



Procedure for Assessment

of

Assessing Bodies & Assessors

Electronics Sector Skills Council of India



1. **General Guidelines**

1.1 This protocol has been developed to evaluate assessing bodies and assessors for the purpose of assessing trainees for knowledge and skills related to job roles in Electronics Sector.

1.2 The training for the job roles is conducted through affiliated training partners. Compliance of the training to the National Occupational Standards pertaining to the job role is ensured by ESSCI.

1.3 The assessment of the trainees is to be conducted to comply with the knowledge, skills and performance criteria defined in the National Occupational Standards.

1.4 Assessing body shall ensure that assessments of the trainees are carried out in a professional and unbiased manner so that the Assessing scheme achieves its objective of mutual acceptance and global exchange of personnel.

1.5 ESSCI reserves all rights to amend this protocol, procedures and fees etc. as it may deem fit.

1.6 All information provided by the applicants can be verified at any stage during or after the assessment process.

2. **Objective of Assessment**

The objective is to assess if the assessing body has the capability and experience to assess the trainees trained in outcome oriented training in the electronics courses in line with QPs/ NOSs and also can prepare the assessment as per this procedure.

3. **Assessment Categories**

3.1 Categorization of Electronics sector into various sub-sectors is as given below. This categorization is expected to provide an insight to assessing bodies and assessors in what is involved and expected out of the assessment. Parallels with other sectors and job roles can also be drawn to frame the assessment tools and techniques.

1. Passive Components
2. Active Components or Semiconductors
3. PCB Manufacturing
4. Consumer Electronics
5. IT Hardware
6. PCB Assembly or EMS
7. Solar Electronics
8. Strategic Electronics
9. Automotive Electronics
10. Industrial Electronics
11. Medical & Healthcare Electronics
12. Communication & Broadcasting
13. PCB Design
14. LED Lighting



4. **Qualifying Criteria**

4.1 **Assessing Body:** For the purpose of qualifying the Assessing Bodies for affiliation with ESSCI, these have been categorized as follows:-

- (a) QCI registered bodies
- (b) Govt. Organizations with assessing capabilities
- (c) Private/ Industry bodies, Academic institutes, Industry associations

4.2 **Assessors:** Affiliation with ESSCI for specific job roles will be in accordance with the guidelines brought out in the succeeding paragraphs of the document. Assessors enrolled with assessing bodies will be shortlisted for specific job roles after ascertaining their capabilities, assessment experience (In Level – Academic/ Industry) etc.

4.3 **Affiliation of Assessment Bodies with ESSCI**

- (a) QCI registered bodies: Will have to undergo through following assessments
 - (i) Capability & Capacity assessment for Electronics Sector
 - (ii) Assessment of assessors for suitability in Electronics
- (b) Govt. Organizations with assessing capabilities: Will have to undergo complete process of assessment.
- (c) Private/ Industry bodies, Academic institutes, Industry associations: Will have to undergo complete process

5 **Affiliation Process:** will involve assessment based on the following criteria. ESSCI shall be responsible for the assessment and finalization of affiliation with assessment bodies.

5.1 **General Requirements for Assessment Bodies**

- (a) Be a legal entity, registered in India
- (b) Declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest.
- (c) Shall not be a training provider in those areas which fall under assessment
- (d) Shall be an Income Tax Assessee
- (e) Shall have financial resources necessary for the operation of skills assessment system and to cover associated liabilities
- (f) Shall have appropriate methods to monitor and measure the performance of its assessment framework implementation across all its branches and subsidiaries.

5.2 **Organizational structure**

- (a) Independent and impartial in relation to its applicants, candidates and certified persons including their employers and their customers, and implement all the possible steps to assure ethical operations.
- (b) Identify the management groups or persons which shall have overall responsibility for:
 - (i) The formulation of policies relating to the operation of assessing body with regard to assessment of skills/ persons.



(ii) Decision on all activities & procedures related to assessment and subsequent delivery of results for enabling ESSCI to take final decision on certification of persons/ skills.

(iii) Finances and related financial transactions of the assessing body.

