

Application Invited for Empanelment as

## **Skill Assessment Agency**

for Courses Approved / Deemed to be Approved by  
Maharashtra State Council of Vocation Training



### **MAHARASHTRA STATE COUNCIL OF VOCATION TRAINING**

A Society registered under the Societies Registration Act 1860  
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Elphinstone Technical High School Campus, Mumbai – 400 001  
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## 1 Abbreviations & Acronyms

DGT	Directorate General of Training, New Delhi
GOI	Government of India
GOM	Government of Maharashtra
GR	Government Resolution
IA	Inspecting Agency
INR	Indian Rupee
LoI	Letter of Intent
MES	Modular Employable Scheme of Government of India
MIS	Management Information System
MSBVEE	Maharashtra State Board of Vocational Education Examination
MSCVT	Maharashtra State Council of Vocational Training
MSDE	Ministry of Skill Development & Entrepreneurship, Government of India
MSSDS	Maharashtra State Skill Development Society
NCVT	National Council for Vocational Training
NSDA	National Skill Development Authority
NSDC	National Skill Development Corporation
PSU	Public Sector Undertaking
QA	Quality Assurance
QP	Qualification Pack
S.N.	Serial Number
SAA	Skill Assessment Agency
SDED	Skill Development and Entrepreneurship Department, Government of Maharashtra
SMS	Short Messaging Service
SOP	Standard Operating Procedure
SoW	Scope of Work
SSC	Sector Skill Council
SSDM	State Skill Development Mission
ToA	Training of Assessor
TP	Training Partner
VTI	Vocational Training Institute
VTP	Vocational Training Provider

## 2 About MSCVT

Government of India (GoI) through their flagship schemes as “Make in India” and “Skill India” have decided to skill 50 crore youth by 2022. In line with this objective Government of Maharashtra (GoM) have decided to skill 4.5 crore youth by 2022 through its aggressive “Skilled Maharashtra - Employable Maharashtra” policy.

There are large number of unrecognized institutes imparting skill based training however the courses are unapproved, unorganized and many a times not recognized by Industries. Further, there are various Government organizations working in skill domain but their activities remain isolated and duplicating, which lacks coordination.

Understanding this loop hole, Government of Maharashtra vide its Resolution dated 26<sup>th</sup> December, 2017 came up with the concept of “Vocational Training Institute” under Maharashtra State Council of Vocational Training (MSCVT). MSCVT is a society registered under Society Registration Act 1860 and setup in line with National Council for Vocational Training (NCVT) as per Directorate General of Training (DGT), New Delhi directives.

The said Government Resolution gives the detailed functioning of MSCVT, that are broadly classified into following 4 functions:

- 2.1 Course Approval
- 2.2 Empanelling Inspecting Agency (IA)
- 2.3 Affiliation of Vocational Training Institute (VTI)
- 2.4 Empanelling Skill Assessment Agency (SAA)

### 3 Reference Government Resolution

The process of Course Approval, Institute Affiliation and Empanelment are defined by Government Resolution No. KVU-2017 / P.K.237 / Abhiyan-1 Dated 26<sup>th</sup> December 2017 and shall be amended subsequently as amended by Government Resolution (GR) and decision of Governing Council and / or General Body as the case may be.

### 4 Official website of MSCVT

All the information, documents and processes of approval, affiliation and empanelment are available on MSCVT's official website <https://vti.dvet.gov.in>

### 5 Designated Nodal Officer of MSCVT

For the purpose of addressing all the queries related to this application, following has been designated as the nodal officer of MSCVT:

Administrative Officer

Maharashtra State Council of Vocational Training,  
1<sup>st</sup> Floor, Directorate of Vocational Education and Training,  
3, Mahapalika Road, Post Box No. 10036,  
Elphinstone Technical High School Campus,  
Mumbai - 400 001

Website: [www.vti.dvet.gov.in](http://www.vti.dvet.gov.in)

E-Mail: [mscvt@dvet.gov.in](mailto:mscvt@dvet.gov.in)

Phone: 022-22620603 / 4 Ext:1203

### 6 Courses approved by MSCVT

#### 6.1 Approved Courses:

MSCVT approves courses as per the process laid by referred GR dated 26<sup>th</sup> December 2018. Syllabus of such MSCVT approved courses are available on the official website

#### 6.2 Deemed to be Approved Courses:

Courses Approved by various agency and under various schemes are considered as Deemed to be Approved Courses by MSCVT

6.2.1 National Skill Development Corporation (NSDC)

6.2.2 Sector Skill Councils (SSCs)

6.2.3 National Council of Vocational Training (NCVT)

6.2.4 Modular Employability Scheme (MES)

6.2.5 Maharashtra State Board of Vocational Education Examination (MSBVEE)

## 7 Purpose for Call of Application for Empanelment as Skill Assessment Agency

Maharashtra State Council of Vocational Training is entrusted with the responsibility for Assessment of candidates completing training in Approved and Deemed to be Approved Trades / Courses / Qualification Packs (QP).

MSCVT hence calls for Application from interested, eligible and qualified Skill Assessment Agency (SAA) for overall Assessment, Coordination and Execution of assessment activities for an initial period of 3 years and to be renewed every 5 years thereafter.

## 8 Scope of Work

The scope of work of SAA includes end to end assessment activities, preparation of result, implementation & post-implementation reporting and follows up through electronic and paper medium used and promoted by MSCVT and / or anybody involved in the certification and monitoring of the scheme. The indicative activities are:

- 8.1 SAA shall engage minimum 20 Assessors with requisite qualification for the assessment of Trainees completing training in specified Trade / Course / QPs.
- 8.2 SAA shall ensure that the Assessors meet the basic qualification as prescribed and amended by Final Certifying Agency depending upon the scheme.
- 8.3 SAA shall shortlist Assessors for specific job roles, in consultation with MSCVT and / or Final Certifying Agency.
- 8.4 SAA shall nominate shortlisted Assessors for “Training of Assessors” (ToA) program and complete the Training of the Assessors and get them certified from MSCVT and / or Final Certifying Agency.
- 8.5 SAA shall bear the cost towards training and certification of their Assessors.
- 8.6 SAA shall register all its Certified Assessors on the portal as prescribed by MSCVT and / or Final Certifying Agency. SAA shall at any point of time maintain the minimum number of Certified Assessors on the specified Portal.
- 8.7 SAA shall formulate Question Bank for the assessment of different Trades / Courses / QPs in consultation with MSCVT and / or Final Certifying Agency. All questions created shall be submitted to MSCVT and / or Final Certifying Agency for Quality Assurance (QA). Only QA approved questions shall be used for assessments.
- 8.8 SAA shall have in house capability to translate the questions as per local requirements of the VTI / Candidates.
- 8.9 SAA shall have its own assessment tools both electronic and paper media. The electronic assessment tool shall be both in form of Online and Offline mode. Thus, SAA shall incorporate Technology based / Online Assessment Techniques to the extent possible / viable to ensure scalability, cost reduction and non- subjectivity to the highest extent and that if required SAA shall partner with an appropriate agency as evaluated and approved by MSCVT and / or Final Certifying Agency.
- 8.10 SAA shall provide support in pre-screening tasks and work with MSCVT and / or Final Certifying Agency to update agency details on to the respective portal / s as specified and recommended by MSCVT and / or Final Certifying Agency.
- 8.11 SAA shall co-ordinate and Liaise with Training Partners (TP) post nomination for the conduct of assessments.
- 8.12 Within 2 (two) working days on nomination of SAA for the conduct of assessment for any batch, SAA shall intimate acceptance for assessment of that batch / related tasks.
- 8.13 Within 2(two) working days of acceptance for conducting the assessment, SAA shall confirm availability of assessor to carry out assessments on the due date, time and location.
- 8.14 SAA shall inform VTI about the facilities (Lab / Test equipment etc.) required to be provided for assessments minimum 3 days prior to the assessment date.
- 8.15 Assessors shall verify the Aadhar Number & maintain an independent record of all candidates undergoing assessments.

