



Durga Skills

# ASSESSORS ON-BOARDING PROCESS

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## ASSESSORS ON-BOARDING PROCESS

As our organization continues to grow and expand, it is crucial for us to have a skilled and dedicated professional who can contribute to assessment ecosystem. Durga Skills understands that assessor is one of the important stakeholders of skilling ecosystem.

Assessor plays a vital role in conducting assessments, ensuring quality standards, and supporting our mission of providing high quality assessments.

We are looking for someone with relevant industry exposure with attitude of adding values in skilling ecosystem.



The Assessor On-boarding Process is a crucial step in ensuring that new assessors are equipped with the necessary skills, knowledge, and tools to carry out their assessment responsibilities effectively.

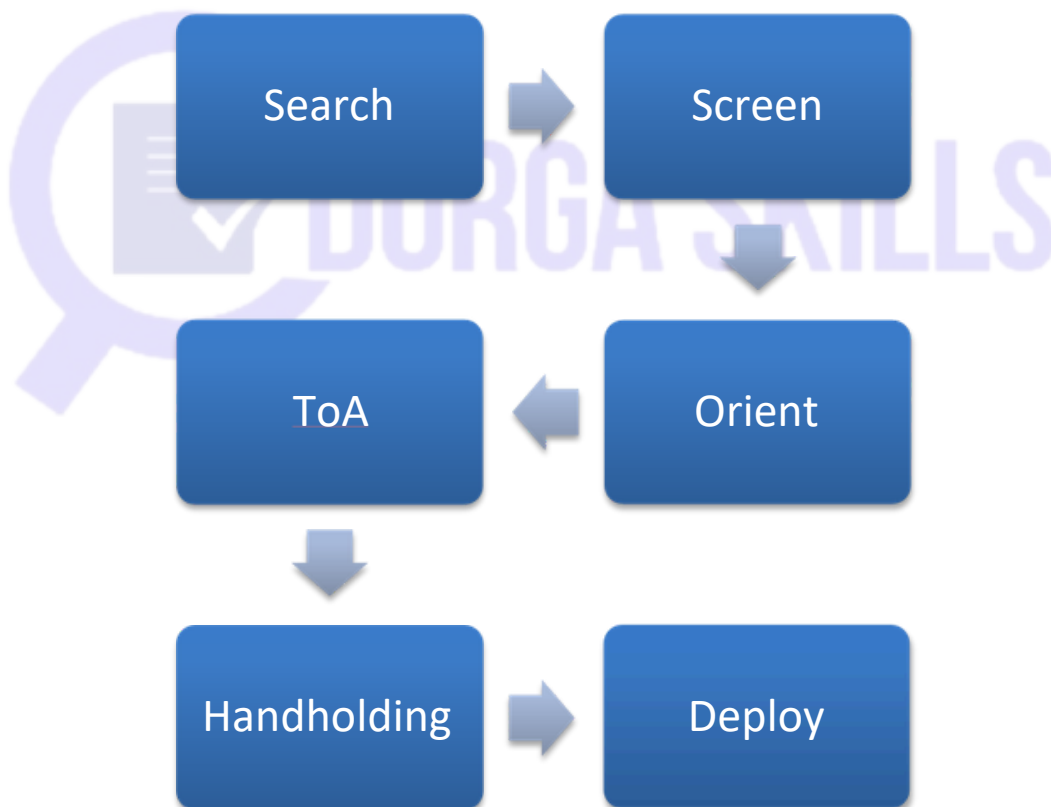
### Prerequisites for Selection of Assessors

- Assessor should possess relevant academic, occupational qualifications and work experience as defined in the QP by Abs
- Knowledge of assessment process and tools with ability to capture the assessment observations correctly on the prescribed electronic or paper forms.
- Understanding of the Occupational Standards for the relevant QP is a must. Assessor must have the ability to plan each task and allocate necessary resources.

