



पेयजल एवं स्वच्छता विभाग
जल शक्ति मंत्रालय
DEPARTMENT OF DRINKING WATER
AND SANITATION
MINISTRY OF JAL SHAKTI



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



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Har Ghar Jal
Jal Jeevan Mission



Guidelines for RPL & Up-Skilling “Nal Jal Mitra”



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Process Guidelines
for
RPL and Upskilling
under
Nal Jal Mitra Scheme



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1. Background:

The Department of Drinking Water and Sanitation, in collaboration with the Ministry of Skill Development & Entrepreneurship (MSDE), and bodies under its aegis, including National Skill Development Corporation (NSDC), Water Management and Plumbing Skill Council (WMPSC), and skill regulator – National Council for Vocational Education and Training (NCVET), has developed the multiskilling course for ‘Nal Jal Mitra’. A person skilled as ‘Nal Jal Mitra’ shall be a multiskilled local person at the village level, who can operate and maintain the in-village piped water supply infrastructure, leveraging his multiple skills in plumbing, electrical works, and masonry.

These Guidelines are aimed at ensuring consistent and quality outcomes throughout the pan-India implementation process of the NJMP under JJM. The Guidelines lay down the approach and modalities for implementation of the **“Nal Jal Mitra Programme (NJMP)”**. A robust guideline for conduct of Short-Term Training for implementation of NJMP has already been released and several states have also initiated trainings as per the same. The NJMP short term training course is a National Skill Quality Framework (NSQF) level-4 course of 510 hours. The inception of this qualification is important from the point of view of maintaining sustained water supply and services to the gram panchayats under the scheme Har Ghar Nal Se Jal.

Consequent to the launch of *Jal Vitaran Sanchaalak* (NSQF Level 4), it was felt that the environment already has a large number of trained plumbing technicians (Plumber General) and those have gained experience at par with a skilled plumber, by virtue of working informally as part of the plumbing related workforce. This necessitated to introduce a Recognition of Prior Learning (RPL) and Up-skilling programme without compromising the tenets and components of the *Jal Vitaran Sanchaalak (Nal Jal Mitra)*.

In view of this, an alternate pathway for skilling and certification of existing workforce has been requested by a few States and concurred by NJJM, DDWS, Ministry of Jal Shakti, vide Letter No. W-11011/6/2023-JJM-III-DDWS dated 18 December 2023, and addressed to Secretary, MSDE. The pathways through this guidance note, will help with the alignment of a standardized process across the states for RPL & Up-Skilling. This RPL and Up-Skilling guideline are expected to serve as a comprehensive reference for implementation partners, including State Skill Development Missions, District authorities, and village-level committees like Village Water and Sanitation Committee/ *Paani Samiti* to effectively execute the required RPL & Up-Skilling training and skilling initiatives under Jal Jeevan Mission.

Skilling institutions, approved or empanelled by MSDE and other Central Ministries under their various Skill schemes, will be assigned for implementing the courses. The Training of Trainers (ToT) will be conducted by the WMPSC, to ensure that adequate number of qualified instructors/ trainers are available across the country. NCVET empanelled Assessment Agencies will conduct the assessments in coordination with the Awarding Body- WMPSC. Monitoring of the implementation process will be carried out by the Project Implementation Agency (PIA) appointed by the respective States/UTs. This collaborative approach should ensure effective and efficient implementation, and monitoring throughout the multiskilled training programme.

JJM aims to train and create at least one *Nal Jal Mitra* for each Panchayat, amounting to more than 2.5 lakh *Nal Jal Mitras* across all the Gram Panchayats (GPs) in the country. Candidates selected by the GP/ Village Water and Sanitation Committees (VWSCs) will undergo training at permanent vocational centres approved by MSDE or other Central Ministries/ Departments, including, State-run institutes like ITIs and polytechnics, PMKKs, School or College based Skill Hubs, etc. Other institutions such as SIRDs, and ATIs may also be utilised, wherever feasible, if they are duly accredited and affiliated with the respective authority. The final decision regarding identification of skill centres in sufficient numbers lies with the respective State/UT.

