

Application Letter

From

Sir,

Subject : Application for Registration as Vocational Training Provider under the Skill Development Initiative Scheme.

We, the undersigned, hereby apply for Registration as Vocational Training Provider under the Skill Development Initiative Scheme. We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us.

We also understand that DGE&T / RDAT/State or any other representative of DGE&T shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

During such investigation or at any subsequent stage, State/UT may refuse to issue the letter of registration or if already issued may cancel the same and we shall stand debarred for applying as Vocational Training Provider / Assessing Body under the SDIS.

Signature of Authorised Person

Name & Designation :

Phone NO. :

E-mail :

Form for registration of VTPs under SDI Scheme

1. Contact Details		
Name of the Organization		
Name of the Head of the Organization		
Contact Details	Address:	
	City:	
	District:	
	State:	
	Pin Code:	
	Telephone:	
	Mobile:	
	Fax:	
	Email:	
Website:		
Name of the Centre for which registration as VTP is sought		
Contact Details	Address:	
	City:	
	District:	
	State:	
	Pin Code:	
	Telephone:	
	Mobile:	
	Fax:	
	Email:	
Website:		
2. Preliminary Data		
a.	Whether applying for Registration for the	First Time <input type="radio"/> Second Time <input type="radio"/> Third Time <input type="radio"/>
b.	If re-applying, please specify the last date / s of application and reasons of not being selected	
c.	Date of Registration / Incorporation	

3. Educational / Training Institutes and Organizations/ Institutes set up by Government				
Sl. No.	Type of Institute	Whether institute affiliated/ accredited to any of the institution mentioned below?	Yes / No	Details and Documentary Proof
a.	ITIs / ITCs / Colleges / Schools / Distance Education Institute / Organizations / Autonomous Organizations	NCVT / AICTE / MCI / INC / NCHMCT / Any other? <i>In case, the Accreditation Body is a Council, then it should be set up under the Central Government Ministry</i>		
		Central/ State / UT Government University		
		University recognized by UGC		
		Central/ State Board of Secondary Education		
		Board of Technical Education		
		Distance Education Council of India		
		University recognized by DEC of India		
		Institutes approved by International Air Transport Association (IATA) or International Civil Aviation Organisation (ICAO)		
		Set up by Central/ State/ UT government <i>In case of autonomous organizations</i>		
Any other (Please specify)				
<p><i>The documentary proof in the above would be Certificates of Registration / accreditation clearly highlighting the date of Registration and the Accrediting Body</i></p>				

4. For Companies/ Firms/Registered Societies/ Trusts			
Sl. No.	Type of Institute	Documents/ Information to be furnished	Details and Documentary Proof
a.	Providing training under Apprentices Act, 1961	Date of Registration for providing training under Apprentices Act 1961 <i>Attach Certificate of Registration</i>	
OR			
b.	Registered Organization in India	Certificate of Incorporation	
		Permanent Income Tax Account Number (PAN)	
OR			
c.	Hospitals/ Nursing homes	Certificate of Registration with appropriate local authority	
		Date of Registration	
		No. of beds	
		Details of Training Infrastructure	
		Service Tax Registration Number	
OR			
d.	Chambers of Commerce and Industry / Associations of Industries or Trade	Number of members at the time of submission of application	
OR			

e.	Others engaged in providing Training	Date and Certificate of being Registered as Company /Firm/ Trust / Society conducting vocational education / training / job oriented /self employment/ entrepreneurship development training courses	
		Name of the Management / Trust	
		Permanent Income Tax Account Number (PAN)	

5. Technical Proposal for Vocational Training under SDIS

- Background of the organization with reference to its experience in promoting, managing and operating training mandates; its legal standing with respect to its registration; details of its promoters including their background
- Training domain activities related to the sectors / trades in which it proposes to impart the training since its inception and its growth plan
- Methodology of Training, Training Infrastructure and amenities available at its centres
- Policy with regards to Trainers recruitment, retention and development
- Industry tie-ups for imparting training & Industry tie-ups for post-training support in the form of generating employment (wage employment/ self employment / any other)
- Any other relevant information

Please attach a write-up covering all the above mentioned points. The Information provided herein should be adequately supported by relevant documents.

6. Details of application fee

Demand Draft Number		
Date		
Payable at		
Bank		
Amount		

7. Bank Details for the purpose of payment of release of funds from State/UT to VTP

Account Details to be submitted after selection

DD to be drawn in favour of		
Payable at		
Bank account details		

8. Details of the MES Sectors/Courses for which VTP proposes to conduct training

Name of the Sector	MES Course Code	Name of the Courses

In addition to above, we confirm that VTP shall provide training infrastructure as per norms prescribed in the module(s) approved by NCVT. We have read terms and conditions given below and shall abide by the same.

(Signature of Authorised person)

Name & Designation

Phone No.

e-mail.

For Official Use (To be filled in by the State Directorate)

To be filled by the authorized officer of the State Directorate dealing with the Craftsmen Training Scheme

The information furnished by the applicant is found to be correct as per the record available to the Directorate.

