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# Infrastructure Equipment Skill Council Affiliation of Assessment Bodies

## Request for Proposal

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Infrastructure Equipment Skill Council  
No 6 Avik Royale-First Floor, 50 Feet Main Road, Avalahalli Extn, Girinagar, Bengaluru 560 026

Phone: + 91 80 2675 4480 Website: [www.iescindia.com](http://www.iescindia.com)



## Equipment Portfolio

5. The IESC has developed National Occupational Standards (NOS) and Qualification Packs (QPs) related to the operations and maintenance (NSQF Levels 4,5 & 7) of the following types of equipment:



## Approved Job Roles

6. A summary of current job roles is given below. The details including assessment criteria are available on our website: [www.iescindia.com](http://www.iescindia.com)

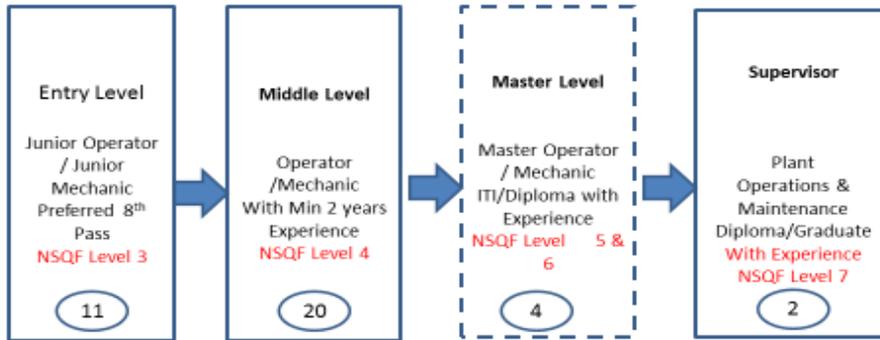
Ser No	Job Role	QP Code	Level	Remarks
	<b>Operators</b>			
1	Backhoe Loader Operator	IES/Q 0101	4	
2	Junior Backhoe Operator	IES/Q 0102	3	
3	Excavator Operator	IES/Q 0103	4	
4	Junior Excavator Operator	IES/Q 0104	3	
5	Wheel Loader Operator	IES/Q 0105	4	
6	Compactor Operator	IES/Q 0106	4	
7	Concrete Pump 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	Pending
13	Junior Crusher Operator	IES/Q 0113	3	Pending
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 and Self Loading 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	Tower Crane Operator	IES/Q 0122	4	
23	Junior Tower Crane Operator	IES/Q 0123	3	
24	Borewell Drill Machine Operator	IES/Q 0124	4	
25	Junior Borewell Drill Machine Operator	IES/Q 0125	3	
26	Skid Steer Loader Operator	IES/Q 0126	4	
27	Aerial Work Platform Operator	IES/Q 0127	4	
	<b>Mechanics</b>			
28	Mechanic - Engine	IES/Q 1101	4	
29	Junior Mechanic - Engine	IES/Q 1102	3	
30	Mechanic - Hydraulics	IES/Q 1103	4	
31	Junior Mechanic- Hydraulics	IES/Q 1104	3	
32	Mechanic - Electrical/Electronics/Instruments	IES/Q 1105	4	
33	Junior Mechanic - Elec/Electronics/ Instruments	IES/Q 1106	3	
	<b>Supervisors</b>			
34	Supervisor - Plant and Machinery	IES/Q 0201	7	

<b>35</b>	Supervisor - Maintenance (Infrastructure Eqpt)	IES/Q 1201	7	
	<b>Adapted QPs</b>			
<b>36</b>	Motor Grader Operator	MIN/Q 0430	4	
<b>37</b>	Bulldozer Operator	MIN/Q 0205	4	
<b>38</b>	Dumper Operator	ISC/Q 0403	4	
<b>39</b>	Compressor Operator	MIN/Q 0415	4	

7. An additional 5-6 job roles for select products and also to bridge the career progression gaps at Levels 5 & 6 are under formulation.

### Career Progression

8. A total of 33 job roles developed plus another 4 QPs adapted from other related SSCs; validated and in use by the industry; maximum at NSQF Levels 3 and 4 (Operators and Mechanics) covering over 80% of workforce in the industry and conforming to the career progression template outlined below.



Note: Figures in circle indicate number of job roles

### Training Partners

9. Training is imparted by accredited Training Partners at their Training Centers. Presently we have around 60 Centers majority of which are of the OEMs and their Associates; located pan India

North Zone	South Zone	East Zone & North East	West Zone
Delhi / NCR	Karnataka	West Bengal	Maharashtra
Punjab	Tamil Nadu	Jharkhand	Goa
Haryana	Andhra	Chattisgarh	Gujarat
Rajasthan	Telangana	Orissa	Madhya Pradesh
Uttar Pradesh	Puducherry	Assam	
Bihar	Kerala	Tripura	
		Arunachal	

10. Note:

- Consequent to signing of MOUs with various State Skill Development Missions and All India Organizations like AICTE & Indian Army etc the number of TPs will shoot up shortly.

