

ANNEXURE-A

**APPLICATION FORM FOR AFFILIATION**

**OF**

**TRAINING PROVIDERS**

**WITH**

**POWER SECTOR SKILL COUNCIL**

## **GENERAL INSTRUCTIONS**

1. A print-out of this application form along with hard copies of the relevant documents has to be sent to PSSC by the TP.
2. Each and every page should be stamped and signed (Authorized Signature) by the applicant TP.
3. A declaration/board resolution should be furnished by the TP endorsing the authorized signatory.
4. In addition to hardcopy, please submit the scan copy of the application form and the requisite supporting enclosures (please scan the application documents after stamping and signing).
5. Any training Batch may be subject to random audit for compliance.
6. The information need to be filled in separately for each centre.
7. Fees Structure

Category	Training Partner Affiliation Fee Amount in Rupees	Remarks
1. Training Provider Relationship Fee	Rs. 25,000/- CEA accredited State Sector TPS - NIL	Annual per centre
2. a) Trainee Certification Fee (Royalty) (Fresh Trainees)	Short-term < 2wks – Rs. 100/- Short-term 2 to <4 wks – Rs. 150/- Medium-term 4-6 wks – Rs. 250/- Long-term >6 wks – Rs. 350/-	Per Trainee certificate
b) Trainee re-certification Fee *	Rs. 500/-	Per Trainee Certificate renewal every 5 years.
3. a) Trainer Certification Fee	Rs. 1,500/- with increase of 10% in 5 <sup>th</sup> and 8 <sup>th</sup> year.	Per Trainer certificate
b) Trainer re-certification Fee	Rs. 500/-	Per Trainer Certificate renewal every 5 years.
c) Training of Trainer	*	*Per Trainer Training on need basis subject to Actuals

\*For RPL cases, the rates will be separately and mutually decided.

8. Any other expense towards activity performed, but not reflected above will be charged separately.

- Note: a) Fees are non-refundable;  
b) Taxes (**including service tax**) , if applicable, would be over and above the mentioned fee structure; **The amount indicated above is net amount to be paid by TP to PSSC**  
c) All fees are subject to change with prior notice of 90 days;  
d) All fee payment has to be made strictly from TPs official bank account as intimated in the affiliation document.  
e) Please remit Affiliation Fees via NEFT/RTGS details as under and send confirmation mail of the payment at [pssc@cbip.org](mailto:pssc@cbip.org)

Name of the Bank : CANARA BANK  
Address : Diplomatic Enclave, New Delhi – 110 021  
Bank Account No. : 0157101029531  
IFSC Code : CNRB0000157  
MICR No. : 110015007

**APPLICATION FOR AFFILIATING FOR THE FOLLOWING JOB ROLES (AS PER QUALIFICATION PACKS):**

- 1.
- 2.
- 3.

**Section 1: Institution and Management Profile**

1. Name of the Institution:

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2. Whether NSDC funded – Yes / No  
If Yes, provide details alongwith the supporting documents

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3. Name/s of the Director/s:

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4. Contact Details of the Institution:

a. Postal Address: \_\_\_\_\_  
\_\_\_\_\_

b. Phone No. with STD code: \_\_\_\_\_

c. Fax No.: \_\_\_\_\_

d. Email of the Director/s:  
\_\_\_\_\_  
\_\_\_\_\_

e. Website Address: \_\_\_\_\_

5. Year of Establishment: \_\_\_\_\_

6. Prior Exposure of the Institution in Skill Development Space  
- NSDC/NSQF Framework  
- Otherwise

7. Medium of instructions in Institute:

English       Hindi       Any Other

Please specify: \_\_\_\_\_

8. Details of Self Owned/Franchisee/Mobile Training Centres:  
(Give separate break-up)

Self Owned     Franchisee     Mobile     Total

**[Attach the list of Training Centres as Enclosure 1 (Annexure 1.a, 1.b and 1.c)]**

9. PAN No. and TAN No. of the Institute: \_\_\_\_\_

**(Attach photocopy of the PAN card , TAN Card and IT returns of last three years as Enclosure 2)**

10. **Annual** Turnover of the Institute: \_\_\_\_\_

**(Attach Audited balance sheet of last 3 years as Enclosure 3)**  
**Revenue from Training and Skill Development operation during last 3 years to be provided separately**

