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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 IMPLEMENTATION OF NAL JAL MITRA PROGRAMME

Jal Jeevan Mission
Department of Drinking Water and Sanitation

**Ministry of Jal Shakti
Ministry of Skill Development and
Entrepreneurship**

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Executive Summary

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 water conservation and its sustainable usage, empowering rural communities, greywater management and generating local employment opportunities. By embedding community involvement and skill development, JJM envisions the establishment of robust water circular economies at the grassroots level, with each Gram Panchayat/Village Water and Sanitation Committee (GP/VWSC) serving as a vital hub for delivery of piped drinking water supply services.

Works under the Mission are progressing at an unprecedented pace, with more than 64% rural households already covered with FHTCs. 9 States/UTs have already reported 100% coverage. More than 1.81 lakh villages in the country have become Har Ghar Jal, with all households covered so far. Community engagement and people's participation being core principles of JJM, it is envisaged that, the completed schemes shall be handed over to Gram Panchayats and Village Water and Sanitation Committees (VWSCs)/ Pani Samitis, for operations and maintenance. It is with this objective that the States/UTs are being encouraged to put in place a comprehensive Operations and Maintenance (O&M) Policy with provisions for handing over of schemes to GPs/VWSCs, empowering them to levy user charges, engaging of women SHGs for the collection of user charges, and undertaking O&M, and ensuring sufficient financing of O&M.

Apart from robust O&M policy and processes and capacity building of GPs/VWSCs, it would also be critical to develop local capacities for routine operations and minor maintenance of the in-village infrastructure. Although, States/UTs have taken initiatives for skilling of local persons, and more than nine lakh such persons have already been skilled, the efforts for skilling of local persons have so far been focused on domain specific trainings such as training for plumbing, electrical work, pump operation, etc.

A more optimal approach is to impart training of multiple essential skill sets to the same person, i.e., multiskilling, preferably of the already trained personnel. This shall not only lead to optimal utilisation of resources deployed for training, minimising the O&M costs on account of engagement of personnel for O&M, and better employability of those skilled under the program.

In this context, the Department of Drinking Water and Sanitation, in collaboration with the Ministry of Skill Development & Entrepreneurship, 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). They are also expected to serve as a comprehensive reference for implementation partners, including State Skill Development Missions, District authorities, and village-level committees to effectively execute the training and skilling initiatives under Jal Jeevan Mission.

The multiskilling course for *Nal Jal Mitra* has been approved by the NCVET under the name – “*Jal Vitran Sanchalak*”. This new course has been developed to provide the prospective *Nal Jal Mitras* with a holistic perspective of on-ground tasks, including plumbing, electrical, masonry, pump operation, etc. required for a proficient *Jal Vitran Sanchalak*. It is based on the premise that the beneficiary requires structured and rigorous training, not only in classroom, but also during practical and on the job training. The training shall embed both domain and essential soft skills. The NJMP course is a National Skill Qualification Framework (NSQF) level-4 course of 510 hours duration.

The course is open to all eligible candidates who fulfil the minimum educational qualification criteria, as specified in the Qualification document. Apart from domain skills, the training also places a strong emphasis on nurturing soft skills and employability skills. These additional skills will be imparted during the course to ensure a well-rounded exposure. Prior experience for enrolling into the course is not mandatory, but a willingness to learn and commitment to the multi-skilled role are essential, and nomination of candidates with prior experience in specific trades like electric or plumbing is likely to result in better outcomes.

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 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 multi-Skill training programme.

Successful implementation of the *Jal Vitakaran Sanchalak* course requires careful planning and coordination at various levels, i.e., at State, district, and gram panchayat level. The guidelines provides the framework to the State and district level teams for assessment of various infrastructural requirements, identification of suitable skilling partners, and for preparing the skilling plan. A sample skilling plan has also been included as an indicative example.

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 Gram Panchayat/ 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. Introduction

A. Vision JJM SKILL

The Jal Jeevan Mission (JJM) was launched by the Government of India in 2019 with the aim of providing every rural household in the country with functional household tap connections for piped water supply by 2024. The JJM envisions the following:

- a) **Providing piped water supply to all rural households:** The primary goal of JJM is to provide piped water supply to every rural household in India. This will be achieved through the development of reliable and sustainable water supply systems, which will ensure that every household has access to safe and adequate drinking water.
- b) **Promoting water conservation and sustainable use:** JJM also aims to promote water conservation and sustainable use by creating awareness among people about the importance of water conservation and implementing water conservation measures at the grassroots level.
- c) **Empowering rural communities:** JJM recognizes the importance of involving rural communities in the planning, implementation, and management of piped water supply systems. The Mission seeks to empower rural communities by involving them in decision-making processes and building their capacities to manage piped water supply systems.
- d) **Creating employment opportunities:** JJM also aims to create employment opportunities for people, particularly women and marginalized sections of society, through the development of a robust Operation and Maintenance of piped water supply systems. The NJMP will provide training and skill development opportunities to people to enable them to participate in the implementation and maintenance of piped water supply systems. The *Nal Jal Mitras* are envisaged to be engaged by the GP/VWSC, for O&M of the in-village piped water supply infrastructure. It is also a step towards development of GP/VWSC as water utilities.

B. Components

Jal Jeevan Mission comprises the following components:

- a) **Service delivery:** JJM seeks to ensure the delivery of safe (BIS 10500 norms) and adequate (55 lpcd) drinking water to every rural household in the country through the provision of functional household tap connections.
- b) **Infrastructure development:** JJM aims to develop reliable and sustainable water supply systems, including the construction of water supply infrastructure such as intake structures, treatment plants, overhead tanks, and distribution networks.
- c) **Institutional strengthening:** JJM aims to strengthen the institutional capacity of various stakeholders involved in the planning, implementation, and management of piped water supply systems. This includes the formation of Village Water and Sanitation Committees (VWSCs) and the strengthening of the existing institutional mechanisms at the district and State/UT levels. By ascertaining their roles & responsibilities with specific timelines to carry out tasks that pertain to sustainability of the institution itself.
- d) **Capacity building:** JJM seeks to build the capacity of various stakeholders involved in the planning, implementation, and management of piped water supply systems. This includes the

training of personnel at the grassroots level, such as pump operators, plumbers, fitters, and masons, as well as the development of training modules and materials for various stakeholders.

