



**INDIAN PLUMBING SKILLS COUNCIL**

**GUIDELINES  
&  
APPLICATION FORM  
TO BECOME TRAINING PARTNER**

## **1. ELIGIBILITY**

Following applicants are eligible to apply:

### **1.1 Training Institutes set up/ affiliated by Government:**

Any educational/ training institute fulfilling any of the following criteria:

- 1.1.1 ITIs/ ITCs affiliated to NCVT
- 1.1.2 Institutes approved by Councils under Central Government Ministries like All India Council of Technical Education Council
- 1.1.3 Training delivery partners already affiliated to NSDC and opting for automotive & related courses
- 1.1.4 Colleges/ Institutes affiliated to a university set up by Central or State/ UT government or recognized by University Grants Commission.
- 1.1.5 Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
- 1.1.6 Any other institute set up by Central or State/ UT government

In future, if the registration/affiliation of the institute is cancelled for any reason by the respective accrediting/registering/governing authority, then its registration as a training partner of IPSC would also stand cancelled.

### **1.2 Training Institutes set up by Plumbing Companies:**

Any educational/ training institute fulfilling any of the following criteria:

- 1.2.1 Institutes owned/ promoted by Plumbing Companies
- 1.2.2 Institutes managed/ run by Plumbing Companies

### **1.3 Company/ Firm/ Society/ Trust**

Any of the above fulfilling any of the following criteria:

- 1.3.1 An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application in their own or rented premises.
- 1.3.2 An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN) and Service Tax Registration Number and audited accounts of statements at least for last one year.

## **2. REGISTRATION PROCEDURE**

- 2.1 All applicants are required to submit duly filled in and signed application in the prescribed form along with prescribed application fee
- 2.2 All supporting documents, as given in the application form shall be submitted along with the application form
- 2.3 Application may be submitted to IPSC, either in person or through post .
- 2.4 Application form is to be filled in for each training centre. Applicant may apply for more than one centre through separate application forms.

2.5 Application will be processed at two levels:

2.5.1 with the corporate of the institute/ Centre, if applicable

2.5.2 with individual institute/ Centre

### **3. APPLICATION FORM**

Application form for Registration/ Accreditation as a Training Partner may be requested from IPSC by sending in a request via e-mail or normal post.

### **4. EVALUATION OF APPLICATION**

4.1 IPSC shall evaluate all applications received, within a period of one month from the date of receipt of the application.

4.2 IPSC may call for additional information, if required.

4.3 IPSC or its representative(s) may investigate the correctness of the information provided by the applicant.

4.4 The applicant may be called for a personal meeting/ interview with IPSC.

### **5. APPLICATION FEE**

5.1 The applicant must submit a non-refundable application fee in form of a Cheque or Demand Draft, drawn in favour of 'Indian Plumbing Skills Council , Payable at New Delhi

5.2 The application fee for the year 2015 - 2016 is Rs 10,000/-

### **6. ACCEPTANCE OF APPLICATION**

6.1 IPSC shall officially intimate applicant about the successful evaluation of the application.

6.2 Based on the acceptance of application, the applicant if need be, may proceed to:

6.2.1 Complete the requisite infrastructure/ equipment requirements as specified by IPSC.

6.2.2 Complete the hiring of trainers and other staff as per IPSC norms.

6.2.3 Apply for Affiliation/ Accreditation

6.3 '**Acceptance of Application**' shall not be the authorization to start the training under IPSC partnership.

### **7. EVALUATION OF TRAINING CENTRE**

7.1 On completion of the requirements for Affiliation/ Accreditation, the applicant shall apply for evaluation of the training centre.

7.2 IPSC expects training partner to have requisite infrastructure. This infrastructure may be owned/leased/organized by training partner.

7.3 IPSC or representative(s) nominated by IPSC shall arrange to evaluate the training centre.

7.4 Fees payable against evaluation charges shall be non- refundable read as INR 40,000/- ( Forty thousand only)

## **8. AFFILIATION/ ACCREDITATION LETTER**

8.1 Based on successful completion of requirements and following recommendations of the Evaluation Team, IPSC shall ask the applicant to:

8.1.1 Sign the 'Training Partner Agreement'

8.1.2 Deposit the Accreditation Fee to IPSC as per schedule 5.

8.1.3 Deposit the Course Licensing/Validation Fees as per schedule 5.

8.2 On receipt of the signed 'Training Partner Agreement' and course licensing/validation Fee, IPSC shall issue the 'Letter of Affiliation/ Accreditation'.

