

**Invitations for Submission of  
Expression of Interest  
Empanelment As  
Assessing Agency in the  
UPSDM.  
Accredited As Awarding Body  
(Dual) As PER NCVET Guidelines**

Date of Release: 25 July, 2024

Last Date of Submission of  
Application: 08 August, 2024

## **Invitation to submit Expression of Interest (Eoi)**

UP Skill Development Mission established under the aegis of the Department of Vocational Education, Skill Development and Entrepreneurship, Govt. of UP as a society under the Societies Registration Act, 1860 has been accredited as Awarding Body (Dual) by the National Council for Vocational Education and Training (NCVET), Govt. of India for undertaking assessments and certification of the youth in the State receiving training under various skill training programs contributing to fortify the skill ecosystem of the state and expedite assessments and certification process.

2- In order to operationalize the assessments and awarding verticals UP Skill development Mission intends to invite application from the assessing agencies already shortlisted by the NCVET for empanelment in the UPSDM to undertake assessments assignments in different sectors in the State of Uttar Pradesh.

## Instructions to the Applicant or Awarding Jobs

1. Interested Assessment Agencies are required to submit duly filled application form only in hard copy. Nevertheless the details concerning work orders or other requisite documents carrying substantial volume may be stored in a pen drive and the same may be provided with the proposal.
2. The Application form may be downloaded by the interested parties from the UPSDM website ([www.upsdm.gov.in](http://www.upsdm.gov.in)), where it appears under a separate caption "**Expression of Interest (EOI) Empanelment As Assessing Agency.**"
3. The UPSDM would upload modification (if any) on the portal at least three days prior to the terminal date for submission of proposals.
4. The interested organizations who wish to apply are, therefore, suggested to regularly navigate through the UPSDM website for the latest updates.
5. The applicant organization should fill all the columns even if they do not apply to any particular organization. In such an event the subject column may have an entry of non-applicability.
6. Interested assessing agencies should understand that the assessment should be done for the NSQF aligned courses approved by the NCVET, Govt. of India and those that are congruent to the national qualification register.
7. The UPSDM would keep and maintain they rights to audit the assessment process at regular intervals including documentation and performance of the empanel assessing agencies.
8. The applicant organization are required to provide all the requisite details and information deemed mandatory by the NCVET as per their status as on 31 March, 2024.
9. The UPSDM reserves the rights to suspend, modify or cancel the empanelment process or disapprove any or all applications without assigning any reason thereof.

**List of Document to be submitted**  
**(Checklist)**

<b>S. No.</b>	<b>Description of Document</b>	<b>Page No.</b>
<b>1</b>	Application Submission Cover Letter	
<b>2</b>	Empanelment with NCVET- MOU / LOI	
<b>3</b>	Firm Overview and Application Parameters	
<b>4</b>	Certificate of Incorporation to describe legal status of the applicant body.	
<b>5</b>	Financial viability ((Revenue earnings from Assessment Activities during Last 3 years (CA certified)) (In Lakhs)	
<b>6</b>	Number of Subject Matter Experts (SMEs)	
<b>7</b>	Number of certified assessors	
<b>8</b>	Experience of Assessment Jobs (in Years)	
<b>9</b>	Declaration by the head of the Assessment Agency with regard to authenticity of statements and statistics.	



## 1-: Expression of Interest

### **APPLICATION FORM**

Date: \_\_\_\_\_

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

Mission Director  
Uttar Pradesh Skill Development Mission  
Govt. ITI, Aliganj,  
Lucknow-226028

**Subject: Empanelment of Assessment Agency with UPSDM**

We are an Assessing Body with necessary experience and expertise in Any Sector and hereby internal to apply for Accreditation with UPSDM.

We intend to apply for empanelment as Assessing Agency by the UPSDM in the State of UP for the following Sectors.

.....

.....

We agree and understand that the UPSDM reserves of rights to accept, reject the proposal without assigning any reason thereof or put on hold.

Signature of Authorized Person

Name & Designation:.....

Phone No: .....

E- mail: .....



### **APPLICATION FOR EMPANELMENT AS ASSESSMENT AGENCY**



## 2-: Empanelment with NCVET - MOU/ LOI

## 3-: Firm Overview and Application Parameters

Sr. No.	Fields	Details
1.	Organization Name	
2.	Parent Company Name (if different)	
3.	Character of any organization (i.e. company, trust, Society etc.)	
4.	Permanent 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 Nodal point of contact with one alternate Nodal Point	

#### 4-: Certificate of Incorporation

#### 5- : Financial viability:

The organization must submit the following documents:

Name of document	Nature of document	Submitted (Yes/No)	Assessment Revenue of Last 3 years (CA certified)
Annual Report and Audited financial statements of the entity, duly certified by the Chartered Accountant and filed with the Income Tax Authorities for preceding 3 financial years from the date of application along with audit report	Mandatory		
ISO certificate / Rating report	Optional		

#### 6-: Senior Management Details (Includes Board members and Head of the organization)

Name	Title/ Designation	Phone and Email Id	Address

\*Copy of Organogram Engagement letter of Head of the Organization delineating roles & responsibilities, tenure.

#### Details of assessment staff

##### 1. Details of Subject Matter Expert (Sub Sector wise)

S.no	Sector	Name	Prior experience	Name of Qualifications	Course Code	Education - Highest	Tenure of engagement
1							
2							
3							
4							
Total							

\* attached in excel format in pen drive.

## 7:- Number of Certified Assessors

### 2. List of assessors – (Job role wise)

S. No	Job role Name	code	Name	(Education)	Qualification Name	Prior experience	Certified (Yes/No)	Certificate Validity Date	Full time/Part Time
1									
2									
3									
Total									

\* attached in excel format in pen drive.

## 8:- Prior Experience of Assessment Jobs

S. No	FY	Scheme Name	No. of Assessment conducted	Total No. of Assessment Candidates	Sector wise Segregation Thereof
1					
2					
3					
Total					

\* attached in excel format in pen drive.

\* With Work Order Attached.





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

- Registration Certificate of organization
- Proof of registered address and communication address
- Assessment Blueprint Design
- Question Banks in multilingual and undertaking in case of non-availability of the same and timeline of submission.
- Photocopy of Existing Recognition, certification or empanelment
- Number of branches/offices and their locations
- Data management system and processes as per point 5 of Evaluation Matrix
- Photocopy of the PAN/TAN card and GST registration.
- Process of selection and empanelment of assessors and their profiles
- Profiles of SMEs
- Audited Balance Sheet of Last Three Years
- Generic copy of Contract with the Assessors
- Copy of NCVET MoU/LOI

I/We hereby aver 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 disqualify the organization for consideration for empanelment in the UPSDM. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize UPSDM official or any person/entity authorized by UPSDM to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by UPSDM or revised from time to time regarding assessment.

Signature and stamp Name:

Designation:

Date:





## 9-: Self – Declaration by the head of the Assessment Agency

S. NO.	Current Business Status	Commitment (delete not applicable)	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		
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	Is AA's website and Assessment platform being accessible and comply with Web Content Accessibility Guidelines (WCAG)	Yes/No		
8	Do you have Assessors on your payroll?	Yes/No		Please give total numbers.