- e) **Information, education, and communication (IEC):** JJM also aims to create awareness among people about the importance of water conservation and the need for sustainable use of water resources. This includes the development and dissemination of BCC (Behavioural Change Communication) integrated IEC materials such as posters, pamphlets, and radio and television advertisements with regular participative/ collaborative activities with the VWSCs & SHGs

2. Context

A. JJM Mission Status and Stage

The JJM is one of the largest rural drinking water supply programmes in the world, aimed at providing tap water supply to every rural household in the country on a regular and long-term basis. Works under the Mission are progressing at an unprecedented pace, with more than 65% rural households already covered with FHTCs. 9 states/UTs have already reported 100% coverage. So far, more than 1.81 lakh villages in the country have been reported as *Har Ghar Jal*, with all households covered.

The programme has a significant impact on the lives of rural people, as it ensures access to safe and adequate drinking water, thereby reducing the burden of age old drudgery on women and girls, who had to otherwise spend substantial time and effort in fetching water from distant sources on a daily basis.

The NJMP can play a crucial role in achieving this goal by providing training and skill development opportunities to people to enable them to participate in the implementation, operation, and maintenance of piped water supply systems.

3. Objectives of Nal Jal Mitra Programme (NJMP)

The objective of the NJMP is to provide skill-based trainings to local persons from villages, to equip them with a comprehensive set of skills & develop "*Nal Jal Mitras*", so that they can function as scheme operators and are able to carry out minor repairs and maintenance, including preventive maintenance, of the piped water supply scheme(s) in their village.

The course has been designed to provide the trainees with a well-rounded education that encompasses both soft and technical skills in numbers across India which will provide them with a sustainable income through provision of these services in the areas of intervention. The NJMP aims to address the challenges faced or may be faced by the VWSCs in the implementation, operation, and maintenance of water supply systems as a water utility. The programme aims to create a pool of skilled personnel who can assist in the effective implementation of JJM and contribute towards the sustainability of water supply systems.

A. VWSCs' Development as a Water Utility

The VWSCs are responsible for the sustainable management of water supply systems and ensuring the provision of safe and potable water to the community. To facilitate the development of VWSCs as a water utility, the following steps should be taken:

- 1) **Strengthening of VWSCs:** The VWSCs should be strengthened through capacity building, training, and providing them with the necessary resources to manage the water supply systems effectively.
- 2) **Formation of Water User Groups:** Water User Groups (WUGs) should be formed under the VWSCs to ensure community participation in the management of water supply systems. The WUGs will play a crucial role in ensuring the sustainability of water supply systems by promoting water conservation practices, maintaining the water supply infrastructure, and collecting user fees.
- 3) **Integration of VWSCs with Panchayati Raj Institutions (PRIs):** The VWSCs should be integrated with the local Panchayati Raj Institutions (PRIs) to ensure coordination and collaboration in the management of water supply systems.
- 4) **Financial Management:** The VWSCs should be trained in financial management to enable them to manage the funds allocated for the operation and maintenance of water supply systems effectively.
- 5) **Monitoring and Evaluation:** A robust monitoring and evaluation system should be put in place to ensure the effective management of water supply systems by the VWSCs.
- 6) **Capacity Building of VWSCs:** Capacity building of VWSCs should be an ongoing process, and they should be provided with regular training to keep them updated with the latest technologies and best practices in water supply management.

B. Role of VWSCs' for O&M of In-village water supply infrastructure

- 1) **O&M of Water Supply Systems:** The VWSCs should be responsible for the regular operation and maintenance of the water supply systems in the village, including the water source, treatment plant, storage tank, and distribution network. This includes monitoring the water supply, ensuring timely repairs and maintenance, and implementing necessary upgrades to improve the efficiency of the water supply system.
- 2) **Water Quality Monitoring:** The VWSCs should ensure that the water quality is monitored regularly as per the norms set by the Bureau of Indian Standards (BIS) and ensure that the piped water supply is potable and safe for consumption. This involves regular testing of the water quality by Women Groups/ SHGs/ Women Committees/ Water User Groups, ensuring that the treatment plant and distribution system meet the required standards, and addressing any issues that arise in a timely manner.
- 3) **Collection of User Fees:** The VWSCs should be responsible for collecting user fees from the community to ensure the sustainable management of the piped water supply systems. This involves setting a reasonable fee structure, collecting fees regularly, and maintaining accurate records of the fees collected.
- 4) **Financial Management:** The VWSCs should be responsible for the financial management of the water supply systems, including the operation and maintenance costs, and ensure that the funds are utilised efficiently. This involves preparing an annual budget, maintaining accurate records of income and expenditure, and ensuring that the funds are used for the intended purposes.
- 5) **Regular Reporting:** The VWSCs should provide regular reports on the operation and maintenance of the water supply systems to the concerned authorities. This involves preparing reports on the water supply system's performance, including water quality, distribution, and usage, and submitting them to the relevant authorities.
- 6) **Community Participation:** The VWSCs should ensure community participation in the operation and maintenance of the water supply systems by involving them in the decision-making process and promoting water conservation practices. This involves organizing regular meetings with the

community to discuss the water supply system's performance, seeking their feedback on improvements, and promoting water conservation practices to ensure the sustainable use of water resources.

C. Need for *Nal Jal Mitra*

To ensure the long-term sustainability of the in-village water schemes under the Jal Jeevan Mission, it is imperative to have a sufficiently large pool of skilled human resources available at the local level. The need for skilled human resources can be elaborated as follows:

- **Post-implementation phase:** The Gram Panchayats (GP) at the village level would be responsible for the operation and maintenance of the in-village water schemes. To ensure smooth functioning of these schemes, a large number of skilled workers would be required to operate and maintain the infrastructure.
- **Long-term sustainability:** To achieve sustainability of the water supply schemes in the long run, it is necessary to train many skilled workers at the local level who can efficiently operate and maintain the in-village water infrastructure and maintain the utility assets.
- **Large-scale requirement:** Considering the scale of the Jal Jeevan Mission, a large pool of skilled human resources would be required in a short span of time. Therefore, there is a need to adopt a decentralised implementation approach with districts as units.

4. Strategy and planning

A. Strategy

The *Nal Jal Mitra* are being trained to create opportunities for sustainable employment at village level, for the local people, especially and preferably for women wherever possible. The *Nal Jal Mitras* are envisaged to be skilled both vertically and horizontally so as to perform functions of varied nature from the very start. The job roles can expand in later phases based on the requirements at the local level.

Vertical Multiskilling which is the ability to perform supervisory or administrative support tasks as well as actual tasks learned by individuals. This can be considered as a form of empowerment too.

