

വ്യാവസായിക പരിശീലനവകുപ്പ്

(കേരള സംസ്ഥാനം)

തിരുവനന്തപുരം
No: SIC-MES-177/2013

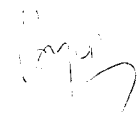

17-01-2013

വിജ്ഞാപനം

കേന്ദ്ര തൊഴിൽ മന്ത്രാലയം ആവിഷ്കരിച്ചു നടപ്പിലാക്കിയ 'സ്കിൽ ഡെവലപ്മെന്റ് ഇനീഷ്യേറ്റീവ് സ്കീമിന്റെ (എം.ഇ.എസ്) ഭാഗമായി അസ്സെസ്സിംഗ് ബോഡി ആയി പ്രവർത്തിക്കുവാൻ താൽപര്യമുള്ള സ്ഥാപനങ്ങൾ / സംഘടനകളിൽ നിന്നും നിശ്ചിത ഷോറത്തിൽ അപേക്ഷ ക്ഷണിക്കുന്നു. വിശദവിവരങ്ങൾ www.det.kerala.gov.in എന്ന വെബ്സൈറ്റിൽ ലഭ്യമാണ്. അപേക്ഷ ലഭിയ്ക്കേണ്ട അവസാന തീയതി 10-02-2013 വൈകുന്നേരം 4 മണി. കൂടുതൽ വിവരങ്ങൾക്ക് 0471- 2322490, 9447750652 എന്നീ നമ്പരുകളിൽ ബന്ധപ്പെടുക.

വിചാരം

ട്രെയിനിംഗ് ഡയറക്ടർ,
ട്രെയിനിംഗ് ഡയറക്ടറേറ്റ്,
തൈയ്ക്കാട്, തിരുവനന്തപുരം.


ഡയറക്ടർ ഓഫ് ട്രെയിനിംഗ്


SKILL DEVELOPMENT INITIATIVE (SDI) Scheme

(Brief information for organisations interested in becoming Assessing bodies)

SDI scheme is a five year project during which one million persons would be trained or their existing skills tested and certified under Modular Employable Skills (MES) framework.

Ministry of Labour & Employment has developed MES framework for skill development for early school leavers and existing workers, especially in the un-organised sector in close consultation with industry, micro enterprises, State Governments, experts and academia.

A. Salient features of the scheme are:

Courses and Curricula

1. Demand driven short term training courses based on Modular Employable Skills (MES) are decided in consultation with Industry. MES is the 'minimum skills set' which is sufficient for gainful employment. Emphasis in the curricula will also be on soft skills. So far, NCVT has approved 174 courses in 21 sectors (List enclosed).

2. Courses would also be available for persons having completed 5th standard.

Training

3. Central government will facilitate and promote training while industry, private sector and State Governments will train the persons.

4. Optimum utilisation of existing infrastructure to make training cost effective.

5. Flexible delivery mechanism (part time, weekends, full time, onsite/ offsite) to suit needs of various target groups.

6. Different levels of programmes (Foundation level as well as skill upgradation) to meet demands of various target groups.

7. The services of existing or retired faculty or guest faculty to be utilized.

Testing & certification

8. Testing & certification of skills acquired informally.

9. Testing of skills of trainees by independent assessing bodies, which would not be involved in training delivery, to ensure that it is done impartially.

10. The essence of the scheme is in the certification that will be nationally and internationally recognized by both the government agencies and industry/ trade organisations.

11. One million persons would be trained or their existing skills tested and certified, over a period of five years.

Monitoring and Evaluation

12. Apex Committee at national level and State Committees at State level would advise and guide the project implementation. The Apex Committee will be chaired by the Secretary, Labour & Employment, Govt. of India and State Committees will be chaired by concerned Secretary/Principal Secretary to the State Government. These Committees will have representatives of major stakeholders.

13. National Project Management Cell (NPMC) in DGE&T Hqrs and six regional cells in RDATs will be responsible for implementation as well as monitoring of the activities of SDI/ MES Scheme in the country.

14. Each State Government/UT administration will set up SDI cell headed by an Additional/Joint Director in the Directorate to coordinate with VTPs of their State/UT, assessing bodies and RDAT / DGE&T and to support the State Committee in performing the assigned functions. States/UTs will also declare one Govt. ITI as nodal ITI in each district, which will coordinate with VTPs and provide support to the assessing bodies in its region.

