

**Government of India**  
**Ministry of Labour and Employment**  
**DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING**

**Empanelment of ASSESSING BODIES under Skill  
Development Initiative Scheme (SDI)**

Directorate General of Employment & Training (DGE&T) in pursuance of excellence in vocational training has given a new dimension to the testing procedure by crafting a new concept of assessing the skills of trained persons by independent professional agencies having expertise and knowledge of requirement of industry but having no connection with training delivery system. This will provide industry a pool of skilled and certified workforce of world standard. This new approach of competencies based assessment will be carried out to certify one million persons under Modular Employable Skills (MES) courses approved by National Council for Vocational Training (NCVT) during the next five years under Skill Development Initiative (SDI) scheme. DGE&T is in search of those independent professional agencies that can join hands with DGE&T in translating the new concept into reality.

Those organizations which are interested in being empanelled as assessing bodies under the SDI scheme, may apply in prescribed proforma which can be downloaded from our website <http://dget.gov.in/tender>. Key features of the scheme, testing and certification system including criteria for selection of Assessing Bodies, terms & conditions etc. can be downloaded from above referred website.

All applications must reach the following address within 15 days from the date of publication of the advertisement.

**Deputy Director General, Directorate General of Employment & Training,**  
Shram Shakti Bhawan, 2 & 4 Rafi Marg, New Delhi-110001, Phone No. : 011-23710485.

**PROFORMA FOR EMPANELMENT OF**  
**ASSESSING BODIES**

1. NAME OF THE ORGANISATION	
2. ADDRESS  Telephone No.  E-mail address  Fax  Web Site	
3. TYPE OF ORGANISATION	
4. NAME OF CHAIRPERSON & CEO	
5. DETAILS OF AUTHORISED CONTACT PERSON  Name  Telephone No.  E-mail address  Fax  Web Site	
6. OBJECTIVES OF THE ORGANISATION:	
7. TURNOVER FOR LAST 5 YEARS:	
8. TOTAL NO. OF EMPLOYEES / MEMBERS:	
9. NUMBER OF BRANCHES/OFFICES AND LOCATIONS:	
10. NATURE OF MAJOR ACTIVITIES PERFORMED DURING LAST 3 YEARS:	
11. PLEASE GIVE DETAILS OF EXPERIENCE AND EXPERTISE IN THE FIELD OF TRAINING OF WORKFORCE, TESTING & CERTIFICATION OF COMPETENCIES :	

12. NAMES OF MES SECTORS, MODULES/ COURSES FOR WHICH YOU WANT TO BECOME AN ASSESSING BODY :

13. DETAILS OF EMPLOYERS ORGANISATIONS AND INDUSTRY WHICH ARE ASSOCIATED WITH YOUR ORGANISATION & FOR WHAT PURPOSE :

14. SIGNATURE OF THE AUTHORISED PERSON :

DESIGNATION & PHONE NO.

**FOR OFFICE USE:**

DECISION OF APEX COMMITTEE : APPROVED/ NOT APPROVED

IF APPROVED, ON WHICH DATE:

REGISTRSTION NO. \_\_\_\_\_

APPROVED FOR TESTING FOR FOLLOWING MES SECTORS/ COURSES :

- 1)
- 2)
- 3)
- 4)

Signature of Authorised Officer  
(With date & Office Stamp)

## **SKILL DEVELOPMENT INITIATIVE (SDI) Scheme**

### **(Brief information for organisations interested in becoming Assessing bodies)**

SDI scheme is a five year project during which one million persons would be trained or their existing skills tested and certified under Modular Employable Skills (MES) framework. Ministry of Labour & Employment has developed MES framework for skill development for early school leavers and existing workers, especially in the un-organised sector in close consultation with industry, micro enterprises, State Governments, experts and academia.

### **A. Salient features of the scheme are:**

#### Courses and Curricula

1. Demand driven short term training courses based on Modular Employable Skills (MES) are decided in consultation with Industry. MES is the 'minimum skills set' which is sufficient for gainful employment. Emphasis in the curricula will also be on soft skills. So far, NCVT has approved 174 courses in 21 sectors (List enclosed).
2. Courses would also be available for persons having completed 5th standard.

