



Durga Devi Charitable Trust

ASSESSOR'S ROLES & RESPONSIBILITIES

Durga Skills, near Spandan Hospital, Garravkendra, Mathura,
Isapur Khadar, Uttar Pradesh 281003

Website - <https://durgaskills.in/>

ASSESSOR'S ROLES & RESPONSIBILITIES

Batch Acceptance Process

- Assessor will receive the batch details through email & call, and he/she must confirm availability over the mail only.
- Once the batch confirmation received from the assessor, the batch must be accepted on Skill India Portal and inform to the Operations team.
- If travel ticket & Accommodations required against the batch, the assessor should inform the same to Operations Team in advance (Atleast 1 day prior to the assessment date) through email and call.
- After the batch confirmation from the Assessor, need to take all necessary documents printout one day prior of assessment.

Pre & During Assessment

- Assessor must wear formal dress during the assessment
- Assessor must have Palmary ID card
- Assessor must bring Aadhaar card
- Assessor must reach the center between 9:00 AM - 9:15 AM with assessment kit (Documents & Tabs)
 - In case any unavoidable circumstances occur do inform the same to Operations Team if reaching the center late
 - Once assessor reaches the center, cross check with the center location, if assessment location is mismatch, then inform the Operations Team immidiately
- Once Assessor reaches the center click the photo of the center building with address (specific Project Banner)
 - All the pictures should be with GEO Location
 - Assessor photo with proper dress code with Palmary ID card
 - Need minimum 1-2 minutes video of training center (Starting from Main Gate, Entrance, classroom, Practical Room, PMKVY Banners & Poster, Practical Equipment's, counseling room etc.)
- Assessor can download the NSDC assessment app from below link
 - PMKVY assessor app-
<https://play.google.com/store/apps/details?id=com.nsd.assessor>
 - Non PMKVY assessor app-
<https://play.google.com/store/apps/details?id=com.nsd.tntplt>
- Assessor will orient to the candidates into Theory Room regarding assessment process, scheme benefit etc.
- Start the PMKVY app and follow the instructions given on the screen.

- Assessor must do the Aadhaar biometric authentication through PMKVY app (only for PMKVY batches)
- Check with the availability of the practical equipment as per the job role
 - If there is any shortage of practical equipment, please do inform the center SPOC to arrange
- Need to cross check with the attendance sheet given by Palmary and take attendance copy from training center SPOC
 - Collect the biometric attendance with the TP SPOC (This is mandatory)
 - If any candidate whose attendance is below 70%, (or as per scheme guidelines) Assessor should not take the assessment for that candidate
 - In case if TP SPOC is requesting the assessor to consider student to take the assessment must inform the Operations Team
 - All the Candidates must bring their Original Aadhar Card. If any candidate fails to produce, they will not be allowed to sit for the assessment.
 - Aadhaar Card holding picture of every present candidate must be click by the assessor
 - If the Aadhaar Biometric is locked, ask the candidates to get their Aadhaar unlocked over the UIDAI portal before the scheduled assessment
 - If the candidate Used Henna (Mehndi) should not be allowed on the fingers as it may interrupt the authentication process, do not allow her for assessment (inform about this to Operations Team)
- Identify and validate the candidates with original Government ID (Aadhar Card)
 - Collect the Aadhaar photocopy of all the present candidates
- Assessor must do the Aadhaar authentication using the biometric device through PMKVY app for all the candidate's (Only for those candidates whose attendance is more than 70% (or as per scheme guidelines) and who's Aadhaar details are valid)
 - Once the Aadhaar authentication has been successfully done then only candidate will be allowed to start the assessment.

Required Evidence to be collected by the assessor

- All candidate's Aadhar Holding Picture should be captured and shared in Whatsapp group
- Candidate orientation must be done by the assessor (Including – PMKVY scheme, benefit etc. Must record the video)
- Make sure photocopies of photo ID proofs of all the candidates are available, kindly collect & submit to project coordinator
- The Assessor must mandatorily mark the candidate's attendance through Aadhaar
- The Assessor must take screenshots of the attendance summary on the Aadhaar authentication

- Application once biometric authentication is successfully completed for the valid candidates.
- Notify the student that their cell phones and other electronic devices must be turned off and kept outside the classroom (If exam is scheduled on Laptop or Computer).
- Take the group photo with all the present candidates, proctor, and center SPOC.