5.3 **Structured Processes and Procedures**

(a) The assessing body shall have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.

(b) The assessing body shall have effective assessment guideline and associated procedures for guidance of assessors.

(c) The assessing body shall have the ability to develop the assessment process and assessment tools and scientifically design the question sets in line with the performance assessment framework and also at different difficulty levels in consultation with ESSCI.

(d) The assessing body shall have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update of the question bank should be defined.

(e) The assessment body shall have experienced Assessment Co-ordinators, who will mentor, supervise, plan the assessment strategy and guide the team of the assessors.

(f) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send them to the assessing body.

(g) The assessing body shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

(h) The assessing body shall have a suitable functional MIS to report the status of assessments at different stages.

5.4 **On-Role/ Empanelled Assessors**

(a) The assessing body should have well-defined process for enrolling/ empanelling assessors.

(b) The assessing body should have on-roll/ empanelled assessors with expertise in/ similar to Electronics domain and should be able to empanel such assessors within 30 days from affiliation with ESSCI, failing which the affiliation may be cancelled at the sole discretion of ESSCI.

5.5 **Assessment Methods**

(a) Mix of technology solutions (for knowledge assessment) and hands-on assessments (for skill assessment).

(b) Availability of suitable framework to comply with the above-mentioned mix.

(c) Well defined assessment tools and techniques

5.6 **Reach**



(a) Geographical coverage in terms of assessment centers, branches etc. to cover all states/ Union Territories and districts within these.

6 Compliance to ESSCI Framework

6.1 The assessing bodies, on affiliation with ESSCI, will have to undertake following:-

(a) Define assessment framework in-line with the National Occupational Standards (NOSs) in consultation with ESSCI. Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOSs.

(b) Define assessment methodology, which shall recommend questions across all performance criteria items covering both theory and practical/ hands –on assessment for each NOS. Weightages are defined by ESSCI for performance criteria items and theory and practical question and the same shall be used by the Assessment Body in consultation with ESSCI.

(c) Institutionalize appropriate procedures for obtaining trainee details from the Training Providers, registration of candidates, collection of assessment fees, and for all the communication so as to effectively conduct the assessment.

(d) Make arrangements for scheduling trade assessment, including date, time and list of candidates and the location under intimation to ESSCI & Training Provider.

(e) Evaluate entire systems and procedures used for necessary assessments of candidates. Assessment shall be fair, valid and reliable.

(f) Consider technological solutions like web-based online assessment, to remove subjectivity and to make the assessment process more robust.

(g) Develop a robust question bank (ratio of paper set to question bank of 1:4 to 1:6) for random presentation of questions to the trainees meeting the assessment guidelines above. Involvement of Subject Matter Experts by Assessing Body for developing question banks is required. This question bank thus developed shall be vetted by ESSCI in English and shall be refined by Assessing Body on regular basis. Regional language support for question bank, as and when needed, will be communicated by ESSCI.

(h) Define appropriate methodology and procedures (such as collecting and maintaining statistical data) to reaffirm, periodically as needed and at least annually the fairness, validity, reliability and general performance of each assessment and all identified deficiencies corrected.

(i) Increase reach & coverage by collaborating with local centres. For this, the assessing bodies have to ensure the following :-

(i) Enter into a properly documented agreement with the selected



Assessment Centres covering the arrangements, including confidentiality and prevention of conflict of Interest.

- (ii) Take full responsibility of assessment system and the procedures to be followed by the centres.
 - (iii) Ensure that the Assessment centres have necessary competency / facilities to perform the required task for assessing the candidates in regard to skills entrusted to it.
 - (iv) Have effective communication with selected Assessment Centres so as to make necessary arrangements for timely assessment of listed candidates and subsequent results to be provided to the assessing bodies.
 - (v) Maintain list of its Assessment centres, assess and monitor their performances in accordance with documented procedures.
- (j) Increase reach and coverage by deploying technological solutions, especially to facilitate assessments in small towns & districts.
- (k) Maintenance of Records
- (i) The assessing body shall maintain a record system to demonstrate that the assessment process has been effectively fulfilled, particularly with respect to registration of candidates, Assessment centre's and other related activities required for proper assessments and its continuous reviews and improvement.
 - (ii) The records shall be identified, managed and disposed off in such a way as to ensure the integrity of the process and confidentiality of the information.
 - (iii) The records shall be kept for stipulated period of time in accordance with policies laid down by ESSCI / as required for any other contractual / legal and or other obligations.
 - (iv) The assessing body shall make available all the related records pertaining to ESSCI Skill Development Scheme only to the authorized representative of ESSCI at any time.
 - (v) Video recording along with time-stamping of the assessment process is to be undertaken and preserved for the duration specified by ESSCI.

