

**RSDC INVITES**

**EXPRESSION OF INTEREST (EOI) FOR  
SELECTION OF ASSESSMENT AGENCIES  
FOR**

**Conducting Assessments**

## 1. Proposals Invited

RSDC invites Assessment Agency (AA) to submit proposals for conducting assessment for fresh and RPL trainings in the rubber sector as per the guidelines laid down by RSDC.

AA will have to duly fill the attached form and presentation on the points to nominate in the specified criteria. Based on the due diligence and performance in the technical evaluation, Assessment Agencies will be selected.

Contact RSDC officials for more information on the criteria for the proposal and application forms.

RSDC EOI application complete with all information and documents should reach RSDC Secretariat in soft (MS world file)/PPT and hard form (printed copy by post).

**Rubber Skill Development Council**

217, 2nd Floor, Rectangle One,  
Saket District Centre, New Delhi - 110017

Tel: +91 11 41009347-48

Email: [info@rsdcindia.in](mailto:info@rsdcindia.in) | Website: <http://www.rsdcindia.in/ssc/>

## 2. INSTRUCTION TO APPLICANTS

### I. Introduction

RSDC invites Expression of Interest (EOI) from interested and eligible organizations for conducting assessments on various job roles in the rubber sector across country.

### II. General Information

S.No	Information	Details
1	Start Date of EOIs	Friday 24 <sup>th</sup> May, 2019
2	Last Date for submission of EOIs	Monday 3 <sup>rd</sup> June, 2019 5PM
3	Presentation by the Shortlisted Applicants	Monday 10 <sup>th</sup> June, 2019
4	Contact Person for any assistance	Ms.Shilpa Adlakh Manager- Standards & Assessments Contact - 8130924749 Email-shilpa.adlakh@rsdcindia.in
5	Address for submission of proposals	Rubber Skill Development Council 217, 2nd Floor, Rectangle One, Saket District Centre, New Delhi - 110017 Tel: +91 11 41009347-48 Email: info@rsdcindia.in Website:http://www.rsdcindia.in/ssc/

### I. Eligibility criteria

The process will comprise of screening and selection based on the supporting documents submitted as mentioned below. Accordingly, marks will be assigned as per document based evaluation will be done based on marking criteria defined in Annexure.

A Committee constituted by the RSDC will carry out a detailed evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the Proposal.

The decision of the Committee in the evaluation of responses to the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

S.No	Criteria	Supporting Documents	Compliance (Y/N)
1	<b>Past Experience</b>		
	Organization Type: Company/Partnership/Society/Trust (Atleast three years of experience in assessment with the SSC/vocational trainings)	Certificate of Incorporation/ Registration and details about organization as per Annexure	
2	<b>Project understanding</b>		
	Approach and Methodology	Note on Approach and Methodology which will be a part of proposal.	
3	<b>Operation Capabilities</b>		
	Number of assessment centres and availability of Assessors/Proctors across	List as per annexure	
4	<b>Assessment Capability</b>		
	Number of candidates assessed and pass percentage	List as per annexure	
5	<b>Adequacy and Quality of Resources proposed for Deployment</b>	CVs of the Resources/Assessors identified or proposed	
7	<b>Clarity of understanding, overall merit of proposal, unique value propositions based on presentation/demo</b>	Copy of presentation (12-15 Slides) and proposal	
8	<b>Any Accreditation with NSDC/NSDA/SSC</b>	Copies of MoUs/Relevant document	
9	<b>Financial Capability</b>	Certified copies of Audited Financial Statements duly certified by Chartered Accountant	

## INTRODUCTION

Rubber Skill Development Council (RSDC), a Sector Skill Council for the rubber sector set up by All India Rubber Industries Association (AIRIA) and Automotive Tyre Manufacturers Association (ATMA), in Collaboration with National Skill Development Corporation (NSDC), is focusing on skill development & training needs of the sector.

## SCOPE OF WORK

RSDC invites application from AA's to empanel for conducting the assessment as per below mentioned guidelines and protocols.

The protocol that will be followed to conduct the assessments consists of the following:

### 1. Identification of KSAs (Knowledge-Skills-Abilities) of a candidate and module mapping

The different occupations listed in the NOSs of the Rubber Skill Development Council deal with different stages of Rubber Manufacture and Processing Technology. Although the technical knowledge required for these occupations are different, these jobs entail a specific set of common aspects which have been listed below.

