



Durga Devi Charitable Trust

PROCTOR ON-BOARDING PROCESS

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Website - <https://durgaskills.in>

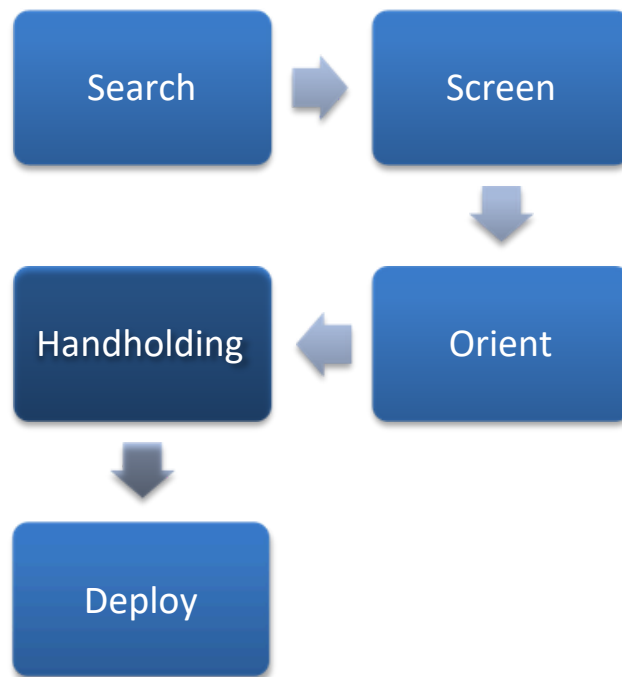
PROCTOR ON-BOARDING PROCESS

As our organization continues to grow, the Proctor On-boarding Process becomes an integral part of ensuring that new Proctors are proficient in their roles, equipped with the necessary skills, and ready to facilitate Assessors during assessments. The Proctor plays a pivotal role in supporting Assessors on the ground, ensuring the smooth execution of assessments, and contributing to our mission of providing high-quality assessment services.

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



The Proctor On-boarding Process is a crucial step in ensuring that new proctors are equipped with the necessary skills, knowledge, and tools to carry out their assessment responsibilities effectively. Here are the key steps involved in designing the Proctor On-boarding Process:



1. Search – Candidates are identified based on predefined criteria including educational qualifications, relevant industry experience, and IT skills. Candidates are source through job portal such as LinkedIn, Naukri and also through references from existing assessors, proctors, industry linkages. We have dedicated team to search for the new candidates.

2. Screening – Screening is a crucial step in the proctor on-boarding process that involves evaluating and assessing candidates to determine their suitability for proctor profile. It is designed to filter out candidates who do not meet the qualifications, IT skills and relevant industry experience.

During the screening phase education qualification, IT skills, experience letter submitted by candidate are reviewed.

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.

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.
- Brief on Ministries / NCVET/NSDC/Sector Skill Councils / State Skill Missions / Schemes.
 - Ministry of Skill Development & Entrepreneurship (MSDE) & others.
 - RSLDC / ASAP / UPSDM
 - PMKVY / DDUGKY / NULM
- Introduction about Assessment, Assessment Framework, Process, Purpose and Expected Outcomes.

4. Handholding – Proctors who interested 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 proctors navigate through the assessment process, assessment platform & Applications, clarifying doubts, addressing challenges, and ensuring adherence to established assessment norms and guidelines.



4.1 Virtual Handholding – Proctors are called for the virtual meeting. Our team gives handholding on the Assessment Process, Assessment Platform & Applications, Proctors Role & Responsibility, Principle of Assessment & Assessment Evidences and other compliances.

4.2 Physical Handholding – Proctors aligned for the on-ground physical assessment with the experienced Proctor for handholding on assessment process.

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

Proctors's Roles & Responsibilities as mentioned bellows:

1. Proctor should reach assessment location 30 minutes prior the assessment scheduled time with charged TABs in working conition or Assessment Documents.
2. Candidate Authantication - Proctors verify the identity of each Candiate.
3. Proctor to conduct orientation to the candidates about the assessment platform & application and it's process.
4. Proctors actively observe candidates during the exam to prevent cheating.
5. Proctor faciliate the candidates and assessor in assessment process.
6. Proctor to take the evidence of assessment by taking individual attendance with signatures and capturing photos / videos of assessment activities, centre infrastructure, scheme branding, etc.
7. Submission of assessment evidences & documents within the TAT.

