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

Guidelines for Accreditation and Affiliation Process of Training Entities 2026

For entities seeking NSQF aligned RASCI certification

Abbreviations:

AB - Awarding Body
TE - Training Entity
CSR - Corporate Social Responsibility
COE - Centre of Excellence
GRC - Grievance Redressal Committee
GST - Goods and Services Tax
ITI - Industrial Training Institute
MoU - Memorandum of Understanding
M&E - Monitoring & Evaluation
NCVET - National Council for Vocational Education & Training
NSDC - National Skill Development Corporation
NSQF - National Skills Qualifications Framework
OJT - On - the -Job Training
PAN - Permanent Account Number
POSH - Prevention of Sexual Harassment
PSU – Public Sector Undertaking
PPP – Public Private Partnership
RASCI - Retail Associated Skill Council of India
SLA - Service Level Agreement
SME - Subject Matter Expert
SPOC - Single Point of Contact
TOR - Terms of Reference
ToT - Training of Trainers

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

Index

Contents

1. Background

'RASCI' is the Sector Skill Council (SSC) for Retail Sector, incorporated as a section 8, not for profit Company, institutionalised under the aegis of Ministry of Skill Development and Entrepreneurship (MoSDE, GOI) through NSDC and recognised by the National Council of Vocational Education & Training (NCVET) as an Awarding Body. RASCI is supported by Retail Industry to function as the Apex body for Skill Development, Standard Setting, Monitoring & Evaluation and Awarding/ Certifying Body for Retail & it's sub-sectors for short term/ long-term vocational training, education & skilling initiatives across Central /State Ministry, academic & vocational institutions.

As an NCVET-recognised Awarding Body (AB), RASCI is mandated to undertake regulatory functions for affiliated Training Entities (TEs) in accordance with the published *Guidelines of NCVET for Awarding Bodies (Ref. Guidelines for Recognition and Regulation of Awarding Bodies, 2025*). These functions are exercised through the applicable provisions of Annexure V (Delegated Regulation of Training Entities) and Annexure XII (Excellence–Risk Framework).

Any entity intending to conduct NSQF-aligned training, assessment, and certification on RASCI-Qualifications should seek affiliation from RASCI. The TE shall comply with RASCI's Affiliation and Accreditation norms, and the affiliation shall be formalized through a Memorandum of Understanding (MoU).

This affiliation authorizes TE to conduct NSQF-aligned retail training under any scheme, subject to prior notification to RASCI and compliance with its requirements.

RASCI shall exercise regulatory oversight over affiliated TEs through compliance monitoring, quality assurance, and other regulatory measures, in accordance with the applicable NCVET Guidelines.

2. Basic Eligibility Criteria for Affiliation

2.1. Organizations eligible for affiliation

- Private Vocational Training Institutions.
- Training Organizations engaged in vocational skilling, with minimum three years of general training in the past.
- Retail Establishments, Corporate Training Partners, CSR Foundations, or Center of Excellence (COE) engaged in skill development projects, provided they demonstrate financial stability and capacity to run NSQF-aligned programs.
- Schools/ Colleges/ Institutes affiliated with recognized Boards/ Universities or other reputed Academic Institutions.

2.2. Must have for registered entities

- Valid PAN and Goods and Services Tax (GST) Registration or proof of exemption in case of GST.
- Audited financial statements for the last three (03) years.
- Declaration confirming that the entity is not blacklisted by any Indian Government Body/ PSU/ Autonomous Bodies/ PPP or any other Indian Regulatory Body.

2.3. Training delivery and compliance

- TEs shall be assessed on their capacity across parameters as listed in RASCI's consolidated Excellence Risk Framework (ERF) provided in **Annexure I** of these Guidelines.
- TEs shall comply with all advisories, operational instructions and reporting requirements issued by RASCI from time to time.