11. Is the Institute Recognized with any bodies?  Yes  No

12 If Yes, Please mention the following:

a. Name of the Body with which recognized: \_\_\_\_\_

b. Recognition No.: \_\_\_\_\_

c. Year of Recognition: \_\_\_\_\_

d. Validity of Recognition: \_\_\_\_\_

**(Attach Recognition certificate as Enclosure 4)**

**(Attach Affiliation certificate as Enclosure 5)**

13. Educational Qualifications and Experience of the Director/s and the Management Team members

Name of the Director/ Management Team Members	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

14 Details of the Operation Head and the Affiliation Coordinator of the TP

Name of the Operations Head and Affiliation Coordinator	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development

15 Provide the Contact Details of the Directors/ Management Team/ Operations Head/ Affiliation Coordinator

Name	Contact Address	Contact Nos. Landline & Mobile	Email IDs

**Section 2: Quality Aspects in Institution Governance**

16. Does your Institution have a “Mission Statement”?

Yes  No

17. If Yes, please write the Mission Statement in the space provided below:

20. Does your Institution have as “Operations Manual”?

Yes  No

21. Please certify if your “Operational Manual” cover the aspects mentioned below in the table. At the time of affiliation assessment, the Operations Manual will have to be presented for physical verification. Copy to be send with the application

Aspect	Yes/No	Remarks
Background of the Institution		
Organization Structure		
Details of other Affiliations, if applicable		
Industry/Employer Linkages		
Profile of Senior and Middle Management		
Profile of trainers		
Details of Infrastructure, workshop, store etc.		
Process of internal evaluation		
Placement cell details and its placement track record		
Courses offered		

22. Provide the list of all statutory and regulatory compliances followed by the Institution.

**Section 3: Training Operations – Processes(Centre wise)**

23. Details of documented process for management of Human Resources. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks
Recruitment guidelines and criteria based on required competencies		
Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent		
Training and professional development plan and processes		
Maintaining records of qualifications and experience		
Process of motivation and enhancement of self-esteem amongst the staff		

24. PSSC Specific - Details of the Teaching Staff.(Centre wise)  
**(Attach CVs of the teaching staff as Enclosure 11)**

S. N	Name	Designation	Degree/ Diploma	Training Certificate	Industry Experience	Instruction Experience	Regular/ Visiting

25. Have the Trainers undergone any specialized training?

Yes       No

**(If Yes, attach the Details of the training as Enclosure 12)**



26. Administrative Support Staff. (Centre wise)

S.No.	Staff	Permanent	Temporary/Part-Time	Total
1.	Office Manager			
2.	Office Staff			
3.	Lab Attendants			
4.	Accountant			
5.	Support Staff			
6.	Others			

27. Details of the Curriculum of all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors. (Centre wise)

Aspect	Yes/No	Remarks
Process of adoption and/or development of curriculum on the basis of QP and NOS developed by PSSC		
Review process to gauge the effectiveness of the curriculum developed		
Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies		
Pedagogy inclusive of time schedule and lesson plan		
Process of SME engagement in curriculum design and development		
Review process for approval of curriculum from PSSC		

28. Details of the Courseware of all the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors/subsequent learner assessors.

