

Process Flow for Accreditation and Affiliation of
Organization Via Skill India Portal for
Healthcare Sector Skill Council

Stage- 1 (Training Provider Registration)

Register the organization on <https://skillindia.nsdcindia.org/> as Training Provider



System requires SPOC details:

1. Name as per Aadhaar; 2. Email Id; 3. Mobile no

Auto generated email is shared with TP having log in credentials and OTP (Please use regularly accessed email Id and mobile number)



Reset the password and log in to uploading the below mentioned documents



Mandatory documents required for TP registration

a. Permanent account number (PAN) of the organization

b. Registration certificate of organization

c. Address Proof (Rent agreement, Electricity bill, water bill, MTNL or BSNL phone bill, ownership proof, Lease deed)

d. Annual turnover certificate of the organization on CA letter head (FR number and membership number required if annual turnover is above rupees 20 lakhs)



Step 2)

Applicable fees Rs. 10,000 to be paid by online mode only (as per current guidelines and may get changed. Refer Skill India portal for details)



Step 3)

Desktop Assessment is conducted post payment



Step 4)

Desktop Assessment (DA) status - deemed ready or deemed not ready



Step 5)

If status is Deemed Not Ready (DNR) – Take corrective action(s) as suggested in DA



Step 6)

If status is Deemed Ready - Proceed to create Training Centre (TC) in the portal

Stage- 2 (Training Centre Creation)

Step 1)

Submit the basic details for TC (SPOC should be different from TP)



Step 2)

Log in credentials are shared in the SPOC email id



Step 3)

Centre Accreditation Application Form (CAAF) to be filled by TC



Step 4)

Photographs to be uploaded using android mobile application which can be downloaded <https://skillindia.nsdcindia.org/>



Step 5)

Mandatory documents require during CAAF filling Trainers documents, address proof of TC, internet bill



Step 6)

CAAF registration fee Rs. 3000 to be paid



Step 7)

Desktop assessment is conducted



Step 8)

In case of deemed not ready (DNR) TC to make the corrections as suggested in DA report



Step 9)

TC may get blocked if not successfully submitted CAAF in 3 attempts with corrective actions as suggested in DA report. In case of 4th chance TC would be required to pay Rs. 2000 as unblocking fees for next 3 chances



Step 10)

In case of deemed ready letter of registration (LoR) is issued for the respective TC

Note: - TC CAAF editing fee (for addition/ deletion of job roles or any other changes): Rs. 3000

Stage- 3 (Recommendation Letter)

Step 1)

TP/TC to approach respective recommending agency depending on the scheme for govt funded schemes – NSDC, state govt, respective ministry and other related govt organizations



Step 2)

(for Paid/CSR scheme only) – TP/TC to submit below mentioned documents

- a. Trainers documents
- b. Video and pictures of lab and classroom
- c. At least 5 MOU for one job role on letter head of the HCO/hospital or on stamp paper stating preference to HSSC certified candidates for placement and OJT. Job role and validity should also be mentioned. Should be signed by both the parties
- d. Job aggregator form as in prescribed format
- e. Letter of Registration (LoR)
- f. DA report with deemed ready status



Step 3)

After receiving all documents as per protocol. HSSC may issue recommendation letter to the TC for paid scheme only.



Step 4)

TC to upload the recommendation letter in the portal



Step 5)

HSSC to verify uploaded recommendation letter



Step 6)

After successful verification TC may apply for the inspection by paying the requisite fee of Rs. 10,000+1000 per job role



Step 7)

TC needs to accept the date of physical inspection as per the instructions mentioned in the portal

Stage- 4 Physical Inspection

Step 1)

Centre is assessed by third party inspection agency empanelled with NSDC



Step 2)

TC team to support during inspection



Step 3)

Inspection report is uploaded in the portal within given time frame



Step 4)

TC to make changes as per the report and apply for either re inspection or appeal



Step 5)

HSSC to review the report uploaded in the portal if centre has been found deemed ready



Step 6)

HSSC may ask for clarification or mark the centre as conditionally accredited, accredited or not recommended within given time frame.



Step 7)

TC would be requested to pay affiliation and continuous monitoring fee of Rs. 6000 and Rs. 8000 respectively



Step 8)

Certificate of conditional accreditation is generated online if HSSC approves the inspection report.

Stage- 5 Conditionally Accredited to Accredited

Step 1)

It must fulfil 3 mandatory requirements to change the status from conditionally accredited to accredited

- a) Trainer to be HSSC Training of trainer (ToT) certified (fee based)
- b) Aadhaar enabled biometric attendance system (AEBAS) (to be purchased by TP/TC)
- c) National Institute of Entrepreneurship and Small Business Development (NIESBUD) (fee based)

Note: - TC would be requested to pay the requisite fee as per the guidelines whenever alerted by the system