3. Affiliation Process

Step 1: Application

- Remit administrative fee of Rs 10,000/- (non- refundable & non- transferable)
- Submit duly filled **application form, cover letter and self-declaration** (stamped and signed by authorized signatory) to RASCI along with valid evidence documents as per the Application Checklist (**Ref Annexure II**)
- The applicant must also furnish a declaration/ board resolution endorsing the authorized signatory.
- These documents are required to be submitted via email at info@rasci.in, and self-attested physical copies are to be sent to RASCI's postal address as mentioned below:

  Address:
  Retail Associated Skill Council of India (RASCI)
  A/703-704, Sagar Tech Plaza,
  Andheri-Kurla Road,
  Near Saki Naka Junction,
  Andheri (East), Mumbai, Maharashtra
  India, 400072.

- RASCI will assign a SPOC for due diligence within 3 working days upon receipt of application fee and documents as prescribed above.

Step 2: Affiliation

- Once the applicant submits the complete docket, RASCI acknowledges & conducts due diligence within 7-10 working days to verify document for completeness, legitimacy and compliance of documents submitted.
- RASCI may share observations/ feedback pertaining to the submitted document with the applicant and affiliation shall be granted only upon compliance with RASCI guidelines.
- If approved, applicant has to pay an affiliation fee within 5 working days of receiving confirmation from RASCI (**Refer point 4. Fee Structure**).
- Upon receipt of affiliation fee, affiliation shall be formalized through a **Memorandum of Understanding (MoU)** between RASCI and the applicant within 7 working days.
- The validity of this affiliation shall be **one year** from the MoU sign-off date.
- **Continuation/ Renewal**: The continuation & renewal of this agreement shall be subject to performance & compliance with RASCI's ERF parameters as mentioned in **Annexure I.**

Step 3: Authorization

Authorization is a pre-requisite for training batch commencement and is subject to receipt of a declaration by the TE on its company letterhead (signed & stamped) confirming compliance to below mentioned points along with authorization fee payment. (**Refer Fee Structure**)

- Availability of infrastructure (physical and/ or digital) and training center/ lab requirements in accordance with the applicable RASCI Guidelines (Refer Annexure I). Availability of including data security, IT systems, readiness for ABC/ APAAR integration and others.
- Possess valid and adequate industry tie-up letters/ MoUs for enabling practical/ on-the-job training (OJT) & placement.
- Mandatory RASCI-certified trainers and Master Trainers for selected Qualifications
- Availability of adequate manpower, tech platforms, and learning resources for effective training and data management.
- Training Entity (TE) & Training Centre (TC) registration on Skill India Digital Hub (SIDH) or equivalent Central/ State Government portal for data management.

  Upon receipt of the above-mentioned self-declaration, RASCI shall acknowledge and confirm the authorization within 5 working days from the receipt of authorization fee and declaration.

4. Fee Structure

Details	Amount (in Rs.)	Remark
Application Fee for Training Entity	10,000	One-time fee
Annual Affiliation Fee for Training Entity	30,000	Annual fee renewal subject to compliance & performance
Annual Authorisation Fee Per Training Centre	10,000	Annual fee renewal subject to compliance & performance

Note:
1) Fees are non-refundable and non-transferable.
2) Above mentioned fee structure is excluding taxes, if applicable.
3) All fees are subject to change with prior notice of 90 days.
4) All fees must be made strictly from TE's official bank account as intimated in the Affiliation document via electronic transfer only; cash/cheque deposits will not be accepted.
5) Please remit Affiliation Fees via NEFT / RTGS details as under and send confirmation mail of the payment at kartik.salian@rasci.in; tushar.pandya@rasci.in; info@rasci.in: attaching UTR and quoting the payment reference in the following format-

Bank Details

Name of the Account	: -	Retail Associated Skill Council of India (RASCI)
Account No.	: -	1514544028
Bank Name	: -	Kotak Mahindra Bank
Bank Branch	: -	Saki Naka
IFSC Code	: -	KKBK0000681

5. General Instructions

The following requirements shall be fulfilled by every TE throughout the period of affiliation. Compliance with these requirements shall be monitored through RASCI's Excellence–Risk Framework (ERF) provided in **Annexure I.**

5.1. TE shall deploy qualified trainers and maintain adequate support staff as prescribed by RASCI to ensure effective training delivery and learner support.

5.2. The TE shall implement effective learner mobilization and counselling mechanisms to enroll eligible, motivated and committed learners.

