

# Infrastructure Equipment Skill Council Affiliation of Assessment Bodies

## Part II - Application Protocols

## Section 1: Organisation Profile

### 1. Name of the Assessment Institute/ Organisation:

--

### 2. Address and Contact details:

Postal Address	
Name of Building	
Street / Lane	
Locality	
City with Pin Code	
District	
State	
Contact Details	
Phone No with STD Code	
Fax No with STD Code	
E Mail ID	

### 3. Whether Government or Private (Please tick the appropriate box)

- Government  
 Private  
 Company/Firm  
 Society  
 Trust  
 Any other, please specify \_\_\_\_\_

### 4. Year of Establishment / Incorporation \_\_\_\_\_ (Please attach Registration Certificate)

### 5. Whether NSDC Partner (If yes, please attach supporting document)

- Yes  
 No

### 6. Is the Institute recognized with any professional Body/ Agency/ Council?

If yes, please mention the following and attach supporting documents

1	Name of the Agency / Council	
2	Recognition Number / Code	
3	Year of Recognition	
4	Year valid up to	

## 7. Prior Experience of Institute in Assessment Field

	Sector	No of Years	Number of Trainees Assessed			
			2014-15	2015-16	2016-17	01 Apr 2017 to date
1						
2						
3						
4						
		Total				

## Section 2: Organisational Governance

(Please attach organisation chart)

## 8. Profile of Owners / Promoters of the Institute/ AB:

	Name of Owners / Promoters	Educational Qualifications	Total Experience in Years	Experience in Assessments	Contact E Mail ID	Mob No
1						
2						
3						
4						

## 9. Profile of Management and Operational Team

	Name and Designation of Management / Operational Team Members	Educational Qualifications	Total Experience in Years	Experience in Assessment	Contact E Mail ID	Mob No
1						
2						
3						
4						

## 10. Details of Affiliation Coordinator of the Institute/AB

Name	
Designation	
Address	
Contact	E Mail ID:
	Phone No: Land Line: Mobile:

**11. Does the Institute have the following policy documents:**

1	Mission Statement	Yes	No	Remarks
2	Operations Manual to include the Background and Organisation Structure			
3	Assessment Policy and Assessors Profile			
4	HR Policy and Recruitment Guidelines			
5	Internal Evaluation & Audit Process			

**Section 3: Financial Performance**

This information will be treated as highly confidential and will not be shared by the IESC with anyone.

**12. Statutory Compliances of the Institute: (Please attach photocopies)**

PAN	
TAN /TIN	
ST/GST	

**13. Turnover of the Institute: (Please attach audited Balance Sheet of last three years)**

2014-15	
2015-16	
2016-17	

**14. Details of grants received from Central /State Governments and/or any other source**

Year	Source	Amount	Remarks
2014-15			
2015-16			
2016-17			

**15. Details of Bank Account of the Institute**

Name of Bank	
Branch/ Location	
IFSC Code	
Account Number	

## Section 4: Assessment Infrastructure

### 16. Offices and Branches

S No	Type - Corporate/Regional etc	Location	Remarks (no of personnel posted)

Please attach outline map of India showing states and location of branches.

### 17. Assessment Centre(s)

#### A. Owned by the Assessment Body

S No	Name of Assessment Centre	Location	Sector & Trades/Job Roles

#### B. Used in Partnership with Others

S No	Name of Assessment Centre	Location	Sector & Trades/Job Roles

### 18. Availability of Technological Platform and Centres for conduct of on-line assessment (for theoretical component of learning):

Please tick:      Yes    No

### 19. Assessors Profile

#### A. On permanent rolls of the Body

S No	Sector	Trades/Job Roles	Number of Assessors	Average Experience in Years (Minimum & Maximum)

*Please use a separate sheet in case the space is not adequate.*

**B. On temporary basis with the Body**

S No	Sector	Trades/Job Roles	Number of Assessors	Average Experience in Years (Minimum & Maximum)

Please use a separate sheet in case the space is not adequate.

