

# Hydrocarbon Sector Skill Council

## Protocol for Assessment Agencies

Hydrocarbon Sector Skill Council (HSSC) has been setup as per the guidelines of National Skill Development Corporation (NSDC), with the main objective of skill development and training need of the manpower in Oil & Gas sector.

### **Vision:**

Hydrocarbon Sector Skill Council (HSSC), a world class skill council meeting diverse skill requirement of the Hydrocarbon Industry and enhancing employability and opportunities, locally and globally.

### **Mission**

- a. Creating a pool of skilled manpower for Hydrocarbon Industry
- b. Benchmarking new skills and up-skilling National Occupational Standards (NOS)
- c. Promoting Inclusive growth through economic and social equity
- d. Reaping '*Demographic Dividend*'
- e. Improve Productivity and sector competitiveness

### **Key Objectives of the HSSC**

The primary objective of HSSC is to execute skill development activities in Indian Hydrocarbon Sector and meeting the entire value chain's requirement of appropriately trained manpower in quantity and quality on a sustained and evolving basis. The key objectives are:

- To initiate, carry out, execute, implement, aid and assist activities towards skill development in the Indian Hydrocarbon Sector and meeting the entire value chain's requirement of appropriately trained manpower in quantity and quality on a sustained and evolving basis.
- Develop a skill development plan for the sector
- Identify skill development need of the sector, review international trends and identify sector Skill Gap and technology
- Develop National Occupational Standard (NOS's) for the job roles of covering the entire sector/sub-sector
- Identification and enlistment of Training Providers as outlined by NSDC
- Affiliation and accreditation process for assessment agencies
- Create a pool of skill manpower and creating benchmark for new skills and up-skilling
- Setting up a robust and stringent certification and accreditation process
- Plan and execute Training of Trainer's (ToT)

Establish a well-structured sector specific Labour Market Information System (LMIS) to assist planning and delivery of training

**Assessment Agency (AA) should be:**

- a. A legal entity, registered in India (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)
- b. Shall have financial resources necessary for the operation of skills assessment system and to cover associated liabilities. Please furnish details of last three years Balance Sheet
- c. Shall have appropriate methods to monitor and measure the performance of its assessment framework implementation across all its branches and subsidiaries

**Conflict of Interest**

- a. **Training Provider** cannot ordinarily be appointed as an Assessment Agency
- b. **No sub-contracting** or franchising would be permissible for AAs

**Qualification Criteria:**

Assessing Agency (AA): For the purpose of qualifying the assessing agencies for affiliation with HSSC, they should satisfy the following:

1. Experience in conducting assessment of trainees in Skill ecosystem (minimum 3 years) or (as on date of application)
2. Average annual turn-over of at least 5 Crore.
3. Accredited/ empanelled with DGET for assessment of MES Programs and must be empanelled with at least 3 Sector Skill Councils
4. Need to declare their other income sources as well as organizational structure along with the background & other engagements of management/ partners/ Governing members.
5. Should have offices in the State/Region where it is applying to be the SSC Accredited Assessment Agency.
6. In case SSC accreditation on pan-India basis, it should have offices in all the zones (North, East, West and South)
7. Should have at least 10 assessors (for each Zone), with requisite qualification and experience as set by the SSC. The Assessment Agency must submit the list of such Assessors within 30 days of getting provisional approval letter.
8. Should be able to carry-out the entire assessment process independently along with their empanelled assessors and are not in any circumstances allowed to outsource it to any third party.
9. In addition to having Assessors, the agency should have at least 10 employees for independent handling of assessment.
10. Should have stringent quality assurance & operating strategy in place for empanelment of assessors; development of assessment tools; handling of assessment process at all assessment phases (pre, during and post assessment). These need to be documented and submitted to SSC along with application form.
11. Should not have been blacklisted by any funding agency/SSC/NSDC/DGET.

