

PUNJAB SKILLS DEVELOPMENT FUND



SKILLS SCHOLARSHIP INITIATIVE 2023

UAN: 042-111-11-PSDF (7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

1. FOREWORD:

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

PSDF intends to announce the second round of pilot for the '**Skills Scholarship Initiative 2023**', where trainees will be free to take admission in any of the PSDF associated institutes. PSDF will shortlist the institutes for the association as per the criteria mentioned in this document. The aim of the 'Skills Scholarship Model' is to empower the trainees to choose among the associated institutes for skills training in the desired field.

Interested institutes who meet the requirements are invited to submit association form in accordance with the details provided therein.

Procurement Department
Skills Scholarship Initiative 2023
Punjab Skills Development Fund
21-A, Dr. Mateen Fatima Road,
Gulberg II, Lahore.

2.Data Sheet for Skills Scholarship Initiative 2023

Name of the Assignment	Skills Scholarship Initiative 2023
Name of the Client	Punjab Skills Development Fund (PSDF)
Institutes can apply for the Trades	<p>Institutes with valid and in-process applications / accreditations / registrations in the following trades issued by PSDA, NAVTTC, or lifetime TEVTA certification can apply for Association with PSDF:</p> <ol style="list-style-type: none"> 1. 2D & 3D Drafting using AutoCAD. 2. Auto CAD (Civil) 3. Auto Electrician 4. Auto Mechanic 5. Building Painter 6. Carpenter 7. Fan Manufacturing Technician 8. CNC Machine Operator 9. Electrical Technician 10. Electrical Wiring 11. Electronic Automotive Diagnostic & Engine Tune-up 12. Front Office 13. Home Appliances Repair 14. Industrial Electrician 15. Injection Molding Machine Operator 16. Mason 17. Millwright 18. Mobile Phone Repairing 19. Motorcycle Mechanic 20. Motor Winder 21. Pipe and Plate Fabricator 22. Plumber 23. Quantity Surveyor 24. Safety Inspector 25. Shuttering Carpenter 26. Steel Fixer 27. Telecom Technician 28. Vehicle Driving 29. Welder
Location of Training Institutions	<p>Institutes located in Punjab in the below mentioned districts with valid and in-process applications / accreditations / registrations issued by PSDA, NAVTTC or lifetime TEVTA certification can apply for association with PSDF:</p> <ol style="list-style-type: none"> 1. Attock 2. Bahawalnagar 3. Bahawalpur 4. Chakwal 5. Chiniot 6. Dera Ghazi Khan 7. Faisalabad 8. Gujranwala 9. Gujrat 10. Hafizabad 11. Jhang 12. Jhelum

	13. Khanewal 14. Khushab 15. Lodhran 16. Mandi Bahauddin 17. Mianwali 18. Nankana Sahib 19. Narowal 20. Okara 21. Pakpattan 22. Rahimyar Khan 23. Rajanpur 24. Talagang 25. Taunsa Sharif 26. Toba Tek Singh 27. Vehari 28. Wazirabad		
Target Trainees	Trade wise target trainees are as follows.		
	Sr. #	Trade	Contracting Target
	1	2D & 3D Drafting using AutoCAD	150
	2	Auto CAD (Civil)	200
	3	Auto Electrician	50
	4	Auto Mechanic	25
	5	Building Painter	75
	6	Carpenter	50
	7	CNC Machine Operator	75
	8	Electrical Technician	75
	9	Electrical Wiring	100
	10	Electronic Automotive Diagnostic & Engine Tune-up	25
	11	Fan Manufacturing Technician	25
	12	Front Office	150
	13	Home Appliances Repair	100
	14	Industrial Electrician	200
	15	Injection Molding Machine Operator	25
	16	Mason	25
	17	Millwright	150
	18	Mobile Phone Repairing	150
	19	Motorcycle Mechanic	50
	20	Motor Winder	100
	21	Pipe and Plate Fabricator	25
	22	Plumber	150
	23	Quantity Surveyor	150
	24	Safety Inspector	250
	25	Shuttering Carpenter	50
	26	Steel Fixer	25
	27	Telecom Technician	50
	28	Vehicle Driving	100
29	Welder	200	