Job Aspects
Material/Equipment Handling
Operational Know-how
Ensuring Safety
Quality Assurance
Problem Identification & Resolution
Problem Escalation
Reporting & Documentation

Assessment tools will be available in multiple languages like English, Hindi, Telegu, Tamil, Gujarati, Marathi etc.

The set of KSAs (Knowledge-Skills-Abilities) required in a candidate for him/her to be able to perform well on job are detailed below. Each KSA has been mapped on to a particular module.

Knowledge-Skill-Abilities	Proposed Module	What will the module check?
1. Domain Knowledge	<b>Rubber Technology specific module</b>	Will check for technical know-how of all the aspects of the job that the candidate is supposed to perform.

2. Situation Handling	<b>Situational Judgment Test</b>	Will check for the ability to handle critical situations at job.
3. Attention to Detail	<b>Contextual ATD</b>	Will check for the ability to remember critical steps, identify various buttons/switches of operation and prevent potential hazards by identifying loopholes/ flaws.
4. Analytical Ability	<b>Contextual Reasoning</b>	Will check the ability to identify cause for problems, interpret data and results and suggest improvements.
5. Applied Skills	<b>Assessor driven assessments/ Simulations</b>	Will check the ability of the test taker if he knows "how" to do required tasks as part of the job role. Questions will be asked by a subject matter expert who will evaluate the practical knowledge of the test taker. Questions will include situations which the trainee will face in a real job and tasks which trainee would have to perform while on the job
<b>Wherever applicable</b>		
6. Reading Skills	<b>Basic English</b> (8th Pass Level)	Will check basic communication to be able to comprehend instructions, read manuals, and understand processes and document findings.
Listening & Speaking Skills		
Writing Skills		

## 2. Assessment Timelines For Assessment Agencies

S.No	Procedure Guidelines	Stakeholder	Timelines	Remarks
1	Development of assessment guideline and question bank as per the job role	AA		
	Develops Question Bank (Min 3 sets) On Each set required 40 Question as per Level ( Easy/Medium/Hard )	AA	20 days from the day new job role shared by RSDC	
	Validation and approval of question bank by SME	SSC	3 Working days from the submission of question bank	
2	Each batch will be assigned to the relevant assessment agency	SSC	5 days from the date of upload on SDMS	
3	Respond with the acceptance or non-acceptance for conducting assessments by email and on SDMS .	AA	2 working days	
4	If the AA does not accept, another AA needs to be identified	SSC	2 working days	
5	Respond with the acceptance or non-acceptance of the system generated date for conducting assessment, post consultation with AA	SSC	2 working days	
6	In case of non-acceptance of the system generated date of assessment, a new date for assessment should be provided	SSC	2 working days	
7	Post acceptance, the AA will assigned an assessor before 5-7 days as per the language preference of the batch from its approved pool of assessor listed on SDMS	AA	2 working days	
8	AA shared the New Assessor Profile with ID Proof to SSC for Interview Panel.  AA not to share the such profile of assessor who already worked with same TP. (To avoid conflict of interests)	AA	2 Working days	

9	Details of the concerned training center and the assigned assessors (With Unique Identification number) should be shared with the SSC along with operational plan	AA	2 working days	
10	Details of Assessment Plan shared from SSC to Training Partner keeping loops with AA Team.	SSC	2 Working Days	
11	The assessor will report at the TP location at the designated date and time with Geo Tagging mail keeping loops with RSDC( Mandatory),conduct assessment as per the guidelines ( Proctor with 8 Tablets ) , and complete the assessment sheet.	Assessor + Proctor	As per specified date, place and time ( Sharp 9 )	
12	Authentication of the assessor prior to the start of the assessment. Assessor to produce a valid photo ID proof – Aadhaar number/ PAN card/ ID card issued by the concerned SSC	Trainer of the concerned batch	On the day of Assessment	A unique code mentioned on the identification
13	Assessor conducts the assessment in accordance with the assessment guidelines and question bank.			
14	Share Attendance Sheet, Annexure M Feedback from duly signed & Stamp by TP , photos and videos of the assessments .	AA	5 days from the assessment day	
15	Assessor will also input the assessment marks on SDMS	Assessor	5 working days post completion assessment	
16	The assessor to complete the training feedback from the candidates of the batch (5 Candidate) and share with SSC . The assessor will also check candidate wise feedback at TP/TC	Assessor	3 working days post completion assessment	
17	Post conduct of the assessment, the assessor will share the result along with the original assessment sheet and attendance sheet, physically as well as electronically , Photos ( 10 photos ) and video ( 3 Video ) & One Batch Photo on Google Drive path ( Month Wise basis ) and share the Path to SSC	AA	7 working days post completion assessment	
18	AA will store the original physical assessment records of the trainee assessed for a minimum of 10 years from the date of the assessment.	AA		



19	AA will review and validate the assessment marks on SDMS and will provide the result of each candidate of the batch	AA	2 working days	
20	The SSC will validate the results received from the AA and approve the same on SDMS	SSC	5 working days	
21	In case of any discrepancy in result prior to approval by SSC, revaluation of the result by assessment agency or reassessment of the batch, depending upon the decision of the SSC	SSC		
22	Fees due to the AA will be paid after validation of the assessment results received	SSC	14 days	

## 2.1 For Training Partners

Process description	Stakeholder	Timelines	Remarks
Share the batch start, end and assessment date with no. of trainees with RSDC	TP	On the day of commencement of Batch	Assessment date can end day of training + 7 days
Upload the batch on SDMS and report to RSDC	TP		
Share centre SPOC details and language preference for assessments with RSDC	TP	15 days before the assessment date	
RSDC accept the assessment date and confirm to TP	RSDC	10 days before the assessment date	
Operational Plan will be shared with TP	RSDC	3 days before	
A joint con-call between Assessment Agency, TP and RSDC if required	RSDC	2 days before the assessment date	
TP make necessary arrangements for assessments according to the operational plan shared by RSDC	TP		
On the day of assessment, batches will be divided in two i.e. one for theoretical test suite and second for practical knowledge. Both the batches will run parallel to each other.			
Results & certificates to be shared with TP	RSDC	on or before 7th day after the assessments	

## Assessment framework for a Trainee, Trainer and Assessor

### 2.2 Trainee Evaluation

With uniformity and setting of National Occupational Standards (NOS), for different Jobs Roles the assessment of candidates will be at NOS level. Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed. The question suite which will be used to check the skills of the trainee would include

- **Theoretical test suite** – Will include multiple choice questions, audio-video question etc. which will test the trainee on his knowledge of the subject
- **Practical Knowledge suite** – Practical knowledge can be tested through Assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three would be able to evaluate the trainee on his practical knowledge of the QP

### 2.3 Assessor Evaluation

The underlying responsibility of the assessor would be to operationalise the process of on-site assessment of the trainees taking overall care of the process of evaluation. The evaluation will be focused on evaluating if the candidate knows how to perform the required tasks as part of his job role.

## Sourcing

For sourcing the assessors, Assessment agencies will reach out to the Industry experts, Academicians, Members of industry bodies and others with the support of RSDC to volunteer for the role of an assessor. Following general guidelines would apply to all people who volunteer to be an assessor.

## General Guidelines

1. Assessor should possess **relevant academic, occupational qualifications and work experience** as defined in the QP.
2. **Knowledge of assessment process** and tools with ability to **capture the assessment observations** correctly on the prescribed electronic or paper forms.
3. **Understanding of the Occupational Standards** for the relevant QP is a must. Assessor must have the ability to **plan each task** and **allocate necessary resources**.
4. Understanding of competencies required in the job **role for which assessment is being done with a high level of integrity, reliability and fairness**.
5. Good **observation skills** with ability to **communicate** in writing and orally in the local language in addition to English.
6. **Ability to use technology** viz, computers, tablets, spreadsheets, video communication tools

Sourced volunteers who would adhere to the above guidelines would go through the process of evaluation as described below.

## 2.4 *Evaluation Process of Assessor & Trainer*

Assessor needs to be competent in order to conduct assessments and its foundation is based on foundation provided by education, training and experience. These skills of the assessor needs to be evaluated as per the following methods

a. **Technical knowledge assessment** – Technology enabled assessment of the assessor to evaluate his theoretical knowledge and the same will act as an objective benchmark which needs to be cleared by the assessor to move to the next stage. Assessor evaluation will be of a higher difficulty when compared to trainee evaluation.

b. **Interview** – SSC to hold the formal interview and evaluate the assessor to bring the assessor on-board

AA will sign a MoU/SLA with assessor to ensure that assessment process is followed with integrity and impartiality. The AA and RSDC can mutually agree upon the details of the document.

## 2.5 *Training of assessor and certification*

Post assessor empanelment assessors would need to undergo training of Assessors by RSDC. The training of assessors will cover the following points

1. **Occupational Standards Overview** – This module of the training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overview on the assessment framework of evaluation shall be shared with the assessor with explanation.
2. **Assessment Technology Overview** – This module of training will give an overview to the assessor on how technology will be deployed for the assessment. Assessor will be trained on the following.
3. **Use of delivery mediums** (Tablets, computer etc.) which will be used to both deliver the questions and to give marks to the candidates
  - Overall structure of assessment and objectivity of the marking scheme
  - Sample assessment exercise basis the sample question bank to take an assessor through entire process of assessment

Basis the selection process which an assessor needs to clear and post selection training completion, an assessor will be certified and allocated a unique identification number by RSDC.

## 2.6 *Assessor role and responsibility*

Assessor will ask the candidates to perform certain pre – defined tasks (which will be delivered to the assessor using a computer/tablet) and then assessor will evaluate if the candidate is able to perform the designated task. Evaluation will be on pre- defined objective criterion which will ensure standardization across assessor evaluations.

Assessors will play a vital role in successfully delivering assessments. The effectiveness and credibility of the certification would depend on competence, professionalism and integrity of the assessors.

An effective system needs to be in place to ensure the competence of assessors by establishing, implementing and maintaining procedures for qualifying and monitoring the performance and competence of the assessors involved. In particular, SSC and Assessment agency shall review the performance and competence of assessors in order to identify and streamlines any gaps in the process.

### **3. Process Details**

The process will be broadly classified as the following

1. Test takers will be administered a technology driven test which will be taken on a tablet.
2. Test takers will give the practical assessment which will be conducted by the assessor. These assessments will be Technology-driven, Objective & Standardized Assessments.

#### **3.1 Theory Test - Delivery Mechanisms**

- Internet Delivery/Tablets
- Cloud based synchronized online servers
- Available for assessments in remote locations, office reception

#### **3.2 Practical Test – Delivery Mechanisms**

Assessor/Proctor will be carrying tablet which he will use as a delivery mechanism which will aid the assessor in the process of assessment.

Assessment of the trainees will be solely based on the NOS of QP that the candidate is being assessed for. A preloaded question bank, which will be delivered to the assessor using a tablet/laptop which he will be carrying, will be used by the assessor to ask the questions from the candidate.

Assessor will also use the tablet to give his judgment, based on responses to his questions given by the candidate. Thus score generation also will be an automated process, basis the assessment of the candidate done by the assessor.

#### **3.3 SOP – Assessment Delivery team**

These instructions will be followed by the proctors for all Assessment Events managed by AA. Understated are the guidelines that have to be followed by the proctor when conducting the drive at the venue. The event consists of Testing of candidates. The sequence of events is as follows:

### ***Infrastructure Mapping***

The proctor will be responsible for infrastructure mapping at the venue. The closure should include the following:

1. Identifying all necessary equipment's in case computer lab is available, test the network otherwise get in place
2. The required number of tablets for the event in advance.
3. Ensure all essential supplies like stationary etc. are available and are ready to be used on the day of the testing.

### ***Event Day***

#### **3.4 Pre-event Checklist:**

The proctor has to report at the venue at 9:00 am on the assessment day. The proctor has to make sure that:

1. Testing room is available with proper seating arrangement for candidates to appear for the knowledge assessment
2. Machinery, equipment's and tools on which the candidate has been trained on and which are part of job role should be available to test the candidate on his applied skills
3. Rough sheets are placed on each seat. This has to done after each subsequent batch finishes the test.

The assessment will start with an orientation and assessment process delivered by the Assessors/proctor. Once the orientation gets over, the students will be divided into groups for assessment. The proctor has to ensure that the following things are already in place. They are:

1. Have the exact no. of candidates ready to move into the knowledge based assessments
2. The instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally
3. Re-check if the stationary is available in the testing area.

Once the students are in the testing area, proctor would have to run through the instructions for the students to take the test.

#### **3.5 Post Testing Work Flow:**

1. After the students are in the labs and the test in underway, the proctor has to ensure that all remaining batches of candidates are also ready to be tested
2. Escort the candidates from the knowledge based assessment area to practical assessment area, after the batch finishes their testing.

3. Once the first batch has moved out of the knowledge based assessment area, the second batch must be taken from the main waiting area and seated in the respective seats for their knowledge based assessment.

All the above mentioned points have to be repeated till all the candidates have undergone their testing

#### 4.1 Result Compilation and storage

Once the testing of candidates is completed, the results have to be synched with the central servers. The same has to be done as soon as internet availability is possible.

Duration by which the test results will be shared with the SSC will depend on the medium of delivery of the test

- a. In case test is delivered using a tablet the test results will be shared with the SSC within 2 days of date of assessment for approval
- b. Data for the assessments will be stored for 10 years as per norms laid down.

#### 4.2 Event Team composition

##### ***Assessor and Proctor***

Event team will comprise of an Assessor (Subject Matter Expert) who is chosen from the industry to act as an assessor for the practical part of the assessment. He will be accompanied by a proctor who would be responsible of operational execution of the assessment in the early stages of engagement. He will have mandate of managing all the infrastructural requirements and operations for the assessment.

This will be contingent on number of trainees per batch.

#### 4.3 Technology Infra structure

Minimum 8 number of tablets to be assigned for every assessment by the AA for the batch of 30 students.

#### 4.4 Contingency Planned

**Resource contingency** – Back up of assessors and proctor will be kept to be sent to the assessment centre in case the first set of assessor is not able to fulfil his commitments.

### 5. Question Types and Assessment Content overview

The questions across these modules can be of various formats: Multiple Choice Questions, Audio/Video-based, Touch/ Click-based,, Assessor-Evaluation-based, etc. They can also be delivered in the bilingual format.

#### 5.1 Multiple Choice Questions

Will check the theoretical knowledge of the test taker on skills he has learnt in training. For each question

addressed to the test taker, the best option among two or more options would have to be chosen which appears to the test taker as the best option.

## 5.2 Audio/Video Based

To eliminate the read and write ability requirement of the test taker audio/ video tests design will ensure that test taker is able to attempt the test and get assessed for skills in rubber industry without having knowledge of reading.

Video based questions also add diagrams, machine photographs and questions based on the same, checking on theoretical knowledge of test taker on machinery and tools he will be using for practical purposes

## 5.3 Touch/Click Based

Questions addressed to the test taker will not require him to have any technical knowledge to use the computer/tablet to give the assessment. Questions will be touch/click based making it very simple and easy for the test taker to select the right options

## 5.4 Assessor Evaluation-based

Pre-defined rubrics and set question bank will ensure an objective evaluation of test takers on their practical knowledge. Assessors will be testing candidates on their practical skills but the marking will be driven by an objective framework which will maintain standardization of marking scheme.

The weightage of content of the theoretical and practical assessments will be 60% and 40% respectively.

### Passing Criteria

Passing criteria would be

Trainer & Assessor - 80% passing marks in Total marks

Trainees - 70% passing marks in Total marks

### Duration of Assessment

Theoretical Assessment: 1 hour

Practical Assessment: 15 minutes



## 6. DESCRIPTION OF FEES AND CHARGES

6.1 The Fees for assessments shall be as follows:

S.No	Nature of Assessment	Sub-sector	Fees (Per assessment)
1	STT	Manufacturing	480
2	STT	NR Plantation/Services	320
3	RPL	Manufacturing	360
4	RPL	NR Plantation/Services	375
5	University/college	All Sub-sector	320

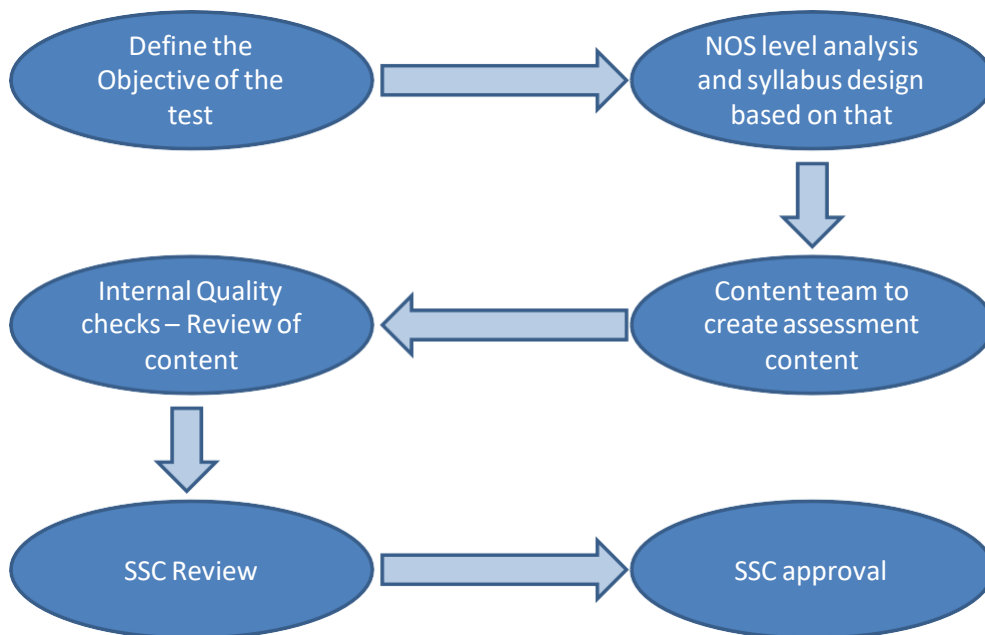
6.2 The Fees shall be payable for the appeared candidates for the assessment.

## 7. Penalty Clauses

- 7.1 RSDC will be imposing penalty on the assessment agency of 20% of the batch Fees for Non adherence to the assessment processes & issues/failure of tablets will also attract the same penalty.
- 7.2 Assessment agency to ensure that the validated results are uploaded on the SDMS within 5 working days from RSDCs approval. Failure to do so would lead to a penalty of a 5% reduction per day for each batch from the assessment fees payable to agency. Delay due to SDMS server issues or any other technical issues will be considered provided assessment agency intimates RSDC on time and provides the screen shot for the same.
- In case of Tabs are not properly / completely charged
  - Malfunctioning Tabs
  - Assessor or proctor reaching late at the venue
  - Delay in processing of the results
  - Delay in uploading of the results

## 8. Content Design

### 8.1 Content Creation process



As part of content creation question bank will be generated for each of the NOS to access the candidates on NOS based criterion.

Question bank will be a repository of questions from which backend technological system will randomly select certain questions which will in turn be addressed to the candidates. As questions will be chosen by technological system in a random order, different sets of question papers will appear in front of candidates.

## Process of Affiliation

The process of affiliation along with the timelines is outlined below:

1. Any AA wishing to affiliate to RSDC will have to apply on-line along with application fee payment details on the RSDC website only.
2. The process of the application, post submission at the RSDC will be as follows:
  - a. The task of due-diligence will be done by RSDC directly or through a third party.
  - b. The first level online check on completeness of the application form will be done by RSDC and if the third party assessors are involved, forward the application to them.
  - c. The due-diligence of the AA application will be completed by RSDC either directly or with the help of appointed third party assessor.
  - d. The due-diligence report of recommending or rejecting affiliation will be shared by RSDC or the third party assessors post completion of the due-diligence.
  - e. RSDC after evaluation of the same, with its comments added will forward the same to the Affiliation Sub-Committee.
  - f. The Affiliation Sub-Committee members will review the report and will give their online acceptance or rejection back to RSDC.
  - g. RSDC will communicate the decision to the concerned AA

In the event of any arbitration, the first level of appellate will be the Governing Council (GC) of RSDC.

