



**Government of West Bengal  
Labour Department**

*Expression of Interest*  
*For*

**Engaging Motor Training Schools in implementing  
“DRIVING LEARNING SCHEME FOR UNEMPLOYED  
YOUTHS ENROLLED IN THE EMPLOYMENT BANK, 2022”**

**Directorate of Employment  
67, Bentinck Street, 4<sup>th</sup> Floor, Kol-69**

### 1. Background:-

To fulfil the need of the rapidly growing population of India, the number of vehicles/cars on the road is increasing day by day. Many studies show that the commercial Driving Sector is suffering from a serious shortage of skilled drivers. The demand is high and will increase manifold in near future.

To meet this gap, the Directorate of Employment has taken an initiative to skill unemployed youths of the state in the driving sector (LMV).

As such the Directorate of Employment Invites Expression of Interest (EoI) from the interested motor training Institutes/Schools having expertise in imparting quality training in motor driving (LMV).

### 2. Objectives:-

- i) To meet the high demand for drivers in the LMV category.
- ii) To reduce the unemployment of the State.
- iii) To create a pool of trained drivers of the state for flourishing this sector in the state.

### 3. Scope of the scheme:-

- i. The scheme will aim at the capacity building and training of the Jobseekers enrolled in the Employment Bank in the Commercial Driving Sector.
- ii. The scheme will aim to provide Commercial driving licenses to the successfully completed trainees.
- iii. The candidates who will complete this training may be tagged to “Gatidhara” scheme for self-employment.
- iv. The candidates after completion of this training may also try for employment as drivers in the private and public sectors.

### 4. Components of the Scheme:-

- i. This scheme is meant for the unemployed youths enrolled in the Employment Bank.
- ii. The total training cost including driving license fees will be borne by the Directorate of Employment.

## 5. Eligibility of the trainees:-

- i. Should have minimum 8<sup>th</sup> Pass qualification with requisite physical fitness.
- ii. Age between 18-40 Years.
- iii. Should have a valid enrollment number in the Employment Bank.

## 6. Eligibility Criteria for Motor Training School:-

- I. The motor training school shall be a licensed/registered school under section 12 of the Central Motor Vehicles Act, 1988 and comply with all the clauses under section 24 of the Central Motor Vehicles Rules, 1989.
- II. The motor training Institutes/Schools must have available capacity to operate the scheme with immediate effect after the approval.
- III. motor training Institutes/Schools are not allowed to franchise or Sub-letting the training interventions.
- IV. The motor training Institutes/Schools should have varied experience in this field.
- V. The motor training Institutes/Schools should have PAN & GST numbers.

## 7. Duration and details of the course curriculum:-

**The course module has been divided into two parts: -**

- a) **Driving learning classes:** - As per the Rule 31(3) and 31(4) of Central Motor Vehicles Rules, 1989 the training period for Transport Vehicles shall not be less than 30 days and the actual Driving Hours shall not be less than 15 hours.
- b) **Driving test for obtaining a license:** - After 15 hours of successful on-road practical training accompanied with requisite theoretical training, each trainee should have to pass the Driving License test conducted by the Regional Transport office.

## 8. Contents of EOI application: -

- I. Organizational profile including PAN, GST and registration number under section 12 of CMV Act, 1988.
- II. Details of domain expertise including previous experience.
- III. Proposed training cost per candidate.
- IV. Training centres with classroom & workshop facility (details of the vehicles used for practical training).
- V. Faculty position.

### **9. Scope of Work: -**

- I. Organize driving learning training for the candidates enrolled for this scheme as per the syllabus mentioned under section 31 of the Central Motor Vehicles Rules, 1989 to get a commercial driving license.
- II. Identification of venue and preparation of training details.
- III. Mobilization, Pre-Counselling, and Registration of eligible candidates.
- IV. Making all arrangements (including payment of test fees etc.) for the candidates to get a learner's license from the concerned authority.
- V. Taking mock tests of candidates for the actual driving test.
- VI. Making arrangements (including payment of test fees etc.) for all the candidates to participate in the final driving test in front of the license issuing authority (RTO) until they passed the test successfully.
- VII. Raised claims to the Directorate of Employment, W.B with all requisite documents.
- VIII. Taking necessary steps to publicize the scheme.