- Also to support skilling of personnel employed in various road construction projects in the North East additional on site Centers will come into the fold.

### **Assessment Body**

11. The Council has two Assessment Bodies presently which has facilitated assessment of nearly 14,000 operators and mechanics to date on pan India level.
12. Currently in its seventh year of operations, the IESC has ambitious plans to scale up its operations in terms of training and certifications especially in Tier2/Tier3 cities and rural areas.

### **Section 2 - Scope of Service**

13. To support this growth the Council is desirous of affiliating additional Assessment Agencies and Bodies, qualified as per the criteria listed subsequently, for carrying out the following functions:
  - Assessment of infrastructure facilities of Training Partners seeking affiliation.
  - Assessment of existing and new trainers and faculties; employed by various TPs.
  - Assessment and certification of trainees as per the approved norms and criteria.
  - Assist in maintaining the Labor Management Information System (LMIS)

### **Section 3 - Eligibility Criteria**

#### **General**

14. The Assessment Body (AB) should,
  - Be a legal entity, registered / incorporated in India, complying with all statutory requirements as laid down from time to time by both the Central and State authorities.
  - Be registered with the Quality Council of India (QCI) and could include Government / Private Organizations, Industry Associations/ Bodies/Academic Institutes with necessary capabilities.

#### **Organization Structure**

15. The Assessment Body should have
  - The organizational structure necessary for operation of skills assessment system pan India including the North-East region, and
  - The financial resources to support the skill assessment system and also to cover all the associated liabilities,

- The competency to monitor and measure the performance of its assessment framework implementation across all its branches and subsidiaries.

## Empaneling of Assessors

16. This is the most crucial activity and is central to the success of the assessing process. The Assessment Body should have on their rolls assessors with expertise in Infrastructure Equipment Sector or should be able to empanel such assessors who fulfil the following pre-requisites as per the current IESC norms:

- **Operators:**
  - Educational Qualification: Preferably 8<sup>th</sup> Class; with basic knowledge of computers and preferably should speak English/Hindi.
  - Minimum Experience: Total 5 years; out of which 3 years in sector; and 1 year in assessment
- **Mechanics**
  - Educational Qualification: ITI/Diploma/Engineer in either Engine or Hydraulics or Electricals
  - Minimum Experience: Total 5 years; out of which 3 years in sector; and 1 year in assessments
- **Supervisors**
  - Educational Qualification: ITI/Diploma/Engineer in Automotive / Mechanical Streams
  - Minimum Experience: Total 8 years; out of which 5 years in sector; and 2 years in assessments

17. IESC shall be involved in screening and selecting of assessors both from the existing pool of assessors with the AB & new assessors being enrolled as required through a well-defined and transparent process. Due-diligence is to be ensured at all stages of enrolment.

18. All shortlisted assessors will undergo a formal Training of Assessors (TOA) program. On successful evaluation and alignment, assessors will be affiliated with IESC for all/ specific job roles & NSQF level. Each assessor will be awarded a unique identity number and certificate.

## Conduct of Assessment

19. Assessment Body should ensure that assessments of personnel are carried out in a professional and unbiased manner so that the assessing process achieves its objective of credibility and acceptance both in India and globally. A few salient aspects are outlined below:

### Pre - Assessment

- a) The assessment of the trainees is to be carried out as necessary before, during and after training through a mix of theory and practical or hands on to comply with the knowledge, skill and performance criteria as defined in National Occupational Standards.
- b) The Assessment Body should have well defined methods and mechanism, besides assessment tools and techniques to evaluate the competence of candidate's skill and knowledge, which should be fair, relevant and reliable.

- c) The Assessment Body should have “question banks” for random selection of questions to evaluate knowledge levels for specific job roles. Also there should be a process for regular updating of the question bank. Involvement of domain experts for developing question banks is required.
- d) It is the responsibility of the Assessment Body to enquire from the IESC on the language that the trainees of the batch are to be assessed. Care must be taken to translate the question paper into the same language.
- e) In case the assessment is conducted online or through a digital system (such as tablet), efforts must be made available to have the language preferences given by the trainees of the batch to be assessed.

### **During Assessment**

- a) The Assessment Body will make all arrangements for scheduling a particular assessment. This will include the date, time, location and list of candidates being communicated to the IESC and Training Provider.
- b) The assessing body shall confirm from the Training Provider that all necessary arrangements for conducting the tests as per directions given by assessing body are in place prior to going ahead with the assessments.
- c) Assessment Body must ensure that a Certified Assessor is made available on the proposed date of assessment. Assessment Body has to assign the batch to an Assessor within 5 days of the batch being assigned to them.
- d) In case of non availability of assessor on the particular date, the same must be communicated to the Training Partner, through the IESC, at least 2 weeks prior to the proposed date, and an alternate date must be finalized through mutual consent.

### **Post Assessment**

- a) The Assessment Body should ensure that assessors prepare results with in the stipulated time and submit it to the Assessing Body, who in turn shall consolidate the results, endorse and communicate the same to all concerned as per the IESC guidelines.
  - b) The Assessment Body shall maintain utmost confidentiality with regard to its assessment records and other documents shared by the IESC from time to time. When required at any time, these may be given on need to know basis only to authorized representative of IESC.
20. Assessment Body should be independent, fair and impartial with regards to its conduct with Trainers, Trainees and Assessors including their employers and their customers, and implement all possible steps to ensure ethical operations.

### **Affiliation Process**

21. The broad stages of the affiliation process are as under:

- Stage 1 : Review of Application from Assessment Body (s)
- Stage 2 : Assessment for compliance as per the above QRs

- Stage 3 : Evaluation of Agency's capacity and capability.
  - Stage 4 : Final assessment and approval by the IESC
22. A complete evidence based check of statutory and other documents, systems & processes, assessment infrastructure including assessors profile will be carried out.
23. The due-diligence will include but not necessarily be limited to the following:
- a) Management & Administrative Setup
  - b) Availability of Assessors and Master Assessors
  - c) Assessment Infrastructure (Hard & Soft Elements)
  - d) Environment, Health and Safety
  - e) **Human Resource Policy - Retention of Assessors**
  - f) Management Information System
  - g) Feedback & Grievance Handling
24. The Governing Body of IESC shall take the final decision on selection of Assessment Body. Besides the IESC reserves the right to the following:
- Reject any application without assigning any reason. The decision of the IESC on this matter will be final.
  - To appoint more Assessment Bodies, if required, for operational and administrative reasons.

#### Service Agreement

25. On being approved for affiliation the Assessment Body will enter into a **Service Level Agreement (SLA)** for **three (3) years** with the IESC. This will be signed within seven (7) working days of their being informed through email of being selected.

#### Affiliation Fees

26. An **annual** affiliation fees of **₹ 50,000/- only** ( Rupees fifty thousand) is to be paid every year to IESC through NEFT Transfer at Bangalore. Fees for the 1<sup>st</sup> year is to be paid within **seven working days** of signing of SLA and thereafter before commencement of each year (2<sup>nd</sup> & 3<sup>rd</sup>)

#### Performance Review

27. The following capacity building interventions will be offered to all affiliated assessment partners based on the above due-diligence process.
- Assessment Criteria Alignment as per QPs/NOS
  - Training / Re-orientation of Assessors as per Job Roles
28. To evaluate the Assessment Body's performance as per the Service Level Agreement (SLA) the IESC shall conduct a bi-annual review / audit of systems/ processes and records. Besides when required IESC may conduct surprise assessment.

#### Suspension/Cancellation:

29. The IESC may suspend or cancel an accreditation of the Assessment Body due to any of the following, but not be limited to;

- Non-compliance or violation of the SLA conditions.
- Providing insufficient or incorrect information to IESC.
- Changes in the assessment criteria without IESC approval.
- Failure to report any major changes / deviations in the assessment criteria.
- Non-payment of IESC fees and agreed upon expenses.
- Any act of omission or commission deemed to be inappropriate by IESC.

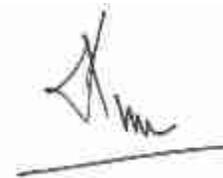
### Renewal of Agreement.

30. The Assessment Body will apply for renewal sixty (60 days) prior to the date of termination of the existing contract, along with all supporting documents and revised affiliation fees. The IESC shall carry out an in-depth performance review of the Assessment Body before completion of 3 years from the date of initial accreditation; basis which the SLA will be mutually renewed.
31. The IESC reserves the right to modify and amend any of the above mentioned condition / criteria depending on operational necessities

### Conclusion

32. We look forward to professional organizations with passion and commitment partnering us on this pioneering and challenging project to transform the skill landscape in the infra-eqpt sector.
33. Affiliation Form as per Part 2 duly completed and with all supporting documents is to be sent to the undersigned (both as soft and hard copies) **latest by 1800 hours on 23<sup>rd</sup> March 2020.**
  - Hard Copy: Mr HS Mohan, CEO  
Infrastructure Equipment Skill Council  
No 6 Avik Royale-First Floor (Next to Vijaya Bank)  
50 Feet Main Road, Avalahalli Extn, Girinagar,  
Bengaluru 560 026
  - Soft Copy: [hs.mohan@iescindia.com](mailto:hs.mohan@iescindia.com) Mob No: +91 96864 03033

Bengaluru  
01 March 2020



HS Mohan  
CEO

### **Part 2 - Affiliation Forms**

**Click below link to download**

<http://www.iescindia.com/images/pdf/B.-IESC-Affiliation-as-Assessment-Body-Part-2-Application-Form.pdf>