### **General Guidelines:**

- This protocol has been developed to evaluate assessing agencies for the purpose of assessing trainees and trainers for knowledge and skills related to job roles in Hydrocarbon Sector.
- The assessment of the trainees is to be conducted to comply with the knowledge, skill and performance criteria defined in National Occupational Standards (NOS).
- Assessment Agency shall ensure that assessments of personnel are carried out in a professional and unbiased manner so that the assessing scheme achieves its objective of mutual acceptance and global exchange of personnel.
- All information provided by the applicants can be verified at any stage during or after the assessment process.
- Should ensure that the process of Assessment/Trade test has been Independent and impartial in relation to its applicants, candidates and certified persons including their employers and their customers and implement all the possible steps to assure ethical operations.
- The assessing agency shall have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.
- The assessing agency shall have effective assessment guidelines and making procedures for guidance of assessors.
- The assessing agency shall have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined. Involvement of subject matter experts for developing question banks is required.
- The assessing agency should have well defined process for enrolling/empanelling assessors.
- The assessing agency should have on-roll/empanelled assessors with expertise in Hydrocarbon Sector or should be able to empanel such assessors.
- Assessment agency should have well defined assessment tools and technique.
- Assessment shall be fair, valid and reliable.
- Assessment of trainees can be before and during the training or/and at the end of the training, as decided by Hydrocarbon Sector Skill Council for specific job roles.
- Define assessment methodology, which shall be a healthy mix of theory and practical's/hands-on assessment.
- Make arrangements for scheduling particular assessment, including date, time and list of candidates and the location under intimation to Hydrocarbon Sector Skill Council and Training Provider.
- Assessment Agency should ensure the following:
  1. Assessment of Trainees assigned for assessment

2. Evidence of Assessment process including digitization, video filming and other activities.
  3. Sound, robust and reliable system truly reflecting the learning and capacity of Assesses.
- Evaluate entire systems and procedures used for necessary assessments of candidates. Assessment shall be fair, valid and reliable.
  - Assessment agency must ensure that a Certified Assessor is made available on the proposed date of assessment. In case of a lack of assessor on the particular date, the same must be communicated to the Training Partner, through the affiliated SSC, at least 2 weeks prior to the proposed date, and an alternate date must be finalized through mutual consent. This change of date should be reflected on SDMS.
  - It is the responsibility of the assessment agency to enquire from Hydrocarbon Sector Skill Council on the language that the trainees of the batch are to be assessed in. Care must be taken to translate the question paper into the same language and communicate verbally accordingly.
  - In case the assessment is conducted online or through a digital system, efforts must be made available to have the language preferences given by the trainees of the batch to be assessed.
  - Assessment Agency has to assign the batch to an Assessor within 5 days of the batch being assigned to them.
  - The assessment agency shall make available all related records pertaining to Hydrocarbon Sector Skill Council's (HSSC) skill development scheme only to authorized representative of HSSC at any time.
  - Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. Due diligence is to be ensured by assessing agencies while empanelling the assessors. Hydrocarbon Sector Skill Council shall be involved in the following processes:
    1. Short-listing of assessors from the existing pool of assessors with assessing agency. Short-listing will be for specific job roles.
    2. Empanelling the fresh assessor.

**Eligibility criteria for assessors:**

Education: Minimum Diploma

Experience: **Diploma:** Minimum 7 years of working experience with at least 5 years relevant to the industry/sub-sector.

**Graduate & Above:** Minimum 5 years with at least 3 year relevant to the job role.

- The assessing agency shall confirm from the training provider that all necessary arrangements for test as per direction given by assessing agency are in place prior to going ahead with the assessments.
- The assessing agency shall ensure that assessors prepare results within stipulated time and send it to the Assessing Agency.

- The Assessing Agency shall consolidate the results and make necessary entry and communication of the result as per terms laid down by Hydrocarbon Sector Skill Council.
- Assessors must undergo necessary induction / orientation and certification under TOA programme through HSSC
- On the successful orientation/TOA, assessors will be affiliated with HSSC for specific job roles and NSQF level.

