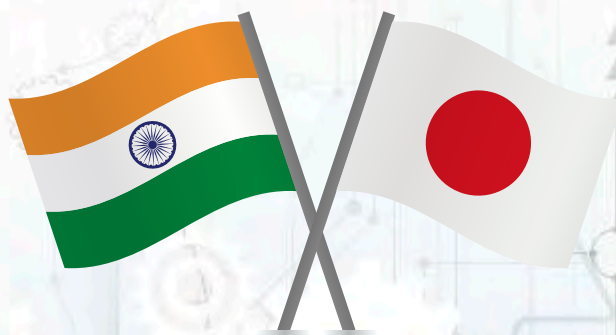


Technical Intern Training Program (TITP) GUIDELINES



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ABBREVIATIONS AND ACRONYMS

NSDC	National Skill Development Corporation
TITP	Technical Intern Training Program
MoC	Memorandum of Cooperation
Gol	Government of India
MSDE	Ministry of Skill Development and Entrepreneurship
Ministry of Japan	Ministry of Justice, the Ministry of Foreign Affairs, and the Ministry of Health, Labour and Welfare of Japan
OTIT	Organisation of Technical Intern Training
OJT	On the Job Training
JITCO	Japan International Training Cooperation Organisation
MIS	Management Information System
RFP	Request for Proposal
COE	Certificate of Eligibility
SO	Sending Organisations



DISCLAIMER

All information contained in these Technical Intern Training Program (“TITP” or “Program”) Guidelines, subsequently provided/clarified are in good interest and faith. These TITP Guidelines are meant to provide a framework for Sending Organizations empaneled by National Skill Development Corporation (hereafter referred to as, “NSDC”), which are placing candidates under TITP in Japan, in pursuance of the Memorandum of Cooperation (hereafter referred to as “MoC”) signed by Japan and India. Each organization and candidate should conduct their own investigation and analysis of the training program & will have separate legal agreements which will govern their relationships. NSDC without liability or any obligation, reserves the right to amend, delete or add any information mentioned in this document at any stage and same will be updated on NSDC website. These Guidelines for TITP (hereafter referred to as “TITP Guidelines”), do not cover specifically Supervising Organization and Implementing Organizations based in Japan.



1. ABOUT TECHNICAL INTERN TRAINING PROGRAM

1.1 BACKGROUND

Skills and knowledge are the motivating forces for the economic and social development of any country. As India moves towards becoming a global knowledge-based economy, equipping its workforce with skills required for the jobs of today and those of future is a strategic concern for India's development outlook.

India accounts for nearly 17% of the world's population and is experiencing rapid demographic changes, with wide implications not only for the country but also across other regions of the world. Today, India is one of the youngest nations in the world with more than 62% of its population in the working age group (15-59 years), and more than 54% of its total population below 25 years of age. Its population pyramid is expected to bulge across the 15-59 age bracket over the next decade. It is further estimated that the average age of the population in India by 2020 will be 29 years as against 40 years in the USA, 46 years in Europe and 47 years in Japan. To reap the demographic dividend which is expected to last for the next 25 years, Government of India (hereafter referred to as "GoI") is equipping the Indian workforce with employable skills and knowledge so that they are able to contribute substantively to economic and industrial growth across the globe.

To further this cause and amplify the impetus on making India the skill capital of the world, GoI has initiated several measures. One such noteworthy measure is signing of the Memorandum of Cooperation ("MoC") between the Ministry of Skill Development and Entrepreneurship (hereafter referred to as "MSDE") of India and the Ministry of Justice, the Ministry of Foreign Affairs, and the Ministry of Health, Labour and Welfare of Japan (hereafter referred to as "Ministry of Japan"). The MoC was signed on October 17, 2017 with the objective of significantly expanding the bilateral cooperation between India and Japan in the field of skill development. The MoC aims to transform the skill ecosystem in India by sending and accepting 'Technical Intern Trainees' from India to Japan, thereby enabling Indian industries to imbibe the best practices of Japanese industries. This model is referred to as Technical Intern Training Program (hereafter referred to as "TITP").

MSDE has appointed NSDC as the Implementing and Monitoring Agency for the program.

¹James, K. S. (2011). India's demographic change: opportunities and challenges. Science, 333(6042), 576-580 (<http://science.sciencemag.org/content/333/6042/576>)

² National Policy of Skill Development & Entrepreneurship 2015, Ministry of Skill Development and Entrepreneurship (<https://www.msde.gov.in/assets/images/Skill%20India/National%20Policy%20on%20Skill%20Development%20and%20Entrepreneurship%20Final.pdf>)

³ As per the "Act on Proper Technical Intern Training and Protection of Technical Intern Trainees" of Japan, (<http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>) Article 2 (1) (Pg. no. 1), Technical Intern Trainees refers to 'individual-enterprise-type technical intern trainees and supervising-organization-type technical intern trainees'.

Refer to Section 1.4 for individual-enterprise-type technical intern trainees and supervising-organization-type technical intern trainees. As per the MoC signed between MSDE and the Ministry of Japan, the acceptance of candidate as a Technical Intern Trainee from India shall be of 'Supervising-Organization-type of Technical Intern Training'



1.2 OBJECTIVES OF THE TITP GUIDELINES

The guidelines lay down structures and processes that shall ensure seamless implementation and monitoring of TITP. The key objectives of these Guidelines are to:

- i. detail the roles and responsibilities of 'Sending Organizations' during their implementation of TITP
- ii. establish the framework for monitoring the implementation of TITP by Sending Organizations in India and Japan
- iii. Mitigate risks by course correction efforts, if any, to be implemented by the Sending Organizations
- iv. incorporate insights gained through monitoring efforts into recommendations aimed at enhancing Indian stakeholders' effectiveness, capacities, and systems, and hence promote learning from experience

The Sending Organization is advised to go through the below mentioned documents/links for a more detailed understanding and updates on TITP.

- i. Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan (hereafter referred to as 'Technical Intern Training Act'; <http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>)
 - ii. Ordinance for enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan (hereafter referred to as 'Ordinance'; <http://www.moj.go.jp/content/001223426.pdf>)
 - iii. Operational Guidelines for the Technical Intern Training Program Relating to Specific Occupations and Operations - Regarding the Standards for the Occupation 'Care worker' of Japan (hereafter referred to as 'Care Workers Guidelines') (<https://www.mhlw.go.jp/file/06-Seisakujouhou-12000000-Shakaiengokyoku-Shakai/0000184414.pdf>) http://www.otit.go.jp/about_en/
- IV. Website of Organization for Technical Intern Training ('OTIT')
<https://www.nsdcindia.org/TITP>

⁴ As per the 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan, (<http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>) Article 23 (2) (vi) (Pg. no. 17), Sending Organization refers to 'a person that satisfies the requirements as provided for by an ordinance of the competent ministries to properly mediate job applications for Supervising-Organization-type Technical Intern Training from persons applying to become a Supervising-Organization-type Technical Intern Trainee' Refer to Section 1.4 of the TITP Guidelines for details on 'Supervising-Organization-type Technical Intern Training' and 'Supervising-Organization-type Technical Intern Trainee'.

⁵ As per the 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan, (<http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>) Article 1 (Pg. no. 1), Act on Proper Technical Intern Training and Protection of Technical Intern Trainees was released 'to ensure the proper implementation of Technical Intern Training and to protect the Technical Intern Trainees, thereby promoting international cooperation by transferring skills, technologies, or knowledge (hereinafter referred to as "skills, etc.") to developing regions and elsewhere through human resources development, by way of establishing the basic principles and clarifying the related responsibilities of the national government and other parties concerning technical intern training as well as establishing systems for accreditation of the technical intern training plans and licensing of the supervising organizations.'

⁶ As per the 'Ordinance for enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan (Pg. no. 1), (<http://www.moj.go.jp/content/001223426.pdf>) Ordinance for enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees is 'Pursuant to the provisions of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Act No. 89 of 2016) and for the purpose of enforcement of said Act, the Ordinance for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees is established.'

⁷ Operational Guidelines for the Technical Intern Training Program Relating to Specific Occupations and Operations - Regarding the Standards for the Occupation 'Care worker' was introduced in Japan, specifying the rules for the acceptance of care workers under TITP.



These websites may contain updated, amended information on TITP and supplement these TITP Guidelines.

Note: These TITP Guidelines may undergo modification(s) at any point of time without any prior notification to the Sending Organization or any other stakeholder. It is the responsibility of the Sending Organization/ concerned stakeholders to keep themselves abreast of any such modifications in the TITP Guidelines.

1.3 TITP AND ITS KEY FEATURES

TITP, commenced in 1993 in Japan, aims to contribute to developing countries by accepting people from these countries and transferring skills through On-the-Job-Training (“OJT”). The purpose of TITP is to promote international cooperation through the transfer of skills, techniques, and knowledge developed by Technical Intern Trainees in Japan to developing regions and contributing to the human resource development that will be the driving force behind the economic development of the said developing regions.

The Technical Intern Training Act that came into force in Japan on 1st November 2017, led to the commencement of the new Technical Intern Training Program. The purpose of the Technical Intern Training Act is to ensure the proper implementation of 'Technical Intern Training' and to protect the Technical Intern Trainees, thereby promoting international cooperation by transferring skills, techniques, and knowledge. The key features of TITP are given below.

- i. **Duration of Technical Intern Training** - Trained candidates will be sent to Japan for undergoing Technical Intern Training for a period of 3 to 5 years
- ii. **Job Categories** - 80 Job Categories and 142 Operations are eligible under TITP. Sending Organization is advised to stay abreast of any update in Job Categories and Operations through information on the website of OTIT. Refer to Annexure 1 of these TITP Guidelines for the list of Job Categories and Operations eligible under TITP
- iii. **Return to home country mandatory** - After completion of the Technical Intern Training in Japan, the Technical Intern Trainee is expected to return to his/ her home country and utilize the skills that were acquired in Japan

⁸ OTIT is a 'legal entity approved its establishment by competent ministers (the Minister of Justice and the Minister of Health, Labour and Welfare), is established on 25th January 2017.' (Source: OTIT website <http://www.otit.go.jp/>). Refer to Section 2.2 (ii) of the TITP Guidelines for more details on OTIT.

⁹ As per the 'Act on Proper Technical Intern Training and Protection of Technical Intern Trainees' of Japan, (<http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>) Article 2 (1) (Pg. no. 1), Technical Intern Training refersto 'Individual-enterprise-type Technical Intern Training and Supervising-organization-type Technical Intern Training.'

¹⁰ Refer to Section 1.4 of the TITP Guidelines for details on 'Individual-enterprise-type Technical Intern Training' and 'Supervising-Organization-type Technical Intern Training'

In this document, the terms 'candidate' and 'Technical Intern Trainee' have been used interchangeably.



1.4 TYPES OF TITP

The acceptance of a candidate as a Technical Intern Trainee under TITP is of two types:

- i. Individual-** Enterprise-type of Technical Intern Training (not applicable for the implementation of TITP in India as per MoC)
- ii. Supervising-Organization-** type of Technical Intern Training (as regulated by these TITP Guidelines)

Individual-Enterprise-type of Technical Intern Training- This is a system wherein a Japanese company (Implementing Organization) accepts employees of local overseas companies, joint venture companies or companies with which it has financial dealings etc. and conducts Technical Intern Training of said employees. An individual who participates in Individual-Enterprise-type of Technical Intern Training is termed as 'Individual-Enterprise-type of Technical Intern Trainee'.

Supervising-Organization-type of Technical Intern Training- This is a system wherein an organization (Supervising Organization) that is not a for-profit organization, such as Society of Commerce, Industry or Small Business Associations accepts Technical Intern Trainees and the Technical Intern Training is conducted by companies (Implementing Organizations) affiliated with it. An individual who participates in Supervising-Organization-type of Technical Intern Training is termed as 'Supervising-Organization type of Technical Intern Trainee'.

Refer to Technical Intern Training Act, Article 2 (4) (Pg. no. 2) for details on Supervising-Organization-type of Technical Intern Training. As per the MoC signed between MSDE and the Ministry of Japan, the acceptance of candidate as a Technical Intern Trainee from India shall be of 'Supervising-Organization-type of Technical Intern Training' Refer to sections 2.2 (iii) and 2.2 (iv) of these TITP Guidelines for details on Supervising Organization and Implementing Organization respectively.

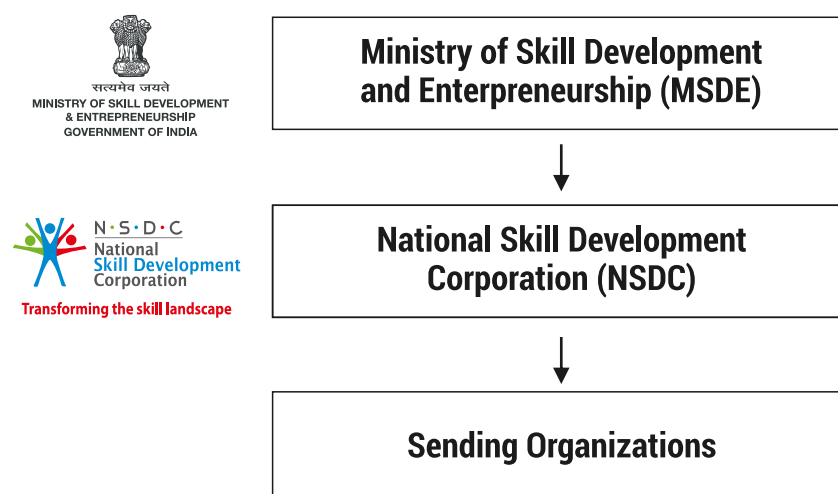
As per the MoC signed between MSDE and the Ministry of Japan, the acceptance of candidate as a Technical Intern Trainee from India shall be of 'Supervising-Organization-type of Technical Intern Training'

¹¹ As per the "Act on Proper Technical Intern Training and Protection of Technical Intern Trainees" of Japan, (<http://www.mhlw.go.jp/english/policy/employ-labour/human-resources/dl/2-00.pdf>) Article 2 (6) (Pg. no. 3), an Implementing Organization refers to 'an implementing organization of individual-enterprise-type training and an implementing organization of supervising-organization-type training'. Refer to the Technical Intern Training Act, Article 2 (7) and Article 2 (8) (Pg. no. 4) for more details on 'implementing organization of individual-enterprise-type training' and 'implementing organization of supervising-organization-type training'

¹² As per the "Act on Proper Technical Intern Training and Protection of Technical Intern Trainees" of Japan, (<http://www.mhlw.go.jp/english/policy/employment-labour/human-resources/dl/2-00.pdf>) Article 2 (10) (Pg. no. 4), a Supervising Organization refers to 'a Japanese non-profit juridical person that engages in the business of supervision of training (hereinafter referred to as "supervision business") by obtaining a license to supervise.'

2. STAKEHOLDERS FOR TITP

2.1 STAKEHOLDERS IN INDIA



- i. **Ministry of Skill Development and Entrepreneurship:** MSDE was formed to focus on enhancing the employability of the youth through skill development, removal of disconnect between demand and supply of skilled manpower, building the vocational and technical training framework, skill up-gradation and building of new skills.

MSDE shall offer strategic guidance on the implementation and monitoring of TITP. MSDE shall also facilitate the coordination amongst the various stakeholders such as the relevant Ministries of Japan, Embassy of Japan in India, Embassy of India in Japan and related Ministries of the Government of India for smooth implementation and monitoring of TITP. (<http://msde.gov.in/>).

- ii. **National Skill Development Corporation:** NSDC is a public and not-for-profit company incorporated under (erstwhile) Section 25 of the (Indian) Companies Act, 1956 and aims to create genuine Public-Private Partnerships to catalyse the skills landscape in India.

NSDC is the Implementing and Monitoring agency for TITP, appointed by MSDE. NSDC shall monitor the execution of TITP through the Sending Organizations. NSDC shall provide necessary guidance and supervision to the Sending Organizations and fulfil other responsibilities necessary to carry out seamless monitoring of TITP.

All cases of non-compliance by the Sending Organizations related to TITP shall be addressed by NSDC. NSDC will carry out the following responsibilities to ascertain effective implementation of TITP:

- a. **Empanelling Sending Organisations:** NSDC shall identify and onboard credible and competent firms as Sending Organizations, which would be entrusted with the responsibility of enrolling, training and sending desired candidates to pursue Technical Intern Training in Japan. The process of empanelment includes performing evaluation of proposals and due diligence, and subsequent appointment of the most suitable applicants as Sending Organizations.

An empanelled organization will be considered as 'Approved' by Ministry of Skill Development and Entrepreneurship (MSDE) ("Approved Sending Organization"). The information on the empanelment process shall be available on NSDC's website for the reference of interested applicants (<http://nsdcindia.org/>). Only the Approved Sending Organizations are authorized to send the candidates from India to Japan under TITP. A Sending Organization's empanelment may be revoked within its operating tenure in the event of identification of any non-compliance.

- b. **Capacity building of Sending Organizations and providing relevant advisory:** NSDC would also undertake necessary capacity building of the Sending Organizations and advisory services. These activities are envisaged with the objective of augmenting the efficacy of the prospective and empanelled Sending Organizations. These would include:

- **Organizing promotional events in Japan:** NSDC may support Sending Organizations with opportunities for meeting and interacting with diverse Supervising and Implementing Organizations exhibiting their potential as a partner. Such platforms would facilitate Sending Organizations to understand from Japanese stakeholders about their expectations, capability and forge constructive partnerships.
- **Organizing promotional events in India:** Workshops and seminars aimed at providing Indian stakeholders with a deeper insight into the program, by inviting Japanese knowledge partners, such as Organization for technical Intern Training (OTIT) and Japan International Training Cooperation Organization (JITCO) would also be conducted by NSDC.
- **Advocacy with Japanese Supervising and Implementing Organizations:** NSDC aims to engage in relevant advocacy with Japanese firms including Supervising and Implementing Organizations, for apprising the stakeholders about India's value proposition as a Sending Country. Distinct Japanese delegations may be invited by NSDC with the vision of showcasing India's robust TITP ecosystem and bringing in collaboration prospects for Sending Organizations.
- **Providing necessary skill advisory:** NSDC would disseminate relevant information regularly (such as the list of licensed Supervising Organizations to Sending Organizations) to various stakeholders in India and Japan for smooth implementation of TITP.



- 1. Monitoring in India would include:**

- ## 2. Monitoring in Japan:

- iii. **Sending Organization:** Eligible and competent youth, who are willing to upgrade their technical skillset through TITP in Japan, would be enrolled and imparted training in India by the Sending Organization. The Sending Organization will act as an intermediary with Supervising Organizations for candidates who wish to undertake Technical Intern Training in Japan.

