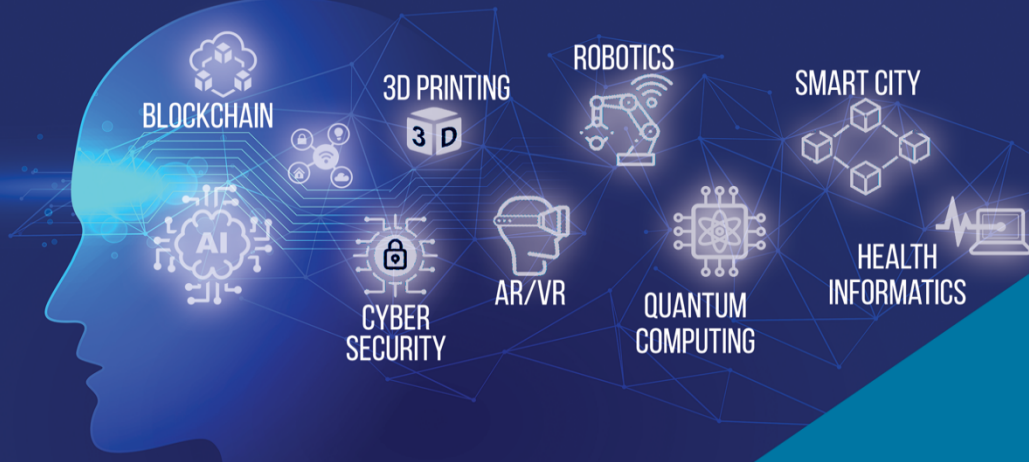




Ministry of Electronics &
Information Technology
Government of India



Work Based Learning

🚩 Achieve your dreams with 🚩



Work Based Learning Draft Guidelines

Table of Contents

1.	Work Based Learning Operational Guidelines.....	03
2.	Guidelines for Admission of WBL Programme.....	11
3.	Guidelines for Evaluation and Certification.....	24
4.	Guidelines for payment of Remuneration/Stipend.....	27
	Annexure-I.....	32
	Annexure-II.....	33
	Annexure-III.....	35
	Annexure-IV.....	39
	Annexure-V.....	42
	Annexure-VI.....	46
	Annexure-VII.....	49
	Annexure-VIII.....	53
	Annexure-IX.....	56
	Annexure-X.....	58
	Annexure-XI.....	59
	Annexure-XII.....	60

1. Work Based Learning Programme Operations Guidelines

1.1 Purpose of the Work Based Learning Programme Guidelines :- The purpose of this Work Based Learning Programme Guidelines is to define a broad set of mechanisms and directions to be followed by implementing organizations and participating institutes for the conduct of WBL programme.

1.2. Objectives of the Work Based Learning Programme:-

The Objectives of the WBL are : The main objective of this programme is to provide an opportunity to SC/ST/EWS/Women candidates to acquire Technical Knowledge Expansion; Real-time Working Skills; Technology Use; Problem Solving Skills; Reasoning; Ideation; Analytical Thinking; Interpersonal Skills, etc. in a professional work environment. This programme would also aim to achieve the following objectives:

- To facilitate SC/ ST/ EWS/ Women candidates for transition from college environment to the corporate world, and thereby provide them with a real-time exposure on niche technological project/ activity in organizations under MeitY.
- To provide direct practical experience and exposure to Fresh Graduates Engineers on Niche Technologies thereby reducing the “deployable time” for both the candidate, as well as the prospective employer.
- To help candidates attain stability between theoretical studies and realistic job exposure through hand-on expertise in Design/Developmental Skills, Requirement Analysis, Testing skills, Exposure to Standardization/QA etc.
- To enhance professional skills among the candidates in various areas such as problem-solving abilities; communication skills; presentation skills, confidence enhancement, individual grooming, enterprise etiquettes, etc.

To Facilitate MeitY Organizations to infuse fresh thoughts/ Ideation/ value-additions in Emerging Technical domains; considering that the candidates would also leverage their updated knowledge base in the assigned Work Activities.

1.3 Technologies areas :

The constituent organizations of Ministry of Electronics & Information Technology (MeitY) are technical /scientific organizations and the Implementing Organizations (IO) identified under the programme are working in the areas of niche / emerging technologies and related fields. This programme is expected to leverage the technical expertise of MeitY organizations on one hand and the updated knowledge base on fresh graduate engineers on the other hand, which is envisaged to provide a fillip to the employability quotient of SC/ST/EWS/Women candidates. Some of the key technologies that can be leveraged under the programme are:

- Artificial Intelligence (AI) and Machine Learning
- Robotic Process Automation (RPA)
- Quantum Computing
- Augmented Reality & Virtual Reality (AR/VR)
- Block chain
- Wireless Networks (5G, WiFi 6 etc.)
- Smart Mobility (Including Vehicular and Drone Technology)
- Internet of Things (IoT)
- Cyber Security and Cyber Forensics
- Big Data Analytics
- Digital Preservation
- Cloud Computing
- 3D Printing
- Silicon Photonics
- Flexible Electronics
- Emerging Memory/ Storage Technologies

- Machine vision (MV)
- Software-Defined Radio
- CPU Design
- Testing/QA Methodology
- Standards/Certification in Emerging Technologies
- Rechargeable Battery Technology
- e-Waste Management
- Smart City,
- Health Informatics
- Language Computing
- Robotics
- Edge Computing
- Brain Computing etc.

Area of work / activities in the organization can include specific / targeted project work, capability building initiatives, design-based activities, developmental activities, research-based activities, etc. Exposure of candidates in the domain of Information Technology and Electronics would provide a significant mileage to gain hand-on expertise over theory and make them more job ready.

1.4. General Guidelines on WBL Programme

1.4.1 WBL scheme would be facilitated through Seven (7) Implementing Organizations (IO) of MeitY ie. CERT-IN, C-DAC, NIELIT, STQC, CMET, ERNET and SAMEER

1.4.2 81 Centres or Units of the Implementing Organizations (IO) would act as Participating Institutes (PI)

1.4.3 C-DAC Mohali would act as the Programme Management Unit (PMU) for the overall scheme monitoring and implementation.

1.4.4. The Internal Technology Expert Group (ITEG) would be constituted by the respective Implementing Organizations while Technical Monitoring and Evaluation Committee would be Constituted by respective Participating Institutes. The Terms of Reference of ITEG and Tech MEC are placed in **Annexure-I**.

1.4.5 Respective Implementing Organization (IO) would carry out selection for Level-I (6 month) and centre /unit allocation of WBL candidates to respective Participating Institutes (PI) as per the intake requirements and also following the guidelines issued by PMU from time to time

1.4.6 The Implementing Organizations (IO) would identify and deploy a senior level functionary as 'Investigator for the scheme' to overall Coordinate, efficiently implement, Monitor, and streamline communication across PMU/MeitY.

1.4.7 Respective Implementing Organization (IO) would carry out selection for Level-I (6 month) and centre/unit allocation of WBL candidates to respective Participating Institutes (PI) as per the intake requirements and also following the guidelines issued by PMU from time to time.

1.4.8 Implementing Organization (IO) would carry out selection for Level-01 WBL (6-month) two (2) times in a year.

1.4.9 Implementing Organization (IO) would leverage the WBL selection through the Internship Portal of AICTE or through WBL Portal(Would be launched later on)or directly take candidates through engineering colleges by following admission process. Details of WBL seats, offerings etc. to be promoted extensively through the portal. Kindly refer the admission process at point no.2 below.

1.4.10 During selection cycle, a maximum of 50% WBL seats in respective PI to be filled for Level-02 WBL (6-month) programme. Only those candidates who have successfully completed Level-01 WBL and recommended for selection by the Tech-MEC committee of PI to be considered for Level-02 WBL. In situations wherein 50% seats are not filled for Level-02, the vacant seats to be opened and allotted for selection to Level-01 WBL (6-month) through selection process by IO. During situations wherein, seats allotted to any of the SC or ST are not filled / remains vacant due to non-availability of candidates, the same may be allotted to candidates in other (ie. SC or ST) category or may be shifted to other Participating institutes where SC/ST candidates are available meeting all necessary eligibility and selection criteria. The same is applicable to Women/EWS category.

1.4.11 WBL candidates would undergo the professional learning under the guidance of allocated Supervisor at respective Participating Institute (PI). The candidates would be reviewed midway and at the end of 6 months by the Tech-MEC and accordingly (a) certified for Level-1 and (b) recommended for selection for Level-2 WBL (6-months). Subsequent to completion of Level-2, the candidate would be certified for Level-2 WBL.

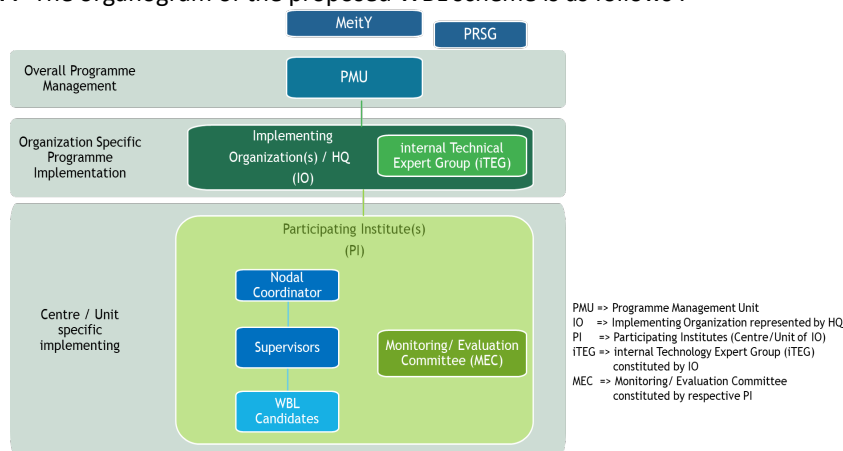
1.4.12 In situations wherein Resources are not available at Participating Institutes, allocated WBL seats may be shifted to other participating institutes subject to the approval from DG of respective organizations

1.4.13 Placement assistance would be provided by Implementing organization and PMU to the enrolled candidates in the WBL programme.

