

# **WATER MANAGEMENT & PLUMBING SKILL COUNCIL**

## **Guidelines for filling Application Form for Affiliation as 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 NCVET and have facilities of Plumbing Lab & capacity for Water related job roles, trainings as per WMPSC protocol or having the capacity to build up for existing infrastructure.
  - 1.1.2 Institutes approved by Councils under Central Government Ministries like All India Council of Technical Education (AICTE) Council to build up capacity in Water & Plumbing sector.
  - 1.1.3 Training delivery partners already affiliated to NSDC and opting for Water Management & Plumbing 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 Any other institute set up by Central or State/ UT government.

### **2. Company/ Firm/ Society/ Trust**

Any of the above fulfilling any of the following criteria:

- 2.1 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.
- 2.2 An organization registered in India, fulfilling following conditions:
  - 2.2.1 conducting business in the domain of skill development & training.
  - 2.2.2 having Permanent Income Tax Account Number (PAN/TAN) and Service Tax Registration / GST Number
  - 2.2.3 audited accounts of statements at least for the last 3 years.

### **3. REGISTRATION PROCEDURE**

- 3.1 All applicants are required to submit duly filled in and signed application online in prescribed form along with application fee. (link to be available soon)
- 3.2 All supporting documents, as given in the check list shall be submitted/uploaded along with the application form
- 3.3 Application form & Due Diligence Form to be filled in for each training center. Applicants may apply for more than one center through separate due diligence forms.

### **4. APPLICATION FORM**

Application form for Registration as a Training Partner may be requested from WMPSC by sending in a request via e-mail.

### **5. EVALUATION OF APPLICATION**

- 5.1 WMPSC will verify all the submitted documents & may call for additional information, if required.
- 5.2 WMPSC or its representative(s) may investigate the correctness of the information provided by the applicant.
- 5.3 The applicant may be called for a personal meeting/ request for presentation to be made to WMPSC.

### **6. APPLICATION FEE**

- 6.1 The applicant must submit a non-refundable application fee of **Rs.10,000/-** in the form of Demand Draft, RTGS/ NEFT to be paid in favor of '**WATER MANAGEMENT AND PLUMBING SKILL COUNCIL, Payable at New Delhi**'
- 6.2 Bank Details as under:

<b>Name of Beneficiary</b>	-	<b>WATER MANAGEMENT AND PLUMBING SKILL COUNCIL</b>
<b>Account Number</b>	-	<b>50200082453350</b>
<b>IFSC Code</b>	-	<b>HDFC0001385</b>

*\*Further fee will be paid stage wise as mentioned in Annexure-A of application form*

### **7. ACCEPTANCE OF APPLICATION**

- 7.1 WMPSC shall officially intimate applicant about the successful evaluation of the application after verification of the submitted documents of your Institute/organization.
- 7.2 Based on the acceptance of application, the applicant, if need be, may proceed to the following:
  - 7.2.1 Complete the requisite infrastructure/equipment requirements as specified by WMPSC. List of Equipment, Tools & Materials will be shared by WMPSC.
  - 7.2.2 Nomination of trainers for required/specified Job Roles under TOT (Training of Trainer) programs.

- 7.2.3 Apply for the due diligence of the proposed Training Center.
- 7.2.4 'Acceptance of Application' shall not be the authorization to start the training under WMPSC partnership. If application is rejected due to incomplete documents, re-submission with correction will be permissible in stipulated time frame.
- 7.2.5 Application will only be accepted if the same is duly signed by the Main Proprietor/Promoter of the organization.

#### **8. EVALUATION OF TRAINING CENTRE**

- 8.1 On completion of the requirements for Affiliation, the applicant shall apply for evaluation of the training center(s).
- 8.2 WMPSC expects the training partner to have the requisite infrastructure. This infrastructure may be owned/leased/organized by the training partner.
- 8.3 WMPSC or representative(s) nominated by WMPSC shall arrange to evaluate the training Centre.
- 8.4 After Successful evaluation of the Training Center, TP will be liable to pay the rest amount as per Annexure A.
- 8.5 If rejected, the TP can re-apply for the evaluation for the same training center within 30 days from the date of rejection. WMPSC will not entertain for any further attempt.
- 8.6 UTR / Transaction details to be mentioned as per the shared link.

#### **9. AFFILIATION CERTIFICATE**

- 9.1 Based on successful completion of requirements and following recommendations of the Evaluation Team, WMPSC shall ask the applicant to:
  - 9.1.1 Sign the 'Training Partner Agreement' / Letter of Intent (LOI) on Zoho platform
  - 9.1.2 On receipt of the signed 'Training Partner Agreement' / Letter of Intent (LOI), the Training Partner Affiliation Certificate will be issued by WMPSC.

#### **10. OTHER IMPORTANT GUIDELINES**

- 10.1 For details of modules, please go through the SOP guidelines & contact WMPSC in case of any clarification.
- 10.2 On receipt of the Application form, applicant shall complete all requirements within the time frame specified by WMPSC. In case the requirements are not completed within the stipulated period, WMPSC may cancel the application.
- 10.3 WMPSC may inspect the training center anytime during the period of affiliation with or without notice, to ensure compliance as per WMPSC norms and standards for training partners.
- 10.4 Branding Guidelines will be provided by WMPSC as per scheme/project SOP guidelines.
- 10.5 Affiliation may be suspended or cancelled based on the terms of the Termination Clause of 'Training Partner Agreement/ Letter of Intent.
- 10.6 In future, if the affiliation of the institute is cancelled for any reason by the respective accrediting / registering / governing authority, then its registration as a training partner of WMPSC would also stand cancelled.