Horizontal Multiskilling is being done through learning skills from varied discipline/domain or function for GP/VWSC like water, electricity, etc. Horizontal Multiskilling can be further classified into the main types like Skill broadening – where minor elements and tasks are learned on top of the predominant activity (major task). So, expertise is maintained in the major task with elements added to increase efficiency. Cross skilling/dual skilling – where another major activity is learned in addition to the main craft and a person is considered competent to carry out any activity in these disciplines. Depth Multiskilling-This is the acquisition and application of more complex, specific skills within the same domain or discipline.

In addition to technical skills, the course also includes soft skills and employability skills etc., which will be imparted during the course. The course is designed to provide alternative employment opportunities to the trained people in the villages and for their deployment and retention by their respective Panchayats. The total course duration is 510 hours. Further, the total number of hours are divided into 3 sections.

- | | |
|------------------------------|--|
| 1. Classroom training | 120 Hours including 40 hours online training |
| 2. Lab training | 210 Hours |
| 3. On the Job Training (OJT) | 180 Hours |

B. Planning

State Skill Development Mission, acting as the PIA, will be required to undertake several activities for smooth implementation of the multi-skilling course.

1. State level plan – should include:
 - a. Plan for identifying **and enrolling** the Skill centres.
 - b. Plan for identifying and enrolling trainers.
 - c. Geographical mapping of training centers with Panchayats.
 - d. Finalization of fund flow mechanisms for payments to skill centers and agencies
 - e. Guidance for selections of candidates.
 - f. Plan for training and certification of trained candidates.
 - g. Guidance on engagement of trained Nal Jal Mitras.

2. District level plan
 - a. Plan for nomination and mobilization of candidates from GPs/VWSCs level
 - b. Training, certification and thereafter deployment of candidates at the GP/VWSCs level
 - c. Planning and coordination for conducting assessments through NCVET recognized Assessment Agencies in coordination with the Awarding Body (WMPSC)
 - d. Plan for monitoring the progress of implementation of all components such as skill centers, nominations, training, certification and deployment of Nal Jal Mitras.

3. GP level plan
 - a. Plan for selection and nomination of prospective *Nal Jal Mitra*
 - b. Plan for engagement and deployment of *Nal Jal Mitra*
 - c. Reporting and monitoring of deployed *Nal Jal Mitra*

A sample plan for assessing the number of infrastructure requirements and thereby the skilling partners is attached at **Annexure 1**.

5. Eligibility criteria

The *Nal Jal Mitra* must be a local person from the respective Gram Panchayat. The candidate could be member of the women Self Help Group engaged for operation and maintenance of the schemes in the village (most preferred option), or any person who the GP finds fit subject to the minimum qualifications, including any person who may already have been deployed by the GP. The State/UT government may decide on this aspect based on their local context.

A. Minimum Qualification

- The course is open to all eligible candidates who fulfil any of the minimum educational qualification criteria as per the various qualifications as mentioned in **Annexure 2**.

B. Number of NJMs at GP Level

- The respective State/UT government should decide and disseminate the norms for number of NJMs to be trained. The number of identified persons will depend on the size of the village and may be ascertained by the States/UT at their discretion using a thumb rule of 1 skilled person per

500-1000 households. However, it is advised that at least one Nal Jal Mitra should be trained for every Gram Panchayat.

- In future as the O&M is rolled out the number of trainees may increase based on requirements at GP level.

This approach will ensure availability of the required number of trained personnel for the operation and maintenance of piped water supply schemes in each village.

6. Implementation Process

A. Nal Jal Mitras

A NCVET approved multi skill course named “Jal Vitrans Sanchalak” is now available. Certification on successful completion of the said course, shall lead to a candidate becoming a Nal Jal Mitra.

B. Action plans at district and State/UT level

- Each district must have a District Skill Action Plan (DSAP); this can be done as per the sample shown in Annexure 1 A.
- The aggregation of DSAP will culminate into a State Skill Action Plan (SSAP) as shown in Annexure 1 B

C. Identification on training centres

The course may be taken up by candidates shortlisted by VWSCs at a skill centre fulfilling the requirements of infrastructure and trainers, as per the prevailing norms for centers for the “Jal Vitrans Sanchalak” course. It is strongly recommended that PERMANENT vocational centres approved by MSDE or other Central Ministries/ Departments, including, State-run institutes like ITIs and Polytechnics, PMKKs, RSETIs (MoRD), School or College based Skill Hubs, etc. may be leveraged for skill delivery. Other institutions such as SIRDs, and ATIs may also be utilised, where feasible, if they are duly accredited and affiliated with the respective authority. The State/UT must decide on the number of skill centres keeping in mind State/UT requirements.

Sub-contracting, sub-letting, franchisee arrangement of any kind for the targets allocated will not be allowed. The training infrastructure used by the Training Centre including building and equipment should be owned or rented by the Training Providers. Also, key staff such as centre managers and trainers should be on the payrolls of the Training Providers. The PIA will be empowered to take actions on any Training Providers who are found violating this provision of the Guidelines, including financial penalties, blacklisting, target revocation, etc.

It is advised that sufficient skill centres may be identified basis the minimum number of NJMs to be trained and the capacities of training centres in consultation with District Water and Sanitation Mission. ***The said centres should be adhering to the training centre norms as specified under the centre accreditation & affiliation process under the Skill India Digital Portal.*** Factors such as geographical distribution of centres, availability of suitable sites for On-the-Job-Training (OJT), and the timeframe in which trainings are to be completed, should also be considered. Usually, a centre shall be able to impart training to 240 candidates in a year. (4 cycles in a year, of 2 simultaneous batches of 30 candidates in each batch with 2 ToT certified trainers).

7. Infrastructure Requirements

Some of the key requirements are as follows –

A. Minimum Physical infrastructure requirements

Guidelines for centre accreditation & affiliation available on Skill India Digital (SID) portal, may be referred to for ascertaining the requirements for physical infrastructure at the skill centers. However, some of the basic requirements are as follows:

1. A classroom of 350 sq ft. sufficient for seating 30 students equipped with chairs and tables for all and teachers' table and chair.
2. Classroom should be equipped with a projector and screen,
3. Availability of Aadhar based fingerprint – attendance scanner system (AEBAS, Aadhar Enabled Biometric Attendance System)
4. CCTV with provision of static IP and recording for monitoring purpose.
5. A Lab of 700-1000 sq ft. seating 30 students with equipment as prescribed in the Qualification.
6. Separate Dormitory and washrooms for boys and girls totalling to 60 students for two batches.
7. A canteen serving food as training is being conducted in residential mode.
8. All common norms defined by the appropriate notifications of MSDE will be followed by the training centres.

B. Minimum IT infrastructure requirements

1. IT lab with internet connection and 30 working computers with software along with printing facilities.

C. Human resource requirements

1. One trainer who is dedicated to one batch and who has performed Training of Trainers (ToT). He/she should be proficient to teach this multi-skilling course as per Awarding Body criteria, including elements of Plumbing, Masonry, Electrical and Pump Operations. (Annexure 3)
2. Preferably, one IT trainer who may be common with other courses.
3. Preferably, one soft skill trainer who maybe common with other courses.

If any requirement infrastructural or financial other than the one listed above is to be ascertained the latest Common Norms of Government of India, notified by MSDE may be referred and followed.

D. Nomination of candidates

The norms for number of candidates for per panchayat may be decided by the State/UT governments, subject to the following stipulations –

1. The candidates shall be nominated by the respective Gram Panchayats.
2. The selection process for nomination of candidates shall be as may be prescribed by the concerned State/ UT government. The States/UTs may include provisions for preference to member(s) of women SHGs that have been engaged by the Panchayats/ VWSCs for operations and maintenance of the piped water supply schemes in the Panchayat. Preference may also be given to persons who are already engaged for O&M. However, such preference may be given to only such candidates who are possess the minimum qualification as per the minimum qualification for eligibility. The States/UTs may suitably include such provisions based on their local context and needs.
3. At least one candidate and preferably two candidates should be nominated for every Panchayat in the first phase.

E. Mapping of training centres with Panchayats

1. Each Gram Panchayat in a district should be mapped to a specific training centre, preferably within the same district.
2. Mapping should be done keeping in mind the training capacities of a centre (usually 240 per year), the training time frame, and the number of candidates proposed to be trained in the set of GPs being mapped with the training centre. The effort should be to distribute the training load uniformly across all centres.
3. Another approach could be to map a whole block with a specific training centre. This would facilitate better communication with Panchayats and better monitoring as in such cases the block level officials can be made responsible for ensuring timely implementation in their block.
4. Training shall be carried out in residential mode. Thus, it is pertinent to map centres with residential facilities as a pre-requisite.
5. Each centre must have associated OJT sites for trainees to get quality on-job training. To facilitate this, district level implementation committee shall identify a set of OJT sites around the training centre from where the candidates are mobilised. This will enable *Nal Jal Mitras* to understand the PWS of the area they are deployed in and be familiar with the typology of infrastructure in detail. OJT may be imparted by local contractors of relevant field or other agencies as per local State/UT norms. Option of OJT for a candidate in his/her own village may also be explored, if feasible.

F. Training calendar

1. Once the mapping is completed a training calendar should be prepared, specifying the start dates for various batches.
2. Last dates for nominations by Panchayats and last date for admission to the course etc., should also be specified accordingly.
3. Training of candidates from such villages where saturation has already been achieved, must be prioritised.
4. Based on the training calendar, the respective Panchayats should be informed about these dates, well in advance, to avoid any delays in implementation.
5. Another approach could be to saturate one block after the other and the training calendar may be prepared accordingly.

8. Implementation Model

1. Department of Drinking Water and Sanitation, Ministry of Jal Shakti and the Ministry of Skill Development and Entrepreneurship, shall provide the overall guidance of implementation of *Nal Jal Mitra*.
2. NJJM, in consultation with MSDE shall provide the necessary technical guidance and clarifications on any issues pertaining to implementation.
3. Training of trainers will be done by the Water Management and Plumbing Skill Council.
4. Aadhar enabled biometric attendance of Trainees and Trainers shall be mandatory.
5. Assessment will be done by NCVET empanelled Assessment Agencies in coordination with the Awarding Body- Water Management and Plumbing Skill Council.
6. All training centres need to be accredited and affiliated using the Skill India Digital (SID) portal, wherein a unique training centre ID (TC ID) is generated.
7. The training centres will need to get connected on Skill India Digital (SID) to the scheme available on the portal either through accreditation & affiliation or non-accreditation & affiliation process for running this NSQF aligned multi-skilling job role.

8. Minimum requirement of centre including materials, tools, equipment, lab area, AEBAS, etc are prescribed on the Skill India Digital (SID) portal.
9. At the State level –
 - (a) State Water & Sanitation Mission (SWSM) in the State/UT shall be responsible for dissemination of the provisions of the scheme, issuing necessary instructions, mobilization of candidates for training, monitoring, and reporting implementation progress and ensuring that the candidates are successfully trained as *Nal Jal Mitras* and deployed by their respective Panchayats.
 - (b) The State Skill Development Mission (SSDM) shall be the Programme Implementation Agency (PIA), and be responsible for identification of training centres, ensure monitoring and coordination for training and certification of trainers and assessors, preparation of training plans and calendars, conduct of trainings and certification of successful candidates.
10. District Water and Sanitation Mission, under the leadership of District Collector/ Deputy Commissioner, shall be responsible for preparation and monitoring of the training plans for training of sufficient *Nal Jal Mitras* in the district, subject to at least one *Nal Jal Mitra* for each Panchayat.

9. Assessment Process

1. The skill assessment will be conducted by the NCVET approved and empanelled third-party organizations called Assessment Agency (AA) & facilitated through WMPSC.
2. Assessment shall be conducted upon successful closure of training and batch updation on Skill India Digital (SID).
3. Assessment shall be conducted after completion of OJT (On the Job Training).
4. Mobilizing the candidates for assessments at the training centres shall be the responsibility of the concerned training centre in coordination with village and district level functionaries.
5. Candidates having minimum 80% attendance will be eligible for assessments.
6. A 2nd chance shall be provided to unsuccessful candidates who have $\geq 80\%$ attendance. Assessment fees for such candidates shall be paid by training providers.
7. The minimum pass score will be 70%.
8. Candidates, who achieve greater than or equal to the pass percentage, shall be awarded the Skill Certificate. The Certificate shall carry Jal Jeevan Mission & Skill India logos, amongst others.
9. Certificates shall also be made available to the candidates in physical and digital form.
10. It is the responsibility of the Training Centre to ensure that candidates receive the hard copy of their certificates.

10. Monitoring of implementation

1. Monitoring shall be done at multiple levels, with overall responsibility of the Department of Drinking Water and Sanitation at the Centre.
2. At State level, the State action plans must be monitored quarterly by the State Water and Sanitation Mission, under the leadership of ACS /PS/ Secretary PHE/ RWS.
3. Further at the block or district level the District Water and Sanitation Mission, under the leadership of District Collector/Deputy Commissioner, shall be the agency at district level, responsible for monitoring.

