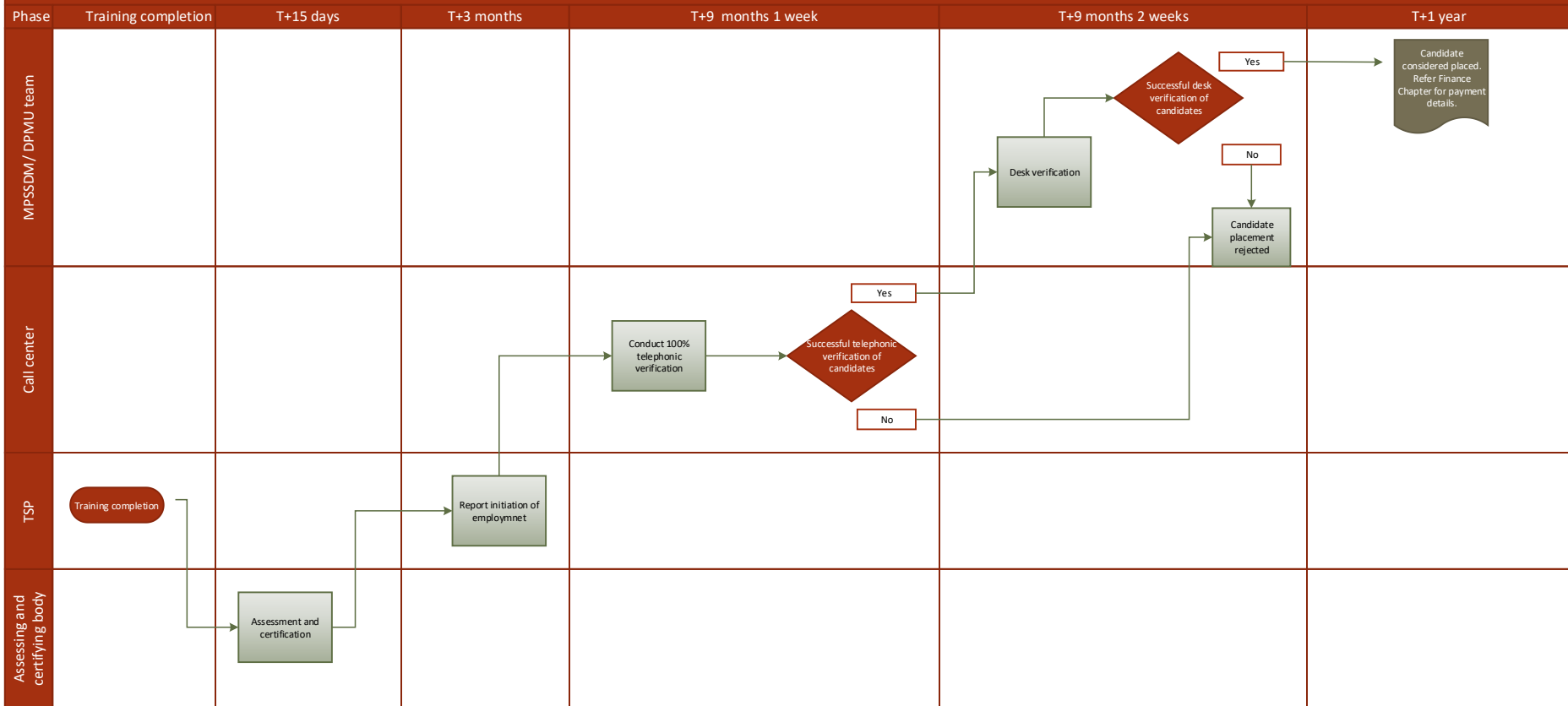
To illustrate the calculation of 3<sup>rd</sup> installment an example is defined below:-

Let us consider a batch of 30 students at the time of batch finalization. Among the 30 students, the total number of certified student is 20 .Let us consider the cost of training per candidate be X. The table below illustrates the three situation and payment to be made to the TSP under the three situations:-

Scenario	Total No. of candidates at the time of Batch finalization	Total Candidates Certified	Total Candidates Placed	Payment to be made to TSP (3 <sup>rd</sup> Installment)
Placement achievement of 70% and above candidates	30	20	14	$20 * X * .2$
Placement achievement between 50-69% of candidates	30	20	12	$12 * X * .2$
Placement achievement of 49% and below candidates	30	20	8	$8 * X * .2$ (recommendation of closure in that QP )

<sup>1</sup> In all the following three cases the TSP has to ensure that minimum 50% wage employment is provided in the total placement percentage achievement.