B. Testing and Certification System

B.1 Assessing Bodies

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the target of providing training/testing of one million persons through out the country and to avoid monopoly, more than one assessing bodies will be appointed for a sector or an area. These will also assist DGET to develop qualifications and standards for assessment through research and interaction with industry, trainers and academia.

B.1.1 Criteria for Selection of assessing Body

Following parameters will be considered while selecting assessing bodies:

- i. Should be an Industry/Employers' Association or any organisation having expertise in assessment of competencies. Organizations having experience in testing of competencies would be preferred.
- ii. Should not be a training provider under the scheme.
- iii. Should have branches or operations at state/regional/all India level.
- iv. Should be an Income Tax assessee.

Apex Committee can review and revise the criteria.

B.1.2 Terms & Conditions for Assessing Bodies

Assessing bodies will abide by the following terms and conditions:

- i. Assessing Body shall conduct testing in respect of trades / skill areas under Modular Employable Skills (MES) entrusted to it by DGE&T.
- ii. Assessing Body shall draw a list of MES Testing Centres (MESTC) and the list will be sent to RDATs, DGE&T and State Directors for record.
- iii. Assessing Body shall form a panel of assessors of high repute and integrity MES sector wise and location wise.
- iv. Assessing Body shall enter into agreement with the MESTCs and assessors.
- v. Assessing Body shall be responsible for registration of candidates and collection of assessment fee. It may do so directly as well as through its authorised testing centres.
- vi. Assessing Body shall make arrangements for scheduling trade test, including date, time and list of candidates and the location of MESTC under intimation to RDAT/ DGE&T.
- vii. Assessing Body shall inform the candidates two month in advance of the date of trade test regarding the particulars of MESTC, schedule of examination, etc.
- viii. Assessing Body shall inform MESTC well in advance about the courses, candidates list, cost to be reimbursed, etc. towards trade testing.
- ix. Assessing Body shall be responsible for preparation of test question papers based on the assessment criteria / competency as approved by NCVT.
- x. Assessing Body shall prepare assessment guidelines / marking instructions for the guidance of the assessor.
- xi. Assessing Body shall reimburse to the MESTC agreed expenses towards trade testing.
- xii. Assessing Body shall consolidate the result of trade tests and enter all the results on web based software and communicate to respective RDATs/Training Providers.
- xiii. Assessing Body shall bear full expenses towards development of testing standards of the skills assigned to them.
- xiv. Assessing Body shall not enter into any agreement with other organizations for similar work without obtaining prior consent of DGE&T.
- xv. Assessing Body shall make available all its records pertaining to MES scheme to the authorised representatives of DGE&T at any time.
- xvi. Assessing Body shall maintain full and complete records pertaining to registration fee, testing centres / MESTCs etc.

xvii. Assessing Body shall preserve all the records for atleast ten years.

xviii. Assessing Body shall not charge assessment fee more than that prescribed by the DGET. DGE&T reserves the right to review and revise the assessment fee as and when required.

xix. Assessing Body shall open a separate bank account for MES scheme and all receipts in this regard shall be deposited in this account only.

xx. Assessing Body shall be responsible for any claim or dispute arising due to assessment done by it. DGE&T will not be a party to any such dispute.

xxi. DGE&T reserves the right to cancel / alter / modify these terms & conditions at any point of time without giving any notice.

xxii. DGE&T reserves the right to cancel the agreement in case the stipulated terms & conditions are not adhered to by Assessing Body and no claims / damages etc., whatsoever, will be made to Assessing Body on account of this cancellation.

xxiii. In case of any dispute, decision of Ministry of Labour and Employment will be final and binding on assessing body.

B.2 Testing Centres (TCs)

Assessment of the persons will be done in designated Testing Centres four times a year by assessing bodies. Assessing bodies will select testing centres. The State /UT Governments will provide necessary support to the assessing bodies in selecting the Testing Centres. All VTPs and government ITIs affiliated to NCVT should function as TCs. The assessing bodies will provide details of selected TCs along with skill areas in which assessment can be done to the RDAT and respective State Directors. Testing Centres will enter have agreement with the assessing bodies for at least two years.