5.3. The TE shall maintain training infrastructure, equipment, tools and learning environment in accordance with the requirements prescribed by RASCI for the qualifications being delivered.

5.4. The TE shall ensure the availability of adequate and updated learning resources, training materials and teaching aids for learners and trainers.

5.5. The TE shall extend all necessary support to RASCI and the designated Assessment Agency for timely, fair and transparent conduct of assessments in accordance with applicable guidelines.

5.6. The TE shall ensure the availability of eligible learners on the scheduled assessment date and provide all necessary logistical support for assessment activities.

5.7. The TE shall promote an inclusive learning environment by ensuring equal access to training opportunities and providing appropriate support for Persons with Disabilities (PwDs) and other disadvantaged groups, wherever applicable, in accordance with applicable guidelines.

5.8. The TE shall deliver training in accordance with the approved curriculum, ensuring an appropriate balance of theory, practical training and On-the-Job Training (OJT)/Apprenticeship, wherever applicable.

5.9. The TE shall establish and maintain industry partnerships to facilitate wage employment, apprenticeship and self-employment opportunities for eligible learners, and undertake post-placement tracking as prescribed by RASCI or applicable Scheme Guidelines.

5.10. The TE shall maintain transparency by providing learners with complete information relating to courses, assessments, certification, placement opportunities, grievance redressal mechanisms and other learner support services.

5.11. The TE shall maintain effective governance practices, ensure continuity in key leadership positions and promptly inform RASCI of any significant organizational changes affecting training operations.

5.12. The TE shall prepare and implement a comprehensive business plan aligned with its training objectives and operational capacity. Periodic progress against the business plan shall be monitored and shared with RASCI in the prescribed format and timelines.

5.13. The TE shall establish an effective grievance redressal mechanism and comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, by maintaining a functional Internal Committee (IC), wherever applicable, and resolving grievances within the prescribed timelines.

5.14. The TE may raise operational, administrative or affiliation-related grievances with RASCI. RASCI shall endeavor to resolve such grievances within the stipulated timelines as outlined on RASCI website under its Grievance Redressal Policy.

5.15. The TE shall maintain accurate, complete and secure records relating to learner enrolment, training, assessment, certification, placement, trainers and other operational activities, and share such information with RASCI within the prescribed timelines.

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

5.16. The TE shall facilitate continuous professional development of eligible trainers and staff by ensuring participation in Training of Trainers (ToT), refresher programmes and other capacity-building initiatives prescribed by RASCI.

5.17. The TE shall demonstrate adequate financial capacity and operational sustainability to deliver training programmes effectively throughout the affiliation period.

6. Monitoring Mechanism

RASCI's monitoring and evaluation of its Affiliated TEs will be based on the detailed ERF **(Refer Annexure I).**

The ERF checklist shall be used uniformly for:

i. Continuous monitoring,
ii. Annual review, and
iii. Physical inspections, wherever applicable

RASCI may undertake periodic monitoring of affiliated TEs through document review, physical or virtual inspections and performance reviews.

TEs shall submit compliance reports, declarations and supporting records as may be prescribed by RASCI for monitoring, regulatory or quality assurance purposes.

i. Continuous monitoring

- This process shall be undertaken through defined parameters/sub-parameters under RASCI's ERF.
- Recognized TEs shall be required to submit data and reports at prescribed intervals including:
  - Monthly & Quarterly submissions of data pertaining to learner enrolment, training, assessment, placement, and ABC/APAAR credit updation in prescribed formats.
- Reporting shall follow the routine schedule and formats as communicated by RASCI. Non-submission shall be treated as non-compliance.

ii. Annual review

- The annual review shall assess whether TEs continue to comply with RASCI's ERF.

