

1. Publishing of Approved Job Roles

The following approved job roles published on Skill Development Institute, Bhubaneswar (SDI-B) platforms for candidate awareness and mobilization:

Sl. No.	Job Role
1	Industrial Welding - (HYC/Q9101)
2	CRM (Customer Relationship Management) – (SSC/Q2217)
3	Building Automation Specialist – (IAS/Q3006)

Courses Link- <https://www.sdibhubaneswar.co.in/sdi/courses>

Dropout Criteria

In case a student voluntarily discontinues the training program in the middle of the course, then they will be considered as dropout. Such students will not be provided with any academic certificates or placement opportunities. However, such students will be counted for the billing process.

Candidate Eligibility & Suitability Parameters

Job Role	Eligibility Criteria
Industrial Welding	10th / 12th / ITI in relevant trade, Age: 18–28 years
CRM (Customer Relationship Management)	Any Graduate, Age: 18–28 years
Building Automation Specialist Course	Diploma in EE / EEE / ECE; Age: 18–28 years

The above eligibility criteria may be considered as candidate suitability parameters based on the discussion that we had with UPRM while finalizing the mobilization strategy.

2. Training Calendar and Batch Planning

Proposed Training Schedule

Job Role	Start Date	End Date	Duration (Months)	Batch Size	Training Location
Industrial Welding	25.08.2026	24.12.2026	4	30	SDI Bhubaneswar
CRM (Customer Relationship Management)	28.07.2026	27.10.2026	3	25	SDI Bhubaneswar
Building Automation Specialist Course	21.08.2026	20.11.2026	3	30	SDI Bhubaneswar

Expected Completion Timelines

Job Role	Completion Timeline (Months)
Industrial Welding	4
CRM (Customer Relationship Management)	3
Building Automation Specialist Course	3

3. Information & Promotional Content for Candidate Mobilization

Eligibility Criteria

Job Role	Eligibility
Industrial Welding	10th / 12th / ITI in relevant trade, Age 18–28
CRM (Customer Relationship Management)	Any Graduate, Age 18–28
Building Automation Specialist Course	Diploma in EE / EEE / ECE; Age 18–28 years

Training Duration

Job Role	Duration (Months)
Industrial Welding	4
CRM (Customer Relationship Management)	3
Building Automation Specialist Course	3

Overall program structure: *As per NSQF Qualification Pack*

NSQF Alignment

All the job roles are aligned with the NSQF Framework.

Job Role	QP Code	NSQF Level
Industrial Welding	HYC/Q9101	Version: 8.0 NSQF Level: 4.0
CRM (Customer Relationship Management)	SSC/Q2217	Version: 1.0 NSQF Level: 3.0
Building Automation Specialist Course	IAS/Q3006	Version: 1.0 NSQF Level: 5.0

Training Objectives

- Develop industry-relevant technical and employability skills.
- Enhance practical competencies through hands-on training.
- Prepare candidates for successful placement in relevant industries.
- Build professional work ethics, communication skills, and workplace readiness.

Expected Competencies After Completion

1. Industrial Welding

- Perform welding, fabrication, inspection, and repair activities using industry-standard welding processes.
- Read engineering drawings, ensure weld quality, and follow industrial safety practices.

2. CRM (Customer Relationship Management)

- Manage customer interactions, service requests, and support processes using CRM tools and systems.
- Handle customer queries, maintain service records, and generate customer service reports.

3. Building Automation Specialist

- Install, configure, commission, and troubleshoot Building Management and Automation Systems (BMS/BAS).
- Integrate and maintain HVAC, access control, fire alarm, CCTV, and smart building automation systems.

Placement Tie-up

1. Industrial Welding

Potential employers:

- Medha Servo Drives Pvt. Ltd.
- Tata Projects Limited
- CTMIL India Pvt. Ltd.
- Royal Enfield
- Fronius India Pvt. Ltd.
- Precision Equipment Pvt. Ltd.

2. CRM (Customer Relationship Management)

Potential employers:

- Vyapar Technology Solutions Pvt. Ltd.
- Teleperformance
- Fusion Microfinance Ltd.
- Vibrant Infocom Pvt. Ltd.
- Nemhans Pvt. Ltd.

3. Building Automation Specialist

Potential employers:

- Allwave-AV
- KEUS Automation Pvt. Ltd.
- TCFM
- Toyama World Ltd.
- Utkal Facilities Services Pvt. Ltd.
- HIFI Home Theaters
- HomeTek Automation Pvt. Ltd.

**In addition to the above, the Placement Team of SDI-B continuously collaborates with industries across India to expand placement opportunities for trainees and to ensure above 90% placement per batch.*

Candidate Benefits & Facilities

The training program is fully residential. Candidates will be provided with:

- Accommodation
- Four-time meals daily
- Uniform
- Notebooks and study materials
- Water bottle
- Access to training infrastructure and other necessary facilities

Candidate Responsibilities

Trainees are expected to comply with all hostel and institute rules, maintain discipline, cleanliness, and professional conduct, show respect towards trainers, staff, and fellow trainees, and actively participate in all training, assessment, and placement-related activities.

Scope of Job Roles

1. Industrial Welding

Typical positions include:

- Welder
- Fabricator
- Welding Technician
- Welding Inspector
- Pipeline Welder
- Rig Welder
- Welding Supervisor

2. CRM (Customer Relationship Management)

Typical positions include:

- Customer Service Associate
- Customer Service Representative
- Customer Care Executive
- Customer Service Advisor
- Helpdesk Coordinator
- Customer Support Representative

- Support Engineer
- Support Consultant
- Process Associate – Transaction

3. Building Automation Specialist

Typical positions include:

- Automation Engineer
- BMS Engineer
- Home Automation Engineer
- Diploma Engineer Trainee
- KNX Programmer
- HVAC Technician

Career progression opportunities

Trainees will be eligible for entry-level jobs in their respective sectors and can progress as senior skilled worker, supervisor, team leader, and managerial positions based on their merit and performance.

Training objectives

The objective of the training programs is to provide trainees with industry-relevant skills, practical experience, and professional competencies that enhance employability, support career progression, and enable successful employment, self-employment, or entrepreneurship opportunities.

Industry Expectations

- Regular attendance and punctuality.
- Adherence to safety standards and workplace discipline.
- Positive attitude towards learning and teamwork.
- Willingness to relocate and adapt to industry requirements where applicable.

Residential Norms & Code of Conduct

- Compliance with hostel and institute rules.
- Maintenance of discipline, cleanliness, and professional behaviour.
- Respect towards fellow trainees, trainers, and institute staff.
- Participation in all training, assessment, and placement activities.

4. Candidate Registration Mechanism

Register & Apply Online → Admission Test → Shortlisting & Counselling → Fee Payment
→ Submit Documents → ✓ Admission Confirmed!

Admission Link- <https://admissions.sdib.in/public/>

Further, a Banner will be shared with UPRM by 25.06.2026, for hosting it in the designated portal(s) of UPRM for students' mobilization for the aforesaid 3(three) courses.

Inform for any technical or operational support required from UPRM for registration of candidate, data sharing and tracking: The Process of data sharing and tracking has to be developed after discussion with concerned IT teams from both sides.

5. Batch Formation & Candidate Verification Modalities

- **Candidate shortlisting and screening-** Candidate can appear for the admission test via web browser or mobile app — SDI-B Admissions (Available on Google Play Store). Candidate will be shortlisted based on admission test performance & personal counselling.
 - **Document verification-** Physical document verification will be done after students joined at SDI-B campus.
 - **Batch freezing process-** We will freeze the batch on fulfilment of designed size.
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6. Training Readiness Requirements (as per NSQF Standards)

Description	Readiness
Approved syllabus, curriculum and induction kit	Yes
Trainers' profiles, qualification details and certifications	Yes
Candidate welcome and induction process	Yes
Availability of equipment/tools for practical exercises and simulations	Yes
Adequate infrastructure including classrooms, group discussion areas, role-play and peer learning facilities	Yes
Access to e-learning modules, videos and digital learning content	Yes
Provision for guest lectures, industry exposure visits and employer interactions	Yes
Mechanism for quizzes, assignments, practical evaluations and continuous assessment	Yes

Soft skills modules covering: Communication skills, Workplace behaviour, Teamwork, Interview preparation	Yes
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7. Attendance Monitoring

Maintain trainee attendance records as per project guidelines	Shall be maintained
Necessary attendance reports shall be shared periodically with UPRM for monitoring purposes.	Shall be shared periodically

8. Assessment & Certification

- Candidates will be assessed by respective Sector Skill Council (SSC) through empanelled third-party assessment agency and will be certified based on their performance.