B.3 Assessment/Testing Fee

The assessment fee will be Rs.300-800 depending on the skill area. The assessment fee for an engineering course (requiring workshop, equipment, raw material in addition to class room training) will be Rs 800/- per trainee per course. The assessment fee for a non-engineering course will be Rs 500/-. The details of such courses with assessment fee are given in Annex-V. Apex Committee can review and revise the assessment fee, if required. The candidate will deposit the assessment fee directly to the assessing bodies or their authorized agencies. It is the responsibility of the assessing bodies to inform the candidates about the date and venue of assessment one month before the date of assessment.

B.4 Reimbursement of Assessment Fee

Initially Rs.300-800/person will be fixed as assessment fee depending upon the skill area to be assessed. The assessment fee will be reimbursed to all the successful persons who have received training from approved VTPs. In respect

of persons who directly come for assessment of their skills, assessment fee will be reimbursed to persons belonging to disadvantaged groups (SC, ST, OBC, persons with disabilities), women and poorer sections of the society who pass the test. Assessing bodies while forwarding the list of successful candidates to RDAT will also furnish the information for reimbursement of assessing fee. RDAT will issue cheques to Assessing bodies for onward reimbursement to successful candidates. The Assessing bodies have to furnish a certificate within fifteen days from the date of receipt of cheque from RDAT that they have reimbursed all the money to the successful candidates.

B.5 Testing and Certification Procedure

The steps involved in testing and certification of competencies of candidates is mentioned below:

- i. Assessing Body (AB) will draw a list of testing centres (TC) and it will provide details of selected TC to the RDAT.
- ii. ABs will empanel assessors – sectorwise and areawise
- iii. AB or its authorised TCs will collect testing fee in the form of Indian Postal Order (IPO)/ Demand draft (DD) and register the candidates on Web based software/ manually. IPO/DD should be drawn in favour of assessing body.
- iv. Assessing Body will process the registration data & dispatch call letter to candidates indicating details about TC, venue, date, etc.
- v. Assessing Body will prepare test (question) papers based on the assessment criteria / competency based standards (Question Bank) approved by NCVT & dispatch to the assessors identified by it.
- vi. Assessing Body will also communicate to the TC the following:
 - a. Details of candidates to appear for test in various MES course (Name of trade/area).
 - b. Details of assessors selected with their contact details.
 - c. Requirement of infrastructure, raw materials, etc.
 - d. Cost to be reimbursed by Assessing Body.
- vii. TC will make necessary arrangements for test as per direction given by Assessing Body.
- viii. Assessing Body will prepare assessment guidelines & marking procedures for the guidance of assessors.
- ix. Tests will be conducted in TCs by the assessors appointed by the AB.
- x. Assessing Body will reimburse cost to TC & to assessors
- xi. Assessor will prepare result within 3 days and send it to the Assessing Body

xii. Assessing Body will consolidate result and will enter the results into Web based software & communicate to the RDAT

xiii. RDAT on behalf of DGET will approve results and send the NCVT certificates to the TC through registered post within 15 days. TC will issue certificate to the individual trainee within 7 days

B.6 Certificate

Successful persons will be awarded certificates issued by National Council for Vocational Training (NCVT). The Assessing Bodies will send the list of successful candidates along with marks statement to respective Regional Directorate of Apprenticeship Training (RDAT) under DGE&T for issue of certificates. RDAT will issue certificates to the Assessing Bodies for dispatching to successful candidates giving the details of competencies possessed by the trainee.

C. List of MES Course Curricula Approved by NCVT (as on 15.09.2007) Khadi Spinning & Weaving

1. Spinning on new model Charkha
2. Advance Spinning (Woolen)
3. Advance Spinning (Cotton & Muslin)
4. Advance Spinning (Silk)
5. Plain Weaving on Frame Loom
6. Advance Weaving (Woolen)
7. Advance Weaving (Silk)
8. Advance Weaving (Cotton/Polyvastra)

Fabrication

9. Basic Welding (Gas)
10. Basic Welding (Arc)
11. Gas Cutting
12. TIG Welding
13. MAG/ CO2 Welding
14. Fabrication Welding
15. Pipe welding (TIG & ARC)

Electronics

16. Basic Electronics (Repair & Maintenance of Power supply, inverters and UPS)
17. Installation & Maintenance of DTH System

