

Request for Proposal for Onboarding of
NCVET Approved
‘Assessment Agencies’ with
“Instrumentation Automation
Surveillance and communication Sector
Skill Council”

Affiliation Process of AAs

Three stage process for Affiliation of an AA will be followed

Stage 1: Presentation & Application Submission by AA

Stage 2: Field Visit

Stage 3: Affiliation

Stage 1: Application- Prospective AA will submit the application in prescribed formats and give a presentation at IASC SSC office. IASC SSC reserves the right to select/reject the AA on merit. Also, AA has to register themselves on our portal with a fee of Rs. 10000 (online- Non-Refundable). However, in case of rejection same would be communicated to the applicant in writing.

Stage 2: Field Visit- IASC SSC team will visit the prospective AA, meet their key staff, and carry out verification of records and processes. AA who has successfully cleared Stage 2 would be invited for further process. The decision of this Committee would be final and binding to all AA.

Stage 3: Affiliation- All eligible AAs will be formally intimated by IASC SSC. The Affiliation will be valid for one year, after which the renewal of AA will be based on their performance or via floating RFP.

APPLICATION FORM

Date: _____

From: _____

To,

Chief Executive Officer
Instrumentation Automation Surveillance &
Communication Sector Skill Council (**IASC SSC**)
Office No- 324, Third Floor, U.S. Complex, Opposite
Apollo Hospital, New Delhi- 110076

Subject: Empanelment of NCVET Approved Assessment Agency with IASC SSC

We are an Assessing Body with necessary experience and expertise in the field and hereby apply for Accreditation with IASC SSC.

We desire to apply for Accreditation for the below mentioned geographical space as approved by NCVET: -

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

Signature of Authorized Person

Name & Designation:

Phone No:

E- mail:

APPLICATION FOR EMPANELMENT AS ASSESSMENT AGENCY

Part A: Basic Details of the Organization

S. No.	Fields	Details
1	Organization Name	
2	Parent Company Name (if different)	
3	Nature of legal entity (i.e. company, charitable trust, society etc.)	
4	Permanent Income Tax Account Number (PAN)	
5	GST Registration Number	
6	Date of Establishment	
7	Complete Address	
8	Organization's Email ID	
9	Website URL	
10	Phone	
11	Name, designation, and contact details of primary point of contact	

Part B: SME Details

S. No.	Name	Qualification	Industry Experience in Yrs	Resume

Part C: Prior Experience

S. No.	Scheme Name	Sector/SSC/AB	Assessment conducted last 3 years	Total Assessment conducted

List of Enclosures- (Signed and Stamped by Authorized signatory)

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blueprint Design
- Number of branches/offices and locations
- Data management system and processes as per point 9 of Evaluation Matrix
- Photocopy of the PAN/TAN card and GST Letter
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs
- Copy of NCVET MoU/LOI

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from IASC SSC.

I/We hereby accept all the terms and conditions set by IASC SSC or updated from time to time regarding assessment.

Signature and stamp

Name:

Designation:

Date:

Self – Declaration by the head of the Assessment Agency

S. No.	Current Business Status	Commitment	If yes, please furnish full Details	Remarks (A separate sheet may be attached, if required)
1	Are you a Training Partner in the skill eco system?	Yes/No		
2	Do you have any linkages with any other Organization in the assessment domain?	Yes/No		
3	Have you ever been engaged in assessment operations in past or present with a different entity?	Yes/No		
4	Do you have the capacity to develop question Banks in multiple language?	Yes/No		
5	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	Yes/No		
6	Do you have a website of your own?	Yes/No		
7	How many of your Assessors are undertaking multiple sector assessments?	Yes/No	On payroll_____ On Long-term Contract_____	Please give total numbers

S. No.	Parameter	Max Points	Criteria	Weightage Points		
1	Overall Experience	15	Number of Years in assessment	More than 10 Years	5 to 10 Years	Up to 5 Years
				15	10	7
2	Experience in Sector	10	Number of years in assessment	More than 5 Years	3 to 5 Years	Up to 3 Years
				10	7	5
3	Candidates Assessed	10	In last 3 Years	More than 25,000	10,000 to 25,000	Up to 10,000
				10	7	5
4	Assessment Methodology	10	Subjective score based on rigour and innovation of approach and methodology			
				10	7	5
5	Geographical Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
6	Affiliated with other SSC	5	Minimum affiliation with 4 SSCs	More than 6 SSCs	5 or 6 SSCs	4 SSCs
				5	3	2
7	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
8	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
9	Data management system and processes	10	Subjective score based on rigour and innovation of approach and methodology			
				10	7	5
10	Number of Subject Matter Experts on company's payroll	20	Based on evaluation of CVs	More than 10 Experts	5 to 10 Experts	Up to 5 Experts
				20	12	8
11	Number of Assessors on payroll	10	No. of Assessors	More than 15 Assessors	10 to 15 Assessors	Up to 10 Assessors
				10	7	5
12	Number of full times employee	10	No. of full-time employee	More than 25 Employees	11 to 25 Employees	Up to 10 Employees
				10	7	5
13	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	Up to 3 Years
				10	7	5
Grand Total		150				

Attach the supporting for the above parameters mentioned in the Evaluation Matrix.