



### **Process to be followed for Procuring Trainee Handbooks**

NSDC has empaneled four publishers who will be responsible for supplying trainee handbooks for the candidates under the assigned sectors.

**Excel Books Pvt. Ltd.** is assigned as the publisher for **Retailers Association's Skill Council of India (RASCI)**.

Trainee Handbooks for the below mentioned job roles are available with the publisher with Excel Books Pvt. Ltd. only.

Training Providers (TPs) need to place an order for Trainee handbooks based on requirement:

<b>Sr.No.</b>	<b>Trainee Handbook</b>	<b>English</b>	<b>Hindi</b>
1.	<b>Retail Sales Associate</b>	Yes	Yes
2.	<b>Retail Trainee Associate</b>	Yes	Yes
3.	<b>Distributor Salesman</b>	Yes	Yes
4.	<b>Retail Cashier</b>	Yes	Work in process
5.	<b>Retail Store Ops Assistant</b>	Yes	Work in process
6.	<b>Retail Team Leader</b>	Yes	Work in process

#### **Co-ordinates of the Publisher:**

<b>Sector</b>	<b>Publisher's Name and Contact Point</b>
<b>Retail</b>	<b>Excel Books Private Limited</b> Office: 81, Shyamal Marg, Daryaganj, New Delhi – 110002  <b>Contact Person:</b> Mr. Rahul Chawla (Mob No: 8295529977)  <b>Email ID for order placement and communication:</b> <a href="mailto:orders@excelbooks.net">orders@excelbooks.net</a>

#### **Please follow below-mentioned Points for ordering Trainee Handbooks:**

1. TPs need to place the order by filling the details in the **work order format only** (As per **Annexure A**). Work order should be raised separately for each center.
2. Training Provider can place the order for all its centers by providing an annexure of center list (with TC ID, TC Address and other relevant details) with quantity ordered (job role wise) along with work order.
3. TPs need to sign and seal the filled work order after getting a printout, scan it and then email to Excel Books Pvt. Ltd. ([orders@excelbooks.net](mailto:orders@excelbooks.net)).
4. After mailing work order, TPs will be contacted by the publisher with the details of charges/amounts that they need to pay for this work order. **Price/Rate per page is INR 0.49** which is inclusive of all applicable taxes, trainee hand-book cover print cost, logistics or distribution of the final printed book.
5. TPs need to do the advance payment to the publisher's bank account (Account Details given below) as per the invoice shared by publisher against work order. Only after that, the publisher will deliver books to their training center.



**Excel Books Private Limited**

**Bank Name** - Axis Bank

**Bank A/c Name** - Excel books pvt ltd

**Account No** - 917020039833500 **IFSC Code** - UTIB0000895

**BRANCH** - AZADPUR

6. TPs also need to share the training center address for the delivery of Trainee handbooks with the Publisher. The delivery address should match with the address provided at the time of affiliation.
7. For disbursement and other important things related to trainee handbooks, please check **Annexure B**.



**Annexure-A**

**WORK ORDER**

**TO:**  
**Name and Address of Printer**

**DATE:** \_\_\_/\_\_\_/2017

**From:** **Training Partner Name**

**Training Center Name**  
**TC ID :**

**DESCRIPTION:**

Work Order for the Supply of \_\_\_\_\_ Trainee handbooks (as per below table) to our Training Centers as per your quotation in connection with specification shared by NSDC.

S. No	Sector	Name of the Job role	QP Code	Language	No. of copies to be printed
1					
2					
3					

All the Books need to be delivered at the below mentioned training center address:

**Contact & Address of Training center**

**For Training Partner/Training Center Name**

**Authorized Signatory**

## **Annexure- B**

### **Important Points to be noted by Training Providers:**

- a. TPs will procure the number of booklets from the publisher as per their quarterly demand. Also, TPs can place an additional order for at least 1 future batch for each job role.
- b. Considering the time of placing the order and logistics, TPs to ensure planning and order placement should be done in advance to ensure handbook gets distributed along with induction kit.
- c. SSC will get the data from the publisher to cross verify the number of booklets delivered to the TPs.
- d. TPs must ensure that all booklets should be given to the enrolled candidates during induction. A register to be maintained with signature of the candidate confirming the receipt of the Trainee Handbook and the Induction kit.**

**Note:** This information is also available on the RASCI official website [www.rasci.in](http://www.rasci.in)