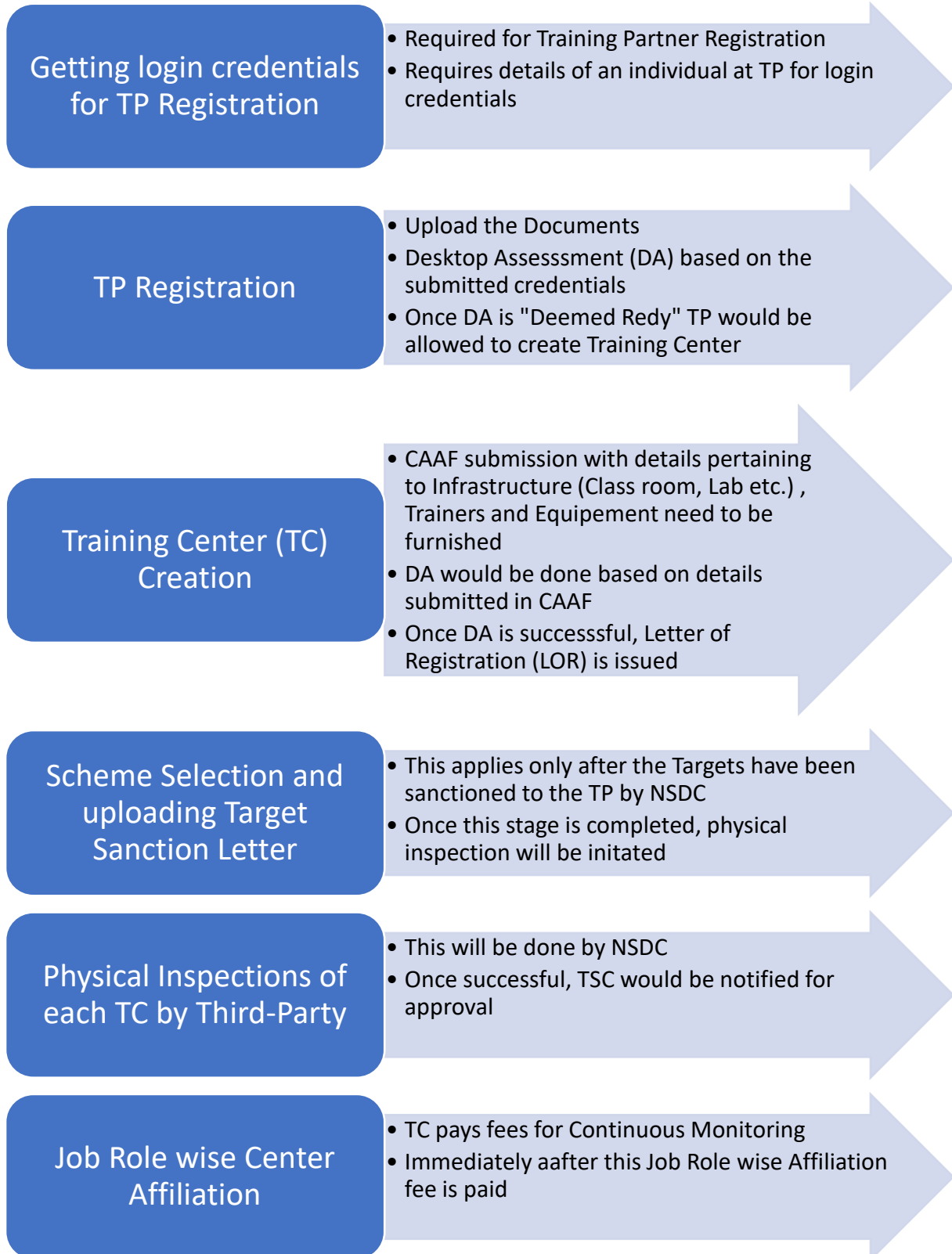


Way Forward for training under Skill Ecosystem for RFP Applicants

Process Flow for onboarding on Skill India Portal (<https://skillindia.nsdcindia.org>)



The detailed activities as per the above Process flow chart are given below:

A Onboarding on Skill India Portal (<https://skillindia.nsdcindia.org>)

A.1 Registration as Training Provider:

A.1.1 Basic Requirement prior to TP registration:

- Before starting the TP registration process, you are requested to keep the softcopy of the following documents having maximum size of 5 MB for each file.
 - Certificate of Incorporation
 - Address proof (EB/ Telephone Bill/ Bank Statement etc.)
 - PAN Card
 - GST Certificate
 - Last 3-year financial turn over details & CA Certificates (For FY 18-19 provisional statement can be uploaded)
- Please be seated in a well network connected area to receive OTP via mobile & mail seamlessly.
- Please arrange provisions for online registration fee payment
- Refer to relevant Manuals under the [User Manuals](#) section on [Skill India Portal](#) and understand before proceeding to next step.

