

# Food Industry Council for Skills and Innovation (FICSI)

## Expression of Interest (EOI) for Empanelment of Assessment Agency (AA) as per NCVET Guidelines with Food Processing SSC

EOI Release date 07-07-2026 (Applications are open only to AAs allocated the Food sector by NCVET)

Last date for any Questions by AA to FICSI	10-07-2026
Last date for submission of Application	13-07-2026
Presentation by Shortlisted AA to Panel for Final selection*	16 <sup>th</sup> & 17 <sup>th</sup> July 2026
Result declaration on FICSI Website	21-07-2026
Agreement signing**	30 <sup>th</sup> to 31 <sup>st</sup> July 2026
Processing Fee (DD/Cheque/NEFT)- Bank details at Page 19 (Non-refundable)	Rs. 10,000 + 18% GST
<i>*Date as per availability of all members in the panel</i>	
<i>**Empanelment will be subject to NCVET/MSDE/SSC Guidelines</i>	
<i># If any AA is not selected as an AA, they may work with us as a Monitoring Agency, subject to their willingness.</i>	

Email id for sending application: [anshuman@ficsi.in](mailto:anshuman@ficsi.in), [accounts@ficsi.in](mailto:accounts@ficsi.in)  
Details of the Person for clarification of queries: Mr. Anshuman Sharma  
Email Id: [anshuman@ficsi.in](mailto:anshuman@ficsi.in)  
Contact No.1 +91-8802282760  
Contact No. 2 [+91-9711260230](tel:+91-9711260230)/ [+91-9711260240](tel:+91-9711260240)

## General Instructions

1. The duly filled pre-screening application form must be furnished by the interested Assessment Agencies through email. An Assessment Agency can send the filled-in form complete in all respects to the following email id: [anshuman@ficsi.in](mailto:anshuman@ficsi.in).
2. Application Form is provided in the annexure. Any modification done in the form would result in rejection of the application. Filled-in Forms, complete in all respects, in the provided format and mailed at IDs as above with the indicated subject and sending the hard copy to the FICSI office will only be accepted.
3. Copy of Application Form could be downloaded from the website of FICSI. FICSI reserves the right to effect revision/s in the form. Changes, if there are any, will be notified on its website ([www.ficsi.in](http://www.ficsi.in)).
4. All the columns should be filled in. If any column is not considered relevant, then kindly write NOT APPLICABLE.
5. FICSI reserves the right to withdraw/ modify this process, and/ or cancel any application at any stage.
6. Kindly note that FICSI reserves the right to periodically audit the overall assessment process, documentation, and any other work that the assessment agency has been assigned by FICSI

## **Introduction**

1. Assessment is one of the most critical activities of the skills value chain. The National Skills Policy 2009 mandates NSDC to set up Sector Skills Councils with Affiliation, accreditation, examination, and certification as one of the key functions amongst other responsibilities.
2. The National Skills Policy 2009 further specifies “Quality Assured Assessment of Learners for ensuring that assessment is based on National Occupational standards (competencies) and uses valid and reliable assessment methods”; The Union Government of India has mandated Sector Skill Councils (SSCs) besides other charter, “Participation in Affiliation, Accreditation, Examination and Certification.”
3. Assessment of trainees under various skilling programs and their certification is therefore one of the key responsibilities of FICSI.
4. A strong and stringent assessment framework will help establish credibility of the organization. Hence is it important to design the protocol and a framework within which all Assessments need to be and will be done.
5. The Assessments will be based on the relevant and approved Qualification Packs for each job role as a matter of policy for compliance. New job roles will be continuously added to the list and older versions will be periodically revised to match the changes required by the industry.
6. This Protocol is the revised version for Assessments in accordance with the NCVET criteria for Empanelment of AA.

