

The Punjab State Skill Development Society has been restructured on the basis of an In- house meeting held on 8/11/2011. The minutes of said meeting were issued on 27/12/2011. Subsequently vide order No.9/106/07-5TE1/67-69 dated:6/1/12 the services of officers of Technical Education & Industrial Training, have been placed under the disposal of Punjab State Skill Development Society( PSSDS). The undersigned vide government Notification No: 0/106/2007-4TEI/57, Dated : 6.1.2012, has been designated as Head of SDI Cell and Member Secretary, Punjab State Skill Development Society (PSSDS).

1.0 It is proposed that PSSDS shall have 3 distinct branches :

- (i) Administration Branch
- (ii) Technical Branch
- (iii) Finance and Accounts Branch.

2.0 Shri Harpal Singh, Deputy Director (IT) shall head the administrative branch of the PSSDS. He shall be designated as Joint Project Coordinator (Admin). Further Sh. Ravinder Singh, Deputy Director, Technical shall head the Technical Branch of PSSDS. He shall be designated as Joint Project Coordinator (Technical). Shri Ravinder Singh shall be assisted by Sh. Harjit Pal Singh, Assistant Director, Technical Education. Sh Harjit Pal Singh, shall be designated as Assistant Director of the Punjab State Skill Development Society. Shri R.C.Grover, DCFA (IT) shall head the Finance and Accounts Branch of the PSSDS. He shall be designated as Deputy Chief Accounts Officer.

3.0 The distribution of work among the three branches shall be as follows:

1) **Administration Branch :-**

- 1) The Admn. branch shall coordinate between the VTP's and DGE&T/Government of India.
- 2) The Admn. branch shall facilitate VTP's in enlisting the services of assessing body and allotment of ABN.
- 3) The Admn. branch shall mobilize workers who are informally trained in various sectors for certification. The Admn. branch shall constantly interact with industries in this regard to ensure that informally trained workers get their skill certification by NCVT.
- 4) The Admn. branch shall interact with various training centers located in different part of the State and encourage them to register as VTP's.
- 5) The Admn. branch shall be the focal point of PSSDS for interaction with the industries, VTP's, stakeholders and Government Departments including Punjab Infotech.

- 6) Within the PSSDS, the Admn. branch shall coordinate with all the other branches to prepare reports, presentations or hand outs .
- 7) The Admn. branch shall also be responsible for giving wide publicity to the SDI Scheme.
- 8) The Admn. branch shall prepare the Annual Training Plan for the State and send the same to DGE&T.
- 9) The Admn. branch shall also ensure the implementation of reservation policy for SC/ST, and others for admissions in VTP's.
- 10) The Admn. branch shall assess labour market demand through initiative like CII led skill gap study.
- 11) The Head of the Admn. Branch shall be the convener of the Governing Council Meetings and all other meetings to be conduct as per the norms of the society.
- 12) Any other duties assigned by the President/ Member Secretary of PSSDS from time to time.

## **II) Technical Branch :-**

- 1) The Technical Branch shall plan, design and execute the Central web portal of the Punjab State Skill Development Society.
- 2) The Technical Branch shall also plan, design & execute the establishment of toll- free State Help Line. The State Help Line shall offer services like counseling of Students regarding various courses/VTPs, applying for admissions in VTPs and lodging of complaints/ grievances and giving feed back.
- 3) In the interim duration ( i.e. till the web portal & state help line are operational) the technical branch shall oversee the registration of VTPs , allotment of Training Branch Number (TBN) and shall monitor admissions in VTPs.
- 4) Once the central web portal and State Help Line are finalized and become operational the technical branch shall ensure that :-
  - a) The registration of VTPs is done on- line.
  - b) Allotment of TBN is automated.
  - c) All the admissions (i.e. either by VTPs or through State Level Help Line) are done in on-line. At a later stage payment of fees through internet banking shall be explored.
- 5) The Technical Branch shall also issue necessary guidelines to VTPs , regarding the courses being offered, curriculum ,assessment etc.
- 6) The Technical Branch shall have the responsibility of maintaining an on- line job inventory. In this directory all candidates who have been certified by NCVT can place their curriculum vitae for seeking employment. Further, employees/industry can placed their requirement for skilled persons. This on- line job directory shall have the name, address and mobile number of the skilled workers. It shall serve as a job portal for these skilled workers. Common citizens