7. RASCI reserves the right to amend, modify and update the Guidelines from time to time as required.

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

8. Annexure(s)

Annexure I: Excellence Risk Framework for TEs by RASCI

S.N	Macro Parameters	Sub-Parameter	Details/Description	High Risk	Medium Risk	Low Risk	Compliance	Excellence	Evidence Based Records to be Maintained for Monitoring
1	**Training**	Batch Occupancy at Batch Start	Implement effective learner mobilisation and counselling to enrol eligible and committed learners.	Batch occupancy <75%	NA	Batch occupancy 75%–99%	100% batch occupancy at batch start	NA	1. Trainer Deployment Plan 2. Batch Allocation Records 3. Trainer Attendance Sheets 4. ToT/ToA Certification Records 5. Learner Attendance Records 6. Dropout Report 7. Counselling Records 8. Batch Completion Report 9. Mobilisation Records 10. Career Counselling Records 11. Batch Commencement Report eg geo-tagged images 12. Valid Work Orders/MoUs with industry partners or Program Details
		Trainer-Learner/Trainee Ratio	Maintain the trainer-to-learner ratio as per RASCI norms for every batch.	Ratio not as per RASCI norms (minimum 1 trainer per 30 learners) in one or more batches	NA	NA	Ratio as per RASCI norms in all batches (minimum 1 trainer per 30 learners)	NA	
		Certified Trainers	Ensure every batch is delivered by RASCI-certified trainers as per applicable norms.	One or more batches conducted by non-certified trainers	NA	NA	All batches conducted by RASCI-certified trainers.	NA	
		Batch Dropout Rate	Implement effective learner mobilisation and counselling to enrol eligible and committed learners.	Dropout >50%	Dropout 26–50%	Dropout 1–25%	0% Dropout	NA	
		Industry paid/ Fee based trainings	Promote industry-sponsored and fee-based training to improve training sustainability.	NA	NA	NA	NA	More than 50% of skilling & Certification is done under Non-Government Funded skilling - industry-sponsored or fee-based.	
2	**Infrastructure**	Physical	Maintain physical training such as Classroom/Lab/IT/Support facilities etc infrastructure as per RASCI qualification requirements.	One or more affiliated training centres do not meet RASCI infrastructure requirements	NA	NA	All affiliated training centres meet RASCI infrastructure requirements.	NA	1. Centre Infrastructure Checklist 2. Centre Photographs 3. Layout/Floor Plan 4. Equipment & Asset Register 5. Lease/Ownership Documents 6. Self-Declaration 7. Learning Material - print and digital 8. Trainer Handbook 9. Learner Handbook 10.Organogram
		Availability of learning resources and teaching aids - digital & print	The training entity must ensure that learning resources and teaching aids for learners/trainees and trainers are appropriate to the qualifications being delivered and are present in sufficient numbers.	Training Content/ learning resources not available for selected Qualifications before batch commencement	NA	NA	Availability of content/ Learning resources for selected qualifications prior to batch commencement	Availability of content/ Learning resources in multiple/ local languages for selected qualifications	

S.N	Macro Parameters	Sub-Parameter	Details/Description	High Risk	Medium Risk	Low Risk	Compliance	Excellence	Evidence Based Records to be Maintained for Monitoring
								prior to batch commencement	(Employee List) 11.Appointment/contract letters
		Availability of Qualified Staff - TC inchrage, placement officers, mobilizers or counsellors or MIS & IT staff	The training entity should ensure that they have sufficient staff to offer management support and carry out various services that are expected out of the training entity	Training centre lacks key staff (TC In-charge, Placement Officer, Mobiliser, Counsellor, MIS/IT).	Training centre lacks Counsellor and/or MIS/IT staff.	Training centre lacks MIS/IT staff only.	All training centres have adequate qualified staff (TC In-charge, Placement Officer, Mobiliser, Counsellor and MIS/IT).	NA	
3	**Assessment Communications**	Timely communication for batch assessment sent to RASCI	The training entity should intimate RASCI about the Batch assessment schedule either on Batch start date or 45 days in advance from the proposed assessment date whichever is earlier.	Less than 80% batch assessment schedule communicated within the stipulated timelines.	NA	More than 80% batch assessment schedule communicated within the stipulated timelines	100% batch assessment schedule communicated within the stipulated timelines .		1. Communication logs
4	**Inclusion**	PwD Learner Participation	Provide an inclusive training environment with appropriate support for Persons with Disabilities (PwDs).		PwD learners constitute <5% of total enrolled learners during the affiliation period		PwD learners constitute ≥5% of total enrolled learners during the affiliation period.		1 PWD Learner Records 2. Applicable Infrastructure Checklist for PWD candidates
5	**OJT/Apprenticeship**	Evidence of Industry engagement for training/OJT	The training entity must ensure that training pedagogy is a mix of theory and **practical/OJT**. The learning outcomes and duration of the training should be in line with the recommendations/requirements of the qualifications.	NA	No evidence of industry engagement for training/OJT	NA	Evidence based and documented industry engagement done for OJT	Documented industry partnerships with proven impact through case studies/best practices during the affiliation period.	1. Industry MoUs/LoIs/OJT letters 2. OJT Plan and OJT Attendance 5. Industry Visit Records 6. Case Studies and Photographs 7. Apprenticeship Contract (if applicable) 8. Employer Feedback
		OJT/Apprenticeship Coverage		Less than 100% of trainees completed prescribed OJT/Apprenticeship hours before assessments	NA	NA	100% of trainees completed prescribed OJT/Apprenticeship hours before assessments	NA	
6	**Placement**	TE has own placement/ industry connect team	The training entity should ensure sufficient industry tie-ups are facilitated to ensure	NA	TE does not have its own placement/	NA	TE has own placement/ industry connect team	NA	1. Organogram 2. Employer MoUs/LoIs 3. Campus Drive

S.N	Macro Parameters	Sub-Parameter	Details/Description	High Risk	Medium Risk	Low Risk	Compliance	Excellence	Evidence Based Records to be Maintained for Monitoring
			placement of the successful learners/trainees. In addition, the TP should ensure credit and market linkages to support those learners/trainees seeking self-employment.		industry connect team				Records 4. Recruitment Event Reports 5. Placement Notification Records 6. Joining Reports 7. Self-employment Proof (Udyam/GST/Business Registration/Invoices) 8. Post-placement Tracking Register 9. Learner Feedback
		Industry Partnerships for Placement		NA	TE does not have MOUs with employers for placement of at least 70% of the trainees undergoing qualifications which are placement oriented	NA	TE has MOUs with employers for placement of at least 70% of the trainees undergoing qualifications which are placement oriented	NA	
		Placement notifications to learners/ trainees		NA	NA	NA	NA	Placement opportunities are communicated to all eligible learners in a timely manner.	
		Placement of learners/ trainees (including self-employment)		Training entities have placed less than 50% of the eligible learners/ trainees	Training entities have placed between 50-60% of the eligible learners/ trainees	Training entities have placed between 60-70% of the eligible learners/ trainees	Training entities have placed 70% or more of the eligible learners/ trainees		
		Post-placement Tracking		Learners tracked only up to 3 months after placement.	NA	Learners tracked up to 9 months after placement.	Learners tracked for 1 year after placement or as per applicable scheme guidelines.	100% learners tracked for 1 year with documented employment status updates.	
7	**Governance and Manpower**	Leadership Stability	Ensure leadership continuity and promptly communicate any key leadership changes to RASCI.	NA	Change in leadership and no intimation given to RASCI thereafter		Planned change in leadership (if any) and advance intimation given to RASCI	NA	1. Appointment/Relieving Letters 2. Intimation to RASCI (Email/Letter) 3. Feedback Forms 4. Corrective Action Reports 5. CPD Plan
		Learner Feedback Mechanism	Capture and maintain batch wise candidate feedback form	No mechanism for capturing feedback	Feedback collected	Feedback from candidates being	Feedback from candidates being	Feedback collected from	

