

ESSCI Assessment Partner

Affiliation Form



GENERAL INSTRUCTIONS

1. The application has to be applied by mail in the form of **Soft Copy ONLY** by the Assessment Partner interested for affiliation.
2. Application Fees of INR 10000 has to be deposited online before the application and the details of the same needs to be attached along with the Affiliation Form.

3. Contact Details:

Electronic Sector Skills Council of India

Head office: 602-04-06-608, 6th Floor, Ansal Chambers II, Bhikaji Cama Place,
New Delhi – 110066

Email ID: pratiksha@essc-india.org



1. Name of the Assessment Agency:

2. Head Office Address:

3. SPOC Details:

SPOC Name	SPOC Designation	Phone No.	Email ID

4. Registration Details (Kindly provide the details in the format given in **Annexure 2.pdf** along with Registration certificate)

- Date of Registration:
- Name of Registering Authority:

5. Affiliation with Govt. Organization (GoI or State Skill Missions):

(Kindly attach the Affiliation Certificate (s) as **Enclosure 1**)

6. Affiliation with Sector Skill Councils:

(Kindly attach the Affiliation Certificate (s) as **Enclosure 2**)

7. Name/s of the Director/s:

S. No.	Names	Email ID	Contact Number

8. GSTIN / PAN Details (Kindly attach as **Enclosure 3**):

GSTIN	
Pan No.	

9. Turnover of the Company: _____

(Kindly provide the details in the format given in **Annexure - 3.pdf** along with last 3 years Audited Balance Sheets)

10. Is the Company affiliated with DGET? Yes No
(If Yes, Kindly attach certificate as **Enclosure 4**)

11. Number of Regional/Branch Offices: _____

Kindly provide the Regional Office Details in the format mentioned in **Enclosure 5**.

12. Number of Assessment Centres:

Kindly provide the Centres Details in the format mentioned in **Enclosure 6**.

13. Assessment Agency Organization Chart (Kindly mention the person names as per the format given in **Enclosure 7**)

14. Details of Candidates Assessed in Various Schemes:

S. No.	Project	FY	Location of Project	Details of Supporting Proof Provided with Page number

(More columns will get added, if required)

15. Details of Assessors on your payroll. (Kindly attach the resume, employment proof of Assessors as **Annexure 6)**

16. Details of SMEs on Payroll. (Kindly attach the resume and employment proof of the SMEs as **Annexure 7).**

17. Availability of Technological Platform support for conducting on-line assessment:

Yes No

18. Does the Technology Platform support the following functions?

- (a) Development of Assessment Framework from Assessment Criteria: Yes/ No
- (b) Development of Question Bank as per the Assessment Framework: Yes/ No
- (c) Uploading of question paper to local server and then on tablet /mobile /laptop: Yes/ No
- (d) Receiving batch details of the candidates through upload of excel sheets on central server: Yes/ No
- (e) Administering of question paper simultaneously to many candidates recording their photo identity and their photo together: Yes/ No
- (f) Proctoring of the examination from a single center: Yes/ No
- (g) Result processing based on the weightages and cutoffs provided by ESSCI: Yes/ No
- (h) Data Analytics to evaluate the performance of the candidates vis-à-vis various sections/ questions across batches: Yes/ No
- (i) Data Analytics to evaluate the performance of the Assessors: Yes/ No

19. Provide the list of all statutory and regulatory compliances followed by the Institution. (Kindly attach the supporting documents as **Enclosure 8)**

- A.
B.
C.

20. Details of documented process for management of Human Resources. Certify the existence of the aspects listed below. (Kindly attach as Enclosure 9)

Aspect	Yes/No
Recruitment guidelines and criteria based on required competencies	
Training and professional development plan and processes	
Maintaining records of qualifications and experience	
Process of motivation and enhancement of self-esteem amongst the staff	

21. Documentary evidences of Management Review. Key aspects that need to be certified by the applicant are as below. (Kindly attach as Enclosure 10)

Aspect	Yes/No	Remarks
Documented process of conduction of Management Review Meetings (MRM)		
Documented processes of taking actions on the basis of MRM		

22. Documentary evidences of mechanism on Complaint Handling. Key aspects that need to be certified by the applicant are as below. (Kindly attach as Enclosure 11)

Aspect	Yes/No	Remarks
Documented process on Information Sharing on complaints with all stakeholders		
Documented processes of acknowledgement of receipt of complaint		
Documented process on investigation of the complaint and its closure		
Documented process on tracking training needs of the faculty by the management		
Documented process of tracking student complaints and redress of the same		
Documented process of investigating the student complaints and its Closure		
Documented process of keeping record of All complaints		

Kindly ensure that all documents as per below Check List are attached with the duly filled and signed form:

S. No.	Enclosure	Documents Required	Attached (Y/N)
Annexures			
1	Annexure 1	Self-Declaration by the Assessment Agency	
2	Annexure 2	Number of years of existence	
3	Annexure 3	Financial Standing – Annual Turnover	
4	Annexure 4	Details of candidates Assessed	
5	Annexure 5	List of States for empanelment	
6	Annexure 6	Assessor Resume and employment proof	
7	Annexure 7	SME Resume and employment proof	
Enclosures			
8	Enclosure 1	Govt. Affiliation Certificate	
9	Enclosure 2	SSC Affiliation Certificate	
10	Enclosure 3	GSTIN certificate and PAN Card	
11	Enclosure 4	DGET Affiliation Certificate	
12	Enclosure 5	Branch/Regional Office details	
13	Enclosure 6	Assessment Centre Details	
14	Enclosure 7	Assessment Agency Organization chart	
15	Enclosure 8	Statutory and Regulatory Compliance Proof documents	
16	Enclosure 9	HR Management Process	
17	Enclosure 10	Management Review meeting minutes	
18	Enclosure 11	Complaint Handling process	