1.4.14 Kindly refer point no (6.1) below for detail eligibility criteria and availability of vacancies for July cycle.

1.5 Expected outcome in physical terms

1.5.1. Organogram :- The organogram of the proposed WBL scheme is as follows :



1.6. WBL Implementation Process & Activity Flow :-

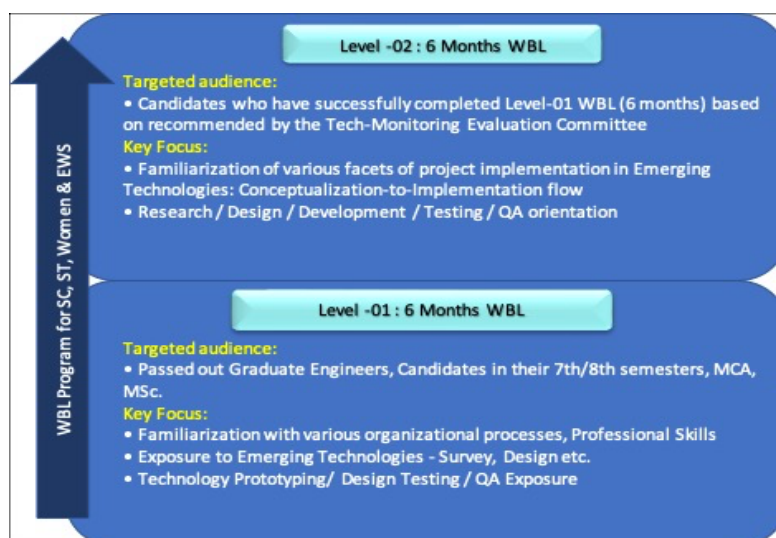
1.6.1. WBL Programme Offering

The WBL programme would be as follows

- Targeted audience: Passed-out Graduate Engineers or its equivalent, M.Sc, M.C.A or 7th / 8th semester students. Respective implementing agencies may be provided with a provision to select pursuing/ passed out candidates based on their institutional capabilities and requirements
- Duration: 6 Months (Maximum of 50% of selected candidates who have successfully completed Level-01 to be provided an opportunity to carry out Level-2 WBL for another 6-months).
- Candidates who have successfully completed Level-1 would only be eligible for Level-
Supervisor: Allotted by the PI based on specialization area

Key Focus:

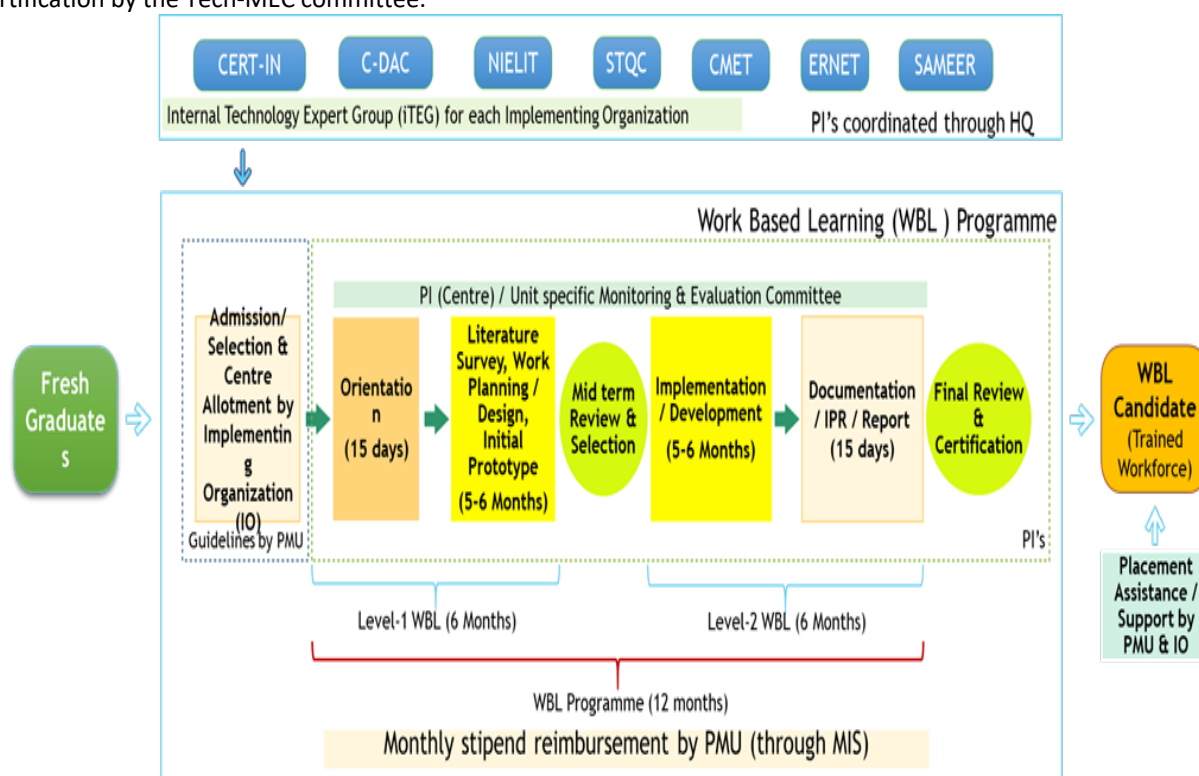
- Exposure to Information Technology, Electronics and related areas in Design/ Development/ Prototyping/ Testing etc. through involvement in Mini/Major Project work
- Familiarization in applying technical knowledge in project implementation
- Research/ Design/ Development / Testing / QA orientation
- Familiarizing with approach to problem solving/ Conceptualization-to-Implementation workflow.
- Enhancing Professional skills



1.6.2 WBL program process and implementation setup :

Subsequent to the Admission/Selection and Centre Allotment by Implementing Organization (IO), the overall WBL programme are to be implemented in two levels as indicated in the diagram. The Level-1 WBL is of 6-month duration involving Work plan, Literature Survey, Design and Initial Prototyping.

For the candidate to continue to Level-2, he/she needs to complete the review and selection by Technical Monitoring and Evaluation Committee (Tech-MEC) constituted by the PI. Maximum of 50% candidates who have completed Level-01 WBL of previous batch would be selected to Level-02 WBL programme. Towards this aspect, maximum of 50% seat would be allocated during selection cycle by the IO. In the Level-2 WBL, the candidate would essentially carryout Implementation/ development/ prototype and Documentation. This would be followed by Final review and Certification by the Tech-MEC committee.



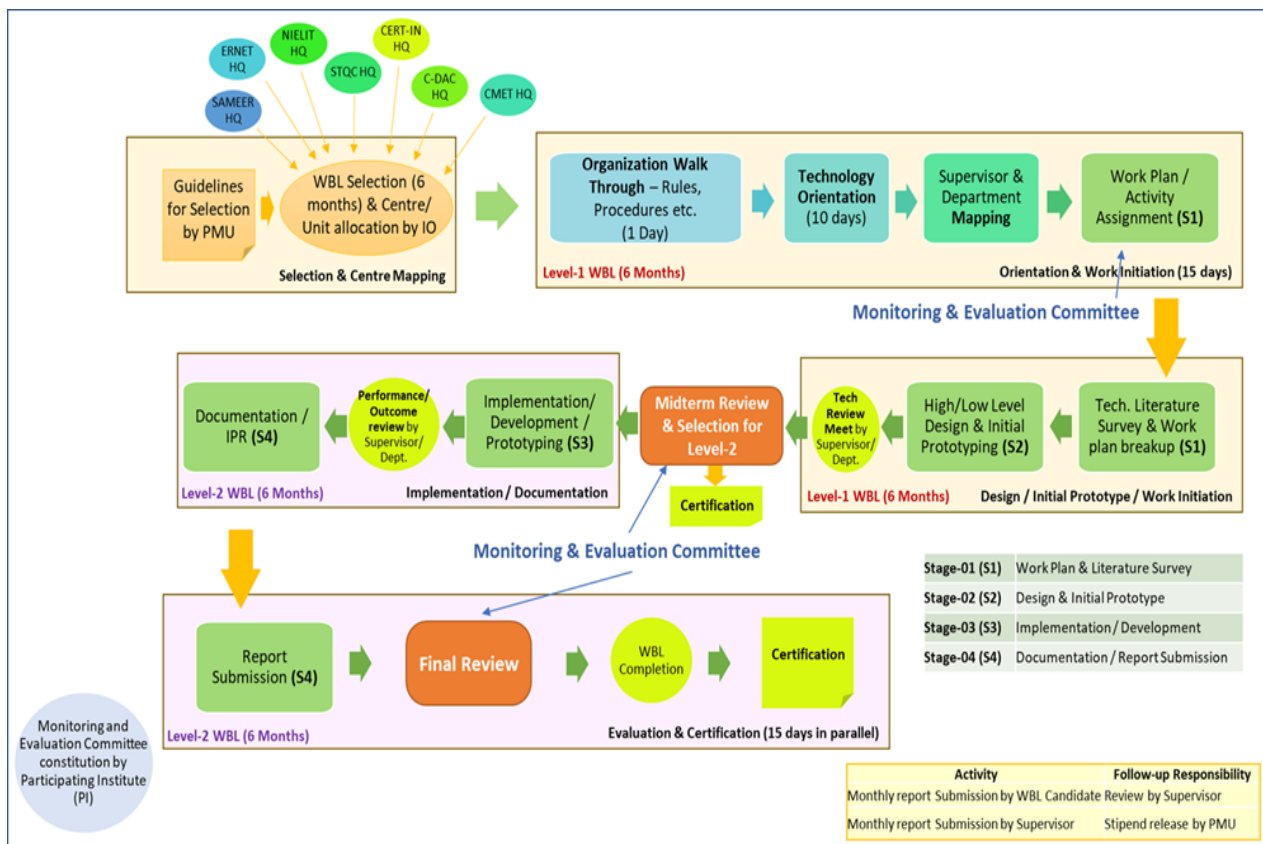
1.6.3 Indicative list of activities for Level-1 WBL (6 months):

- In the Level-1, the Participating Institute would provide a 15-day Orientation which involves an Organizational Walk through, Technology Orientation, Activity Assignment and Supervisor allocation.
- The Activity/Work Assignment issued to the candidate would be as per the recommendations by Tech-MAC for technology relevance and learning outcomes
- Further the candidate would carry out literature Survey/Study with the guidance of Supervisor. Accordingly, he/she would prepare a Work Breakup along with the Milestones.
- A high/low level design of the overall assignment would be prepared, and initial prototype / mini project would be carried out
- These overall activities would be documented and submitted during the midterm review of 6 months WBL by Technical Monitoring and Evaluation Committee
- Successfully completed candidate would be awarded Level-1 WBL certificate

1.6.4 Indicative List of activities for Level-2 WBL (6 months):

- The Activity/Work Assignment issued to the candidate for Level-2 would be as per the recommendations by Technical Monitoring and Evaluation Committee (Tech-MEC) for technology relevance and learning outcomes
- In the Level-2 WBL, the candidate would carry out the Implementation/ Development/ Testing / QA / Prototyping (Major project work) of the given task along with performance/functional testing (if any)
- Further, the overall activities along with the deliverables / outcomes would be documented along with IPR submission (If any).
- The submitted report of the candidate would be evaluated by the Tech-MEC.
- Successfully completed candidate would be awarded Level-2 WBL certificate.

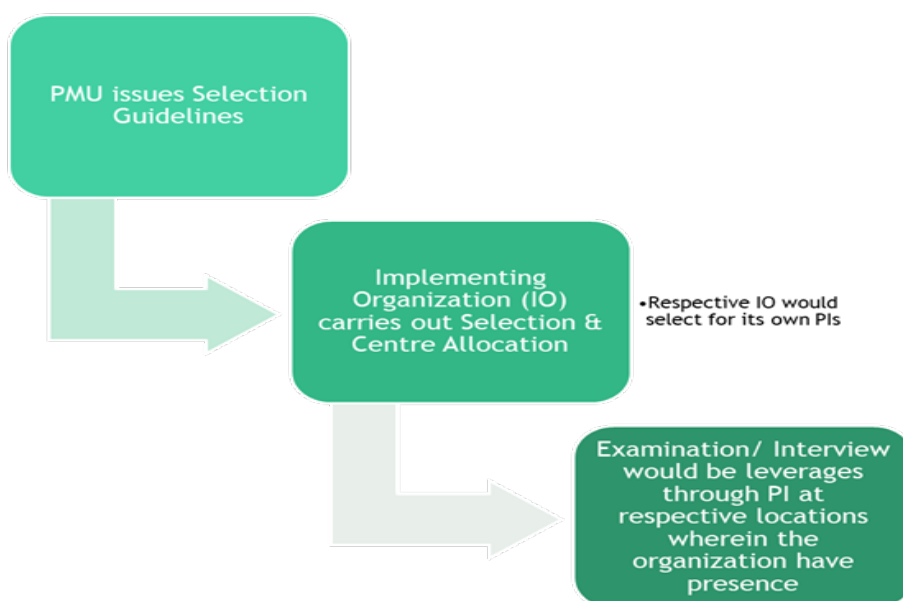
The following diagram depicts the activity wise process flow to be undergone by the candidate in the overall WBL process:



1.6.5 WBL Selection and Centre Allocation by IO

Admission guidelines are mentioned below at point No.2 for the selection of candidates to Level-01 and Level-02 WBL programme :

- The Implementing Organization (IO) would carry out selection of candidates twice a year for Participating Institutes (PI) of IO. This would be by leveraging the infrastructure / resources of respective Participating Institutes (PIs) of IO.
- The Implementing Organization (IO) would leverage the WBL selection from a common pool in synergy with the AICTE Internship Portal, which is facilitating Indian students to locate such opportunities and at the same time organizations are also able to find the best match on Pan-India basis.
- The Implementing Organization (IO) would leverage the WBL selection from a common pool in synergy with the WBL Portal(would be launched by Oct 31,2022), which is facilitating Indian students to locate such opportunities and at the same time organizations are also able to find the best match on Pan-India basis.
- The Implementing Organization (IO) would also do the WBL selection directly from a engineering colleges also .
- During selection process, preference to be given for recently passed out candidates who have passed their exam in 2021 and whose certificates are verified by educational institutes in the AICTE internship website. In cases wherein, certificates of applicants are not verifiable through the portal, separate provisions need to be in place by IO for certificate verification.



