



APPLICATION FORM FOR AFFILIATION OF TRAINING PROVIDERS (TP) TO TELECOM SECTOR SKILL COUNCIL (TSSC)

1. Process of Grant of Affiliation:

- (a) Submission of duly filled application form with applicable fee of Rs. 5,000/-. (Para 2(a) below refers)
- (b) Evaluation by TSSC & award of Provisional Affiliation.
- (c) Submission of QP / NOS Aligned Curriculum for the selected job roles, along with the Affiliation Fee (Para 2 (b) below refers) & Curriculum alignment Fee (Para 2(c) below refers).
- (d) Curriculum alignment check by TSSC and addressing of gaps by TP.
- (e) Grant of Affiliation by TSSC.
- (f) Time duration of affiliation is 10 days.

2. Fee structure:

- a) Application Fee: Rs. 5,000/- (To be submitted along with the Application Form)
- b) Affiliation Fee: Rs. 45,000/- for Single and Multiple centres (Post review and acceptance of Application by TSSC)
- c) Curriculum Alignment Fee: Rs. 5,000/- per Job Role

3. The certificate will be valid for 2 years from the date of issue.

Date:
Company Seal:

Authorised Signatory



SECTION 1: INSTITUTE INFORMATION AND CREDENTIALS

1. Name of the Organization-

2. Address of Registered Office-

3. Year of Establishment- _____

4. Whether registered (Company, Society, Any other form of Legal existence):

YES

NO

a. If yes, provide:

i. Registration Number and Date: _____
(Attach certificate)

b. PAN / TAN Number (attach photocopy): _____

5. Name of Director / Organization Head-

6. Contact Person / Coordinator for TSSC-

Name: _____

Contact No. (M): _____ (LL): _____

Email ID: _____

7. Organizational Model (Please tick appropriate model):

a. Single location Institute with complete Infrastructure set-up
(Building, classroom, Labs, Workshops):

b. Multi-spread Centres across cities / states:

If yes, please provide details of Branches / centres:
(As per format attached at Appendix A)

8. Is the Institute affiliated / recognised with any Body?

YES

NO

If yes, provide details:

a. Name of the Body affiliated with: _____

(Attach Certificate)

Date:

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9. Is the Institute participating / has participated (in last 02 yrs) in any NSDC / Govt. scheme on skill development?

YES

NO

If Yes, Attach relevant Certificate and provide details:

S. No.	Name of Scheme	Ministry / Department	Since when participating

10. Past Placement record of the Institute (last 2 years):

S. No.	Number Trained	Number Placed	Name of Key organizations where students were placed

Date:
Company Seal:

Authorised Signatory



SECTION 2: AFFILIATION AND TRAINING

1. Job Roles for which affiliation sought:

S. No.	Job Role	TSSC QP / NOS reference	QP compliant Curriculum ready (Yes / No)	QP compliant Content ready (Yes / No)	Location / Centres where training will be conducted	Date by which training will commence

(More rows can be added, if required)

2. Availability of tools, equipment etc for Practical Training, for selected job roles:

S. No.	Job Role	Practical Set-up Available Yes / No (As per attached list at Appendix B)	Tie-ups for Industry interface / OJTs / Practical Training (Name of Industry / Org. With when tie-up exist)

Date:
Company Seal:

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3. Training Facilitation (Tick appropriate choice):

- (a) Training of Trainers: In-house Master Trainers Outsourced
- (b) Periodicity of Training and Certification of Trainers: 1 Year 2 Years > 2 Years
- (c) Certification of Trainers: In-house capability Outsourced / External
- (d) Content Development: In-house External Agency (Please specify)

4. Methodology of mobilising candidates:

- (a) Printed Brochure / Prospectus: YES NO (If yes, attach a copy)
- (b) Media Advertisements: YES NO (If yes, attach a copy)
- (c) Industry Tie-ups: YES NO (If yes, attach details)
- (d) Tie-ups with Staffing Agency: YES NO (If yes, attach details)
- (e) Any other methodology, Please specify

5. Industry Tie-ups for OJT / Practical Training (for the training done in past):

S. No.	Job Role	Name of the Company

Date:
Company Seal:

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6. Have you conducted training in Telecom sector or any other related sector (Retail / IT / Electronics)?