## Terms of Reference

### 1. Essential Requirements for Assessment Agency (AA)

- I. The Assessment Agency must be affiliated/empaneled with NCVET and have the Food Sector allotted by NCVET. (Please submit a copy of the Letter of Intent (LOI) issued by NCVET as proof).
- II. AA shall have financial resources which shall be capable of sustaining a continuous assessment process for FICSI consistent with its stated mission and objectives for long term stability.
- III. AA shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.
- IV. Affiliation/empanel procedure for AAs must be transparent, demonstrative (with evidence) and in line with best practices.
- V. FICSI Specific Requirements:
  - (i) Question bank development
  - (ii) Subject Matter experts – (Food Processing Sector)
  - (iii) Assessor identification (cluster based) and retention.
  - (iv) Assessor retirement policy
  - (v) Proctors' management process
  - (vi) On ground implementation ability
  - (vii) Overall co-ordination of the assessment activity.
  - (viii) Evidence-based monitoring of Assessments
  - (ix) Timely payment releasing to assessors.
  - (x) Signing code of conduct (Coc) with SSC AA and Assessors both.
  - (xi) Assessment monitoring- Physical and online.
- VI. AAs must have capabilities to **conduct online / digital assessments.**
- VII. FICSI will select AAs from the pool of AAs empaneled with NCVET.
- VIII. This process will apply only to AAs allocated the Food sector by NCVET.

### 2. Detail of AA to be shared with FICSI

S. No.	Parameter	Details to be Provided	Remarks
1	Details of Affiliation/empanel with FICSI		
1.1	Total assessment conducted		Supporting documents to
1.2	Total No. of certified Assessors		
1.3	Nos. of Food Processing Subject Matter Expert (SME)		
1.4	Nos. of state where FICSI certified local Assessors are available		

1.5	Nos. of districts where Food Processing local Assessors are proposed to be available		beattached
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S.No.	Parameter	Year Wise			Remarks
		2025-26	2024-25	2023-24	
2	<b>Details of Affiliation with Domain SSC</b>				Supporting documents to be attached
2.1	No. of Sector Skill Council (SSC), AA is affiliated with				
2.2	Total assessment conducted				
2.3	Total nos. of Assessors				
2.4	No. of Job roles with other SSCs certified Assessors				
2.5	Nos. of state where ToA certified local Assessors are available				
2.6	Nos. of districts where ToA certified local Assessors are available				

3	Other Parameter				AA's response
3.1	Mode of Assessment Platform-Digital & Offline	Online Assessment	TAB based at TC location	Offline	Supporting documents to beattached
3.2	Monitoring Mechanism Platform forongoing Assessment	Real time Video-Audio Monitoring& Recording	Standalone Video-Audio Records	Visits by auditor	
3.3	Ability to carry out assessment in Vernacular (Regional Language)				
3.4	Nos. of Team members				
3.5	Uses of AI				
3.6	Work allocation process to assessor				
3.7	Assessor retirement policy				

### 3. Prerequisites for Selection of AA

- 3.1.1 Guidelines:** As per NCVET/SSC guidelines.
- 3.1.2 Approved by NCVET:** AA is mandatory to apply for this EOI.
- 3.1.3 Conflict of Interest:** It should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest

### 3.2 Organization Structures

- 3.2.1** AA should have a structured mechanism for Governance including a well-defined process for affiliation of assessors either on its payroll or contracts.
- 3.2.2** AA should have an assessment coordination team on its payroll with the required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.

**3.3 Subject matter experts:** AA must have sub-sector wise SMEs.

**3.4 Data Security:** AA should provide a declaration to clearly indicate the adherence to data governance policies and encryption guidelines for maintaining information security and data privacy as defined under global standards like ISO27001 (data security, privacy, and audit requirements) and ISO9001 (quality data management systems). FICSI should validate the data retention, security, and privacy practices by carefully examining documentary proofs at empaneled AAs in the following key areas:

**3.5 Database Management:** Security and robustness of the database used by an organization as a method of storing, managing, and retrieving information, automatized and with minimal manual intervention.