- 8.16 SAA shall ensure that the candidate being assessed is the actual candidate as per documentary proof of his UID.
- 8.17 SAA shall ensure that only certified Assessors are sent to training locations / sites on the specified date and time. SAA shall ensure that locally available empanelled Assessor is detailed for the assessments. However, if such assessor is not available SAA shall arrange for alternatives through their resource pool.
- 8.18 SAA shall ensure that the assessment exercise happens within the stipulated timeline and that on-site visits are conducted by the SAA representatives to cross-check for quality and transparency of assessment exercises.
- 8.19 MSCVT and / or Final Certifying Agency shall also conduct on-site visits during the assessment for quality check purpose at its own cost.
- 8.20 SAA shall ensure that each Assessment is recorded by the Assessor in Assessment Form prescribed by MSCVT and / or Final Certifying Agency.
- 8.21 SAA shall ensure that the Assessors provide the results of the assessment along with the original assessment sheets (physically and electronically) to the SAA within two working days from completion of assessment.
- 8.22 SAA shall institutionalize a system of quality audit for the assessments being carried out, to ensure that requisite and expected standards are achieved / maintained, which shall be subject to scrutiny by MSCVT and / or Final Certifying Agency.
- 8.23 SAA shall ensure that copies of the original assessment papers are properly documented, collated, filed as per MSCVT and / or Final Certifying Agency guidelines and submitted to MSCVT and / or Final Certifying Agency so as to be retained for a minimum period of 10 (ten) years.
- 8.24 SAA shall agree that MSCVT and / or Final Certifying Agency shall validate the results of the assessment undertaken by assessors as per the Trade / Course / QP and share the results, as per the discretion of MSCVT and / or Final Certifying Agency.
- 8.25 SAA shall ensure that the Photographic / Video evidence is collected for each assessment. The following are mandatory:
- 8.25.1 Group photo of the nominated Assessor with the complete batch with the backdrop of training institution's name board with date and time;
- 8.25.2 Photographs of students taking written and practical assessments with date and time;
- 8.25.3 Photographs of Assessors taking interviews of candidates with date and time
- 8.25.4 Video recording of the Theory, Viva and Practical examination
- 8.26 SAA shall ensure to prepare and upload results, documents, photo, video, etc. on the portal as specified by MSCVT and / or Final Certifying Agency.
- 8.27 SAA shall bear all expenses related to conduct of assessments including travel, boarding / lodging, preparation of assessment material, audit, preparation of result, uploading of results, documentation, photo and videography, etc.
- 8.28 Assessment shall be guided by the Assessment criteria designed & approved by MSCVT and / or Final Certifying Agency. SAA shall ensure that all assessments conform to assessment guidelines and that these are undertaken as per the predefined format and in accordance with each of the performance criteria outlined in respective Trade / Course / QP.

## 9 Qualification Criteria

S.N.	Pre-Qualification Criteria	Documents Required
8.1	The Applicant must be a Government Organization / Institution or any legal entity registered as Company / Firm / Trust / Society / Limited Liability Partnership / Partnership / Sole Proprietorship constituted with the objective of conducting Assessment in Skill Training	<ul style="list-style-type: none"> <li>• Certificate from Head of the Department declaring the nature &amp; scope of organization / institution</li> <li>• Self-certified copy of the registration certificate issued by the relevant competent authority</li> </ul>

S.N.	Pre-Qualification Criteria	Documents Required
		<ul style="list-style-type: none"> <li>Self-certified copy of the MOA / Trust deed / Partnership Deed / Shop &amp; Establishment Certificate etc.</li> </ul>
8.2	The Applicant must be in existence for at least last 3 completed Financial years i.e. established prior to 31 <sup>st</sup> March 2016	<ul style="list-style-type: none"> <li>Self-certified copy of the registration certificate issued by the relevant competent authority</li> </ul>
8.3	The Applicant must be registered in Maharashtra and should have the complete office setup and operations across all the parts of the State of Maharashtra for at least last 3 completed Financial years i.e. established prior to 31 <sup>st</sup> March 2016	<ul style="list-style-type: none"> <li>Self-certified copy of the registration certificate issued by the relevant competent authority with the complete address</li> <li>Self-certified copy of the Address Proof of the office issued by the relevant competent authority</li> </ul>
8.4	The Applicant must have conducted Assessment of at least an average number of 50000 candidates per year during the last 3 years i.e. for 2016-17, 2017-18 and 2018-19. The candidates assessed must have completed the training in any course / sector as approved by SSC, NSDC, NSDA, NCVT, DGT, MSCVT, MSBVEE, School Education, University, Other Statutory Organization of Central/ State Government or Vocational Training organized by Industrial Establishment through their CSR Funding	<ul style="list-style-type: none"> <li>Self-Certificate on the letterhead signed by Authorized signatory with seal and stamp as per the <b>Annexure A</b></li> </ul>
8.5	The Applicant must have an average turnover of Rs.25 Lakhs per year during last 3 years i.e. for 2016-17, 2017-18 and 2018-19	<ul style="list-style-type: none"> <li>A certificate from Chartered Accountant as per <b>Annexure B</b></li> </ul>
8.6	The Applicant must have at least 20 qualified and certified Assessors in any sector and 5 support staff as on date of submission of the application for the operations in the State of Maharashtra	<ul style="list-style-type: none"> <li>Online Information</li> </ul>
8.7	The Applicant must have Electronic (Online and Off Line Mode) and Paper Mode Tool for Assessment	<ul style="list-style-type: none"> <li>Self-Certificate with complete user manual of the Assessment Tool</li> <li>Demo to be given to MSCVT for Assessment and Empanelment purpose</li> </ul>
8.8	The Applicant must have minimum 50 Tablet / Note Pad / Laptop of required specification and preloaded with Assessment Tool to conduct Assessment	<ul style="list-style-type: none"> <li>Online Information</li> </ul>
8.8	The Applicant is not debarred, suspended, black listed, declared defaulter by any Government / Government Entity (Central or State Government or PSU) in India or is under a declaration of ineligibility for fraudulent or corrupt practices by any Government / Government Entity (Central or State Government or PSU) in India.	<ul style="list-style-type: none"> <li>Affidavit on 100 Rs. Non-Judicial Stamp Paper signed by Authorized signatory with seal and stamp as per <b>Annexure C</b></li> </ul>
8.9	The Applicant must not have been affiliated to MSCVT as VTI	<ul style="list-style-type: none"> <li>Online Self-Declaration</li> </ul>
8.10	The bidder must have a valid PAN and GST Number	<ul style="list-style-type: none"> <li>Copy of the PAN and GST Number to be uploaded</li> </ul>



## 10 Application Process:

The complete process for empanelment as Skill Assessment Agency is annexed here as **Annexure D**. Applicant shall submit the online application, relevant supporting documents and Application Fees, Empanelment Fees and Security Deposits.

## 11 Empanelment Fees

- 11.1 Application Fees: Rs. 2,000 per Application
- 11.2 Empanelment Fees: Rs. 10,000 per Trade/ Course / QP
- 11.3 The Application and Empanelment Fees are non-refundable and to be paid online.
- 11.4 The Applicant is responsible for all costs incurred in connection with application including, but not limited to, costs incurred in conduct of informative and other due diligence activities, participation in meetings / discussions / presentations, preparation of documents, demo of assessment tools, providing any additional information and document as required by MSCVT to facilitate the evaluation process.
- 11.5 MSCVT shall in no case be responsible or liable for any such cost, regardless of the conduct or outcome of the online application process.
- 11.6 MSCVT shall not entertain any request for reimbursement of any cost incurred by the applicant in connection with application process under any circumstances.