 YES NO

If yes, provide details:

S. No.	Sector	Job Role	Year of conduct	No. Trained

If no, provide details of training conducted in past:

S. No.	Sector	Job Role	Year of conduct	No. Trained

7. Details of Telecom Trainer available:

S. No.	Name	Industry Experience	Academic Qualification	Certified trainers (Yes / No)

Date:
Company Seal:

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Section 3: Processes, Compliances and Records

(Applicant to confirm availability of the under mentioned processes, compliances and documents. These will be checked during On-site visits)

- (a) Operations Manual:
 - i) Background of Institution
 - ii) Organization Structure
 - iii) Profile of Trainers
 - iv) Industry Linkages
 - v) Profile of Senior and Middle Management

- (b) Compliance to Statutory and regulatory requirements
- (c) Guidelines for recruitment of Trainers
- (d) Professional development plan for Faculty
- (e) Records of Qualification, experience of faculty / teaching staff
- (f) Availability of Administrative support staff
- (g) Composition of Training Packages:
 - (i) Content
 - (ii) Training Manual
 - (iii) Trainer Guide
 - (iv) Training Delivery Plan
 - (v) Feedback Forms and Review Mechanism
- (h) Training Delivery
 - (i) Classroom facilities / Training aids,
 - (ii) Quality of PPT
 - (iii) Continuous / Interim Assessment Plans
 - (iv) OJT / Industry visits / Equipment for Hands-on Training
- (i) Library for students
- (j) Adherence to Health & Safety norms
 - (i) Training on staff on crisis handling & handling for fire fighting equipments
 - (ii) Availability of fire fighting / safety equipments
 - (iii) Health policy, Periodic medical checks
 - (iv) Certifications by competent authority
- (k) Management Review:
 - (i) Management review Meetings and action perusal
 - (ii) Faculty review
 - (iii) Complaints and Redressal system
 - (iv) Feedback analysis (feedback form students / faculty / employees)
 - (v) Result analysis and Review
- (l) CVs for Master Trainers
- (m) Content development capability (if In-house exists)

Date:
Company Seal:

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Check Off List

1. Registration Certificate (refer Section 1, point 4)
2. PAN / TAN card (refer Section 1, point 4)
3. List of Branches (refer Section 1, point 7)
4. Affiliation Certificate (refer Section 1, point 8)
5. Certificate for having participated in Govt / NSDC scheme (refer Section 1, point 9)
6. Supporting Documents for Mobilization of candidates (refer Section 2, point 4)

Date:
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Appendix 'A'

List of All Branches / Centres:

Job Role	Training Start Date	Centre Details/Address where training will be conducted	Tools / Equipments Availability confirmation at each Centre (Refer list attached in the Application Form)	On-Job Training Tie-ups at each centre (Mention company Name, and attach Letters)	Trainers Availability at Each Centre		
					Academic Qualification	Industry Experience (for specific Job Role)	Attach CV

* More rows can be added, if required

Date:
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Appendix 'B'

MANDATORY EQUIPMENT (HARDWARE / SOFTWARE) REQUIREMENT FOR RESPECTIVE JOB ROLES

Job role	Minimum list of software / equipment
CCE (Call Center)	CRM, Computer setup with basic MS Office
CCE (Relationship Center)	CRM, Computer setup with basic MS Office
CCE (Repair Center)	Computer setup with basic MS Office
Handset Repair Engineer (Level II)	Test Bench, test equipment (multimeters, frequency generators etc); Setup for end-to-end diagnostics and repair, software jigs;
Tower Technician	D G Set, Air Conditioner, Power Interface Unit (PIU), SMPS, Battery bank
Optical Fiber Technician	<ul style="list-style-type: none">• Optical Splicing Equipment• Optical test equipment like OTDR, light meter and power meter;
Optical Fiber Splicer	<ul style="list-style-type: none">• Optical Splicing Equipment• Optical test equipment like OTDR, light meter and power meter;

Date:
Company Seal:

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