**3.5.1 Data Access controls:** Details of access and authentication with the following classifications:

**3.5.2 Restricted:** to be shared with pre-defined stakeholders only

**3.5.3 Confidential:** can be shared with designated stakeholders but not for circulation

**3.5.4 Internal:** to be shared with stakeholders within the skill ecosystem

**3.5.5 Public:** can be made available in the public domain

**3.5.6 Database Credential Management:** Control overflow of data including approval, monitoring and access.

**3.5.7 Data Encryption:** A robust mechanism to ensure enhanced security of sensitive data through encryption mechanisms.

**3.5.8 Threat Detection:** Procedure for raising flags, categorization of threat level and determining mitigative techniques.

**3.5.9 Database Backup & Recovery:** Protocols for ensuring data back-up and recovery in case of data loss.

**3.5.10 Data Portability:** Mobility of data between different application programs, computing environments or cloud services.

**3.5.11 AAs IT Assets Policy:** IT management and security policies on IT equipment provided to employees, such as misplaced devices, limits on access, etc.

**3.5.12 Audit Process:** Protocols on quality and utility audit of assessment data for Quality Assurance.

**3.5.13 Digitization of data:** Collection, storage, and retention in soft formats.

**3.6 Training of Proctors:** AA must hold training programs for proctors (both on role and contractual) who are going for on-field assessments or are proctoring remote assessments. Proctors must be made aware of the

key processes and compliance before conducting an assessment. They should also be familiarized with the platform functionalities to oversee the assessment and be aware of possible areas of malpractice and steps to be taken in case of observing any malpractice happening during the assessment.

#### **4. Prerequisites for Selection of Assessors**

##### **4.1 Qualifications & Experience:**

- 4.1.1** Assessor should possess relevant academic, occupational qualifications and work experience as defined in the QP by FICSI
- 4.1.2** Knowledge of assessment process and tools with ability to capture the assessment observations correctly on the prescribed electronic or paper forms.
- 4.1.3** Understanding the Occupational Standards for the relevant QP is a must. Assessor must have the ability to plan each task and allocate necessary resources.
- 4.1.4** Understanding of competencies required in the job role for which assessment is being done with a high level of integrity, reliability, and fairness.
- 4.1.5** Good observation skills with ability to communicate in writing and orally in the local language in addition to English.
- 4.1.6** Ability to use technology viz, computers, tablets, spreadsheets, video communication tools.
- 4.1.7** Awareness of the Food Processing sector.

**4.2 Certified Assessor:** Assessor must undergo necessary certification under the TOA program of FICSI and be ToA certified.

**4.3 Assessors in Multiple Sector:** Assessors undertaking multiple sector assessments must meet the qualifications for the relevant job roles and would need to furnish a self-declaration duly acknowledged by the AA.

#### **5. Affiliation Process for AAs**

- 5.1** Prospective AA will submit the application in prescribed format along with all annexures.
- 5.2** FICSI during the evaluation of the application of respective AA may invite them for deliberation and clarity, if necessary.
- 5.3** FICSI reserves the right to select/reject the AA on merit. However, in case of rejection, it will be communicated to the applicant through mail.

# APPLICATION FORM AND ANNEXURES

**COVER LETTER ON THE ORGANIZATION LETTER HEAD**

**Date:**

**From**

.....  
.....  
.....

To,

CEO

Food Industry Council for Skills and Innovation (FICSI)

Shriram Bharatiya Kala Kendra, 3rd floor,

1, Copernicus Marg, Mandi House,

New Delhi, Delhi 110001

**Subject: Empanelment of Assessment Agency with Sector Skill Council for Food Processing (FICSI)**

We are an Assessing Agency with necessary experience and expertise in implementing assessment & certification in the skilling ecosystem and experts from Food Processing sector and hereby apply for Accreditation with FICSI.

Please find the filled application form with all required details and annexure for your kind consideration.

It is on FICSI discretion that they accredit us or put our application on hold.

.....

