Online Application Submission for applying New JSS

Agency can submit application in online mode to MSDE through JSS Web Portal, _https://jss.gov.in/_. The agency can apply only, if the agency has valid and active DARPAN ID.

The application submission includes the following procedure:

- OTP based Registration/Login
- Filling the Application
    1. Agree to Terms & Conditions
    2. Agency Information
    3. Experience
    4. Financial Details
    5. Additional Details & District Applied
- Final Submission

For any technical support required during the application submission, agency can connect at jssmsde.help@gmail.com

1. Registration/Login

Step 1: Login to Portal

Open JSS website https://jss.gov.in/ and go to the link "*APPLY FOR NEW JSS*" & click "Apply".

Step 2: Send OTP

Fill valid DARPAN ID, PAN Number of the agency, contact details, captcha number& then click "Send OTP". An OTP will be sent on the entered mobile number.

Step 3: Verify OTP

Enter the OTP received on the mobile number and click on "Verify OTP". If the OTP is correct and successfully verified, you will be successfully registered/login.

APPLICATION FOR NEW JSS

OTP has been sent successfully on your mobile number.

DARPAN ID*

PAN Number*

Email Id*

Mobile Number*

OTP Number*

Enter OTP

| Cancel | Verify OTP | Resend OTP (93s) |

Please note that the email id and mobile number register with DARPAN ID first time cannot be changed. After first time registration, user has to use same email Id and mobile number along with DARPAN ID for re-login.

2.   Application Submission

Step 1: Eligibility and Terms & Conditions

Post successful login, all eligibility criteria and terms & conditions will be listed. Please read them carefully and check if your agency is fulfilling all these conditions strictly. If you are eligible and adhere to all terms & conditions, go ahead and click on checkbox of "I/We Agree to all" and click "Next"

AGENCY FULFILLING THE CRITERIA GIVEN BELOW MAY APPLY FOR SETTING UP NEW JSS

I. Valid Registration under Societies Registration Act 1860 or Trusteeship Act or Section 8 Companies Act 2013.

II. Minimum 3 years experience on the date of application.

III. Valid Registration under Section 12A & 80G of Income Tax Act.

IV. Valid Registration under FCRA.

V. Valid Registration on NGO Darpan Portal of NITI Aayog.

VI. Minimum annual turnover of Rs.10.00 lakh in each financial year for the last three financial years i.e. 2018-19, 2019-20 and 2020-21.

VII. Certificate regarding annual turnover from a Chartered Accountant on letter head should be uploaded.

VIII. Experience of last 3 years in conducting vocational training / skill development / running educational institutions including medical / Entrepreneurship / community development / rural development / health / life skills / welfare programmes.

TERMS AND CONDITIONS

I. Applicant agency should not have been blacklisted / de-linked by Ministry of Skill Development & Entrepreneurship. An undertaking has to be submitted on letter head.

II. The selected agency should register the Jan Shikshan Sansthan as a separate entity under Societies Registration Act as per the State / UT Act in the sanctioned District / state within 90 days from the date of sanction of JSS.

III. The operational area of the JSS will be the district allotted only i.e. the programmes and activities of JSS should be conducted within the district and beneficiary can be from any part of country.

IV. Prohibition on sub-letting: JSS must run the program by itself and any kind of sub- letting or sub-contracting or franchisee arrangement for the conduction of training is strictly prohibited under any circumstances.

V. JSS may collaborate / associate with the donor agencies / philanthropic organizations for setting up infrastructure / technical support for effective training.

VI. The allotment of JSS will be done in the identified districts through the selection procedure of MSDE.

VII. MSDE will have the sole discretion to devise the method of allocation of JSS.

VIII. Selected Agency has to submit a Bank guarantee from Nationalized /Scheduled Bank of Rs.30 Lakh for a period of 18 months for each JSS separately.

☐ I/We agree to above all Terms and Conditions.*   Cancel   Next

Step 2: Agency Information

Fill agency related all information and upload required documents under this section and click on "Next" after filling all information.