#### Training

3. Central government will facilitate and promote training while industry, private sector and State Governments will train the persons.
4. Optimum utilisation of existing infrastructure to make training cost effective.
5. Flexible delivery mechanism (part time, weekends, full time, onsite/ offsite) to suit needs of various target groups.
6. Different levels of programmes (Foundation level as well as skill upgradation) to meet demands of various target groups.
7. The services of existing or retired faculty or guest faculty to be utilized.

#### Testing & certification

8. Testing & certification of skills acquired informally.
9. Testing of skills of trainees by independent assessing bodies, which would not be involved in training delivery, to ensure that it is done impartially.
10. The essence of the scheme is in the certification that will be nationally and internationally recognized by both the government agencies and industry/ trade organisations.
11. One million persons would be trained or their existing skills tested and certified, over a period of five years.

## Monitoring and Evaluation

12. Apex Committee at national level and State Committees at State level would advise and guide the project implementation. The Apex Committee will be chaired by the Secretary, Labour & Employment, Govt. of India and State Committees will be chaired by concerned Secretary/Principal Secretary to the State Government. These Committees will have representatives of major stakeholders.
13. National Project Management Cell (NPMC) in DGE&T Hqrs and six regional cells in RDATs will be responsible for implementation as well as monitoring of the activities of SDI/ MES Scheme in the country.
14. Each State Government/UT administration will set up SDI cell headed by an Additional/Joint Director in the Directorate to coordinate with VTPs of their State/UT, assessing bodies and RDAT / DGE&T and to support the State Committee in performing the assigned functions. States/UTs will also declare one Govt. ITI as nodal ITI in each district, which will coordinate with VTPs and provide support to the assessing bodies in its region.

## **B. Testing and Certification System**

### **B.1 *Assessing Bodies***

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the target of providing training/testing of one million persons through out the country and to avoid monopoly, more than one assessing bodies will be appointed for a sector or an area. These will also assist DGET to develop qualifications and standards for assessment through research and interaction with industry, trainers and academia.

#### **B.1.1 Criteria for Selection of assessing Body**

Following parameters will be considered while selecting assessing bodies:

- i. Should be an Industry/Employers' Association or any organisation having expertise in assessment of competencies. Organizations having experience in testing of competencies would be preferred.
- ii. Should not be a training provider under the scheme.
- iii. Should have branches or operations at state/regional/all India level.
- iv. Should be an Income Tax assessee.

Apex Committee can review and revise the criteria.

### **B.1.2 Terms & Conditions for Assessing Bodies**

Assessing bodies will abide by the following terms and conditions:

- i. Assessing Body shall conduct testing in respect of trades / skill areas under Modular Employable Skills (MES) entrusted to it by DGE&T.
- ii. Assessing Body shall draw a list of MES Testing Centres (MESTC) and the list will be sent to RDATs, DGE&T and State Directors for record.
- iii. Assessing Body shall form a panel of assessors of high repute and integrity MES sector wise and location wise.
- iv. Assessing Body shall enter into agreement with the MESTCs and assessors.
- v. Assessing Body shall be responsible for registration of candidates and collection of assessment fee. It may do so directly as well as through its authorised testing centres.
- vi. Assessing Body shall make arrangements for scheduling trade test, including date, time and list of candidates and the location of MESTC under intimation to RDAT/ DGE&T.
- vii. Assessing Body shall inform the candidates two month in advance of the date of trade test regarding the particulars of MESTC, schedule of examination, etc.
- viii. Assessing Body shall inform MESTC well in advance about the courses, candidates list, cost to be reimbursed, etc. towards trade testing.
- ix. Assessing Body shall be responsible for preparation of test question papers based on the assessment criteria / competency as approved by NCVT.
- x. Assessing Body shall prepare assessment guidelines / marking instructions for the guidance of the assessor.
- xi. Assessing Body shall reimburse to the MESTC agreed expenses towards trade testing.
- xii. Assessing Body shall consolidate the result of trade tests and enter all the results on web based software and communicate to respective RDATs/Training Providers.
- xiii. Assessing Body shall bear full expenses towards development of testing standards of the skills assigned to them.
- xiv. Assessing Body shall not enter into any agreement with other organizations for similar work without obtaining prior consent of DGE&T.
- xv. Assessing Body shall make available all its records pertaining to MES scheme to the authorised representatives of DGE&T at any time.
- xvi. Assessing Body shall maintain full and complete records pertaining to registration fee, testing centres / MESTCs etc.