## 12 Security Deposit:

- 12.1 Security Deposit: Rs. 25,000 per Trade / Course / QP
- 12.2 Security Deposit is to be deposited by SAA within a period of 30 days from being informed by MSCVT as fit for empanelment.
- 12.3 SAA shall not demand for any interest on the Security Deposit.

## 13 Complete Response

- 13.1 Applicants are advised to study all instructions, forms, terms, project requirements, documents and other information prescribed in this document carefully.
- 13.2 Applicant to submit complete Application Form online on <https://vti.dvet.gov.in> with all relevant supporting documents. Online Submission of Application form shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.
- 13.3 The application must be complete in respect of submission of information strictly in accordance with the formats prescribed in this document as well as Online submission of application and all relevant supporting documents
- 13.4 Failure to furnish any information, non-submission of supporting relevant documents or any deviation from the format as prescribed in this document shall make the Application to be rejected.
- 13.5 All documents submitted online shall be only in Marathi, Hindi or English Language and be legible. For any document other than Marathi, Hindi or English Language, applicant has to submit certified translated copy.
- 13.6 Application for the Applicant falling to present original documents and demo of the Assessment Tool during evaluation shall be treated as rejected.

## 14 Amendment of Scope of Work, Eligibility Criteria and Application Process

- 14.1 MSCVT may, for any reason, whether at its own initiative, GoI / GoM / Final Certifying Agency's Policies / Directives / Guidelines or in response to a clarification requested by Applicants modify the Scope of Work, Eligibility Criteria, Application, Empanelment Process and / or requirement of documents.



- 14.2 MSCVT reserves the right to terminate permanently or suspend temporarily the Empanelment Process at any time and without assigning any reason for any particular Trade / Course / QP / Sector or for all Trades / Courses / QPs / Sectors.

## 15 Assessment Fees

- 15.1 Assessment Fees for Courses Approved by MSCVT and MSCVT to be Final Certifying Agency

### 15.1.1 Assessment Fees and Sharing

S.N.	Course	Assessment Fees Per Trainee	Assessment Fees sharing	
			To MSCVT	To SAA
1	Course Duration for 1 year and above	Rs. 650	Rs. 200	Rs. 450
2	Course Duration for below 1 year	Rs. 500	Rs. 150	Rs. 400
3	Other Courses for Assessment to MSCVT	100%	20%	80%

- 15.1.2 For any of the courses where MSCVT is assigned with the responsibility of assessment shall have the Assessment Fees per candidate as per the respective mutual agreements between the parties and the sharing shall be as per S.N. 3 above

- 15.2 Assessment Fees for Courses Deemed to be Approved by MSCVT and Final Certifying Agency to be other than MSCVT

### 15.2.1 Assessment Fees and Sharing

Assessment Fees Per Trainee	Assessment Fees sharing		
	To Final Certifying Agency	To MSCVT	To SAA
100 %	20 to 30%	20 to 30%	50%

- 15.2.2 Sharing of Assessment Fees between MSCVT and Final Certifying Agency shall be governed by the respective mutual agreements between the parties.

- 15.2.3 Assessment Fees per Trainee for Course / QP shall be as decided by Final Certifying Agency and shall be acceptable by MSCVT and SAA

- 15.3 Assessment Fees shall be paid by MSCVT to SAA within 7 working days on submission of result and assessment documents to MSCVT and / or Final Certifying Agency. However, MSCVT shall not be responsible for any late payment on account of submission of incomplete or wrong / false / fake information / documents by SAA to MSCVT and / or Final Certifying Agency.
- 15.4 Statutory Taxes / Duties etc. required to be deducted at source shall be deducted by MSCVT before releasing the amount.
- 15.5 SAA can submit in writing to MSCVT for its inability to conduct Assessment at defined Assessment Rates and request for not allotting Assessment Batch permanently or for a defined period for all or specific Course / QP / Sector / Scheme.
- 15.6 Request for change in Assessment Rate and sharing ratio by SAA shall not be entertained under any circumstances.
- 15.7 MSCVT and / or Final Certifying Agency shall not provide any advance to SAA for conduction of assessment.
- 15.8 MSCVT and / or Final Certifying Agency shall not provide any reimbursement for unexpected expenditure and / or loss to SAA under any circumstances.
- 15.9 SAA shall not collect any additional fees, accept any form of gifts or avail any favour both in kind or cash from VTI and / or Candidates.
- 15.10 SAA shall not claim for any additional benefits, reimbursement or fees from any other entity for the assessment allotted to them by MSCVT and / or Final Certifying Agency.
- 15.11 SAA ready to charge less rate for Assessment shall not make them eligible for priority allotment of assessment batches or restrict MSCVT from allocating assessment batches to any of its empanelled SAA.

## **16 Application Evaluation Process**

- 16.1 MSCVT reserves the right to decide upon the timeline for all stages of evaluation
- 16.2 Application Evaluation Process is based upon the verification of Documents to substantiate Eligibility and physical verification of the infrastructure as per Norms of the applied Trade/ Course/ QP
- 16.3 The Eligibility Criteria, Infrastructure Norms and Evaluation Process shall be amended as per Government Resolution, Government Policy, Decision of General Body and Governing Council.

## **17 IPR and Ownership rights**

- 17.1 All the data, material, information and documents collected / generated during the assessment shall be exclusive “Intellectual Property” of MSCVT and Final Certifying Agency.
- 17.2 SAA shall handover all data, material, information and documents etc. collected / generated during of the assessment process to MSCVT and Final Certifying Agency in the prescribed form and manner.

## **18 Patent rights**

- 18.1 The Selected Agency shall indemnify MSCVT against any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof by the SAA during and after the empanelment period.
- 18.2 MSCVT shall not be liable for any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof by the SAA in course of providing requisite services during the empanelment period.

## **19 General Conditions**

- 19.1 MSCVT makes no commitments, express or implied, that the Empanelment Process will result in a business transaction with anyone.
- 19.2 MSCVT does not assure allotment of any minimum or maximum number of Assessments to be carried out in any financial year to any of its empanelled SAA.
- 19.3 MSCVT has the full authority to decide upon the maximum number of SAA to be empanelled for assessment for any particular Trade / Course / QP / Sector.
- 19.4 All data collected; created, processed and stored anywhere during assessment shall be the sole property of MSCVT.
- 19.5 Empanelment of SAA to MSCVT shall not restrict it from applying for empanelment as Assessment Body to any other Agency and thus carrying out assessment activities.

## **20 Confidentiality**

- 20.1 SAA shall not use for purpose other than assessment or disseminate the candidate information, assessment records, Question Bank, Question Paper, etc. to any other party other than MSCVT and Final Certifying Agency.
- 20.2 SAA shall maintain confidentiality during translation of Question Bank to other Language as assigned by MSCVT and / or Final Certifying Agency
- 20.3 SAA shall not contact any VTI on its own without being allotted for assessment.
- 20.4 SAA shall not declare result on its own to any VTI / Candidate

## **21 Standards of Performance**

The Selected Agency shall perform the Services and carry out its obligations under the Contract with due diligence, efficiency and economy, in accordance with best set of accepted techniques and practices used in the industry and shall observe sound management practices. The Selected Agency shall always act, in respect of any matter relating to this Contract, as faithful advisors to the Client and shall, at all times, support and safeguard the Client's legitimate interests in any dealings with Third Parties.

