RASCI
Retail Associated Skill Council of India
(Formerly Retailers Association's Skill Council of India)

Annexure II: Application form for Affiliation of TEs – Type 'B'

COVER LETTER

(Date)

Dear Sir/Madam

Sub: Application for TE Affiliation and Accreditation

I, the undersigned, hereby acknowledge that I have read and understood the requirements and conditions contained in the RASCI Guidelines for Affiliation and Accreditation (A&A) of Training Entity seeking NSQF Aligned RASCI certification. I represent …..(Name of the applicant body) and have the legal authority to ensure commitment of my organization to uphold the requirements and conditions of RASCI A&A Guidelines.

I am aware that if the information contained in this application and self-evaluation is false/mis-represented or misleading, then RASCI retains the right to reject the application, forfeit the application fee and my organization will no longer be eligible for affiliation.

I, the undersigned, will also ensure that the organization acts in accordance with the Guidelines and procedures detailed in the RASCI A&A Guidelines and understand that failure to do so will result in non-compliance leading to consequences as detailed down in the A&A Guidelines for TEs by RASCI.

I understand that the RASCI absolves itself of any legal or financial liability arising out of any act involving any accidental or consequential damages to personnel/equipment at any time.

I am aware that the terms and conditions of the RASCI A&A Guidelines may be amended from time to time and that the updating of the same on the website and in writing shall constitute due notice. I understand that it is the responsibility of applicant organization (name of organization) to review these terms and conditions to maintain compliance.

Signed

(Name and Position)

On behalf of (name of organization)

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Part A: Basic Details of the Organization

S.No	Fields	Details
1.	Organization Name	
2.	Parent Company Name (if different)	
3.	Nature of legal entity (i.e. company, charitable trust, society etc.)	
4.	Type of organization	For profit: Not for profit: Government Body:
5.	Permanent Income Tax Account Number (PAN)	
6.	GST Registration Number	
7.	Date of Establishment	
8.	Job roles Applied for (as per NCVET approved RASCI QFs)	
9.	Territories/Geographies applied for affiliation	
10.	Complete Address of Office/HQ	
11.	Organization's Email ID	
12.	Website URL	
13.	Office Phone No.	
14.	Name, designation, and contact details of single point of contact (SPOC)	
15.	Name, designation, and contact details of Head of the Organization	
16.	Proposal Administrative Fees (Non-refundable)	i. Amt Deposited(Rs.): ii.UTR/Cheque No. iii. Mode of Payment iv. Date of Payment

Part B. The organization must also submit the following documents:

1. Legal Status of the Applicant

S. No	Name of Document	Submitted (Yes/No) *mention page number/google drive link/both, wherever applicable*
i.	Certificate of Registration/Trust Deed and/ or	
ii.	Memorandum/Article of Association	
iii.	Permanent Account Number (PAN) and Goods and Services Tax (GST) registration details	
iv.	For international agencies:	
a.	Permission from Ministry of Home Affairs and evidence of separate bank accounts for foreign funds (FCRA)	
v.	Self-Declaration by authorized person that the organization is not-for profit entity	

2. Prior Experience in Vocational Education, Training and Skilling

2.1. Documents for the Training/Assessment data

S. No	Name of Document	Submitted (Yes/No)
i.	Number of learners trained, certified, and placed with details of geographical spread of the organization for the past three years in the format listed at 2.2.	
ii.	Work orders/ Relevant experience certificates corroborated with valid document establishing record of experience like account details of payments received, invoice raised against trainings, completion certificate.	

2.2. Format for the "Summary of Training/Assessment data"

Year	Training Data				
	Enrolled	Trained	Assessed	Certified	Placed
Year 1					
Year 2					
Year 3					
Total					

3. Financial Status of the Applicant

S. No	Name of Document	Submitted (Yes/No)
i.	Audited account statement (Balance Sheet, Profit & Loss Account, and Auditor's Report) signed by an independent financial auditor for the past three years	

4. Infrastructure

4.1. Governance and Manpower

4.1.1. Documents for the Governance and Manpower/Human Resource

S. No.	Name of Document	Submitted (Yes/No)
i.	Copy of Organogram	
ii.	Self-attested declaration by head of the organization on roles and tenure of directors in the board of the organization	
iii.	Self-Declaration by authorized person that the organization has not been blacklisted by any agencies indicated in the RASCI Guidelines	
iv.	Annual Report copies for the last three FY years	
v.	Total no of staff (on roll and contractual)	
vi.	Details (name, employee ID, email id) of on roll staff along with Designation	

vii.	HR Manual	

4.1.2. Details of Registered Office

S. No	Name of Document	Submitted (Yes/No)
iii.	Title Deed/Rent Deed of the premises Rent/Lease agreement of at least 3 years of the premises	
iv.	Google Map snapshot showing location of organization's premises and allied transport connectivity	
v.	Copy of internet/telephone bill, not older than 3 months	

4.2. Information Technology (Portals, Alignment With ABC/Digilocker, Database Management System, Student Database Management System)

Sl.No	Name of Document	Submitted (Yes/No)
i.	Self- declaration of the IT infrastructure as owned/hired by the organization	
ii.	URL of the functional website and portal	
iii.	Self-declaration for ensuring Data System and security of ecosystem	

4.3. Creation of Training Content & Capacity

Sl.No	Name of Document	Submitted (Yes/No)
i.	Plan for Trainer & Master Trainer Certification for next 3 years including timelines for ToT/ToA certification, refresher programs, and continuous professional development (CPD) activities	
ii.	SOP for qualification creation and review process with identified partners for conducting relevant studies/research, etc.	

