

DIRECTORATE GENERAL OF TRAINING (DGT)
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURE
SHRAM SHAKTI BHAVAN
RAFI MARG, NEW DELHI-110001

Invitation for applications from online/offline assessment agencies for carrying out assessments under Skill Development Initiative Scheme (SDIS)

DGT, MINISTRY IF SKILL DEVELOPMENT & ENTREPRENEURSHIP, Government of India envisages to empanel online assessment agencies for carrying out online assessments under Skill Development Initiative Scheme (SDIS) in select cities.

DGT, through this invitation, intends to inform the potential assessment agencies the eligibility requirements for online assessment agencies and the selection process for empanelment.

Director (SDI),
Directorate General OF Training (DGT),
Ministry of Skill and Entrepreneurship,
Shram Shakti Bhavan,
Rafi Marg,
New Delhi – 110 001

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1. Introduction

1.1. Skill Development Initiative Scheme (SDIS)

Directorate General of Employment & Training (DGE&T) , Ministry of Labour & Employment, Government of India launched “Skill Development Initiative (SDI)” as a 100% Centrally Sponsored Plan Scheme on 22nd May 2007 to develop skilled manpower for the industry. The scheme provides training through registered Vocational Training Providers (VTPs) and certification of skills acquired training through VTPs and informally. The assessment of skills is carried out by Assessing Bodies and certification is provided by National Council for Vocational Training (NCVT).

1.2. About Assessment in SDIS

The assessment process under SDI Scheme aims to test and certify the competency of the persons who seek certification of their skills acquired informally or the persons who have been trained at the registered VTPs. The assessment is carried out by Assessing Bodies who are empanelled by DGT. The competency assessment of the candidate is being done by independent Assessing Bodies (AB) which are not involved in training delivery, to ensure an impartial assessment.

The main objective of assessment and certification is to measure the competency of the trained youth to perform the tasks required in the work environment by gathering evidence of performance and evaluate against agreed criteria. The process for assessing the skills should be valid, authentic, current, and reliable with proper documentation to remove any subjectivity or ambiguity in the assessment.

In the assessment process of SDIS, identification of competency, ways to measure the competency and deciding on the type of evidence that has to be collected are the responsibility of the Assessing bodies whereas administering the assessment and collecting the evidence and reporting the results are the responsibility of the assessors. The assessments are carried out in testing centres, which are predominantly the training centres where the candidates are trained. In case of direct assessments, the assessments may happen in testing centre registered by the Assessing Bodies.

2. Online/Offline assessment in SDIS

DGT envisages introducing DGT assessment of competency of the youth who seek certifications either after training through VTP registered under SDIS or acquired skills informally. In this regard, DGT plans to empanel online assessment agencies with required expertise and experience mentioned hereunder. The pilot initiative is proposed in 2 sectors (1. Banking and Accounting (BAN); 2. Information and Communication Technology (ICT)) and 14 cities/districts across the country. DGT plans to empanel offline assessing body for remaining sector also. The online assessments shall be conducted in online test centers located in the cities/districts where the online assessment is piloted. The details of pilot project, scope of work and eligibility requirements are as given below:

3. Locations

For Online Assessment : Delhi, Chandigarh, Mumbai, Ahmedabad, Pune, Kolkata, Chennai, Hyderabad, Guwahati, Bhubaneswar, Lucknow, Vadodara, and Bhopal

For Offline : Anywhere in India

4. Modules covered

ICT and Banking sector modules under Modular Employable Skills (MES) will be covered during the pilot project for Online assessment, remaining sectors are for offline assessment. List of modules and the assessment fee for the module is given in Annexure-1.

5. Eligibility Requirements

5.1. Eligibility Criteria for Online Assessing Body

Following parameters are considered while selecting assessing bodies:

- i. Should be a legal entity, registered in India
- ii. Joint ventures or consortiums of Assessing Bodies and online assessment centers/ test centers can also apply.
- iii. The Assessing body shall have previous experience of conducting online test/assessments for atleast 1000 students. The assessments may be for

assessing skills or for competitive exams or part of continuous assessment processes of academic institutions or industry.

- iv. Should not be a Vocational Training Provider under the SDI scheme.
- v. Should have access to technically qualified personnel of repute and integrity in different industrial trades and technology.
- vi. Should develop dedicated human resource for handling the processes in SDIS assessment process.
- vii. Should declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest.
- viii. Government Departments/Societies/Missions/ Corporations/ Bodies/ Government run/controlled training providers etc. related to vocational training and skill development would be encouraged to get themselves registered as Assessing Body. However, an assessor under such bodies would not be allowed to assess the trainees trained in the centre where he/she works.

5.2. Test center requirements (For Online assessment)

- Minimum of one test center should be located within the city and shall be easily accessible to public through public transport
- Each testing station in the test center shall be separated by a partition such that no candidate can read the monitor of another candidate. In cases where partitions aren't available, no one workstation shall have a direct line of sight to another.
- The test center shall be available throughout the week for scheduling of assessments by DGT. During the period of assessment, no other activity shall be taken up in the test center and shall be exclusively available for the assessment activity only. During the times when

assessment is not scheduled the test center may be used for other activities but after intimating DGT.

- Test center shall house minimum 10 workstations with desktop computers or laptops with internet connectivity.

5.3. Work station requirements

- Display monitors: 17 inch CRT or 15"+ Flat Screen
- CPU: 1 GHz or faster
- Operating system: Windows XP Professional SP 3 or higher, Windows 7 (32 bit)
- RAM: Minimum 1 GB
- Audio Output capability
- Internet access
- UPS for all work stations

5.4. Staff requirement

- 2 staff members shall be present during testing activity.
 - i. Assessor**
 - Should be a NTC or NAC holder /diploma, degree holder with more than 2 years' experience. The experience shall be in teaching or in relevant industry. Educational qualification should be relevant to the module for which the assessor is being empanelled.
 - ii. Administrator/Proctor**
 - Shall be a computer literate individual with administration experience of handling a computer center/ online assessment center.

5.5. Test Application requirements

- Test application shall randomly select the questions for assessment by selecting questions of various difficulty levels from the question bank.
- User should not be allowed to navigate from the exam window.

- User should not be allowed to close the window without saving the test.
- Highlighting text or copying of text from the exam window should be disabled.
- Screen capture of the exam screen should be disabled.
- Pop-up software should not interrupt the test. All pop-up software and interruptions should be disabled.

5.6. Quality Systems and Process requirements

- Should establish internal processes/methods to monitor, measure and improve the performance of its internal staff and assessors during planning, execution and reporting the assessment through.
- Should develop “question banks” for random selection of questions along with the questions from NIMI ‘question bank’ wherever they are available. Process for regular maintenance and update the question bank should be defined.
- Should develop well-defined process for selection, empanelling and capacity building of assessors
- Should develop detailed internal assessment guidelines for evidence collection, recording, marking and reporting of the assessment results in line with the guidelines issued by DGE&T.

6. Online Assessment Process Flow

6.1 Allotment of batches for assessments

The training batches which are in progress in the cities mentioned in Section 3 will be allotted to the test centers of the online assessing bodies in the city for test scheduling. Once the batch is scheduled for assessment, the Vocational Training Provider (VTP) for the corresponding batch will be intimated about the date, time and location of test centers.

6.2 Arrangements in test center

- The online assessing body shall ensure that the test application meets the functional requirements of DGT and contains the question bank for the modules for which the online assessing body is eligible to conduct assessments.
- The online assessing body shall coordinate with an assessor who is qualified and has cleared the competency evaluation test by DGT and ensure that the assessor is present for the skill assessment of the candidates in the test center.
- The administrator/proctor of the test center shall ensure that the computers are in working condition and the test application is functional.

6.3 Pre-assessment activities

- The online assessing body shall prepare questions banks and get it vetted from NIMI or utilize the question banks available from NIMI and keep it available for the test application to select questions on random basis. The nature of test shall be objective type.
- The VTP will coordinate with the test center and ensure that the candidates appear for assessment on the scheduled date and time.

6.4 Activities during assessment

- Test center administrator shall manage daily test center operations and administer tests during scheduled testing hours.
- Test center administrator shall verify the authenticity of the candidates and shall proctor the exams and enforce all security procedures.
- Assessor shall carry out the practical skill assessment of the candidate after the online practical assessment.
- The questions for practical test/ skill assessment shall also be provided to the candidates by the test application.

6.5 Reporting

- The test scores of online theory test and the practical test shall be uploaded to the SDIS portal on the same day from the test center.

- Individual test sheets and scores of all the candidates who appeared for test shall be stored for future auditing purposes.

6.6 Claim generation

- Once the test results are uploaded and the results are published by Regional Directorates of Apprenticeship Training (RDAT), the online assessing body shall raise claims and submit the hard copy of the bills to corresponding state directorates.
- The assessment fee as mentioned in Annexure – 1 will be paid for each candidate who appeared for assessment.

6.7 Duration of Test

Theory test shall be for 1 hour duration and practical test shall be for minimum 4 hours duration. Assessing Bodies while preparing practical test shall ensure that candidate shall be tested on all the competencies prescribed in the course module.