## **22 Dis-empanelment and forfeit of Security Deposit**

- 22.1 The empanelment of SAA shall be terminated and the Security Deposit shall be forfeited in case if:
  - 22.1.1 Document and Information submitted during application found to be false / forged.
  - 22.1.2 SAA does not conduct assessment continuously for 5 batches allotted to them by MSCVT.
  - 22.1.3 SAA leaves the assessment incomplete without any justifiable reason continuously for 5 batches.
  - 22.1.4 SAA delays the result preparation, submission and uploading of assessment documents without any justifiable reason continuously for 5 batches.
  - 22.1.5 SAA adopts unlawful and unethical practices in the assessment
  - 22.1.6 SAA breaches the conditions of confidentiality and other conditions as specified and amended by MSCVT from time to time
- 22.2 MSCVT shall issue notice to the SAA regarding termination of empanelment to submit its explanation to MSCVT within 15 days.
- 22.3 The Member Secretary, MSCVT shall decide on termination of empanelment.
- 22.4 SAA can approach MSCVT for appeal and the appeal can be heard and decided by the Chairman, Governing Council of MSCVT.
- 22.5 SAA on its own can apply for dis-empanelment. In such case the Security Deposit shall be returned to SAA once their request for termination of empanelment is accepted by MSCVT and no dues are pending against SAA

**Annexure A - Self Certification for Number of Candidates Assessed per year**

[Letterhead of the organization]

## Self-Certificate

This is to certify that \_\_\_\_\_ (Name of the organization), having its registered office at \_\_\_\_\_ (Address of the registered office), as on date of submission of the application have Assessed following number of candidates in the last three financial years.

S.N.	Sector	Scheme	2016-17	2017-18	2018-19
	<b>Total for 3 years</b>				
	<b>Average for 3 years</b>				

Signature:

Name of the Authorized Signatory:

Designation:

Office Seal:

Date:

Place:

**\*\* Self-Certificate on the letterhead of the Applicant signed by Authorized signatory with the seal and stamp.**

**Annexure B - Certificate from Chartered Accountant showing Annual Turnover**

We hereby certify that total annual turnover of \_\_\_\_\_ (Name of the organization),  
 having its registered office at \_\_\_\_\_ (Address of the registered office) for the  
 each of the last three financial years from operations in India is as given below:

Annual Turnover for the Last 3 Financial Years in Indian Rupees			Average Turnover
2016-17	2017-18	2018-19	

Signature of Chartered Accountant

Name of Chartered Accountant:

Name of Chartered Accountant Firm:

Office Seal:

Date:

Place:

### Annexure C - Self Declaration

(On `100 Non-Judicial Stamp Paper)

I \_\_\_\_\_ (Name of Authorized Representative) as an Authorized Representative(s) of \_\_\_\_\_ (Name of the organization), having registered office at \_\_\_\_\_ (Address of the registered office) have applied for Empanelment as Skill Assessment Agency in the name of \_\_\_\_\_ (Name of Proposed Institute) with Temporary Registration Number \_\_\_\_\_. I hereby declare that

1. Our organization is having unblemished past record and was not declared as debarred, suspended, black listed, declared defaulter by any Government / Government Entity (Central or State Government or PSU) in India or is under a declaration of ineligibility for fraudulent or corrupt practices by any Government / Government Entity (Central or State Government or PSU) in India.
2. I / We have carefully read and understood all the criteria for Empanelment as Skill Assessment Agency.
3. I / We have verified the conformity with requirements of the Empanelment criteria.
4. I / We here by assure that the information provided in support of this application is correct to the best of my knowledge and belief.
5. I / We shall produce all the Original Documents to substantiate the uploaded information and documents to the Inspection Committee and MSCVT whenever asked for.
6. I / We hereby assure that the institute abide to all the safety norms
7. I / We shall regularly check MSCVT website and follow the instructions from time to time after submitting the application.
8. I / We undertake that MSCVT shall not be responsible for negligence on my / our part once any information is updated on the website and I / We fail to check the same.
9. Apart from empanelment norms, I / We shall follow all existing statues / provisions / notifications / orders / policies of Central and State Government issued in respect to Training and Assessment.
10. I / We shall appoint adequate number of staffs, both assessment and supporting, with requisite qualification and update their information on portal before executing the assessment activities.
11. I / We hereby assure that we shall assess the trainees who have completed their training through approved and affiliated Units only.
12. I / We hereby assure that we shall verify the trainees and produce trainee's assessment documents for verification.
13. I / We hereby assure that we are not blacklisted by Central / State Government or any of its organization for any reason.
14. I / We hereby assure that we shall not use the Trainees information for any other purpose other than assessment.
15. I / We are aware that I / We shall be prosecuted under the Law, application shall be cancelled and all the fees paid shall be ceased for
16. information furnished by us is proved to be false, incorrect or incomplete documents uploaded is proved to be fake / manipulated / forged,
17. photos uploaded are not as actual and have been manipulated, influence or threaten inspection committee or approving / affiliating authorities
18. I / We are aware that Application Fee / Inspection Fees / Revisit Fees once paid is 'non-refundable'.
19. I / We are aware that I / We are entitled only for refund of Deposit / Caution Money less the dues, if any, on surrender / dis empanelment / closure of Assessment Agency / Trades / Courses / QPs on our request.
20. I / We are aware that the empanelment granted is not permanent and I / We shall regularly renew it.
21. I / We are also aware that this application does not mean grant of empanelment, but shall be validated by the authorities and empanelled / rejected either in part or complete depending upon the Infrastructure requirement and availability.

22. I / We are not affiliated as Vocational Training Institute (VTI) with Maharashtra State Council of Vocational Training (MSCVT). I / We also declare that neither of our any sister concern, partner, subsidiary organization or other organization having common stakeholders are affiliated as VTI with MSCVT.

Signature:

Name of the Authorized Signatory:

Designation:

Office Seal:

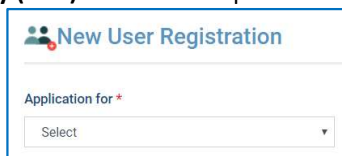
Date:

Place:



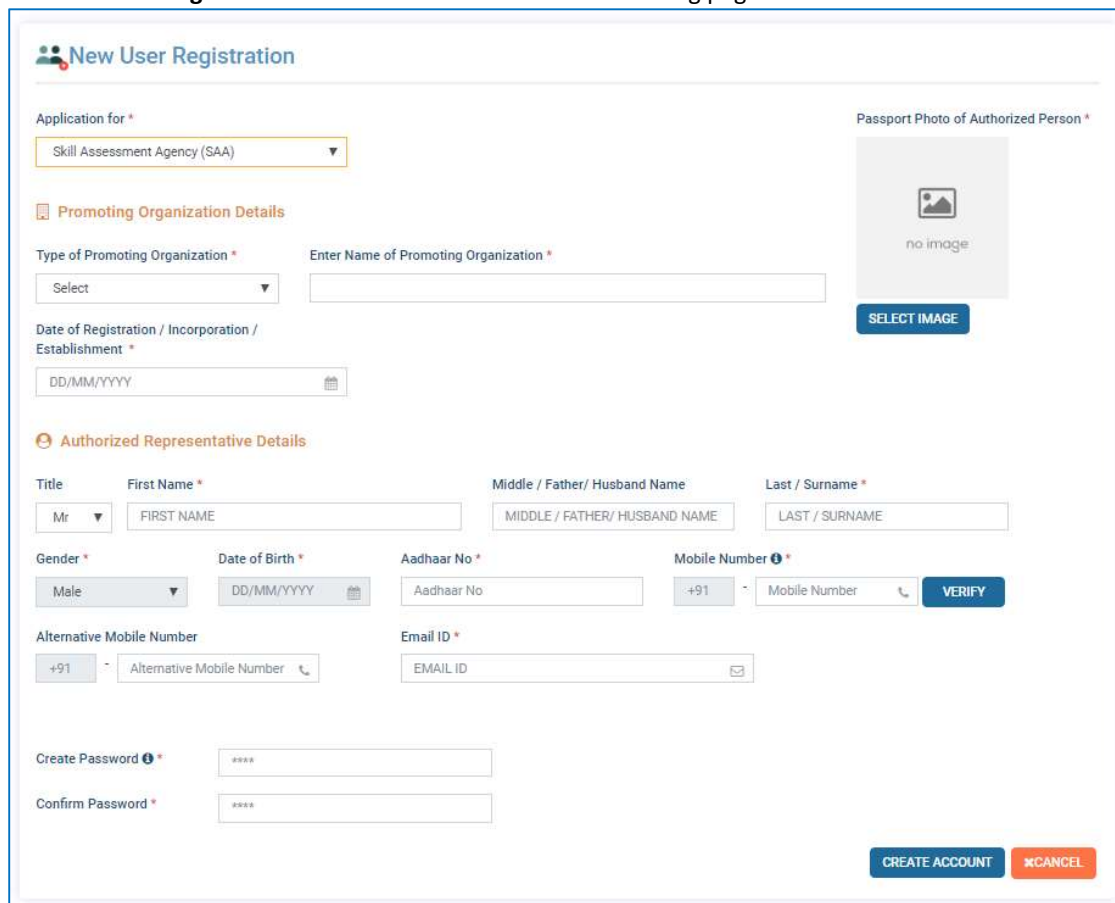
## Annexure D - Application Process

1. Visit <https://vti.dvet.gov.in> for Application for Empanelment as Skill Assessment Agency
2. Click on “Institutes” Tab on the right-hand side of the header bar and then select “New Institute Registration”
3. Select “Skill Assessment Agency (SAA)” from the drop down



The screenshot shows a section titled "New User Registration". Below the title is a dropdown menu labeled "Application for \*". The dropdown is open, showing "Skill Assessment Agency (SAA)" as the selected option. Below the dropdown is a "Select" button.

4. **New User Registration:** Enter all the details on the following page



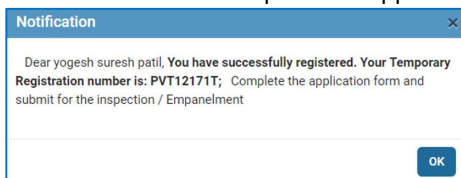
The screenshot shows the "New User Registration" form. It includes the following sections:

- Application for \*:** A dropdown menu with "Skill Assessment Agency (SAA)" selected.
- Promoting Organization Details:**
  - Type of Promoting Organization \*:** A dropdown menu with "Select" as the current selection.
  - Enter Name of Promoting Organization \*:** A text input field.
  - Date of Registration / Incorporation / Establishment \*:** A date picker showing "DD/MM/YYYY".
- Authorized Representative Details:**
  - Title:** A dropdown menu with "Mr" selected.
  - First Name \*:** A text input field with "FIRST NAME" as a placeholder.
  - Middle / Father/ Husband Name:** A text input field with "MIDDLE / FATHER/ HUSBAND NAME" as a placeholder.
  - Last / Surname \*:** A text input field with "LAST / SURNAME" as a placeholder.
  - Gender \*:** A dropdown menu with "Male" selected.
  - Date of Birth \*:** A date picker showing "DD/MM/YYYY".
  - Aadhaar No. \*:** A text input field with "Aadhaar No" as a placeholder.
  - Mobile Number \*:** A text input field with "+91" as a country code and "Mobile Number" as a placeholder. A "VERIFY" button is next to it.
  - Alternative Mobile Number:** A text input field with "+91" as a country code and "Alternative Mobile Number" as a placeholder.
  - Email ID \*:** A text input field with "EMAIL ID" as a placeholder.
  - Create Password \*:** A text input field with "\*\*\*\*" as a placeholder.
  - Confirm Password \*:** A text input field with "\*\*\*\*" as a placeholder.

At the bottom right, there are two buttons: "CREATE ACCOUNT" and "CANCEL".

- 4.1. **Application for:** Auto Selected as “Skill Assessment Agency (SAA)”
- 4.2. **Promoting Organization Details:**
  - 4.2.1. **Type of Promoting Organization:** Select from Drop Down
  - 4.2.2. **Enter Name of Promoting Organization:** Enter the Name as per Registration Certificate.
  - 4.2.3. **Date of Registration / Incorporation / Establishment:** Select Date
- 4.3. **Authorized Representative Details:** Authorized Representative is a person who is authorized by the Promoting Organization for submitting Application Form. The Authorized Representative shall be required to provide the Authorization Certificate during inspection.
  - 4.3.1. **Title:** Select Title
  - 4.3.2. **First Name:** Enter First Name
  - 4.3.3. **Middle / Father / Husband Name:** Enter Name. If not applicable then enter space
  - 4.3.4. **Last / Surname:** Enter Surname. If not applicable then enter space
  - 4.3.5. **Gender:** Auto selected with reference to Title
  - 4.3.6. **Date of Birth:** Select Date of Birth
  - 4.3.7. **Aadhar No.:** Enter Aadhar Number
  - 4.3.8. **Mobile Number:** Enter the Mobile. All the communication through SMS shall be sent on this Mobile Number. Click on “VERIFY” to verify the number through OTP sent on the entered Mobile Number

- 4.3.9. **Alternative Mobile Number:** Enter Alternative Mobile Number.
- 4.3.10. **Email ID:** Enter Email ID. All communication shall be sent on this Email ID.
- 4.3.11. **Passport Photo of Authorized Person:** Upload the recent colour Passport Photo
- 4.4. **Create Password:** Create Password of the New Registration. The Password shall contain minimum 8 characters containing atleast 1 Capital Alphabet, 1 Special Character and 1 Number eg. "Test#123". The Registration ID which shall be used as User ID to login to the Online Account shall be created by the System.
- 4.5. **Confirm Password:** Re-enter the Password to confirm
5. Account shall be created and **Temporary Registration Number** shall be generated. Applicant shall login with the Temporary Registration Number and complete the application process.



6. Visit <https://vti.dvet.gov.in> for completing and submitting the Application for Empanelment as Skill Assessment Agency
7. Click on "Institutes" Tab on the right-hand side of the header bar and then select "Already Registered Institute Login"
8. Enter the Registration Number, Password and Captcha and click on "LOGIN".

Login

PVT12164T

\*\*\*\*\*

VP5SX

VP5SX

LOGIN

[Forgot Password?](#)

9. Applicant can click on "Forgot Password" to get the Password through SMS on the registered Mobile Number of Authorized Representative.
10. Applicant has to pay the Registration Fees of Rs. 2,000 through Payment Gateway.

AXIS BANK Directorate of Vocational Education and Training

Registration Id: PVT12164T Amount: 2000

UIN: 45022880 (SAVE FOR FUTURE REFERENCE)

Terms and Conditions:

I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easyway provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and Conditions. General Terms and Conditions for Online-Payments 1. Axis Bank, obligations, undertakings shall

Payment Options

INTERNET BANKING CREDITCARD/DEBITCARD

Pay at Axis BillDesk - Other Banks/Reply Card

11. **Application Form – Dashboard:** After the Applicant Logs in then following details shall be displayed.

Application Form - Dashboard

Application Form

Promoting Organization Details 100%	Promoters Details 100%	Proposed Institute Details 100%	Proposed Trade/Units Details 100%	Land Details 100%
Funds Availability and Requirement Details 0%	Workshop Space Details 0%	Common Facility Space Details 0%	Building Details 100%	Power Details 0%
Infrastructure Details 0%	Other Infrastructure Details 0%	Self Declaration 0%	Inspection Fees 0%	Submit Details and Request for Inspection 0%

Application Incomplete

The Application is divided in various sections for ease of filling of Application Form. The “**Application Form – Dashboard**” gives brief status of completion in percentage. Once all sections are filled 100% the Application shall be eligible for submission. Click on any section to fill up the information.