- During each selection cycle, a maximum of 50% of seats would be allotted to carryout Level-02 WBL. Only those candidates who have successfully completed previous batch Level-01 WBL and recommended for selection by the Tech-MEC committee of PI to be considered for Level-02 WBL. Seats left out subsequent to the Level-02 selection to be filled in by Level-01 WBL candidates.
- Level-01 WBL selection would be carried out by respective Implementing Organization (IO) for passed out Graduate Engineers/ 7th or 8th semester students/M.SC/MCA passed out students.
- Subsequent to the selection process, IO to issue Centre / PI allocation for candidates. The list would be circulated to PI, PMU and also prominently displayed in the WBL portal(would be launched by Oct 31,2022).

1.6.6. Leveraging AICTE Internship portal for selection to Level-01 WBL:

AICTE has launched a portal for aspirants to put forth their technical skills which has currently more than 1 (One) Lakhs candidate registration. Provisions are also available in the portal wherein the selected applicants' profile and availability are further validated by their respective colleges before they join or acknowledge the offer. This would facilitate the institutions in carrying out the selection of verified candidates. In case, candidate verification is not possible through the portal, separate mechanism may be made available by IO / PI for certificate verification.

The portal would facilitate IO's in shortlisting the right profile for Exam / Interview with respect to their Skills, Marks obtained, Technology area, Location etc. Considering this aspect, IO's may need to place their WBL demand through the site incorporating location/ centre, seat availability, technology domain, etc. As the portal provides multiple modes of communication to applicants, such functionalities can also be leveraged by IO's for enquiries by applicants. Suitable selection mechanisms involving Interview / Examination etc. may be carried out for by IO / PI wherein the organization have physical presence. Provisions may also be made available by IO for virtual selection processes, if felt necessary.

1.6.7 Review, Monitoring & Evaluation

The review and monitoring mechanism adopted for each program (Monitoring/review mechanism may vary based on the Information Technology/ Electronics and related fields involved) would be carried out by PI as per the guideline's setup by the IO. This can be through a PI specific internal committee called "Technical Monitoring and Evaluation committee (Tech-MEC)". The committee would involve at least one Industry member and at least one academia member along with other technical experts. As the focus of the WBL programme is largely in the area of those technologies which are more relevant to the Industry needs for employment, Participating Institutions under the programme need to consider inclusion of relevant Industry Experts in the Tech-MEC committees.

The committee along with associated supervisor is envisaged to implement an efficient and robust process flow. In addition to the field/organization specific aspects, the following would also be carried out:

- Review and monitoring of monthly work report and Attendance against the defined objectives/goals of the WBL program

- Supervisor feedback of corresponding candidates for various parameters involving (but not limited to) Behavior, Interest/Attitude to work, initiative, Work quality, acceptance of responsibility, technical knowledge and expertise, problem solving skills, communication (Oral/Written) skills, attitude, time management etc.
- The Mid-term review of Level-1 WBL candidates by Tech-MEC would critically involve evaluation of Survey/Study, Design aspects, Technology understanding, Initial Prototyping etc. Only successfully completed candidate in Mid-Term review would be issued a certificate. Further, a maximum of 50% of candidates from respective PI would be recommended for selection to Level-2 WBL program by the Tech-MEC.
- The final review by Tech-MEC of Level-2 WBL candidates would critically involve Overall Implementation, IPR, Technical Knowledge Gained, Professional Skills etc. Only successfully completed candidate in Final review would be issued Level-2 WBL certificate.
- Feedback from candidates also need to be reviewed by the committee to carry out an effective long-term plan for the organization. This involves achievements of candidate in Technical Improvement, Knowledge Expansion, Problem-solving skills, Professional Ethics, Confidence, Interpersonal skills, handle responsibility, time utilization, learn new areas/ fields, Develop Interest etc.

The committee would also review the performance of non-satisfactory candidates and suggest remedial measures. In certain cases, if no visible improvement is observed within a predefined time period, the committee can also recommend for termination of WBL offerings to such candidate.

1.6.8 WBL beneficiaries envisaged for the programme

IO	No. of PI	Year – I			Year - II			Year - III			Year - IV			Year - V			Total		
		FH	SH	TL	FH	SH	TL	FH	SH	TL	FH	SH	TL	FH	SH	TL	FH	SH	TL
CERT-IN	1	8	4	12	8	4	12	8	4	12	8	4	12	8	4	12	40	20	60
CDAC	14	12	56	168	12	56	168	12	56	168	12	56	168	12	56	168	560	280	840
CMET	3	24	12	36	24	12	36	24	12	36	24	12	36	24	12	36	120	60	180
ERNET	3	24	12	36	24	12	36	24	12	36	24	12	36	24	12	36	120	60	180
NIELIT	44	352	176	528	352	176	528	352	176	528	352	176	528	352	176	528	1760	880	2640
SAMEER	5	40	20	60	40	20	60	40	20	60	40	20	60	40	20	60	200	100	300
STQC	11	44	22	66	44	22	66	44	22	66	44	22	66	44	22	66	220	110	330
Total	81	604	302	906	604	302	906	604	302	906	604	302	906	604	302	906	3020	1510	4530

NOTE :

- The overall beneficiary of 4530 is based on the Level-01 intake only; as Level-02 is a progression of 50% of good performance candidate for a further period of 6 months.
- The physical target envisaged under the programme is distributed across MeitY organizations based on an indicative assessment of the number of centres / locations. However, it may be noted that the above allocations are indicative, and flexibility would be provided for Organizations to enhance the intake for respective PI based on requirements. PMU would provide a detailed guideline regarding this aspect during the implementation phase.

1.6.9. Likely End User(s)

Category-wise Beneficiaries envisaged:

Category	Annual - 81 Institutions			Five (5) years across 81 Institutions		
Category	FH (6 M)	SH (6 M)	Total Beneficiaries	FH (6 M)	SH (6 M)	Total Beneficiaries
SC / ST	302	151	453	1510	755	2,265
Women / EWS	302	151	453	1510	755	2,265
Sub Total (B)	604	302	906	3,020	1,510	4,530

FH -> First half of year (6 months)

SH -> Second half of year (6 months)

TL -> Total

Note:

- The number of candidates mentioned above is the category-wise intake for Level-01.

During situations wherein, seats allotted to any of the SC or ST is not filled / vacant, the same may be allotted to candidates in other (ie. SC or ST) category meeting all necessary eligibility and selection criteria. The same is applicable to Women/ EWS category also. PMU would issue detailed guidelines in this regard.

2. ADMISSION GUIDELINES

- 2.1 Admissions to the WBL programmes are made twice a year in July and January generally based on rank in test/interview conducted by Implementing Organizations or Participating Institute.
- 2.2 The minimum academic qualification for admission is a pass in the final examination of B.E/B.Tech/MCA/M.Sc or its equivalent with at least 50% marks in aggregate, conducted by a recognized University or Candidates in 7th /8th Semester (Only SC/ST/Women /EWS candidates)
- 2.3 Admission to WBL programme requires that the applicant i) be eligible, ii) go through the laid-down admission procedure, and iii) signed the required document.
- 2.4 A student after securing admission shall complete the WBL programme in a minimum period of Six months (Level-01) For the student to continue to Level-02, student needs to complete the review and selection by Technical Monitoring and Evaluation Committee (Tech-MEC). Maximum of 50% candidates who have completed Level-01 WBL of previous batch would be selected to Level-02 WBL programme. Each student shall pass the review required for the completion of the WBL programme and award of the certificate.

2.1 Session July Cycle (initial for Six months):

2.1.1 Apply through internship.aicte-india.org

a. Implementing organization can post vacancies on internship.aicte-india.org web portal and Candidates can apply through internship.aicte-india.org web portal also. **(PMU/AICTE will provide assistance)**

2.1.2 Apply through Implementing Organizations (CDAC-Pune, NIELIT-Delhi, C-MET-PUNE, ERNET-Delhi, SAMEER-Mumbai, STQC-Delhi, CERT-In-Delhi)

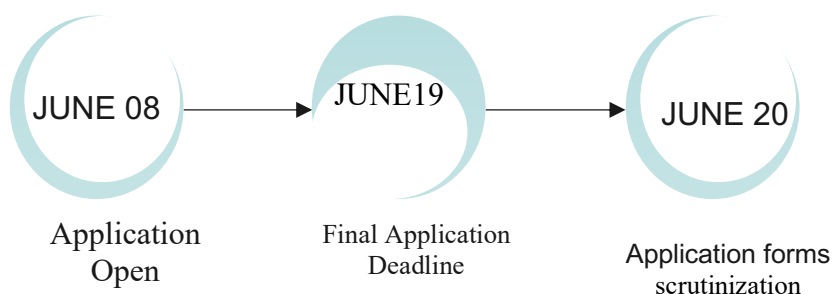
a. Implementing Organizations can take candidates directly through engineering colleges.

2.1.3 Apply through WBL portal(would be launched by 31 Oct 2022)

a. Candidate can apply through WBL portal

2.4 Application Timeline

Candidate can apply only once in the July admissions cycle. In case candidate miss deadline for the July session then he can apply in the January Cycle.



2.5 Important Dates

No.	Event	Dates
a	Beginning of Online Registration and Application for WBL Level-01	June 08
b	Closing of Online Registration & Application for WBL Level-01	June 19
c	Application forms scrutinized	June 20
d	Admission Test/Interview Call	June 21-June 22
e	Admission Test /Interview	June 24- June 25
f	Announcement of Results	June 27
g	Allocation of Implementing organization/Participating Institute and offer letter	June 28
H	Document Submission and Registration of Candidates at IO/PI	June 29
I	Commencement of WBL. Level-01 programme	July 1

5. Events on the Important Dates (Initial for Six months)

5.1.

**STEP
01**

Beginning of Online Registration and Application for WBL(level-01)

5.1.1 The online registration and application of candidates for WBL will start from June 08, 2022.

5.2.

**STEP
02**

Closing of Online Registration and Application for WBL(level-01)

5.2.1 The online registration and application of candidates for WBL will be closed on June 18, 2022.

5.3.

**STEP
03**

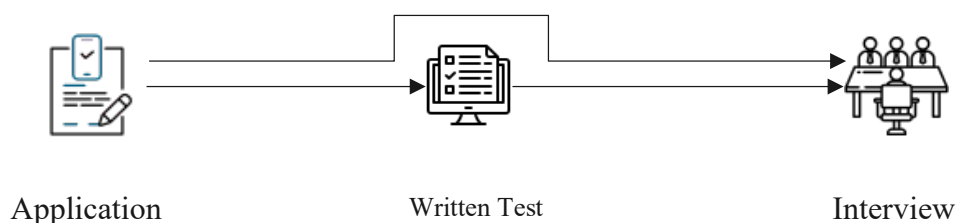
Admission Test/Interview for WBL(level-01)

5.3.1Eligible candidates will be called to appear for Admission test or interviews on June 21 and June 22.