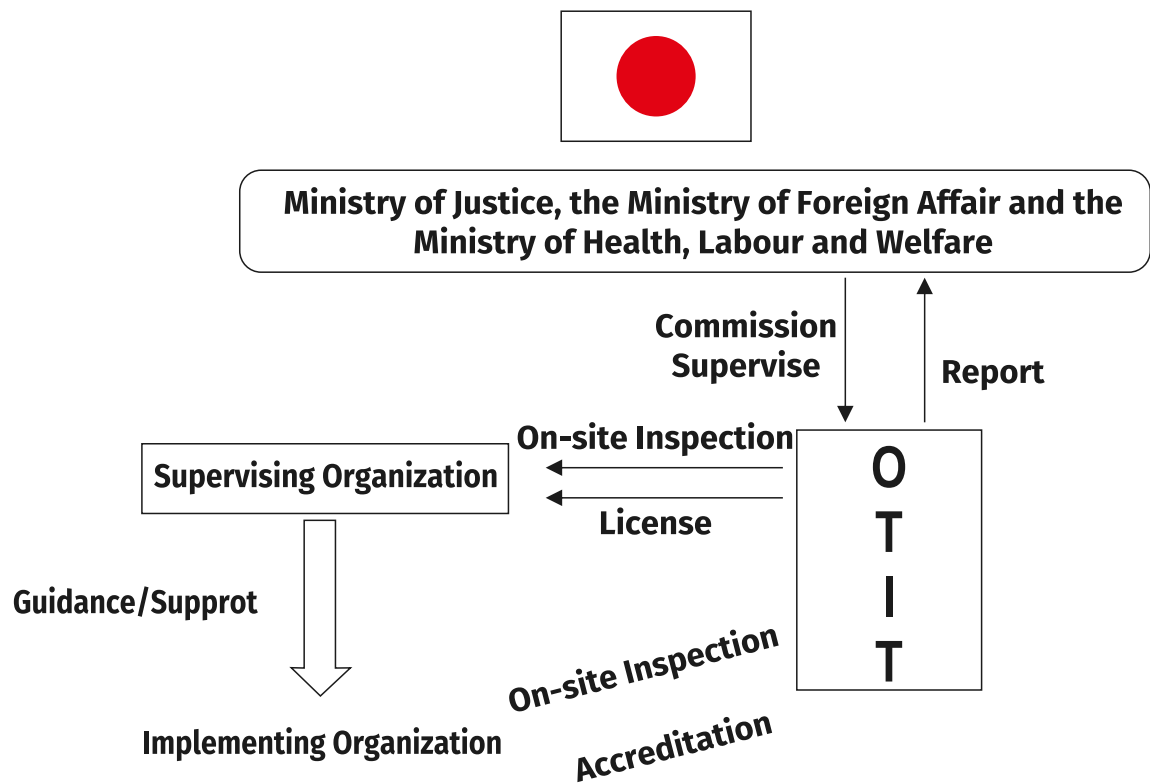
The empanelment of sending organization will be done through a transparent process of RFP that shall be called out by NSDC at specific intervals and same shall be published on NSDC website.

The detailed explanation of the workflow of TITP has been elaborated in the 'Roles and Responsibilities of Sending Organizations' in section 4.

Any grievances raised by stakeholders related to TITP shall be governed by the 'Grievance Management System' as defined in section 7.7 of these TITP Guidelines



2.2 STAKEHOLDERS IN JAPAN



i. **The Ministry of Justice, the Ministry of Foreign Affairs and the Ministry of Health, Labour and Welfare of Japan:**

The Ministry of Justice is one of the cabinet-level ministries of the Japanese government. It is responsible for the judicial system, correctional services, household, property and corporate registrations, and serves as the government legal representatives.

The Ministry of Foreign Affairs is a cabinet-level ministry of the Japanese government responsible for the country's foreign relations.

The Ministry of Health, Labour and Welfare is a cabinet-level ministry of the Japanese government. The ministry contains sections and bureaus including Health Policy Bureau, Labour Standards Bureau, Human Resources Development Bureau, Equal Employment, Children and Families Bureau, and so on.

ii. **Organization for Technical Intern Training:** OTIT is a legal entity approved by the competent ministries of Japan (the Ministry of Justice and the Ministry of



Health, Labour and Welfare), and established in January 2017. OTIT aims to promote international cooperation by transferring skills, technologies or knowledge of Japanese industries to developing countries through human resource development while ensuring proper Technical Intern Training and protection of Technical Intern Trainees. (<http://www.otit.go.jp/>)

- iii. **Supervising Organization:** It is an organization in Japan that is responsible for accepting Technical Intern Trainees under its supervision and is required to ensure that the Technical Intern Training at each Implementing Organization is performed appropriately. Supervising Organization includes organizations such as Chamber of Commerce and Industry, Society of Commerce and Industry, Medium-and Small-Sized Business Association, Agricultural Cooperative, Fisheries Cooperative, Public Interest Incorporated Association, Public Interest Incorporated Foundation, and other organizations. Supervising Organization must be licensed by the competent ministries of Japan (the Ministry of Justice and the Ministry of Health, Labour and Welfare) with the ability and intent that is appropriate for supervising. Refer to the Technical Intern Training Act, Article 2 (10) (Pg. no. 4) for more details on Supervising Organization.
- iv. **Implementing Organization:** It is a company in Japan that accepts Technical Intern Trainees and provides Technical Intern Training, based on an employment engagement under the Supervising Organizations' responsibility and supervision.

Refer to the Technical Intern Training Act, Article 2 (7) and Article 2 (8) (Pg. no. 4) for more details on Implementing Organization.

¹³ Ministry of Justice of Japan (<http://www.moj.go.jp/ENGLISH/preface.html>)

¹⁴ Ministry of Foreign Affairs of Japan (<https://www.mofa.go.jp/about/index.html>; <https://www.mofa.go.jp/files/000290287.pdf>)

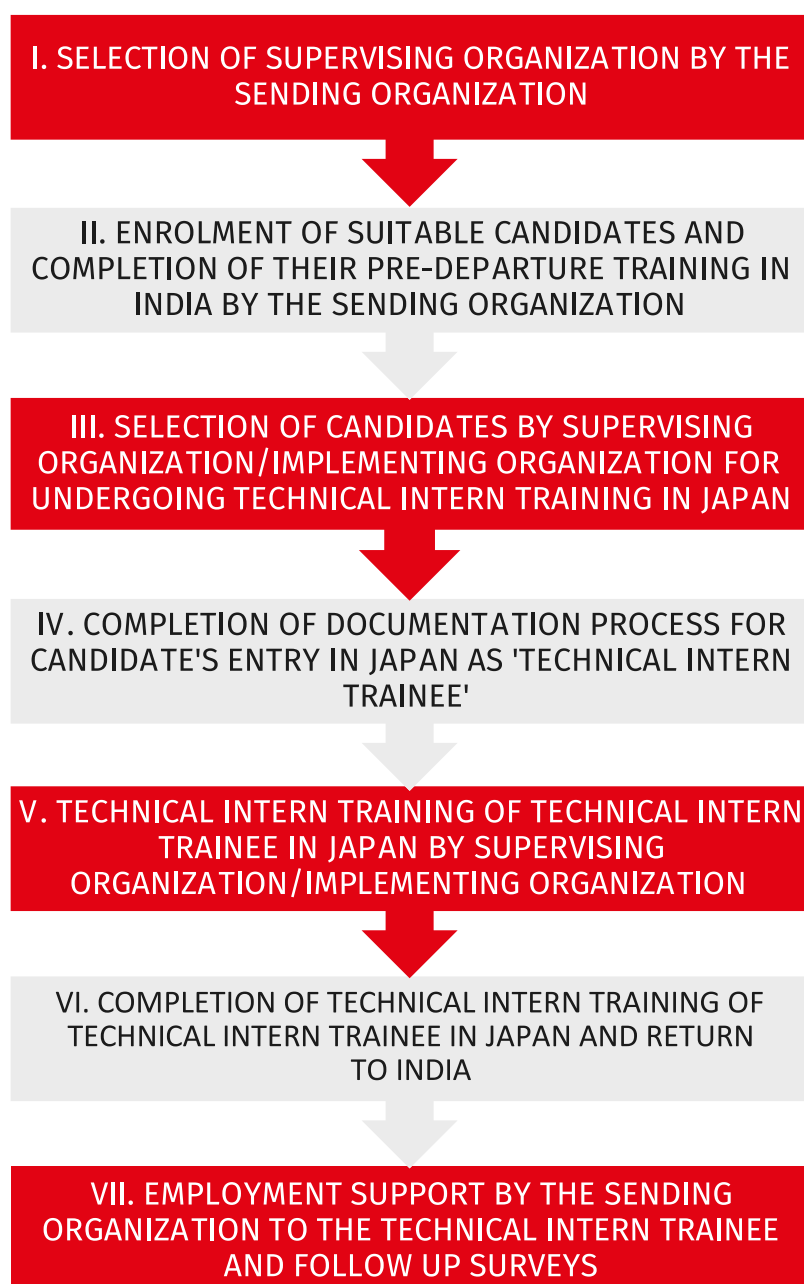
¹⁵ Ministry of Health, Labour and Welfare of Japan (<https://www.mhlw.go.jp/english/>; https://www.mhlw.go.jp/english/org/pamphlet/dl/pamphlet-about_mhlw.pdf)



3. WORKFLOW- TITP

Achievement of successful TITP implementation is grounded in the enforcement of various procedures by the Sending Organization from careful enrolment of candidates and imparting effective Pre-Departure Training to support them with employment opportunities post their Technical Intern Training in Japan.

The workflow given below outlines the sequence of processes that a Sending Organization shall follow during the implementation of TITP:



The detailed explanation of the above workflow of TITP has been elaborated in the 'Roles and Responsibilities of Sending Organizations' in section 4. of these TITP Guidelines

¹⁶ Pre-Departure Training refers to the training imparted to the candidates by Sending Organization in India before the candidate enters Japan for undergoing the Technical Intern Training and more fully described in Section 4.2 B of these Guidelines



4. ROLES AND RESPONSIBILITIES OF SENDING ORGANIZATIONS

Sending Organizations play a pivotal role in the effective implementation of TITP. A Sending Organization is expected to be fully aware of the requirements of the Japanese stakeholders – Supervising Organizations and Implementing Organisations. The Sending Organization must ensure thorough dissemination of information concerning all procedures and working and living conditions in Japan to the Technical Intern Trainees before their departure to Japan.

Sending Organisation shall not perform any activity that is inconsistent with the following, failing which it may invite suitable disciplinary action(s) by NSDC. Kindly refer to 'Consequence Management System' as defined in section 7.6. of these TITP Guidelines. It is the responsibility of the Sending Organization to keep itself abreast with any changes in the below mentioned documents or any other document/communication concerning TITP.

1. TITP Guidelines
2. MoC
3. Ordinance
4. Technical Intern Training Act
5. Or any other Operational Guidelines related to Specific Occupations & Operations
6. Any other document/ communication related to TITP that is disseminated by NSDC from time to time the specific duties of a Sending Organization are determined through consultation and the agreement with Supervising Organizations in Japan; however, in general, its roles and responsibilities are outlined below (but not limited to):

4.1 SELECTION OF SUPERVISING ORGANIZATION BY THE SENDING ORGANIZATION

Sending Organization will identify a suitable Supervising Organization and get confirmation from them on the acceptance of candidates as Technical Intern Trainees.