Modalities Regarding the MOU-UPRM – Addendum

1. Publishing of Approved Job Role

The following approved job role published on Skill Development Institute, Bhubaneswar (SDI-B) platforms for candidate awareness and mobilization:

Sl. No.	Job Role
1	Banking Finance Service and Insurance - (BSC/Q8401)

Courses Link- <https://www.sdibhubaneswar.co.in/sdi/courses>

Dropout Criteria

In case a student voluntarily discontinues the training program in the middle of the course, then they will be considered as dropout. Such students will not be provided with any academic certificates or placement opportunities. However, such students will be counted for the billing process.

Candidate Eligibility & Suitability Parameters

Job Role	Eligibility
Banking Finance Service and Insurance	Graduation (B. A/B.Sc./B. Com/B.B.A/Etc.)

The above eligibility criteria may be considered as candidate suitability parameters based on the discussion that we had with UPRM while finalizing the mobilization strategy.

2. Training Calendar and Batch Planning

Proposed Training Schedule

Job Role	Start Date	End Date	Duration (Months)	Batch Size	Training Location
Banking Finance Service and Insurance	25.08.2026	24.10.2026	2	20	SDI Bhubaneswar

Expected Completion Timelines

Job Role	Completion Timeline (Months)
Banking Finance Service and Insurance	2

3. Information & Promotional Content for Candidate Mobilization

Eligibility Criteria

Job Role	Eligibility
Banking Finance Service and Insurance	Graduation (B.A/B.Sc./B. Com/B.B.A/Etc.)

Training Duration

Job Role	Duration (Months)
Banking Finance Service and Insurance	2

Overall program structure: *As per NSQF Qualification Pack*

NSQF Alignment

All the job roles are aligned with the NSQF Framework.

Job Role	QP Code	NSQF Level
Banking Finance Service and Insurance	BSC/Q8401	Version: 4.0 NSQF Level: 4.0

Training Objectives

- Develop industry-relevant technical and employability skills.
- Enhance practical competencies through hands-on training.
- Prepare candidates for successful placement in relevant industries.
- Build professional work ethics, communication skills, and workplace readiness.

Expected Competencies After Completion

1. Banking Finance Service and Insurance

- Identify unbanked populations, deliver financial literacy, and match families to appropriate micro-savings, loan, or insurance schemes.
- Collect, verify, and process officially valid identification documents to ensure error-free, compliant bank account openings.
- Operate Micro-ATMs, biometric scanners, and AePS applications safely to process daily deposits, withdrawals, and digital transfers.
- Protect customer data privacy, adhere strictly to RBI mandates, and conduct transparent, ethical cash management in the field.

Placement Tie-up

1. Banking Finance Service and Insurance

- Axis Bank Limited
- IDFC FIRST Bank Limited
- Tradebulls Securities Private Limited
- HDB Financial Services Limited
- Royal Insurance Broking (India) Private Limited
- ICICI Bank Limited

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Candidate Benefits & Facilities

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Scope of Job Roles

1. Banking Finance Service and Insurance

Typical positions include:

- Business development Executive
- Relationship Manager
- Tele sales Executive
- Customer Care executive

Career Progression Opportunities

Trainees will be eligible for entry-level jobs in their respective sectors and can progress as senior skilled worker, supervisor, team leader, and managerial positions based on their merit and performance.

Training objectives

The objective of the training programs is to provide trainees with industry-relevant skills, practical experience, and professional competencies that enhance employability, support career progression, and enable successful employment, self-employment, or entrepreneurship opportunities.

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