(Centre wise)

Aspect	Yes/No	Remarks
Process of adoption and/or development of content/courseware on the basis of QP and NOS based curriculum approved by PSSC		
Existence of Facilitators Guide		
Existence of Trainer Guide		
Existence of Participant Manuals		
Existence of Assessment Guides		
Existence of Participant Feedback Forms		
Existence of Training Delivery Plans		
Review process to gauge the effectiveness of the courseware developed		
Process of SME engagement in courseware design and development		
Review process for approval of courseware by PSSC		
Declaration of conducting PSSC specific training for Participant with the list of identified stores mapped to each training centre		

29. Details of the Training Process for the courses offered. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks/Provide Details
Time Table		
Delivery Plan		
Monitoring and evaluation process of students – continuous assessments, tests, examination etc		
Management of student evaluation records		
Lab/workshop exposure and its linkage to theoretical delivery		
Industry visits		

30. Details of Training Methodology. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks/Provide Details
Documentation process of training methodology		
Existence of training aids		

31. Details of Methodology adopted for Continuous Evaluation. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks/Provide Details
Documentation process of continuous evaluation		
Documented process on student monitoring on learning		

32. Details of Methodology adopted for Industrial Interface. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Yes/No	Remarks/Provide Details
Documentation process of engagement of experts from the industry		
Documented process on integration of real life problems from the industry and exposing students sample solutions		

33. Details of Methodology adopted for Student Development. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors

Aspect	Yes/No	Remarks/provide details
Documented process of imparting soft skills training		
Documented process of providing guidance to students on placements		
Documented process on OJT/Placement facilitation		

34. Details on Student Admissions. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors

Aspect	Yes/No	Remarks/Provide Details

Printed brochure / prospectus		
Documented policy and procedures for admission		
Process of keeping the safe custody of student documents		
Student agreement with the institution at the time of admission		

35. Provide the availability of aspects related to the Learning Environment

Aspect	Yes/No	Remarks
Are the classroom illumination levels sufficient ?		
Are the classroom ventilated enough		
Do the classroom and rest of the centre maintain the required cleanliness ?		
Do the classroom and rest of the centre weather protected		

36. Library Details

a. Total number of Books related to the trade:

Technical: \_\_\_\_\_

Non-Technical: \_\_\_\_\_

b. Number of Magazine: \_\_\_\_\_

c. Number of Dailies (newspapers): \_\_\_\_\_

37. Provide the details of availability of the following aspects related to Infrastructure:

Aspect	Details	Remarks
Building own / rented / on lease		
Area of institute premises		
Size of Classrooms		
Size of Labs		
Size of Workshops		
Number of classrooms		
Number of Labs		
Number of workshops		
Safe during water ( Yes/No )		
Power backup ( Yes / No)		
Separate toilet for Boys and Girls ( Yes / No)		
Provision of transport facility, if applicable (Yes / No)		
Any other, please specify		

38. Critical Equipment that are more extensively used for Trade Training in the Workshop

S.No.	Trade	Facilities	No.	Remarks


39. Details on Health and Safety of the learners. Certify the existence of the aspects listed below and will have to be physically produced to the affiliation assessors.

Aspect	Details	Remarks
Documented process of staff training on crisis handling		
Availability of equipment required for covering indoor and outdoor emergencies		
Documented process on providing training on the equipment on indoor and outdoor emergencies		
Availability of equipment required for fire safety		
Documented process on providing training on the fire safety equipment		
Health policy including collections of required medical record of staff and students		
Compliance to the regulatory norms related to health and sanitary conditions		
Documentary proof of compliances certified by the competent authority		

#### **Section 4: Performance Measurement and Improvement**

40. Documentary evidences of suitable indicators to monitor and measure the performance. Key aspects that need to be certified by the applicant are:

<b>Aspect</b>	<b>Details</b>	<b>Remarks/Provide Details</b>
Documented process of trade learning progress		
Documented processes of workshop upkeep and modernization		
Documented process on tracking health and safety incidences		
Documented process on gathering feedback of placed students with the employers		
Documented process of tracking trends in employability and placement record		

41. Documentary evidences of practicing continual improvement. Key aspects that need to be certified by the applicant are:

<b>Aspect</b>	<b>Yes/No</b>	<b>Remarks/Provide Details</b>
Documented process of taking student feedback on curriculum		
Documented process of taking student attendance		
Documented process on tracking student dropouts		
Documented process of tracking student performance on tests		
Documented process of tracking teacher attendance		
Documented process of tracking placement patterns.		