4. It is recommended that the training lifecycle be mapped on the SKILL INDIA DIGITAL portal which can enable real time monitoring of implementation across the country.
5. Monitoring of assigned Training Centres for spot checks and quality of infrastructure will be done by the awarding body (WMPSC) and PIA (SSDM) of the respective States.

11. Financing:

1. Common Cost Norms notified by MSDE from time to time, shall be applicable for training of *Nal Jal Mitras*, wherever not explicitly indicated in the Guidelines, including for difficult geographies. The details of components included in such costs are given in Annexure 4.
2. The cost elements for *Nal Jal Vitrak* also include costs at the hourly rates applicable for supporting boarding and lodging of candidates for residential training, assessment fees, , in addition to the Training Cost.
3. Funds available with Gram Panchayats under the tied grants for water under the Fifteenth Finance Commission tied grants for water, shall be utilised for meeting the training costs.
4. The indicative total training cost per candidate is placed at Annexure 4.
5. Training and certification of trainers, shall be done at norms applicable for the same in the respective State/UT under the Skill Development Mission. These costs are included in training costs.
6. For smooth flow of funds, the SSDM will designate and publish the details of an account at the State level in which the Gram Panchayats must deposit the funds while sponsoring their candidates. Expenses for training centres and trainings shall be met out of this account, as may be prescribed by the SSDM of the respective state/UT. The commencement of trainings and assessments shall be subject to pre-set payment protocols. The tranches of payments shall be paid as per the following:
 - (a) Training
 - 30% of batch cost on creation of batch on assigned web portal, preferably the Skill India Digital.
 - 20% of batch cost upon commencement of training
 - 50% of batch cost upon certification
 - (b) Assessment
 - 50% of batch cost as advance (basis total number of candidates enrolled).
 - Balance of payment of batch cost post certification (basis total candidates assessed).
7. Resources available under the “Support” component of JJM may be utilized for –
 - (a) Addressing any gaps in Government training centers, such as course specific lab equipment and consumables and course specific teaching-learning aids, subject to a ceiling of Rs. 2.00 lakhs for a center. The modalities of this support shall be shared separately by JJM as an addendum to the guidelines.
 - (b) IEC activities related to the NJMP, including the following:
 1. Branding at Skill Center: A board should be put up at every skill center prominently displaying the scheme name “Nal Jal Mitra Programme, under Jal Jeevan Mission and Skill India”, along with the logos of the JJM and Skill India.
 2. The scheme name, along with logos, must be prominently displayed in all IEC messages/ publications/ broadcasts and all publicity materials apart from course materials and teaching learning aids and the kits given to the Nal Jal Mitras.

3. The name of the scheme should also be transliterated (not translated) in local language.
- (c) Administrative expenses for implementation and monitoring of NJMP.

12. Technological Interventions/Innovations

A. Online Content

An online refresher course for the assistance of the *Nal Jal Mitra* taking up the *Jal Vitaran Sanchalank* course shall be made available for ready reference of course materials. Further it is encouraged that 40 Hours of classroom training is performed online by the Vocational Training Providers (VTP).

The WMPSC shall be responsible for provision of Course Handbooks and Facilitator (Trainer) Guides in English, Hindi and regional languages before training is commenced.

B. Dashboard for Multi-Skilling

Skill India Digital (SID) portal made available by Ministry of Skill Development & Entrepreneurship through NSDC should be used by States/UTs and Ministry of Jal Shakti for managing the entire training lifecycle, starting with enrolment of candidates, batch formation, attendance, training, assessment, and certification. Existing State level dashboards of the SSDM may be utilised for exchange of ideas/information and best practices across the State, for the *Nal Jal Mitra*. In case State portals are used, the data should be reflected on the SID in real-time, through API integration of portals.

C. Help line for Gram Panchayats/Training Centres/Trainers

The SWSM must set up State helpline for all the relevant stakeholders for ready resolution of any issues. The existing JJM and SSDM helplines may be leveraged for this.

13. Branding & promotion

A. Branding

Branding is an important aspect of communicating the scheme. All the Training Centres need to brand their respective centres with collaterals for promotional activities in accordance with JJM Guidelines. The course material and tool kits provided to the participants will also be branded as per the JJM guidelines. The Training Centres shall also promote activities conducted at their centres on various social media platforms. The detailed Branding and Communications Guidelines of the scheme shall be issued separately.

14. Nal Jal Mitra skilling Implementation process flow

A. Stake holders and their responsibilities

National Jal Jeevan Mission

Overall responsible for supporting, coordinating with all Centre and State level stakeholders, and monitoring the Multi Skill course for creation of NAL JAL MITRAs across the country..

MSDE

Overall guidance and coordination of the multi-skilling course, through various guidelines and bodies under its aegis, including NCVET, WMPSC and NSDC.

State Line Department

- Coordination with SSDM to enable smooth implementation and aligning overall NJM objectives with the multi-skill course.

SSDM

- To act as the Program Implementing Agency for the multi-skilling course at the States, to implement the scheme as per the norms prescribed under the Scheme and Common Norms notified by Government of India.
- Identification of accredited/affiliated Training Centres as per norms prescribed under the scheme guidelines.
- Preparation of State level scheme implementation plan for overall management of the scheme
- Ensure monitoring of training centres
- Coordination for training and certification of trainers and assessors
- Nodal entity for fund aggregation from Panchayats to the State Level and milestone-based payments for Training and Assessment

WMPSC

- Training of Trainers and Assessors
- Coordination for Assessment to be conducted by NCVET recognized Assessment Agencies
- Creation of Course Handbook and Facilitator Guide in English, Hindi and regional languages
- Coordination for affiliation of identified Training Centres on the Skill India Digital portal
- 40 hours of online content earmarked for online training