Sending Organization must confirm that the Supervising Organization is licensed as a Supervising Organization by the Ministry of Justice and the Ministry of Health, Labour and Welfare. Licensed Supervising Organizations are listed and updated on the OTIT website. Sending Organization is advised not to consider any Supervising Organization that is displayed on the websites of the OTIT, as being blacklisted,



and/or subjected to administrative penalties etc. Further, Sending Organization shall ensure that the Supervising Organization, with which they have signed an agreement, are licensed throughout the implementation of TITP.

It is mandatory for the Sending Organization to sign agreement with a Supervising Organization with whom it plans to enter in relationship for the exchange of candidates as Interns under TITP. The purpose of the agreement is to outline the framework of the relationship between the Sending Organization and the Supervising Organization. The Sending Organization shall enter into an agreement with the Supervising Organization, to record the acceptance of technical interns and their placement at Implementing Organization and commercial terms (if applicable) between Supervising Organization and the Sending Organization.

Sending Organization must adhere to the agreement/any other contract signed between itself and Supervising Organizations. In addition, Sending Organization shall ensure that any agreement or contract signed between itself and Supervising Organization shall not have any clause that imposes monetary penalties on technical interns/candidates, or any clause that requires payments/transfer of money, from the candidate or their family in the event of violation of training contract by candidate/Technical Intern.

4.2 ENROLMENT OF SUITABLE CANDIDATES AND COMPLETION OF THEIR PRE-DEPARTURE TRAINING IN INDIA BY THE SENDING ORGANIZATION

A. ENROLMENT OF CANDIDATES FOR UNDERGOING TECHNICAL INTERN TRAINING IN JAPAN

The success and future of TITP lies heavily on the attributes, motivation and intention of candidates enrolled by the Sending Organization for undergoing Technical Intern Training in Japan. Sending Organization is thus recommended to follow an appropriate strategy for candidate selection for undergoing Pre-Departure Training in India, in consultation with the Supervising Organization.

Sending Organization shall disseminate correct information on various aspects of TITP to the candidates such as allowances for lectures, wages, duration and locations for the Technical Intern Training in Japan during the selection process. NSDC may from time to time share this information and would monitor the dissemination of the same.

Sending Organization is recommended to target appropriate candidates for enrolment, who understand the objectives of TITP. A brief on the eligibility criteria for interested candidates is listed below. However, the Sending Organization must also enrol the candidates as per the requirements of the Supervising Organization they are engaged with.



- i. The candidate must be 18 years of age or above
- ii. The candidate shall be a person who seeks to undertake Technical Intern Training with an understanding of TITP's intent
- iii. The candidate intends to return to India and engage in work requiring the skills and knowledge acquired in Japan
- iv. The candidate must have experience of performing the same kind of work in India as he/she would perform in Japan. There are exceptional circumstances wherein an individual is eligible for Technical Intern Training, as briefly described below:
 - a) The candidate has completed a course of study at an educational institution relating to the same type of work. The course must have lasted for at least 6 months or 320 hours
 - b) The candidate is able to specifically explain the need to undertake Technical Intern Training and has received the minimum level of training necessary to undertake Technical Intern Training. These circumstances include the following:
 - Cases of succeeding to the family business and needing to engage in Technical Intern Training in this field
 - Cases of wanting to work in a field that is growing rapidly in India, and therefore, a need to engage in Technical Intern Training in such field has arisen
 - c) The Technical Intern Training is recognized as particularly necessary for technological cooperation between the Sending Organization and the Supervising Organization/ Implementing Organization
- v. Candidate must not have undertaken Technical Intern Training of the same level in the past (unless unavoidable circumstances apply)
- vi. For a Technical Intern Trainee to engage in Technical Intern Training (iii) (b), they must return to India for at least one month after completion of Technical Intern Training (ii) (b), prior to commencing Technical Intern Training (iii) (b)

Sending Organizations are advised to refer to OTIT website for details on the eligibility criteria for Specific Occupations & Operations.

¹⁷ Eligibility criteria number i, ii, iii, v, vi are as per the 'Ordinance for enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees', whereas criteria number iv is as suggested by OTIT. The above-mentioned criterion are not exhaustive. The Sending Organization should enroll the candidates as per the expectation of the Supervising Organization.



Note:

- NSDC does not have any role in the selection of candidates for undergoing Technical Intern Training in Japan. Sending Organisations shall identify and enrol the eligible candidates as per the demand received from Supervising Organisation.
- The Sending Organizations must not mislead the candidate at any point in time, with respect to expected salary emoluments, working candidates or any other benefits regarding the Technical Intern Training in Japan.
- Sending Organisation shall submit the data of enrolled candidates within 7 days of the enrolment through any medium as desired by NSDC.

B. PRE-DEPARTURE TRAINING IN INDIA

The Sending Organization shall conduct Pre-Departure Training of its enrolled candidates addressing the following aspects:

- i. Japanese language training up to the level as desired by the Supervising Organization
- ii. Japanese lifestyle, manners, etiquettes and public morals in order to impart the required knowledge essential for living in Japan
- iii. Requisite domain training, if required. Sending Organization should consult the Supervising Organization about the requirement with respect to the experience of the candidates before enrolling them for the batch.
- iv. Any other relevant aspects, as deemed fit by the Sending Organization in consultation with the Supervising Organization

The Sending Organization shall ensure that reasonable and adequate measures are taken to provide a safe training environment and ensure health, safety and welfare of trainees is not adversely affected in anyway. Besides this, the Sending Organization shall make best efforts to ensure the points mentioned in Annexure 3 of these Guidelines are incorporated in the agreement signed between and candidate and Sending Organization.

4.3 SELECTION OF CANDIDATES BY SUPERVISING ORGANIZATION/IMPLEMENTING ORGANIZATION FOR UNDERGOING TECHNICAL INTERN TRAINING IN JAPAN

Sending Organization shall arrange interviews with the trained candidates with the Supervising Organization/Implementing Organization. Sending Organization shall explain details including (but not limited to) the allowances, wages, duration and content of Technical Intern Training, place of Technical Intern Training and place of residence in Japan to the candidates during the selection process.



NSDC shall not be liable for any promises made to the candidate at any stage by Sending Organization, Supervising Organization or Implementing Organization in relation to any matter concerning Technical Intern Training such as guaranteed internship/placement/employment, place/firm of internship, wages/stipend in Japan, travel reimbursements, insurance, and employment on return to India etc.

4.4 COMPLETION OF DOCUMENTATION FOR CANDIDATE'S ENTRY IN JAPAN

Sending Organization shall ensure that the candidates are accepted by the Supervising Organization/Implementing Organization upon their entry into Japan. Before sending the candidates to Japan, the Sending Organization shall carry out the following activities:

- i. **Enter into agreement with the candidate**– The agreement signed between the candidate and Sending Organization should clearly state the obligations of the Sending Organization and the candidate, the content of the Technical Intern Training, candidate's treatment and domestic base in Japan. The agreement between candidate and Sending Organization shall also be signed in the native language of the candidate or any language that the candidate comprehends completely. Besides this, the Sending Organization shall make best efforts to ensure the points mentioned in Annexure 3 of these TITP Guidelines are incorporated in the agreement signed between and candidate and Sending Organization.

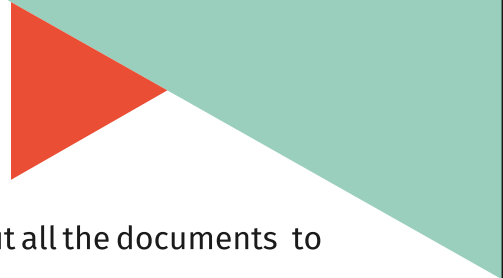
Note: As per the MoC, it is forbidden for the Sending Organization to enter into any agreement with the candidate or his/her family that will result in improper transfer or management of assets (deposits) or money, etc. belonging to a candidate or his/her family.

- ii. **Conclusion of contracts pertaining to employment with Implementing Organization**– Candidate selected to pursue Technical Intern Training in Japan shall enter into a contract pertaining to employment with the Implementing Organization.

Refer to OTIT website for the formats of the below-mentioned Reference Forms. The number of forms, their format or requirements may undergo changes from time to time and it is the responsibility of the Sending Organization to keep itself abreast with any such changes by regularly visiting the website of OTIT.

- Employment Contract for Technical Intern Training (Reference Form 1-14)
- Written Employment Condition (Reference Form 1-15)
- Written Explanation of Important Matters Relating to Treatment During the Period of Technical Intern Training (Reference Form 1-19)
- Written Declaration of the Technical Intern Trainee (Reference Form 1-20)





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iii. **Submission of other necessary documents** – Sending Organization shall support Supervising Organizations in the submission of the following documents to the OTIT.