## **9. OTHER IMPORTANT GUIDELINES**

9.1 For details of modules, please contact IPSC.

9.2 Requisite Fees may be paid on-line. Details may be requested from IPSC.

9.3 On receipt of the Registration Letter, applicant shall complete all requirements within the time specified by IPSC. In case the requirements are not completed within the stipulated period of time, IPSC may cancel the Registration.

9.4 IPSC may inspect the training center anytime during the period of accreditation, with or without notice, to ensure compliance to IPSC norms and standards for training partners.

9.5 Affiliation/ Accreditation may be suspended or cancelled based on the terms of the Termination Clause of 'Training Partner Agreement'.

## **10. IPSC Contact:**

### **INDIAN PLUMBING SKILS COUNCIL**

B-168/169, DDA Sheds

Okhla Phase-1

New Delhi-110020



011-41513580



ipssc@ipssc.in



www.ipssc.in

# APPLICATION FORM FOR TRAINING PARTNER

## **INSTRUCTIONS TO THE APPLICANT**

1. Kindly go through the form thoroughly before filling it up.
2. It may be noted that the 'Applicant' here refers to the main promoter/ partner who would run the day to day operations of the proposed Training Centre.
3. This application (refer Page 7-14) should be filled in English language only, either by typing or in block letters with black ink.
4. All the financial information should be mentioned in Rs Lacs.
5. Multiple locations may be applied for an applicant must fill separate application form for each proposed Training Centre.
6. Please strike off the headings not relevant to your application.
7. If the space provided for giving the information is insufficient, please attach additional sheets.
8. Please attach documentary proofs as mentioned in the application form. Documentary proof requirement may be different for different establishments.
9. Application form may be sent in an envelope through post and by e mail to IPSC.

From:

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Date: \_\_\_\_\_

Sir,

**Subject: Application for Registration as a Training Partner of IPSC**

We the undersigned hereby apply for Registration as a Training Partner under the skill development initiative of IPSC. We would like to state that we have made full disclosure of all the information required in this application and the information provided by us is true to the best of our knowledge and belief.

We acknowledge that this is only an application for consideration of Registration with IPSC and that this application does not place any obligation on IPSC to appoint us as an Accredited/ Authorized training partner.

We understand that IPSC or its representative shall be free to investigate the correctness of information provided by us and/ or call for more information whenever required. During such investigation or at any subsequent stage, in case of any misinformation, whether intentional or unintentional, IPSC may not give acceptance of application or may cancel the same if already issued.

We further acknowledge that the copies of all documents, photographs etc furnished by us would henceforth become the property of IPSC and may be retained by them for their records.

\_\_\_\_\_  
Signature of Main Promoter/ Partner

Name:

Designation:

Phone No:

E mail:

<b>1. CONTACT DETAILS</b>	
Name of the Organization	
Name of main promoter	
Contact Details	Address:
	District:
	City:
	State/ UT:
	Pin Code
	Telephone:
	Mobile:
	Fax:
	E Mail:
	Website:
Name of Proposed Centre	Address:
Contact Details	District:
	City:
	State/ UT:
	Pin Code
	Telephone:
	Mobile:
	Fax:
	E Mail:
	Website:
	Address:

## 2. TRAINING MODULE(S) APPLIED

IPSC competency based/ NOS based Module(s) opted for Registration <b>(Please refer Appendix 1)</b>	1. .... 2. .... 3. .... 4. .... 5. ....
Applying for	First time <input type="radio"/> Reapplying <input type="radio"/>
If reapplying, date of previous application	
If reapplying, reason of re- application	

## 3. INSTITUTE DETAILS

### 3.1 INSTITUTES SET UP BY GOVERNMENT

Type of Institute	Affiliation/ Accreditation	Yes/ No
ITIs/ ITCs/ College/ School/ Organization/ Autonomous Organization	NCVT/ AICTE	
	Central/ State Government University	
	University recognized by UGC	
	Central/ State Board of Education	
	Board of Technical Education	
	Distance Education Council of India	
	University recognized by DEC of India	
	Set up by Central/ State Government	
	Any other (Please specify)	
	Proposed training capacity for applied IPSC courses per year: Course 1_____ Course 2_____ Course 3_____	
Placement / Employment record giving details of employers for each course:		

Documentary proof of Registration/ Affiliation/ Accreditation attached:

