

 Skill Council For Mining Sector	Skill Council for Mining Sector	DOC No. - QMS/A&A
	Affiliation & Accreditation Process	Rev. No. – 1.0
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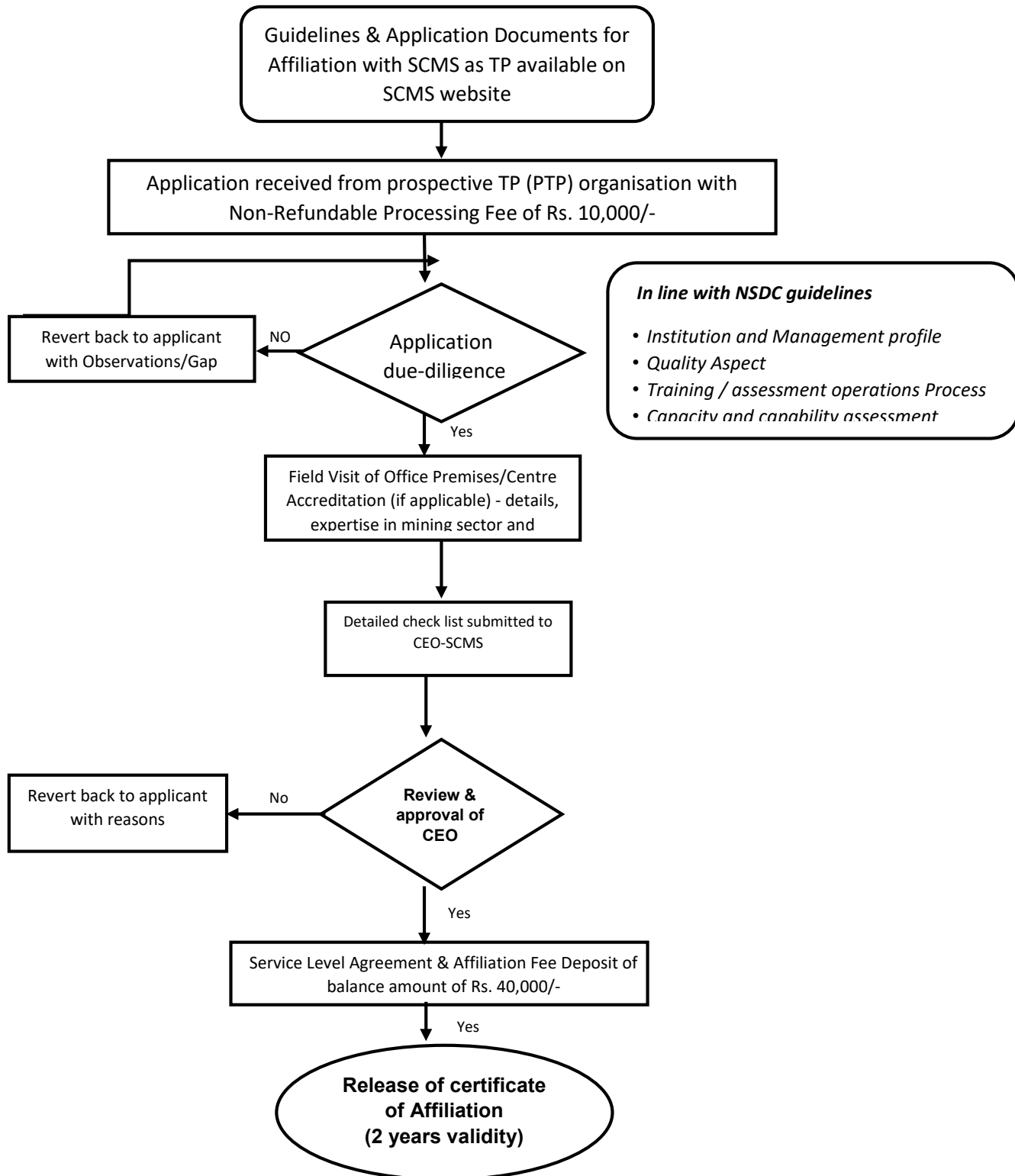
TRAINING PARTNER AFFILIATION PROCESS & GUIDELINES

TP AFFILIATION V 1.0



21 SEPTEMBER, 2020
SKILL COUNCIL FOR MINING SECTOR
B-311, FIMI House, Okhla Industrial Area, Okhla Phase – 1, New Delhi - 110020