18. Digital Videography Editing and Mixing

19. Repair & Maintenance of washing machine and microwave oven

20. Repair & Maintenance of TV Receiver
21. Maintenance & Repair of Electronic Test Equipment
22. Repair & Maintenance of Cellular Phone
23. Repair & Maintenance of Intercom System
24. Installation & Maintenance of Electronic Equipments in Cell Phone towers
25. Repair & Maintenance PA & Audio Systems
26. Repair & Maintenance Photocopier and Fax Machine
27. Operation of clinical Equipment
28. Operation of ECG & ICCU Instruments
29. Maintenance of ECG & ICCU Equipment
30. Operation of X-Ray Machine & Dark room Assistance
31. Maintenance of X-Ray Machine
32. Operation of Physio Therapy Equipment
33. Maintenance of Physio Therapy Equipment

Manufacturing of Indian Sweets, Snacks and Food Sector

34. Attendant-Ethnic Indian Sweets, Snacks & Food
35. AssistantCraftsman-Bengali Sweets
36. Craftsman-Bengali Sweets
37. AssistantCraftsman-Ghee BasedSweets
38. Craftsman-Ghee BasedSweets
39. AssistantCraftsman-Kaju & Dry Fruit BasedSweets
40. Craftsman-Kaju & Dry Fruit BasedSweets
41. AssistantCraftsman-Milk & Khoa Sweets
42. Craftsman-Milk & Khoa Sweets

43. AssistantCraftsman-Namkeens & Savouries

44. Craftsman-Namkeens & Savouries

45. AssistantCraftsman-Indian Snacks

46. Craftsman-Indian Snacks

47. AssistantCraftsman-North Indian Food

48. Craftsman-North Indian Food

49. AssistantCraftsman-South Indian Food

50. Craftsman-South Indian Food

51. AssistantCraftsman-Indian Chinese Food
52. Craftsman-Indian Chinese Food
53. AssistantCraftsman-Continental Food
54. Craftsman-Continental Food
55. AssistantCraftsman-Indian Chat
56. Craftsman-Indian Chat
57. AssistantCraftsman-Retail Counter Indian Chat
58. Craftsman-Retail Counter Indian Chat
59. AssistantCraftsman-Retail Counter Sweets
60. Craftsman-Retail Counter Sweets
61. AssistantCraftsman-Retail Counter Restaurant
62. Craftsman-Retail Counter Restaurant
63. AssistantCraftsman-Indian Desserts
64. Craftsman-Indian Desserts
65. AssistantCraftsman-Indian Syrups & Thandai
66. Craftsman-Indian Syrups & Thandai
67. AssistantCraftsman-South Indian Snacks
68. Craftsman-South Indian Snacks

Process Instrumentation

69. Instrumentation Panel fabrication and installation of pipe line
70. Process instrumentation machinery and equipment mechanic
71. Maintenance of recorders, transmitters and analyzers

Refrigeration & Air-conditioning

72. Basic Refrigeration & Air Conditioning

73. Repair & Maintenance of Refrigerators and Deep Freezers

74. Service & Maintenance of Water Cooler & Bottle Cooler

75. Repair & maintenance of Air Conditioner

76. Repair & maintenance of Car Air-Conditioning Unit

77. Service & Maintenance of Air Conditioning Plant

Automobile

78. Basic Automotive Servicing (4 Wheelers)

79. Basic Automotive Servicing (2-3 wheelers)

80. R&O of 2 wheelers(moped)

81. R&O of 2 wheelers (scooter)
82. R&O of 2 wheelers (motor cycle)
83. R&O of 3 wheelers
84. R&O of engine systems (petrol/diesel)
85. R&O of Chassis system (Light Vehicle)
86. R&O of Chassis system (Heavy Vehicle)
87. R&O of Auto electrical & Electronic system
88. Repairing of Auto Air Conditioning System
89. Wheel Alignment & Balancing
90. Minor Repair of Auto Body
91. Auto Body Painting
92. Diesel Fuel Injection Technician

Chemical

93. Safety & General Awareness in Chemical Industry
94. Process Attendant Chemical Plant
95. Mechanical Operation Attendant in Chemical Plant
96. Maintenance Attendant Chemical Plant
97. Instrument Attendant Chemical Plant
98. Lab Attendant (Chemical Plant)
99. Industrial Chemical Manufacturing Attendant
100. Heat Transfer Equipment Attendant (Chemical Plant)
101. Mass transfer Equipment Operator – I
102. Mass transfer Equipment Operator - II
103. Maintenance of Pumps & Valves (Chemical Plant)

104. Industrial Chemical Manufacturing Assistant

105. Maintenance & Repairs of Pressure, Flow, Temperature and Level Instruments

106. Advance Instrumentation & Control attendant

Garment Making

107. Hand Embroider

108. Machine Embroidery Operator

109. Garment packer

110. Garment Ironer

111. Maintenance of Machines in Garment Sectors

112. Basic Sewing Operator

113. Computerized Embroidery Machine Operator

114. Garment Cutter

115. Garment Checkers

116. Skilled Sewing Operators

117. Special Sewing Machine Operator

118. Tailor Children

119. Tailor Ladies

120. Tailor Gent's

121. Tailor Suits

Production and Manufacturing

122. Turning

123. Advance Turning

124. CNC Turning

125. Milling

126. Advance Milling

127. CNC Milling

128. Surface Grinding

129. Cylindrical Grinding

Plastic Processing

130. Basic Fitting & Measurement

131. Basic Electrical Joints & Fitting

132. Plastic Mould assistant for injection moulding

133. Plastic mould assistant for Compression moulding

134. Plastic mould assistant for Extrusion Moulding

135. Plastic mould assistant for Blow moulding

136. Auto Plastic mould assistant (injection moulding)

137. Auto Plastic mould assistant (compression moulding)

138. Auto Plastic mould assistant (extrusion moulding)

139. Auto Plastic mould assistant (blow moulding)

Printing

- 140. Basic for Printing Sector (Except Book Binding)
- 141. Basic Book Binding
- 142. Offset Machine Operator –Sheet Fed (Single & Multi Colour))
- 143. Offset Machine Operator – (Web Perfector)
- 144. Offset Plate maker
- 145. DTPO
- 146. Screening printing
- 147. Book Binder
- 148. Advanced/ Supervisory (Except Book Binding)
- 149. Advanced/ Supervisory (Book Binding)

Electrical

- 150. Basic Electrical Training
- 151. Repair of Home Appliance
- 152. House Wiring
- 153. Electronic Choke & CFL Assembling
- 154. Transformer Winding
- 155. Armature Winding
- 156. Rewinding of AC/DC Motors
- 157. Repair of Electrical Power Tools
- 158. Maintenance of Batteries

Beauty Culture & Hair Dressing

- 159. Basics of Beauty and Hair Dressing
- 160. Massage Therapist
- 161. Make up Artist

162. Facial Therapist

163. Hair stylist

164. Hair Colourist

165. Hair cutting Specialist

166. Beauty Therapist

167. Hair Therapist

Carpet

168. Hand knotted Woolen Carpet Manufacturing

- 169. Tibetan Carpet Manufacturing
- 170. Flat woven Dhurrie Manufacturing
- 171. Hand Spinning of Woolen Carpet Yarn
- 172. Hand Spinning of Cotton Carpet Yarn
- 173. Hand tufted Carpet Manufacturing
- 174. Broadloom Carpet Manufacturing
- 175. Carpet Yarn Dyeing
- 176. Carpet Finishing – I
- 177. Manufacture of fabric related to Carpet
- 178. Entrepreneurship & Export Management
- 179. Hand knotted Silk Carpet Manufacturing
- 180. Natural Fibers for Carpets
- 181. Spinning of Woolen Carpet yarn
- 182. Spinning of Cotton Carpet yarn
- 183. Carpet Backing
- 184. Carpet yarn dyeing with Natural Dyes
- 185. Carpet Finishing - II
- 186. Designing of fabric related to Carpet
- 187. Modern Carpet Yarn Manufacturing
- Toy Making (Soft Toy)**
- 188. Pattern & Mould Maker
- 189. Cutter & Fixer of Toys Parts
- 190. General Sewing m/c Operator
- 191. Willower & Stuffer