It is envisaged that implementation of the *Nal Jal Mitra* Programme (NJMP), shall lead to development of required technical capacities at village level to facilitate efficient operations and maintenance of the piped water supply schemes being rolled out in rural areas.

1.1 Jal Jeevan Mission:

The Jal Jeevan Mission (JJM), announced by Hon'ble Prime Minister on 15th August 2019, is being implemented in the country with the aim to achieve the ambitious goal of providing functional household tap water connections (FHTCs) to all rural households in the country. The Mission encompasses various key objectives, including the provision of piped water supply, promoting source sustainability, water conservation and its sustainable usage, and empowering rural communities through greywater management and by generating employment opportunities. By emphasising community involvement and skill development, JJM envisions the establishment of robust water utilities at the grassroots level, with each GP/ VWSC/ *Paani Samiti* serving as a vital hub for delivery of piped drinking water supply services.

1.2 National Skill Qualification Framework:

The National Skill Qualification Framework (NSQF)/ National Skill Qualification Certification (NSQC) is a descriptive framework that organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes i.e., the competencies which the learners must possess regardless of whether they were acquired through formal, non-formal or informal education and training. It is, therefore, a nationally integrated education and competency-based skill framework that will provide for multiple pathways both within vocational education and vocational training and among vocational education, vocational training, general education and technical education, thus linking one level of learning to another higher level, to enable a person to acquire desired skill levels, transit to the job market and return to skill development to further upgrade their skill sets.

1.3 Awarding Body:

Awarding Bodies (AB) are industry-led bodies, who would be responsible for the defining the skilling needs, concept, processes, certification, accreditation of their respective Training Providers (TPs)/ Training centres (TCs). The ABs shall prescribe the NOSs and QPs for the job roles relevant to their industry and shall work with NCVET to ensure that these are in accordance with the NSQF.

1.4 Project Implementation Agency:

This refers to the entity for the project, which is responsible for the overall execution and implementation of the project.

1.5 Training Providers:

Entities working in skill training which would be involved in conducting training of candidates.

1.6 Assessment Agency:

Assessment Agencies (AAs) will conduct assessments of candidates/ beneficiaries. The AA shall be an independent third party (neither the PIA nor RPL Facilitator Organization).

1.7 Qualification Packs and National Occupation Standard:

A set of NOS, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive both; the creation of curriculum, and assessments. These job roles would be at various proficiency levels and aligned to the NSQF, NOSs and QPs for job roles in various industry sectors, created by SSCs and subsequently ratified by appropriate authority, would be available online and updated from time to time.

1.8 Skill India Digital:

A MIS system which has been developed and maintained by NSDC, has a portal to capture the data of those undergoing skilling and manage the skilling lifecycle of the candidate.

2. Introduction to Recognition of Prior Learning & Upskilling

Individuals possessing prior experience or skills undergo assessment and certification within the RPL framework of the programme. Candidates with established skills receive certification following a thorough evaluation. Upskilling serves as the avenue for individuals currently engaged with Gram Panchayats, undertaking similar tasks without formal training in the necessary competencies to become '*Nal Jal Mitra*'. The Upskilling training programme aims to address the skill gap by offering a bridge training on the essential skill sets.

This process empowers individuals to attain relevant skill certifications after enhancing their competencies. The Project Implementing Agencies (PIAs), including entities like State Skill Development Missions (SSDM), Sector Skill Councils (SSCs), or other agencies designated by PIAs, are incentivized to execute Upskilling projects within well-equipped infrastructure. To address knowledge gaps, PIAs provide bridge courses to RPL candidates, complemented by training in soft skills and job role-specific safety and hygiene practices.