**Affiliation Process:**

**Stage 1:** Application & Desktop Evaluation

**Stage 2:** Field Visit and Evaluation Stage

**Stage 3:** Affiliation Process for AAs

The Hydrocarbon Sector Skill Council (HSSC) shall take the final decision on affiliation of Assessment Agencies.

## **Affiliation Process for AAs – Stage 1**

### **I. Application & Desktop Evaluation**

- a) Prospective AA will submit the application in prescribed formats along with the payable application fee.
- b) SSC will carry out Desktop Evaluation of the prospective AA. It may invite them for deliberation and clarity, if necessary.
- c) SSC reserves the right to select/reject the AA on merit. However, in case of rejection same must be communicated to the applicant in writing.
- d) Decision of SSC in this regard would be final and grievances should be addressed to the Affiliation Committee (team constituted by Board / Governing Council of SSC)

## **Affiliation Process for AAs – Stage 2**

### **II. Field Visit and Final Evaluation Stage**

- a) The SSC team will visit the prospective AA, meet their key staff and carry out verification of records and processes. The SSC team must visit at least two of the existing top 3 customers of the prospective AA and get their feedback in writing.
- b) The composition of the team will be two members from SSC and one Board / GC member or industry expert.
- c) Team will submit its Assessment Report for consideration to Affiliation Committee.
- d) The valuation of the AAs would be carried out under the Evaluation Framework suggested by NSDC.
- e) Minimum 60% score would be mandatory for affiliation. Those scoring between 40 to 59% could be given an opportunity for further improvement of score within 3 months based on which affiliation or rejection would happen.

### **III. Evaluation Matrix for AAs**

S No.	Parameter	Max Points	Criteria	Weightage Points		
				More than 10 Years	5 to 10 Years	Upto 5 Years
I	Overall Experience	15	Number of Years in assessment	15	10	7
				More than 10 Years	5 to 10 Years	Upto 5 Years
II	Experience in sector	10	Number of Years in assessment	10	8	6
				More than 5 Years	3 to 5 Years	Upto 3 Years
III	Candidates Assessed	10	In last 3 years	10	7	5
				More than 25,000	10,000 to 25,000	Upto 10,000

S No.	Parameter	Max Points	Criteria	Weightage Points		
IV	Assessment Methodology	10	Will be determined by evaluation committee	Subjective score based on rigour and innovation of approach and methodology		
V	Affiliation with Govt. Organization (Gol or State Skill Missions)	10	Affiliated with minimum 1 organization	More than 5 Organisations	3 to 5 Organisations	01-02-2018 Organisation(s)
				10	7	5
VI	Geographic Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
VII	Affiliated with other SSC	5	Minimum affiliation with 3 SSC's	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2
VIII	Mode of assessment – Tablets/Pen and Paper	20	Assessment Modalities and Geo tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
IX	Monitoring Mechanism of assessments	10	Continuous Monitoring of the Assessment	Real time Online Video-Audio Monitoring & Recording	Standalone Video-Audio Records	Visits by Proctors
				10	5	3
X	Number of Subject Matter Experts on company's payroll	20	Based on evaluation of CVs	More than 5 Experts	3 to 5 Experts	Upto 2 Experts
				20	12	8
XI	Number of Assessors on payroll	10	No. of Assessors	More than 25 Assessors	10 to 25 Assessors	Upto 9 Assessors
				10	7	5
XII	Number of full-time employees	10	No. of full-time employee	More than 25 Employees	11 to 25 Employees	Upto 10 Employees
				10	7	3
XIII	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	Upto 3 Years

S No.	Parameter	Max Points	Criteria	Weightage Points		
				10	7	5
	<b>Grand Total</b>	<b>150</b>				

**Note: The above matrix would be evaluated by a HSSC committee nominated for the above purpose.**

### Evaluation Scorecard for Assessing Agencies

Grade	Score	Action to be Taken for Prospective AA	Action to be Taken for Existing AA
<b>A</b>	60% to 100%	To affiliate	To continue in business for 1 year.
<b>B</b>	40% to 59%	To reject but could be given an opportunity for further improvement of score within 3 months to Grade 'A' based on which affiliation could happen	To be suspended with a 3 month notice to improve further to Grade 'A', else face termination with eligibility to apply in the next RFP process for AA affiliation
<b>C</b>	Less than 40%	To reject with eligibility to apply in the next RFP process for AA affiliation after 1 year	To terminate from business for 1 year with eligibility to apply in the next RFP process for AA affiliation (post completion of 1-year termination period)