4.4. Industry Linkages

S. No	Name of Document	Submitted (Yes/No)
i.	MOUs/agreement/Similar formal instrument signed with Industry with respect to various functions as TE including Evidence that industry engagement has been ensured for OJT/ placement/ SMEs, etc. through Membership/ MoUs/ Meetings/ Workshops etc. as per the format listed at 9.1.	
ii.	Proof of a written document wherein industries of either small, medium, and large scales of business from the relevant sector have been engaged as a member in the Governing Council/Board, etc.	

4.4.1. The organization must list the proposed and already functional **industry affiliations/ Subject Matter Experts (SMEs)** currently engaged

S.No	Name of Organization/ SMEs	Name and Contact details of the SPOC	Sector	Start date of association	Tenure of association	Complete address	Evidence submitted (MoU/ Agreement/ consent letter, etc.)

5. Third Party Arrangements

5.1. Documents to establish mechanism for third party association and their monitoring

Note**:** For these guidelines, third parties mean any external agencies/resources engaged by the TE (training delivery, mobilization, infrastructure, IT, placements, etc.), and such engagements shall be governed strictly through documented agreements/Work Orders with due diligence and compliance to RASCI norms.

S. No.	Name of Document	Submitted (Yes/No)
i.	A&A and Onboarding protocols for third party agencies/resources created by the organization	
ii.	Sample Agreement/Work Order for the third-party agencies/ resources	
iii.	SOP for monitoring and evaluating third parties/ resources	

5.2. Onboarding Details

S. No	Name of Organization / resources	Empanelment/ Affiliation Date (DD/MM/YY)	Location	Nature of Affiliation	MoU/ Contract letter Submitted (Yes/No/In Process)

6. Comprehensive Future Plan

6.1. Comprehensive Future Plan document mentioning the following details for the next three (03) years must be submitted by the Organization:

S.No	Name of Document	Submitted (Yes/No)
i.	Training Centre expansion plan - location and job role-wise including timelines and capacity targets	
ii.	Targeted geographies with details of program/ scheme details (Govt. & non-Govt.), including learner outreach strategy etc. and Proposed number of learners to be trained under Govt. & non-funded scheme as per the format given in para 4.1.6.	
iii.	Proposed trainers & Master Trainers to be empaneled with certification plans (ToT/ToA) and deployment timelines	
iv.	Proposed operational staff to be hired	
v.	Documents on market research and models/assumptions justifying projections stated above	
vi.	Prospective employers for placing certified trainees	
vii.	Industry partnerships planned (MoUs, Work Orders) - Prospective employer list for OJT & placing certified trainees	
viii.	Financial outlay, budget projections, including revenue model, funding sources, and risk mitigation strategies.	
ix.	Comprehensive monitoring plan for training and third-party agencies/ resources	

6.2. Format for Comprehensive Future Plan

Comprehensive Future Plan			
Training to be conducted - Funding wise	**2025-26**	**2026-27**	**2027-28**
Government Funded			
Private Funded			
Fee-based Training			
Training to be conducted - Training type wise			
STT			
LTT/ Diploma			
RPL			
Training to be conducted - By implementation			
School			

Higher Education			
Others			

7. Grievance Redressal

S. No	Name of Document	Submitted (Yes/No)
i.	Documentary proof for establishment of a grievance redressal cell along with details of members including a third-party arbitrator/legal counsel	
ii.	Grievance Redressal Policy	
iii.	Documentary proof of the establishment of a POSH committee including the details of the members for the organization's staff	
iv.	Self-declaration stating presence of POSH committees being present/ formed by all its onboarded bodies	
v.	Details of helpline number	

Part C. Authorization Statement of the Organization

I, the undersigned, confirm the following:

- That the information contained in this application and all supporting evidence is correct and accurate, the property of the organization and that it reflects the organization's business practices to the best of my knowledge.
- That this organization has not been blacklisted, debarred or suspended by any ministry, department, regulatory body, agency or undertaking of the central or any state government, nor has it at any time been indicted for corrupt and/or fraudulent practice.
- That I have never been involved in a business/institution which has been blacklisted by any ministry, department, agency or undertaking of the central or any state government, nor have I ever been indicted for corrupt and/or fraudulent practice or of an offence against the law.
- That neither the organization nor I have any direct or indirect linkages, partnerships or interests with other organizations or individuals which might constitute a conflict of interest.
- That the organization undertakes to comply with all applicable provisions of RASCI's Guidelines for Affiliation and Accreditation of Training Entitles 2026.

Signature of Nodal Officer:

Seal/Stamp:
Date