5.4.

**STEP
04**

Selection Process for WBL(level-01)



5.4.1. The admission process consists of a written test or Interview or both as per requirement of the implementing Organization for each of the Technology Domain.

5.4.2 Written test or interview may include a domain Knowledge test, which will be communicated to the applicants to be called for written test or interview or both .

5.4.3 Applicants who meet eligibility criteria for each Technology Domain are eligible to apply to WBL program at Implementing organization and Participating Institutes.

5.4.4 All applications will be scrutinized to verify whether they meet the eligibility criteria of the technology domain applied to. Those applications not conforming to eligibility criteria will be rejected

5.4.5 A category-wise merit list for each Technology Domain would be prepared based on the interview test marks or written test of the eligible candidates or of both system , called WBL merit list.

5.4.6 Out of all candidates who apply to various Technology Domain, an Interview Call list will be made for each Technology Domain by respective implementing Organization.

5.4.7 Interview Call list is decided on the basis of category-wise seats available in each Technology Domain and by using a multiplying factor for each category.

5.4.8 The multiplying factor for all categories is preferably 5 (five) or 2(two) or 01(One) subject to the availability of candidates. e.g. If the number of seats in SC category is 10 for a particular Technology Domain , then 50 candidates available from the SC Category will be called for written test or interview or both . This would be applicable to ST and Women/EWS categories also.

5.4.9 The applicants in the Interview Call list will have to appear in admission test or interview or in both process in between June 24-June 25.Appearance in admission test or Interview are mandatory.

5.4.10. The written test and interview will carry 50 marks each. If Implementing organization opts one option then written test or interview will carry 50 marks each and If Implementing Organization opts both the option then written test will carry 25 marks and interview will carry 25 marks.

5.4.11. After the written test /interview or written test with interview, a category wise Final merit list using final scores will be prepared. The final score would be the total of written test /Interview marks or of both system.

5.4.12. A Final merit list would be constituted based on the above final score. Admission would be offered from this list based on seats available for each category.

5.4.13. A cut off, called Final merit list cut off would be applied to the Final merit list. This would be 33% for SC/ST/Women respectively. Candidates with final score that is less than the Final merit list cut off for their respective category will not be considered for admission even if a seat is available in that category. For instance, only those candidates who score 33% or above in the Final merit list will be considered for admission.

5.4.14. The Final merit list cut off is fixed in advance by the implementing organization

5.4.15. Merit for seat allotment will be prepared based on Admission test score/interview marks or combination of both process. In case of same score, to resolve and determine inter-se-merit of candidates, following criteria will be used in the stated order.

- In highly unlikely event of candidates having same Admission test score or interview marks or combination of both, Date of Birth will be considered. Elder candidate will be given preference.
- In highly unlikely event of candidates having same Admission test score or interview marks or combination of both and Date of Birth, rank will be decided on the basis of Random number generation. Candidate with lower random number generated will be given preference.

5.4.16 Candidates on waiting list would be considered for admission in the order of merit depending on the vacancies after June 29, 2022.

5.5

**STEP
05**

Announcement of Results for WBL(level-01)

5.5.1 Results will be sent to the candidate via email or to the candidate's account on AICTE Web Portal on June 27,2022.

5.6.

**STEP
06**

Allocation of Participation Institute for WBL(level-01)

5.6.1 On June 28th ,2022 Participating Institutes will be allocated by respective Implementing Organizations as per preference of candidates and rank of candidate and also offer letter will be given to candidates.

5.7.

STEP
07

Documentation and Registration of Candidates at IO/PI

5.7.1 On June 29th, 2022, all original documents will be submitted to respective Implementing organization and participating institute

5.8.

STEP
08

Cancellation of Admission for WBL(level-01)

5.8.1 All candidates admitted to WBL-Level-01 programme are required to submit their marks sheets, certificates, etc. of the qualifying examination and other documents at the time of registration for admissions. The IO and PI are empowered to cancel the admission of any Candidate who fails to submit the prescribed documents or to meet other stipulated requirement(s). The IO and PI may also cancel the admission at any stage during the Programme, if it is found that the student had supplied some false information or suppressed relevant information while seeking admission or for serious acts of misconduct and indiscipline.

5.9.

STEP
09

Commencement of WBL(level-01) Programme

5.9.1 WBL Level-01 courses at all participating institutes /Implementing organization will begin on July 01.

5.10.

STEP
10

Attendance Guidelines for WBL(level-01)

5.10.1 For maintaining the highest professional standards at Participating Institutes, the following should be adhered to by all concerned involved in engaging WBL Candidates and recording the attendance:-

- ✓ The Attendance Register/process must be maintained properly.
- ✓ Attendance of 75% is mandatory for all WBL Candidates. Only students who have more than or equal to 75% attendance are allowed to receive the stipends as well as passing certificate by Participating institute. Others are barred from receiving the stipends as well as certificate, unless they can produce a medical certificate and has a logical explanation for the attendance shortage.
- ✓ The Supervisors are to undertake regular monitoring of engagement of attendance.

5.10.2 Candidates are expected to report to work as scheduled and on time.

5.10.3 Candidates also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

5.10.4 WBL candidates will be eligible for following leave for 6 months' period. If they remain absent on above the permitted limit, their stipend will be adjusted accordingly.

No of casual leaves : 4 days

No of medical /Long leaves: 8 days

5.10.5 Candidates with three or more consecutive days of excused absences *because of illness or injury* must give proof of Govt physician's care and a fitness for duty release prior to returning to work.

5.10.6 Medical leave up to eight days for each six months of WBL programme may be granted to the candidate who is unable to attend duty owing to illness.

5.10.7 Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause (5.10.4) above.

5.10.8 It shall be open to the Implementing organization/Participating Institute to arrange a special medical examination of learner if he/she has reason to believe that the candidate is not really ill or the illness is not of such a nature as to prevent attendance.

6.1 Vacancy Available

1. NIELIT (Implementing Organization)						
S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	NIELIT Chandigarh			SC	2	
				ST	2	
				Woman/EWS	4	
2	NIELIT Delhi			SC	2	
				ST	2	
				Woman/EWS	4	
3	NIELIT Gorakhpur			SC	2	
				ST	2	
				Woman/EWS	4	
4	NIELIT Haridwar			SC	2	
				ST	2	
				Woman/EWS	4	
5	NIELIT Jammu			SC	2	
				ST	2	
				Woman/EWS	4	
6	NIELIT Kurukshetra			SC	2	
				ST	2	
				Woman/EWS	4	
7	NIELIT Patna			SC	2	
				ST	2	
				Woman/EWS	4	
8	NIELIT Shimla			SC	2	
				ST	2	
				Woman/EWS	4	
9	NIELIT Agartala			SC	2	
				ST	2	
				Woman/EWS	4	

10	NIELIT Aizawl			SC	2	
				ST	2	
				Woman/EWS	4	
11	NIELIT Gangtok			SC	2	
				ST	2	
				Woman/EWS	4	
12	NIELIT Guwahati			SC	2	
				ST	2	
				Woman/EWS	4	
13	NIELIT Imphal			SC	2	
				ST	2	
				Woman/EWS	4	
14	NIELIT Itanagar			SC	2	
				ST	2	
				Woman/EWS	4	
15	NIELIT Kohima			SC	2	
				ST	2	
				Woman/EWS	4	
16	NIELIT Shillong			SC	2	
				ST	2	
				Woman/EWS	4	
17	NIELIT Kolkata			SC	2	
				ST	2	
				Woman/EWS	4	
18	NIELIT Ranchi			SC	2	
				ST	2	
				Woman/EWS	4	
19	NIELIT Bhubaneswar			SC	2	
				ST	2	
				Woman/EWS	4	
20	NIELIT Calicut			SC	2	
				ST	2	
				Woman/EWS	4	
21	NIELIT Chennai			SC	2	
				ST	2	
				Woman/EWS	4	
22	NIELIT Ajmer			SC	2	
				ST	2	
				Woman/EWS	4	

23	NIELIT Aurangabad			SC	2	
				ST	2	
				Woman/EWS	4	
24	NIELIT Daman			SC	2	
				ST	2	
				Woman/EWS	4	
25	NIELIT Pali			SC	2	
				ST	2	
				Woman/EWS	4	
26	NIELIT Ropar			SC	2	
				ST	2	
				Woman/EWS	4	
27	NIELIT Lucknow			SC	2	
				ST	2	
				Woman/EWS	4	
28	NIELIT Srinagar			SC	2	
				ST	2	
				Woman/EWS	4	
29	NIELIT Lah			SC	2	
				ST	2	
				Woman/EWS	4	
30	NIELIT Lunglei			SC	2	
				ST	2	
				Woman/EWS	4	
31	NIELIT Tezpur			SC	2	
				ST	2	
				Woman/EWS	4	
32	NIELIT Jorhat			SC	2	
				ST	2	
				Woman/EWS	4	
33	NIELIT Kokrajhar			SC	2	
				ST	2	
				Woman/EWS	4	
34	NIELIT Silchar			SC	2	
				ST	2	
				Woman/EWS	4	
35	NIELIT Dibrugarh			SC	2	
				ST	2	
				Woman/EWS	4	

36	NIELIT Churachandpur			SC	2	
				ST	2	
				Woman/EWS	4	
37	NIELIT Senapati			SC	2	
				ST	2	
				Woman/EWS	4	
38	NIELIT Pasighat			SC	2	
				ST	2	
				Woman/EWS	4	
39	NIELIT Tezu			SC	2	
				ST	2	
				Woman/EWS	4	
40	NIELIT Chuchuyimlang			SC	2	
				ST	2	
				Woman/EWS	4	
41	NIELIT Tura			SC	2	
				ST	2	
				Woman/EWS	4	
42	NIELIT Assam			SC	2	
				ST	2	
				Woman/EWS	4	
43	NIELIT Nagaland			SC	2	
				ST	2	
				Woman/EWS	4	
44	NIELIT Ladakh UT			SC	2	
				ST	2	
				Woman/EWS	4	
					352	

2. ERNET(Implementing Organization)

S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	ERNET Bengaluru			SC	2	
				ST	2	
				Woman/EWS	4	
2	ERNET Chennai			SC	2	
				ST	2	
				Woman/EWS	4	
3	ERNET Delhi			SC	2	
				ST	2	

				Woman/EWS	4	
					24	

3. CMET(Implementing Organization)

S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	CMET Pune			SC	2	
				ST	2	
				Woman/EWS	4	
2	CMET Hyderabad			SC	2	
				ST	2	
				Woman/EWS	4	
3	CMET Thrissur			SC	2	
				ST	2	
				Woman/EWS	4	
					24	

4. CDAC(Implementing Organization)

S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	CDAC Bengaluru			SC	2	
				ST	2	
				Woman/EWS	4	
2	CDAC Chennai			SC	2	
				ST	2	
				Woman/EWS	4	
3	CDAC Delhi			SC	2	
				ST	2	
				Woman/EWS	4	
4	CDAC Hyderabad			SC	2	
				ST	2	
				Woman/EWS	4	
5	CDAC Kolkata			SC	2	
				ST	2	
				Woman/EWS	4	
6	CDAC Mohali			SC	2	
				ST	2	
				Woman/EWS	4	
7	CDAC Mumbai			SC	2	
				ST	2	