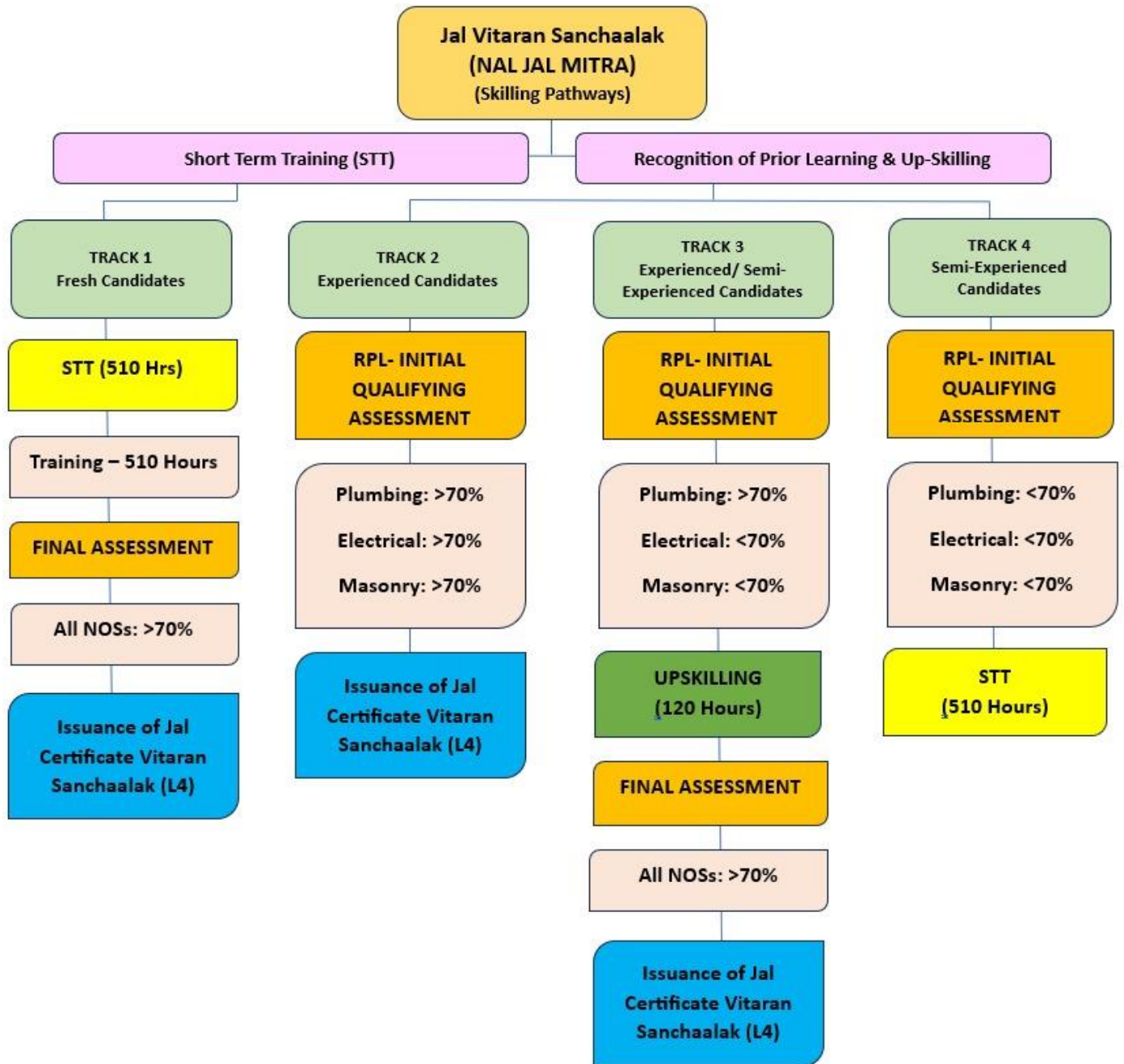
2.1 Process flow for Implementation of RPL & Upskilling Programme

- a) RPL & Upskilling Programme at the Training Centres will be carried out under the *Nal Jal Mitra* (NJM) Scheme.
- b) The potential candidates must be identified by the concerned Gram Panchayat with approval of SWSM and on recommendation of DWSM.
- c) The candidate must be counselled by the PIA/ trainer on the following areas:
 - i. A brief about *Nal Jal Mitra* Programme & Skill India Mission, its inclusions and the process being followed.
 - ii. Eligibility criteria for appearing for RPL & Upskilling programme certification.