42. Documentary evidences of Management Review. Key aspects that need to be certified by the applicant are:

<b>Aspect</b>	<b>Details</b>	<b>Remarks</b>
Documented process of conduction of Management Review Meetings (MRM)		
Documented processes of taking actions on the basis of MRM		
Documented process on tracking Faculty Review		
Documented process on tracking training needs of the		

faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of analysis of student feedback		
Documented process of analysis of results in skills assessment		

43. Documentary evidences of mechanism on Complaint Handling. Key aspects that need to be certified by the applicant are:

Aspect	Yes/No	Remarks
Documented process on Information Sharing on complaints with all stakeholders		
Documented processes of acknowledgement of receipt of complaint		
Documented process on investigation of the student complaint		
Documented process of tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of closure of the student complaint		
Documented process of keeping record of student complaint		

### Other Relevant Information

44. Does the Institute receive any grant from Govt. of India / State Government/ Union Territory or any other source?

**(Attach details of grants received in last 3 years as Enclosure 17)**

## Performance Review

### a. Overall

SNo.	Performance Criteria	Unit of Measurement	2014-15	2013-14	2012-13	Remarks
1.	Utilization of Students seating capacity	%				
2.	Retention Rate (Of students admitted)	%				
3.	Students/Teaching Staff	Ratio				
4.	Pass out (of students appeared)	%				
5.	Students on completion got jobs	%				
6.	Total yearly expenditure/initial budget sanctioned	%				
7.	Students on completion expressing satisfaction on quality of training	%				
8.	Teachers expressing satisfaction on all round conditions of the VTP	%				

### b. Tradewise

SNo.	Course Name	Duration	No. Of batch/year	Students in each batch	No. Of trainees appeared for Exam	No. Of trainees placed	Remarks




45. Please find enclosed the Demand Draft/Cheque no.

\_\_\_\_\_ for Rs. \_\_\_\_\_ dated \_\_\_\_\_

drawn on \_\_\_\_\_ **in favour of "Power Sector Skill Council"**, payable at New Delhi towards the application fees.

**Declaration**

I hereby declare the above information is true and correct as per my knowledge.

Authorised Signatory  
(With Official Seal)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

<b>SNo.</b>	<b>List of Enclosures</b>	<b>Enclosed</b>
1.	List of Branches	Yes / No
2.	PAN and IT Return	Yes / No
3.	Audited Balance Sheet	Yes / No
4.	Registration Certificate of Trust/Society	Yes / No
5.	Copy of Recognition Certificate	Yes / No
6.	Copy of Affiliation Certificate	Yes / No
7.	All Proof of Delivery of Govt. (Central/State/U.T.) sponsored skilling programs in last two years till 31 <sup>st</sup> March 2015	Yes / No
8.	Building Approval Document	Yes / No
9.	Staff Particulars	Yes / No
10.	CVs of the Teaching/Training Staff	Yes / No
11.	Training detail of Staff	Yes / No
12.	Drinking Water	Yes / No
13.	Health and Sanitary Conditions	Yes / No
14.	Fire Safety	Yes / No
15.	Bus Service Details	Yes / No
16.	Details of Grants received in last 3 years	Yes / No
17.	Details of physical infrastructure i.e. no. and capacity of classroom with audio visual facilities, workshop laboratories, library hostels, etc. A brief write-up with photographs to be attached.	Yes / No

(Annexure 2 on letter head)  
Date:

To,  
The Chief Executive Officer (CEO)  
**Power Sector Skill Council**  
Plot No. 4, Institutional Area  
CBIP Building, Malcha Marg  
Chanakyapuri  
New Delhi – 110 021

Sub.: Undertaking of Staff Details

Respected Sir,

This is to declare our Staff Details.