- xvii. Assessing Body shall preserve all the records for atleast ten years.
- xviii. Assessing Body shall not charge assessment fee more than that prescribed by the DGET. DGE&T reserves the right to review and revise the assessment fee as and when required.
- xix. Assessing Body shall open a separate bank account for MES scheme and all receipts in this regard shall be deposited in this account only.
- xx. Assessing Body shall be responsible for any claim or dispute arising due to assessment done by it. DGE&T will not be a party to any such dispute.
- xxi. DGE&T reserves the right to cancel / alter / modify these terms & conditions at any point of time without giving any notice.
- xxii. DGE&T reserves the right to cancel the agreement in case the stipulated terms & conditions are not adhered to by Assessing Body and no claims / damages etc., whatsoever, will be made to Assessing Body on account of this cancellation.
- xxiii. In case of any dispute, decision of Ministry of Labour and Employment will be final and binding on assessing body.

## **B.2 Testing Centres (TCs)**

Assessment of the persons will be done in designated Testing Centres four times a year by assessing bodies. Assessing bodies will select testing centres. The State /UT Governments will provide necessary support to the assessing bodies in selecting the Testing Centres. All VTPs and government ITIs affiliated to NCVT should function as TCs. The assessing bodies will provide details of selected TCs along with skill areas in which assessment can be done to the RDAT and respective State Directors. Testing Centres will enter have agreement with the assessing bodies for at least two years.

## **B.3 Assessment/Testing Fee**

The assessment fee will be Rs.300-800 depending on the skill area. The assessment fee for an engineering course (requiring workshop, equipment, raw material in addition to class room training) will be Rs 800/- per trainee per course. The assessment fee for a non-engineering course will be Rs 500/-. The details of such courses with assessment fee are given in Annex-V. Apex Committee can review and revise the assessment fee, if required. The candidate will deposit the assessment fee directly to the assessing bodies or their authorized agencies. It is the responsibility of the assessing bodies to inform the candidates about the date and venue of assessment one month before the date of assessment.

## **B.4 Reimbursement of Assessment Fee**

Initially Rs.300-800/person will be fixed as assessment fee depending upon the skill area to be assessed. The assessment fee will be reimbursed to all the successful persons who have received training from approved VTPs. In respect

of persons who directly come for assessment of their skills, assessment fee will be reimbursed to persons belonging to disadvantaged groups (SC, ST, OBC, persons with disabilities), women and poorer sections of the society who pass the test. Assessing bodies while forwarding the list of successful candidates to RDAT will also furnish the information for reimbursement of assessing fee. RDAT will issue cheques to Assessing bodies for onward reimbursement to successful candidates. The Assessing bodies have to furnish a certificate within fifteen days from the date of receipt of cheque from RDAT that they have reimbursed all the money to the successful candidates.

### **B.5 Testing and Certification Procedure**

The steps involved in testing and certification of competencies of candidates is mentioned below:

- i. Assessing Body (AB) will draw a list of testing centres (TC) and it will provide details of selected TC to the RDAT.
- ii. ABs will empanel assessors – sectorwise and areawise
- iii. AB or its authorised TCs will collect testing fee in the form of Indian Postal Order (IPO)/ Demand draft (DD) and register the candidates on Web based software/ manually. IPO/DD should be drawn in favour of assessing body.
- iv. Assessing Body will process the registration data & dispatch call letter to candidates indicating details about TC, venue, date, etc.
- v. Assessing Body will prepare test (question) papers based on the assessment criteria / competency based standards (Question Bank) approved by NCVT & dispatch to the assessors identified by it.
- vi. Assessing Body will also communicate to the TC the following:
  - a. Details of candidates to appear for test in various MES course (Name of trade/area).
  - b. Details of assessors selected with their contact details.
  - c. Requirement of infrastructure, raw materials, etc.
  - d. Cost to be reimbursed by Assessing Body.
- vii. TC will make necessary arrangements for test as per direction given by Assessing Body.
- viii. Assessing Body will prepare assessment guidelines & marking procedures for the guidance of assessors.
- ix. Tests will be conducted in TCs by the assessors appointed by the AB.
- x. Assessing Body will reimburse cost to TC & to assessors
- xi. Assessor will prepare result within 3 days and send it to the Assessing Body
- xii. Assessing Body will consolidate result and will enter the results into Web based software & communicate to the RDAT
- xiii. RDAT on behalf of DGET will approve results and send the NCVT certificates to the TC through registered post within 15 days. TC will issue certificate to the individual trainee within 7 days

## **B.6 Certificate**

Successful persons will be awarded certificates issued by National Council for Vocational Training (NCVT). The Assessing Bodies will send the list of successful candidates along with marks statement to respective Regional Directorate of Apprenticeship Training (RDAT) under DGE&T for issue of certificates. RDAT will issue certificates to the Assessing Bodies for dispatching to successful candidates giving the details of competencies possessed by the trainee.

## **C. List of MES Course Curricula Approved by NCVT (as on 15.09.2007)**

### **Khadi Spinning & Weaving**

- 1. Spinning on new model Charkha**
- 2. Advance Spinning (Woolen)**
- 3. Advance Spinning (Cotton & Muslin)**
- 4. Advance Spinning (Silk)**
- 5. Plain Weaving on Frame Loom**
- 6. Advance Weaving (Woolen)**
- 7. Advance Weaving (Silk)**
- 8. Advance Weaving (Cotton/Polyvastra)**

### **Fabrication**

- 9. Basic Welding (Gas)**
- 10. Basic Welding (Arc)**
- 11. Gas Cutting**
- 12. TIG Welding**
- 13. MAG/ CO2 Welding**
- 14. Fabrication Welding**
- 15. Pipe welding (TIG & ARC)**

### **Electronics**

- 16. Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS)**
- 17. Installation & Maintenance of DTH System**
- 18. Digital Videography Editing and Mixing**
- 19. Repair & Maintenance of washing machine and microwave oven**

20. Repair & Maintenance of TV Receiver
21. Maintenance & Repair of Electronic Test Equipment
22. Repair & Maintenance of Cellular Phone
23. Repair & Maintenance of Intercom System
24. Installation & Maintenance of Electronic Equipments in Cell Phone towers
25. Repair & Maintenance PA & Audio Systems
26. Repair & Maintenance Photocopier and Fax Machine
27. Operation of clinical Equipment
28. Operation of ECG & ICCU Instruments
29. Maintenance of ECG & ICCU Equipment
30. Operation of X-Ray Machine & Dark room Assistance
31. Maintenance of X-Ray Machine
32. Operation of Physio Therapy Equipment
33. Maintenance of Physio Therapy Equipment

**Manufacturing of Indian Sweets, Snacks and Food Sector**

34. Attendant-Ethnic Indian Sweets, Snacks & Food
35. Assistant Craftsman-Bengali Sweets
36. Craftsman-Bengali Sweets
37. Assistant Craftsman-Ghee Based Sweets
38. Craftsman-Ghee Based Sweets
39. Assistant Craftsman-Kaju & Dry Fruit Based Sweets
40. Craftsman-Kaju & Dry Fruit Based Sweets
41. Assistant Craftsman-Milk & Khoa Sweets
42. Craftsman-Milk & Khoa Sweets
43. Assistant Craftsman-Namkeens & Savouries
44. Craftsman-Namkeens & Savouries
45. Assistant Craftsman-Indian Snacks
46. Craftsman-Indian Snacks
47. Assistant Craftsman-North Indian Food
48. Craftsman-North Indian Food
49. Assistant Craftsman-South Indian Food
50. Craftsman-South Indian Food