# Employment



## 8.4. Activities for Wage Employment:

Sl. No.	Activity	Process Owner	Time in Days	Location	Documents
1.	Completion of training	TSP / TC	Depends on the training hours. (End of mandatory training hours for the QP)	Training Centre	Marking of batch completion in the portal by the TSP
2.	Candidate Assessment and Certification	SSC	Within T+15 days of completion of training	Training Centre	Certification of trained candidates
3.	Finalize and upload the placement data of candidates	TSP/ placement agency for Government TSPs	Between 15 days to 9 months (after completion of training)	MPSSDEGB Portal	To fill and upload form no. 8.1 and 8.2
4.	Conducting desk verification	MPSSDEGB/DPMU team	1 week after submission of documents by TSP.	DPMU / SPMU	Refer to form 8.3
5.	Generating a list of successfully verified candidates after desk verification.	Portal team	Within 2 weeks of document verification.	Auto generate from the portal	By evaluating the forms 8.3
6.	Conducting 100 % telephonic verification of successful candidates after Desk Verification.	Call center team	Within 1 week of completion of Desk Verification.	MPSSDEGB	Refer to form 8.4
7.	Generating a list of successfully verified candidates post telephonic verification round	SPMU, MPSSDEGB	1 week after completion of telephonic verification.	Auto generate from the portal	By evaluating the forms 8.4
8.	Generating a list of candidates for physical verification through random	MPSSDEGB/DPMU team	As per the requirement of MPSSDEGB.	DPMU	Refer to section on process of physical verification/table 8.6.



Sl. No.	Activity	Process Owner	Time in Days	Location	Documents
	sampling				
9.	Conducting physical verification	MPSSDEGB/DPMU team	Anytime after telephonic conversation.	At job location of the candidate	Refer to form 8.5 and 8.6
10.	Tracking of candidates	MPSSDEGB/DPMU team	Till 1 year after certification.	Through the tracking form (8.7) uploaded on portal from 4 <sup>th</sup> to 12 <sup>th</sup> month by the TSP	Refer to form 8.7

### ***8.5. Activities for Self-Employment:***

Sl. No.	Activity	Process Owner (who)	Time in Days	Location	Documents
1.	Candidates interested in entrepreneurship to be identified and oriented	TSP	Before completion of 50% of the training programme	NA	NA
2.	Interested candidates to be made aware of the government loan schemes available in the state for entrepreneurship promotion	TSP	Till the completion of the batch	NA	As per the relevant scheme documents of the state
3.	Completion of training	TSP	End of classroom training	TSP	Marking of batch completion in the portal by the TSP
4.	Candidate	SSC	Within 15 days of	TSP	Certificate of

<b>Sl. No.</b>	<b>Activity</b>	<b>Process Owner (who)</b>	<b>Time in Days</b>	<b>Location</b>	<b>Documents</b>
	Assessment and Certification		completion of training	center	assessment
<b>5.</b>	Setting up of Enterprise	TSP and candidate	Within 3 months of certification	NA	As defined in section 8.2
<b>6.</b>	Supporting the entrepreneur in stabilizing of the enterprise (Supporting candidates in selection of place, purchase of capital goods and raw materials and establishment of the shop)	TSP	Till third month after starting of enterprise.	NA	NA
<b>7.</b>	Conducting desk verification	MPSSDEGB/DP MU team	1 week after submission of documents by TSP.	DPMU	Refer to form 8.3
<b>8.</b>	Generating a list of successfully verified candidates after desk verification.	Portal team	Within 2 weeks of document verification.	Auto generate from the portal	By evaluating the forms 8.3
<b>9.</b>	Conducting 100 % telephonic verification of successful candidates after Desk Verification.	Call center team	Within 1 week of completion of Desk Verification.	MPSSDE GB	Refer to form 8.4
<b>10.</b>	Generating a list of successfully	SPMU, MPSSDEGB	1 week after completion of telephonic verification.	Auto generate from the	By evaluating the forms