Gram Panchayat/ Village Water and Sanitation Committee

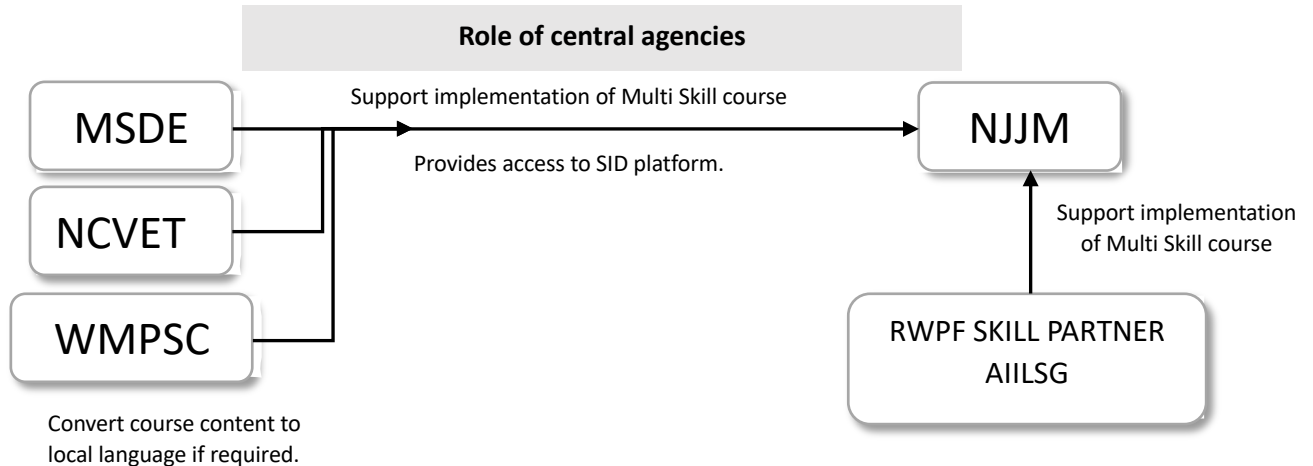
- Mobilization and recommending candidates for the multi-skilling course
- Placement of successful candidates post successful certification
- Transfer of funds to SSDM appointed account

NSDC

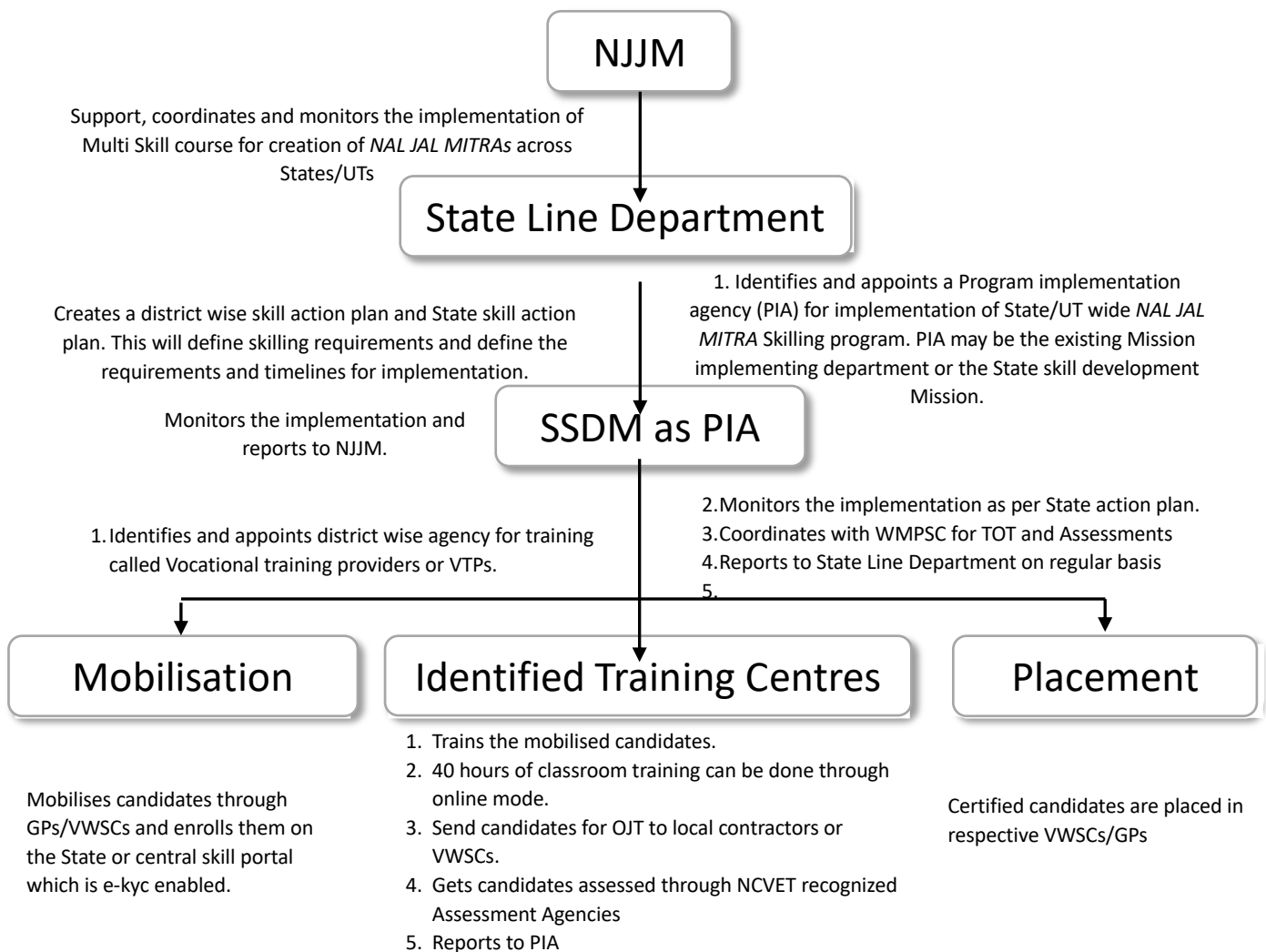
- Provide access and support for mapping the entire training lifecycle on Skill India Digital Portal

Training Centres

- Training of the mobilised candidates, including 40 hours through online mode
- Deploys certified Trainers for Training
- Send candidates for OJT to local contractors or VWSCs.
- Gets candidates assessed through NCVET recognized Assessment Agencies
- Coordination and reporting to PIA
- Coordinate with WMPSC for Assessment and certification