### Affiliation Process for AAs – Stage 3

#### I. Affiliation & Orientation

- a) All eligible AAs will be formally intimated by SSC after receiving the prescribed Affiliation Fee.
- b) The Affiliation will be valid for one year, after which the AA will apply for renewal based on fresh evaluation against Evaluation Matrix



## J. Affiliation fee Structure

### Registration and Approval Fees to be charged by HSSCs from Assessment Agencies

S No	Cost Head	Cost (Rs)
(a)	Application Fees: one time non-refundable (to be paid during Stage 1 of Affiliation Process)	10,000
(b)	First Time Affiliation Fee valid for 1 year (to be paid during Stage 3 of Affiliation Process)	50,000
(c)	Annual Affiliation Renewal Fee	25,000

## Application form for Assessing Agency

### Agency details:

S No	Particular/ Details	Remark
1	Name of the Assessing Agency:	
2	Address	
3	Tel:	
4	Mob	
5	Nodal Point of Contact	
6	Organization Structure with total number of employees ( <i>Attach details</i> )	

### Annexure-1:

Form No	Detail
Form 1	Self-Declaration by the Assessment Agency
Form 2	Number of years of existence
Form 3	Financial Standing – Annual Turnover
Form 4	Details of candidates Assessed
Form 5	List of States for empanelment
	Certification

### Annexure-2:

S No	Detail
1	Service Level Agreement

## Annexure-1

### Form 1 - Self-Declaration by the Assessment Agency

(To be filled by the Administrator of the AA in his own hand)

S No.	Current Business Status	Commitment (delete not applicable)	If Yes, please furnish full details	Remarks
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Are you a registered legal entity in India?	YES / NO		
4	Have you ever been rejected for affiliation by any SSC?	YES / NO		
5	Do you have any linkages with any other organisation in the assessment domain?	YES / NO		
6	Have you ever been engaged in assessment operations in past or present with a different entity?	YES / NO		
7	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	YES / NO		Please attach last 3 years balance sheet.
8	Do you have a Web Site of your own?	YES / NO		
9	Do you have Assessors affiliated to your AA?	YES / NO	On payroll_____ On Long Term Contract_____	Please give total numbers
10	How many of your Assessors are undertaking multiple sector assessments?	YES / NO	On payroll_____ On Long Term Contract_____	Please give total numbers
11	If granted affiliation, do you have the capability to undertake On-line assessment with immediate effect?	YES / NO		If yes, please give the details of the availability of software and hardware to undertake the assignment.
12	Do you have the capability to develop question bank for On-line assessment?	YES / NO		If yes, please give the details of available subject experts with the agency.

S No.	Current Business Status	Commitment (delete not applicable)	If Yes, please furnish full details	Remarks
13	Are you affiliated with DGET & State sponsored schemes?	YES / NO		
14	Are you affiliated with any other SSCs/other recognized Agencies having capacity to carry out assessments for the job roles applicable to the SSC?	YES / NO		
15	Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	YES / NO		
16	Have you ever been banned /suspended for the services offered by you?	YES / NO		

I, \_\_\_\_\_ (name),  
 S/o \_\_\_\_\_ r/o \_\_\_\_\_  
 \_\_\_\_\_, Mobile \_\_\_\_\_

No \_\_\_\_\_, do hereby declare that I have furnished the above details to the best of my ability and knowledge and I fully understand that any incorrect information will render my agency disqualified for affiliation. If granted affiliation, I do also agree to meet the other operational conditions as laid down by the SSC for the conduct of assessment.

