

Guidelines for empanelment as a Training partner.

Terms and Conditions for applying as Training Partner

1. Applicant may apply under any of the under mentioned categories:
 - a. To be registered as an organization and copy of registration certificate is to be forwarded with application. Affiliation will not be accorded to Non-Registered Partnership firms.
 - b. To forward a copy of the PAN / TAN along with application.
 - c. At the time of forwarding request for affiliation the applicant will be required to submit the complete application documents (Including all annexures).

Preference will be given for applicants registered in the North East and areas affected with LWE and applying from those areas.
 - d. Only certified trainers to deliver the training.
 - e. To have IP address based CCTV camera coverage at the center.
 - f. Training Partners to install Biometric attendance system for candidate attendance.
 - g. To get the centers verified where training is to be delivered.
 - h. Essential for trainers, candidates and assessors to be in possession of Aadhar card.
 - i. Affiliation will be accorded for a period of 1years. Post the affiliation period, re affiliation will be required to be taken on terms and conditions applicable at the time of re-affiliation.
 - j. An organization will be affiliated as per the name given in the registration certificate only. In no case will the applicant be affiliated with an acronym name.
 - k. Once affiliation has been accorded any subsequent change in the name / management may render the affiliation as null and void.
 - l. Submission of application does not automatically guarantee affiliation.
 - m. ESSC does not guarantee allotment of government quota.
 - n. An assessing body affiliated with ESSC cannot be also affiliated as Training Partner and vice versa.

- o. Affiliation accorded on the information submitted at the time of seeking affiliation if found, at a later date, to be false / misrepresented, will render the affiliation as null and void.
- p. ESSC will have the full right to announce on their web site / through any other means the following information about the affiliates:
 - (a) Any affiliate suspended due to violation of rules.
 - (b) Any affiliate blacklisted due to serious violations.
 - (c) Any affiliate whose services have been discontinued for any reason.
- q. ESSC may hire/contract any agency to obtain a background check of the applicant / applicant organisation during / post affiliation to satisfy the genuineness of the claims / documents submitted for affiliation.
- r. Whenever Training Partner will share any information to Gov. Body or Industry, it has to be marked or shared with ESSCI.
- s. It will be the responsibility of Training Partner to promote and conduct only NSQF based Training and SSC certification.
- t. Training Partner have to follow all the Monitoring Guideline specified by the SSC or Gov.

Step 1: Furnish the following information regarding the establishment:

- a. The basic information of the Institute in terms of infrastructure, location, access, safety and equipment.
- b. Brief profile of the Institute in terms of experience, faculty, credentials, endorsements etc.
- c. List of desired Job roles intended to be trained in from the list of approved NOS ESSCI courses available on the www.essc-india.org
- d. Curriculum Vitae of the master trainer assigned to each selected job role for training. The mandated criterion being MT must have a minimum of 5 years of Industry experience in the relevant job role (Academic and Training Experience excluded) while the minimum educational criterion is Three year Diploma (From a recognized Institute / university)

- e. Industry connect and evidence to show relationship with the industry with the list of organizations and their brief details. Letter recommendations as referrals from at least two prospective recruiters / employers in the selected job roles, to be attached as endorsement.

Step 2: Filling of the Application form:

(Before 15th of every month)

- a. It is mandatory to fill the prescribed **Protocol Form** and the **Training Provider Assessment Procedure Form** together. Please take care to fill and submit both the forms as the information sought therein is sacrosanct and future evaluation is dependent on these critical forms.
- b. The annexures contained in the TPAP form are to be diligently filled for each job role separately

Step 3: Detail Institute Evaluation and Audit

(17th to 21st of every month)

- a. A brief interaction with the Master Trainer to assess his / her qualification, experience and exposure to the QP assigned.
- b. Verification of the availability of the tools as enlisted in the affiliation form.
- c. Broad evaluation of the Infrastructure deployed for training the mapped QP as given in the affiliation form.
- d. Assessing the industry connect and placement capability from the industry endorsements.

Step 4: Management Review

(23rd and 24th of every month)

National level training institute will be shortlisted by the SLAC after recommendation by the evaluation committee on the basis of the demonstrated capability, competence & promise.

Cut off = 80%

SI No	Description	Weight	Average	Good	Excellent
1	Experience	10	0-3/3.33	4-7/6.66	more than 7 /10
2	Technical expertize	20	6.666	13.3333	20
3	Placement	30	1-3 Centers/1.66	4-7 Centers/3.33	7+ Centers/5
4	Industry Connect	20	0-4 /10	4+ - 08/10	8+/30
5	Non Gov. Projects	5	0-500 candidates/1.66	500-1000 candidates/3.333	1000+ candidates/5
6	Turn Over	5	0-2 Cr. /3.33	3- 10 cr/6.66	10+ Cr./10
7	Purpose of affiliation / benefits to ESSCI	5	3.33	6.66	10
8	Approval	10	1-3/3.33	4-7/6.66	more than 7 /10

Step 4: Fee Structure – The following fee is applicable for the selected Training Partners and payable only after the final selection on clearing the above three steps and signing the MoU.