During Assessment

- Make sure that the candidates are aware about the time limit (Assessment Timing) of the assessment.
- Start the Theory Assessment and takes signature of the appeared candidates in the attendance sheet.
 - During the theory must take every candidate picture.
 - During the theory must do video record (2-3 Min).
- Invigilate the candidates while taking the assessment.
 - Make sure that the candidates are not involved into any kind of malpractice.
- The assessor must inform the Operations team as soon as possible if any issue arises during assessment like App error, Portal error; fake candidate or Center SPOC is not behaving in good manner etc.
- During Practical/Viva must be review on below points
 - Need to assign the task (As per the QP) to every candidate and record the marks accordingly .
 - During the practical must take every candidate picture and record video of minimum 2 minutes duration.
- If any unethical circumstances occur, please contact Operations Team immediately

Post Assessment

- After completion of Theory & Practical/Viva exam, share Palmary Attendance with Group Photo on mail and take the confirmation on no of appeared candidate on assessment portal with the help of Operations or IT Team.
- Collect all the relevant documents of the batch and share it to the Audit Team after the assessment and get the confirmation from them.
- The Assessor should end the assessment on the Aadhaar application on completion of the assessment.

Don'ts

- Don't involve in any kind of unauthorized activity.
- Use of Pan masala, chewing gum and Alcohol is strictly prohibited in the premises .

- The Assessor should not mark the candidate's attendance manually on the AEAA Application.
- The Assessor should not use the 'Non-Assessor App Assessment Req.' option for any batch unless approved by us or respective SSC.
- Assessor should not support any kind of malpractices during the assessment

Evidence during assessments & should submit post assessment

Check list items	Task to Perform	Remarks	Mandatory Evidence
Candidate's Orientation	Informed candidates about job role	-	1 Picture & 1 Video of Orientation
	Structure of assessment - theory/viva/practical	-	
	Duration of assessment	-	
	Marks allocation in assessments	-	
Assessment Execution	Conducted assessment for all the present candidates at center	-	Collect photocopies of candidates ID (For all candidates).
	Only candidates with original govt. id proof are allowed for assessment.	Candidates with photocopies of their ID's not to be allowed for the assessment	
Attendance Sheet	Correct batch id	-	Collect Attendance Sheet with TP stamp & signature & mention no. of candidates present & absent.
	Check student list as per CSV/original candidate list	-	
	All the fields are duly filled up (Aadhar card no.)	-	
	Candidate's signature - Theory & Viva	-	
	Assessor signature	-	
	TP stamp	-	
	Total no. of candidates (end of the sheet)	-	
Annexure M	Photos collected as per Annex M status	Annexure M to be signed by TP also.	Collect Annexure M (Assessor Feedback Form)
	All fields are duly filled up in Annexure M		
	Assessor to write genuine feedback about the centre, it's infrastructure, availability of tools & equipment's, training Material & quality and about the candidates.		
Annexure N	5 sample (if available) - to be filled by the candidate	Assessor & Candidate to sign	Collect 5 Candidate Feedback Form

Code of Conduct	Declaration to be filled by TP SPOC	By TP	Collect with sign & stamp
	All the fields are duly filled up	Assessor to ensure	
	To be signed by Assessor & TP SPOC	Assessor to ensure	
Photos	Covid Norms Followed	Candidates' temperature check, use of sanitizers, poster	3-4 pictures Mandatory
	Center Picture outside with branding	1 or 2	Mandatory
	Classroom pic with branding	1 or 2	Mandatory
	Lab pic with tools & equipment's	1 or 2	Mandatory
	Counseling room with branding	1 or 2	Mandatory
	Attendance register pic	For all candidates	Mandatory
	Enrollment form pic	For all candidates	Mandatory
	Orientation pic	1 or 2	Mandatory
	Candidate Pictures holding their ID	For all candidates	Mandatory for All Candidates
	Theory Assessment	Candidates giving theory exam with assessor. For all candidates.	Mandatory (At least 2 pictures)
Videos	Practical / Viva Assessment	Candidates giving practical / viva with assessor. For all candidates.	Mandatory (Viva - 10 pictures and practical 4-5 pictures in group)
	Standing Group pic with Assessor & Trainer in the Classroom	1 or in batches (Social Distancing)	Mandatory - All candidates to Be visible
	Standing Group pic with Assessor & Trainer in front of the centre	2-3 (Social Distancing)	Mandatory - All candidates to be visible
Videos	Covid Norms Followed	Candidates' temperature check, use of sanitizers, poster.	2-3 videos Mandatory
	Theory assessment	For all candidates (At least 2 videos of 1 minute duration)	Mandatory
	Viva & Practical assessment (1 full viva video)	For all candidates (Minimum 1 minute duration with clear sound)	Mandatory (Viva - 10 videos & practical 4-5 videos in group)
	Centre video		
	Group video	1	Mandatory
	Orientation video	1	Mandatory
		1	Mandatory

Note: - Assessment Evidence (soft copies) will be share by the assessor within 24 hours of the assessments & Hard copy should reach within 15 days of the assessment.