Date: \_\_\_\_\_

Place (Authorised Signatory) \_\_\_\_\_

**Form: 2 Number of years of existence**

Legal Constitution of Applicant (Registered Public Limited/ Private Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm)	
Type of the Bidding Entity	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide details of first assessment conducted to ascertain the number of years of experience in specific sectors.

**Form: 3 Financial Standing – Annual Turnover**

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 3 financial years.

Financial Year ending	Turnover from Assessment activities (Rs. Lakh)
31st March	
2015-16	
2016-17	
2017-18	

Name of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date:

Note: Please provide certified copies of audited financial statements of the firm for the immediately preceding two financial years. In the event the Financial Statements for the year 2014-15 are unaudited, provisional financial statements duly certified by Chartered Accountant/audit firm may be submitted.

**Form: 4 Details of candidates Assessed**

Details of the assessments completed in last 3 years by the Applicant. The Applicant should have assessed minimum 10,000 candidates in total and at least 1000 in the SSC specific Sector for which affiliation is sought. Information to be furnished in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or recognized by any state or central government

S. No	Project	FY	Location of Project (State)	Project Details	Details of Supporting Proof Provided with Page number

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

**Form: 5 List of States for empanelment**

This form shall contain the information of states where the applicant is applying for getting empanelled. The previous operations in the states shall be present here with sufficient proof.

<b>S.No</b>	<b>State Name</b>	<b>Number of assessors based on in this state and are engaged by the Applicant</b>	<b>Number of centres/ office/ operations in the state</b>

For and on behalf of:

(Company Seal)

Signature: Name:

Designation:

(Authorised Representative and Signatory)



## **CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, the details provided in the form have correctly described me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to the cancellation of my qualification as a certified assessor, if engaged.

Signature of Assessor:

Date:

References: 1.

2.

**Annexure-B**

**SERVICE LEVEL AGREEMENT**

**On Non-Judicial Stamp of Rs 100/-**

This forms and constitutes the “Service Level Agreement” dated \_\_\_\_ \_\_\_\_, 2018 at New Delhi between Hydrocarbon Sector Skill Council and Aspiring Minds Assessments Pvt Ltd.

**Hydrocarbon Sector Skills Council (HSSC)**, a society registered under The Societies Registration act 1860 having its registered office at 301, 3<sup>rd</sup> Floor, World Trade Centre, Babar Road New Delhi – 110001 and is represented herein by \_\_\_\_\_ (here in after referred as “HSSC” or “Client”, which expression shall unless excluded by or repugnant to the context be deemed to mean and include his successor in office or assigns) of the First Part.

AND

\_\_\_\_\_(name of Assessment Agency) a company incorporated in India under the Companies Act,1956/Societies Registration Act 1860 having its registered office at \_\_\_\_\_ (hereinafter referred to as “Assessment Agency /AA” which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assigns) acting through its duly authorised representative **Mr.**

\_\_\_\_\_  
(name of the Founder/CEO/MD/Director/Authorized Person), the Managing Director/Chief Executive Officer of \_\_\_\_\_.

**NOW THIS SERVICE LEVEL AGREEMENT WITNESSES AND IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

**1. Role of Hydrocarbon Sector Skill Council (HSSC)**

- 1.1. HSSC will be authorized and responsible for the management decision relating to the Assessment services, the use or implementation of the output of the Assessment services and for determining whether the services are appropriate for HSSC’s purpose.
- 1.2. HSSC will allocate the training batches for the assessment to the assessment agency.
- 1.3. HSSC will carry out periodic audit and quality check of the assessment agency’s working, processes and assessments.
- 1.4. HSSC will approve the question bank prepared by Assessment Agency after getting satisfied that the question bank is in alignment of the QP/NOS of each Job Role.

**2. Role of Assessment Agency (AA)**

- 2.1 Assessment Agency shall form a roll/panel of assessors of high repute and integrity, state wise and forward their details (name, address, id proof contact number, qualification and experience) to HSSC for approval. The assessment can be carried out by the HSSC approved or certified assessor.
- 2.2 Assessment Agency will develop the question bank / tools as per job role requirements as defined by HSSC from time to time for competence assessment of trainees, aligned

with Qualification Packs (QPs) and National Occupational Standards (NOSs), or Course Curriculum and get it approved by HSSC.