- a) Curriculum Vitae of the Technical Intern Trainee (Reference Form 1-3)
- b) Written Pledge of the Intermediating Organization on Accreditation of Technical Intern Training Plan (Reference Form 1-10)
- c) Written Summary and Written Pledge of the Preparatory Organization in a Foreign Country (Reference Form 1-13)
- d) Employment Contract for Technical Intern Training (Reference Form 1-14)
- e) Written Employment Condition (Reference Form 1-15)
- f) Written Explanation of Important Matters Relating to Treatment During the Period of Technical Intern Training (Reference Form 1-19)
- g) Written Declaration of the Technical Intern Trainee (Reference Form 1-20)
- h) Written Statement of Expenses Paid in the Home Country Relating to Preparations for the Technical Intern Training (Reference form 1-21)
- i) Written Summary of the Sending Organization in a Foreign Country (Reference form 2-9)
- j) Written Statement of Expenses Collected by the Sending Organization in a Foreign Country (Reference form 2-10)
- k) Written Pledge of the Sending Organization in a Foreign Country Relating to the License for Supervising Organizations (Reference form 2-11)
- l) Statement of Reasons for Implementing the Technical Intern Training (Reference form 1-22)
- m) Certificate of Same type of Work Experience (Reference form 1-27)
- n) Certificate issued by the Organization of Affiliation in a Foreign Country (Reference form 1-28)
- o) Certificate of Agreement on Pre-Entry Education (Reference form 1-32)
- p) Written Summary of the Educational Institution (Reference form 1-33)

- iii. Remain in close communication with the Supervising Organization and the Implementing Organization to obtain regular feedback on the performance of Technical Intern Trainees and resolve issues if any.
- iv. Remain in close coordination with the Technical Intern Trainees, respond to their health and safety concerns, and provide suitable support. In critical incidence such as harassment or abuse of the Technical Intern Trainee, Sending Organization shall coordinate with the Supervising Organization to resolve the issue on priority. Sending Organization shall also notify OTIT and NSDC of any such incidence.
- v. Provide assistance to the Technical Intern Trainee if he/she is a victim of a fatal accident or injury of any kind. In such cases, the Sending Organization should immediately contact the family member of the Technical Intern Trainee and act as a facilitator for communication between the Supervising Organization/Implementing Organization and the family members of the Technical Intern Trainee to resolve the issue and take corrective actions.
- vi. Ensure that the Technical Intern Trainee doesn't disappear during his/her Technical Intern Training in Japan until he/she returns to India. Sending Organization shall take effective measures along with Supervising Organization to prevent the disappearance of Technical Intern Trainees. The Sending Organization shall brief all candidates on content of training, wages, working conditions, cultural orientation to Japanese lifestyle and other relevant aspects, so that the candidates' expectations of training are as close to actual training experience. Sending Organization shall seek from the Supervising Organization information relevant for such briefing.

Sending Organization must immediately notify the case of disappearance to NSDC and the family members of the Technical Intern Trainee, enquire on his/her location and convey the same to the Supervising Organization and NSDC. Whenever a case of the disappearance of Technical Intern Trainee is notified to NSDC, it would take the best possible efforts to support the Sending Organization in locating the Technical Intern Trainee. However, NSDC cannot be

²⁰ Abuse or harassment can be of any kind but not limited to physical/sexual/verbal in nature



Intern Trainee in any

- vii. Coordinate with the Supervising Organization/Implementing Organization to provide best possible legal support to the Technical Intern Trainee, if he/she is charged with any criminal offense while undergoing Technical Intern Training in Japan. Sending Organization shall also immediately inform NSDC and the family members of the Technical Intern Trainee. In such instances, NSDC would take best possible efforts to support Technical Intern Trainee in resolving the issue. However, NSDC cannot be held liable for Technical Intern Trainee's involvement in any such criminal offense(s) or as the case may be.
- viii. Support the Technical Intern Trainees for their smooth return to India post the completion of Technical Intern Training
- ix. It is recommended that the Sending Organization has a representative/ office in Japan to interact with the Japanese stakeholders in a seamless way and able to directly manage any issues that may arise involving TITP implementation. In the event of any issues/incidences arising, as explained in aforesaid points, NSDC would take the best possible efforts to support the Sending Organization in resolving the issues. However, NSDC cannot be held liable for the occurrence of such incidents/matters or any its aftermaths related to the Technical Intern Trainee in any manner.
- x. Sending organizations shall also support NSDC for awareness and outreach activities in India and Japan such as organizing state & institutions workshop or any other promotional activities.

4.6 COMPLETION OF TECHNICAL INTERN TRAINING IN JAPAN AND RETURN TO INDIA

Sending Organization shall ensure a smooth return of Technical Intern Trainee post completion of the Technical Intern Training. Sending Organization shall have to follow the procedures related to it as per the rules and regulations associated with TITP laid down by relevant stakeholders/authorities in Japan.

4.7 EMPLOYMENT SUPPORT TO THE INTERN IN INDIA AND FOLLOW UP SURVEYS

Post the return of the Technical Intern Trainee from Japan after completing Technical Intern Training, Sending Organisation shall provide necessary support, such as finding occupations for her/him to appropriately utilize the acquired technical skills. With respect to the appropriate implementation of TITP, the Sending Organisation shall respond to requests such as follow up surveys on Technical Intern Trainees (who returned to India after completing Technical Intern Training) from NSDC or other appropriate stakeholders from India and Japan as the case may be.

4.8 INFORMATION / DOCUMENTS TO BE SUBMITTED BY SENDING ORGANIZATION TO NSDC

Sending Organization shall be liable to provide any information related to the candidates/ Technical Intern Trainees to NSDC, as and when asked by NSDC. It is the duty of Sending Organization to provide correct and complete information always and within stipulated time period as desired by NSDC, failing which suitable action may be taken against the Sending Organization. In addition to the list of forms mentioned below, NSDC may seek from the Sending Organization any other document or information that is reasonably relevant for the smooth implementation and monitoring of the Program.

Form No.	Type of Document
1-3	Curriculum Vitae of the Technical Intern Trainee
1-10	Written pledge of the Sending Organization on accreditation of the Technical Intern Training Plan
1-13	Written summary and written pledge of the preparatory organization in a foreign country
1-19	Written explanation of important matters relating to treatment during the period of the Technical Intern Training
1-20	Written declaration of the Technical Intern Trainee
1-21	Written statement of expenses paid in the home country relating to preparations for the Technical Intern Training
1-22	Statement of Reasons for implementing the Technical Intern Training
1-27	Certificate of same type of work experience
1-28	Certificate issued by the organization of affiliation in a foreign country
1-32	Certificate of Agreement of preentry education
1-33	Written summary of the Educational Institution
1-34	Training Schedule
1-35	List of Technical Intern Trainees
2-9	Written summary of the Sending Organization in a foreign country
2-10	Written statement of expenses collected by the Sending Organization in a foreign country
2-11	Written pledge of the Sending Organization in a foreign country relating to the license for Supervising Organizations
2 -12	Letter of Recommendation for the Sending Organization in a foreign country

5. FEES CHARGED FROM THE CANDIDATE BY SENDING ORGANIZATION

Sending Organization may charge appropriate fees from the candidate for getting enrolled and trained as Technical Intern Trainee and for carrying out other procedures necessary to place the candidate in Japan under TITP. This payment will be directly made to the Sending Organization by the candidate as per the terms agreed between them. NSDC may display the amount of fee charged by each SO on NSDC website.

Any dispute between Sending Organisation and candidate/Technical Intern Trainee shall be resolved amicably between themselves in the best interest of the candidate/Technical Intern Trainee. NSDC shall have no liability in incidences of disputes arising between Sending Organisation and Technical Intern Trainee related to (but not limited to) commissions and any other fees or any financial matter between them.

Note: As per the MoC, Sending Organization shall clearly specify the calculating criteria of commissions and any other fees to be collected from Technical Intern Trainees and make the criteria publicly available, and shall explain the details of such commissions and other fees to Technical Intern Trainees in order to obtain their understanding sufficiently.



6. ADMINISTRATIVE AND MONITORING FEE

NSDC is a 'Not for Profit Company' and holding license under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). As NSDC is incurring cost on providing the knowledge and skill advisory services under TITP, NSDC reserves its right to charge a suitable amount from the Sending Organizations to reimburse itself for providing such services.

NSDC will charge 'Administrative and Monitoring Fee' from the Sending Organizations, the details of the which are given below.

- **Amount of the fees:** INR 5,000 per candidate for the period of candidate's Technical Intern Training in Japan, as defined in the 'Employment Contract for Technical Intern Training' signed between the candidate and Implementing Organization. NSDC may revise this amount in future.
- **Timeline of payment:** The fees would be chargeable from the Sending Organizations at the time of 'sending' the candidate to Japan. Here 'sending' means once the candidate receives the 'Employment Contract for Technical Intern Training' from Japan and visa for participating in TITP.
- **Periodicity of payment:** The fees would be paid to NSDC at the time of 'sending' the candidate to Japan for the first year, following which the Sending Organizations will have to pay the fees to NSDC at the start of each subsequent year of the candidate's training in Japan. Post payment of the fees to NSDC for a year, in case a candidate leaves the training in between for any reason, the Sending Organizations will still be required to pay to NSDC the fee for the entire duration of training as envisaged in the 'Employment Contract for Technical Intern Training' signed between candidate and the Implementing Organization in Japan.
- The fees shall be non-refundable.

The fees structure, timelines of payment and other relevant details for remittance of appropriate fees shall be as per the circulars/guidelines released by NSDC from time to time. NSDC reserves the right to revise or include any of the fee components at any point of time, without any notice to the Sending Organization and stating any reason whatsoever.



7. MONITORING MECHANISM OF TITP

Considering the importance of TITP in strengthening bilateral cooperation between India and Japan towards skill development, it becomes essential for the Indian stakeholders to uphold the TITP Guidelines for all operational processes. For the Sending Organisation, it is therefore imperative to implement TITP with the highest regard given to the adherence of all procedures laid down in the TITP Guidelines.

7.1 OBJECTIVE OF THE MONITORING MECHANISM

The monitoring of TITP plays a significant role in driving effective implementation of TITP by the Sending Organizations. Hence, this monitoring framework has been formulated to lay a foundation of regulations and parameters that help assess TITP implementation with respect to various processes and initiatives undertaken by the Sending Organizations. NSDC shall monitor TITP with the following key objectives:

- i. Ensuring smooth and transparent implementation of TITP by Sending Organizations
- ii. Investigating Sending Organizations which indulge in unethical activities or non-compliant activities
- iii. Obtaining feedback from various stakeholders such as Technical Intern Trainees, Supervising Organizations and/or Implementing Organizations amongst others, during the implementation of TITP to rectify any shortcomings
- iv. Adopting corrective measure and appropriate practices to achieve desired learning and outcome, while ensuring continual TITP improvement
- v. Reporting the progress of TITP to key stakeholders in India and Japan

7.2 METHODS OF MONITORING

It is up to the discretion of NSDC to undertake monitoring of TITP using any/all the methods described below (but not limited to) as deemed fit, basis the case. NSDC may choose to deploy any other method of monitoring from time to time, without giving any prior notification to the Sending Organization.

