

## Process for Center Accreditation and Affiliation of Government Institutes in Skill India Portal

As per directions from MSDE, Centre Accreditation and Affiliation of the Government institutes are done basis institute's application (TP Registration) and TC accreditation through an endorsement letter from Gazetted Officer. As per this policy direction, Government Institutes are exempted from paying fees for Centre accreditation and affiliation.

In addition, Physical inspection of these institutes are exempted basis the endorsement letter from Gazetted Officer, which will be considered as the proof of the quality assurance (compliance to Centre Accreditation & Affiliation- grading metrics and SSC norms) of such institutes.

In line with this policy decision, the following process is followed for Government Institutes:

### A. Government Institutes' registration as Training provider and Creation of Training Centre

1. Government Institute will log in to Skill India Portal and click on "Register" tab to start the Training provider registration process. They will choose user group as "Training provider" and complete the registration process by submitting the requisite documents.
  - 1.1 In case of non-availability of required documents (e.g. Certificate of incorporation etc.) Holding department in states issues a letter as per the prescribed format in Annexure 1 and fill out the details of these Government institutes and uploads the filled annexure 1 in TP registration form on Skill India Portal
2. Post completion of Training provider (TP) registration process, the TP can start filling the Center Accreditation and Application Form (CAAF), and will submit the photographs using the mobile application. For detailed understanding of the process please refer to [https://nsdcpdfdocuments.s3-ap-south-1.amazonaws.com/documents/SMART/TC\\_Registration.pdf](https://nsdcpdfdocuments.s3-ap-south-1.amazonaws.com/documents/SMART/TC_Registration.pdf)
3. After TC completes the CAAF filling process on Skill India Portal, the TC will share an endorsement letter as per Annexure 2 format, duly signed and sealed by Gazetted Officer from the Holding department with NSDC through sending email to [smartrecommendations@nsdcindia.org](mailto:smartrecommendations@nsdcindia.org).
4. This endorsement letter can be signed and sealed by Class I or Group A rank officer of the holding department of the state. The letter should be issued on the official letter head of the officer duly signed and stamped by the officer carrying its official "seal".

Post processing of endorsement letter, the TC will be marked 'Deemed Ready' and can proceed for scheme approval/Job role recommendation. The tentative grading and marks of the respective Centre at the time of CAAF submission will be deemed final. Once scheme approval is being done, TC needs to apply for recommendation by which the scheme approved job role will be visible to SSC for Accreditation & Affiliation.

Please note that being accredited and affiliated in no way means that a Training Provider and Training Centres under them shall receive targets under PMKVY or any other government schemes. Target allocation for these recommended Centres is at the sole discretion of the schemes. NSDC is not liable for any claims, losses, liabilities, damages or costs of any nature whatsoever to these Training Providers who completes the process of Accreditation & Affiliation on Skill India Portal.

B. Annexure 1-Format for Declaration for Government Institute/society/organization/company registering as Training Provider (in case of non-availability of requisite document for TP registration)

(On official letter head of verifying authority)

Date:

To: National Skill Development Corporation  
301, 3rd Floor, World Mark-1, West Wing, Aerocity, New Delhi-110037

From: State:  
Recommending Department:

I hereby declare and confirm that the "<Name of Training Provider>" is a Government Institute/society/organization/company having its office at <Complete address of TP including pincode>. It was formed by <Name of State Government> vide gazette notification/ government order/ Act of parliament of legislature vide <Letter no.> dated

\*Place: Signature with official seal (Location and office address)

\*Full Name:

\*Designation:

\*I Card No.:

\*(Enclose a photocopy of I Card)

\*Phone Number:

\*e-mail ID:

All fields marked with \* are mandatory

Annexure 2- Format for Endorsement Letter from Gazetted Officer of the holding Government Department in States.

Date:

State:

Recommending Department/Agency:

I, do hereby declare, state and confirm that following Institutes as Training Providers & Training Centres have successfully completed the Centre Accreditation and Application Form (CAAF) submission process for accreditation and affiliation (A&A) of centre on Skill India portal.

I, also, certify that the below mentioned Training Centers are in full compliance with centre Accreditation and Affiliation guidelines and centre accreditation grading metrics. The corresponding job roles mentioned below also adhere to the Sector Skill Council (SSC) norms on Skill India Portal.

TP ID	TC ID	Training Provider Name	Name of Training Centre	Address	SSC Name	**Job role	Approx. centre area	Self-assessed star rating
							Must be more than 1500 sq. ft. for PMKVY target eligibility	Self-assessed star rating on CAAF

\*\* Please create a new row for every job role

Purpose for recommending for A&A: Please specify the purpose for recommending the TP in question, for e.g. Shortlisted for PMKVY state component

Gazetted officer

Name:

Designation: