



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NAYANTARA BUILDING (5TH FLOOR)
SIXMILE :: GUWAHATI-781022

Dated 30/11/2017

Checklist for Training Providers

All TPs allocated a target as listed in Notice No ASDM-41/2017/112 dated 22nd November 2017 are requested to follow the instructions as listed below:

1. Download a copy of the agreement document from website and print two (2) copies and submit the same to ASDM by 5th December 2017. The TPs are requested to use non judicial stamp paper of value Rupees One Hundred (Rs.100/-) each for each copy of the agreement.
2. ASDM has mobilized 31900 candidates, the list of which shall be uploaded for reference of the TPs. All TPs will need to give first preference to these candidates in batch formation. Should the TP want to add to this list of registered candidates, the TP shall have to take prior permission from ASDM.
3. ASDM has formulated Centre branding norms and designs of collaterals which shall be provided to the TPs. TPs will have to implement as per the guidelines of the norms communicated.
4. All TPs will have to submit to ASDM the following documents prior to allotment of work:
 - a) Plan of action for the entire financial year (upto 31st March 2018)
 - b) Letters of intent from employers proposed by TP for placement of certified candidates (original needs to be produced).
 - c) Bank statement / Cancelled cheque of account dedicated for transactions of ASDM funds.
 - d) Self-certified list of tools and equipments available with the TPs at each individual centre according to the sanctioned job roles, in conformity with SSC guidelines.
 - e) Trainer details with CV's/Resume indicating their ToT status as well as the trade they will provide training