Sl. No.	Activity	Process Owner (who)	Time in Days	Location	Documents
	verified candidates post telephonic verification round			portal	8.4
11.	Generating a list of candidates for physical verification through random sampling	MPSSDEGB/DP MU team	As per the requirement of MPSSDEGB.	DPMU	Refer to section on process of physical verification/table 8.6.
12.	Conducting physical verification	MPSSDEGB/DP MU team	Till 1 year after completion of training	At job location of the candidate	Refer to form 8.5 and 8.6
13.	Tracking of candidates	MPSSDEGB/DP MU team	Till 1 year after certification.	Through the tracking form (8.7) uploaded on portal from 4 <sup>th</sup> to 12 <sup>th</sup> month by the TSP	Refer to form 8.7

## ***8.6. Tracking and placement verification***

All the trainees trained under a MMKSY & MMKY will be tracked for a period of one year from the date of certification. The parameters on to be tracked would be as under:

- i. Placement (both wage and self) should be initiated within 3 months from the date of certification.
- ii. To verify whether continues to work in the same organization or different organization.
- iii. To track the career progression of candidate in terms of salary, designation and job role.
- iv. Whether continues to have transactions and money flow from business (to be reflected from its bank statements) till end of tracking period in case of self-employment
- v. If there are periods of unemployment between different jobs, duration of such gaps and reason for leaving earlier job without having a job in hand.
- vi. The TSP will submit reports on a regular basis to MPSSDEGB

## ***8.7. Process of Physical Verification***

To be conducted randomly by a third party or MPSSDEGB if and when required. The process of physical verification will be shared separately.

## ***8.8. List of forms in the chapter***

<b>Form No.</b>	<b>Form Name</b>	<b>Purpose</b>
8.1	Wage and self-employment reporting form	To report initiation of employment
8.2	Form for reporting from 2nd to 12th month of placement	To verify placed candidates by continued submission of the form for three months and to track candidates from 4 <sup>th</sup> month to 12 <sup>th</sup> month
8.3	Telephonic Verification	To verify and track placed candidates with the help of a call center
8.4	Desk verification	To verify the candidates screened and selected through telephonic verification by the DPMU
8.5	Placement Tracking	To track placement of candidates after placement (from 4 <sup>th</sup> till 12 <sup>th</sup> month)

**Form No: 8.1**

**Wage & self-employment reporting format for the first month after certification**

1. Name of the TSP:
2. Centre Id:
3. Name of the centre:
4. Batch Id:
5. Sector:
6. QP:
7. Candidate ID:
8. Details of placement:

Sr. No.	Particulars	Details
1.	Candidate ID	
2.	Name of the candidate	
3.	Placement status (wage-employed/Self -employed/Unemployed <sup>2</sup> )	
<b>The following details to be filled if the placement status is Wage-employed</b>		
4.	Name of the organization	
5.	Address of the organization	
6.	Job-profile offered (Designation)	
7.	Monthly gross salary offered	
8.	Monthly net salary offered	
9.	Statutory Deductions (Food, accommodation, etc...)	
10.	Date of joining (dd/mm/yyyy)	
11.	Bank Account Number of candidate in which salary will be received	
12.	Name of the Bank where the candidate holds an account/salary account	
13.	IFSC code of the bank	
14.	Name of HR in organization	

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- <sup>2</sup> For all the other candidates who are neither self or wage employed will be automatically categories as unemployed.

