

Capital Goods Skill Council

Expression of Interest for Empanelment of Assessment Agencies for MES Courses

1. Overview

It is important that everyone involved in the assessment of National Skills Qualifications Framework (NSQF) qualifications takes steps to ensure that the qualifications are trusted by learners and employers.

Learners want the assurance that the assessment is fair, and that judgement of their competence is the same as that for all other candidates.

Employers want to be sure that holders of NSQF qualifications have been assessed against all the outcomes described in the qualification

It is paramount on the assessment agencies to ensure assessments are “quality assured, current, fair, reliable, verifiable, flexible, safe and valid”

It is in this spirit that Capital Goods Skill Council invites “Expression of Interest” from the Assessment Agencies for empanelment to carry out assessments for the specific MES courses now transferred to the Sector Skill Council by the Director General Training, MSDE. The list of the courses is as per **Annexure A**.

2. Prerequisites for Selection of AAs

I. **Legal Existence:** AA should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed). In this phase of empanelment only those AAs which are already empanelled with the DGT specifically for assessment of MES Courses for the Fabrication / Production and Manufacturing sector will be considered.

II. **Assessors Quality:**

- a) AA should have a roll / panel of assessors for all sectors
- b) Details of assessors should also be available on its website with state-wise details (assessors’ name, qualifications, experience and photograph along with the details of assessor affiliations with multiple SSCs)

III. **Assessment Process:**

- a) AA should have an expertise to carry out **online assessments** with state-of-the-art **technology deployment**
- b) The AAs should have the ability to develop the **assessment process and tools** for different training courses with **ability for continuous improvement**.
- c) AA should have the ability to **maintain assessment process records and details pertaining to candidates registered, tested, passed, centres, assessors, etc**, and shall preserve all the records for at **least 5 years or till the validity of any scheme** (whichever is later) at any point in time and make its online access to CGSC.

IV. Geographic Spread:

- a) The agency applying for **Pan India or for Specific State** operations must empanel assessors relevant to the concerned job role in all the relevant states.
- b) Assigned assessors should be able to reach the assessment venue within **24 hours of travel time** and have **the ability to conduct assessment in regional languages**.

V. Organization Structure:

- a) AA should have a **structured mechanism for Governance** including a well-defined process for affiliation of assessors either on its payroll or on long-term contracts.
- b) AA should have assessment coordination team on its payroll with required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.

VI. Conflict of Interest: It should declare its **linkages with other stakeholders in skill ecosystem** to ensure independence and to avoid any conflict of interest.

3. Prerequisites for Selection of Assessors

I. Qualifications & Experience:

- a) Assessor should possess **relevant academic, occupational qualifications and work experience** as defined in the MES Qualification / QP
- b) **Knowledge of assessment process** and tools with ability to **capture the assessment observations** correctly on the prescribed electronic or paper forms.
- c) **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**.
- d) Understanding of competencies required in the job **role for which assessment is being done with a high level of** integrity, reliability and fairness.
- e) Good **observation skills** with ability to **communicate** in writing and orally in the local language in addition to English.
- f) **Ability to use technology** viz, computers, tablets, spreadsheets, video communication tools.

II. Certified Assessor: Assessor must undergo necessary induction / orientation and certification under the TOA programme through CGSC.

III. Assessors in Multiple Sector: Assessors undertaking multiple sector assessments must meet the job roles and would need to furnish a self-declaration duly qualifications for the relevant acknowledged by the AA.

4. Affiliation Process for AAs – Stage 1

I. Application & Desktop Evaluation

- a) Prospective AA will submit the application in prescribed formats along with the payable application fee.
- b) CGSC will carry out Desktop Evaluation of the prospective AA. It may invite them for deliberation and clarity, if necessary.
- c) CGSC reserves the right to select/reject the AA on merit. However, in case of rejection same will be communicated to the applicant in writing.
- d) Decision of CGSC in this regard would be final and grievances will be addressed to the relevant Committee (team constituted by Board / Governing Council of CGSC).

5. Affiliation Process for AAs – Stage 2

I. Field Visit and Final Evaluation Stage

- a) The CGSC team will visit the prospective AA, meet their key staff and carry out verification of records and processes.
- b) Team will submit its Assessment Report for consideration to the relevant CGSC Committee.
- c) The valuation of the AAs would be carried out under the Evaluation Framework suggested by NSDC.
- d) Minimum 60% score would be mandatory for affiliation. Those scoring between 40 to 59% could be given an opportunity for further improvement of score within 3 months based on which affiliation or rejection would happen.
- e) In case more than the required number of AAs meet the qualifying criteria, a waiting list will be prepared and communicated to the affected AAs. Any further empanelment for the scope of this EOI will be done from the waiting list.

6. Affiliation Process for AAs – Stage 3

I. Affiliation & Orientation

- a) All eligible AAs will be formally intimated by CGSC after receiving the prescribed Affiliation Fee.
- b) The Affiliation will be valid for one year, after which the AA will apply for renewal based on fresh evaluation against Evaluation Matrix

7. Overall Evaluation Matrix:

- a) The overall evaluation matrix is enclosed as **Annexure B** for reference.

8. General Requirements

- a) All AAs must possess capabilities to conduct on-line assessments
- b) Training Providers cannot be ordinarily be appointed as an AA

- c) No sub-contracting or franchising would be permissible for AAs
- d) All empanelled AAs will be subjected to periodic audit at the cost of the AAs

9. Fee Structure / Financials

a) The fee structure is as under:

S. No	Cost Head	Cost (Rs)
1	Application Fee: one time non-refundable (to be paid during Stage 1 of Affiliation Process)	10,000
2	First Time Affiliation Fee valid for 1 year (to be paid during Stage 3 of Affiliation Process)	50,000
3	Annual Affiliation Renewal Fee	25,000
4	Special Audit	20,000

10. Filing Application for Stage 1

- a) As part of the application for empanelment, the AAs will submit the following documents duly filled, stamped and signed by authorised signatory. The application for empanelment for the scope mentioned in this EOI will only be accepted in a pdf format as a single file sent to CGSC on email id: assessments@cgsc.in
 - i. **Application Cover Note** with a very brief introduction of the Assessment Agency and list of all annexures and supporting documents in chronological order.
 - ii. **Annexure C to Annexure I** duly stamped and signed on each page and each supporting document.
- b) The application fee will be submitted through electronic transfer to CGSC bank account as per details:

Beneficiary Name	CAPITAL GOODS SKILLS COUNCIL
Bank Name	KOTAK MAHINDRA BANK
Branch Address	Narain Manzil, Ground Floor, Shop No- G1 to G5, Barakhamba Road (CP), New Delhi
Account Number	1412918761
IFSC Code	KKBK0004605

Note* The proof of transfer of application fee will also be shared in pdf format along with the application to the designated email id.

11. Last Date of filing the application

All applications complete in all respects as enumerated in this EOI must be received by Capital Goods Skill Council by as soon as possible, however, not later than 1700 hrs on 30 November 2018.

Any queries regarding filing of the application can be addressed to Mr Nirbhay Srivastava on email id: nirbhay.srivastava@cgsc.in