Sending Organization shall be monitored as per the 'Monitoring Framework', Table 1, section 7.3. In case any non-compliance to the same is identified, the Sending Organization shall be liable to invite appropriate corrective action(s). Kindly refer to 'Consequence Management System', section 7.6.

- **Verifying information/ data furnished by the Sending Organization**

- **Physical inspections**

There may be visits made to the relevant stakeholders in Japan too including Supervising Organization and/ or Implementing Organization. The purpose of such visits shall be to capture the following information but not limited to:

- a) receive feedback from the Technical Intern Trainee on the progress of Technical Intern Training and any challenges during his/her stay in Japan
- b) obtain feedback from the Supervising Organization/ Implementing Organization with respect to the performance of the Technical Intern Trainee
- c) take appropriate corrective measures wherever necessary



The outcome of such visits shall be used to evaluate the efficacy of the Sending Organization with respect to the implementation of TITP and may affect the empanelment continuity of the Sending Organization.

7.3 MONITORING FRAMEWORK

The Monitoring Framework as provided in Table 1 below, details the procedural mechanism of monitoring adopted by NSDC during TITP implementation in India and Japan. Apart from the mechanism given in Table 1 including the parameters of monitoring, NSDC may monitor any other parameter through any method as deemed fit according to the situation.

The objectives of the framework are to define:

- i. **Desired Outcomes** that need to be achieved by the Sending Organization
- ii. **Parameters of Monitoring** for achieving the laid down desired outcomes that NSDC shall adopt for monitoring the Sending Organization
- iii. **Document proof/information to be submitted** by the Sending Organization against each of the parameters of the monitoring. The list of documents as provided in Table 1 is only illustrative. NSDC may desire any other document/information as per the situation and Sending Organization shall be required to submit the concerned document/information within the stipulated time period as desired by NSDC.

This Monitoring Framework is linked to the 'Consequence Management System' in section 7.5. In the event a Sending Organization is identified to be non-compliant to the processes or indulging in unethical practices, it shall be liable to receive disciplinary action by NSDC. Kindly refer to 'Consequence Management System', section 7.6. Sending Organization must not undertake any activity that may undermine or tarnish India's image and, at all times, shall uphold the national interest of India.



S.No.	Desired Outcomes	Parameters of monitoring	Document proof/ information to be submitted to NSDC by the Sending Organization, as and when desired by NSDC
1	Compliance with Approving Standard (1) as per the Memorandum of Cooperation	Whether the Sending Organization has identified and enrolled only those candidates (for sending to Japan) who are motivated to engage in Technical Intern Training with the understanding of the objectives of the TITP and to contribute to the economic development of India by making use of the achievement through the Technical Intern Training after returning to India	Sending Organization shall submit the agreement signed between candidate and Sending Organization
2	Compliance with Approving Standard (2) as per the Memorandum of Cooperation	Whether the Sending Organization has clearly specified the calculating criteria of commissions and any other fees to be collected from the candidate/technical intern trainees and made the criteria publicly available and explained the details of such commissions and other fees to the candidate in order to obtain their understanding sufficiently	(i) Sending Organization shall specify on its website fees to be/being collected from the candidates (ii) Sending Organization shall submit the 'Written Statement of Expenses Collected by the Sending Organization in a Foreign Country' (Reference Form 2-10. Refer to section 4.4 of these TITP Guidelines)
3	Compliance with Approving Standard (3) as per the Memorandum of Cooperation	Whether the Sending Organization provided the Technical Intern Trainee, who returned to India after completing the Technical Intern Training, with necessary support such as finding occupations for them to appropriately utilize the acquired technical skills, etc.	(I) Sending Organization shall submit the proof of employment/self -employment of the Technical Intern Trainee
4	Compliance with Approving Standard (4) as per the Memorandum of Cooperation	Whether the Sending Organization has duly responded within the stipulated time-frame to the requests from the Minister of Justice of Japan, the Minister of Health, Labour and Welfare of Japan or the OTIT, with respect to the appropriate implementation of the TITP as well as the protection of Technical Intern Trainees. Such requests include cooperation on follow-up surveys on the Technical Intern Trainees who returned to India after completing the Technical Intern Training	Sending Organization shall respond to surveys or furnish any other information within the stipulated time-frame, as desired by NSDC. Sending Organization shall submit a proof of the same

5	Compliance with Approving Standard (9) as per the Memorandum of Cooperation	Whether the Sending Organization has acknowledged the importance of addressing the disappearance of the Technical Intern Trainee, and cooperated with the Japanese Supervising Organization and subsequently made efforts to prevent the Technical Intern Trainee from disappearing	<p>(i) Sending Organization shall submit the 'Employment Contract for Technical Intern Training' (Reference Form 1-14. Refer to section 4.4 of these TITP Guidelines) or any other document as desired by NSDC</p> <p>(ii) Sending Organization shall inform NSDC every quarter regarding the status of Technical Intern Trainee in Japan w.r.t his/her continuity / challenges being faced (if any), and the steps taken by the Sending Organization to resolve the situation as the case may be.</p> <p>(iii) Sending Organization shall inform NSDC through written communication in the event of disappearance of any Technical Intern Trainee during his/her Technical Intern Training in Japan</p>
		If more than 10% of the Technical Intern Trainees sent by the Sending Organization to Japan for undergoing Technical Intern Training disappear/return to India, before the completion of their Technical Intern Training in Japan, it shall be considered as a non-compliance and may invite strong disciplinary action against the Sending Organization.	
6	Compliance with Approving Standard (7-b) as per the Memorandum of Cooperation	Whether the Sending Organization has entered into any contract/ agreement that either impose monetary penalties or that expect undue transfer of money or other properties, for the violation of the contracts in relation to technical intern training	<p>Sending Organization shall submit:</p> <p>(i) agreement signed between Sending Organization and Supervising Organization</p> <p>(ii) agreement signed between candidate and Sending Organization</p>
Non-compliance with the below mentioned parameters (7) to (10) shall be considered as 'Unethical Practices' and shall invite penalty as described in section 7.4 of these TITP Guidelines. It is the responsibility of the Sending Organization to ensure their compliance throughout the implementation of TITP.			
7	Compliance with Approving Standard (5) as per the Memorandum of Cooperation	Whether the Sending Organization and its board members had been sentenced to imprisonment or more severe penalty in Japan, India or any other countries. If so, then at least five years should have elapsed (from the date of empanelment of the Sending Organization) after the penalty had been completed or the penalty had been exempted from the execution	Affidavit duly notarised, and such other documents as deemed fit by NSDC.



7.4 PLACEMENT

At least 70% of the candidates enrolled for undergoing Pre-Departure Training should be placed in Japan for undergoing Technical Intern Training within 1 year of completion of training. If the Sending Organization fails to secure the 'Employment Contract for Technical Intern Training' within 1 year of completion of training, NSDC shall operationalize a penalty matrix as given below:

Compliance Standard	Penalty Proposed
70% and above enrolled candidates sent to Japan as Technical Intern Trainees.	No penalty by NSDC
50% to 70% of enrolled candidates sent to Japan as Technical Intern Trainees.	Financial penalty of amount equivalent to the Administrative and Monitoring Fee the Sending Organization would have paid NSDC on shortfall below 70% mandated
Less than 50% of enrolled candidates sent to Japan as Technical Intern Trainees.	Financial penalty of amount equivalent to the Administrative and Monitoring Fee the Sending Organization would have paid NSDC on shortfall below 70% mandated Additionally, NSDC may take a suitable action which may include termination of SO's contract/ de-empanelment of SO or any other penalty as defined in Consequence Management System.

7.5 UNETHICAL PRACTICES

The Sending Organization must not indulge in unethical practices that adversely affect TITP implementation. Unethical practices under TITP include, but are not limited to:

- i. Non-compliance to the parameters (7) to (10) of Monitoring Framework as given in Table 1
- ii. Offering any undue favour in cash or kind to any stakeholder in India and Japan to influence the implementation of TITP. This is also applicable for any recruiter/agent/consultant engaged by an SO to identify or mobilize trainees.
- iii. SO or any recruiter/agent/consultant of SO shall not use name or logo of NSDC, MSDE or Skill India without prior approval.

- iv. Forging/manipulating any information/document with respect to the implementation of TITP
- v. Misleading the candidate with regards to any matter, at any point of time during the implementation of TITP
- vi. Providing any information through branding/marketing that may mislead the candidate, any concerned stakeholder in India and Japan or public in general, such as promising to offer jobs to the candidate, overpromising on wages to be received in Japan and so on
- vii. Enrolling and/ or sending candidates to Japan for undergoing Technical Intern Training without informing NSDC about the candidates' details through any method as desired by NSDC, and evading payment of the 'Candidate Monitoring Fee' to NSDC
- viii. Concluding a second agreement/contract with the Supervising Organization, separately to the agreement submitted to the OTIT, in order to conceal deposits or penalties for breach of agreement from Technical Intern Trainees, or penalties for breach of agreements or kickbacks from Supervising Organizations
- ix. Concluding a second agreement/contract with the candidate, separately to the agreement submitted to NSDC in order to conceal deposits or penalties from candidate or his/her family members against any activity of the candidate
- x. Harassment or abuse of the candidate by the Sending Organization or any of its member/staff/person associated with it in any manner or representing the Sending Organization
- xi. Providing any monetary kickbacks, etc. to Supervising Organizations with regard to transfer of funds between a Sending Organization and Supervising Organization

(Excessively entertaining or excessively covering the costs of the visitors may amount to kickbacks, etc. whenever Supervising Organizations or Implementing Organizations visit a Sending Organization)

- xii. Violating the instructions given by NSDC through written communication of any form or on the website of NSDC/OTIT, or the provisions stipulated in the following documents:
 - a. TITP Guidelines



- b. Approving Standards' given in the MoC (as detailed in Annexure 2 of these TITP Guidelines)
- xiii. Refusal to share any information/document within the stipulated time-frame as requested by NSDC

It is the responsibility of the Sending Organization to not indulge in any of the aforementioned unethical practices. Any non-compliance to the same shall invite appropriate disciplinary action against the Sending organization.

7.6 CONSEQUENCE MANAGEMENT SYSTEM

In the event, a Sending Organization engages in any activity that is in non-compliance with the parameters laid down in Table 1 of 'Monitoring Framework', section 7.3 OR aforementioned unethical practices, the Sending Organization may invite suitable disciplinary action as deemed fit by NSDC, including revoking of the empanelment status of the Sending Organization.

In case of any incident/aspect which is not covered or is not a part of the TITP Guidelines but concerns the implementation of TITP in any manner and at any stage, the Sending Organization is advised to resolve the same in the most appropriate manner keeping NSDC informed, in the best interest of the candidate and maintaining amicable bilateral relationship between India and Japan. If appropriate corrective measures are not taken by the Sending Organization to resolve such incidences, NSDC shall investigate the incidence and may take suitable action on the concerned Sending Organization which shall be final and binding on all stakeholders.

If an organization, which is not approved by MSDE, is found to be participating in TITP in any manner may invite suitable legal action from NSDC.

7.7 GRIEVANCE MANAGEMENT SYSTEM

The stakeholders shall have the opportunity to raise their grievances pertaining to their issues to TITP team of NSDC. In case the aggrieved person is not satisfied with the decision of the TITP team, such cases may be escalated to the Grievance Committee, the composition of which shall be announced later.

²¹Abuse or harassment can be of any kind but not limited to physical/sexual/verbal in nature



ANNEXURE 1

LIST JOB CATEGORIES AND OPERATIONS UNDER TITP

1. Agriculture (6 operation in 2 job categories)

Job categories	Operations
Cultivation agriculture	Facility horticulture
	Upland field cropping/Vegetable growing
	Fruit growing
Livestock agriculture	Hog raising
	Poultry farming (collecting chicken eggs)
	Dairy

2. Fishery (9 operation in 2 job categories)

Job categories	Operations
Fishing boat fisheries	Skipjack pole and line fishery
	Long - line fishery
	Squid jigging
	Purse seine fishery
Livestock agriculture	Trawl and seine net fishery
	Gill net fishery
	Set net fishery
	Crab and shrimp basket fishery
Aquaculture	Scallop and oyster farming

3. Construction (33 operation in 22 job categories)

Job categories	Operations
Well drilling	Percussion type well drilling operation
	Rotary type well drilling operation
Building sheet metal work	Duct sheet metal operation
	Interior and exterior sheet metal Operation



Job categories	Operations
Freezing and air conditioning apparatus installing	Freezing and air harmonizing equipment installation work
Fixture making	Hand processing work of wooden fixture
Carpentry	Carpentry construction work
Frame working	Framing construction work
Reinforcing barconstruction	Assembling reinforced rod bar work
Scaffolding	Scaffolding building work
Building stone construction	Stone processing work
	Work of putting out stones
Tiling	Tiling work
Tile roofing	Tile-roofing work
Plastering	Plasterers work
Plumbing Heat insulation	Construction piping work
	Plant piping work Heat-retention and cool-retention construction work
Interior finishing	Plastic - material floor finishing construction work
	carpeting floor finishing construction work
	Metal-made foundation construction work
	Board finishing construction work
	Curtain installation work
Sash setting	Building sash installation work
Waterproofing	Sealing water - proof construction work
Concrete pressure feeding	Concrete pressure transfer construction work
Well point construction	Well-point construction work
Paper hanging	Painting work
Application of construction equipment	Dozing work
	Loading work
	Excavating work
	Road rolling work
Furnace installation, Furnace installation work	Furnace installation Furnace installation work



4. Food Manufacturing (14 operations in 9 job categories)

Job categories	Operations
Can seaming for canned foods	Can seaming for canned foods
Poultry processing industry	Poultry processing
Marine Heated fishery processed foodstuff manufacturing work	Extract manufacturing
	Heated dried product manufacturing
	Flavored product manufacturing
	Smoked product manufacturing
Non-heated fishery processed foodstuff manufacturing work	Salted product manufacturing
	Dried product manufacturing
	Fermented foodstuff manufacturing
Fish paste making	Boiled fish paste producing work
Beef and pork processing industry	Primal cut of beef and pork processing
Ham, sausage and bacon making	Production work of ham, sausage and bacon
Bread Baking	Bread baking work
Ready-made meal manufacturing work	Ready-made meal processing

5. Textile (22 operations in 13 job categories)

Job categories	Operations
Spinning operation	Pre-spinning work
	Spinning process
	Winding process
	Twisting and doubling work
Weaving operation	Sizing and warping work
	Weaving process
	Inspecting work
Dyeing	Thread permeation dyeing work
	Fabric and knit dyeing
Knit goods manufacturing	Socks producing work
Warp knitted fabrics manufacturing	Round knitting producing work
Ladies' and children's dress making	Warp knitting producing work
Tailoring men's suit making	Sewing work of ready-made clothes for ladies and children
	Sewing work of men's ready-made clothes
Underwear manufacturing	Underwear manufacturing operation
Bedclothes making	Bedding products work
Canvas product making	Canvas cloth products related work
Cloth sewing	Dress-shirt producing work
Seat product sewing	Car seat product sewing work



6. Machinery and Metals (29 operations in 15 job categories)

Job categories	Operations
Casting	Casting iron and article operation
	Casting nonferrous metal and article operation
Forging	Hammer type forging operation
	Press type forging operation
Die casting	Hot chamber die-cast work
	Cold chamber die-cast work
Machining	Engine Lathe operation
	Milling machine operation
	Numerical Control Lathe Operation
	Machining Center Operation
Metal press	Metal press operation
Iron work	Steel processing operation for structure
Factory sheet metal work	Machine sheet metal operation
Electroplating	Electric plating work
	Meltdown zinc plating work
Aluminum anodizing	Anode oxidation treatment work
Machine inspection	Machine inspection work
Machine maintenance	Machine maintenance work
Finishing	Melting equipment finishing work
	Metal mold finishing work
	Machine assembling finishing work
Electronic equipment assembling	Electronic devices assembling work
Electric equipment assembling	Spinning electric machine assembling work
	Transformer assembling work
	Control panel and distribution panel assembling work
	Open-close control device assembling work
	Spinning electric cord-reel producing work
Print wiring board manufacturing	Print distribution panel design
	Print distribution panel production

Job categories	Operations
Furniture making	Hand processing on furniture making
Printing	Off-set printing work
Book binding	Binding work
Plastic molding	Compressing forming work
	Injection forming work
	Inflation forming work
	Blow forming work
Reinforced plastic molding	Hand-loaded layer forming work
Painting	Construction painting work
	Metal painting work
	Metal bridge painting work
	Spray painting work
Welding	Manual welding
	Semi-automatic welding
Industrial packaging	Industrial wrapping work
Carton box and corrugated card board box	Printing box punching work
Making	Printing box producing work
	Paste box producing work
	Cardboard producing work
Industrial manufacturing of pottery	Roller jigger forming work
Automobile repair and maintenance	Automobile repair and maintenance work
Building cleaning management	Building cleaning management work
Care worker	Care worker
Airport ground handling & support work (operation)	Airport ground handling, Aircraft ground support work (operation)

Additional Job Categories Added

Job categories	Operations
Agricultural pickle processing	Agricultural pickle processing work
Meal processing for medical and welfare facility	Meal processing work for medical and welfare facilities
Linen Supply	Linen supply finishing work

ANNEXURE 2

Approving Standards for Sending Organizations as per the MoC

A Sending Organization must meet all the following standards as given below, at all times during the execution of TITP:

1. To appropriately select and send to Japan only those who are motivated to engage in Technical Intern Training with the understanding of the objectives of the Technical Intern Training Program and to contribute to the economic development of the Republic of India (hereinafter referred to as “India”) by making use of the achievement through the Technical Intern Training after returning to India.
2. To clearly specify the calculating criteria of commissions and any other fees to be collected from 'Technical Intern Trainees and/or Technical Intern Trainee candidates and make the criteria publicly available, and to explain the detail of such commissions and other fees to Technical Intern Trainees and candidates in order to obtain their understanding sufficiently.
3. To provide the Technical Intern Trainees who returned to India after completing the Technical Intern Training with necessary support, such as finding occupations for them to appropriately utilize the acquired technical skills, etc.
4. With respect to the appropriate implementation of the Technical Intern Training Program as well as the protection of Technical Intern Trainees, to respond the requests from the Minister of Justice of Japan, the Minister of Health, Labour and Welfare of Japan or the Organization for Technical Intern Training. Such requests include cooperation on follow-up surveys on the Technical Intern Trainees who returned to India after completing the Technical Intern Training.
5. As for Sending Organization and its board members, if they had been sentenced to imprisonment or more severe penalty in Japan, India or any other countries, at least five years have elapsed after the penalty had been completed or the penalty had been exempted from the execution.
6. To carry out any projects in accordance with the laws and regulations of India.
7. As for Sending Organization and its board members, to have never conducted any of the following acts within the preceding five years:

ANNEXURE 3

Given below (but limited to) are the aspects that Sending Organization shall capture while signing the agreement with the candidate.

