

# Standard Operating Procedure for priority empanelment of MOU / ILSDP partners

## 1. Registration of MoU/ ILSDP partner centre

- a. The MoU/ ILSDP partner will register through “Empanel a centre” available on [www.mssds.in](http://www.mssds.in)
- b. The following documents of the center 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
  - iv. The MoU / ILSDP partner will select “Affiliated” option and upload valid relevant affiliation (SSC/NCVT/ NSDC) certificate and signed agreement, (if any). In case, no affiliation certificate is available, they will upload copy of the MoU signed with State Government or Skill Development & Entrepreneurship Department or MSSDS.
- c. Select Sector and courses for Visit/inspection from SSC/NCVT list of sectors and QP/ Courses
- d. 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. Process for Assistant Director after Registration of MoU/ ILSDP proposed Centre

1. Schedule the visit of SSC/ NSDC / NCVT affiliated / approved Training Partner's registered centre on website in consultation with the centre
2. Visit to the MOU / ILSDP partners registered centre within a week
3. 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
4. Upload the visit report with MoU & other docs, if any (in readable pdf format )
5. Change Status from 'Under Inspection' to 'Inspection Completed'
6. 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 comments box.



### 3. Process for MSSDS administration

1. MSSDS authorized personnel will check the Visit Report and 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.
  - c) Email will be sent about Visit/Inspection status.

### 4. Process after Centre Visit for MoU/ ILSDP partner

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

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 MoU / ILSDP partner

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

## 6. Process for MoU/ ILSDP partner after Empanelment completion

MoU/ ILSDP partner 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.