A.1.2 Registering as New Training Provider

To get the first-time login credentials, following five steps need to be completed.

1. Go to web browser and proceed for <https://skillindia.nsdcindia.org/direct-registration>
2. Select User Type as a 'Training Provider' from the 'Choose your user group' drop-down list
3. Enter 'Name of Single point of Contact SPOC', 'Email ID', 'Mobile Number'.
4. Click "Register" to complete the registration process.
5. After registration you will get TP ID and initial password to the registered mail ID. You will be directed to login page again to complete the registration process.

A.1.3 Training Provider Registration Form

The Training Provider Registration Form screen appears on the first-time login and hosts eight sections as mentioned below.

- Organization Info
- CEO/MD/Head of the Organization Info
- Authorized Signatory Info
- Permanent Address of the Organization
- Financial Account Details Info
- Financial Year wise Turnover Details and Chartered Accountant Certificates
- Declaration
 - After submitting the declaration, you will be directed to "Process Details"
 - Choose A&A route and press submit

Process Details:

Approval Process: * A&A Non-A&A

- Payment Details: Under Payment section the organization supposed to pay Rs. 10,000 for registration fee.

A.1.4 Desktop Assessment:

- After successful payment, your TP application will be assigned for **“Desktop Assessment (DA)”**
- Your application status will be **“Deemed Not Ready”** during the Desktop Assessment.
- Application status will change to **“Deemed Ready”** after successful completion of the application verification. [Refer to Timelines in Section A.2.5]

A.2 Training Centre Creation:

- Now the TP able to create “Training Centre”. Choose the Training Centre type as **“Non PMKK”**.
- Submit the TC SPOC information and get the TC login credentials through the registered mail id of the TC SPOC.

A.2.1 CAAF Submission:

Before starting the TC CAAF registration process, you are requested to keep the softcopy of the following documents having maximum size of 5 MB each.

- Address proof of TC (Electricity Bill/ Telephone Bill/ Bank Statement etc.)
- Please be seated in a well network connected area to receive OTP via mobile & mail seamlessly.
- Please arrange android mobile with good internet connectivity to upload Centre photographs.
- Please arrange provisions for online registration fee payment

The Training Centre CAAF Form screen allows the training Centre to enter the complete information of the Centre. The CAAF Form screen hosts seven sections as listed below. (Please click on hyperlinks for details)

- General Details
 - TC SPOC & TC Principal/ Director details
 - Address of the TC with address proof upload
- Facilities at Centre
 - Building Type
 - Residential facilities for men & women
- Job Role and Infrastructure
 - [Class room](#) (If you are applying for 2 job roles please add two class rooms)
 - [Laboratory](#)
 - Hybrid class details (Hybrid class & Lab will not be accepted for Textile sector)
 - [Job role details](#)
 - [Trainer details](#) (Only Textile SSC certified Trainer details can be added)
 - [Equipment details](#)

- Centre Areas
 - Placement cell details
 - Washrooms
- Centre Staff
 - Name/ Educational Qualification
- Upload Photos from Mobile
 - Install the [TC android app](#) and login using TC login credentials to update the TC details following the steps given the mobile application
- Declaration and Submission
 - Review and declare the information submitted and pay Rs. 3,000 for CAAF submission

Desktop assessment will be conducted for the submitted CAAF form. After successful completion **“Letter of Registration”** will be issued

Note: TC should show the following to get 1-year affiliation,

- Aadhar Enabled Bio metric system
- SSC certified domain trainers
- NIESBUD certified trainers (Ref to Section B.4)

[Important: By failing to show any of the above the TC will be conditionally accredited only for 6 months, within 6 months TC supposed to get the things done and submit the proof to NSDC continue the affiliation, otherwise TC will be De-accredited.]

