

Notification – Training of Trainers (ToT)

Hydrocarbon Sector Skill Council (HSSC) is pleased to announce the Training of Trainer (ToT) program for the following job roles.

1. Job Roles and QP Codes

Sl. No.	Job Role	QP Code
1	LPG Delivery Personnel	HYC/Q3201
2	LPG Mechanic	HYC/Q3401
3	Loading Operator – LPG	HYC/Q6501
4	Operator – LPG Bottling Plant	HYC/Q4201

2. ToT Schedule

Sl. No.	Module	From	To	Duration
1	Domain Skill (LPG Delivery)	06.01.2025	10.01.2025	5 days
2	Domain Skill (LPG Mechanic)	20.01.2025	24.01.2025	5 days
3	Domain Skill (Loading Operator)	03.02.2025	07.02.2025	5 days
4	Domain Skill (Operator-Bottling Plant)	17.02.2025	21.02.2025	5 days

- **Venue:** Virtual Mode (Online)
- **Timings:** 10:00 a.m. to 5:00 p.m.
- **Assessment:** Online assessment on domain and platform skills upon program completion.

3. Training Fees

- **Per Participant Fee:** Rs. 7,700/- (We are exempted from GST)
- **Last date of nominations & Payment confirmation:** 31/12/2024
- **Payment Method:** NEFT to HSSC's account
 - **Bank Details:**
 - **Beneficiary Name:** Hydrocarbon Sector Skill Council
 - **Bank:** Union Bank of India, Connaught Circus, New Delhi
 - **Account Number:** 520101258755012
 - **IFSC Code:** UBIN0901415

4. Trainer Eligibility Criteria

- **Eligibility Requirements:**

- Current LPG industry professionals in relevant segments (e.g., LPG Sales, Operations)
- Minimum 15 years of experience in the relevant domain
- Ex-employees are ineligible to conduct independent training, they may connect HSSC for their services/assignment
- **Required documentation must accompany the work order:**
 - **Contact No (AADHAR SYNCED)**
 - **E-Mail ID**
 - **AADHAR Card**
 - **Passport Photograph (Soft Copy)**
 - **Last Educational Certificate**
 - **Professional Certificate/ID Card/Any latest Document mentioning Participant name on Organization's Letter-Head**
 - **Profile/CV**

5. Benefits of ToT Program

- **Certification:** Valid for 2 years for successful candidates
- Eligible as in-house trainers for LPG workforce training
- **Assessment Fee:** Only Rs. 400/- per workforce assessment & certification by HSSC, after the inhouse TOT trainer's certification

6. Process of Nominations

- **Nominations Steps:**

- Submit work order on organisation letterhead with nominated participant documents (per eligibility criteria in point 4)
- Upon confirmation from HSSC, provide trainer ID and advance payment receipt
- Register participants using the provided link and submit trainer ID

7. Post-ToT Workforce Training by Certified Trainers inhouse and certification by HSSC

- **Required Documentation for Workforce Training:**

- **Data:** Submit participant data and latest photograph (soft copy) 10 days before training date for registration of participant with HSSC
- **Purchase Order (PO):** Submit PO with document of participants 10 days prior to the training date

8. Important Note

- Trainers must register on the [Skill India Digital Portal](#) and provide their SIP trainer ID and payment details (Registration Manual Attached).

9. Contact Details

- **Response Time:** We will respond within 7–10 days upon receiving complete details as per above pointers
 - **For Queries:** Email:
 - siddharth@hsscindia.in
 - preetik@hsscindia.in
 - **Last Date for Nomination:** 31.12.2024
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