

**DGT-35(4)/PMKVY3.0/2022-NPIU(partfile1)**  
**Ministry of Skill Development and Entrepreneurship**  
**Directorate General of Training**

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Employment Exchange Building, Pusa  
New Delhi

Date: 5<sup>th</sup> April 2022

**OFFICE MEMORANDUM**

**Subject: Assessment of Candidates enrolled in the ITIs under Short Term Training (STT) under PMKVY 3.0 (DGT)**

In continuation of OM of even number dated 25<sup>th</sup> March 2022, Standard Operating Procedure (SoP) for assessment of candidates enrolled in the ITIs under Short Term Training (STT) under PMKVY 3.0 (DGT) is attached herewith for your reference. For any provision in which the SoP does not gives clarity, the State CoE can take decision their selves.

Provision will be made available to the State CoE on the Skill India Portal shortly by creating a user account for each state. Shri Parveen Kumar Tyagi, DDT, DGT (email : parveen.kumar79@nic.in ) will be coordinating the activities related to creation of accounts and necessary training for accessing the Skill India Portal for Short term training under PMKVY.

All the candidates, who have completed training under PMKVY 3.0 (DGT) are to be assessed immediately with utmost priority.

  
(Dr M. Jayaprasanna)  
Director IT & TT, DGT

**To,**

1. The Commissioner / Director of State / UTs dealing with ITIs
2. The Regional Director, RDSDE of all States

**Copy to:**

1. PPS to Secretary, MSDE
2. Senior PPS to DG / AS, DGT (MSDE).
3. PPS to DDG, DGT (MSDE).
4. All the Directors of DGT.
5. Shri Hemant Ganjare, Jt. Director, DGT
6. Shri. Parveen Kumar Tyagi, DD, DGT for coordination with State CoEs

SoP – PMKVY & SHI  
Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training (DGT)

**Standard Operating Procedures (SOP) - Assessment of Short-Term Training under PMKVY at ITIs/ NSTIs**

Short term training (STT) under PMKVY had been initiated in ITIs benefitted under STRIVE in 2021 and is now being extended to other ITIs and NSTIs across the country. As of now, a total of 9227 candidates have been trained under 87 job roles at 406 ITIs under STRIVE.

Assessment of the candidates trained under the STT has to be conducted by DGT which is the Awarding body and Assessment Agency for the job roles opted by ITIs and NSTIs etc., under PMKVY3.0 and Skill Hub Initiatives (SHI) vide order no. SCH-11/17/2020-SNP dated 28.02.2022.

Moreover, the State Skill Development & Entrepreneurship Committee (SSDEC) constituted vide order no. DGT-35/4/I/Secy(MSDE)/2022 dated 28.03.2022 will be empowered to monitor the assessment of Short term training (STT) under PMKVY in ITIs with below mentioned overall guidelines.

**1 Key Modalities of Assessment and Certification:**

- The **State/UT Controller of Exams (CoE) will be the Assessment Agency (AA)** for conducting assessments under PMKVY 3.0 and SHI in NSTIs and ITIs.
- **Assessment criteria / assessment / Question paper** to be based on NOS as per QP/Job roles.
- **Assessment will be done by the ITI Instructors.**
- **Online upload of results:** An online platform will be provided by DGT to the **State/UT Controller of Exams (CoE)** to upload marks post conduct of the Assessment.
- A minimum 70 % AEBAS linked attendance is a prerequisite for the candidates to be eligible for undertaking assessment. Each Assessor should verify the AEBAS attendance of the candidates before the conduct of the Assessments
- **Minimum Passing criteria for NSQF Level 1,2 & 3 will be 50% and will be 70% for Level 4 and above**
- **Mark sheets:** Assessed candidates are provided NOS wise detailed marksheet as per the standard criteria under the scheme purview
- **Assessment fees** will be directly credited to the account of concerned **State/UT Controller of Exams (CoE)** after declaration of results.

*Table 1: NSQF category wise Assessment fees structure\**

NSQF Level	Common Norms Category	I	II	III
10	Senior Level / Specialized, Executive Level	1500	1250	1000
9				
8				
7	Mid-Level / Administrative Employment	1300	1100	900
6				
5				
4	Entry Level / Operational Employment	1200	1000	800
3				
2				
1	Pre-Employment (For Schools) / Non-Organizational	700	600	500

\* As approved by the PMKVY Executive Committee or any other competent authority designated by the PMKVY Steering Committee.

- **Reassessment of candidates:** The failed and absent candidates on the day of assessment, will be eligible to appear for one-time reassessment.

## 2 Assessors

Assessor will be an ITI Instructor for the associated job roles under assessment. **State/UT Controller of Exams (CoE)** to share the details of the assessors to the DGT which will upload their details as certified Assessors for given job roles on Skill India Portal to carry out the necessary assessment at NSTI/ ITI.