		Total	2800
	It will be the sole discretion of PSDF to adjust / revise the trade-wise targets of the program(s) in case of non-availability of Associates in the target districts.		
Basic Requirements	<p>Potential associates must fulfill the following requirements:</p> <ul style="list-style-type: none"> • Must have valid NTN / FTN in the name of the organization. • Must be registered / affiliated / accredited with either TEVTA, PSDA, or NAVTTC. In case where registration certificates / extension of registration certificates are expired, organization are required to share the following two mandatory evidences: <ol style="list-style-type: none"> 1. Expired certificate from PSDA, TEVTA, or NAVTTC 2. Evidence of in-process application (affiliation or extension) in the form of application or request of extension letter along with the payment receipt for application processing (where applicable). 3. Must not be blacklisted by any government, private, local, international, TVET body or any other organization. <p>Note: Organization must submit registration certificates or extension certificates by relevant TVET body before the participation in the enrollment process, otherwise they will not be considered to for the enrollment process.</p>		
Shortlisting of an Associate	<ul style="list-style-type: none"> • All the institutes fulfilling the basic screening criteria and having a valid or in-process application / registration / accreditation issued by PSDA, NAVTTC or lifetime TEVTA certification in the announced trades will be shortlisted as an Associate for the Skills Scholarship Initiative 2023 • Association in same or similar category of trades will be acceptable. However, in the case that an institute has a diploma certification, only the diploma with the exact trade name for the application will be accepted. 		
Capacity Determination	<ul style="list-style-type: none"> • Capacity of institutes will be determined based on the capacity mentioned on the registration / accreditation certificate under each trade & location. • Associates will provide an undertaking that they will not run any other class under the assessed capacity for another organization other than PSDF 		
Schedule of Training	Trainings against the Skills Scholarship Initiative are expected to start from April 2023 or as per the PSDF business requirements, subject to the availability of funds.		
Beneficiary for Skills Scholarship	<ul style="list-style-type: none"> • Between the age of 18 to 35 years • Must have a valid CNIC of any district of Punjab. • Must be a deserving candidate and fall under poor & vulnerable category. • Must not have previously attended any course funded by PSDF and not registered in PSDF database. • Must meet the entry requirements as specified in respective training curriculum. • Must not be enrolled / registered / graduate of a Diploma of Associate Engineering (DAE) program. • Must not have education level of greater than intermediate, please refer to the minimum qualification criteria as per curriculum. 		
Association Process	<ul style="list-style-type: none"> • Institutes that have a relevant valid or in-process application / registration / affiliation with PSDA, NAVTTC or TEVTA operating in Punjab in the above-mentioned districts can apply for association with PSDF in the trades mentioned in the data sheet. • In case of in-process applications, organization must submit their registration certificate before the enrollment stage, otherwise they will not be considered to for the enrollment process. • Institutes will only be allowed to enroll trainees as per the capacity mentioned on registration / accreditation certificate under each trade & location. 		

