

APPLICATION FORM FOR AFFILIATION

WITH



**GEM & JEWELLERY
SKILL COUNCIL OF
INDIA**

Gem & Jewellery Skill Council of India

**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 assessments@gjsci.org, aa1@gjsci.org, finance2@gjsci.org.
- 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

Section 1: Institution and Management Profile

1. Name of the ASSESSMENT 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. Contact Details of the Institution:

Postal Address of Corporate Office	
Pin Code	
Land Line Number with STD Code	
Fax No.	
Website	

4. Year of Establishment: _____

5. Prior Exposure of the ASSESSMENT 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 ASSESSMENT 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	
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(s), Management Team members, Operational Head(s) & Affiliation Coordinator(s)	Designation	Educational Qualifications	Overall Work Experience (in years)	Prior Experience in the Skills Training Space	Key Achievements in the Skills Development



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

13. Provide your bank details:

A/C Number	
Bank Name	
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.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
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			
6.	Others			
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		
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 & Jewellery Skill Council of India

Stamp / Seal of the Institute