7 Empanelling of Assessors for ESSCI

7.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. Due-diligence is to be ensured by assessing bodies while empanelling the assessors. ESSCI shall be involved in the following processes:-

- (a) Shortlisting of assessors from the existing pool of assessors with assessing body. Shortlisting will be done by ESSCI for specific job roles/ family of job roles.

(b) Empanelling of new assessors.

7.2 Final approval for assessors with reference to specific job roles will be given by ESSCI.

7.3 Empanelment form, placed at Annexure II be used for the purpose.

7.4 Generic aspects for the assessors, which need to be ensured, are as follows:-

(a) Familiarity with assessment schemes;

(b) Thorough knowledge of the relevant assessment framework, process and tools, assessment/ examination methods and examination documents. Assessor should also have knowledge of technological tools like Camera, PCs, Tablets for quicker capture and communication;

(c) Fluent in communication in both English and the language of examination;

(d) Have high level of integrity, reliability and fairness, and

(e) Free from any interest so that they can make impartial and non-discriminatory judgment / assessment. Assessors should commit themselves to comply with the rules of confidentiality, conflict of interest, independence from commercial interest, which might compromise impartiality of the assessments.

7.5 On successful evaluation, assessors will be affiliated with ESSCI for specific job roles/ NVQF level. Each assessor will be awarded a unique identity number.

7.6 Non-conformity to the assessment process or to the legal & procedural requirements would lead to permanent cancellation of affiliation.

8 Assessment of Trainees: Process & Procedure to be adopted (to be read in conjunction with “Guidelines for Assessment of Trainees” placed at Appendix I)

8.1 Assessment of trainees can be during, periodic or at the end of the training, as decided by ESSCI for specific job roles.

8.2 The assessing body is to liaise with the training provider and schedule assessments accordingly.

8.3 The assessment has to comprise of two components, namely:-

(a) Knowledge assessment (written, on-line assessment)

(b) Skill assessment (hands-on assessment, Online-assessments)

8.4 The assessing body shall maintain an independent registration process for assessment of trainees, which shall include:-

(a) The scope of the desired assessment and certification sought;

(b) Statement that the trainee agrees to comply with the requirements for assessment & certifications and to supply any information needed for the evaluation, and



(c) General information on the applicant, for example name, address, and other information required to identify the persons.

8.5 The assessing body shall communicate to ESSCI or the training providers details about Assessment centers venue, date, time etc.

8.6 Assessment centers to be also accordingly informed about the following:-

(a) Details of assessors with their contact details.

(b) Requirement of infrastructure, equipment, tools and consumables etc at the assessment venue.

8.7 The assessing body shall ensure that the Assessment centers make necessary arrangements for test as per direction given by assessing body.

8.8 The assessing body shall ensure that test is conducted in Assessment centre's and training premise/ labs etc. by the assessors appointed by the assessing body as per schedules provided by assessing body.

8.9 The assessing body shall ensure that assessors prepare results within stipulated time and send it to the assessing body.

8.10 The assessing body shall consolidate the results and make necessary entry and communicate the result as per terms laid down by ESSCI.