Any other comments : _____

Signature of Authorised Person

Name & Designation :

Phone No.:

e-mail:

For Official Use (To be filled in by the State/UT)

Registration No:

Permission granted for running the following MES Courses

Name of the Sector	MES Course Code	Name of the Courses

Any other comments : _____		

Signature of Authorised Person		
Name & Designation :		
Phone No.:		
e-mail:		

Supporting Documents

Please submit the following supporting documents (whichever applicable) with the application form:

1. Copy of the Certificate of Registration from the relevant Accreditation Body.
2. Copy of Registration of Society / Trust along with details of constitution, memorandum of association of the Society /Trust.
3. Certification of Incorporation of the Company.
4. Supporting documents for Technical Proposal.
5. Application Fee.

Note: Copy of the application shall also be sent to respective RDAT.

FORMAT OF BANK GUARANTEE TO BE PROVIDED BY THE VOCATIONAL TRAINING PROVIDER

(Note: This guarantee is to be provided by the VTP after selection. This will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified)

To

Dear Sir,

Subject: Performance Guarantee for Registration as Vocational Training Provider under the Skill Development Initiative Scheme (SDIS)

Bank Guarantee No. : _____ Date: _____

Name of the VTP : _____

WHEREAS

1. **Directorate General of Employment and Training (hereinafter referred to as DGE&T),**

Ministry of Labour & Employment has launched a new Scheme called Skill Development Initiative Scheme (hereinafter referred to as SDIS). The Training under the SDIS would be provided by various Vocational Training Providers selected through the Selection and Registration Procedure described in the Operational Manual of SDIS published by DGE&T from time to time and revised by the Apex committee set up for this Scheme.

2. The VTP shall submit a Performance Guarantee in the form of a Bank Guarantee for **Rupees Fifty Thousands only (₹ 50,000/-) for an organization/institute having a single branch and Rupees Two Lakhs only (₹ 2,00,000/-) for an orgainsation/institute having multiple branches in one State/UT shall be paid one time for performing all the obligations arising on acceptance of all terms and conditions of registration as Vocational Training Provider to the respective State/UT failing which the registration letter will not be issued. The Performance guarantee will be valid upto the Period of Registration which is till 31st March, 2012.**

NOW THIS GUARANTEE WITNESSETH

1. In consideration of **State** having agreed to register << **Name of the VTP** >>, <<VTP Registration No.>> (hereinafter referred to as VTP) as the Vocational Training Provider under the Skill Development Initiative Scheme (SDIS) of Ministry of Labour & Employment , Government of

India under the terms and conditions which are given in the SDIS Operational Manual published by DGE&T from time to time and revised by the Apex committee set up for this Scheme, we <<**Name of the Bank**>>, having our registered branch at <<**Address of the Bank**>> do hereby undertake to the State, their Successors, Assigns that in the event of State coming to the conclusion that the VTP has not performed their obligations under the said conditions of the SDIS, or have committed a breach thereof, which conclusion shall be binding on us as well as the said .

2. We also agree to undertake to and confirm that the sum not exceeding ₹ 200,000/- (Rupees Two Lakhs Only) (covered for all institutes in one State/UT) or ₹ 50,000/- (for individual institute) as aforesaid shall be paid by us without any demur or protest, merely on demand from State/Society on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the State shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by State within a period of one week from the date of receipt of the notice as aforesaid.
3. We, <<**Name of the Bank**>>, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said work as the VTP and that it shall continue to be enforceable till all the dues of State under, or by virtue of the said work have been fully paid and it's claims satisfied or discharged or till State certifies that the terms and conditions of the said work order have been fully and properly carried out by the said VTP and accordingly discharge the guarantee unless a demand or claim under this guarantee made on us in writing on or before **31st March 2012** we shall be discharged from all liability under this guarantee thereafter.
4. We confirm that our obligation to State under this guarantee shall be independent of the agreement or agreements or other understandings between State and the VTP.
5. Our liability under this will terminate unless these are renewed as provided hereinabove on the **31st March 2012** or on the day when our said constituents comply with their obligations, as to which a certificate in writing by State alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of State against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.
6. The Bank agrees that the amount hereby guaranteed shall be due and payable to State on serving us with a notice before expiry of Bank Guarantee requiring the payment of the amount and such notice shall be deemed to have been served on the Bank either by actual delivery thereof to the Bank or by despatch thereof to the Bank by registered post at the address of the Bank.
7. This guarantee shall not be revoked by us without prior consent in writing of State..
8. This guarantee shall remain in force upto **31st March 2012** provided that if so desired by State, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted ₹ 2,00,000/- (Rupees Two Lakhs Only) (covered for all institutes in one State/UT) or ₹ 50,000/- (for individual institute), and this guarantee is valid upto **31st March 2012**. We shall be released and discharged from all liabilities hereunder unless a written claim for payment under this guarantee is lodged on us on or before **31st March 2012** irrespective of whether or not the original guarantee is returned to us.