**ASSESSMENT AGENCY AFFILIATION FEES**

<b>SN</b>	<b>Cost Head</b>	<b>Cost (Rs)</b>
(a)	Application Fees: one time non-refundable (to be paid during Stage 1 of Affiliation Process)	10,000
(b)	First Time Affiliation Fee valid for 1 year (to be paid during Stage 3 of Affiliation Process)	50,000
(c)	Annual Affiliation Renewal Fee	25,000

# **ON-LINE APPLICATION FORM FOR AFFILIATION**

**APPLICATION LETTER ON THE COMPANY LETTER HEAD**

Date: \_\_\_\_\_

From

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To,  
Rubber Skill Development Council  
217, 2nd Floor, Rectangle One,  
Saket District Centre, New Delhi - 110017

**Subject: Empanelment of Assessment Body with RSDC**

We are an Assessing Body with necessary experience and expertise in the Rubber Sector and hereby apply for Accreditation with RSDC.

We desire to apply for Accreditation for the following training courses and geographical space:-

S. No	Job Role	Location
1.		
2.		
3.		
4.		
5.		

It is on the RSDC discretion that they accredit us; or will put our application on hold.

\_\_\_\_\_  
Signature of Authorised Person Name  
& Designation:  
Phone No: E-mail



**APPLICATION FOR ACCREDITATION AS ASSESSMENT BODY**

Name of Assessment Body \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Head of the Organisation \_\_\_\_\_

Organisation structure of the company with details of roles of persons, groups and committees. Attach organogram and write-ups as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Registration/Incorporation \_\_\_\_\_

(Attach copy of Certificate)

Accreditations and Certifications

(Indicate dates and validity periods) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PAN of the company  
(Attach Photocopy of PAN Card and  
last IT Return)

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Average Annual Turnover of the AB  
(last 3 years)

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No of branches/offices and locations

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(Attach separate sheet and organogram)

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Details of all sectors in which assessment is  
carried out by the AB

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Total number of employees on its rolls  
permanent as well as contractual

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Qualifications and experience in  
Assessment Field

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Details of Draft/multicity cheque (payable  
at New Delhi) submitted for payment of  
Application fee of 10,000/- (Rupees Ten  
Thousand Only)

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Any other details considered appropriate  
(Attach documents/brochures/photographs  
as necessary)

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**Signature**

**Name and designation**

**Official Stamp with date**



### KEY PARAMETERS

S.No	Key Aspects	Remarks/Attach as Annexure
1	Affiliated with other SSC	
2	Presence in the metros	
3	Mode of assessment – Tablets / Pen & Paper	
4	Monitoring Mechanism of the assessments	
5	Financials Proposal for Manufacturing and Service (Natural Rubber) Job roles	
6	Assessment Methodology	
7	Number of Subject Matter Expert on company payrolls (CV's to be attached)	
8	Subject Matter Expert for Question Bank development (CV's to be attached)	
9	Internal training process of accessors	
10	Question Bank development process	

# ANNEXURES

### Annexure – I Evaluation Matrix for AAs

S No	Parameter	Max Points	Criteria	Weightage Points		
I	Overall Experience	15	Number of Years in assessment	More than 10 Years	5 to 10 Years	Upto 5 Years
				15	10	7
ii	Experience in sector	10	Number of Years in assessment	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	08	06
iii	Candidates Assessed	10	In last 3 years	More than 25,000	10,000 to 25,000	Upto 10,000
				10	7	5
iv	Assessment Methodology	10	Will be determined by evaluation committee	Subjective score based on rigour and innovation of approach and methodology		
V	Affiliation with Govt. Organization (Gol or State Skill Missions)	10	Affiliated with minimum 1 organization	More than 5 Organisations	3 to 5 Organisations	1-2 Organisation(s)
				10	7	5
Vi	Geographic	10	Minimum presence in 3	More than 10 States	4 to 10 States	3 States
						5

	Presence		States/UT	10	7	
Vii	Affiliated with other SSC	05	Minimum affiliation with 3 SSCs	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2
Viii	Mode of assessment – Tablets/Pen and Paper	20	Assessment Modalities and Geo tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
Ix	Monitoring Mechanism of assessments	10	Continuous Monitoring of The Assessment	Real time Online Video-Audio Monitoring & Recording	Standalone Video-Audio Records	Visits by Proctors
				10	5	3
X	Number of Subject Matter Experts on company's payroll	20	Based on evaluation of CVs	More than 5 Experts	3 to 5 Experts	Upto 2 Experts
				20	12	8