Signature of Head/Authorized Person of the Organization with organization stamp

Designation

Phone no/ email id

### Application Form

1. Name of the Assessment Agency: .....
2. Address (Registered Office): .....  
.....
3. Address (complete Communication address with pin no.):.....  
.....
4. Year of Incorporation.....Registration ID:.....
5. Legal Status of Organization (please tick only one)
  - Public/Private/Government
  - Company/Partnership/Proprietorship/Registered Society
  - Research/Academic Institute/Industry Association
  - Others (please specify) .....
6. Email Id 1. .... 2.....
7. Website.....
8. Head of the Organization.....
9. Please provide the Organization structure of the Assessment Body showing roles and responsibilities of different persons/groups/committee/associates having significant contribution towards assessment of the concerned trades/skills (Please attach organogram and other details).
10. PAN of the company.....
11. GST Number of Company.....
12. No of branches/offices and locations.....
13. Total number of employees on its rolls permanent as well as contractual.....
14. 14. Capacity to design and develop Assessment Blueprint
  - Yes
  - No

**(If yes, please attach the Assessment Blueprint)**

13. Details of the geographical regions where you can conduct assessments from following list

S. No.	Geographical Regions (Tick the Regions)	States under the Region (Write the names of the states)
1	Pan India	All India
2	North India	
3	Western India	
4	South India	
5	Central India	
6	Eastern India	
7	Northeast India	

14. Whether affiliated with any Sector Skill Council (please tick one) other than FICSI

- Yes
- No

If yes, please provide the details in the table below

S. No	Name of the Sector Skill Council	Valid Affiliation till (Month and Year)	Assessment								
			2025-26			2024-25			2023-24		
			PMKVY	NON-PMKVY	SCHOOLS	PMKVY	NON-PMKVY	SCHOOLS	PMKVY	NON-PMKVY	SCHOOLS
1											
2											
3											
4											
5											
6											
7											

Note: Kindly insert additional rows to indicate the affiliation with more than 7 SSCs

15. Capacity to design and develop assessment tools for Food Processing Sector

- Yes
- No

(If yes, please attach a sample question Paper and a checked sheet to assess Performance Criteria for any one of the QPs)

16. Do you have a process to select and empanel the Assessors?

- Yes
- No

**(If yes, please elaborate in a separate document and enclose evidence including the sample contract with Assessors)**

17. Do you have entity of assessment monitoring and report sharing process in place?

- Yes
- No

**(If yes, please enclose supporting document)**

18. Facility to safely store the records as per GOI-MSDE- NCVET guidelines?

- Yes
- No

19. Does AA have a Grievance redressal mechanism?

- Yes
- No

**(If yes, please enclose supporting document)**

20. Does AA have a minimum work allocation/ engagement policy for certified assessors?

- Yes
- No

**(If yes, please enclose supporting document)**

21. Does AA have certified assessors' Blacklist/ retention/retirement process?

- Yes
- No

**(If yes, please enclose supporting document)**

22. Does AA have evidence storage, retention and retrieve process?

- Yes
- No

**(If yes, please enclose supporting document)**

## Annexure-2

### Self-Declaration by the head of the Assessment Agency

S.N.	Current Business Status	Commitmentt (delete not applicable)	If yes, please furnish full details	Remarks (A separate sheet may be attached, if required)
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Have your AA ever been rejected for affiliation by any SSC?	YES / NO		
4	Do you have any linkages with any other Organization in the assessment domain?	YES / NO		
5	Have you ever been engaged in assessment operations in past or present with a different entity?	YES / NO		
6	Do you have necessary financial resources for the operation of skills assessment including associated liabilities?	YES / NO		
7	Do you have a Web Site of your own?	YES / NO		
8	Do you have FICSI certified Assessors affiliated to your AA? (Share Assessor wise FICSI QPs wise details of assessments done for the current and last 2 FY)	YES / NO	On payroll_ _____ - _____ On Long Term Contract_ _____	Please give total numbers
19	How many of your Assessors are undertaking multiple sector Assessments.	YES / NO	On payroll_ _____ On Long Term Contract_ _____	Please give total numbers
10	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.