**Section 5: Assessment Methodology**

**20. Assessment System Development**

Aspect	Yes / No	Remarks
Process of adoption and/or development of assessment system on the basis of QP and NOS developed by the SSC		
Review process to gauge the effectiveness of the assessment system developed		
Process of Subject Matter Expert engagement in assessment design and development		
Review process for approval of assessment system and process from the SSC		

**21. Methodology for Assessor Development.**

Aspect	Yes/No	Remarks
Does the Institute take Aptitude Test before enrolling assessors?		
Does the Institute conduct Orientation Program for experienced assessors before deputing?		
Does the Institute conduct Training of Assessors Program for fresh assessors before deputing?		
Documented process and plan for imparting soft skills training related to assessments.		
Documented process of providing guidance to assessors		

## 22. Job Roles for Assessment (Indicate preference basis availability of Assessors)

	Job Role	QP Code	Level	Yes / No
	<b>Operators</b>			
1	Backhoe Loader Operator	IES/Q 0101	4	
2	Junior Backhoe Operator	IES/Q 0102	3	
3	Excavator Operator	IES/Q 0103	4	
4	Junior Excavator Operator	IES/Q 0104	3	
5	Wheel Loader Operator	IES/Q 0105	4	
6	Compactor Operator	IES/Q 0106	4	
7	Concrete Pump Operator	IES/Q 0107	4	
8	Hydra Crane Operator	IES/Q 0108	4	
9	Tyre Mounted Crane Operator	IES/Q 0109	4	
10	Crawler crane Operator	IES/Q 0110	4	
11	Junior Operator Crane	IES/Q 0111	3	
12	Crusher Operator	IES/Q 0112	4	
13	Junior Crusher Operator	IES/Q 0113	3	
14	Hot Mix Operator	IES/Q 0114	4	
15	Junior Hot Mix Operator	IES/Q 0115	3	
16	Batching Plant Operator	IES/Q 0116	4	
17	Junior Batching Plant Operator	IES/Q 0117	3	
18	Transit Mixer Operator	IES/Q 0118	4	
19	Junior Transit Mixer Operator	IES/Q 0119	3	
20	Paver Operator	IES/Q 0120	4	
21	Junior Paver Operator	IES/Q 0121	3	
22	Motor Grader Operator	MIN/Q 0430	4	
23	Bulldozer Operator	MIN/Q 0205	4	
24	Dumper Operator	ISC/Q 0403	4	
25	Compressor Operator	MIN/Q 0415	4	
	<b>Mechanics</b>			
26	Mechanic - Engine	IES/Q 1101	4	
27	Junior Mechanic - Engine	IES/Q 1102	3	
28	Mechanic - Hydraulics	IES/Q 1103	4	
29	Junior Mechanic- Hydraulics	IES/Q 1104	3	
30	Mechanic - Electrical/Electronics/Instrumentation	IES/Q 1105	4	
31	Junior Mechanic - Elec/Electronics/ Instruments	IES/Q 1106	3	
	<b>Supervisors</b>			
32	Supervisor - Plant and Machinery	IES/Q 0201	7	
<b>33</b>	Supervisor - Maintenance (Infrastructure Eqpt)	IES/Q 1201	7	

16. Any other information such as honours and awards; recognition / commendation by other apex bodies and associations to be mentioned below.

S No	Brief Description of Recognition with Year/Month

17. Check List: The following are the attachments to this Application:

Para No	Name of Item	Yes	No	Remarks
	<b>Mandatory</b>			
4	Certificate of Registration / Incorporation			
5	NSDC Partnership Proof			
6	Recognition by Professional Body / Agency			
8	Organisation Chart			
12	Copy of PAN /TAN/ST etc			
13	Audited Balance Sheet (last three years)			
16	Outline map of India showing locations			
	<b>Additional</b>			
	Brochure			

### Declaration

I hereby declare that the above information is true to the best of my knowledge and belief. I do understand that any incorrect information will result in suspension/cancellation of my organization's accreditation with Infrastructure Equipment Skill Council.

I hereby confirm having read Part 1 of the Request for Proposal (RFP) embodying the General Instructions and fully understood the scope of service, affiliation process and other terms and conditions and agree to the same in letter and spirit.

I on behalf of the Assessment Body hereby confirm that we will abide by the terms and condition, financial and guidelines and other policy directives issued by IESC & NSDC from time to time.

**Place:**  
**Date :**

**Signature of Applicant\***  
**Name and Designation**

Note: \* Authorized to sign on behalf of the Assessment Body