- Understanding of competencies required in the job role for which assessment is being done with a high level of integrity, reliability, and fairness.
- Good observation skills with ability to communicate in writing and orally in the local language in addition to English.
- Awareness of the sector and vast educational and professional experience in the sector.

Here are the key steps involved in designing the Assessor On-boarding Process:

1. Search – On the basis of criteria set by Sector Skill Council (SSCs)/Awarding Body (AB) with respect to Educational Qualification and relevant industry experience. Candidates are source through job portal such as LinkedIn, Naukri and also through references from existing assessors, industry linkages. We have dedicated team to search for the new candidates.



2. Screening – Screening is a crucial step in the assessor on-boarding process that involves evaluating and assessing candidates to determine their suitability for a particular job role. It is designed to filter out candidates who do not meet the qualifications and relevant industry experience of the job role.

During the screening phase education qualification, experience letter submitted by candidate are reviewed & verified through phone and email from the employer.

The screening process involve various methods such as reviewing resumes, conducting phone or video interviews, and assessing candidates based on predetermined criteria.

3. Orient - Preliminary orientation regarding skill ecosystem over virtual meeting before going for the TOA. Orienting individuals on the skill ecosystem is an essential step in their onboarding process. The skill ecosystem refers to the overall landscape of skill development, training providers, industry requirements, and government initiatives aimed at fostering a skilled workforce. By providing an orientation on the skill ecosystem, individuals can gain a comprehensive understanding of the various components and dynamics involved in skill development.



- Brief on the skill eco system, its schemes and benefits.
- Introduction about Assessment, Assessment Framework, Process, Purpose and Expected Outcomes.
- Introduction about Training of Assessor (TOA) Program.
  - Assessor will be assessed on Two components
    - Domain Skills
    - Platform Skills
  - Passing Percentage – 80%
- Brief on Ministries / Sector Skill Councils / State Livelihood Missions / Schemes.
  - Ministry of Skill Development & Entrepreneurship (MSDE) & others.
  - RSLDC / ASAP / UPSDM
  - PMKVY / DDUGKY / NULM
- Brief on Qualification Pack / NOS / PC / NSQF Levels for respective job role and marking scheme.

4. TOA (Training of Assessor) – Deserving & willing candidates details are shared with SSC/AB for their approval.

Further, available approved candidates are nominated for TOA. The remaining approved candidates are kept as bench strength for next TOAs.

We communicate with the candidates who were not selected for the TOA. We are providing timely and transparent feedback to candidate.

TOA is being provided by SSC/AB.

Handholding – Assessors who qualified the ToA are aligned for the handholding process.

Handholding on the assessment process refers to providing support, guidance, and assistance to individuals involved in the assessment process to ensure its smooth execution and successful outcomes. It involves helping assessors navigate through the assessment process, clarifying doubts, addressing challenges, and ensuring adherence to established assessment norms and guidelines.

- 4.1.1 Virtual Handholding – Assessors are call for the virtual meeting. Our team give handholding on the Assessment Process, Assessor Role & Responsibility, Principle of Assessment & Assessment Evidences and other compliances.
- 4.1.2 Physical Handholding – Assessor aligned for the on-ground physical assessment with the experienced Assessor or Master Assessor for handholding on assessment process.



- 5. Deploy – After successfully handholding of the Assessors. Assessors are deploying for the actual assessment.

Assessor's Roles & Responsibilities as mentioned bellows:

- Assessor should reach assessment location 30 minutes prior the assessment scheduled time. check the availability of the classroom, practical labs and Tools & Equipment for the assessment.
- Assessor to carry along with Bio-metrics machine, Valid ID Card, Assessment Documents.
- Verification of student credentials, bio-metrics attendance (as per scheme).
- Assessor to conduct orientation to the candidates about the assessment and it's process.
- Assessor to take the evidence of assessment by taking individual attendace with signatures and capturing photos / videos of assessment activities, centre infrastructure, scheme branding, etc.
- All feedback forms to be filled and duly submitted to AA (Assessor, VTP & Candidates).
- Submission of documents and result declaration within the TAT.