7. Selection Process

- i. Hard copy of the application form with the supporting documents shall be submitted to DGT to validate the eligibility of the Online Assessing Body as per the Selection criteria provided in this document.
- ii. The proposal will be evaluated for the eligibility for correctness of information provided and the test center will be inspected to check for compliances.
- iii. Based on the evaluation of eligibility of the Online Assessing Body, if found eligible, initially provisional empanelment will be awarded. Final empanelment would be granted subject to the Assessing Body fulfilling the following conditions:
 - a. Identifying competencies required for assessment in the modules for which provisional empanelment has been awarded.
 - b. Identifying ways to measure the competencies.

- c. Deciding on the type of evidence that has to be collected for the modules for which the provisional empanelment has been awarded.

The documents submitted by Assessing Body in respect of a,b,c above will be evaluated by DGT internally or through notified institutions.

- d. Getting the competencies of minimum 2 assessors of each module evaluated in the institutes notified by the DGT. Only assessors who qualify the evaluation process will be eligible to carry out assessment under SDIS.
- e. Online Assessing Body has to enter into contractual agreement with DGE&T. DGT will grant empanelment only after Online Assessing Body signs a contract of agreement with DGE&T.

7.1 Competency evaluation of assessors

- i. Based on the module and sector that will be handled by the assessor, DGT shall direct the assessing body to send its assessor for competency evaluation in the institutions which will be notified by DGT time to time. The assessor will be assessed to ascertain the competency to carry out competency based assessment under SDIS.
- ii. The parameters on which the competency of the assessor will be evaluated is as given below:
 - a. Demonstrate vocational competencies at the level of assessment to be carried out for the MES module.
 - b. Knowledge about the stages of assessment process, competency based assessment, assessment tools, evidence collection, maintaining records and reporting guidelines prescribed by DGE&T

8. Instructions for preparation of proposal

The proposal should be precise, complete and in the prescribed format as per the requirement of this document. Failure to furnish all information required in any respect will be at the agency's risk and may result in rejection of the proposal.

The Proposal shall comprise of the following:

1. Covering letter as per Form 1 of this Document.
2. Compliance to Eligibility Criteria per Form 2 of this Document.
3. Certificate of Incorporation & Number of years of existence as per Form 3 of this Document.
4. Online Assessment Agency Details as per Form 4 of this Document.
5. Details of the Assessments carried out in last 3 years as per Form 5 of this Document.
6. Details of Assessors as per Form 6 of this Document.
7. Compliance to Testing center requirements as per Form 7 of this Document.
8. Compliance to Test application and work station requirements as per Form 8 of this Document.

DGT is keen to ensure that the process leading to the empanelment of Online Assessment Body is fair, transparent, efficient, interactive and protects the confidentiality of the information shared by applicants. Applicants should not resort to influence the selection process by any means. If any Applicant is found practicing any kind of influence on DGE&T, its proposal will be summarily disqualified and applicant will be blacklisted from future opportunities.

The proposal should be submitted to the following address:

Director (SDI)

Directorate General of Employment & Training (DGE&T)

Ministry of Skill Development & Entrepreneurship

Shram Shakti Bhavan, Rafi Marg, New Delhi-110001

Phone: 011-2308071, Email: dinesh_nij@hotmail.com

Form 1: Format for Cover Letter

[On the letterhead of the organization]

To
Director (SDI)

Directorate General Training (DGT)
Ministry of Skill Development & Entrepreneurship, Gol
Shram Shakti Bhavan, Rafi Marg,
New Delhi-110001

Sub: Empanelment of 'Assessment Agency' for carrying out Assessments under Skill Development Initiative Scheme (SDIS), functional under Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship, Government of India.

Applying for Cities: _____

Applying for Sector: _____

Sir,

1. Having examined the Invitation issued, we, the undersigned, in conformity with the said document, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated by DGT.
2. We have read the provisions of this document and confirm that these are acceptable to us.
3. We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from DGT.
4. We agree to abide by this proposal for the period of 180 days from the date of submission of the bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. We agree to execute an agreement in the form to be communicated by DGT, incorporating all terms and conditions with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within time prescribed after notification of the acceptance of this proposal.
6. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We understand that if the details given in support of claims made above are found to be untenable or unverifiable, or both, our proposal may be rejected without any reference to us. We also understand that if there is any change in the eligibility criteria status till the date of award of empanelment, it is our responsibility to inform DGT of the changed status at the earliest.