				Woman/EWS	4	
8	CDAC Noida			SC	2	
				ST	2	
				Woman/EWS	4	
9	CDAC Patna			SC	2	
				ST	2	
				Woman/EWS	4	
10	CDAC Pune			SC	2	
				ST	2	
				Woman/EWS	4	
11	CDAC Silchar			SC	2	
				ST	2	
				Woman/EWS	4	
12	CDAC Thiruvananthapuram			SC	2	
				ST	2	
				Woman/EWS	4	

96

5. CERT-IN (Implementing Organization)

S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	CERT-IN			SC	2	
				ST	2	
				Woman/EWS	4	
				8		

6. SAMEER (Implementing Organization)

S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	SAMEER Chennai			SC	2	
				ST	2	
				Woman/EWS	4	
2	SAMEER Mumbai			SC	2	
				ST	2	
				Woman/EWS	4	
3	SAMEER Kolkata			SC	2	
				ST	2	
				Woman/EWS	4	
4	SAMEER Guwahati			SC	2	
				ST	2	
				Woman/EWS	4	

5	SAMEER Visakhapatnam			SC	2	
				ST	2	
				Woman/EWS	4	
					40	

7. STQC(Implementing Organization)

S/N	Participating institute	Eligibility Criteria	Technology Domain	Vacancies		Admission process
1	STQC Delhi			SC	1	
				ST	1	
				Woman/EWS	2	
2	STQC Jaipur			SC	1	
				ST	1	
				Woman/EWS	2	
3	STQC Mohali			SC	1	
				ST	1	
				Woman/EWS	2	
4	STQC Kolkata			SC	1	
				ST	1	
				Woman/EWS	2	
5	STQC Guwahati			SC	1	
				ST	1	
				Woman/EWS	2	
6	STQC Bengaluru			SC	1	
				ST	1	
				Woman/EWS	2	
7	STQC Thiruvananthapuram			SC	1	
				ST	1	
				Woman/EWS	2	
8	STQC Chennai			SC	1	
				ST	1	
				Woman/EWS	2	
9	STQC Hyderabad			SC	1	
				ST	1	
				Woman/EWS	2	
10	STQC Mumbai			SC	1	
				ST	1	
				Woman/EWS	2	
11	STQC Pune			SC	1	

			ST	1	
			Woman/EWS	2	
				44	

6.1 Session January Cycle:

6.1.1 Apply through internship.aicte-india.org

a. Implementing organization can post vacancies on internship.aicte-india.org web portal and Candidates can apply through internship.aicte-india.org web portal also. **(PMU/AICTE will provide assistance)**

6.1.2 Apply through Implementing Organizations(CDAC-Pune, NIELIT-Delhi,C-MET-PUNE,ERNET-Delhi,SAMEER-Mumbai,STQC-Delhi,CERT-In-Delhi)

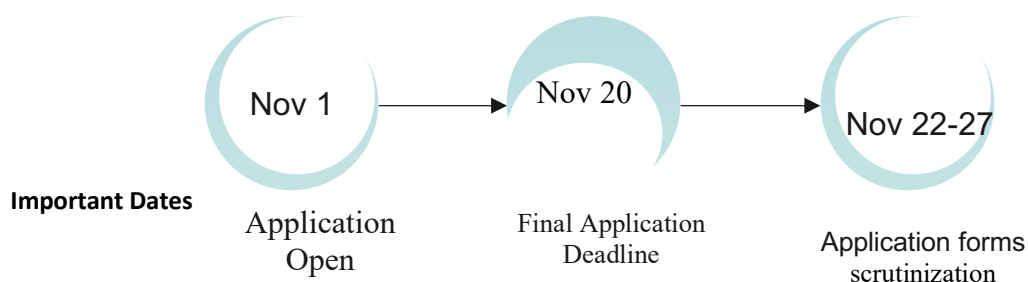
a. Implementing Organizations can take candidates directly through engineering colleges

6.1.3 Apply through WBL portal

a. Candidate can apply through WBL web portal

6.1.4 Application Timeline

Candidate can apply only once in the July admissions cycle. In case candidate miss deadline for the July session then he can apply in the January Cycle.



No.	Event	Dates
a	Beginning of Online Registration and Application for WBL Level-01	Nov 01
b	Closing of Online Registration & Application for WBL Level-01	Nov 20
c	Application forms scrutinized	Nov 22-Nov 27
d	Admission Test/Interview Call	Nov 30- Dec 01
e	Admission Test /Interview	Dec 5 - Dec 12
f	Announcement of Results	Dec-16
g	Allocation of Implementing organization/Participating Institute	Dec 19 –Dec 23
h	Document Submission and Registration of Candidates at IO/PI	Dec 25 – Dec 28
i	Commencement of WBL. Level-01 programme	January 1

7. Events on the Important Dates (Initial for Six months)

7.1.

**STEP
01**

Begining of Online Registration and Application for WBL(level-01)

7.1.1 The online registration and application of candidates for WBL will start from Nov. 01,2022.

7.2.

**STEP
02**

Closing of Online Registration and Application for WBL(level-01)

7.2.1 The online registration and application of candidates for WBL will be closed on Nov. 20, 2022.

7.3.

**STEP
03**

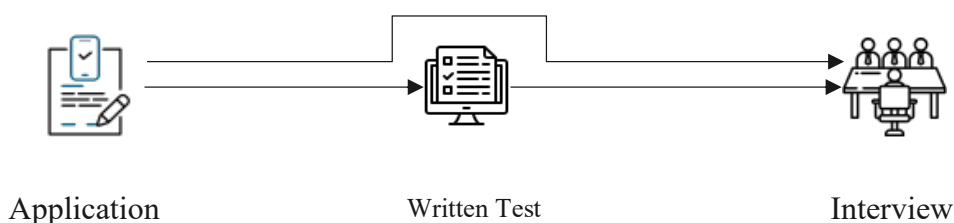
Admission Test/Interview for WBL(level-01)

7.3.1 Eligible candidates will be asked to appear for Admission test or interviews on Dec. 05 to Dec 12.

7.4.

**STEP
04**

Selection Process for WBL(level-01)



7.4.1. The admission process consists of a written test or Interview or of both process as per requirement of the implementing Organization for each of the Technology Domain.

7.4.2 Written test or interview may include a domain Knowledge test, which will be communicated to the applicants to be called for written test or interview or both.

7.4.3 Applicants who meet eligibility criteria for each Technology Domain are eligible to apply to WBL program at Implementing organization and Participating Institutes.

7.4.4 All applications will be scrutinized to verify whether they meet the eligibility criteria of the technology domain applied to. Those applications not conforming to eligibility criteria will be rejected

7.4.5 A category-wise merit list for each Technology Domain would be prepared based on the interview test marks or written test of the eligible candidates or of both process, called WBL merit list.

7.4.6 Out of all candidates who apply to various Technology Domain, an Interview Call list will be made for each Technology Domain by respective implementing Organization.

7.4.7 Interview Call list is decided on the basis of category-wise seats available in each Technology Domain and by using a multiplying factor for each category.

7.4.8 The multiplying factor for all categories is preferably 5 (five) or 2(two) or 1(One)subject to the availability of candidates. e.g. If the number of seats in SC category is 10 for a particular Technology Domain, then 50 candidates available from the SC Category will be called for written test or interview or for both process. This would be applicable to ST and Women /EWS categories also.

7.4.9 The applicants in the Interview Call list will have to appear in admission test or interview or in both process in between Dec 5- Dec 12. Appearance in admission test or Interview are mandatory.

7.4.10. The written test and interview will carry 50 marks each. If Implementing organization opts one option then written test or interview will carry 50 marks each and If Implementing Organization opts both the option then written test will carry 25 marks and interview will carry 25 marks.

7.4.11. After the written test /interview or written test with interview, a category wise Final merit list using final scores will be prepared. The final score would be the total of written test /Interview marks or of both process.

7.4.12. A Final merit list would be constituted based on the above final score. Admission would be offered from this list based on seats available for each category.

7.4.13. A cutoff, called Final merit list cutoff would be applied to the Final merit list. This would be 33% for SC/ST/Women respectively. Candidates with final score that is less than the Final merit list cutoff for their respective category will not be considered for admission even if a seat is available in that category. For instance, only those candidates who score 33% or above in the Final merit list will be considered for admission.

7.4.14. The Final merit list cutoff is fixed in advance by the implementing organization

7.4.15. Merit for seat allotment will be prepared based on Admission test score/interview marks or combination of both. In case of same score, to resolve and determine inter-se-merit of candidates, following criteria will be used in the stated order.

- In highly unlikely event of candidates having same Admission test score or interview marks or combination of both, Date of Birth will be considered. Elder candidate will be given preference.
- In highly unlikely event of candidates having same Admission test score or interview marks or combination of both and Date of Birth, rank will be decided on the basis of Random number generation. Candidate with lower random number generated will be given preference.

7.4.16 Candidates on waiting list would be considered for admission in the order of merit depending on the vacancies after Dec 28, 2022.

7.5

**STEP
05**

Announcement of Results for WBL(level-01)

7.5.1 Results will be sent to the candidate vis email or to the candidate's account on AICTE Web Portal or on June 24,2022.

7.6.

**STEP
06**

Allocation of Participation Institute for WBL(level-01)

7.6.1 During Dec 19- Dec 23 Participating Institutes will be allocated by respective Implementing Organizations as per preference of candidates and rank of candidate and offer letters will be given to candidates.

7.7

**STEP
07**

Documentation and Registration of Candidates at IO/PI

7.7.1 During Dec 25- Dec 28, all original documents will be submitted to respective Implementing organization and participating institute

7.8.

**STEP
08**

Cancellation of Admission for WBL(level-01)

7.8.1 All candidates admitted to WBL-Level-01 programme are required to submit their marks sheets, certificates, etc. of the qualifying examination and other documents at the time of registration for admissions. The IO and PI are empowered to cancel the admission of any Candidate who fails to submit the prescribed documents or to meet other stipulated requirement(s). The IO and PI may also cancel the admission at any stage during the Programme, if it is found that the student had supplied some false information or suppressed relevant information while seeking admission or for serious acts of misconduct and indiscipline.

7.9.

**STEP
09**

Commencement of WBL(level-01) Programme

7.9.1 WBL Level-01 courses at all participating institutes /Implementing organization will begin on January 01.

7.10.

**STEP
10**

Attendance Guidelines for WBL(level-01)

7.10.1 For maintaining the highest professional standards at Participating Institutes, the following should be adhered to by all concerned involved in engaging WBL Candidates and recording the attendance:-

- ✓ The Attendance Register/process must be maintained properly.
- ✓ Attendance of 75% is mandatory for all WBL Candidates. Only students who have more than or equal to 75% attendance are allowed to receive the stipends as well as passing certificate by Participating institute. Others are barred from receiving the stipends as well as certificate, unless they can produce a medical certificate and has a logical explanation for the attendance shortage.
- ✓ The Supervisors are to undertake regular monitoring of engagement of attendance.

7.10.2 Candidates are expected to report to work as scheduled and on time.

7.10.3 Candidates also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

7.10.4 WBL candidates will be eligible for following leave for 6 months' period. If they remain absent on above the permitted limit, their stipend will be adjusted accordingly.

No of casual leaves : 4 days

No of medical /Long leaves: 8 days

7.10.5 Candidates with three or more consecutive days of excused absences *because of illness or injury* must give proof of Govt physician's care and a fitness for duty release prior to returning to work

7.10.6 Medical leave up to eight days for each six months of WBL programme may be granted to the learner who is unable to attend duty owing to illness.

7.10.7 Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause (7.10.4) above.

7.10.8 It shall be open to the Implementing organization/Participating Institute to arrange a special medical examination of learner if he/she has reason to believe that the Learner is not really ill or the illness is not of such a nature as to prevent attendance.

