

Approval Procedure for STC

Guidelines to open a STC-Skill Testing Centre

Any existing ATC can become STC in the form and manner required by SSCC.

Any ATC seeks accreditation must comply with the following criteria;

Skill Testing Centre is being selected through inspection after scrutinizing the facilities for Trade/Skill test along with their eligibility (Educational Qualification & Experience).

STC should submit all the documents in proper manner prescribed by the approval authority.

STC could arrange eminent scholars and trade test centres (for practical test/assessment) outside STC through legal tie-up to conduct skill test.

How to get approval to become STC

Step 1 - Download approval application form (2 pages)

Step 2 - Duly fill the application along with a copy of ATC certificate and copy of all relevant documents as mentioned in application form.

Step 3 - Consent letter-If needed (must be printed on stamp paper of worth Rs.100) from tie-up centres (skill/trade test centre) along with machine/lab photos. (Format of consent letter could be downloaded) for each trades.

Step 4 - Make the Payment for approval of Rs.2000+18%GST (Inclusive of Processing & Documentation charge, STC Approval Certificate, Specimen copy of Skill Certificate and Skill Card, Application for Approval, Stamp Paper for making MOU & 10 Skill Testing Application form worth Rs.1000+18% GST).

STC can collect nominal/affordable charges for Skill Test from the candidate.

Step 5 - Get approval within 2 days on your official mail after the scrutinisation by the approval committee.

Step 6 -Printed MOU will be sent to the STC, Signed MOU (Original) should be returned to Sted Council for getting STC Authorisation Certificate within 5 days.

STC Fee Structure

STC Approval fee for existing STED ATC - Rs.2000/-

(Amount inclusive of Processing & Documentation Charge, Approval Application Form, Skill Testing Application of 10 nos worth Rs. 1000/-, Stamp Paper of Rs.100 followed by STC Approval Certificate, Skill Certificate and Skill Card specimen copies.)

Skilled Person Certificate Fees Rs. 1000 with Lifetime Skill ID Card.

Eligibility of Candidate

There is no minimum qualification for taking up SSCC Skill Test, so it is for every skilled worker.

The basic eligibility to apply for Skill Certificate & Skill Card is that candidate must have 18 years completed on the test date.

Any candidate who has completed 18 years will be eligible for Skill Test.

Required more than 6 months experience in the particular skill.

Must submit the original valid experience certificate.

No need of basic qualification.

Consent/Tie-Up Procedures

Step 1

If the STC is not having proper lab facilities / equipments / machineries of their own for conducting Practical/Skill Test, they could contact any other institution/workshop /industry etc. which are having proper lab facilities or which is equipped with machineries and other essential amenities can make them as your tie up centers if they are willing to do so.

Step 2

STC must enter into an agreement with tie-up centre regarding the conduction of practical or skill test as tie-up centre head in and as the first party whereas the second party will be the STC authorised person. The agreement must be written on a Non Judicial stamp Paper of Rs.100 . (In the given format of SSCC)

(Send a copy along with each assessment report and kept original in STC custody)

Note : STC can keep any number of tie-up centres for conducting vivid skill/practical test. It is mandatory to have consent agreement with each centre on the prescribed manner and send a copy of the consent agreement with each concerned assessment report.