12. **Promoting Organization Details:** Fill up the Promoting Organization Details on following page:

Promoting Organization Details	
Type of Promoting Organization	SOCIETY
Name of Society/Trust/Company/Partnership(As appeared on Registration Certificate)	SARASWATI EDUCATION TRUST
Date of Registration *	12/08/2018
Registration/ Incorporation Number *	42308/SADF/42
Address as mentioned during Registration *	1ST FLOOR, DIRECTORATE OF VOCATIONAL EDUCATION AND TRAINING, 3, MAHAPALIKA MARG, ELPHINSTONE TECHNICAL HIGH SCHOOL CAMPUS
Pin Code *	400001
State *	MAHARASHTRA
District *	MUMBAI
Taluka *	MUMBAI
City / Village *	MUMBAI G.P.O.
Phone Number *	022 22640603
Email Id *	DVET@DVET.GOV.IN
Upload Registration / Incorporation Certificate *	<a href="#">SELECT FILE</a> <a href="#">Download Document.pdf</a>
Upload PAN Card of the organization *	<a href="#">SELECT FILE</a> <a href="#">Download Document.pdf</a>

- 12.1. **Type of Promoting Organization:** Information entered during registration shall be displayed in non-editable form
- 12.2. **Name of Society / Trust / Company / Partnership (As appeared on Registration Certificate):** Information entered during registration shall be displayed in non-editable form
- 12.3. **Date of Registration:** Information entered during registration shall be displayed in non-editable form
- 12.4. **Registration / Incorporation Number:** Enter Registration / Incorporation Number as per document
- 12.5. **Address as mentioned during Registration:** Enter the Address of Promoting Organization as per as Registration / Incorporation Certificate. If the present address is different than the address on Registration / Incorporation Certificate, then the applicant has to provide a separate documentary evidence to substantiate the entered information.
- 12.6. **Pin Code:** Enter Pin Code
- 12.7. **State:** Auto Displayed on basis of entered Pin Code
- 12.8. **District:** Auto Displayed on basis of entered Pin Code
- 12.9. **Taluka:** Auto Displayed on basis of entered Pin Code
- 12.10. **City / Village:** Select City / Village depending upon the entered Pin Code
- 12.11. **Phone Number:** Enter Phone Number of the Promoting Organization
- 12.12. **Email ID:** Enter Email ID of the Promoting Organization
- 12.13. **Upload Registration / Incorporation Certificate:** Upload the Certificate in Pdf Format. If the present address is different than the address on Registration / Incorporation Certificate, then upload the respective document along with Registration / Incorporation Certificate to substantiate the entered information.
- 12.14. **Upload PAN Card of the Organization:** Upload the PAN Card copy of the Promoting Organization in Pdf Format.
- 12.15. **Save and Next:** Click to Save the filled information and go to the next page
- 12.16. **Cancel:** Click to cancel all filled information

13. **Promoters Details:** Fill up the Promoters Details on following page:

**Chairman/ President/ Signatory Partner/ Proprietor Details**

Are the details same as that of Authorized Representative? ☐ Yes ☒ No

Title \*  First Name \*  Middle/ Father/ Husband Name

Last / Surname \*  Date of Birth \*  Gender \*  Mobile Number \*  Passport Photo \*

Alternative Mobile Number  Email ID \*  Aadhaar No. \*

**Trustee / Director's / Members / Partners Details**

Title	First Name *	Middle/ Father/ Husband Name	Last / Surname *	Date of Birth *	Primary Mobile No. *	Alternative Mobile Number	Email ID *	Aadhaar No. *	Passport Photo	Action
MR	FSD	FSD	DSFA	01/05/2000	9422790519	9422790519	FSD@GMAIL.COM	123412341234		<input type="button" value="CHANGE / REMOVE PHOTO"/>

- 13.1. **Chairman / President / Signatory Partner / Proprietor Details:** If the Authorized Representative is himself / herself the Chairman / President / Signatory Partner / Proprietor then select “Yes” else select “No”. If “Yes” selected
- 13.1.1. Are the details same as that of Authorized Representative: If “Yes” then the details as entered for Authorized Representative shall be displayed in non-editable format
- 13.1.2. If selected “No”, then the details have to be entered and Passport Photo to be uploaded
- 13.2. **Trustee / Director / Member / Partner Details:** Enter the details of all the members. Click on “ADD NEW MEMBER” to add new row.
- 13.3. **Save and Next:** Click to Save the filled information and go to the next page
- 13.4. **Cancel:** Click to cancel all filled information

14. **Proposed Institute Details:** Enter all the details regarding Proposed Institute

**Proposed Institute Details**

Name of Institute \*  Address \*

Pin Code \*  State \*  District \*  Taluka \*

City / Village \*  Location Category \*  Phone Number \*

Email Id \*   [Download Document.pdf](#)

- 14.1. **Name of Institute:** Enter the name of Proposed Institute. MSCVT reserves the right to change the Proposed Institute in mutual consent.
- 14.2. **Address:** Enter the Address of Proposed Institute
- 14.3. **Pin Code:** Enter Pin Code
- 14.4. **State:** Auto Displayed on basis of entered Pin Code
- 14.5. **District:** Auto Displayed on basis of entered Pin Code
- 14.6. **Taluka:** Auto Displayed on basis of entered Pin Code
- 14.7. **City / Village:** Select City / Village depending upon the entered Pin Code
- 14.8. **Phone Number:** Enter Phone Number of the Promoting Organization
- 14.9. **Location:** Select the Location Category as per recent census
- 14.10. **Email ID:** Enter Email ID of the Promoting Organization
- 14.11. **Upload Resolution to Start Institute:** Upload the board resolution of Promoting Organization to start the institute
- 14.12. **Save and Next:** Click to Save the filled information and go to the next page
- 14.13. **Cancel:** Click to cancel all filled information

15. **Proposed Trade / Courses / Qualification Pack for Assessment**

Home / PROPOSED TRADE/COURSES/QUALIFICATION PACK FOR ASSESSMENT				
+ADD NEW TRADE/ COURSE/ QP ROW				
Sr. No.	Course Approved by	Sector	Name of Trade/ Course/ QP	Action
1	Maharashtra State Council of Vocational Training	BANKING AND FINANCE	GST ASSISTANT (REGISTRATION AND RETURNS)	<a href="#">VIEW</a> <a href="#">EDIT</a> <a href="#">DELETE</a>
Total		1		
NEXT ▶				

- 15.1. **Add New Trade / Course / QP Row:** Click to add New Trade / Course / Qualification Pack to enter the details.
- 15.2. Following Pop-up window shall be displayed to enter the details of Trade / Course / Qualification Pack

**COURSES/ QUALIFICATION PACK FOR ASSESSMENT**

Course Approved by  
Select

Sector

Name of Trade/ Course/ QP

Course Code  
-

Trade/ Course/ QP Duration in Hrs  
-

Trade Type  
-

**Affiliation/ Approval/ Empanelment Details**  
Whether already Empanelled with other Agency(Applicable only if empanelled with NCVT, NSDC, NSDA, SSC, MSBVEE)  
☒ Yes ☐ No

Upload Affiliation/ Approved/ Empanelment Copy  
SELECT FILE

**Intake**  
Intake Per Unit/Batch 0

SAVE CHANGES

CLOSE

- 15.3. **Course Approved by:** To select the Trade / Course / QP, select the Course Approval Authority as
- 15.3.1. Maharashtra State Council of Vocational Training
- 15.3.2. National Council of Vocational Training
- 15.3.3. National Skill Development Corporation
- 15.3.4. Sector Skill Council
- 15.3.5. Maharashtra State Board of Vocational Education Examination
- 15.3.6. Other
- 15.4. **Sector:** Select the Sector of the Course
- 15.5. **Name of Trade / Course / QP:** Select the Trade / Course / QP
- 15.6. **Course Code:** Respective Course Code shall be displayed
- 15.7. **Trade / Course / QP Duration in Hours:** Shall be displayed
- 15.8. **Trade / Course / QP Type:** Shall be displayed
- 15.9. **Affiliation / Approval / Empanelment Details:**
- 15.9.1. Whether already Empanelled with other Agency (Applicable only if empanelled with NCVT, NSDC, NSDA, SSC, MSBVEE): Select “Yes” or “No” as per status
- 15.9.2. If “Yes” then Upload Affiliation / Approved / Empanelment Copy in Pdf Format
- 15.10. **Intake Per Unit:** Shall be displayed
- 15.11. **Save:** Save the entries and return to main page
- 15.12. **Close:** Return to main page without saving the entries
- 15.13. **Action:** Select Action as View, Edit or Delete the entry
- 15.14. **Next:** Move to the next page

16. **Land Details:** Enter details of the Land on which the Institute is to be established

Home / Land Details

All areas are in Sq M.