AGENCY INFORMATION

1) Whether agency is already running Jan Shikshan Sansthan(s)

Yes ○   No ◉

2) Name and Contact Details

Agency Name (As per RC)*	State*	District*	Sub District*
Enter Organization Name	Select State ⌄	Select District ⌄	Select Sub-District ⌄

Postal Address*			Pin Code*
Enter Postal Address			Enter Pin Code

Contact Person Name*	Mobile No.*	Email Id*	
Enter Contact Person Name	Enter Mobile No	Enter Email	

3) Registration Details of Agency

3.1 Status of Registration

Registration Type*	Registration No.*	Date of Registration*	Eligible for lifelong validity*
Select Registration Type ⌄	Enter Registration No.	Enter Date of Registration 📅	Yes ○ No ◉

Expiry Date of Registration*	State of Registration*	District of Registration*	Registration Certificate**
Enter Expiry Date 📅	Select State ⌄	Select District ⌄	Choose File / No File Chosen

Memorandum of Association / Constitution / Rules & Regulations**
Choose File
No File Chosen

3.2 Valid Registration of Agency under 12 A of Income Tax Act

Registration No.*	Date of Registration*	Eligible for lifelong validity*	Expiry Date of Registration*
Enter Registration No.	Enter Date of Registration 📅	Yes ○ No ◉	Enter Expiry Date 📅

Copy of 12 A Certificate**
Choose File
No File Chosen

3.3 Valid Registration of Agency under 80 G of Income Tax Act

Registration No.*	Date of Registration*	Eligible for lifelong validity*	Expiry Date of Registration*
Enter Registration No.	Enter Date of Registration 📅	Yes ○ No ◉	Enter Expiry Date 📅

Copy of 80 G Certificate**
Choose File
No File Chosen

3.4 PAN Number of the Agency

PAN Number*	Copy of PAN**
Enter PAN Number	Choose File / No File Chosen

3.5 Valid Registration of Agency under FCRA

FCRA Registration No.*
Enter Registration No.

Date of Registration*
Enter Date of Registration 📅

Eligible for lifelong validity*
Yes ⭕ No 🔘

Expiry Date of Registration*
Enter Expiry Date 📅

Copy of FCRA Certificate**
Choose File
No File Chosen

3.6 Governing/Executive/Board Members' detail of Agency

Member Name *
Enter Name

Designation*
Please Select ⌄

Mobile No.*
Enter Mobile No

Email Id*
Enter Email

Occupation*
Enter Occupation

State*
Select State ⌄

District*
Select District ⌄

Sub District*
Select Sub-District ⌄

Postal Address*
Enter Postal Address

Pin Code*
Enter Pin Code

➕

3.7 Brief History of the agency, its objective, achievements and functions (not more than 200 words for each)

History*
Enter History

Objectives*
Enter Objectives

Functions*
Enter Functions

Achievements*
Enter Achievements

3.8 Staff Details of the Agency

Number of Office Staff*
0

Number of Technical Staff*
0

Total Number of Staff*
0

Upload Staff Details (Download format)**
Choose File
No File Chosen

Note: Agencies already running JSS not to include the staff & RPs of JSS

3.9 Infrastructure Details of Agency at Head Quarter

Building Type*
Select Building Type ⌄

Building Document**
Choose File
No File Chosen

Total Office Space (in sq Ft.)*
0

Number of Rooms*
0

Number of Training Centers run by Agency in Head Quarter*
0

Number of Training Centers run outside Head Quarter*
0

Availability of Tools & Equipments*
No ⌄

** Only pdf file of size 10KB to 2048KB is allow to upload.

Cancel   Next   Reset

1. If agency already running JSS, fill the details
2. The agency name should be as per Registration Certificate

3.6 At least details of five members to be filled

Step 3: Experience

Under this section, fill experience of agency and required details and click on "Next" after filling all information. Please note that NGOs already running JSS(s) not to include the achievements / activities of JSS anywhere.

EXPERIENCE

** NGOs running JSS not to include the JSS project / Achievements

1) Skill Development

Project Year	Name of Project	Amount Sanctioned (INR)	Sponsored Agency Type
Select Year	Enter Name of Project	0	Select Agency Type

Name of Sponsoring Agency	Project Successfully Completed	Sector/Trade	Total Beneficiaries Trained
Enter Name of Sponsoring Agency	--Select--	Enter Sector/Trade	0

Total Placed	# Upload Related Document**	Upload Placement Details (Download format)**	➕
0	Choose File / No File Chosen	Choose File / No File Chosen	

2) Community development / rural development / health / life skills / welfare programmes

Project Year	Name of Project / Programme	Amount Sanctioned (INR)	Sponsored Agency Type
Select Year	Enter Name of Project	0	Select Agency Type

Name of Sponsoring Agency	Project Successfully Completed	No of Beneficiaries	Remarks
Enter Name of Sponsoring Agency	Select Project Status	0	Enter remarks

#^ Upload Related Document**
Choose File / No File Chosen ➕

3) Number of Educational & Vocational / Management / Medical / Other institution run by Agency

Name of the Institute	Type of the institute	Students enrolled in last three years	State
Enter Name of Institute		0	Select State

District	City/ Sub District	Postal Address
Select District	Select Sub-District	Enter Permanent Address

Pin Code
0 ➕

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\# Sanction Letter / Work Order / Allotment Letter & Project Completion Letter / UC / Final Settlement / Instalment issued by sponsored agency for each project mentioned above.
^ NGO may give undertaking on its letterhead that all the programmes conducted by the agency related to Community development / rural development / health / life skills / welfare programmes may be uploaded.
** Only pdf file of size 10KB to 2048KB is allow to upload.

