



STANDARD OPERATING PROCEDURES

FOR

INDUSTRY PARTNERS

by DOMESTIC WORKERS SECTOR SKILL COUNCIL (DWSSC)

DWSSC's INDUSTRY PARTNERS NETWORK IS THE NEED OF THE HOUR

The demand for reliable domestic workers is huge today. The households expect better services and solutions from the market and the domestic workers also deserve a better livelihood and improved pay scales from their employers.

Domestic Workers Sector Skill Council was incorporated with a mission to provide the country with skilled manpower while making the domestic workers segment empowered and less vulnerable via skill development programmes. We, as an organisation, are in constant lookout for good, reliable and sector dedicated organisations, big or small, to build a small but efficient network of industry partners for better placement of the trained and certified domestic workers. This we believe will automatically ensure the satisfaction of the households/ industries who hire them.

WHO IS ELIGIBLE TO BE OUR INDUSTRY PARTNER/MEMBER?

This is a list of identified areas which are directly or indirectly associated with DWSSC and Domestic Workers eco-system. The list is non-exhaustive.

- **All kinds of Facility Management Companies**
- **Service Providing (Online & Offline)**
- **Placement Agencies (dealing mainly into Households placement)**
- **Home Care & Care Giving Organisations (including hospitals)**
- **Event Houses (including wedding management organisations)**
- **Crèches, School & other Academic Institutions**
- **Govt., Semi-Govt. & Non Govt. Offices**
- **Small to medium Business firms (including those which operate from homes)**
- **Any other organisation that deals into Domestic Sector like maids/cooks etc., Caregiving, Cleaning & Housekeeping.**

ELIGIBILITY TERMS

1. An organisation with proven track record in terms of placements of manpower and clientele satisfaction
2. An organisation with no fraudulence and without any police cases (past or ongoing)
3. An organization registered in India and conducting business in India and Abroad. In case of abroad placements, there has to be a proof of process for safe migration of the manpower.
4. In case of a new organisation, the firm documentation must be complete and all registrations and certifications at hand.

DOCUMENTS NEEDED FOR INDUSTRY PARTNERSHIP/MEMBERSHIP:

1. Name of Company and the documents: PAN/TIN, GST Registration, VAT No. or Service Tax No.
2. Date of commencement of Business, Name of the C.E.O. / Proprietor
3. Status of the organization (Sole proprietorship/ Partnership/ Private Ltd/ Public Ltd/ Registered under Societies Registration Act, etc.)
4. Registration number of the Organization (Certificate of registration / Incorporation)
5. Annual Turnover (Attach Photostat copies of Income & Expenditure statement authenticated by CA/ I.T. Returns)
6. Brief portfolio of organization, including the names of directors, board and executive members and total number of employees on payroll.
7. Whether you adhere to the provisions of relevant rules and laws related to payment of minimum wages & social securities. Do mention the maximum wage you have offered to any employee till date.
8. Locations you are present in and types of job roles you cater to (including international locations; if any) and types of industry.
9. Placement FY 2017- 18 and demand FY 2018-19. Job role-wise and if possible region-wise.
10. Number of clients served till date and list of past and present clientele other than households (both national and international). Don't worry if you don't have any corporate clients.
11. The contact details of the main SPOC and an alternate SPOC.
12. List of other Sector Skill Councils you have partnered with.

PROCESS TO BECOME DWSSC INDUSTRY PARTNERS/MEMBERS:

Application stage:

1. Fill up the standard Memorandum of Understanding (MoU) on plain A4 sized paper
2. The MoU duly read, signed and stamped on each page is to be couriered to / scanned to the **Business Development & Advocacy** department along with the verifying documents mentioned above and the demand aggregation sheet.
3. The documents will be cross verified and issued for further approval.

Post Verification:

1. We shall send to you one copy of the same duly signed and stamped from our side.
2. A membership certificate will be issued in your organisation's name and couriered to your official address.
3. Against membership, you need to deposit a minimal fee of Rs 1000/- at the below given account details through NEFT/Cheque. (Cash not accepted)

Account Name:	Domestic Workers Sector Skill Council
Bank Name:	Kotak Mahindra Bank
Bank Branch:	East of Kailash
Account No.:	1011764912
Account Type:	Savings
IFSC Code:	KKBK0004583