Total Land Required as per Norms: Not Applicable

Total Land Available in Sq. Meter: 0

Variation: 0

Whether Land is Shared or Dedicated for Proposed Institute: Select

Google Map: Go To Map

Land Map Document: SELECT FILE, Download Document.pdf

Ownership Type: Owned

Upload 7/12 document/property card/other relevant document: SELECT FILE, Download Document.pdf

Application/LandDetails#

SAVE AND NEXT CANCEL

- 16.1. **Total Land Required as per Norms:** Default “Not Applicable” for SAA
- 16.2. **Total Land Available in Sq. Meter:** Enter Available Land in Square Meters
- 16.3. **Variation:** Shall be displayed by the System. Negative value represents deficiency
- 16.4. **Whether Land is Shared or Dedicated for Proposed Institute:** Select whether the Land is Shared with other entities or Dedicated for the setting up Proposed Institute
- 16.5. **Google Map:** Click on “Go to Map”, click on the exact Location on Google Map, copy the URL and paste in the Text Box.
- 16.6. **Land Map Document:** Upload the Land Map Document as available with Revenue Department or equivalent map showing the Location of the Land with directions
- 16.7. **Ownership Type:** Select the Ownership as “Owned” or “Rented”
- 16.7.1. **Owned:** Upload 7 / 12 document / property card / other relevant document if the Land is Owned
- 16.7.2. **Rented:** If the Land is Rented then select the **Date of Lease** and **Expiry of Lease**. The Expiry of Lease shall be minimum 3 years from the date of Application. **Upload Registered Lease Deed** in Pdf format. The Lease Deed shall be registered with Sub-Registrar.

Ownership Type: Rented

Date of Lease: DD/MM/YYYY

Expiry of Lease: DD/MM/YYYY

Upload registered lease deed: SELECT FILE

- 16.8. **Save and Next:** Click to Save the filled information and go to the next page
- 16.9. **Cancel:** Click to cancel all filled information

17. **Bank Account Details:** Enter the Bank Account Details for the Account of the Promoting Organization where all financial transactions of the Proposed Institute shall happen.

Home / Bank Account Details

Bank Account Details

Type of Account	IFSC	Name and Branch of Bank	Account Number	Upload last 6 months Bank Statement
Select				SELECT FILE

SAVE AND NEXT CANCEL



- 17.1. **Type of Account:** Select the Type of Account as **“Saving”** or **“Current”**
- 17.2. **IFSC:** Enter the IFS Code
- 17.3. **Name and Branch of Bank:** Auto Displayed on basis of entered IFSC
- 17.4. **Account Number:** Enter Account Number
- 17.5. **Upload last 6 months Bank Statement:** Upload Document in Pdf Format
18. **Building Details:** Enter the details of the Proposed Institute Building
- 18.1. Click on **“Add Building”** to enter the details of Building. Multiple Building can be added.

- 18.2. Following Pop-up window shall be displayed to enter the details of Building

- 18.3. **Name of Building:** Administrative, Workshop, Integrated
- 18.4. **Building Ownership:** Select as **“Owned”** or **“Rented”**
- 18.4.1. **Owned:** If the Building is Owned then Upload the Relevant Document to substantiate ownership

- 18.4.2. **Rented:** If the Building is Rented then select the Date of Lease and Expiry of Lease. The Expiry of Lease shall be minimum 3 years from the date of Application. **Upload Lease Document** in Pdf format. The Lease Document shall be a registered Lease Document with appropriate authority.

- 18.5. **Whether Building Ready:** Select **“Yes”** or **“No”** as per status
- 18.6. **Whether Building is Dedicated for Proposed Institute:** Select **“Yes”** or **“No”** as per status
- 18.7. **Whether Approachable Road Available:** Select **“Yes”** or **“No”** as per status
- 18.8. **Type of Construction:** Select as **“RCC”**, **“Load Bearing”** or **“Fabrication”**
- 18.9. **Number of Stories:** Select as per status
- 18.10. **Area on Ground Floor in Sq. M.:** Enter Area on Ground Floor in Square Meter available for Institute’s operation



- 18.11. **Area other than Ground Floor in Sq.M.:** Enter Area other than Ground Floor in Square Meter available for Institute's operation
- 18.12. **Total Area in Sq.M.:** Auto calculated
- 18.13. **Average Height between Ceiling and Flooring in Feets:** Enter as per status
- 18.14. **Year of Construction:** Select as per status
- 18.15. **Upload Floor wise Plan demarcating existing and proposed Trades / Units and Common Facilities:** Upload the Plan in Pdf format clearly demarcating the purpose and duly certified by Architecture
- 18.16. **Upload Building Photo:** Upload Photo
- 18.17. **Save:** Save the entries and return to main page
- 18.18. **Close:** Return to main page without saving the entries
- 18.19. **Action:** Select Action as View, Edit or Delete the entry
- 18.20. **Next:** Move to the next page

19. **Power Details:** Enter the Power Supply details

- 19.1. **Total Available (in KW):** Enter the Supply Rating in Kilo Watt
- 19.2. **Available Type:** Enter the Type of Supply as “Single Phase” or “Three Phase”
- 19.3. **Upload Latest Electricity Bill Copy:** Upload the document in Pdf format
- 19.4. **Save and Next:** Click to Save the filled information and go to the next page
- 19.5. **Cancel:** Click to cancel all filled information

20. **Infrastructure Details:** Enter the Infrastructure Details available with the Proposed Institute

- 20.1. **Assessment Platform Details:** It is mandatory for SAA to have its own Assessment Platform
  - 20.1.1. **Number of User for online assessment platform:** Enter the Number of User that can use Assessment Platform
  - 20.1.2. **Upload Screen Shot:** Upload the Screen Shot of the Assessment Tool
  - 20.1.3. **Upload User Manual:** Upload the User Manual of the Assessment Tool
- 20.2. **Do you have Android Application for Assessment:** Select as “Yes” or “No”  
If “Yes”