- 2.3 Assessment Agency will confirm acceptance of the training batch or otherwise of HSSC request on assessment within five working days of receipt of information from HSSC.
- 2.4 Assessment Agency will carry out the assessment on agreed date and time.
- 2.5 Ensure that HSSC approve or certified assessor are sent to training location/sites within the specified date and time.
- 2.6 Assessment Agency will ensure that all assessments conform to assessment guidelines and that these are undertaken as per pre-defined format and in accordance with each of the performance criteria outline in respective Qualification Pack.
- 2.7 Assessment Agency will ensure that the details of assessments are captured on the Information system as per the requirement of HSSC and provide the results of the assessment along with the original assessment sheet (physically and electronically) to HSSC within 48 hours of the assessment.
- 2.8 Assessment Agency will maintain records of assessment properly documented, collated and filed as per government guidelines for a minimum of 10 years.
- 2.9 Assessment Agency will support any on-site audit or regular audit by HSSC or HSSC nominated agencies.
- 2.10 Assessment Agency will discuss with HSSC for the Tools used by the training center to align the Assessment work.
- 2.11 Assessment Agency shall provide weekly and monthly analysis report as per requirement of HSSC
- 2.12 Assessment Agency will ensure that photographic/video evidence is collected for each assessment. The following are mandatory
- 2.13 Group Photo of the nominated assessor with complete batch with the backdrop of the training institution
- 2.14 Photograph of the trainees taking the theory and practical assessment
- 2.15 Photograph of the assessor while carrying out the practical assessment
- 2.16 Assessment Agency will verify identity of all candidates so as to ensure that candidates do not undertake assessment by proxy
- 2.17 Assessment Agency will provide result of the assessment along with the assessment evidence within 5 days of assessment.
- 2.18 Assessment Agency will perform assessment as per the guidelines issued by HSSC.
- 2.19 Assessment Agency will continuously work towards strengthening the final assessment.

### **3. Liability**

- 3.1 The Assessment Agency is liable to store the assessment result of the assessment conducted by them for the time period of 10 years or for such a period as may be required under any government schemes.
- 3.2 The Assessment Agency would be liable to conduct the correct assessment and will maintain checks and balance to monitor assessment by the assessor

3.3 The Assessment Agency would be liable for the conduct of its Assessors.

#### **4. Validity of the Agreement**

4.1 The validity of this Service Level Agreement will be one year from the date of the signing of the agreement

4.2 The renewal of the agreement will be subject to mutual agreement.

#### **5. Termination**

5.1 This Agreement shall terminate on the completion of the services or one year whichever is earlier. Either of the Parties may terminate it, or any particular services, earlier upon thirty days prior written notice to the other.

5.2 HSSC reserves the right to terminate the contract on account of deficiency in services or quality of the work prescribed herein, if the assessment agency fails to cure such deficiency of services or quality of the work to the satisfaction of HSSC within 30 days' time period of the receipt of notice from HSSC.

#### **6. Commercial Terms & Conditions**

6.1 The Assessment Agency will perform services as per the scope of work set out in **Annexure**, schedule and terms of reference and time frame.

6.2 Assessment Agency will raise the monthly bill along with batch details and attendance records for the HSSC approved batches as per the terms of payment set out in **Annexure**

6.3 HSSC reserve the right to decide on the annual affiliation fee to be charged from Assessment Agency at the time of renewal of this agreement.

6.4 Assessment Agency will regularly update the progress report as per required MIS format of HSSC.

#### **7. Obligation of Confidentiality**

In performing consulting services under this Agreement, Assessment Agency may be exposed to and may be required to use certain "Confidential Information" of HSSC. Assessment Agency agrees that it or its employees, agents, or representatives will not use, directly or indirectly, such Confidential Information for the benefit of any person, entity, or organization other than HSSC, or disclose such Confidential Information without the written authorization of HSSC, either during or after the term of this Agreement.