9. Affiliation Methodology

9.1 Affiliation process will be executed by ESSCI

Stage I : Review of Application (Annexure I & III)

Stage II : Assessment for process compliance (as per Para 5 Above)

Stage III : Capability & Capacity Assessment

Stage IV : Final Assessment & Approval in accordance with ESSCI processes and procedures

9.2 ESSCI shall take the final decision on affiliation of assessment bodies.

10 Affiliation Fee

10.1 Fee structure, as follows:-

(a) Application Fee (One Time) - Rs 20,000/-

(b) Visit Fee (2/3 day visit per Annum) - Rs 60,000/- (payable annually)
compliance, document checks

(c) Train the assessor fee - Rs 10,000/-
(per head, per training)



11 Periodic Reviews

11.1 To evaluate assessing body's continuing conformance to ESSCI criteria and the effective implementation of the procedures, ESSCI shall normally conduct an annual surveillance for:

- (a) Administrative procedures, practices and records
- (b) Review of Assessment process/framework

11.2 ESSCI may conduct surprise assessment, for which the stipulated assessment fee, including boarding and lodging charges shall be borne by the assessing body.

12. Re-assessment of an Assessing Partner

12.1 ESSCI shall carry out re-assessment after 3 years. However if ESSCI decides to follow new standards, re-assessment could be earlier than 3 Years.

12.2 ESSCI shall carry out re-assessment of the office procedures, documentation and at least one complete assessment process to verify the compliance with the prescribed criteria.

12.3 The Assessing Partner shall apply for its re-assessment enclosing the necessary papers and the fee after three years from the date of initial accreditation.

13. Suspension or Cancellation of Affiliation

13.1 ESSCI may suspend or cancel an accreditation of the course because of any of the following, but not be limited to:

- (a) Non-compliance or violation of the ESSCI requirements.
- (b) Providing insufficient or incorrect information to ESSCI.
- (c) Changes in the assessment criteria without ESSCI approval.
- (e) Failure to report any major changes in the assessment criteria or any deviations.
- (f) Non-payment of ESSCI fees and agreed upon expenses.
- (g) Irregularity or deviations from standard practice found during regular assessments by the assessment bodies or at the time of periodic reviews / audit.
- (h) Any other condition deemed appropriate by ESSCI.

Annexure I

AFFILIATION FORM FOR ASSESSING BODY

1. Name of the Assessing Body:

2. Contact Details:

Tel: _____ Fax: _____

Mobile: _____ Email: _____

3. Nodal Point of Contact: _____

4. Legal Status of the organization (**Please tick only one**)

a. Public / Private / Government

b. Company/ Partnership / Proprietorship / Registered Society

c. Research / Academic Institute / Industry Association)

d. Others (Please specify and attached necessary evidence)

5. (i) Registered with QCI (Please tick one)

a. Yes

b. No

(If Yes, please provide Registration details)

(ii) Registered with "Registrar of Companies" (Please tick one)

a. Yes

b. No

(If Yes, please provide Registration details)

(iii) Govt. Organizations with assessing capabilities

a. Yes

b. No

(If Yes, please provide details)

6. Organizations structure of the Assessing Body showing roles and responsibilities of different persons / groups / committees / associates having significant contribution towards assessment of the concerned trades / skills (**Attach organization chart and other details**).

7. Details of Sectors / Trades (related/similar to Electronics) having assessed by the assessing body.

S. No.	Sector	Trade(s) (related /similar to Electronics)

(Please use a separate sheet in case the space is not adequate)

8. Details of own Assessment Centres (AC) and partnership Assessment Centres.

S. No.	Name of Own AC's	Location	Trades assessed (related / similar to Electronics)

S. No.	Name of Partnered AC's	Location	Trades assessed (related / similar to Electronics)

(Please use a separate sheet in case the space is not adequate)

9. Details of branches with locations and their scopes of activities related / similar to Electronics sector.

S. No.	Details of Branch	Location	Scope of Activities (related / similar to Electronics sector)

(Please use a separate sheet in case the space is not adequate)

10. Details of Trade Test conducted in the last 3 months:

S. No.	Sector & Trade (related / similar to Electronics)	Assessment Centre with location	Date(s)	Assessors Assigned

(Please use a separate sheet in case the space is not adequate)

11. Availability of Technological Platform and centre's for conducting on-line assessment (for knowledge component of learning) : Yes/No



12. Details of the demand draft/ cheque in favor of 'Electronics Sector Skills Council of India' payable at New Delhi.

DD /Cheque No.