Dated _____ day of _____

Yours faithfully,

For and on behalf of _____ Bank

UNDERTAKING

(Note: This Undertaking will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified. It is to be submitted after registration)

I/We, _____ (name of the Trustee/ Chairman/ Principal/ Director/ Authorised Person) of _____ (name of the College/ Institution/ Trust/ Society/ Company/ Firm etc.) hereby undertake to comply with the following in connection with my/our application for registration as VTP under Skill Development Initiative Scheme.

1. The VTP shall provide funds /investment in development of related infrastructural, instructional and other facility for providing MES training courses as per DGE&T's norms and standards laid down from time to time and for meeting recurring expenditure.
2. VTP shall allow authorized officers of RDAT/DGE&T/Respective State Government dealing with CTS to inspect the training infrastructure available in its premises for courses/modules under SDI scheme.
3. The VTP shall at its cost make necessary arrangements for providing information to persons desirous of undertaking training regarding the institution and courses/programmes being conducted and details of infrastructural facilities including faculty etc. before commencement of the training courses. The information shall be revised every year with updated information about all aspects of the institution.
4. Admissions to courses shall be made in accordance with the regulations notified by State from time to time.
5. The VTP shall not cause or allow either closure of the Institution or discontinuation of the course(s) or start any new course (s) or alter intake capacity of seats without the prior approval of the State.
6. VTP shall implement Central government /State Government's reservation policy applicable for ITIs, as the case may be.
7. VTP shall maintain a separate bank account *(To be submitted to State/UT after selection)* and reimburse training cost, as instructed by DGE&T and received from respective State/UT to its candidate(s) who has/have cleared test conducted by the Assessing Bodies. The accounts related to SDI Scheme shall be open for inspection by DGE&T or any body or person authorized by it.
8. VTP shall submit reports and utilization certificate as per schedule prescribed by DGE&T.
9. The training and any other fees shall be charged as prescribed by DGE&T. No additional fee shall be charged from the students/guardians of students in any form.

10. The VTP, by virtue of the approval given by DGE&T shall not automatically become claimant to any grant-in-aid from the Central or State Government for the Institute or for recurring expenditure etc.
11. It shall be mandatory for the VTPs to use the web-based system being developed by DGE&T for the purpose of implementation and monitoring of the scheme as and when the system is implemented. The VTP must provide at its cost all such infrastructure and manpower to operate the system as per instructions issued by DGE&T from time to time in this regard.
12. If a VTP fails to disclose the information or suppress and/or misrepresent the information, appropriate action could be initiated including suspension/ cancellation of registration and forfeiture of Bank Guarantee.
13. VTP shall provide post training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training.
14. VTP shall not make RDAT / DGE&T / State Governments a party in any disputes arising in its premises.
15. VTP shall abide by all the instructions prescribed in the Implementation Manual and those issued by DGE&T from time to time.
16. VTP shall strictly follow further conditions as may be specified by DGE&T from time to time. In addition to above, we confirm that we shall provide training infrastructure as per norms prescribed in the course(s)/module(s) approved by NCVT. We have read terms and conditions and shall abide by the same. In case of violation of any terms or if infrastructure / quality of training is not satisfactory, the registration would be cancelled by DGE&T. In case of any dispute, the decision of DGE&T shall be final and acceptable to us.

Signature of the Authorized Representative
Name: _____
Seal of the Institution: _____
Date: _____

Terms and Conditions for the VTPs

1. VTP shall run only those MES courses for which it is registered with RDATs.
2. VTPs shall provide training facilities as per norms.
3. VTP shall appoint qualified and trained instructional staff to impart quality training.
4. VTP shall implement Central government /State Government's reservation policy applicable for ITIs, as the case may be.
5. VTP shall maintain proper accounts and reimburse training cost received from respective Regional Directorate of Apprenticeship Training to its candidate(s) who has/have cleared test conducted by the Assessing agencies appointed by NCVT.
6. VTP shall provide post training support to trainees in getting employment, maintain data base on trainees trained and the outcome of the training.
7. VTP shall submit reports and utilization certificate as per schedule prescribed by DGE&T.
8. VTP shall allow authorized officers of RDAT/DGE&T /respective State Government dealing with CTS to inspect the training infrastructure available in its premises for courses/modules under SDI scheme.
9. VTP shall not make RDAT/DGE&T/State Governments a party in any disputes arising in its premises.
10. VTP shall abide by all the instructions prescribed in the Implementation Manual and those issued by DGE&T from time to time.
11. VTP shall have necessary powers to collect the training fee from trainees and to utilise fee collected and funds received from DGET for meeting various expenses for imparting training, providing post training support services, etc.

We have read terms and conditions and shall abide by the same. In case of violation of any terms or if infrastructure/ quality of training is not satisfactory, the registration would be cancelled by the DGE&T. If case of any dispute, the decision of Ministry of Labour and Employment shall be final and acceptable to us.

(Signature of Authorised person)
Name & Designation
Phone No.