- iii. The benefits of skill certification and how to avail those benefits.
- iv. Possible career progression (vertical and horizontal).
- d) The candidate must possess existing experience and should be working in the villages on similar type of work. The candidate must have the experience letter issued by respective Gram Panchayat/ Gram Sarpanch. An experience certificate in this connection is **Annexed**.
- e) The nominated candidates shall undergo initial qualifying assessment (IQA). The following pathway for the individual will emerge from the initial qualifying assessment:

Sl No	Scoring Scenarios	Pathway
1	70% or above in all NOSSs	Certification as <i>Jal Vitaran Sanchaalak (Nal Jal Mitra)</i>
2	70% or above in Plumbing & Pump Operations (PSC/N0163 & PSC/N0166) Less than 70% in Electrical (PSC/N0175) Less than 70% in Masonry (PSC/N0174)	Up-Skilling of 120 Hours, followed by Final Assessment
3	Less than 70% in Plumbing & Pump Operations (PSC/N0163 & PSC/N0166)	Short Term Training of 510 Hours, followed by Final Assessment

- f) For initial qualifying assessment, the minimum batch size is 20 and maximum up to 40 and for RPL & Upskilling programme minimum is 20 and maximum is 40 candidates.
- g) The operational and monitoring process will be done by the PIAs & DWSM respectively.
- h) SID will be used for candidate lifecycle management from registration to certification.
- i) RPL & Up-skilling training process is aligned with the guidelines of NCVET.



2.2 Selection of PIAs & TPs

- a) The State Skill Development Missions (SSDMs) will be the PIAs for their respective states.
- b) PIAs to identify the TPs/ TCs to execute the Upskilling programme.
- c) PIAs will issue workorders to implementation partners for Upskilling programme. Implementation Partner to ensure the TP/ TC approval on SID prior to start of training.

2.3 Mobilization

- a) The respective State Water Sanitation Missions (SWSMs) to coordinate with PR/RD department for mobilization of candidate. Minimum One (1) candidate to be nominated from each GP for the training.
- b) Candidates having a minimum of 2 years of experience in Plumbing sector recognised by the Sarpanch/ Pradhan of the respective GP will be considered for the initial qualifying assessment.

2.4 Registration & Initial Qualifying Assessment (IQA)

- a) The TP will provide infrastructure and tools for IQA and orient the candidates on the assessment process.
- b) To enable this, WMPSC will provide orientation material on the assessment process to the PIAs & TPs.
- c) TPs to ensure the following process on SID:
 - Batch to be created on their respective TC IDs (Login IDs to be issued by PIAs to TPs based on the location)
 - Candidate registration & enrolment under that batch
 - Submission of batch to SSC
- d) The TP will inform WMPSC to plan the assessment 7 days in advance.
- e) The total turnaround time for assessment after batch creation on SID is 5 days. This includes conducting of assessments, result upload and approval by AA & WMPSC respectively.
- f) PIAs to ensure that candidates in the same domain / work profile are enrolled on SID.
- g) Prior to the IQA, orientation in local language should be conducted by the TP SPOC and/or trainer assigned by them.
- h) IQA will be conducted by NCVET empanelled AAs in coordination with the Awarding Body- WMPSC.
- i) IQA will be conducted only by Certified Assessors of Jal Vitaran Sanchaalak Qualification.
- j) IQA will be conducted under 3 different components viz., Theoretical, Practical and Viva.

- The theoretical component will be conducted and will consist of true/false statements, multiple choice questions, matching type questions and pictorial type of questions.
 - The practical component will be conducted through various test jobs performed by the candidates, following appropriate working steps, using necessary tools, equipment and instruments and the candidate will be assessed against pre-defined standards such as tolerance, finish, accuracy, time etc.
 - The viva component will be conducted to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand.
- k) The IQA shall be carried out in local language.
- l) Results shall be made accessible on SID along with marksheets and certificates. PIA/ TPs will ensure that certificates are distributed to all eligible candidates within 15 days.