3. Guidelines for Evaluation and Certification

The Centre wise monitoring and management committee would provide a detailed mechanism for evaluation and certification of the activities carried out by candidates as part of WBL program. The evaluation and certification would be varying for 6 months WBL Level-1 and Level-2. A broad indicative guideline for evaluation and certification each of the categories is as follows while the same would be enhanced from time to time.

3.1 6 months WBL program (Level – 1):

The 6 months WBL program Level-1 is envisaged for a duration of 6 months. During the period, the candidates are expected to acquire the following skills/capabilities:

- Exposure to IECT Design/Development/Prototyping/Testing/QA etc. stages
- Familiarization with various organizational processes (organizational walkthrough and/or Orientation)
- Familiarizing the pragmatic approach of applying Technical knowledge in an workflow
- Design and Initial Prototyping
- Minor/Major project work (6 months Task / Activity identified by the supervisor in the areas of specialization)

Towards achieving the above, the students will be guided for each of the activities being carried out as WBL program. The grading will be under the following five categories: (1) Excellent (2) Very Good (3) Good (4) Satisfactory & (5) Poor.

SI No.	Activity	Evaluation Criteria	Grading Levels
1	Exposure to IT, Electronics & related Work environment	<ul style="list-style-type: none"> • Work status Updation and Ontime monthly report submission • Presentation / Seminars • Involvement in meetings and group discussions • Exposure to tools like versioning system, project management tools, documentation tools, Testing Tools etc. 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
2	Attendance	<ul style="list-style-type: none"> • Regularity • Login and Logout time (Punctuality) 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
3	Familiarization with various organizational processes	<ul style="list-style-type: none"> • Participation for the one-day Organizational walkthrough program carried out by the centre • Knowhow and understanding of Organizational work etiquette 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory

			(5) Poor
		<ul style="list-style-type: none"> • Orientation program (10 days) 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
4	Exposure to IECT Design/Development/Prototyping stages	<ul style="list-style-type: none"> • Coding/ Programming Skills • Design capability (Low level/ high level) • Technical Documentation Skills • Testing / QA skills • Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, design Guidelines, Field Exposure 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
5	Mini projects / Initial Prototype	<ul style="list-style-type: none"> • Conceptualization and Problem Statement for the abstract prepared 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
		<ul style="list-style-type: none"> • Mid duration review of the implementation carried out 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
		<ul style="list-style-type: none"> • Final review of the implementation carried out 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor

3.1. Grading mechanism for 6 months WBL Level-1 Certification by IO:

- The supervisor would evaluate the candidate based on each of the above activities and award corresponding grades.

- An aggregate of the grades would be considered for finalizing the 6 months WBL Level-1 grade of the candidate.
- While considering the aggregate, 40% weightage would be given for Mini-Project/ Prototype (SI No: 5), 20% weightage would be given for Exposure to IECT Design/Development/Testing Prototype (SI No: 4) and 40% for the remaining
- Certificate indicating the participation in 6 months WBL Level-1 program and corresponding grade level would be issued to those candidates successfully completing the program.
- Certificate would be issued by competent authority

3.2. 6 months WBL Level – 2 program:

The 6 months WBL Level-2 program is envisaged for a duration of 6 months after completion of Level-1. During the period, the candidates are expected to acquire the following skills/capabilities:

- Exposure to Research, Design and Development
- Familiarization with various organizational processes (organizational walkthrough and/or Orientation)
- Familiarizing with approach to Problem solving/Conceptualization-to-Implementation workflow.
- Implementation / Testing / Development and Documentation / IPR
- Project involvement (6-month Task / Activity identified by the supervisor in the areas of specialization)

Towards achieving the above, the students will be guided for each of the activities being carried out as part of 6 months WBL Level-2 program. The indicative grading provided below will be under the following five categories: (1) Excellent (2) Very Good (3) Good (4) Satisfactory & (5) Poor.

SI No.	Activity	Evaluation Criteria	Grading Levels
1	Exposure to IECT Work environment	<ul style="list-style-type: none"> • Work status Updation and Ontime monthly report submission • Presentation / Seminars • Involvement in meetings and group discussions • Exposure to tools like versioning system, project management tools, documentation tools etc. 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
2	Attendance	<ul style="list-style-type: none"> • Regularity • Login and Logout time (Punctuality) 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
4		<ul style="list-style-type: none"> • Technology Knowledge 	(1) Excellent

	Exposure to Research, Design and Development	<ul style="list-style-type: none"> • Understanding of Mathematical approaches for problem solving • Coding/ Programming/ Testing Skills • Design capability (Low level/ high level) • Technical Documentation Skills • Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, Design Guidelines, Field Exposure 	(2) Very Good (3) Good (4) Satisfactory (5) Poor
5	R&D Project involvement	<ul style="list-style-type: none"> • Conceptualization and Problem Statement for the abstract prepared <ul style="list-style-type: none"> ○ Research relevance ○ Proof-of-Concept/ Prototype – Relevance based on market survey 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor
6	Research / Design & Developmental Outcomes	<ul style="list-style-type: none"> • IPR (Paper publication) • Proof-of-concept/ implementation Prototype • Project Documentation • Field Deployment 	(1) Excellent (2) Very Good (3) Good (4) Satisfactory (5) Poor

Grading mechanism for 6 months WBL Level-2 Certification:

- The associated supervisor would evaluate the candidate based on each of the above activities and award corresponding grades.
- An aggregate of the grades would be considered for finalizing the 6 months WBL Level-2 grade of the candidate.
- While considering the aggregate, 40% weightage would be given for R&D Project Involvement (SI No: 5), 20% weightage would be given for Exposure to Research, Design, Development, Testing (SI No: 4), 20% weightage would be given for Research / Design/ Developmental / Testing Outcomes (SI No: 6) and 20% for the remaining.
- Certificate indicating the participation in 6 months WBL Level-2 program and corresponding grade level would be issued to those candidates successfully completing the program.
- Certificate would be issued by competent authority.

3.3 Certificate Issuance:

- 3.3.1 A candidate needs to secure the passing criteria of 60% (Overall) as detailed in the Technical Monitoring evaluation and Supervisor Monitoring forms .Kindly Refer Annexure III,IV,V,VII.

- 3.3.2 The certificate will be issued only if the candidates attend the institute for 75% of the time complete the WBL programme in stipulated 6 months time.
- 3.3.3 The below table details the certification process after the completion of the WBL program,

ASSESSMENT SCORE	CERTIFICATION
Securing 90% and above	Certificate with Gold Grade
Securing 80% and above	Certificate with Silver Grade
Securing 60% and above	Certificate with Bronze Grade
Securing below 60%	No certificate

4. Guidelines for payment of Remuneration/Stipend

- 4.1 Candidates undergoing Work Based Learning (WBL) programmes would be issued monthly Stipend / remuneration by IO, based on the Supervisor recommendations from PI. Kindly Refer Annexure-V
- 4.2 For each selected candidate, IO to provision the 6 months charges for Level-01 WBL, wherein the monthly stipend is Rs. 10,000 (per month per candidate) inclusive of all charges. In addition, provisions would also be there for 50% candidates to be recommended for continuation in Level-02 (6 months) WBL.
- 4.3 The stipend charges indicated is the maximum payable per candidate per month stipend for each of the WBL program
- 4.4 Monthly stipend would only be paid to candidates having (a) at-least 75% (or more) attendance per month and (b) recommendation for payment by Supervisor after satisfactorily reviewing the assigned tasks. This will be carried out through MIS.
- 4.5 Appropriate records of the stipend payment and candidate details need to be maintained by the IO/PI and updated in MIS of PMU. PMU and IO to maintain a record of the same
- 4.6 If candidate drops out midway during the WBL programme due to any reason then there is no penalty like returning the stipend .

TOR FOR iTEG and Tech-MEC

Internal Technology Expert Group (iTEG):

The implementing organization would setup an internal Technical Expert Group with experts from all participating institutes (PI) (At least one from each PI). The iTEG would meet at least once in 3 months. The terms of reference for the iTEG may be defined as follows:

- Provide overall guidance with regard to the implementation of programme within the IO.
- To oversee and issue Guidelines and Standard Operating Procedure(s) for overall implementation of the scheme in compliance to the guidelines/protocols defined by PMU
- To provide guidance on identification/choice of the niche technical areas as per the WBL scope for the respective cycle
- Creating Standard operating procedure (SOP) for Advocacy/ Awareness, Selection (Two times annually) & Centre mapping of the candidates with IO in reference to PMU guidelines
- Recommend guidelines/norms for evaluation and certification of WBL candidates
- Creating Standard Operating Procedure (SOP) for timely stipend release by IO
- To provide overall guidance to participating institutes (PI) in WBL conduction, general activity flow, niche/emerging technology mapping, supervisor selection process, evaluation criteria, certification etc.
- Necessary monitoring and evaluation as required for the selection/centre allocation would also be defined by iTEG.
- To monitor/review and conduct intermediate audits/checks for compliance verification from time to time
- Any other issue as felt appropriate by the committee in relation to this programme implementation in IO

Technical Monitoring & Evaluation Committee (Tech-MEC)

The Participating Institutes (PI) would setup a Technical Monitoring & Evaluation Committee (Tech-MEC with experts from Industry, Academia and internal Experts in relevant technology domain. The Tech-MEC would meet at least once in 3 months. The nodal co-ordinator from PI would be the member convener for the committee. The terms of reference for the Tech-MEC may be defined as follows:

- To carry out review and provide necessary suggestions for work plan to be allocated to the WBL Candidates for Level-1 and Level-2 and ensure its industry relevance so as to provide adequate technical exposure to candidates in respective niche/emerging technologies
- To monitor the overall progress of the Candidate on quarterly basis, review the feedback and suggest necessary improvements as needed from time-to-time.
- To frame Guidelines/SOP for overall implementation of the scheme in the respective PI as per PMU/iTEG protocols.
- Review the programme implementation on regular basis and ensure that the technology identification for Level-01/02 are largely in areas which are more relevant to the Industry needs for employment of candidates
- Candidates who have completed level-1 WBL would be reviewed by Tech-MEC as per pre-defined Qualification criteria and recommend for certificate issual for Level-01
- 50% of successfully completed Level-01 WBL candidates to be recommended for selection to Level-02 WBL.
- Candidates who have completed Level-02 WBL would be reviewed by Tech-MEC as per pre-defined Qualification criteria and recommend for certification.
- Any other issue as felt appropriate by the committee in relation to this programme implementation in PI.

STIPEND FORM

**Application Form
For
Stipend Reimbursement Under the Scheme of
WBL (To be filled up by Applicant)**

S.No.	Particular	Details
1.	Name of the Participating Institute	
2.	Complete Address	
3.	Name of the Applicant	
4	Category (SC/ST/EWS/Women)	
5	Gender	
6.	Aadhar No of the Applicant	
7.	Mobile No	
8.	E-Mail Address	
9.	Technology Domain offered	
10.	a. Duration of WBL Programme (Level-01)	
	b. Duration of WBL Programme (Level-02)	
11.	Bank Details with IFSC Code:	

STIPEND FORM
STIPEND DETAILS

Stipend Amount	Month	Paid by Participating Institute (Signature of Finance Officer)	Received by Candidate (Signature of Candidate)
10,000	1st		
10,000	2nd		
10,000	3rd		
10,000	4th		
10,000	5th		
10,000	6th		

Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge and belief.

Date :

Signature of the Head

Place :

 Name of the Signing Authority
 Official Stamp of the Organization
 Telephone No/Mobile No/Email Address/Web Site

Note :

1. All columns are mandatory to be filled.
2. Application should be duly signed and stamped.
3. Enclose annexure where ever required.
4. Apart from above information, if any additional information is required to be given, the same may be attached with the application.