We further clearly understand that DGT is not obliged to inform us of the reasons of rejection of our proposal.

Dated this _____ day of _____ 2016

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Form 2: Formats for Compliance to Eligibility Criteria

Sr. No.	Eligibility Criteria	Eligibility	Proof Required	Check List (Yes/No)	Page Reference
1	Standing years (As on 1 st June 2014)	3 years	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation / Registration. • As per the Form – 3. 		
2	Assessments completed (During the period from 1 st July 2011 to 31 st March 2016)	Completed 1000 students online assessment in last three years	<ul style="list-style-type: none"> • Detail of the projects as per the Form – 5. • In case of self-certificate, the applicant needs to provide proof of assessments conducted. 		
3	Assessors	Two qualified assessors per modules.	<ul style="list-style-type: none"> • Self-Certificate on the letterhead of the applicant signed by Authorised signatory with seal and stamp. • As per the Form – 6. 		
4	Test centre		<ul style="list-style-type: none"> • Photographs of the test centre, address and the directions to reach the test centre • Compliance as per the Form – 7 		
5	Work Station and Test Application		<ul style="list-style-type: none"> • Photographs of work terminals and specification sheet. • Compliance as per the Form - 8 		

Form 3: Certificate of Incorporation & Number of years of existence

Legal Constitution of Online Assessment Agency (Public Limited /Private Limited/ Partnership/ Proprietorship etc.)	
Status/ Constitution of the Online Assessment Agency	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

Entity	Substantiating Documents Required
Proprietorship Firm	<ul style="list-style-type: none"> • Certificate of the Proprietorship duly certified by a Chartered Accountant • Copy of Trade License/ Sales Tax Registration/Income Tax Registration
Partnership Firm	<ul style="list-style-type: none"> • Registered Partnership Deed/ Certificate of the Partnership duly certified by a Chartered Accountant
Private Limited Company	<ul style="list-style-type: none"> • Registration Certificate and Memorandum & Articles of Association
Public Limited Company	<ul style="list-style-type: none"> • Registration Certificate and Memorandum & Articles of Association
Society/ Trust/ Association	<ul style="list-style-type: none"> • Registration Certificate & Bylaws of Society/ Trust/ Association.

Form 4: Online/Offline Assessment Agency Details

Name and Details of the Online Assessment Agency and Authorised Representative:	
Name of Organisation/ Institution	
Registered/ Head Office Address	
Phone Numbers	
Fax Number	
Mobile Number	
Email Address	
Website	
Addresses of Branch Offices in the cities applied for (If any?) Phone Fax Mobile Nos. Email IDs Dates of Establishment	
Name of Authorised Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Form 5: Details of the Assessments carried out in last 3 years

Details of the assessments completed in last 3 financial years by the online assessment agency.

Sr. No.	Detail of Assessments completed	FY	Project Details	Details of Supporting Proof Provided with page number

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes:

Please provide supporting proof as given below:

- 1 Certificate from clients indicating successful completion of assessments.
- 2 Work orders from client and payment proof for completion of assessments may be submitted as proof

Form 6: Details of Assessors

Details of experienced and eligible assessors engaged by the Online assessment agency: (Provide details for minimum of 1 experienced assessor per sector)

Please attach the resumes of the assessors.

Sr. No	Name	Qualifications	Experience	Modules
1				
2				

Pro-forma for CVs of Assessors

Name	
Qualifications	
Experience	
Major assignments undertaken in the last five years	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes: Please provide some supporting documents as a proof that the assessors are engaged by the Online assessment agency.

**Form 7: Compliance for Test centre requirements
(For Online Assessment)**

Sr. No.	Criteria	Details	Compliance Check List (Yes/No)	Details
1	Location of test centre and accessibility	Located within the city and shall be easily accessible through public transport		
2	Partition between testing stations	Testing station shall be separated by a partition such that no candidate can read the monitor of another candidate. In cases where partitions aren't available, no one workstation shall have a direct line of site to another.		
3	Test centre availability	Test centre shall be available throughout the week for scheduling of assessments by DGT.		
4	Number of work stations	Minimum 10 workstations with desktop computers or laptops with internet connectivity		
5	Work Station			

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

**Form 8: Compliance for Work station and Test Application
requirements
(For Online Assessment)**

Sr. No.	Criteria	Compliance Check List (Yes/No)	Details
1	Work station specification		
2	User should not be allowed to navigate from the exam window		
3	User should not be allowed to close the window without saving the test		
4	Highlighting text or copying of text from the exam window should be disabled		
5	Screen capture of the exam screen should be disabled		
6	Pop-up software should not interrupt the test		

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)