2.5 Training

Upskilling programme shall be conducted at TCs approved by PIA via Skill India Digital. Only certified trainers for the qualification *Jal Vitaran Sanchaalak*- Multi-Skill will be allowed to conduct the training. In the absence of the ToT certified trainer, batch will not be approved on SID.

- a) The training / orientation will be in classroom. It is the responsibility of PIA to make sure that the necessary infrastructure and equipment specified by WMPSC is available for training and assessment for Upskilling programme.
- b) The content/ module will also include Employability Skills and Digital Skills.
- c) Preferably, AEBAS could be used to mark attendance of candidates where available, and alongside that, a hard copy of the Attendance Register shall be maintained in each classroom of the TCs, mentioning the Batch Name, Batch ID, Important Dates, Name of the Candidates, and other relevant information.
- d) Training of average duration of 120 hours will be provided to candidates under Up-Skilling which includes 90 hrs classroom training and 30 hrs OJT which is to be carried out in nearest working sites, mapped and identified by DWSM.
- e) PIAs will receive the training fee for 120 hours of facilitation at the hourly rate, as defined in the Common Norms. This payment shall be made by respective GPs to the PIAs for all certified candidates as per SID.
- f) 80% attendance of the candidates is mandatory for the assessment. Candidates bearing attendance less than 80% will not be eligible for the assessment.
- g) The total training duration will be 16-17 days including assessment. Residential training can also be included if the facility is available in the TC.

2.6 Final Assessment

Candidates with 80% attendance in training will be eligible undergo a final assessment through WMPSC empanelled Assessment Agency after completion of 120 hours up-skilling training.

- a) It shall be the responsibility of RPL-PIA to make sure that the equipment specified by WMPSC is available for assessment.
- b) Before the final assessment, orientation in local language should be conducted by the TP SPOC and/or trainer assigned by them.
- c) Final assessment will be conducted by NCVET empanelled Assessment Agencies in coordination with the Awarding Body-WMPSC.
- d) Final assessment will be conducted only by Certified Assessors of Jal Vitaran Sanchalak Qualification.
- e) The final assessment will be conducted under 3 different components viz., Theoretical, Practical and Viva.
 - i. The theoretical component will be conducted and will consist of true/ false statements, multiple choice questions, matching type questions and pictorial type of questions.
 - ii. The practical component will be conducted through various test jobs performed by the candidates, following appropriate working steps, using necessary tools, equipment and instruments and the candidate will be assessed against pre-defined standards such as tolerance, finish, accuracy, time etc.
 - iii. The viva component will be conducted to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand.
- f) The final assessment shall be carried out in local language.
- g) Towards the end of the final assessment, the PIA shall ensure candidates fill up the Candidate Feedback Form available in regional languages.
- h) Candidate that obtains 70% or above shall be eligible to get a skill certificate of *Nal Jal Mitra* aligned to *Jal Vitaran Sanchalak*.
- i) Results shall be made accessible on SID along with marksheets and certificates. PIA/ TPs will ensure that certificates are distributed to all eligible candidates within 15 days of successful completion of training.

2.7 Financials: Costing of the RPL & Upskilling Programme

S No	Description	Duration (Hrs)	Amount (in Rs)	Total Amount per candidate (in Rs.)
1	Mobilization & Registration (Mobilization with support of PHE Dept, Coordination for Candidate Registration on SID, Candidate Enrolment, Batch Creation, Alignment of Request of Initial Qualifying Assessment, Readiness of Infrastructure of Initial Qualifying Assessment, Orientation of candidates on Initial Qualifying Assessment)		500/- per candidate	500/-
2	Initial Qualifying Assessment	8 Hours	700/- per candidate	700/-
3	Orientation Training Training Charges as per common norms (Category-1)	12 Hours	2,000/- per candidate *	2,000/-
	Up-skilling Training Classroom: 78 Hours; Practical/ On-the-job Training: 30 Hours Training Charges as per common norms (Category-1)	108 Hours	27.89/- per hour **	3,012.12/-
4	Final Assessment	8 Hours	700/- per candidate	700/-
5	Residential 16 days (Considering 8 hrs training per day + 1 day for assessment)	16 days	220/- per day	3,520/-
Total				10,432.12/-