<b>15.</b>	Phone on of HR person	
<b>16.</b>	Upload Offer letter of the candidate	
<b>The following details to be filled if the placement status is Self-employed</b>		
<b>1.</b>	Self-employment venture (entrepreneurship) name	
<b>2.</b>	Address and location of Self-employment venture (entrepreneurship) name	
<b>3.</b>	Activity Type (Service/Manufacturing/Trading)	
<b>4.</b>	Project Cost (INR)	
<b>5.</b>	Source of project finance (Term loan/Cash Credit/Self-finance)	
<b>6.</b>	Upload Lease deed/ Rent agreement of premise	
<b>7.</b>	Registration/NoC under Shops and Establishment Act/ 'OR' Proof of commercial electricity connection	
<b>8.</b>	Enterprise registration no/NoC no. under Shop establishment Act or relevant authority	
<b>9.</b>	Registering authority	
<b>10.</b>	Upload the business plan (for self -financed projects) and loan sanction letter (for of externally financed cases)	

**Form No: 8.2****Form for reporting from 2<sup>nd</sup> to 12<sup>th</sup> month of placement (To be submitted at the beginning of each month)**

1. Name of the TSP:
2. Centre Id:
3. Name of the centre:
4. Batch Id:
5. Sector:
6. QP:
7. Candidate ID:
8. Name of the candidate:
9. Placement Status: Wage-employed/Self –employed/ Unemployed
10. Details of placement:

Sr. No.	Particulars	Details
<b>The following details to be filled if the placement status is Wage-employed</b>		
1.	Is the employer same (Yes/No)	
<b>Rows 2 to 5 to be filled only if answer to question no. 1 is “Yes”</b>		
2.	Monthly Net Salary	
3.	Monthly Gross salary	
4.	Upload salary slip for the current month	
5.	Upload bank account (current/saving) statement of candidate for the month	
<b>Rows 6 to 18 to be filled only if answer to question no. 1 is “No”</b>		
6.	Reason for not continuing in previous job	
7.	Name of the new organization	
8.	Address of the new organization	
9.	Job-profile offered (Designation)	
10.	Monthly Gross salary	
11.	Monthly net salary	
12.	Date of joining (dd/mm/yyyy)	

<b>13.</b>	Contact person in the organization	
<b>14.</b>	Designation of contact person	
<b>15.</b>	Phone no of contact person	
<b>16.</b>	Name of HR in organization	
<b>17.</b>	Phone no of HR	
<b>18.</b>	Upload offer letter of the candidate	
<b>The following details to be filled if the placement status is Self-employed</b>		
<b>19.</b>	Self-employment venture (entrepreneurship) name	
<b>20.</b>	Address and location of Self-employment venture (entrepreneurship) name	
<b>21.</b>	Is the enterprise functional (Yes/No)	
<b>Rows 22 to 25 to be filled only if answer to question no. 21 is “YES”</b>		
<b>22.</b>	Increase in revenue of the enterprise	
<b>23.</b>	Upload invoices/ receipts of the capital items purchased	
<b>24.</b>	Upload invoices/ receipts of the raw material purchased	
<b>25.</b>	Comments if any	
<b>Rows 26 to 27 to be filled only if answer to question no. 21 is “NO”</b>		
<b>26.</b>	Reason for closure of enterprise	
<b>27.</b>	Placement Status of candidate (Wage employment/ Unemployed)	



**Form No: 8.3****Form for desk verification (for both self and wage)**

1. Name of the TSP:
2. Centre Id:
3. Name of the centre:
4. Batch Id:
5. Sector:
6. QP:
7. Candidate ID:
8. Name of the candidate:
9. Placement Status: Wage-employed/Self –employed/ Unemployed
10. Details of verification:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>Documents for verifying the details</b>
<b>1.</b>	Candidate ID		
<b>2.</b>	Name of the candidate		
<b>3.</b>	Name of the organization		Candidate's Offer Letter
<b>4.</b>	Address of the organization		Candidate's Offer Letter
<b>5.</b>	Job-profile offered (Designation)		Candidate's Offer Letter
<b>6.</b>	Monthly gross salary offered at the time of joining		Candidate's Offer Letter
<b>7.</b>	Monthly net salary offered at the time of joining.		Candidate's Offer Letter
<b>8.</b>	Date of joining (dd/mm/yyyy)		Candidate's Offer Letter
<b>9.</b>	Gross salary of Month 1		Salary Slip and offer letter
<b>10.</b>	Net salary of Month 1		Bank statement and Salary slip
<b>11.</b>	Gross salary of Month 2		Salary Slip and offer letter
<b>12.</b>	Net salary of Month 2		Bank statement and Salary slip
<b>13.</b>	Gross Salary of Month 3		Salary Slip and offer

