



# राजस्थान कौशल एवं आजीविका विकास निगम Rajasthan Skill and Livelihoods Development Corporation

(A Government of Rajasthan Enterprise)

श्री. एम. आई. परिसर, जे-8-ए, झालाना संस्थानिक क्षेत्र, जयपुर-302004 (राजस्थान)

EMI Campus, J-8-A, Jhalana Institutional Area, Jaipur- 302004 (Rajasthan)

F()No. RSLDC/Skills/DDUGKY/2019-20/ 6529

Date: 17-03-2019

## Circular

### Sub: On Job Training (OJT)

DDU GKY is a placement linked skill development programme of Ministry of Rural Development for rural youth. Under DDU-GKY there is provision of OJT, On the job training is a form of training provided at the workplace i.e. to acclimatize a trainee to actual job conditions.

#### Timeline: -

For approval of OJT PIA need to submit SF 4.6A: On the job Training plan for the batch within 20 days of batch freezing day along with OJT start/end date and with complete address.

#### Documentation of OJT: -

It is directed to maintain all OJT related documents: -

SF 4.6A: On the job Training plan

SF 4.6 B: On the Job Training confirmation letter for candidates

SF 4.6C: OJT completion certificate for candidates

SF 4.6 D: OJT verification report by Q team

#### Marking of attendance during OJT :-

During OJT center attendance will be exempted however hostel attendance will be required in case of residential batch and in the OJT is planned near by the SDC. PIA needs to collect Geo tag group photos with visible faces and videos is to be submitted batch wise in attendance file.

#### Arrangement of residential facilities during OJT:-

For OJT of Residential batches PIA must submit a letter along with SF 4.6 A wherein PIA must mention about the arrangement of residential facilities of the candidates, if the candidates are accommodated in hostel of the PIA then PIA will mention accordingly else PIA will ensure proper residential arrangement within 1 KM of OJT location. However, a statement from the PIA confirmed by the candidate that he has been provided boarding and lodging facilities would suffice for allowing payment of boarding and lodging amount during the OJT.

PIA must ensure boarding and lodging facilities are provided to candidates during OJT. Hence, the PIA should arrange for boarding and lodging facilities (either with the employer or outside) to all candidates unless candidate opts to arrange for his boarding and lodging by himself/ herself. If the candidates opts out the entitlement should be paid to the candidate. The PIA will be reimbursed a maximum of a candidate's entitlement as per food and to and fro charges

For Non-residential PIA is allowed to initiate new batch in place of current batch which is in OJT and in case of residential batch this can be allowed only if the trainees of last batch is not accommodated in hostel and for approval of new batch PIA will submit the declaration that the trainees are not accommodated in the SDC's hostel and must ensure the residential facilities to the trainees.

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**OJT Duration:-**

Maximum OJT duration allowed as per the guideline of DDU – GKY shall be 1/3rd of the total course duration

**Verification of OJT :-**

OJT verification by SRLM can be done in the SF 4.6D, in view of this PIA must send a mail on the day of start date of OJT with the list of trainees and complete detail of the employer to concerned DSC and Scheme Coordinator so that the OJT can be verified timely.

Please note if the OJT plan is not submitted as per the timeline penal action would be taken and OJT for the batch will not be consider.

**Penalty Matrix:**

if OJT details shared by PIA

- a) after 20 days of batch freeze and before 10 days of OJT start date- An advisory to be issued to PIA
- b) If PIA submitted within 10 days before the OJT start- An Advisory to be issued and Minor penalty of Rs 10,000/- to be imposed
- c) If PIA submitted within 10 days of OJT start- An Advisory to be issued and Minor penalty of Rs 25,000/- to be imposed
- d) If PIA submitted after 10 days of OJT start- OJT batch will not be considered

Note- In case of Change of OJT location, PIA must inform RSLDC before the OJT start date and will take approval of such changes.


  
Yogmitra Dinkar  
General Manager-2

F()No. RSLDC/Skills/DDUGKY/2019-20/ 6530-6536

Date: 17-09-2019

**Copy to:**

1. P.S to MD, Rajasthan Skill and Livelihood Development corporation
2. Manager-DDUGKY, representative of Hon'ble Minister of Sports, Youth affairs, Skill development, Employment, Entrepreneurship, Transport and sainik welfare (Govt. of Rajastha)
3. Manager-Skills 1 & 2
4. Aajeevika Accounts Advisors, Rajasthan Skill and Livelihood Development corporation
5. Programme Manager, PMCA, RSLDC, Jaipur
6. STL- DDUGKY
- ✓ 7. Manager- MIS (for uploading the order on the website of RSLDC)

  
General Manager-2  
DDUGKY, RSLDC

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