S.N	Macro Parameters	Sub-Parameter	Details/Description	High Risk	Medium Risk	Low Risk	Compliance	Excellence	Evidence Based Records to be Maintained for Monitoring
					from <25% of trained learners.	collected (between 25%-50% of trained candidates)	collected from more than 50% of trained candidates	multiple stakeholders (learners, trainers, employers and assessors), with evidence of corrective actions taken.	6. Training Calendar for Trainers 7. Training Certificates *All CPD relevant docs to be provided
		Continous professional development (CPD)	Implement the Continuous Professional Development (CPD) plan for eligible trainers and staff.	Less than 50% coverage of eligible trainers & Staff covered under CPD plan	Less than 70% coverage of eligible trainers & Staff covered	Less than 80% coverage of eligible trainers & Staff covered	100% coverage of eligible trainers & Staff covered		
8	**Comprehensive Business Plan**	Business Plan Achievement	Implement the approved business plan and submit periodic (bi-monthly) progress updates to RASCI.	Less than 50 % business plan targets achieved.	Less than 70%	Less than 80%	100%	Above 100%	1. Approved Business Plan 2. Bi-monthly Progress Reports 3. Next year's Business plan
		Business Plan Deviation	Monitor business performance against the approved business plan and report progress to RASCI as per the prescribed schedule.	Deviation of more than 50% from the approved business plan	Deviation between actual and planned business more than 25% but less than 50%	Deviation between actual and planned business more than 10% but less than 25%	Deviation upto 10% from the annual plan	(a) Next year plan is available	
9	**GRM and POSH**	Grievance redressal	Establish and implement an effective POSH and grievance redressal mechanism and resolve complaints within the prescribed timeline.	NA	Grievances not resolved within the prescribed timeline.	NA	100% of grievances resolved within the prescribed timeline.	NA	1. Corrective Action Reports 2. POSH Policy 3. Internal Committee (IC) Constitution Order 4. Case Closure Reports, 5. Awareness/Training Records, 5. Annual POSH Report
		POSH Case Redressal		<100% of POSH complaints resolved within the prescribed timeline.	NA	NA	100% of POSH complaints resolved within the prescribed timeline.		
10	**Data Management System**	Data security/ duplicity/ authenticity	Maintain accurate, secure and authentic learner data across the training lifecycle including enrolment, training completion, assessment, certification and share it with RASCI as required.	Data security/ duplicity/ authenticity breach detected during the year and not addressed within prescribed timeline.	NA	Data security/duplicity/ authenticity breach detected during the year and addressed within prescribed timeline	No data security/ duplicity/ authenticity breach detected during the year	NA	1.Data Security Policy, 2. Incident Register 3. Corrective Action Reports

S.N	Macro Parameters	Sub-Parameter	Details/Description	High Risk	Medium Risk	Low Risk	Compliance	Excellence	Evidence Based Records to be Maintained for Monitoring
		ABC Registration	Ensure all eligible learners are registered in ABC with a valid APAAR ID before credit upload.	NA	One or more eligible learners are not registered in ABC with a valid APAAR ID.	NA	All eligible learners are registered in ABC with a valid APAAR ID.	NA	1. ABC Registration Report 2. APAAR ID List 3. Learner Registration Records 4. ABC Portal Acknowledgement 5. Credit Upload Status Report 6. Learner-wise Credit Report 7. Exception Log (if any)
		ABC Credit Updates	Update learner credits/data in ABC (APAAR) within the prescribed timeline.	NA	Learner credits not updated in ABC (APAAR) within the prescribed timeline.	NA	Learner credits updated in ABC (APAAR) within the prescribed timeline.	NA	
		Availability of operational website	The Training Entity is required to have functional website with all training & placement related information updated regularly including i. Training and placement related details ii. TC details iii. Courses (different) iv. Placement tie ups v. Post training performance/placements vii. Scheme & location wise - segment wise data maintenance (SC, ST, Women, minorities) viii. Grievance redressal contacts details ix. Training Calendars along with assessment calendar		TE has functional website but missing all of the RASCI requirements like:	TE has functional website but missing few of the NCVET requirements	TE has functional website meeting all RASCI requirements	NA	1. Website URL and Sitemap
11	**Financial Viability**	Profitability	The training entity must demonstrate the financial viability for the period of empanelment with RASCI.	Loss in last two consecutive years	Loss for last year	NA	Profit/surplus in last financial year	NA	1. Audited Financial Statements (Balance Sheet & P&L) 2. Auditor's Report 3. Cash Flow Statement
		Cash flow		Cashflow ratio < 0.5	Cashflow ratio 0.5 - < 1.0	NA	Cashflow ratio is 1 or above	NA	
		Positive net worth		Negative net worth	NA	NA	Positive Net worth	NA	

Annexure II: Application Form to obtain RASCI affiliation as a Training Entity

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)

(Formerly Retailers Association's Skill Council of India)

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