			letter
<b>14.</b>	Net salary of Month 3		Bank statement and Salary slip
<b>Only to be filled in case of self-employment</b>			
<b>1.</b>	Self-employment venture (entrepreneurship) name		As-Is As mentioned by the TSP
<b>2.</b>	Address and location of Self-employment venture (entrepreneurship) name		Business Plan/ Loan sanction letter
<b>3.</b>	Product/ Service		Business Plan/ Loan sanction letter
<b>4.</b>	Activity Type (Service/Manufacturing/Trading)		Business Plan/ Loan sanction letter
<b>5.</b>	Project Cost		Business Plan/ Loan sanction letter
<b>6.</b>	Project finance		Business Plan/ Loan sanction letter
<b>7.</b>	Source of project finance (Term loan/Cash Credit/Self-finance)		Business Plan/ Loan sanction letter
<b>8.</b>	Date of commencement of activity		Registration/NoC under Shops and Establishment Act 'OR' Invoices of raw material coupled with income statement (bank statement or daily sales book) indicating start of business
<b>9.</b>	Lease/ Rent deed of premise; Electricity connection as proof of location		<ul style="list-style-type: none"> <li>Lease deed/ Rent agreement of premise in case of rented property OR land/property registration certificate in the name of self or immediate family members (spouse, parents or immediate siblings) "OR"</li> </ul>

			<ul style="list-style-type: none"> <li>• Proof of commercial electricity connection</li> </ul>
<b>10.</b>	Enterprise registration no/NoC no. under Shop establishment Act or relevant authority		<p>OPTIONAL</p> <p>Registration/NoC under Shops and Establishment Act</p>
<b>11.</b>	Registering authority		<p>OPTIONAL</p> <p>Registration/NoC under Shops and Establishment Act</p>
<b>12.</b>	Net Revenue for month 1		Bank statement of respected month
<b>13.</b>	Net Revenue for month 2		Bank statement of respected month
<b>14.</b>	Net Revenue for month 3		Bank statement of respected month

**Form No: 8.4**

**Format for telephonic verification by the call center**

1. Name of the TSP:
2. Centre Id:
3. Name of the centre:
4. Batch Id:
5. Sector:
6. QP:
7. Candidate ID:
8. Name of the candidate:
9. Placement Status: Wage-employed/Self –employed/ Unemployed
10. Details of verification:

Sr. No.	Particulars	Reported Status	Status of verification [Positive Verification (Yes OR No)] To be updated by the call center
<b>The following details to be filled if the placement status is Wage-employed</b>			
1.	Candidate Id		
2.	Name of the candidate		
3.	Name of the organization		
4.	Address of the organization		
5.	Job-profile offered (Designation)		
6.	Monthly gross salary offered		
7.	Monthly net salary offered		
8.	Date of joining (dd/mm/yyyy)		
9.	Bank Account Number of candidate in which salary will be received		
10.	Name of the Bank where the candidate holds an account/salary account		

<b>11.</b>	IFSC code of the bank		
<b>12.</b>	Name of HR person in organization		
<b>13.</b>	Phone no. of HR person		
<b>The following details to be filled if the placement status is Self-employed</b>			
<b>1.</b>	Self-employment venture (entrepreneurship) name		
<b>2.</b>	Address and location of Self-employment venture (entrepreneurship) name		
<b>3.</b>	Activity (Service/Manufacturing/Trading)	Type	
<b>4.</b>	Enterprise registration no/NoC no. under Shop establishment Act or relevant authority		
<b>5.</b>	Registering authority		
<b>6.</b>	Project Cost (INR)		
<b>7.</b>	Source of project finance (Term loan/Cash Credit/Self-finance)		
<b>8.</b>	Comments		