SCMS Training Partner (TP) Affiliation Process



SCMS Training Partner (TP) Affiliation Guidelines

Skill Council for Mining Sector designed specific norms for affiliation of Training Partners with SCMS -

- ❖ The affiliation with SCMS entitles the organization (TP) to become eligible for applying to Industry Funded Skill Development Projects available with SCMS during the affiliation period. However, each successful applicant need to register and affiliate itself as TP on Skill India Portal (SIP) with Centre Accreditation for all its Centres to execute the programs linked to NSQF.
- ❖ The applicant organization or the Prospective Training Partner (PTP) need to download the 'TP Affiliation Application Form' and 'TP Affiliation Guideline' documents from SCMS website (<http://skillcms.in/affiliation-with-us/>). The completely filled application form along with all supporting documents duly signed & stamped by authorized signatory on each page and with details of Non-Refundable Processing fee of Rs. 10,000/- transferred to SCMS account, needs to be submitted to SCMS in hard copy.
- ❖ NSDC affiliated partners will be directly affiliated with SCMS. It is important to share the affiliation documents signed with NSDC along with their expertise in mining trades. However, these partners need to follow the complete process of SCMS affiliation in case willing to participate the industry funded programs.
- ❖ Affiliations with other SSCs will be given preference.
- ❖ Experience of training in mining areas and mining trades will be added advantage.
- ❖ Perspective Training Partners must have adequate trainers to conduct the training.
- ❖ All legal and statutory compliance documents need to be submitted with regards to registration of the company / organization.
- ❖ In case of confirmation of approval accorded for affiliation with SCMS from the competent authority, the balance affiliation fee of Rs. 40,000 needs to be deposited in SCMS accounts within 7 days from receiving the e-mail confirmation.

- ❖ In case of rejection/ Non submission of required documents/ No response of SCMS's Communication/ Non remittance of balance fees within stipulated time period/self-withdrawal of the application, the Non-Refundable processing fee of Rs. 10,000/- shall stand forfeited by SCMS. However, PTP may re-apply with new application form and fresh processing fee.
- ❖ No affiliation fee will be charged from PTPs who want to work for PMKVY project only with direct allocation of targets numbers from NSDC/State Governments. However, for any PMKVY allocation from SCMS, the PTPs needs to register and affiliate with SCMS as per the routine laid down process.
- ❖ If Perspective Training Partners wish to participate in PMKVY project, an undertaking for same needs to be signed additionally.
- ❖ A strict due-diligence will be carried out on receipt of application as per Affiliation Process and field visit shall be arranged through SCMS Representative to verify the Office Setup/ Training facilities like Reception, Class room, drinking water, toilet, lab facilities and other necessary arrangements as per the NSDC guidelines.
- ❖ Following supporting documents need to be annexed along with the basic Application Form –
 - i. Company Profile
 - ii. Self-Declaration for correctness of the information provided in Application Form
 - iii. Authority Letter from the competent authority in favor of the Authorized Signatory signing the application documents.
 - iv. All Statutory compliance documents including ROC Certificate/ Trust or Society Registration Deed, ITRs/Audited Balance Sheets/CA Certificate (for last 3 years), GST Registration, Pan Card, Tan details, Address Proof Document (Rent/Lease/Ownership document) etc.
 - v. Details of industry linkage for employment of youth, if any.
 - vi. Affiliation documents related to other SSCs/ NSDC/ SSDMs etc.
 - vii. Details of skill development work done in last two years along with contact details of the work allocating organization spoc.
 - viii. Copy of skill development work orders received in last three years.
- ❖ Service Level Agreement to be made on Rs. 100/- stamp paper after getting approval mail from SCMS post due-diligence and field visit. The first party shall

remain SCMS. The SLA shall commence on the date of its signing by the Parties (in case of signing by the Parties at two different dates, the later date) and shall remain in force till two years from the later date unless it is prematurely terminated in accordance with the terms of this SLA.

- ❖ The SLA may be renewed by SCMS on receipt of Affiliation Renewal Fee of Rs. 50,000/- valid for two years again. However, it will be completely on the discretion of SCMS to renew the SLA further.

Training provider can mail the detail along with enclosures to scms@skillcms.in or through post at

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