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*Agency may give undertaking on its letterhead that all the programmes mentioned in the application related to Community development / rural development / health / life skills / welfare programmes are conducted by the agency. The undertaking may be uploaded.

Step 4: Financial Details

Fill financial details of the agency and upload required documents under this section and click on "Next". Please note that NGOs running JSS not to include the JSS grant/turnover anywhere.

FINANCIAL DETAILS

1. Annual Turnover of the Agency

#Agencies already running JSS not to include income and expenditure of JSS in its turnover

YEAR*	ANNUAL TURNOVER (INR)*	ANNUAL TURNOVER CERTIFICATE (CERTIFIED BY CA)**
2018-19	0	Choose File No file chosen
2019-20	0	Choose File No file chosen
2020-21	0	Choose File No file chosen

2. Source of Income of organization

YEAR*	FUNDING FROM CENTRAL / STATE / LOCAL GOVERNMENT (INR)*	CSR FUNDING (INR)*	DONATIONS & OTHERS (INR)*	COPIES OF BALANCE SHEET, INCOME & EXPENDITURE STATEMENT, RECEIPT & PAYMENT STATEMENT **
2018-19	0	0	0	Choose File No file chosen
2019-20	0	0	0	Choose File No file chosen
2020-21	0	0	0	Choose File No file chosen

** Only pdf file of size 10KB to 2048KB is allow to upload.

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Step 5: Additional Details & District Applied

Fill award and reward details received by the agency and upload related documents under this section. It is mandatory that agency should not be blacklisted/de-linked by MSDE and have to upload the undertaking in this regard.

ADDITIONAL DETAILS

1. Awards & Rewards Received by Agency

Type of Award	Name of the Award	Given By	Date of Receiving
Select Award ⌄	Enter Name of Award	Award Given By	Enter Date of Receiving 📅

Award Details
Enter Award Detail

Upload Award Document**
Choose File
No File Chosen ➕

2. Applicant Agency have been blacklisted / de-linked by Ministry of Skill Development & Entrepreneurship

Yes ○   No ◉

Upload the Undertaking (View format) **
Choose File
No file chosen

After that, choose the district where you want to apply for JSS. If want to apply for multiple districts, you can click "Add" symbol and choose others districts to apply for. **An agency will allowed to fill only one application**, however for multiple districts the agency has to fill information for each district separately.

Click on "Next" after filling all information properly.

DISTRICT APPLIED

1) State / UT & District to apply for new JSS
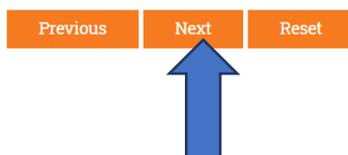
Select State ⌄   Select District ⌄

2) Infrastructure Details of Agency at Applied District

Building Type	Upload Building Document**	Total Office Space (in sq Ft.)	Number of Rooms
Select Building Type ⌄	Choose File / No file chosen	0	0

Number of Training Centers run by Agency in applied district	Availability of Tools & Equipments	Whether agency has run any project in the applied district during the last three years
0	No ⌄	No ⌄

3) Staff engaged / deployed by Agency in the Applied District

Number of Office Staff	Number of Technical Staff	Total Number of Staff	Upload Staff Details (Download format) **
0	0	0	Choose File / No file chosen

➕

** Only pdf file of size 10KB to 2048KB is allow to upload.

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Step 6: Final Submission

This is the final step to submit the application. Please read and agree to final conditions for submitting the application, click on checkbox and finally "Submit" the application to Ministry.

Final Submission   ✖

- Acceptance of Agency to abide by terms and conditions, procedures mentioned in Scheme Guidelines and Expression of Interest.
- It is to certify that the information furnished and documents uploaded are correct and true the best of my knowledge and belief.
- If any information found to be false and incorrect at any point of time, the application will be summarily rejected.

☐ I/We agree to above all conditions.   Submit

Post application submission, editing will be allowed for 7 days from the date of submission, or, till last date of application receiving (whichever is earlier).