



APPLICATION FORM FOR AFFILIATION WITH GEM & JEWELLERY SKILL COUNCIL OF

AS AN

ASSESSMENT AGENCY





GENERAL INSTRUCTIONS

- 1. A print-out of this application form along with self-attested hard copies of the relevant documents has to be sent to GJSCI by the ASSESMENT AGENCY.
- 2. Each and every page should be stamped and signed (Authorised Signature) by the applicant ASSESMENT AGENCY.
- 3. A declaration/board resolution should be furnished by the ASSESMENT AGENCY endorsing the authorised signatory.
- 4. In addition to hardcopy, please submit the scanned copy of the application form and the requisite supporting enclosures by email (please scan the application documents after stamping and signing).
- 5. Any Assessment batch may be subject to random audit for compliance.
- 6. Fees Structure

GJSCI ASSESMENT AGENCY AFFILIATION FEE STRUCTURE				
ITEM	AMOUNT	REMARKS		
Affiliation Application Fees	Rs. 10,000	Onetime		
Annual Affiliation fees	Rs. 40,000	Annual		

Note:

- 1) Affiliation fees are refundable subject to deduction of processing fees
- 2) All fees are subject to change with prior notice of 7 days
- 3) All payments have to be made strictly from TP official bank account as intimated in the affiliation document.
- 4) Please remit Affiliation Fees via NEFT / RTGS details as under and send confirmation mail of the payment to <u>assessments@gjsci.org</u>, <u>aa1@gjsci.org</u>, <u>finance2@gjsci.org</u>.
- 5) Affiliation Fees are non-transferable

Bank name and Branch: State Bank of India, SEEPZ SEZ, Account number: 32495879044 Account name: Gem & Jewellery Skill Council of India RTGS/NEFT, IFSC Code: SBIN0003473





1. Name of the ASSESMENT AGENCY/Institution:

2. Name(s) of all Director(s) / Owner(s)/ Partner(s) as on date:

S. No.	Names	Designation
1.		
2.		
3.		
4.		
3. Conta	ct Details of the Institution:	
Postal Ad	ddress of Corporate Office	
Pin Code		
Land Line	e Number with STD Code Gem & Jewellery Skill Cour	ncil of India
Fax No.		
Website		

4. Year of Establishment: ______





5. Prior Exposure of the ASSESMENT AGENCY/Institution in conducting Assessment in Skill Development Space.

□ Yes □ No

6. PAN No: _____

7. TAN No: _____

(Attach photocopy of the PAN and TAN registration)

- 8. Turnover of the ASSESMENT AGENCY/Institute: ______ (Last Financial Year)
- 9. Is the Assessment Agency recognised with any Government bodies or affiliated with any Regulatory body or Affiliated with any other sector Skill Council?

□ Yes □ No

10. If Yes, please mention the following:

Name of the Body with which recognized or affiliated Regulatory Body/ Sector Skill Council	
Recognition No./ Affiliation Number	
Year of Recognition/Affiliation	ll Council of India
Validity of Recognition/ Affiliation	

(Attach Recognition and/or Affiliation certificates)





11. Educational Qualifications and Experience of the Director(s), Management Team members, Operational Head(s) and Affiliation Coordinator(s) for Assessment Agency/Institution:

Name of Director Management Tea members, Operatio Head(s) & Affiliati Coordinator(s)	m onal	Designation	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development
			5			

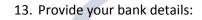
Gem & Jewellery Skill Council of India





12. Provide the Contact Details of the Director(s), Management Team members, Operational Head(s) and Affiliation Coordinator(s) for VTP/Institution:

Name	Designation	Contact Address	Contact Numbers – Both Land Line and Mobile	Email-ids
			/	



A/C Number	
Bank Name	
Gem &	Jewellery Skill Council of India
IFSC Code	

Section 2: Assessment Operations – Processes

14. Does your Institution have a "Mission Statement"?

Yes No

15. If Yes, please write the Mission Statement in the space provided below:





16. Does your Institution have an "Operations Manual"?

Yes

No

17. Details of documented process for management of Human Resources.

Aspect	Yes/No
Recruitment guidelines and criteria based on required competencies	
Training and professional development plan and processes	
Maintaining records of qualifications and experience	

18. Details of the Permanent Assessment Staff

S. No	Name	Designation	Degree/ Diploma	Training Certificate	Sector Experience (Years)	Instruction Experience (Years)	Regular/ Visiting	GJSCI Certified
1.					(Tears)	(Tears)		
1.								
2.								
3.								
4.								
5.								
6.								
7.	-	Com l- I	orucallor	sz Claill	Council	of Indi	-	
8.		sem æ j	ewener	y Skill	counch	or mur	ci.	
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								





19. Have the Assessors undergone any specialised training?

□Yes □No

(If Yes, attach the Details of the training)

20. Administrative Support Staff

S. No.	Staff	Permanent	Temporary/Part-time	Total
1.	Office Manager			
2.	Office Staff			
3.	IT Support Attendants			
4.	Accountant			
5.	Support Staff		X	
6.	Others			7
7.	Total			

21. Details of the Assessment Guidelines developed for all the QPs.

Aspect	Yes/No	Remarks
Process of adoption and/or development of		
Assessment Guides on the basis of QP and NOS developed by the SSC	louncil o	of India
Review process to gauge the effectiveness of the		
Assessment Guide developed		
Clear demarcation of time to theory and practical as		
per the criteria set by SSC		
Process of SME engagement in Assessment Guide		
design and development		
Review process for approval of Assessment Guide		
from the SSC		





S. No.	List of Enclosures	Yes/No
1	PAN and TAN	
2	3 years ITR with Audited Balance Sheet	
3	Letter of Incorporation/Registration Certificate of Company Trust/ Society	
4	Copies of Recognition and or Affiliation Certificates	
5	Assessors Resume	

I ______(Name) _____(Designation) confirm that our institution meets the specifications for becoming an Affiliated Assessment Agency as per the standards defined by GJSCI and NSDC.

I Declare that the information furnished in the application form is true & take complete responsibility of the authenticity of all the information.

Any information submitted herewith, if proven false, the necessary action taken by GJSCI/NSDC will be valid and non-contested.

Signature:		
Date:		
Place:		
Gem & J	ewellery Skill Council of	India
	Stamp / Seal of the Institute	1

GJSCI AA Affiliation Document – January 2016