11	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.
12	Are you affiliated with DGET & State sponsored schemes?	YES / NO		
13	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		
14	Have you ever been subject to legal action in the case (s) of malpractices and unfair conduct?	YES / NO		
15	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 FICSI for the conduct of assessment.

Date:

Place:

Authorized signatory signed and name

## Annexure-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 31 <sup>st</sup> March	Turnover From Assessment activities (Rs. Lakh)
2025-06 (Provisional)	
2024-25	
2023-24	
2022-23	

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:

### **List of Enclosures:**

(All the documents should be signed and stamped by Authorized signatory)

1. Supporting documents of all the item mentioned in point no.2 (Detail of AA to be shared with FICSI) of this EOI documents.
2. Registration Certificate of organization
3. Proof of registered address and communication address
4. Organizational Manual and organogram and staff details with CV
5. Attach photocopy of the PAN /TAN card and GST Letter
6. Data management system and process as per point 3.5 of this EOI documents.
7. No branches/offices and locations
8. Assessment Matrix of AA
9. Assessment Blueprint Design
10. Copy of affiliation documents with Sector Skill Council
11. Details of total assessment carried out for domain SSCs
12. Proof of design and development of assessment tools for Food Processing Sector
13. Process documents for selection, empaneling, engagement, blacklisting, retention and retirement of Assessors
14. Sample assessment monitoring report
15. Audited Balance Sheet of Last Three Years
16. Sample of Contract with the Assessors
17. Valid ISO Certification, if any

## **CERTIFICATION**

I, the undersigned, certify that to the best of my knowledge and belief, the details provided in the form have correctly described us (as an Assessment Agency), our qualifications and our experience. We understand that any willful misstatement described herein may lead to the cancellation of our qualification as an Assessment Agency, if engaged.

**Signature**

**Authorized Signatory of Assessment Agency Name &**

**Designation**

**Date:**

**References: 1.**

**References: 2.**

## DECLARATION OF NON-BLACKLISTING

*(To be submitted on the Letterhead of the Assessment Agency)*

We, M/s \_\_\_\_\_, having our registered office at \_\_\_\_\_, hereby declare and certify that:

1. Our organization has not been blacklisted, debarred, suspended, or banned by MSDE, States (SSDM) Public Sector Undertaking (PSU), Statutory Authority, Regulatory Body, Sector Skill Council (SSC), National Council for Vocational Education and Training (NCVET), National Skill Development Corporation (NSDC), or any other Government or Semi-Government organization as on the date of submission of this declaration.
2. No order of blacklisting, debarment, suspension, or prohibition from participating in any skill development, assessment, certification, or related government projects has been issued against our organization.
3. We are not involved in any fraudulent, corrupt, unethical, or criminal activity that would affect our eligibility to function as an Assessment Agency in the Skill Ecosystem.
4. We undertake to immediately inform the concerned authority if any such action is initiated or imposed against our organization after submission of this declaration.
5. We understand that if any information furnished herein is found to be false, incorrect, or misleading at any stage, our application/empanelment shall be liable for rejection or cancellation, and appropriate action may be taken as per the applicable rules and guidelines.

We hereby certify that the above information is true and correct to the best of our knowledge and belief.

For and on behalf of

Name of the Assessment Agency:

Authorized Signatory Name:

Designation:

Signature:

Company Seal

The application processing payment will be made to the following Bank Account, and the transaction details will be shared along with the application form.

**Bank Detail: -**

**Account Name – Food Industry Council for Skills and Innovation (FICSI)**

**Account No. 0359018040563**

**Bank Name- Punjab National bank**

**Branch- Tansen Marg, New Delhi**

**MICR Code -110027020**

**IFSC Code – PUNB0035920**