#### **11. INSTRUCTIONS TO THE APPLICANT**

- 11.1 Kindly go through the form thoroughly before filling it up.
- 11.2 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.
- 11.3 All the financial information should be mentioned in Rs Lacs.
- 11.4 Multiple locations may be applied for an applicant must fill separate due diligence form for each proposed Training Centre.
- 11.5 Please attach documentary proof as mentioned in the application form. Documentary proof requirements may be different for different establishments.

**Water Management & Plumbing Skill Council**  
DLF Prime Tower, Unit: 606 & 609,  
Okhla Phase-1, New Delhi-110020  
Tel: +91-11-414100556  
[www.wmpsc.in](http://www.wmpsc.in)



## **WATER MANAGEMENT & PLUMBING SKILL COUNCIL**

**APPLICATION FORM  
TO AFFILIATE AS  
TRAINING PARTNER  
(Ref. Excel Sheet)**

**TO BE PRINTED ON ORGANIZATION LETTER HEAD**

From:

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

Sir,

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

We the undersigned hereby apply for Registration as a Training Partner under the skill development initiative of WMPSC. 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 WMPSC and that this application does not place any obligation on WMPSC to appoint us as an Authorized training partner.

We understand that WMPSC 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, WMPSC 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 WMPSC and may be retained by them for their records.

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

Name:

Designation:

Phone No:

E mail:

**Documentary proof to be enclosed with application form duly stamped and signed:**

1. Certificate of Registration of Company/ Firm/ Society/ Trust
2. Memorandum of Association and Memorandum of Articles
3. Audited Account Statement of last 3 years
4. PAN/TAN
5. Service Tax Registration Number/GST No.
6. Registration/ Affiliation/ Accreditation of institute
7. Passport size photograph & Adhaar Card of main promoter
8. Age proof of main promoter (Driving license/ passport, etc.)
9. Certificates for education qualification of Main promoter
10. Photographs / Layout of the current/ proposed training center (Layout, Classrooms, Workshops & other facilities)
11. Property document showing ownership/ lease.
12. Income tax return of the main promoter
13. Documentary proof of industry tie ups
14. Trainer profile with photograph
15. Self-certified copies of certificate of Trainer
16. Training Experience and Placement record
17. Training and Mobilization Plan (SOP)
18. Detail layout, Area of plumbing workshops and lab
19. Capacity of Classroom
20. Filled Application form

***Note: All the above documents must be stamped and signed (DSC is also applicable) by the authorized person of the Organization.***

## Annexure-A

Fee Structure**Part-1: Registration & Accreditation**

S No	Description	Amount (INR)	Submission of Fee in various Stages
<b>MANDATORY</b>			
1	<b>Application Fee (Non-refundable)</b>	<b>10,000/-</b>	<i>Stage-1</i>
2	Verification of Documents, Job-role accreditations, Due diligence, Monitoring expenses & inclusive of TOT for 1 candidate	<b>40,000/-</b> (to be paid one time)	<i>Stage-2</i> <i>(After verification of applications and due diligence.</i> <i>To be paid by shortlisted TP(s). The fee includes TOT charge of 1 trainer)</i> <i>Successful TP(s) would be awarded affiliation certificate from the 1<sup>st</sup> day of the succeeding month from the issue of Agreement/LOI (Letter of Intent)</i>
	<b>Total</b>	<b>50,000/-</b>	

**Part-2: Others**

1	Training of Trainers	11,000/-	Per candidate
2	Annual Renewal of Affiliation	12,000/-	Annually (Subject to meeting basic criteria)

Bank Details as under:

**Name of Beneficiary** - **WATER MANAGEMENT AND PLUMBING SKILL COUNCIL**  
**Account Number** - **50200082453350**  
**IFSC Code** - **HDFC0001385**

**CHECKLIST FOR TRAINING PARTNER AFFILIATION**

Name of Company/Institute:

Regd. Office:

Key Person of Organization: Name

Designation:

Mobile:

Email ID:

Proposed Training Center/Centers: State \_\_\_\_\_ ii) \_\_\_\_\_

S.NO.	PARTICULARS	ENCLOSED (Y/N)	REMARKS
1	Application Form		
2	Affiliation Matrix		
3	Due Diligence Form		
4	Proof of documents as mentioned in application form		
5	Certificate of Registration of the Company: Date & No.		
6	Memorandum of Association and Articles of Association		
7	Audit Accounts Statements of last 3 years		
8	PAN/TAN		
9	Service Tax/GST Number		
10	Registration/Affiliation of Institute (Govt. /State Govt.)		
11	Affiliation with other SSC(s)		
12	Passport size photograph of main promoter		
13	Age proof of Main Promotor (ID proof)		
14	Educational Certificates of of Main Promoter		
15	Photographs of Proposed Training Center		

16	Property Document Showing ownership/lease		
17	Income Tax Return of main promotor (last 3 years)		
18	Documentary proof of industry tie ups		
19	Trade Specific Trainer profile with photograph		
20	Self-certified copies of certificate of Trainer		
21	Detail layout & Area of Plumbing lab (in sq ft)		
22	List of Tools & Materials		
23	Capacity of classroom (area in sq ft)		
24	Classroom infrastructure/projector		
25	Internet Connectivity & CCTV		
26	SID PORTAL REGISTRATION		
i	TP ID		
ii	TC ID		
27	Application Fee & other charges (as per Annexure-A)		
28	Details of Certified Trainers: Name, job role, contact number and TR IDs		
29	Due Diligence Date & Time		
30	Fee Structure: Application fee: Stage-1 Affiliation fee: Stage-2		<u>Payment details</u>