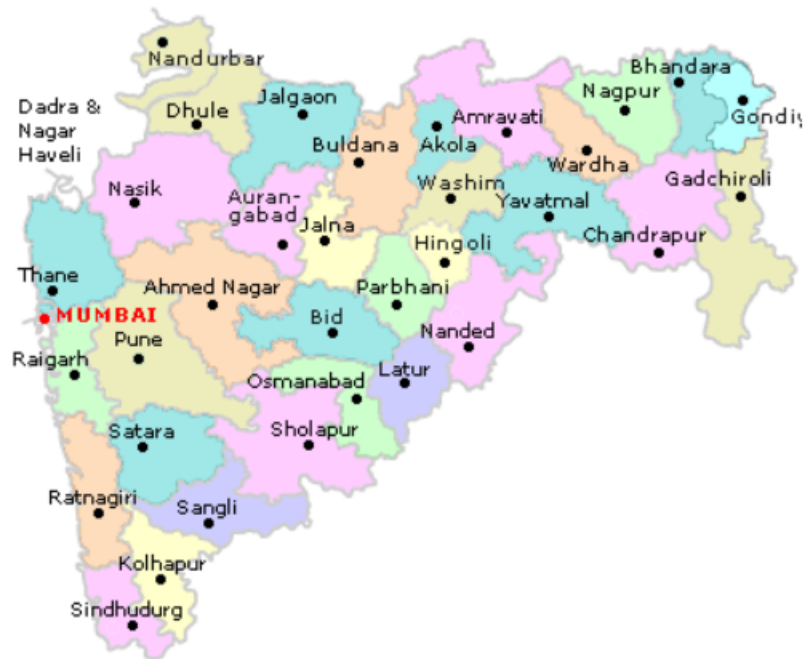
Process flow of skilling program implementation



ANNEXURE 1 A

State – Maharashtra

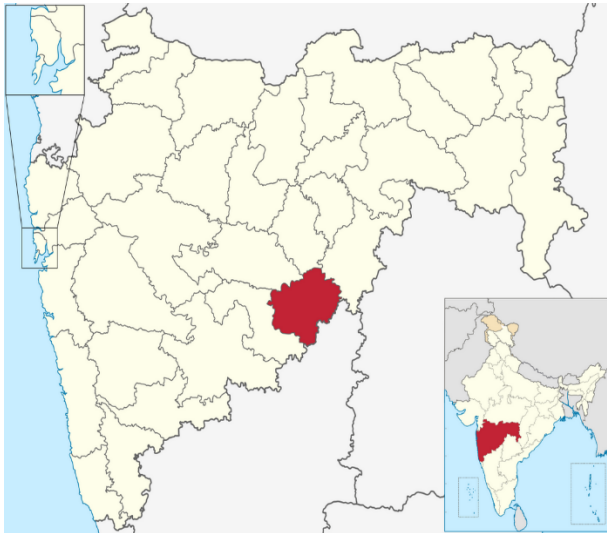
No. Of Districts –
36



District Name	No. of blocks	No. of Gram Panchayats	No. of Villages
AHMEDNAGAR	14	767	1609
AKOLA	7	225	1044
AMRAVATI	14	553	2016
AURANGABAD	9	618	1368
BEED	11	129	1255
BHANDARA	7	148	898
BULDHANA	13	527	1486
CHANDRAPUR	15	629	1835
DHULE	4	218	680
GADCHIROLI	12	362	1681
GONDIA	8	189	942
HINGOLI	5	495	701

JALGAON	15	783	1504
JALNA	8	475	954
KOLHAPUR	12	433	1239
LATUR	10	408	927
MUMBAI	-	-	-
MUMBAI SUBURBAN	12	-	86
NAGPUR	13	130	1991
NANDED	16	1015	1555
NANDURBAR	6	86	886
NASHIK	15	620	1979
OSMANABAD	8	428	720
PALGHAR	8	3	1009
PARBHANI	9	566	834
PUNE	14	748	1919
RAIGAD	15	88	2119
RATNAGIRI	9	479	1540
SANGLI	10	152	764
SATARA	11	879	1730
SINDHUDURG	8	70	760
SOLAPUR	11	658	1151
THANE	5	158	1001
WARDHA	8	50	1404
WASHIM	6	152	809
YAVATMAL	16	980	2119
Total	364	14221	44515

District: Latur



No. of Blocks/Taluk – 10

Name of Blocks/Taluks

1. Latur,
2. Ahmadpur,
3. Ausa,
4. Nilanga,
5. Renapur,
6. Chakur,
7. Deoni,
8. Shirur Anantpal,
9. Udgir,
10. Jalkot

Blocks/Taluks	Gram Panchayats	No. of Villages	No of expected Candidates = No. of GPs	No. of batches as also no. of trainers required = no. of candidates/30	Infrastructure required to complete trainings in 1 year
Latur	111	121	111	4	Total: 4 classrooms and 4 labs With IT lab, residential facilities at every unique training location (No. of batches / No. of batches produced in 1 year (4))
Ahmadpur	97	121	97	3	
Ausa	109	127	109	4	
Nilanga	116	156	116	4	
Renapur	65	75	65	2	
Chakur	71	84	71	2	
Deoni	45	53	45	2	
Shirur Anantpal	42	48	42	2	
Udgir	87	99	87	3	
Jalkot	43	47	43	2	
Total	786	931	786	28	

*One VWSC/Pani Samiti in each GP/village

Note: Each set of 1 classroom and 1 lab can accommodate 2 batches of 30 students simultaneously with 2 ToT certified trainers.

ANNEXURE 1 B

State: Maharashtra

No. of Districts: 36

District Name	No. of Gram Panchayats	No. of Batches	No. of classrooms & labs	No. of Identified trainers	No. and name of Identified VTPs
AHMEDNAGAR	767				
AKOLA	225				
AMRAVATI	553				
AURANGABAD	618				
BEED	129				
BHANDARA	148				
BULDHANA	527				
CHANDRAPUR	629				
DHULE	218				
GADCHIROLI	362				
GONDIA	189				
HINGOLI	495				
JALGAON	783				
JALNA	475				
KOLHAPUR	433				
LATUR	408				
MUMBAI	-				
MUMBAI SUBURBAN	-				
NAGPUR	130				
NANDED	1015				
NANDURBAR	86				
NASHIK	620				
OSMANABAD	428				
PALGHAR	3				
PARBHANI	566				
PUNE	748				
RAIGAD	88				
RATNAGIRI	479				
SANGLI	152				
SATARA	879				
SINDHUDURG	70				
SOLAPUR	658				
THANE	158				
WARDHA	50				
WASHIM	152				
YAVATMAL	980				

Total	14221
--------------	--------------

Note:

1. It is expected to utilise existing empanelled permanent vocational centres accredited/affiliated by MSDE and skilling institutions of other Ministries.
2. Existing trainers with TOT for plumbing or electrical vocations will be better suited for TOT for multi skill course.
3. In case there is not enough density of batches in one district then two or more districts can be clustered for identification of Training Centres.