ANNEXURE-III
TECH MEC FORM

6- MONTHS WBL (LEVEL-01) CANDIDATE PERFORMANCE EVALUATION

Candidate Name _____
 Participating Institute Name _____
 Technology Domain _____
 Department Name _____
 Date of Joining _____ Date of Completion _____

Instructions to Monitoring and Evaluation Committee members: MEC members should refer to the candidates' work description when completing this form; the evaluation should focus on the candidate's ability to perform the job duties/assignment assigned by Supervisor. Candidate should be evaluated two times -- at three months and one other time before the end of the period. Indicate the evaluation of the candidate's performance by writing marks to the right of each attribute, in the appropriate column (depending on whether this is the three-month or Six - month, or final evaluation of the employee). Use the following scale:

100% = Excellent; **80%** = Very Good ; **70%**=Good; **60%**= Satisfactory; **50%**=Poor;

ATTRIBUTE	Max Marks	3MONTHS	6 MONTHS	FINAL Marks
QUANTITY OF WORK The extent to which the candidate accomplishes assigned work of a specified quality within a specified time period	5			
EXPOSURE TO IT, ELECTRONICS & RELATED WORK ENVIRONMENT/OTHER AREA <ul style="list-style-type: none"> • Work status Updation and Ontime monthly report submission • Presentation / Seminars • Involvement in meetings and group discussions Exposure to tools like project management tools, documentation tools, Testing Tools etc.	5			
KNOWLEDGE OF WORK The extent to which the Candidate knows and demonstrates how and why to do all phases of assigned work, given the candidate's length of time in his/her current position.	5			

<p>RELATIONS WITH SENIOR AND COOPERATION WITH OTHERS</p> <p>The manner in which the candidate responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improves performance and follows same.</p> <p>The extent to which the candidate gets along with other individuals. Consider the candidate's tact, courtesy, and effectiveness in dealing with colleagues .</p>	5			
<p>EXPOSURE TO IECT DESIGN/DEVELOPMENT/PROTOTYPING STAGERS</p> <ul style="list-style-type: none"> • Coding/ Programming Skills • Design capability (Low level/ high level) • Technical Documentation Skills • Testing / QA skills <p>Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, design Guidelines, Field Exposure</p>	20			
<p>ATTENDANCE AND RELIABILITY</p> <p>The extent to which candidate arrives on time and demonstrates consistent attendance; the extent to which the candidate contacts senior on a timely basis when employee will be late or absent</p>	5			
<p>INITIATIVE AND CREATIVITY</p> <p>The extent to which the candidate is self-directed, resourceful and creative in meeting work objectives; consider how well the candidate follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances</p>	5			
<p>FAMILIARIZATION WITH VARIOUS ORGANIZATIONAL PROCESSES</p> <ul style="list-style-type: none"> • Participation for the one-day Organizational walkthrough program carried out by the centre 	10			

<ul style="list-style-type: none"> Knowhow Orientation program (10 days) and understanding of Organizational work etiquette 				
MINI PROJECTS / INITIAL PROTOTYPE <ul style="list-style-type: none"> Conceptualization and Problem Statement for the abstract prepared Mid duration review of the implementation carried out Final review of the implementation carried out 	40			

NOTE: i. The benchmark will be '**Satisfactory**' for pass the Level-01
 ii. The benchmark will be '**Very good**' for upgradation to Level-02

THREE MONTH _____
EVALUATION (Members Signature and Date)

SIX MONTH _____
EVALUATION (Evaluator Signature and Date)

FINAL _____
EVALUATION (Evaluator Signature and Date)

TECH MEC FORM

Monitoring and Evaluation Committee Members Comments:
(please include date; attach additional paper if necessary)

TO BE COMPLETED ONLY AT LAST EVALUATION AT THE END OF SIX MONTHS
PERIOD:

☐ We recommend this candidate to pass Level-01.

MEC Members Signature

Date

TECH MEC FORM

6- MONTHS WBL (LEVEL-02) CANDIDATE PERFORMANCE EVALUATION

Candidate Name _____
 Participating Institute Name _____
 Technology Domain _____
 Department Name _____
 Date of Joining _____ Date of Completion _____

Instructions to Monitoring and Evaluation Committee members: MEC members should refer to the candidates' work description when completing this form; the evaluation should focus on the candidate's ability to perform the job duties /assignment assigned by supervisor. Candidate should be evaluated two times -- at three months and one other time before the end of the period. Indicate the evaluation of the candidate's performance by writing marks to the right of each attribute, in the appropriate column (depending on whether this is the three-month or Six -month, or final evaluation of the employee). Use the following scale:

100% = Excellent; **80%** = Very Good ; **70%**=Good; **60%**= Satisfactory; **50%**=Poor;

ATTRIBUTE	Max Marks	3 MONTHS	6 MONTHS	FINAL Marks
QUANTITY OF WORK The extent to which the candidate accomplishes assigned work of a specified quality within a specified time period	5			
Exposure to IT, Electronics & related Work environment <ul style="list-style-type: none"> • Work status Updation and Ontime monthly report submission • Presentation / Seminars • Involvement in meetings and group discussions Exposure to tools like project management tools, documentation tools, Testing Tools etc.	5			
RELATIONS WITH SENIOR AND COOPERATION WITH OTHERS The manner in which the candidate responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improves performance and follows same. The extent to which the candidate gets along	5			

with other individuals. Consider the candidate's tact, courtesy, and effectiveness in dealing with colleagues .				
EXPOSURE TO RESEARCH, DESIGN AND DEVELOPMENT <ul style="list-style-type: none"> • Technology Knowledge • Understanding of Mathematical approaches for problem solving • Coding/ Programming/ Testing Skills • Design capability (Low level/ high level) • Technical Documentation Skills Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, Design Guidelines, Field Exposure	20			
ATTENDANCE AND RELIABILITY <p>The extent to which candidate arrives on time and demonstrates consistent attendance; the extent to which the candidate contacts senior on a timely basis when employee will be late or absent</p>	5			
R&D PROJECT INVOLVEMENT <ul style="list-style-type: none"> • Conceptualization and Problem Statement for the abstract prepared • Research relevance • Proof-of-Concept/ Prototype – Relevance based on market survey 	20			
RESEARCH / DESIGN & DEVELOPMENTAL OUTCOMES <ul style="list-style-type: none"> • IPR (Paper publication) • Proof-of-concept/Prototype implementation • Project Documentation • Field Deployment 	40			

NOTE: The benchmark will be 'Very good ' to pass the Level-02

THREE MONTH

EVALUATION

(Members Signature and Date)

SIX MONTH _____

EVALUATION (Evaluator Signature and Date)

FINAL _____

EVALUATION (Evaluator Signature and Date)

Monitoring and Evaluation Committee Members Comments:
(please include date; attach additional paper if necessary)

TO BE COMPLETED ONLY AT LAST EVALUATION AT THE END OF SIX MONTHS PERIOD:

☐ We recommend this candidate to pass Level-02.

MEC Members Signature

Date

ANNEXURE-V

SUPERVISOR EVALUATION

Evaluation by Supervisor (Level 01)
General Information:

Candidate's Name	
Supervisor's Name	
Supervisor's Designation	
Organization Name	
WBL Programme Information:	Level-01
Technology Domain:	
Start Date	
End Date	
Hours per week :	

SUPERVISOR EVALUATION FORM

Please select the column that best describes the Candidate's performance during residency period:

100% = Excellent; **80%** = Very Good ; **70%**=Good; **60%**= Satisfactory;
50%=Poor

Attribute	Max Marks	Excellent	Very Good	Good	Satisfactory	Poor	
Exposure to IT, Electronics & related Work environment <ul style="list-style-type: none"> • Work status Updation and Ontime monthly report submission • Presentation / Seminars • Involvement in meetings and group discussions Exposure to tools like project management tools, documentation tools, Testing Tools etc	10						
ATTENDANCE AND RELIABILITY <p>The extent to which candidate arrives on time and demonstrates consistent attendance; the extent to which the candidate contacts senior on a timely basis when employee will be late or absent</p>	5						
<ul style="list-style-type: none"> • Familiarization with various organizational processes Participation for the one-day Organizational walkthrough program carried out by the centre Knowhow and understanding of Organizational work etiquette	10						
Exposure to IECT Design/Development/Prototyping stages <ul style="list-style-type: none"> • Coding/ Programming Skills • Design capability (Low level/ high level) • Technical Documentation Skills 	20						

<ul style="list-style-type: none"> • Testing / QA skills <p>Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, design Guidelines, Field Exposure</p>							
<p>Mini projects / Initial Prototype</p> <p>Conceptualization and Problem Statement for the abstract prepared</p> <p>Mid duration review of the implementation carried out</p> <p>Final review of the implementation carried out</p>	40						
<p>Written /Oral Communication</p> <p>Writes and speak with clarity and uses critical thinking skills</p>	10						
<p>Interpersonal Communication</p> <p>Articulates ideas and concerns clearly; maintains effective two-way communication with staff, peers and supervisor</p>	5						

SUPERVISOR EVALUATION

Did the Candidate accomplish the goals and tasks you had set for him?

What suggestions would you offer the Candidate to enhance their career development and future job success?

Additional comments:

ANNEXURE-VI

INTERVIEW

Interviewer :		Date of Interview :							
Candidate Name :		Position :							
<p>Interview evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical marks and write specific job related comments in the space provided. The numerical rating system is based on the scale below.</p>									
Scale:	5- Exceptional	4- Above Average	3-Average	2-Satisfactory	1-Unsatisfactory				
					Marks				
					5	4	3	2	1
Educational Background – Does the candidate have the appropriate educational Qualifications or training for this position? Comments :					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Work Experience – Has the candidate acquired similar skills or qualifications through past work experiences? Comments :					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position: Comments :					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication – How were the candidate's communication skills during the interview? Comments :					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERVIEW

Candidate Interest – How much interest did the candidate show in the position and the organization? Comments :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Organization : -- Did the candidate research the organization prior to the interview? Comments :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teambuilding/Interpersonal Skills – Did the candidate demonstrate, through their answers, good teambuilding/Interpersonal skills? Comments :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Did the candidate demonstrate, through their answers, a high degree of initiative? Comments :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management – Did the candidate demonstrate, through their answer's good time management skills? Comments :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service – Did the candidate Demonstrate, through their answers, a high level of customer service skills/abilities? Comments :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERVIEW

Overall Impression and recommendation – Summary of your perceptions of the candidate’s strengths/weaknesses. Final comments and recommendations for proceeding with the candidate. Comments :	Advance	Advance with reservations	Do not advance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE – VII

SUPERVISOR EVALUATION

Evaluation by Supervisor (Level 02)
General Information:

Candidate's Name	
Supervisor's Name	
Supervisor's Designation	
Organization Name	
WBL Programme Information:	Level-02
Technology Domain:	
Start Date	
End Date	
Hours per week :	

Please select the column that best describes the candidate's performance during their Residency period:

100% = Excellent; 80% = Very Good ; 70%=Good; 60%= Satisfactory; 50%=Poor;

Attribute	Excellent	Very Good	Good	Satisfactory	Poor	
Exposure to IT, Electronics & related Work environment <ul style="list-style-type: none"> • Work status Updating and Ontime monthly report submission • Presentation / Seminars • Involvement in meetings and group discussions <ul style="list-style-type: none"> • Exposure to tools like project management tools, documentation tools, Testing Tools etc 	10					
ATTENDANCE AND RELIABILITY <p>The extent to which candidate arrives on time and demonstrates consistent attendance; the extent to which the candidate contacts senior on a timely basis when employee will be late or absent</p>	5					
EXPOSURE TO RESEARCH DESIGN AND DEVELOPMENT <ul style="list-style-type: none"> • Technology Knowledge • Understanding of Mathematical approaches for problem solving • Coding/ Programming/ Testing Skills • Design capability (Low level/ high level) • Technical Documentation Skills <p>Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, Design Guidelines, Field Exposure</p>	20					
R&D PROJECT INVOLVEMENT <ul style="list-style-type: none"> • Conceptualization and Problem Statement for the abstract prepared <ul style="list-style-type: none"> • Research relevance • Proof-of-Concept/ Prototype – Relevance based on market 	40					

survey						
<ul style="list-style-type: none"> • RESEARCH / DESIGN & DEVELOPMENT OUTCOMES • IPR (Paper publication) • Proof-of-concept/ Prototype implementation • Project Documentation Field Deployment 	20					
Interpersonal Communication Articulates ideas and concerns clearly; maintains effective two- way communication with staff, peers and supervisor	5					

SUPERVISOR EVALUATION

Did the Candidate accomplish the goals and tasks you had set for him?

