

# Standard Operating Procedure for empanelment of SSC/ NSDC / NCVT affiliated/ approved Training Partners

## 1. Registration of SSC/ NSDC / NCVT affiliated/ approved Training Partner's Centre

- a. The SSC/ NSDC / NCVT affiliated/ approved Training Partner will register VTP centre through "Empanel a centre" link available on [www.mssds.in](http://www.mssds.in)
- b. The following documents are to be uploaded while registering the center :
  - i. Photo of front gate of premises of the training centre
  - ii. Photo of building where centre is located, showing its entry point
  - iii. Electricity Bill of the Training Centre
- c. The SSC/ NSDC / NCVT affiliated/ approved Training Partners "Affiliated" option and upload valid relevant affiliation (SSC/NCVT/ NSDC) certificate and signed and sealed Agreement copy of NSDC (if any)
- d. Select Sector and courses for Visit/inspection from SSC/NCVT list of sectors and QP/ Courses
- e. After clicking on finish, a VTP centre registration gets completed and temporary CEMP ID is generated, which must be noted and used for further process of centre empanelment. The centre becomes eligible for visit/inspection by the Assistant Director of the District Skill Development, Employment and Entrepreneurship Guidance.

## 2. Visit Process for Assistant Director, DSDE&EGC after VTP Registration

1. Schedule the visit of SSC/ NSDC / NCVT affiliated / approved Training Partner's registered centre on website in consultation with the centre
2. Check (during visit):
  - a. Centre is in existence at the address entered on site
  - b. Affiliation certificate and signed copy of Agreement of SSC/ NSDC/ NCVT (if any) as mentioned during registration on [www.mssds.in](http://www.mssds.in)
  - c. MoU (if in tie – up with local centre) with the centre owner
  - d. Lease/ Rent agreement or ownership papers of the premises
3. Upload the visit report along with SSC/ NSDC / NCVT affiliation certificate and other docs (MoU)
4. Change Status from 'Under Inspection' to 'Inspection Completed'
5. Enter comments (Approved/partially Approved/ conditionally Approved/ Unapproved). If partially approved/ conditionally approved/ unapproved, then mention the reason in comments. If the centre refuses to show the centre/ documents asked, then mention it in comment box.



### 3. Process for MSSDS administration

1. MSSDS authorized personnel will check the affiliation certificate and the comments entered by Assistant Director
2. If :
  - a) Approved /partially approved/ conditionally approved by Assistant Director, status will be changed to 'Inspection /Partially Approved'
  - b) Unapproved/ Rejected, status will be changed to Reject / Resubmit.
3. Email will be sent about Visit/Inspection status.

### 4. Process after Inspection for SSC/ NSDC / NCVT affiliated/ approved Training Partner Center

Once the visit by Assistant Director is done, the Training Partner can login and check status by following steps.

1. Visit [www.mssds.in](http://www.mssds.in)
2. Click on 'Empanel a Centre'
3. Click on 'Check empanelment Status'(available at Top right corner)
4. Login using Temporary ID generated earlier and Registered Mobile Number
5. Locate the link for payment of Empanelment fees of Rs. 10000.00, that becomes available once visit details are approved by MSSDS admin



6. Make payment of empanelment fees online using Credit card / Debit card/ Internet banking/ NEFT/ RTGS payment option.

## 5. Process for MSSDS after Empanelment fee payment by VTP

1. After confirmation of empanelment payment receipt, VTP centre will be empaneled and profile will be created by MSSDS allocating permanent VTP ID.
2. System generated email message will be sent to VTP along with further steps for login on [www.mssds.in](http://www.mssds.in) site

## 6. Process for VTP after Empanelment completion

VTP shall follow the steps and instruction received in empanelment email. Now, VTP shall use Permanent VTP ID for login VTP and must go through the Help Material provided in Help Material to ensure that biometric machine is integrated prior to start of the batch.