	<ul style="list-style-type: none"> Institutes will be required to maintain class size of at-least 15 trainees under each trade of training batch. Maximum class size allowed is 25 trainees. Institutes will not run any other class under the assessed capacity for another organization other than PSDF. Also, institutes will not merge any other class with PSDF scholarship model and will only enroll PSDF scholarship holder trainees in any given class. If institute is found to be running a mixed class in the monitoring visit, the class(es) will be cancelled.
Trade Scholarship Fee	<ul style="list-style-type: none"> Trade scholarship fee is available at the end of this document in Annexure A. Scholarship fee will be fixed against each trade across Punjab and adjacent areas. PSDF will only pay the fixed fee against per trainee mentioned in Annexure A. All direct & indirect taxes will be deducted in accordance with the provisions of Government Rules amended time to time.
Validity Period for Association	<ul style="list-style-type: none"> This association is only valid for one year, subject to the validity of the certificates. Registration / accreditation certificate issued by PSDA, NAVTTC or lifetime TEVTA certification must be valid through-out the period of association. i.e., at the time of start till the completion of class. After association process, list of associated institutes and their registered trades and complete address will be available on PSDF website along with the validity period of association. This will facilitate in the trainee enrollment process.
Registration / Enrollment Mechanism	<ul style="list-style-type: none"> Trainees will be free to take admission in any of the associated institutes. Associated institutes will be liable to enroll trainees (eligible as per PSDF criteria). All the associates will compete for the enrollment of trainees which will be on first come first serve basis till the completion of target or expiry of deadline set by PSDF. PSDF Systems will restrict the enrollment in case target is achieved before the expiry of deadline or vice versa. Associates will only be allowed to enroll trainees up to the capacity mentioned on the accreditation / registration certificate till the deadline. If associate fails to enroll trainees up to the minimum class size limit, that class will be cancelled, and trainee will be expelled. All associates will be given access to the online dashboard on Business Support System (BSS) to have a real time visibility of target, number completed by associate, and remaining seats. BSS will block the enrollment once the trade target is achieved. System will only consider those classes wherein the strength of trainees is 15 and above. Associate will be required to create trainee profile in BSS.
Awareness for Trainee Scholarship	<ul style="list-style-type: none"> Newspaper and other digital / electronic media platforms will be used for trainees' awareness. Interested trainees will get all the information from PSDF's website and will approach to desired associate along with required documents i.e., degree, CNIC, and declarations. Declaration form will be filled and signed by trainee in the selected trade and associate at the location of associate where he/she is interested in taking training. Associate will duly verify and authenticate all documents and necessary undertakings before initiating the registration process. Associate may interview the trainee for accepting / rejecting the admissions in relevant trade.
Trainee Finalization & Scholarship Voucher Issuance	<ul style="list-style-type: none"> After initial verification & scrutiny of trainee eligibility, associate will be required to save & submit the trainee profile in the BSS. Upon profile saving in the system trainee & associate will get a provisional registration message through SMS.

	<ul style="list-style-type: none"> • The final registration message will be sent on the consolidation of the class (with the enrollment of at least 15 eligible trainees) and submission of the profiles in BSS. • Scholarship payment will only be made to associate after verification & scrutiny by PSDF on behalf of trainee after the completion of class every month.
Association Agreement	After the conclusion of association process, an association agreement shall be signed between both the parties.
Business Rules	PSDF standard business rules will be applicable for monitoring of trainings and ascertaining associate's claim.
Testing & Certification	Testing & certification from an accredited body is an essential requirement. PSDF will arrange testing & certification of the trainees.
Implementation of Training	Training would be delivered in associated institute's own premises with dedicated labs / workstations in a formal manner with course components to be delivered in dedicated classrooms / labs / workshops.
Job Placement	Employment Commitment for the program is 100%. Associated institutes will only receive employment payment for those trainees that they successfully employ.
Capacity Building Session	<p>A capacity building session will be held to guide potential associates about the initiative and other terms & conditions.</p> <p>Interested institutes can get them registered by filling the following link before 17th February 2023; https://forms.office.com/r/Lpyx1fnUGH</p> <p>Meeting details will be shared through an email to the registered institutes</p>
Submission of Document	All organizations are required to fill the forms online using google form. Link to access the form is: https://forms.gle/suN5WgY84we1LYMv5
Last Date of Submission of Association Form	03rd March 2023 at 03:00 PM

ASSOCIATION FORM

PART A: INFORMATION ABOUT THE ASSOCIATE

Code	Required Information	Response	
A.1	Legal Name of Organization		
A.2	Year of Registration / Establishment of the Organization		
A.3	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	<input type="checkbox"/>	Public Sector Technical / Vocational Training Institute
		<input type="checkbox"/>	HEC recognized University
		<input type="checkbox"/>	Section 42 Company
		<input type="checkbox"/>	Public Ltd. Company
		<input type="checkbox"/>	Private Ltd. Company
		<input type="checkbox"/>	Sole Proprietor
		<input type="checkbox"/>	Partnership Firm
		<input type="checkbox"/>	NGO registered under Societies Registration Act
		<input type="checkbox"/>	NGO registered with Social Welfare Department
		<input type="checkbox"/>	NGO registered under The Trusts Act
		<input type="checkbox"/>	Others (Please Specify)
A.4	Name of Head of Organization		
	Designation		
	Email		
	Mobile numbers		
	Postal address of Organization		
	Phone (Landline No)		
	Email		
	Website		
A.5	Name of contact person*		
	Designation		
	Phone & mobile numbers		
	Email		

* Only Head of Organisation or nominated contact person will be authorized to communicate with PSDF.

