

Standard Operating Procedure for empanelment of VTP not affiliated to SSC/ NSDC/ NCVT ^{C25}

1. Registration of New VTP Centre

I) Registration

- a. The VTP will register through “Empanel a centre” available on www.mssds.in
- b. Following documents are to be uploaded while registering the centre:
 - 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. Select ‘No’ option in “Whether Affiliated with NSDC/ SSC/ NCVT”
- d. Select Sector and courses for inspection from NCVT given options
- e. After clicking on finish, a new VTP registration completed and temporary CEMP ID is generated, which must be noted and used for further process till center gets inspected and empanelled with Permanent VTP ID generation.

II) Inspection Fee Payment

- a. Visit website www.mssds.in for login
- b. Click on ‘Empanel a center’
- c. Click on ‘Check Empanelment status’ available at Top right corner
- d. Enter the Temporary ID and registered mobile number, click on ‘Login’ button
- e. Look for ‘Pay Inspection fees’ button. Pay inspection fees online using Credit card / Debit card/ Internet banking/ NEFT/ RTGS payment options.
- f. After payment your centre is eligible for inspection by Assistant Director, District Skill Development, Employment and Entrepreneurship Guidance Centre (DSDE&EGC) committee



- g. The status can be checked by VTP using following steps:
- i. Visit www.mssds.in
 - ii. Click on 'Empanel a center'
 - iii. Click on 'Check Empanelment status' (available at Top right corner)
 - iv. Enter the Temporary CEMP ID and registered mobile number, click on 'Login' button
 - v. Look for status available at the end of the page.

2. Inspection Process for Assistant Director, DSDE&EGC after New VTP Registration

1. Inspection Visit scheduling shall be done within a week after payment is done.
2. Inspection shall be scheduled in consultation with the VTP and Inspection date will be available on the site for ready reference. Inspection should be carried out at given address as per the courses entered by VTP on the website.
3. Check for:
 - a. Registrations of Firm / Trust/ Society/ concern authorities
 - b. MoU/Agreement (if in tie – up with local center) with the center owner. (The detail 'Tie-up Agreement' guideline document is available in 'Guideline' section on www.mssds.in website after login)
 - c. Lease/ Rent agreement or ownership papers of the premises
 - d. Space/power/tools and equipments/Trainer qualifications as per norms
4. Select the date on which the inspection is done
5. Upload the soft copy of inspection report along with MOU, if any
6. Change Status from 'Under Inspection' to 'Inspection Completed'



7. Enter comments (Approved/partially Approved/ Unapproved/ Conditionally Approved). If partially Approved/ Unapproved/ Conditionally Approved, mention the reason in comment box.
8. If visit is postponed, mention reason in comment box.

3. Inspection Validation Process for MSSDS after Inspection done

1. MSSDS authorized personnel will check the soft copy inspection document uploaded and the comments entered by Assistant Director.
2. On the basis of inspection report, the status will be changed to 'Inspection/Partially Approved' or 'Resubmit' or 'Conditionally Approved'
3. Email will be sent to VTP about inspection status with steps to follow for payment of online Empanelment fees.

4. Empanelment fee payment Process after Inspection Validation for VTP

Once the inspection status is changed by MSSDS admin, the VTP should follow the following steps:

1. Visit www.mssds.in
2. Click on 'Empanel a Centre'
3. Click on 'Check empanelment Status'
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 Inspection/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 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.