ANNEXURE 2

Training Parameters

Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance, Material Handling
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7126.0101, NCO-2015/3132.0600, NCO-2015/8212.0402, NCO-2015/7112.0201
Minimum Educational Qualification and Experience	12th grade Pass OR Pursuing 3rd year of 3-year diploma after 10th (Civil Engineering) OR 10th Class/I.T.I with 2 Years of experience Relevant OR 8th grade pass with 2 years of NTC with 2 Years of experience Relevant OR Previous relevant Qualification of NSQF Level (3 as Assistant Plumber - General with minimum 8th Grade Pass) with 3 Years of experience Relevant OR Previous relevant Qualification of NSQF Level (4 as Plumber - General with minimum 8th Grade Pass) with 1 Year of experience Relevant
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	13-06-2023
Next Review Date	13-06-2026
NSQC Approval Date	13-06-2023
QP Version	1.0
Model Curriculum Creation Date	13-06-2023
Model Curriculum Valid Up to Date	13-06-2026
Model Curriculum Version	1.0
Minimum Duration of the Course	510 Hours
Maximum Duration of the Course	510 Hours
NQR Code	QM-4PL-00358-2023-V1-WMPS

2 | Jal Vitaran Sanchaalak (Water Distribution Operator) (Multi – Skill)

Further it may be noted that the total number of hours are divided into 3 sections of

- | | |
|-----------------------------|-----------------------------|
| 1. Classroom training | 120 Hours (40 Hours online) |
| 2. Practical training (Lab) | 210 Hours |
| 3. OJT Training | 180 Hours |

ANNEXURE 3

Trainer and assessor requirements

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
B.E. / B. Tech	Civil or Mechanical Engineering	2	Relevant	1	Plumbing, Construction and electrical (Any one of them)	
Diploma	Civil or Mechanical	2	Relevant	1	Plumbing, Construction and electrical (Any one of them)	
Graduation (Science)	Plumbing / Environmental Engineering / Water Management	2	Relevant	1	Plumbing, Construction and electrical (Any one of them)	
CITS Certified	Plumbing					

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Jal Vitaran Sanchalak (Water Distribution Operator) (Multi-Skill)” mapped to QP: “PSC/Q0122, v1.0”. Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score as per MEPSC guidelines is 80%.

Note: Trainers are required to be certified by the Water Management and Plumbing Sector Skill Council.

Assessor Requirements

Note : Assessor are required to be certified by the Water Management and Plumbing Sector Skill Council.

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training / Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
B.E. / B. Tech	Civil or Mechanical Engineering	2	Relevant	1	Plumbing, Construction and electrical (Any one of them)	
Diploma	Civil or Mechanical	2	Relevant	1	Plumbing, Construction and electrical (Any one of	
Graduation (Science)	Plumbing / Environmental Engineering / Water Manageme	2	Relevant	1	Plumbing, Construction and electrical (Any one of them)	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Jal Vitaran Sanchalak (Water Distribution Operator) (Multi-Skill)” mapped to QP: “PSC/Q0122, v1.0”. Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score as per MEPSC guidelines is 80%.

ANNEXURE 4

Sample cost calculations

Steps for calculating per candidate costs –

- Determine the number of hours of training at the training center –
 - Total course duration is 510 hours. Out of this 180 hours is in the form of OJT. Out of the 120 hours for theory, 40 hours are in virtual mode. Training in virtual mode can be attended by the trainee from his/her home.
 - Therefore, 80 hours of theory and 210 hours of lab work for a candidate shall be at the Training Center.
 - Total – 290 hours
- Determine no. of days of residential stay for residential trainings –
 - 8 hours of class + lab work in a day and total hours for class + lab = 290 (S.No. 1 above)
 - Total days = $290/8 = 36.25$, say 37 days (minimum)
 - Add 1 day per week for holidays – $37/7 = 6$ weeks, hence add 6 days
 - Total days of stay for residential training – $37+6 = 43$ days at the center
- Determine no. of days for OJT –
 - 180 hours of OJT and 8 hours per day
 - Hence, $180/8 = 23$ days of On the Job Training
- Training rate – Rs. 33 per hour (As per Common Norms after excluding mobilization of candidates and placement monitoring of candidates, which are to be carried out by State PHED and respective GP's)
- Residential costs – Rs. 220 per day (for food, boarding and lodging)
- OJT – support to candidate – Rs. 220 per day (for food, boarding and lodging)
- Assessment & Certification cost: Rs. 700/- per candidate

S.No.	Training phase	Head/ Activity	Unit cost	Units	Amount (Rs.)
1	Theory	Classroom Training	Rs. 33/ hour	80 hours	2,640
2	Practical	Training in lab	Rs. 33/ hour	210 hours	6,930
3	OJT	On the Job Training	Rs. 220/ day	23 days	5,060
4	Cost of Assessment per candidate				700
5	Total cost – Non-residential (1+2+3)				15,330
6	Expenses on residential		Rs. 220/ day	43 days	9,460
7	Total cost – Residential (4+5)				24,790

Note: (1) The above costs are indicative, the Common Cost Norms of Government of India shall apply, wherever costs are not explicitly indicated.

(2) The hourly rates shall be inclusive of cost components such as:

- Equipment
- Amortization of Infrastructure costs/Utilities
- Teaching Aids
- Raw materials and consumables in classrooms and labs
- Salary/ remuneration of trainers
- Training of Trainers
- Curriculum, including Course Handbook and Facilitator Guide
- Teaching Aids

Abbreviations and Terms

ATI	Advanced Training Institute
BIS	Bureau of Indian Standards
DSAP	District State Action Plan
E-KYC	Electronic Know Your Customer
GP	Gram Panchayat
IEC	Information, Education and Communication
ITI	Industrial Training Institute
JJM	Jal Jeevan Mission
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council of Vocational Education and Training
NJJM	National Jal Jeevan Mission
NOS	National Occupational Standards
O&M	Operation and Maintenance
PIA	Project Implementation Agency
PRIs	Panchayati Raj Institutions
PWS	Piped Water supply
RPL	Recognition of Prior Learning
RWPF	Rural WASH Partners Forum
SIRD	State Institute of Rural Development
SID	Skill India Digital
SSAP	State Skill Action Plan
SSC	Sector Skill Council
TOT	Training of Trainers
VTP	Vocational Training Provider
VWSC	Village Water and Sanitation Committee
WMPSC	Water Management & Plumbing Skill Council
WUG	Water User Groups



Government of India
Ministry of Jal Shakti
Department of Drinking Water & Sanitation



For Nal Jal Mitra Course
curriculum



For Qualification

PLEASE SCAN QR CODES TO ACCESS NAL JAL MITRA
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