* As per PMKVY 4.0 Guidelines (Pg 34. Cost Norm for Training Programme)

** As per PMKVY 4.0 Guidelines (Pg 36. Pt 5.1)

<https://msde.gov.in/en/schemes-initiatives/short-term-training/pmkvy-4.0>

2.8 Payment Terms

- a) Payment to Implementing Partners/Training Providers by PIA shall be divided in to 3 tranches:
- i. Tranche 1: 30% of total cost (Training Cost + Residential Cost) to be paid to Training Providers after completion of Initial Qualifying Assessments and batch formation for Upskilling.
 - ii. Tranche 2: 50% of total cost (Training Cost + Residential Cost) upon approval of result of final Assessment. The payment will be done only for passed candidates.
 - iii. Tranche 3: 20% payment upon and submission of proof for certification ceremony of *Nal Jal Mitra*, with the photos of certificate distribution ceremony (geo tagged photos).
- b) Payment to Awarding Body by PIA:
- i. Initial Qualifying Assessment: Awarding body shall be paid for IQA in advance based on number of candidates nominated for the assessment, however the payment shall be adjusted as per the number of candidates assessed. This adjustment may be made in the final assessment charges.
 - ii. Final Assessment: Awarding body shall be paid for final assessment based on the number of candidates assessed during final assessment. Candidates undergoing training in the Upskilling batch with minimum 80% attendance will be eligible for the final assessment.

Abbreviations and Terms

AA	Assessment Agency
AB	Awarding Body
AEBAS	Aadhaar Enabled Biometric Attendance System
ATI	Advanced Training Institute
BIS	Bureau of Indian Standards
DDWS	Department of Drinking Water and Sanitation
DSAP	District State Action Plan
DWSM	District Water and Sanitation Mission
E-KYC	Electronic Know Your Customer
FHTC	Functional Household Tap Connection
GP	Gram Panchayat
IEC	Information, Education and Communication
ITI	Industrial Training Institute
IQA	Initial Qualifying Assessment
JJM	Jal Jeevan Mission
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council of Vocational Education and Training
NJJM	National Jal Jeevan Mission
NJM	Nal Jal Mitra
NOS	National Occupational Standards
NSDC	National Skill Development Corporation
NSQC	National Skill Qualification Certification
NSQF	National Skill Qualification Framework
O&M	Operation and Maintenance
PIA	Project Implementation Agency
PMKK	Pradhan Mantri Kaushal Kendra
PMKVY	Pradhan Mantri Kaushal Vikas Yojna
PRIs	Panchayati Raj Institutions
PR/RD	Panchayati Raj/ Rural Development
PWS	Piped Water supply
QP	Qualification Pack
RPL	Recognition of Prior Learning
RWPF	Rural WASH Partners Forum
SIRD	State Institute of Rural Development
SID	Skill India Digital
SPOC	Specific Point of Contact
SSAP	State Skill Action Plan
SSC	Sector Skill Council
SSDM	State Skill Development Mission
STT	Short Term Training
SWSM	State Water and Sanitation Mission
TC	Training Centre
ToT	Training of Trainers
TP	Training Partner
VTP	Vocational Training Provider
VWSC	Village Water and Sanitation Committee
WMPSC	Water Management & Plumbing Skill Council
WUG	Water User Groups

Annexure

Experience letter to be issued by Gram Panchayat/ Gram Sarpanch on their letter head

To whomsoever it may concern

I _____(Name of Sarpanch), Sarpanch
_____(Gram Panchayat), certify
that _____(Name of Candidate), S/o, D/o
_____resident of my Gram Panchayat having
_____(Aadhaar Number) has worked in Operation and Maintenance of water
distribution / plumbing systems in our Gram Panchayat for _____ years (should be minimum 2
years).

I certify that the above-mentioned information is correct and to the best of my knowledge.

Signed and Stamped

Sarpanch

_____(Gram Panchayat)

Date _____



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