#### **8. Property of the HSSC**

Assessment Agency agrees that all plans, manuals, and materials developed by it for or on behalf of HSSC in connection with services rendered under this Agreement, are and shall remain the exclusive property of HSSC. Promptly upon the expiration or termination of this Agreement, or upon the request of HSSC, Assessment Agency shall return to HSSC all documents and tangible items, provided to Assessment Agency or created by Assessment Agency for use in connection with services to be rendered hereunder, including, without limitation, all Confidential Information, together with all copies and abstracts thereof.

#### **9. Conflict of Interest and Non-Solicitation**

Assessment Agency covenants and agrees not to consult or provide any services in any manner or capacity to a direct competitor of HSSC during the duration of this Agreement. A direct competitor of HSSC for purposes of this Agreement will mean any individual, partnership, corporation, and/or other business entity that engages or is engaged in the Skill Development in Hydrocarbon Sector in India.

## **10. Governing Law and Dispute Resolution**

In the event of any dispute of difference arising between the parties out of the terms and conditions of this agreement or in relation thereto:

- I. The Parties shall attempt to amicably settle all disputes arising out of this Agreement and the obligations hereunder. Either Party may give written notice of a dispute to the other Party which in the first instance shall be referred to the designated officials of HSSC and Assessment Agency for mutual discussions and negotiations.
- II. If no settlement can be reached through mutual discussions and negotiations within [15 days] of either party's delivering a notice of the dispute to the other Party, then such matter shall be finally settled by arbitration in accordance with the provisions of Arbitration & Conciliation Act, 1996 or any other statutory amendments or modifications thereof ("Arbitration Act"). If both the parties cannot agree on a common arbitrator within 30 (Thirty) days of receiving the notice for arbitration by either party from the other party, then either party can approach the Court, and seek appointment of a Arbitrator. With respect to such arbitration, the following provisions shall apply:
  - a. The arbitration proceedings shall be conducted in English;
  - b. The place of arbitration shall be [Delhi];
  - c. In respect of matters where a reference to the courts is permitted by the Arbitration Act, the courts at [Delhi] shall have exclusive jurisdiction;
  - d. The costs of arbitration shall be borne as determined in the arbitration award; and
  - e. The decision of the arbitrator(s) shall be final and binding on the Parties.

All the above terms & conditions have been read understood by the parties.

IN WITNESS WHEREOF the Parties hereto have hereunto set their respective hands the day and the year first hereinabove written in presence of witnesses.

Hydrocarbon Sector Skill Council

(Aspiring Minds Assessments Pvt Ltd).

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name:

Name:

Title:

Title:

Date:  
Witness:  
Name:  
Address:

Date:  
Witness:  
Name:  
Address:

## **Scope of the Work**

Assessment Agency to conduct the assessment for Technical and Non - Technical Job roles of various Trades/sectors in line with assessment and certification Guidelines defined by HSSC.

- Consistently conduct effective, fair and quality-assured assessments PAN India to gain recognition, credibility and value where employers are assured that candidate certified have been assessed against the outcomes described in the Qualification Pack (QP).
- Availability of adequate infrastructure and automation to conduct technology based assessments with auditable trails.
- Adequate pool of competent assessors/industry experts certified or approved by HSSC
- Internally monitoring assessments conducted by sampling candidate evidence of competence required for specific job role, to ensure continuous improvements.
- Maintaining quality of assessment and verification documentation for 10 years for future reference/audit purpose
- Continuous training/certifications, knowledge/skill enhancement for team/ Subject matter experts.
- Consistent upgradation and augmentation of assessment tools to meet diverse audience profiles and assessment needs
- Ability to create and enrich relevant Question Bank aligned with National Occupation standards (NOS).
- Responsible for the construction, development of tests, administration, scoring and analysis of the assessment batches
- Ensure accuracy and timely result upload/declaration of assessments conducted.
- Reporting any malpractices observed with supporting evidence.  
Undertake innovative practices, informed by research and/or development in technology – evidence-based research & development