## 3 Assessment Criteria:

The concerned job roles have their detailed qualification pack available at <https://nqr.gov.in> . The detailed NOS wise assessment criteria are provided in the respective qualification pack. The assessor will have to assess the candidate as per the assessment criteria defined in the Qualification pack. The Assessor will have to upload the NOS wise marks on the SIP portal.

The **State/UT Controller of Exams (CoE)** will set-up their own question papers for the practical and theory for the courses under STT through their network of ITIs and as per assessment criteria defined in the Qualification pack.

## 4 Detailed Assessment Process

- Creation of assessment batch:** As per the current modalities, the Training Centre (TC), i.e NSTI/ ITI will enrol candidates in a batch, select the preferred assessment date and sends the batch to State CoE.
- Assessment Date:** TC will ensure that the assessment date is within 7 days of batch end date, considering the national holidays, regional festival dates while selecting the preferred Assessment date. [ Once the assessment date is approved and confirmed by **State/UT Controller of Exams (CoE)**, change of date of assessment will not be encouraged, except natural calamity, riots, or other unforeseen circumstances.]
- Allocation of Assessment Agency:** DGT will ensure that assessment agency is allocated the assessment batch on timely basis.
- Allocation of batch to Assessor:** The **State/UT Controller of Exams (CoE)** will ensure allocation of available Assessor (Instructor) for the batch assessment on timely basis.
- Conduct of Assessment:** Assessor must ensure that he/she conduct the assessment on scheduled assessment date as per the standard norms.
- Result validation/Verification by State/UT Controller of Exams (CoE):** Once the Assessor has uploaded NOS wise marks on the SDMS portal, the **State/UT Controller of Exams (CoE)** will validate the marks with the answer sheets after carefully checking the attendance sheet and photographs. Further, it will maintain the assessment records for a minimum period of 5 years. In case of any clarification, **State/UT Controller of Exams (CoE)**, can reject the batch result. In case of result rejection by **State/UT Controller of Exams (CoE)**, Assessor to be given standard time for appropriate action.
- Result validation/Verification by DGT:** Upon result approval by **State/UT Controller of Exams (CoE)**, DGT will get the option to validate and verify the candidate results. In case of any clarification, DGT can reject the batch result and send back to AA via the portals for justification. In case of result rejection by DGT, **State/UT Controller of Exams (CoE)** to be given standard time for appropriate revalidation.
- Download of certificates:** Upon approval of DGT, the SDMS has the facility to generate the Skill certificate. Further the **State/UT Controller of Exams (CoE)** and DGT can download the certificate through their portals for further process.

## 5 Standard timelines for Assessment & Certification process :

The following table defines the standard timelines to be followed under the Assessment Process along with the stakeholder responsible for ensuring the same

**Table 2(a) Standard timelines under Assessment**

S. No	Stage of Assessment	Responsibility	Recommended timelines
1	Assignment of Assessment Agency	DGT	Within <b>22 days</b> of receipt of batch from TP/TC
2	Accept/Reject batch for assessment Allocated by DGT	State CoE	Within <b>3 days</b> of batch receipt from DGT
3	Assignment of batch to Assessor	State CoE	From <b>15 days</b> until 3 days before the assessment date
4	Accept/Reject batch allocated by State/UT Controller of Exams (CoE)	Instructor	Within <b>3 days</b> of batch received from AA.
5	Result upload by Assessor	Instructor	Within <b>3 days</b> of Conduct of Assessment
6	Validation/Verification of result by State/UT Controller of Exams (CoE)	State CoE	Within <b>3 days</b> of result upload by Assessor
7	Validation/Verification of result by DGT	DGT	Within <b>3 days</b> of batch approval by State/UT Controller of Exams (CoE)
8	Download of certificates through SIP	ITI/State CoE/DGT	Within <b>3 days</b> of Certificate generation

### B. Important Timelines

**Table 2(b) Standard timelines under Assessment – Other Process**

S. No	Parameter	Responsibility	Timeline
1	Selection of Assessment date	ITI/ State CoE	Within 7 days of batch end date
2	Change of Assessment date	State CoE/SSDM	Before 3 days of Scheduled Assessment Date
3	Change of Assessor	State CoE	Before 3 days Assessment date

Key Note: For Compliance, the DGT would always remain the first point of contact for any change request. **Any change request would not be acknowledged post Assessment date.**

## 6 Marksheet & Certificates

Under PMKVY, upon successful assessment and result declaration the candidates are entitled to receive mark sheets. A provision has been made to provide mark sheets to the failed candidates. Marksheet is the brief description of NOS wise marks and total score obtained by the trainee.

## 7 DGT Responsibility

Controller of Examination (CoE), DGT will coordinate with State CoE and NSDC to carry out the assessment for Short term courses in ITIs/ NSTIs. However, PMKVY team at DGT will coordinate the overall scheme with all stakeholders such as NSDC, State Directorate and ITIs.

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