51. Assistant Craftsman-Indian Chinese Food
52. Craftsman-Indian Chinese Food
53. Assistant Craftsman-Continental Food
54. Craftsman-Continental Food
55. Assistant Craftsman-Indian Chat
56. Craftsman-Indian Chat
57. Assistant Craftsman-Retail Counter Indian Chat
58. Craftsman-Retail Counter Indian Chat
59. Assistant Craftsman-Retail Counter Sweets
60. Craftsman-Retail Counter Sweets
61. Assistant Craftsman-Retail Counter Restaurant
62. Craftsman-Retail Counter Restaurant
63. Assistant Craftsman-Indian Desserts
64. Craftsman-Indian Desserts
65. Assistant Craftsman-Indian Syrups & Thandai
66. Craftsman-Indian Syrups & Thandai
67. Assistant Craftsman-South Indian Snacks
68. Craftsman-South Indian Snacks

#### **Process Instrumentation**

69. Instrumentation Panel fabrication and installation of pipe line
70. Process instrumentation machinery and equipment mechanic
71. Maintenance of recorders, transmitters and analyzers

#### **Refrigeration & Air-conditioning**

72. Basic Refrigeration & Air Conditioning
73. Repair & Maintenance of Refrigerators and Deep Freezers
74. Service & Maintenance of Water Cooler & Bottle Cooler
75. Repair & maintenance of Air Conditioner
76. Repair & maintenance of Car Air-Conditioning Unit
77. Service & Maintenance of Air Conditioning Plant

#### **Automobile**

78. Basic Automotive Servicing (4 Wheelers)
79. Basic Automotive Servicing (2-3 wheelers)
80. R&O of 2 wheelers( moped)

- 81. R&O of 2 wheelers (scooter)
- 82. R&O of 2 wheelers (motor cycle)
- 83. R&O of 3 wheelers
- 84. R&O of engine systems (petrol/diesel)
- 85. R&O of Chassis system (Light Vehicle)
- 86. R&O of Chassis system (Heavy Vehicle)
- 87. R&O of Auto electrical & Electronic system
- 88. Repairing of Auto Air Conditioning System
- 89. Wheel Alignment & Balancing
- 90. Minor Repair of Auto Body
- 91. Auto Body Painting
- 92. Diesel Fuel Injection Technician

### **Chemical**

- 93. Safety & General Awareness in Chemical Industry
- 94. Process Attendant Chemical Plant
- 95. Mechanical Operation Attendant in Chemical Plant
- 96. Maintenance Attendant Chemical Plant
- 97. Instrument Attendant Chemical Plant
- 98. Lab Attendant (Chemical Plant)
- 99. Industrial Chemical Manufacturing Attendant
- 100. Heat Transfer Equipment Attendant (Chemical Plant)
- 101. Mass transfer Equipment Operator – I
- 102. Mass transfer Equipment Operator - II
- 103. Maintenance of Pumps & Valves (Chemical Plant)
- 104. Industrial Chemical Manufacturing Assistant
- 105. Maintenance & Repairs of Pressure, Flow, Temperature and Level Instruments
- 106. Advance Instrumentation & Control attendant

### **Garment Making**

- 107. Hand Embroider
- 108. Machine Embroidery Operator
- 109. Garment packer
- 110. Garment Ironer

- 111. Maintenance of Machines in Garment Sectors
- 112. Basic Sewing Operator
- 113. Computerized Embroidery Machine Operator
- 114. Garment Cutter
- 115. Garment Checkers
- 116. Skilled Sewing Operators
- 117. Special Sewing Machine Operator
- 118. Tailor Children
- 119. Tailor Ladies
- 120. Tailor Gent's
- 121. Tailor Suits

#### **Production and Manufacturing**

- 122. Turning
- 123. Advance Turning
- 124. CNC Turning
- 125. Milling
- 126. Advance Milling
- 127. CNC Milling
- 128. Surface Grinding
- 129. Cylindrical Grinding