Yes                   No

### 3.2 INSTITUTES SET UP BY TRAINING PARTNER

Company Details	Name:
	Date of incorporation:
	Nature of business:
	Number of permanent employees:
Training Institute Details	Name:
	Purpose of institute:
	Date of incorporation:
	Courses conducted at present with annual training capacity: 1. _____ Capacity _____ 2. _____ Capacity _____ 3. _____ Capacity _____.
	Affiliation with Govt. University/ Body, if any (Please specify):
	Total number of employees :
	Number of trainees trained since inception in each course: Course 1 _____ Course 2 _____ Course 3 _____
	Number of Trainees trained in previous financial year in each course: Course 1 _____ Course 2 _____ Course 3 _____
	Proposed training capacity for applied IPSC courses per year: Course 1 _____ Course 2 _____ Course 3 _____
	Placement / Employment record giving details of employers for each course:

Documentary proof attached:

- |   |                           |                          |
|---|---------------------------|--------------------------|
| 1. PAN Number                               | Yes <input type="radio"/> | No <input type="radio"/> |
| 2. Service Tax Registration Number          | Yes <input type="radio"/> | No <input type="radio"/> |
| 3. Registration/ Affiliation/ Accreditation | Yes <input type="radio"/> | No <input type="radio"/> |



### 3.3 INSTITUTES SET UP BY COMPANIES/ FIRMS/ SOCIETY/ TRUST

Company/ Firm/ Society/ Trust Details	Name:
	Date of incorporation:
	Nature of business/ association:
	Education/ Training Institutes operated:
	Number of permanent employees:
	Permanent Account No:
	Service Tax Registration No:
Training Institute Details	Name:
	Purpose of institute:
	Date of incorporation:
	Tie ups with Industry, if any:
	Courses conducted: 1. _____ Capacity _____ 2. _____ Capacity _____ 3. _____ Capacity _____
	Affiliation with Govt. University/ Body, if any (Please specify):
	Number of trainees trained since inception in each course: Course 1 _____ Course 2 _____ Course 3 _____
	Number of Trainees trained in previous financial year in each course: Course 1 _____ Course 2 _____ Course 3 _____
	Proposed training capacity for IPSC courses per year: Course 1 _____ Course 2 _____ Course 3 _____



#### 4. INFRASTRUCTRE & OTHER DETAILS OF TRAINING INSTITUTE

Area Details:

Particulars	Number	Area in sq m
Classrooms		
Workshop		
Other Buildings		
Open Area		
Total Area:		

Facilities Available:

Whether the training institute is owned or leased:

Owned  Leased

In case of ownership, whether the property is:

Mortgaged  Hypothecated  Under Litigation  None

In case of lease, years of lease:

Number of employees:		
Particulars comprises	Permanent	Contract/ Temporary
Trainers		
Demonstrators		
Others		
Sub Total		
Total:		
Finance	How much are you willing to invest in infrastructure/ equipment: Rs	
	Amount of proposed working capitals : Rs	

Documentary proof attached\*:

- |   |                           |                          |
|---|---------------------------|--------------------------|
| 1. Certificate of Registration of Company/ Firm/ Society/ Trust   | Yes <input type="radio"/> | No <input type="radio"/> |
| 2. Memorandum of Association  | Yes <input type="radio"/> | No <input type="radio"/> |
| 3. Audited Account Statement of previous year   | Yes <input type="radio"/> | No <input type="radio"/> |
| 4. PAN Number   | Yes <input type="radio"/> | No <input type="radio"/> |
| 5. Service Tax Registration Number  | Yes <input type="radio"/> | No <input type="radio"/> |
| 6. Registration/ Affiliation/ Accreditation of institute  | Yes <input type="radio"/> | No <input type="radio"/> |
| 7. Passport size photograph of main promoter  | Yes <input type="radio"/> | No <input type="radio"/> |
| 8. Age proof of main promoter (Driving license/ passport etc)   | Yes <input type="radio"/> | No <input type="radio"/> |
| 9. Certificates for education qualifications  | Yes <input type="radio"/> | No <input type="radio"/> |
| 10. Photographs / Layout of the current/ proposed training centre<br>(Layout, Classrooms, Workshops & other facilities) | Yes <input type="radio"/> | No <input type="radio"/> |
| 11. Property document showing ownership/ lease  | Yes <input type="radio"/> | No <input type="radio"/> |
| 12. Income tax return of the main promoter  | Yes <input type="radio"/> | No <input type="radio"/> |
| 13. Documentary proof of industry tie ups   | Yes <input type="radio"/> | No <input type="radio"/> |

\* Applicable to institutes proposed/ set up by Plumbing Companies/ Companies/ firms/ Society/ Trust.