Drawn on

Dated:

11. Declaration:

I attest that the above information is correct. I do understand that any incorrect inform will result in suspension / cancellation of my organization's accreditation with Electronics Sector Skills Council of India.

Signature of Contact Person:

Date:



Annexure II

AFFILIATION OF ASSESSORS
(JOB ROLE SPECIFIC AFFILIATION)

Insert /affix
your
photograph

1. Name: Mr /Mrs / Ms _____
2. Assessment expertise in: (Please tick in the appropriate box) (Refer Para 3 of Protocol document above)

S.no	Job Roles	Sub Sector*

*Passive Components/ Active Components or Semiconductors/ PCB Manufacturing/ Consumer Electronics/ IT Hardware/ PCB Assembly or EMS/ Solar Electronics/ Strategic Electronics/ Automotive Electronics/ Industrial Electronics/ Medical & Healthcare Electronics/ Communication & Broadcasting.

3. Date of Birth _____ (DD/MM/YYYY)

4. Contact Details:

Home Address:	Office address:
Mobile:	E-mail:
Telephone:	Fax:

5. Educational Qualification:

Period	Institution Address	Qualifications	Subject	Grade

6. Courses attended/Assessment Training undergone :

Sl. No.	Title of the Course	Conducted/Organized by (Name & Address)	Dates	
			From	To

7. Membership / Association with Professional Bodies:

Sl. No.	Professional Body(Name & Address)	Membership Reference	Valid Till

8. Experience relevant to selected job role at the serial 2 (Please write in chronological order with present experience listed first).

A. General

Job role (as selected)	Relevant Experience Details	Organization	From-To

B. Details of last three Assessments on selected/ similar Job roles:

Job role (as selected in serial 2)	When assessment carried out	For which Organization

9. Declaration by the Applicant:

I attest that the above information provided by me is correct. I do understand that any incorrect information will result in disqualification of self and suspension/cancellation of certification by Electronics Sector Skills Council of India.

Signature

Date:

Note : This form can also be used by ESSCI for direct affiliation of Assessors with ESSCI.

Appendix I

Guidelines for Assessment of Trainees

1. Introduction

1.1 These guidelines are for “Assessing bodies & Assessors” and provide a clear understanding of assessment policy for ESSCI certification of trainees.

1.2 For assessments to be fair, the assessment bodies shall ensure that the assessment process is valid, reliable, flexible and fair. Assessments shall be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS). Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgment to be made on the student’s competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

1.3 Summary of Assessment Process given by NSDC is included in Appendix C

2. Key Components of the Assessment Process

(a) **Competence:** Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.

(b) **Competency based Assessment:** Is the process of collecting evidence and making judgments on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.

(c) **Collection of Evidence:** Evidence collected may be direct, such as observation of workplace performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid, sufficient, current and authentic.

(d) **Judging Competence:** An individual is considered competent after he/she

has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgment about whether a student is competent.

(e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the latter involving practical's/on work assessment.

(f) Standards against which the students are to be assessed: National Occupational Standards pertaining to the concerned job role.

3. **Planning Assessments**

3.1 For assessments to be effective, the assessing body is to ensure following:-

(a) Clear understanding Knowledge & Skills as defined in National Occupational Standards

(b) Selecting right assessment method. This is a key activity and would involve the following:-

- (i) Identify unit(s) of competency to cluster for assessment.
- (ii) Develop competency profile.
- (iii) Identify evidence requirements.
- (iv) Review and select assessment methods.
- (v) Select assessment tools and record evidence matrix.
- (vi) Develop assessment plan.

3.2 Assessment Stages: The assessments can be undertaken before (pre-assessment), during or at the end of the training. This will vary from role to role and will be decided in consultation with all stakeholders. A re-assessment shall be carried out for a NOS, in case the candidate does not clear the assessment at first go for that NOS. Decision of ESSCI in this regard will be final and binding. A final assessment at the end of the training is mandatory.