A.2.2 Add Scheme & Recommendation Letter:

- Home --> Dashboard --> My CAAF Submit --> Added Job Roles --> Actions --> Apply for Scheme
- From the drop-down option please choose **“PMKVY Scheme”** and upload the recommendation letter issued by Textile Sector Skill Council

A.2.3 Physical Inspection of each TC by Third-party:

- After scheme approval you can apply for “Centre Inspection” by paying Rs. 10,000 fees + 1,000 per recommended job role.
- After successful payment you will be allotted for Inspection date in another 15 days it can be accepted at Home --> Dashboard -->View and Manage Trainers --> My CAAF Submit --> Centre Status --> Accept Inspection Date
- TC supposed to pay Rs. 8,000/ TC as Continuous monitoring fees.
- After successful inspection and approval by NSDC your application will be forwarded to SSC for joint approval

A.2.4 Job role wise Centre affiliation:

- Once the TC is approved by SSC, TC supposed to pay Rs. 6,000/ job role as affiliation fee. After successful payment TC can download the affiliation certificate under the section Home --> Dashboard --> My CAAF Submit --> Added Job Roles --> Action --> Download affiliation certificate.

A.2.5 Standard Timeline for each process:

Process	Process Timelines
Training Provider (TP) registration on SMART	1 Day
TP Desktop Assessment (DA) by Inspection Agency	2 Days
TP creates Training TC and TC fills up CAAF	1 Day
On-site Inspection of the TC by Inspection Agency	12 Days
Preparing detailed post-inspection report	3 Days
Review of Inspection Report by the concerned SSC	7 Days
TC is informed about the Accreditation Result	1 Day
TC is given time to pay continuous monitoring fee to get the Accreditation Certificate	7 Days
Accreditation Certificate provided to TC	2 Days
Raising Affiliation Request along with payment of affiliation Fee	1 Day
Awarding Affiliation Certificate	3 Days

B Training of Training Program:

Organization must submit the details of available “Job role wise SSC Certified Trainer” details while registering their Training Centers on the portal. The trainer certification process must be completed before registering the Training Centre.

B.1 Eligibility of Trainers:

Type of Trainer	Experience as a Trainer (years)	Experience in Production Floor (years)	Duration	Fees
1) Mill Sector				
Fresh	4 years	2 years	10 days	Rs.11,000/trainer + Rs.800/additional job role

Type of Trainer	Experience as a Trainer (years)	Experience in Production Floor (years)	Duration	Fees
Existing	4 years + 500 Hrs. training experience in Skill training across NSDC TPs, SSC affiliated TPs, State Skill development Missions, Govt/Corporate institutions, NCVT/SCVT Training)	2 years	1-day direct Assessment	Rs.2,000/trainer + Rs.800/additional job role

TCs are requested to submit the trainer experience proof in the [given format](#).

B.2 Trainer requirement:

Single Trainer can be engaged to take class for 30 Trainees. If you are planning to run two simultaneous batch of the same job role - two trainers will be required. According to the Targets applied and number of simultaneous batch trainers can be nominated.

B.3 Trainer registration:

After successful selection of trainers and approval from the SSC, the trainer profile should be registered on the portal as follows

To Register, the Trainer in the Skill India website do as follow

1. Go to web browser and proceed for <https://skillindia.nsdcindia.org/direct-registration>
2. Select User Type as a 'Trainer' from the 'Choose your user group' drop-down list
3. Enter 'Name' as per Aadhar document, 'Email ID', 'Mobile Number'.
4. Click "Register" to complete the registration process.
5. After registration you will get Trainer ID and initial password to the registered mail ID. You will be directed to login page again to complete the registration process

The following 4 sections must be completed for successful registration,

1. Personal Information
 - a. Select the Trainer type as "New" for fresh trainers & "Existing" for experienced trainers
2. Contact & Address Details
3. Education & Work Details
4. Training Requests & Associations

For detailed process guidelines [click here](#).

Please contact [Mr. Vigneshraja](#) and [Mr. Rakesh Chawla](#) for the further details regarding the Trainer eligibility & process of certification.

B.4 Reference documents for ToT:

Please refer the following documents for Training of Trainer assessment preparation

- [Platform QP](#)
- [Domain QP](#)
- [Domain Assessment Criteria with Sample Question Paper](#)
- [Form to register for NIESBUD Program](#) (*Please refer to the fees given at link*)