What suggestions would you offer the Candidate to enhance their career development and future job success?

Additional comments:

FORM – SC/ST

SC/ST CERTIFICATE FORM
FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTE (SC)
AND
SCHEDULED TRIBE (ST) CANDIDATES

1. This is to certify that Shri/ Shrimati/ Kumari _____ of
son/daughter of _____ of
Village/Town _____ District/Division _____ of
State/Union Territory _____ belongs to the _____

Scheduled Caste / Scheduled Tribe* under :-

- * The Constitution (Scheduled Castes) Order, 1950
- * The Constitution (Scheduled Tribes) Order, 1950
- * **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956; * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; * The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962;
- The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962; * The Constitution (Pondicherry) Scheduled Castes Order, 1964; * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968; * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- The Constitution (Sikkim) Scheduled Castes Order, 1978; * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
- The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
- The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. #This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes Certificate issued to Shri /Shrimati _____ father/mother of Shri /Shrimati /Kumari _____ of _____ Village/Town _____ in District/Division _____ of the State State/Union Territory _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe in the State / Union Territory _____ issued by the _____ dated _____.

3. Shri/ Shrimati/ Kumari _____ and / or his /her family ordinarily reside(s) in Village/Town _____ of _____ District/Division of the State Union Territory of _____

Signature: _____
Designation _____
(With seal of the Office)

Place: _____ State/Union Territory _____ Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

1. The term ordinarily reside(s)** used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:
2. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
3. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
4. Revenue Officers not below the rank of Tehsildar.
5. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
6. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island). 6. Certificate issued by any other authority will be rejected.

SC/ST Certificate Format

1. The SC/ST category candidate should ensure that he/she fulfils all the criteria applicable to him/her before applying for WBL programme, failing which his/her candidature will be liable to be cancelled.
2. The details of these criteria are as under:
 - (i) SC/ST certificate should be dated prior to closing date of application or the cut-off date as may be prescribed in the notification for the WBL Programme concerned.
 - (ii) SC/ST certificate should be in prescribed format.
 - (iii) SC/ST certificate should be issued by the competent authority.
 - (iv) SC/ST certificate should contain the Signature, Stamp/Office Seal of issuing authority. However, in case of digital certificate, where a declaration dispensing any of the above requirement i.e. Physical Signature/Stamp/Office Seal, has been made in the certificate, the requisition to the extent of declaration will be dispensed with.
 - (v) Migration Clause/Para should also be the part of the SC/ST certificate, if applicable.
 - (vi) Candidate's Personal details should be as per Matriculation/School Leaving Certificate, equivalent certificate, etc.
 - (vii) SC/ST certificate should contain the name of the caste/tribe exactly as per the Central List.
 - (viii) SC/ST certificate should contain the relevant resolution of Government of India of caste/tribe to which candidate belongs.
 - (ix) SC/ST certificate should contain the "ordinarily resides" para and the same should be correctly filled in.

ANNEXURE – IX

**Performa for
ECONOMICALLY WEAKER SECTIONS (EWS) Certificate
(INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)**

Government of

(Name & Address of the authority issuing the certificate)

Certificate No

Date:

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari _____
Son/Daughter/Wife _____ of
_____ permanent resident of _____
Village/Street _____ Post Office _____
District _____ in the State/Union Territory. _____
Pin Code _____ whose photograph is attested below belongs to Economically Weaker
Sections, since the gross annual income of his/her family is below Rs. 8 lakh (rupees eight Lakh only) for the financial
year _____ His/Her family does not own or process any of the following assets :-

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport
size
Attested
photograph of
The applicant

Signature will seal of Office _____

Name _____

Designation _____

Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The authorities competent to issue EWS Certificates are indicated below:

- (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family resides.

The date of issue of EWS certificate should be after March 31, 2022

ANNEXURE-X

Offer Letter Template

Date: _____

Name of the Candidate: _____

Address of the Candidate: _____

Dear _____ [Name of The Candidate],

We are delighted to offer you an opportunity to join our team in work based learning programme as Learner at our company in the _____ [Department Name] department at our _____ [Office Name] office. Your Work Based Learning period shall commence on _____ [Date] and shall end on _____ [Date]. The terms and conditions of your WBL programme with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the WBL programme.
2. You are eligible for a stipend of Rs 10,000 per month during the Term which shall be paid on completion of the tasks assigned to you during your residency period to the satisfaction of the Company.
3. Your timings will be from [Start Time] to [End Time], Monday to Friday. Please be sure to bring [Date of Birth Certificate, 10th and 12th Mark sheets, BE/B.TECH Degree Certificate or Mark sheet till 5th Sem, SC/ST/EWS Certificate if applicable] documents with you on your day of Document Submission and Registration Process.
4. You will sign a confidentiality agreement with the institute before you commence your WBL programme .
5. The WBL Programme cannot be construed as an employment or an offer of employment with [Name of Institute].

During your WBL period, you will have an access to institute's client and confidential information. As per point No.4 , you will keep all this information and client information strictly confidential and will not share with anyone outside the institute. On completion of WBL Programme, you will return documents , equipment and all other items related to institute.

Please confirm your acceptance of the terms of this offer by _____ [Date] failing which, we have the right to cancel the offer . We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Best Regards,

Signature of HR officer _____

Name _____

Designation _____

Sincerely, _____

Accepted by, _____

Annexure-XI

 <small>सत्यमेव जयते</small> Ministry of Electronics and Information Technology <small>Government of India</small>	Ref. No. __/__, 2020	
	< Institutional Logo>	
 <i>Certificate Of Completion</i> 		
It is certified that		
<NAME>		
has successfully undergone the Work based Learning (WBL) Level - 1 /2 on		
<CYBER SECURITY TECHNOLOGIES>		
held from _____, 2020 to _____ 2020		
at <u>C-DAC Hyderabad</u> <IO>		
 <Signature> Investigator Implementing Organization (IO)		 <Signature> Chief Investigator WBL Program (PMU)

Work Based Learner Confidentiality Agreement

This Agreement is effective when signed by and between C-DAC, Mohali (a scientific society under the Ministry of Electronics and Information Technology, Government of India, registered under the Societies Registration Act 1860 and the Bombay Public Trusts Act 1950, having its registered and Head office at Pune University Campus, Pune 411 007, and having one of its constituent units at A-34, Industrial Area, Phase-VIII, Mohali – 160071, Punjab (India) and referred as the “Participating Institute”), and Mr./Ms. _____, (hereinafter referred as the “Work Based Learner”), S/o. Mr. _____, residing at _____, collectively referred to as the “Parties”.

The Participating Institute has appointed Mr./Ms. _____ as Work Based Learner since/from _____ to _____ and this agreement is intended to protect the confidential information disclosed by the Participating Institute in the course of Work Based learning to Mr. /Ms. _____.

In consideration of the stipend paid by the Participating Institute, the receipt and adequacy of which is hereby acknowledged, the Learner hereto agrees as follows:

Confidential Information: The Parties agree that information disclosed orally or in writing or made available by the Participating Institute (“PI”) to another Party (“Learner”), including, but not limited to, information acquired from employees; trade secrets; strategic plans; invention plans and disclosures; customer information; computer programs; software codes; databases; suppliers; software; distribution channels; marketing studies; intellectual property; information relating to process and products, designs, business plans, business opportunities, marketing plans, finances, research, development, know-how or personnel; confidential information originally received from third parties; information relating to any type of technology, and all other material whether written or oral, tangible or intangible, shall be deemed “Confidential Information”. In addition, the existence and terms of this Agreement shall also be treated as Confidential Information. The parties agree that any Confidential Information disclosed prior to the execution of this Agreement during the course of Work Based Learning was intended to be and shall be subject to the terms and conditions of this Agreement.

Restrictions and Exceptions: The Learner agrees to maintain the confidentiality of the Confidential Information and to prevent its unauthorized dissemination or use for a period of Five (5) years from the date of last disclosure by the Participating Institute.

Non-Disclosure: The Learner expressly agrees that he/she shall not use Confidential Information provided by the Participating Institute in the development or delivery or for personal gain from providing of any products or services for his/her own account or for the account of any third party. The Learner shall protect the Confidential Information by using the same degree of care, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as the Learner uses to protect its own Confidential Information. The Learner shall limit its internal disclosure of the Confidential Information to only those employees and agents who have a need to know the information for the limited purpose of executing his/her job responsibility.

Ownership of Confidential Information: All Confidential Information, and all material items delivered by the Participating Institute to the Learner, remains the property of the Participating Institute and no license or other rights in the Confidential Information are granted to the Employee by this Agreement or by the act of disclosure.

Return of materials and documents: Upon the written request of the Participating Institute, the Learner shall return to it (or, at the request of the PI, erase or destroy) all materials that contain or embody any Confidential Information of the Company, including but not limited to all computer programs, documentation, financial statement, forms, notes, plans, drawings, customer information and copies thereof. Return or destruction of such material shall not relieve the Learner of its obligations of confidentiality. Upon the request of the Participating Institute, the Learner will certify that it has complied with the provisions of this paragraph.

Non-Circumvention: The Learner agree to not circumvent the Participating Institute and work with business associates, clients, and other third party vendors introduced by the Participating Institute . This non-circumvention provision shall expire at the end of Five (5) years from the termination of this Agreement.

Non-Solicitation: For a period of 5 years after the termination of this Agreement, the Learner agrees that he/she will not solicit for work, or provide service or advice or assist others with the opportunity to do the same, any Client of any Company.

No Tampering: While Learner is learning at the Participating Institute and for 5 year following the termination of Learner's stay with the PI , the Learner shall not (a) request, induce or attempt to influence any supplier of goods or services to the Participating Institute to curtail or cancel any business they may transact with the Participating Institute ; (b) request, induce or attempt to influence any customers of the Participating Institute that have done business with or potential customers which have been in contact with the Participating Institute to curtail or cancel any business they may transact with the Participating Institute ; or (c) request, induce or attempt to influence any employee of the Participating Institute to terminate his or her employment with the Company.

Remedy: The Learner hereby acknowledge that unauthorized disclosure or use of Confidential Information or a breach of this Agreement is a fraud perpetrated on the Participating Institute , which could cause significant and irreparable financial harm. Accordingly, the Learner agree that the Participating Institute shall have the right to seek and obtain injunctive relief from breaches of this Agreement, other rights and remedies it may have from a court of competent jurisdiction.

Termination: This Agreement shall survive and remain in effect and expressly terminated in writing and signed by all Parties, or until five (5) years from the date of termination of Work Based Learning programme between the Participating Institute and the Learner..

Date:

Place:

Work Based Learner Name:

Work Based Learner Signature:

For Participating Institute,