3.3 Assessment Location: Assessment location can be one or a combination of following. Prior arrangements are to be ensured by the assessment agency in conjunction with all stakeholders

- (a) Training providers premise
- (b) Labs, Workshops
- (c) E-enabled setups for on-line assessment

3.4 Assessment Mix: Assessments are to be a mix of knowledge and skills. For each job role, this mix is pre-defined in consultation with all stakeholders. ESSCI's decision will be final and binding in this regard.

3.5 Assesse details: The assessment agency is to obtain details of candidates to be assessed from the training provider.

3.6 Assessment Plan: With all the above inputs, the assessing body is to have an assessment plan, covering the following:-

- (a) What will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS
- (b) How assessment will occur, i.e. the methods that will be used
- (c) When the assessment will occur
- (d) Where the assessment will take place, i.e. the context of the assessment;
- (e) The criteria for decision making, i.e. those aspects that will guide judgments;

4. **Conduct of Assessments**

4.1 The assessments are to be conducted by assessors pre-approved (by ESSCI) for specific job roles.

4.2 Assessments are to be based on the criteria defined by ESSCI as per the format at Appendix A

4.3 The theoretical assessments, if manual, are to follow different question paper for each candidate. If computer based, random generation of questions for each candidate is to be ensured. The computer-based system is preferred.

4.4 Skill assessments are to be based on practical, hands-on work by candidates. For soft skills, role plays, structured activities, on-field assessments etc. are to be considered.

4.5 For candidates who are not literate, assessment should be done based on observation of practical skills.

4.5 Evidence gathering and recording of evidence is to be ensured.

4.6 The entire assessment process is to be video-graphed.

5. **Assessment Records & Results**

5.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.

5.2 Documentation, which needs to be maintained for each specific assessment include the following:-

- (a) Reference to relevant QP/NOS
- (b) Competency profile for the job role
- (c) Assessment tools, equipment, checklist
- (d) Assessment plan & details of Assessor
- (e) Record of evidence presented and assessed
- (f) Records and reporting of assessment decision
- (g) Appeals information
- (h) Assessments filled by Assessor for trainees (Refer Appendix B)

5.3 Assessors are to be sensitized on the need to submit assessment results within defined timeframe.

6. **Appeals and Complaints**

6.1 The assessment body should have clearly defined appeals and complaints procedure.

6.2 Candidates undergoing assessments are to be informed about the appeals and complaint process and procedure.

6.3 Any appeal or complaint received shall be intimated by assessment body to ESSCI within one working day.

6.4 Appeal or complaint will be reviewed by ESSCI grievance redressal committee and the decision of this committee shall be final and binding.



Appendix II

CRITERIA FOR ASSESSMENT OF TRAINEES (To be filled by ESSCI)

JOB ROLE:					
QUALIFICATION PACK					
				MARKS ALLOCATION	
<u>NOS TITLE</u>	<u>PERFORMANCE CRITERIA</u>	<u>TOTAL MARKS</u>	<u>OUT OF</u>	<u>THEORY</u>	<u>PRACTICAL</u>

Appendix IV

Assessment Process

Step Number	Activity Brief	Responsibility	Timeline (Optional)	Remarks (If Any)
1.	Training Partner confirms the Sector Skill Council through SDMS/Email about commencement of the training batch. The training partner will provide the details into SDMS	Training Partner		
2.	Training partner apart from confirming the SSC about the commencement of the training batch will also remit the required cumulative fee electronically into the account of the SSC (Assessment Fee)	Training Partner	1 working day	In case the training partner has agreed to provide the training on credit to the trainee, then, this information would be shared via SDMS to the SSC and the SDMS team by the training partner
3.	The SSC will inform the relevant assessment agencies on receipt of the information received in 'Step 1'	SSC	2 working days	
	SSCs will create Criteria for Assessments for QP of a Job Role			
4.	Assessment agency will respond to the SSC of their acceptance or non-acceptance		2 working days	
5.	On acceptance for conducting the assessments, the assessment agency will requisition the SSC certified assessors to carry out the assessment	Assessment Agency	2 working days	
6.	The assessor will report at the training partner location on the designated date and time.	Assessment Agency	Specified date and time	The expendables associated for the assessment will be borne by the training provider All other costs of assessments like boarding lodging, travel, etc. will be borne by the assessment agency
7.	Post conduction of the assessment the assessor will provide the result along with the original assessment sheet physically or electronically to the Assessment Agency	Assessment Agency	2 working days	Each Assessment will be filled in by Assessor in Assessment Form (Format 3 attached) In case the documents are sent electronically it will be the responsibility of the assessor the original documents reach the assessment body within 15 of conduction of the assessment In the event of failure on account of assessor not providing the original documents the payment due to the assessor will not be processed by the assessment body
8.	The assessment agency on receipt of	Assessment	2 working	It will be the responsibility of the