- a. Application Fee: Rs. 5000/-
- b. Affiliation Fee: RS. 20000/- per center or Rs. 45000/- for multiple Centers (Maximum 5 Centers verification).
- c. Curriculum alignment of RS. 7000/- Per job role is chargeable.

The Affiliation fee is waived for the NSDC partners.

The certificate granted is valid for a period of one year from the date of issue.

Fraud and Corruption

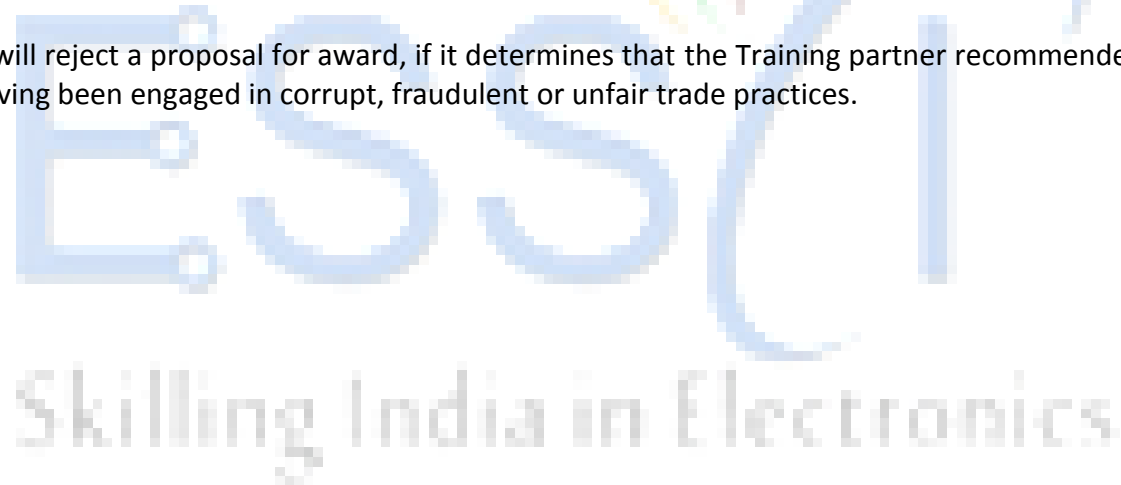
It is required that the Training Partners submitting Proposal and the Training Partner selected through this EOI must observe the

highest standards of ethics during the process of selection of training partner and during the performance and execution of contract.

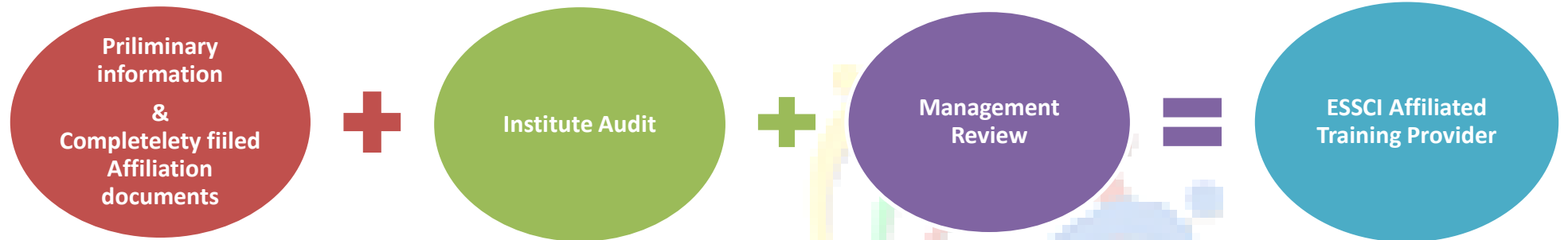
a) For this purpose, definition of the terms is set forth as follows:

- i) **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of the Department or its personnel in contract executions.
- ii) **“Fraudulent practice”** means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among Training Partners (prior to or after Proposal submission) designed to deprive the Department of the benefits of free and open competition.
- iii) **“Unfair trade practice”** means supply of services different from what is ordered on, or change in the Scope of Work given.
- iv) **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

b) The Department will reject a proposal for award, if it determines that the Training partner recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.



Training Provider Affiliation Procedure



Before 15th of every month

17th to 21st of every month

23rd and 24th of every month

ESSEI
Skill India in Electronics