192. Finisher & Painter

193. Packer

194. Special Sewing m/c Operator

Medical and Nursing

195. Bedside Assistant

Gem and Jewellery

196. Gem Cutting Assistant

Information and Communication Technology

197. Computer Fundamentals, MS-Office, Internet & Soft Skills

198. Desk Top Publishing

199. Telecom Sales

200. Hardware Assembling, Trouble shooting & Basic Networking

201. Domestic BPO

202. Internet Kiosk Operators & Entrepreneurship Skills

203. Web Designing with HTML & DHTML

204. Tally

Retail

205. Sales Person (Retail)

206. Senior Sales Person (Retail)

Hospitality

207. Hospitality Assistant

208. Household Assistant (General)

209. Household Assistant (Kitchen and Service)

Banking and Accounting

210. Accounting

Application Letter

From

Date: _____

Sir,

Subject: Application for Empanelment of Assessing Body under the Skill Development Initiative Scheme

We, the undersigned, hereby apply for Empanelment of Assessing Body under the Skill Development Initiative Scheme. We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document produced by us.

We also understand that DGE&T/ RDAT or Any other representative of DGE&T shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us.

During such investigation or at any subsequent stage, DGE&T may refuse to issue the letter of registration or if already issued may cancel the same and we shall stand debarred for applying as Assessing Body under the SDIS.

Signature of Authorised Person

Name & Designation:

Phone No.:

E-mail:

1. Contact Details		
Name of the Organization		
Contact Details	Address:	
	City:	
	District:	
	State:	
	Pin Code:	
	Telephone:	
	Mobile:	
	Fax:	
	Email:	
Website:		
Name of the Head of the Organization		
Name of the Authorized Contact Person		
Contact Details of the Authorized Contact Person		
Contact Details of the Authorised Contact Person	Address:	
	City:	
	District:	
	State:	
	Pin Code:	
	Telephone:	
	Mobile:	
	Fax:	
	Email:	
Website:		
2. Preliminary Data		
a.	Whether applying for Registration for the	First Time <input type="radio"/> Second Time <input type="radio"/> Third Time <input type="radio"/>
b.	If re-applying, please specify the last date/s of application and reasons of not being selected	
c.	Date of Registration / Incorporation (dd/mm/yyyy)	

d.	Whether applicant is Industry/Employers' Association or any organization having expertise in assessment of competencies? <i>Please specify</i>	
e.	Whether applicant has experts of repute and integrity in different industrial trades and technology? <i>Please specify</i>	
f.	Whether applicant is an income tax assessee? <i>Please provide Permanent Income Tax Account Number and Attach copy of the PAN Card and Latest Income Tax Return Certificate</i>	

3. Financial Performance Summary For Last Five Years

(To be filled in by those organizations which are maintaining the audited accounts of statements)

In Indian Rupees	FY - 1	FY - 2	FY - 3	FY - 4	FY - 5
Turnover					
Profit after Tax					
Net Worth					

4. Technical Proposal for Assessment under SDIS:

- Objectives of the Organisation
- Type of Organization, Background of the organization with reference to its experience and expertise in the field of training of workforce, testing & certification of; its legal standing with respect to its registration; details of its promoters including their background
- Total no. of employees / members
- Number of branches/offices and locations
- Nature of major activities performed during last 3 years
- Methodology of Assessment
- Policy with regards to recruitment, retention and development of Assessors
- Industry tie-ups / Collaboration with Employer Organizations/ Industry for post-assessment support in the form of generating employment (wage employment/ self employment / any other)
- Any other relevant information

Please attach a write-up covering all the above mentioned points. The Information provided herein should be adequately supported by relevant documents.

5. Details of application fee		
Demand Draft Number		
In favour of	'Pay and Accounts Officer, DGE&T'	
Date		
Payable at	New Delhi	
Bank		
Amount	₹ One Thousand Only (₹ 1,000.00)	
6. Details of the MES Sectors/Courses for which Assessing Body proposes to conduct the Assessment		
Name of the Sector	MES Course Code	Name of the Courses
For Official Use (To be filled in by the authorise officer of DGE&T)		
Decision of the Apex Committee		
Approved <input type="radio"/> Not Approved <input type="radio"/>		
Date of Approval (If approved): _____		
Registration No. : _____		
Details of the MES Sectors/Courses for which approval granted for doing Assessment		
Name of the Sector	MES Course Code	Name of the Courses
Any other comments : _____		

Signature of Authorised Officer		
Name & Designation :		
Official Stamp:		
Phone No.:		
e-mail:		