Xi	Number of Assessors on payroll	10	No. of Assessors	More than 25 Assessors	10 to 25 Assessors	Upto 9 Assessors
				10	7	5
Xii	Number of full time employee	10	No. of full time employee	More than 25 Employees	11 to 25 Employees	Upto 10 Employees
				10	7	3
Xiii	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	7	5
<b>Grand Total</b>		<b>150</b>				

## Annexure - Form-1

### Form 1 - Self-Declaration by the Assessment Agency

(To be filled by the Administrator of the AA in his own hand)

SN	Current Business Status	Commitment	If Yes,	Remarks
		(delete not applicable)	please furnish full details	
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Are you a registered legal entity in India?	YES / NO		
4	Have you ever been rejected for affiliation by any SSC?	YES / NO		
5	Do you have any linkages with any other organisation in the assessment domain?	YES / NO		
6	Have you ever been engaged in assessment operations in past or present with a different entity?	YES / NO		
7	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	YES / NO		Please attach last 3 years balance sheet.
8	Do you have a Web Site of your own?	YES / NO		
9	Do you have Assessors affiliated to your AA?	YES / NO	On payroll _____ On Long Term Contract _____	Please give total numbers
10	How many of your Assessors are undertaking multiple sector assessments?	YES / NO	On payroll _____ On Long Term Contract _____	Please give total numbers

11	If granted affiliation, do you have the capability to undertake On-line assessment with immediate effect?	YES / NO		If yes, please give the details of the availability of software and hardware to undertake the assignment.
12	Do you have the capability to develop question bank for On-line assessment?	YES / NO		If yes, please give the details of available subject experts with the agency.
13	Are you affiliated with DGET & State sponsored schemes?	YES / NO		
14	Are you affiliated with any other SSCs/ other recognized Agencies having capacity to carry out assessments for the job roles applicable to the SSC?	YES / NO		
15	Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	YES / NO		
16	Have you ever been banned /suspended for the services offered by you?	YES / NO		

I, \_\_\_\_\_ (name),  
 S/o \_\_\_\_\_ r/o \_\_\_\_\_  
 \_\_\_\_\_, Mobile \_\_\_\_\_

No \_\_\_\_\_, do hereby declare that I have furnished the above details to the best of my ability and knowledge and I fully understand that any incorrect information will render my agency disqualified for affiliation. If granted affiliation, I do also agree to meet the other operational conditions as laid down by the SSC for the conduct of assessment.

Date: \_\_\_\_\_  
 Place \_\_\_\_\_ (Authorised Signatory)

**Form: 2 Number of years of existence**

<b>Legal Constitution of Applicant</b> <b>(Registered Public Limited/ Private Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm)</b>	
Type of the Bidding Entity	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide details of first assessment conducted to ascertain the number of years of experience in specific sectors.



**Form: 3 Financial Standing – Annual Turnover**

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 3 financial years.

Financial Year ending	Turnover From Assessment
31st March	activities (Rs. Lakh)
2015-16	
2016-17	
2017-18	

Name of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date:

Note: Please provide certified copies of audited financial statements of the firm for the immediately preceding two financial years. In the event the Financial Statements for the year 2014-15 are unaudited, provisional financial statements duly certified by Chartered Accountant/audit firm may be submitted.

**Form: 4 Details of candidates Assessed**

Details of the assessments completed in last 3 years by the Applicant. The Applicant should have assessed minimum 10,000 candidates in total and at least 1000 in the SSC specific Sector for which affiliation is sought. Information to be furnished in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or recognized by any state or central government

S. No	Project	FY	Location of Project (State)	Project Details	Details of Supporting Proof Provided with Page number

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

**Form: 5 List of States for empanelment**

This form shall contain the information of states where the applicant is applying for getting empanelled. The previous operations in the states shall be present here with sufficient proof.

S.No	State Name	Number of assessors based on in this state and are engaged by the Applicant	Number of centres/ office/ operations in the state

For and on behalf of:

(Company Seal)

Signature: Name:

Designation:

(Authorised Representative and Signatory)