The Sending Organization shall

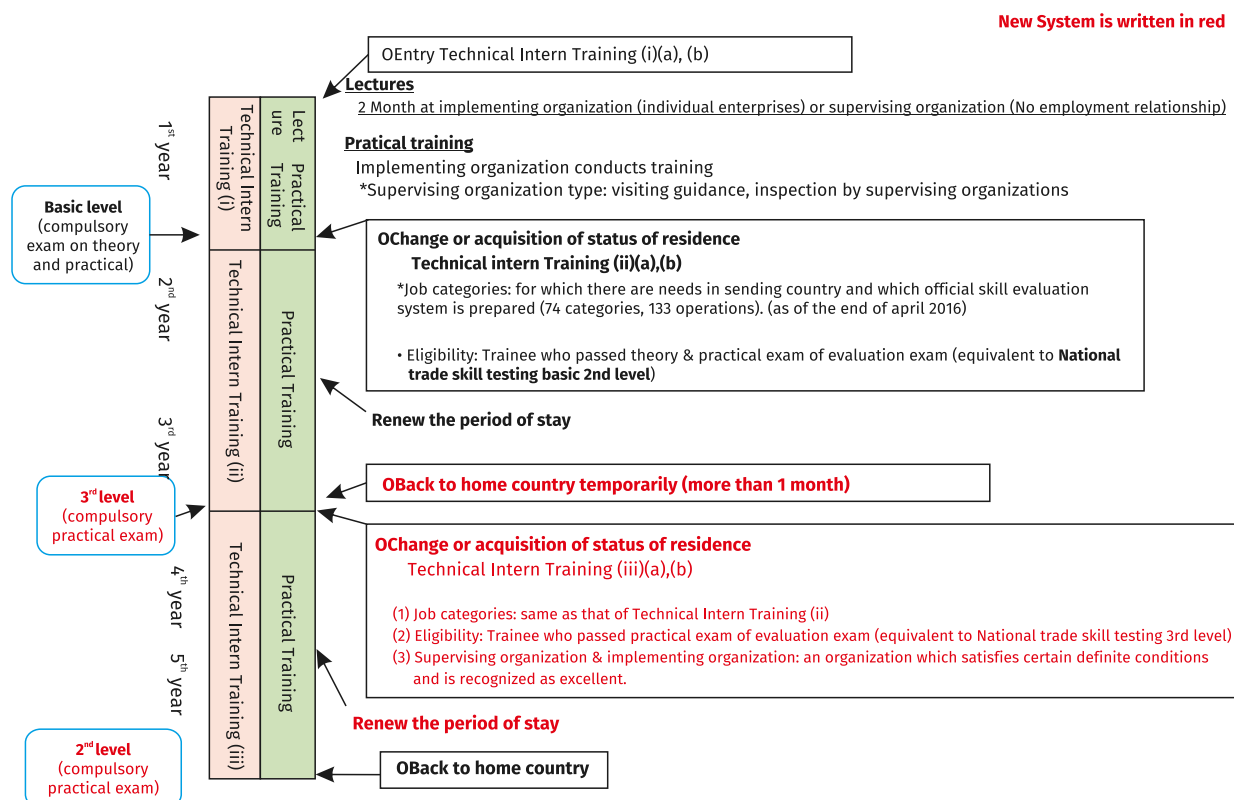
1. Brief the candidate/Technical Intern Trainee on the TITP and the broad responsibilities the candidate/Technical Intern Trainee is expected to perform in Japan
2. Not provide any misleading information to the candidate/Technical Intern Trainee, and this will specifically include not making promises of (i) guaranteed internship in Japan (ii) guaranteed placements after completion of internship in Japan
3. Provide a safe and secure environment for pre-departure training to candidate/Technical Intern Trainee
4. Keep all personal information about the candidate/Technical Intern Trainee confidential, (except as required by NSDC) for provision of Technical Intern Training and dispose of such information when it is no longer required



ANNEXURE 4

Technical Intern Training in Japan

FLOW OF THE TECHNICAL INTERN TRAINING PROGRAM



Source: Ministry of Health, Labour and Welfare

TECHNICAL INTERN TRAINING (i) (b)

- Technical Intern Training (i) (b) refers to training where a foreign national with a status of residence 'Technical Intern Training (i) (b)' who, having been accepted by a Japanese Supervising Organization, for the purpose of acquiring skills, etc. attends necessary lectures and engages in work which requires the skills, etc. at a place of business in Japan of Implementing Organization on a contract pertaining to employment.
- Technical Intern Training (i) (b) has two phases:
 - Lectures at Supervising Organization
 - Practical training at Implementing Organization
- The standard of Technical Intern Training (i) (b) is as given below:
 - Passing the 'Basic Level Test' pertaining to the skills, etc., to be acquired
 - Able to perform specific work which requires the skills, etc. to be acquired, and which has as its contents the acquisition of knowledge relating to the relevant skills, etc.



BASIC LEVEL TEST

- The evaluation of the skills etc. which the Technical Intern Trainee has acquired, in Technical Intern Training (i) (b), is evaluated through a 'Basic Level Test' before the completion of the Technical Intern Training (i) (b).

TECHNICAL INTERN TRAINING (ii) (b)

- Technical Intern Training (ii) (b) refers to training where a person who has completed Technical Intern Training (i) (b) with a status of residence 'Technical Intern Training (i) (b)', for the purpose of increasing proficiency in the skills, etc., engages in work which requires the skills, etc. at a place of business in Japan of Implementing Organization whose training is being supervised by Supervising Organization based on a contract pertaining to employment.
- In cases pertaining to Technical Intern Training (ii) (b), a copy of a document where the test conductor of a trade skills test certifies that the Technical Intern Trainee has passed the 'Basic Level Test' to be provided.
- In Technical Intern Training (ii) (b) the Technical Intern Trainee undergoes practical training at Implementing Organization
- The standard of Technical Intern Training (ii) (b) is as given below:
 - a) Passing '3rd Level/Grade 3 Trade Skills Test' pertaining to increasing proficiency in the skills, etc.

GRADE 3 TRADE SKILLS TEST

- The evaluation of the skills etc. which the Technical Intern Trainee has acquired, in Technical Intern Training (ii) (b), is evaluated through a '3rd Level/Grade 3 Trade Skills Test' before the completion of the Technical Intern Training (ii) (b).

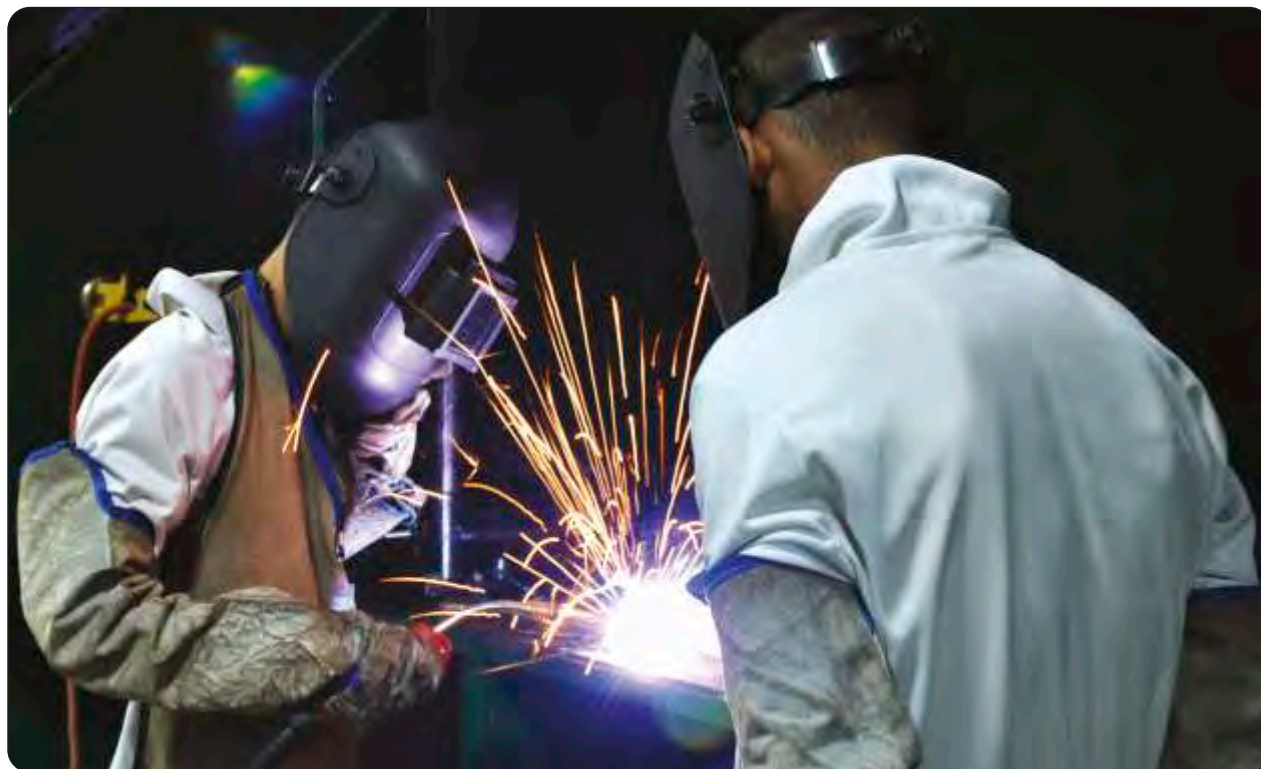


TECHNICAL INTERN TRAINING (iii) (b)

- Technical Intern Training (iii) (b) refers to training where a person who has completed Technical Intern Training (ii) (b) with a status of residence 'Technical Intern Training (ii) (b)', for the purpose of attaining proficiency in the skills, etc., engages in work which requires the skills, etc. at a place of business in Japan of Implementing Organization whose training is being supervised by Supervising Organization based on a contract pertaining to employment.
- In cases pertaining to technical intern training (iii) (b), a copy of a document where the test conductor of a trade skills test certifies that the Technical Intern Trainee has passed the practical test of the '3rd Level/Grade 3 Trade Skills Test' to be provided.
- In Technical Intern Training (iii) (b) the Technical Intern Trainee undergoes practical training at Implementing Organization
- The standard of Technical Intern Training (iii) (b) is as given below:
 - a) Passing the '2nd Level/Grade 2 Trade Skills Test' pertaining to increasing proficiency in the skills, etc.

GRADE 2 TRADE SKILLS TEST

- The evaluation of the skills etc. which the Technical Intern Trainee has acquired, in Technical Intern Training (iii) (b), is evaluated through a '2nd Level/Grade 2 Trade Skills Test' before the completion of the Technical Intern Training (iii) (b).





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