## STANDARD FORM OF SOP



## SF 5.1E2: Trainers' profile

#### **Instructions for verification:**

- 1. PIA OP team will verify the documents while selecting the trainers and a copy of the documents should be kept at the training centre
- 2. PIA Q team will check all the documents at the time of due diligence. Similarly details of the trainers who join the centre after the previous detailed inspection will be verified.
- 3. Minimum qualifications for trainers

Trainers under DDU-GKY should meet anyone of the two criteria given below:

a. Eligibility criteria as prescribed by NCVT/SSC, if any

or

- b. If the above is not fulfilled then they should meet the following:
  - They should have undergone the Training of Trainers (ToT) by domain expert master trainers

and

ii. Master trainer of the PIA should certify that the trainers are eligible to train candidates in the domain/non domain for which the trainer gives training.

However, SRLM for APS/CTSA for YPS have an option to appoint domain expert and assess the trainers. If the trainers do not qualify then the trainer will not be permitted to continue the training. If such cases repeat this will be considered as default.

4.

Name of the PIA:				
Project code:				
Training centre:				
Trainer's profile				
Name				

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If not the domain trainer or	☐ Computer skills ☐ Soft skills ☐ English skills			
with additional skill	□ Others			
Gender	☐ Male ☐ Female ☐ Others			
Date of Birth (dd/mm/yyyy)				
Category	☐ General ☐ SC ☐ ST ☐ OBC			
Father's/Mother's/Husband's				
Name				
Physical Disability	□ Yes □	If Yes	(please mention the	
	No		category of disability)	
Aadhaar no. (if any)				

### **Education qualification**

Education	<b>Board/Univers</b>	Subject	Year of	% of
al	ity		passing	marks
qualificati				
on				
10 <sup>th</sup>				
12 <sup>th</sup>				
Graduation				
(please				
specify)				
Post-				
graduation				
(please				
specify)				
Other				
qualificatio				

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n (please		
specify if		
any)		

#### Experience

(Latest 5 only from current to past)

Sl.	From	To	company	starting	last	last
No.	(month	(month	Name	Designation	designation	salary
	&	&				drawn
	Year)	Year)				
1						
2						
3						
4						
5						

<u>Othe</u>	er information (if any)		