Name of the Employees	Designation	Employees Category (Permanent/Temporary/Contract)

Thank you.

Yours,

(Sign and Stamp)

Name

Designation

Contact Number

(Annexure 1.a on letter head)  
Date:

To,  
The Chief Executive Officer (CEO)  
**Power Sector Skill Council**  
Plot No. 4, Institutional Area  
CBIP Building, Malcha Marg  
Chanakyapuri  
New Delhi – 110 021

Sub.: Undertaking of Self Owned Centres

Respected Sir,

This is to declare our self-owned and self-operated centres, as detailed below:-

S.No.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact details

Please find enclosed the Lease/Rent/Sale agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours,

(Sign and Stamp)

Name

Designation

Contact Number

(Annexure 1.b on letter head)

Date:

To,  
The Chief Executive Officer (CEO)  
**Power Sector Skill Council**  
Plot No. 4, Institutional Area  
CBIP Building, Malcha Marg  
Chanakyapuri  
New Delhi – 110 021

Sub.: Undertaking of Franchisee (Centres)

Respected Sir,

This is to declare our franchisee centres, as detailed below:-

SNo.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact details

Please find enclosed the franchisee agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours,

(Sign and Stamp)

Name

Designation

Contact Number

(Annexure 1.c on letter head)

Date:

To,  
The Chief Executive Officer (CEO)  
**Power Sector Skill Council**  
Plot No. 4, Institutional Area  
CBIP Building, Malcha Marg  
Chanakyapuri  
New Delhi – 110 021

Sub.: Undertaking of Mobile (Centres)

Respected Sir,

This is to declare our mobile centres, as detailed below:-

SNo.	Name of the Centre	Location	Address	Centre Head	Centre Head Contact details	Centre Coordinator Contact details

Please find enclosed the mobile agreement of the above mentioned centres along with this declaration.

We confirm that all the details provided in this declaration is correct, updated and as per our best knowledge.

Thank you.

Yours,

(Sign and Stamp)

Name

Designation

Contact Number

<b>Affiliation Document Checklist</b>			
<b>SNo.</b>	<b>List of Documents</b>	<b>Enclosed</b>	<b>Nature of Documents</b>
1.	Cover Letter	Yes / No	Mandatory
2.	Application Form	Yes / No	Mandatory
3.	List of Branches	Yes / No	Mandatory
4.	PAN and IT Return	Yes / No	Mandatory
5.	Audited Balance Sheet of Last Three Years	Yes / No	Mandatory
6.	Registration Certificate of Trust/Society	Yes / No	Mandatory
7.	Building Approval Document	Yes / No	Mandatory
8.	Staff Particulars	Yes / No	Mandatory
9.	CVs of the Teaching/Training Staff	Yes / No	Mandatory
10.	Training detail of Staff	Yes / No	Mandatory
11.	Drinking Water Facilities Details	Yes / No	Mandatory
12.	Health and Sanitary Conditions & Facilities Details	Yes / No	Mandatory
13.	Fire Safety Facilities Details	Yes / No	Mandatory
14.	Bus Service Facilities Details	Yes / No	Mandatory
15.	MoU	Yes / No	Mandatory
16.	Previous Training Record	Yes / No	Mandatory
17.	Copy of Recognition Certificate	Yes / No	Mandatory
18.	Copy of Affiliation Certificate	Yes / No	Mandatory
19.	All Proof of Delivery of Govt. (Central/State/UT) sponsored skilling programs in last two years till August 15 <sup>th</sup> 2015	Yes / No	Mandatory
20.	Details of Grants received in last three years	Yes / No	Mandatory

Request to arrange all the documents as per the above mentioned sequence