#### **Plastic Processing**

- 130. Basic Fitting & Measurement
- 131. Basic Electrical Joints & Fitting
- 132. Plastic Mould assistant for injection moulding
- 133. Plastic mould assistant for Compression moulding
- 134. Plastic mould assistant for Extrusion Moulding
- 135. Plastic mould assistant for Blow moulding
- 136. Auto Plastic mould assistant ( injection moulding)
- 137. Auto Plastic mould assistant ( compression moulding)
- 138. Auto Plastic mould assistant ( extrusion moulding)
- 139. Auto Plastic mould assistant ( blow moulding)

#### **Printing**

- 140. Basic for Printing Sector (Except Book Binding)
- 141. Basic Book Binding
- 142. Offset Machine Operator –Sheet Fed (Single & Multi Colour))
- 143. Offset Machine Operator – ( Web Perfector)
- 144. Offset Plate maker
- 145. DTPO
- 146. Screening printing
- 147. Book Binder
- 148. Advanced/ Supervisory ( Except Book Binding)
- 149. Advanced/ Supervisory (Book Binding)

#### **Electrical**

- 150. Basic Electrical Training
- 151. Repair of Home Appliance
- 152. House Wiring
- 153. Electronic Choke & CFL Assembling
- 154. Transformer Winding
- 155. Armature Winding
- 156. Rewinding of AC/DC Motors
- 157. Repair of Electrical Power Tools
- 158. Maintenance of Batteries

#### **Beauty Culture & Hair Dressing**

- 159. Basics of Beauty and Hair Dressing
- 160. Massage Therapist
- 161. Make up Artist
- 162. Facial Therapist
- 163. Hair stylist
- 164. Hair Colourist
- 165. Hair cutting Specialist
- 166. Beauty Therapist
- 167. Hair Therapist

#### **Carpet**

- 168. Hand knotted Woolen Carpet Manufacturing

- 169. Tibetan Carpet Manufacturing
- 170. Flat woven Dhurrie Manufacturing
- 171. Hand Spinning of Woolen Carpet Yarn
- 172. Hand Spinning of Cotton Carpet Yarn
- 173. Hand tufted Carpet Manufacturing
- 174. Broadloom Carpet Manufacturing
- 175. Carpet Yarn Dyeing
- 176. Carpet Finishing – I
- 177. Manufacture of fabric related to Carpet
- 178. Entrepreneurship & Export Management
- 179. Hand knotted Silk Carpet Manufacturing
- 180. Natural Fibers for Carpets
- 181. Spinning of Woolen Carpet yarn
- 182. Spinning of Cotton Carpet yarn
- 183. Carpet Backing
- 184. Carpet yarn dyeing with Natural Dyes
- 185. Carpet Finishing - II
- 186. Designing of fabric related to Carpet
- 187. Modern Carpet Yarn Manufacturing

#### **Toy Making ( Soft Toy)**

- 188. Pattern & Mould Maker
- 189. Cutter & Fixer of Toys Parts
- 190. General Sewing m/c Operator
- 191. Willower & Stuffer
- 192. Finisher & Painter
- 193. Packer
- 194. Special Sewing m/c Operator

#### **Medical and Nursing**

- 195. Bedside Assistant

#### **Gem and Jewellery**

- 196. Gem Cutting Assistant

#### **Information and Communication Technology**

- 197. Computer Fundamentals, MS-Office, Internet & Soft Skills

- 198. Desk Top Publishing
- 199. Telecom Sales
- 200. Hardware Assembling, Trouble shooting & Basic Networking
- 201. Domestic BPO
- 202. Internet Kiosk Operators & Entrepreneurship Skills
- 203. Web Designing with HTML & DHTML
- 204. Tally

**Retail**

- 205. Sales Person ( Retail)
- 206. Senior Sales Person ( Retail)

**Hospitality**

- 207. Hospitality Assistant
- 208. Household Assistant (General )
- 209. Household Assistant (Kitchen and Service)

**Banking and Accounting**

- 210. Accounting