PART B: ASSOCIATION REQUIREMENTS

Please provide information about the association, as per criteria defined by PSDF, using the following format. **Attach relevant documents where required.** Tick the relevant box:

Code	Requirements	Response	
B.1	Valid NTN/FTN Certificate in the name of the organization	NTN/FTN Number _____	
		<input type="checkbox"/>	Copy Attached
		<input type="checkbox"/>	Not Attached
Institute must provide valid NTN / FTN number and attach a copy of the certificate in the name of the Organization.			
B.2	Documentary evidence verifying the legal status of organization issued by Government authority.	<input type="checkbox"/>	Not Applicable (only in case of Sole Proprietor)
		<input type="checkbox"/>	Copy attached
		<input type="checkbox"/>	Copy Not attached
Institute must be registered with any Government authority or regulatory body except in case of sole proprietor.			
B.3	Attach a copy of valid or in-process registration / accreditation certificate issued by PSDA, NAVTTC or lifetime TEVTA certification.	<input type="checkbox"/>	Copy attached
		<input type="checkbox"/>	Copy Not Attached
Organization must provide evidence of being registered / accredited or in-process of this with PSDA, NAVTTC or lifetime TEVTA certification			
B.4	Has your institute ever been blacklisted by any government, private, local, international, TVET body or any other Firm?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
Organization must not be blacklisted by any government, private, local, international, TVET body or any other firm.			
B.5	Is your organization willing to run only PSDF's class under the assessed capacity as mentioned in their PSDA, NAVTTC, or lifetime TEVTA certification in the shortlisted trade & location?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
B.6	Is your organization willing to not merge any other class with PSDF's scholarship model, and will only enroll PSDF's scholarship holder trainees in the given class?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

APPLICANT DECLARATION

I (**click here and type Name**), hereby certify that:

- The information provided in this document is factually correct in all material respects.
- I understand that provision of any false or misleading information will lead to disqualification from association.
- I am duly authorized to submit this application on behalf of
"[Click here and type the name of organization]"

Signature:	
Name:	
Designation:	
Date and Place:	
Phone:	
Mobile:	
E-Mail:	

Annexure A: – Trainee Scholarship Fee

Sr. #	Trade	Duration	Scholarship Fee Per Trainee per Month (Inclusive of all applicable taxes)
1	2D & 3D Drafting using AutoCAD	3 Months	3,500
2	Auto CAD (Civil)	3 Months	4,676
3	Auto Electrician	3 Months	8,000
4	Auto Mechanic	3 Months	10,311
5	Building Painter	3 Months	7,000
6	Carpenter	3 Months	17,000
7	Fan Manufacturing Technician	3 Months	6,682
8	CNC Machine Operator	3 Months	7,090
9	Electrical Technician	3 Months	3,212
10	Electrical Wiring	3 Months	3,818
11	Electronic Automotive Diagnostic & Engine Tune-up	3 Months	8,000
12	Front Office	3 Months	9,357
13	Home Appliances Repair	3 Months	7,000
14	Industrial Electrician	3 Months	7,111
15	Injection Molding Machine Operator	3 Months	13,025
16	Mason	3 Months	4,173
17	Millwright	3 Months	15,588
18	Mobile Phone Repairing	3 Months	7,000
19	Motor Winder	3 Months	5,601
20	Motorcycle Mechanic	3 Months	7,679
21	Pipe and Plate Fabricator	3 Months	11,385
22	Plumber	3 Months	3,510
23	Quantity Surveyor	3 Months	3,333
24	Safety Inspector	3 Months	3,798
25	Shuttering Carpenter	3 Months	7,599
26	Steel Fixer	3 Months	6,050
27	Telecom Technician	3 Months	11,413
28	Vehicle Driving	3 Months	8,086
29	Welder	3 Months	11,155