	the electronic results will validate the result and forward the same to the SSC via email	Agency	days	Assessment agency to store the original physical assessment records of the trainee assessed for a minimum of 10 years from the conduction of the assessment In the event of failure to produce the original documents by Assessment body whenever required, the body will be liable legally or otherwise
9.	The SSC will validate the data received from the Assessment body and trigger the generation of the certificate of the successful candidates.	SSC	2 working days	It is necessary for the candidate to have the UID/Adhaar number to avail the cash benefits of the scheme. The certification will only be issued to trainees who have successfully completed the examination and have a valid UID/Adhaar number. In the event of Adhaar number/UID not with the candidate, the same will be facilitated by the training partner under the understanding that NSDC will have CSC for issuing the Adhaar number within 1 month of the trainee application
10.	In parallel the SSC will remit the fee share due to the assessment agency	SSC	1 working day	
11.	The generated certificate will be dispatched electronically to the training partner by the SSC to print and handover the printed certificate to the trainee.	Training Partner	2 working days	
12.	In parallel, the SSC sends the documents electronically to the SDMS team who will further re-verify and upload the data on SDMS.	SDMS	2 working days	
13.	On receipt of the validated result by the SSC and upon revalidation from the SDMS team, an approving authority at NSDC will trigger the generation of the bank transfer process	SDMS	2 working days	In the event of the trainee availing the training on credit, the amount equal to the credit taken will be auto deducted from the award money and will be credited into the training partners account

Annexure – III

Assessment Partner Affiliation Protocol



Sno.	Documents	Yes/ No	Value	List/details
1	Total number of Years of operation (Years)			
2	Number of job roles in which Electronics Assessment is done for multiple batches			List the number of Job Roles, including the No. of Years)
3	Number of job roles in which Non-Electronics SSC Assessment is done for multiple batches			(List of SSCs, Nos. of job roles, No. of Years)
4	State-wise Distribution of number of Assessment Centres where current Assessment undergoing: (enter values)			
	a) Number of Assessment Centers			
	b) Number of States with just one center			
	c) Number of States with two or more centers			
5	Industry / Domain expertise for Assessment designer	Yes <input type="checkbox"/> No <input type="checkbox"/>		List the Companies
6	Industry / Domain expertise for Assessor recruitment for all job roles List	Yes <input type="checkbox"/> No <input type="checkbox"/>		List the Companies
7	Capability to ramp-up for Assessment design and Assessor recruitment			
8	Number of In-house Assessment Designer with average number of years of experience in the job roles (List Names, Years)			
9	Regional language capability (List Regional Languages supported)			
10	Logistics experience including IT infrastructure and administration			
11	Duration of Assessment design and Assessor training (days)			
12	Key Strength of the core team (a) Assessment design (Theoretical) (b) Assessment design (Practical) (c) Electronics experience in all domains (d) Networking for Designer and Assessor			
13	Total Number of Assessments done so for			
14	List of branches	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	PAN & IT return	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	Audited balance sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>		
17	Registration certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
18	Copy of affiliation certificate	Yes <input type="checkbox"/>		

		No <input type="checkbox"/>		
19	Rent agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>		
20	List of Assessment Designers (with CV)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
21	Assessor details (with CV)	Yes <input type="checkbox"/> No <input type="checkbox"/>		