Process Flow for Accreditation and Affiliation of Organization Via Skill India Portal for

Sports Sector Skill Council

Stage-1 (Training Provider Registration

Step 1)

Register the organization on https://skillindia.nsdcindia.org/ as Training Provider

⬇

System requires SPOC details:
1. Name as per Aadhaar; 2. Email Id; 3. Mobile no
Auto generated email is shared with TP having log in credentials and OTP (Please use regularly accessed email Id and mobile number)

⬇

Reset the password and log in to uploading the below mentioned documents

⬇

Mandatory documents required for TP registration

a. Permanent account number (PAN) of the organization

b. Registration certificate of organization

c. Address Proof (Rent agreement, Electricity bill, water bill, MTNL or BSNL phone bill, ownership proof, Lease deed)

d. Annual turnover certificate of the organization on CA letter head (FR number and membership number required if annual turnover is above rupees 20 lakhs)

⬇

Step 2)

Applicable fees Rs. 10,000 to be paid by online mode only (as per current guidelines and may get changed. Refer Skill India portal for details

⬇

Step 3)

Desktop Assessment is conducted post payment

⬇

Step 4)

Desktop Assessment (DA) status - deemed ready or deemed not ready

⬇

Step 5)

If status is Deemed Not Ready (DNR) – Take corrective action(s) as suggested in DA

⬇

Step 6)

If status is Deemed Ready - Proceed to create Training Centre (TC) in the portal

Stage- 2 (Training Centre Creation)

Step 1) Submit the basic details for TC (SPOC should be different from TP)

⬇

Step 2) Log in credentials are shared in the SPOC email id

⬇

Step 3) Centre Accreditation Application Form (CAAF) to be filled by TC

⬇

Step 4) Photographs to be uploaded using android mobile application which can be downloaded https://skillindia.nsdcindia.org/

⬇

Step 5) Mandatory documents require during CAAF filling Trainers documents, address proof of TC, internet bill

⬇

Step 6) CAAF registration fee Rs. 3000 to be paid

⬇

Step 7) Desktop assessment is conducted

⬇

Step 8) In case of deemed not ready (DNR) TC to make the corrections as suggested in DA report

⬇

Step 9) TC may get blocked if not successfully submitted CAAF in 3 attempts with corrective actions as suggested in DA report. In case of 4th chance TC would be required to pay Rs. 2000 as unblocking fees for next 3 chances

⬇

Step 10) In case of deemed ready letter of registration (LoR) is issued for the respective TC

Note: - TC CAAF editing fee (for addition/ deletion of job roles or any other changes): Rs. 3000

Stage- 3 (Recommendation Letter)

Step 1) TP/TC to approach respective recommending agency depending on the scheme for govt funded schemes – NSDC, state govt, respective ministry and other related govt organizations

Step 2) (for Paid/CSR scheme only) – TP/TC to submit below mentioned documents

    a. Trainers documents

    b. Video and pictures of lab and classroom

    c. At least 5 MOU for one job role on letter head of the organization or on stamp paper stating preference to SPEFL-SC certified candidates for placement and OJT. Job role and validity should also be mentioned. Should be signed by both the parties

    d. Job aggregator form as in prescribed format

    e. Letter of Registration (LoR)

    f. DA report with deemed ready status

Step 3) After receiving all documents as per protocol. SPEFL-SC may issue recommendation letter to the TC for paid scheme only.

Step 4) TC to upload the recommendation letter in the portal

Step 5) SPEFL-SC to verify uploaded recommendation letter

Step 6) After successful verification TC may apply for the inspection by paying the requisite fee of Rs. 10,000+1000 per job role

Step 7) TC needs to accept the date of physical inspection as per the instructions mentioned in the portal

Stage- 4 Physical Inspection

Step 1) Centre is assessed by third party inspection agency empanelled with NSDC

Step 2) TC team to support during inspection

Step 3) Inspection report is uploaded in the portal within given time frame

Step 4) TC to make changes as per the report and apply for either re inspection or appeal

Step 5) SPEFL-SC to review the report uploaded in the portal if centre has been found deemed ready

Step 6) SPEFL-SC may ask for clarification or mark the centre as conditionally accredited, accredited or not recommended within given time frame.

Step 7) TC would be requested to pay affiliation and continuous monitoring fee of Rs. 6000 and Rs. 8000 respectively

Step 8) Certificate of conditional accreditation is generated online if SPEFL-SC approves the inspection report.

Stage- 5 Conditionally Accredited to Accredited

Step 1) It must fulfil 3 mandatory requirements to change the status from conditionally accredited to accredited
   a) Trainer to be SPEFL-SC Training of trainer (ToT) certified (fee based)
   b) Aadhaar enabled biometric attendance system (AEBAS) (to be purchased by TP/TC)
   c) National Institute of Entrepreneurship and Small Business Development (NIESBUD) (fee based)

Note: - TC would be requested to pay the requisite fee as per the guidelines whenever alerted by the system