### **10. Project Approval and Sanction:-**

- I. The Directorate of Employment has a State Level Technical Committee (SLTC) under this scheme for the finalization of the Project.
- II. Once the project is approved a Letter of Engagement (LoE) with all the terms and conditions would be issued to the Motor training School/Institute.
- III. The Directorate of Employment and SLTC reserves the right to carry out the capability assessment of the organization and the decision shall be final in this regard.

### **11. Letter of Engagement: -**

A letter of Engagement (LoE) would be issued to the selected training providers. The training providers would be required to submit a Letter of Acceptance (LoA) against the Letter of Engagement.

### **12. Pattern of funding:-**

This is a 100% State scheme and will be implemented by the Directorate of Employment under the Labour Department Government of West Bengal directly through selected training providers.

The full cost of the approved projects i.e. maximum Rs. 5,000 per candidate, as per prescribed financial norms would be borne by the Directorate of Employment.

### **13. Release of funds:-**

On approval of a project, the funds will be released in 2(two) installments in a 30:70 manner. Funds towards release will be disbursed directly to the Bank Account of the motor training Institutes/Schools by the e-Pradan system of IFMS.

**The instalment pattern for the fund release will be as follows: -**

#### **I. 1st Installment: -**

The first installment, i.e. 30% of the project cost will be released subject to compliance with the following points: -

- a) The approval of the project and execution of a Memorandum of Understanding (MoU) between the Directorate of Employment and the motor training Institutes/Schools.
- b) Copy of Learner's License issued to the trainees along with relevant Annexures.

#### **II. 2nd Installment: -**

The 2nd Installment, i.e. remaining 70% of the project cost will be released subject to compliance with the following points: -

- a) The project completion report along with relevant Annexures.
- b) Copy of the driving license issued (system generated) to the trainees after passing the driving license test. (Driving license should be issued after completion of the practical driving class)
- c) Utilization certificate of total first Installment.

The disbursement of the funds would be made only after verification of data and continuity of the batches. The Directorate of Employment would have its own mechanism to verify the eligibility for disbursement of funds.

### **14. Support System: -**

The Directorate of Employment will act as an advisory body.

The interested motor training Institutes/Schools have to submit their EOIs (in specified formats) in time to the undersigned.

The Directorate of Employment reserves the right to withdraw this notification without any notice in the event of not receiving EoI to the best of its merit.

**15. Key Dates: -**

<b>Sl. No.</b>	<b>Information</b>	<b>Date</b>	<b>Time</b>
1	Publication date of EoI	27.05.2022	--
2	Starting date and time of submitting the EoI	30.05.2022	10.30 a.m.
3	Closing date and time of submitting the EoI	01.06.2022	5.30 p.m.
4	Opening of EoI	08.06.2022	2.00 p.m.
5	Date of release of the Names of all selected Motor Training Institutes	10.06.2022	--

**ANNEXURE-I**

An affidavit on a non-judicial stamp paper of INR 50/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Signature and Seal >>

**AFFIDAVIT**

I/We, <>, having its registered office at <>, do hereby declare that I/we have not been blacklisted/ debarred by any donor agency/ State Government/ Central Government authority to conduct any type of training for breach on our part.

For and on behalf of:

Signature:

Name:

Designation: (Authorized Representative and Signatory)

Date:

Place:

**ANNEURE-II**  
**(Application proforma)**

Ref. No.

Date

To  
The Director,  
Directorate of Employment  
67, Bentinck Street,  
Kolkata-700069

**Subject: Expression of Interest (EoI) for Driving Learning Scheme for  
unemployed youths enrolled in the Employment Bank**

Sir,

Regarding your advertisement No..... dated ..... on the subject cited above, I/we wish to apply for enrollment to conduct "DRIVING LEARNING SCHEME FOR UNEMPLOYED YOUTHS ENROLLED IN THE EMPLOYMENT BANK, 2022" under the Directorate of Employment, Government of West Bengal regularly in the State of West Bengal. In this connection, the following documents/information are submitted in separate sheets/attested photocopies as detailed below:

1. Name of the Organization: .....
2. Address of the Organization: .....
3. License/Registration No. of the Organization under section 12 of the Motor vehicles act 1988: .....
4. Proposed Cost of training per candidate: Rs. ....
5. Available Infrastructure –
  - i) Training Centers with Classroom & workshop facility (vehicles details):
    - a) .....
    - b) .....
    - c) .....
  - ii) Faculty Position: .....
6. Past Experience: .....
7. Credentials indicating performing such training: .....
8. PAN & GST numbers: .....

Enclosures: as above

Yours faithfully,

Authorized Signatory