- 20.2.1. **Upload Screen Shot:** Upload the
- 20.2.2. **Upload User Manual:** Upload the User Manual of the Android Application.
- 20.3. **Hardware for Assessment:** It is mandatory for SAA to have minimum 100 units of Hardware for Assessment Purpose.
- 20.3.1. **Number of Computers:** Enter Number of Computers available for Assessment
- 20.3.2. **Number of Laptops:** Enter Number available for Assessment
- 20.3.3. **Number of Tabs:** Enter Number available for Assessment
- 20.4. **Enter Details of Support Staff (It is mandatory to have 5 Support Staff):** Enter the Details of Support Staff. Minimum 5 Support Staff must be available with the Proposed Institute
- 20.4.1. **First Name:** Enter First Name
- 20.4.2. **Middle Name:** Enter Name. If not applicable then enter space
- 20.4.3. **Last Name:** Enter Name. If not applicable then enter space
- 20.4.4. **Appointment Type:** Enter Appointment Type as Permanent / Contract / Clock Hour Basis / Project Basis
- 20.4.5. **Mobile Number:** Enter Mobile Number
- 20.4.6. **Date of Birth:** Select Date of Birth
- 20.4.7. **Gender:** Select Gender
- 20.4.8. **Aadhaar No.:** Enter Aadhaar Number
- 20.4.9. **Passport Photo:** Upload the recent colour Passport Photo
- 20.4.10. **Action:** Select Action as View, Edit or Delete the entry
- 20.5. **Enter Assessor Details (It is mandatory to have 20 Assessors):** Enter the Details of Assessors. Minimum 20 Assessors must be available with the Proposed Institute
- 20.5.1. **First Name:** Enter First Name
- 20.5.2. **Middle Name:** Enter Name. If not applicable then enter space
- 20.5.3. **Last Name:** Enter Name. If not applicable then enter space
- 20.5.4. **Appointment Type:** Enter Appointment Type as Permanent / Contract / Clock Hour Basis / Project Basis
- 20.5.5. **Mobile Number:** Enter Mobile Number
- 20.5.6. **Date of Birth:** Select Date of Birth
- 20.5.7. **Gender:** Select Gender
- 20.5.8. **Aadhaar No.:** Enter Aadhaar Number
- 20.5.9. **Passport Photo:** Upload the recent colour Passport Photo
- 20.5.10. **Action:** Select Action as View, Edit or Delete the entry
21. **Other Infrastructure Details:** Enter the details regarding Other Infrastructure available in the Proposed Institute

- 21.1. **Whether Water Supply is available:** Select as “Yes” or “No”
- 21.2. **Source of Water Supply:** Select Source of Water Supply as “Local Body”, “Well”, “Bore Well” or “Other”
- 21.3. **Upload Photo showing Skill India Logo displayed in the Institute:** Upload the photo

22. **Past Performance Details:** Enter the Past Performance Details to substantiate the minimum eligible qualification

- 22.1. **Average Number of Candidates Assessed during Last 3 Completed Financial Year:** Enter the Average Number of Candidates Assessed during Last 3 Completed Financial Year under various Schemes / Courses / Qualification Packs. Minimum Average 50,000 candidates must have been assessed in the last 3 completed Financial Years
- 22.2. **Upload Annexure A:** Upload the signed document as per Annexure A of this document in Pdf Format
- 22.3. **Average Turnover for Last 3 Completed Financial Year:** Enter the Average Turnover for Last 3 Completed Financial Year in Rupees. Minimum Average Turnover of the Applicant must be Rs. 25,00,000 for the last 3 Completed Financial Year.
- 22.4. **Upload Annexure B:** Upload the signed document as per Annexure B of this document in Pdf Format
23. **Self Declaration:** Read the Self Declaration carefully.

- 23.1. **Upload Annexure C - Self Declaration:** Print the Self Declaration on Rs. 100 Judicial Stamp Paper as per Annexure C of this document and Upload this Document in Pdf Format. Submit the Original Document to MSCVT through the Inspecting Agency.
- 23.2. **I ACCEPT THE ABOVE DECLARATION:** Click to accept the application. Once the Self Declaration is accepted the Application cannot be edited.
24. **Inspection Fees:** Applicant has to pay Inspection Fees for the Proposed Trades / Courses / QP through Payment Gateway
- 24.1. **Total Trades / Courses / QP Proposed (A):** Total Trades / Courses / QP applied for empanelment shall be displayed
- 24.2. **Fees for Empanelment to MSCVT per Trade / Course / QP (B):** Shall be displayed. At present the present Inspection Fees is Rs. 10000 per Trade / Course / QP
- 24.3. **Total Empanelment Fees to be paid (A X B):** Shall be calculated and display accordingly
- 24.4. **Pay Inspection Fees:** Click to pay the Inspection Fees through Payment Gateway

Home / Inspection Fees

Total Trades/ Courses/ QP Proposed (A)	1
Fees for Empanelment to MSCVT per Trade/ Course/ QP (B)	10,000.00
Total Empanelment Fees to be paid (A X B)	10,000.00

Pay Inspection Fees ⓘ Make Payment

24.5. Following Payment Gateway shall be displayed to make the payment for Inspection Fees

AXIS BANK Directorate of Vocational Education and Training

Registration Id : pv121921 Amount : 1

URN : 880012 (SAVE FOR FUTURE REFERENCE)

Terms and Conditions : I accept the Terms and Conditions contained herein that shall apply to any person using the services of EasyPay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and Conditions. General Terms and Conditions for Online Payments 1. Axis Bank, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India. Each

Payment Options

INTERNET BANKING

Pay at Axis

25. **Submit Details and Request for Inspection:** Select the date range for Inspection and submit the application

Home / Request for Inspection

PRINT REPORT

Select Inspection Date (Dates shall be excluding Holidays and Sundays)

From \* 29/11/2018 To \* 07/12/2018

From date shall be 15 days later from the date of submission and To date should not be more than 60 days from the date of submission.

SUBMIT

25.1. **Select Inspection Date:**

25.1.1. **From:** Select Date. From date shall be 15 days later from the date of submission

25.1.2. **To:** Select Date. To date shall not be more than 60 days from the date of submission

25.2. **Submit:** This tab shall be activated once the Inspection Fees is paid. System shall ask for OTP verification. On verification the application shall be submitted for Inspection.

Enter OTP

OTP successfully sent to the mobile number

SUBMIT RESEND OTP

25.3. **Print Report:** The complete Application Form can be downloaded in Pdf format.

26. Once all the sections of the Applications are completed the Application Form dashboard shall display as 100% in all the section.

Application Form

Promoting Organization Details 100%	Promoters Details 100%	Proposed Institute Details 100%	Proposed Trade/Units Details 100%	Land Details 100%
Funds Availability and Requirement Details 100%	Workshop Space Details 100%	Common Facility Space Details 100%	Building Details 100%	Power Details 100%
Infrastructure Details 100%	Other Infrastructure Details 100%	Self Declaration 100%	Inspection Fees 100%	Submit Details and Request for Inspection 100%

Submitted Express of Interest and pending for Verification by Administrator

27. The Application shall be diverted to Inspecting Agency for Inspection. The Inspecting Agency shall convey the date of Inspection within the range as requested by the Applicant.
28. Inspecting Agency shall verify the Infrastructure requirement as per norms and eligibility criteria and validate all the documents uploaded during Application and any other supporting documents. All the Original Documents have to be presented to the Inspecting Agency.
29. Inspecting Agency shall conduct physical inspection of institute and verify all documents and submit its report with recommendation
30. The Inspection Report shall be diverted to Administrator for final verification and Approval.
31. Once Administrator approves, system shall generate the Letter for Empanelment
32. Institutes Rejected during Inspection:
  - 32.1. Institute rejected on basis of document verification and non-compliance of infrastructure, can submit their Grievances to MSCVT. MSCVT shall decide on acceptance of the explanation or reinspection.
  - 32.2. Institute can apply for reinspection within 1 year by paying the requisite reinspection fees.
33. Empanelment Order:
  - 33.1. Institutes clearing the document verification and physical inspection shall be Empanelled with MSCVT and shall be issued with **Empanelment Order**
  - 33.2. The Empanelment shall be valid initially for a period of 3. Institute has to apply for renewal of Empanelment thereafter.
  - 33.3. Institute has to renew their Empanelment after every 5 years after the first renewal.
34. Empanelled SAA has to deposit Security Deposit and submit details of Support Staff and Assessors.
35. Batches for assessment for Trade/ Course/ QP shall be assigned only when the requisite number of qualified/ certified Assessors are available with the SAA