



File No.: NCVET-39002/1/2026-O/O DIRECTOR 3
Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training (NCVET)

4th Floor Kaushal Bhawan,
Africa Avenue, Diplomatic Enclave,
Chanakyapuri, New Delhi - 110023

Date: 17 Feb 2026

Office Order

Subject: Constitution of Standing Committee under Clause 3.3.2 of the NCVET Awarding Body Guidelines (relaxation of eligibility criteria) – reg.

In pursuance of Clause 3.3.2 of the NCVET Guidelines for Recognition and Regulation of Awarding Bodies (ABs), 2025, and with the approval of the Competent Authority, a Standing Committee is hereby constituted for examination of requests seeking relaxation of eligibility criteria under Clause 3.3 of the said Guidelines.

2. The composition of the Committee shall be as under:

Sl. No.	Designation	Role in the Committee
1	Executive Member, NCVET	Chairperson
2	Director (Recognition), NCVET	Member Secretary
3	Nominated Case Member(s) (NCM)	Member(s)
4	External Member(s)	Member(s)

3. The detailed Terms of Reference (ToR) of the Standing Committee, as approved by the Competent Authority, are enclosed as **Annexure-I** and shall govern the functioning of the Committee.

4. External Member(s), wherever associated, shall be entitled to sitting fees/honorarium, as applicable, in accordance with extant Government of India norms.

5. This issues with the approval of the Competent Authority.

(Lt. Col. Vikram Singh Bhati)
Director. NCVET

To:

- All concerned Members
- Director - I (Administration & Finance), NCVET

Copy To:

- PPS to Chairperson, NCVET
- PPS to EM, NCVET
- PS to Director II/III/IV
- DDs/Consultants Grade-II/Grade-I/Young Professional, NCVET



Terms of Reference (ToR)

**Standing Committee for Examination of Requests
Seeking Relaxation of Eligibility Criteria**

under the NCVET Guidelines for Recognition and Regulation
of Awarding Bodies (ABs), 2025

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1. Background

- 1.1 Clause 3.3.1 of the NCVET Guidelines for Recognition and Regulation of Awarding Bodies (ABs), 2025, provides for relaxation of eligibility criteria in specified cases.
- 1.2 Clause 3.3.2 stipulates constitution of a Standing Committee with representation from relevant stakeholders, including external members, and for inviting experts on a case-to-case basis to examine the merit of such requests.

2. Objective

The Committee shall provide a structured, transparent, and consistent mechanism for examination of applications seeking relaxation of eligibility criteria under Clause 3.3 of the NCVET Guidelines.

3. Scope of Work

The Committee shall examine applications seeking relaxation of eligibility criteria under Clause 3.3.1 of the Guidelines, including cases pertaining to future and emerging skills, traditional and heritage skills, Indian Knowledge Systems (IKS), niche or strategic areas, Government focus areas, special needs groups, captive placement models, operations in difficult or remote areas, and eligible startups.

4. Functions and Responsibilities

The Committee shall:

- a) Examine applications that have been preliminarily scrutinised by the Nominated Case Member(s) (NCM) and thereafter reviewed and approved by the Director (Recognition);
- b) Assess the merit of the case and the veracity of documentary evidence submitted;
- c) Seek additional information or clarifications through the Director (Recognition), where required;
- d) Invite Experts, as deemed necessary, in accordance with Section 7;
- e) Record reasoned recommendations for each case and submit the same to the Competent Authority for consideration; and
- f) Record proceedings of its meetings and ensure that all recommendations are reasoned and documented.

5. Composition

- 5.1 The Committee shall comprise the following members, who shall be associated with the Committee in an ex-officio or case-specific capacity, as indicated below:
 - a) Executive Member, NCVET – Chair (ex-officio);
 - b) Director (Recognition), NCVET – Member Secretary (ex-officio);
 - c) Nominated Case Member(s) (NCM) – Member(s); and
 - d) External Member(s) – Member(s).
- 5.2 The Executive Member, NCVET and the Director (Recognition), NCVET shall serve as Chair and Member Secretary of the Committee respectively, in an ex-officio capacity.
- 5.3 The Nominated Case Member(s) shall be the individual(s) who have undertaken preliminary scrutiny of the respective application(s) under the supervision of the Director (Recognition), and shall



participate in the deliberations of the Committee in respect of the cases handled by them. Where multiple cases are considered in a meeting, more than one Nominated Case Member (NCM) may be associated with the Committee for that meeting.

- 5.4 External Members shall be associated with the Committee on a meeting-specific or case-specific basis, as approved by the Chair of the Committee.

6. External Members

- 6.1 External Members shall be drawn from relevant stakeholder institutions and may include persons from the following categories:
- a) Ministries, Departments, or autonomous bodies of the Central or State Government;
 - b) Sector Skill Councils or recognised industry or sector associations;
 - c) Academic or research institutions;
 - d) Reputed non-profit or social sector organisations;
 - e) Innovation, startup, or emerging technology ecosystem institutions.
- 6.2 External Members shall ordinarily possess relevant professional and/or policy experience, and demonstrated institutional, sectoral, or field-level understanding of the areas concerned, and shall not have any conflict of interest in the cases under consideration.
- 6.3 The Director (Recognition) shall identify and propose suitable External Member(s) based on the nature of applications to be considered and place the proposal before the Chair of the Committee for approval.
- 6.4 External Members shall be associated with the Committee in accordance with Section 5.4 and shall not be considered permanent members of the Committee.

7. Experts

- 7.1. Experts referred to under Clause 3.3.2 of the Guidelines may be identified and invited on the recommendation of the Director (Recognition) and with the approval of the Chair of the Committee, for providing specialised technical or subject-matter inputs in specific cases.
- 7.2. Experts shall ordinarily be persons of recognised standing in the relevant domain, with not less than ten (10) years of professional, academic, or field experience, and shall not have any conflict of interest in the cases under consideration.
- 7.3. Experts shall be associated with the Committee on a case-specific basis for advisory purposes, and shall participate in the deliberations of the Committee, but shall not be considered formal Members of the Committee.

8. Frequency & Conduct of Meetings

- 8.1. The Committee shall, in the normal course, meet once every quarter, namely in the months of March, June, September and December.
- 8.2. However, in order to ensure timely disposal of applications and to avoid accumulation of pending cases, where five (05) or more applications, found complete after preliminary scrutiny and approved by the Director (Recognition), are received prior to the next scheduled meeting, the Director



(Recognition) may place such cases before the Chair of the Committee, who may, after consultation with the Members of the Committee, as deemed necessary, approve the convening of an additional meeting.

- 8.3. For regular quarterly meetings, applications seeking relaxation of eligibility criteria shall be required to be received at least four (04) weeks prior to commencement of the respective quarter, to allow adequate time for preliminary scrutiny and finalisation of the meeting schedule.
- 8.4. In the event that no eligible applications are received by the prescribed timeline, the quarterly meeting for that period may not be convened.
- 8.5. Meetings of the Committee may be held in physical, virtual or hybrid mode, as decided by the Chair of the Committee.

9. Conflict of Interest

- 9.1. Individuals directly associated with applicant entities seeking relaxation of eligibility criteria shall not be eligible to be appointed as External Members or Experts of the Committee in respect of the cases concerned.
- 9.2. Representatives of such applicant entities may, however, be invited to present their case or provide clarifications, as required.

10. Member Secretary and Records

The Director (Recognition), NCVET, shall act as the Member Secretary to the Committee and shall be responsible for:

- (a) Convening meetings;
- (b) Circulation of agenda;
- (c) Recording of minutes;
- (d) Preparation of proceedings; and
- (e) Maintenance of official records.

The Director (Recognition) may, as deemed appropriate, nominate or authorise any officer or staff member to assist in the discharge of the above functions.

11. Tenure and Review

- 11.1. The Committee shall function on a continuing basis, subject to review by the Competent Authority. The composition of the Committee shall be dynamic and shall automatically stand updated with any change in the incumbents of the ex-officio positions.
- 11.2. The association of Nominated Case Members, External Members and Experts with the Committee shall be on a case-specific or meeting-specific basis, as provided in these Terms of Reference.
- 11.3. The Terms of Reference (ToR) may be modified as deemed necessary based on operational experience.

