

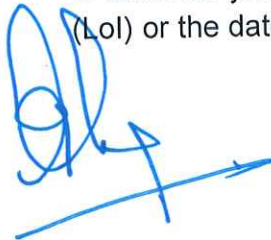
File No: 36004/01/2024/NCVET  
National Council for Vocational Education and Training  
Ministry of Skill Development and Entrepreneurship  
Government of India  
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Africa Avenue, Diplomatic Enclave,  
Chanakyapuri, New Delhi – 110023.  
Date: 10<sup>th</sup> January 2025

OFFICE ORDER

**Sub: Expansion of Sectors and Territorial Jurisdiction for NCVET recognized Assessment Agencies – reg.**

1. As per the Guidelines for Recognition and Regulation of Assessment Agencies 2020 (referred to as AA guidelines) & Operational Manual, the NCVET recognised Assessment Agencies (AA) can apply for the allocation of additional sectors and expansion in territorial jurisdiction subject to the eligibility criteria as laid down in the guidelines.
2. In addition to the existing guidelines, the following conditions need to be fulfilled for expansion into new sectors and territorial jurisdiction for Assessment Agencies.
  - A. **Prerequisites:**
    - a. Monitoring Information is to be provided to NCVET at the desired frequency (monthly).
    - b. AAs should not fall into the high-risk category as outlined in the AA guidelines, not blacklisted, pending POSH cases and unresolved complaints/ issues.
  - B. **Time frame:**
    - a. The application for allocation of additional Sectors and expansion in territorial jurisdiction shall only be submitted after six (06) months of signing of agreement or from the date of the last expansion of sector/ territorial jurisdiction granted.
    - b. The qualifying period for the consideration of the data for expansion of sector & territorial jurisdiction shall be from the date of issuance of Letter of Intent (LoI) or the date of the last expansion of sector/ territorial jurisdiction granted.



**C. Expansion of Territorial Jurisdiction****a. Minimum Number of Assessments Required**

S. No.	Recognition sought for	Minimum assessments to be done in the allocated state (In last one (01) Financial Year)*	Additional assessments to be done in allocated State or State in which expansion is sought	
i.	Category I State/ UTs	3750	3750	In last three (03) Financial Years
ii.	Category II State/ UTs	7500	7500	
iii.	PAN India	As per the criteria defined for Category I and Category II State/ UTs	A cumulative of 75000 assessments is to be achieved including the assessments done in the allocated state/s and UT/s {In any two (02) out of last three (03) Financial Years}	

\*If the duration exceeds more than a year, then the number of assessments required will be increased in the same proportion

**b. Minimum Financial Requirement**

S. No.	Recognition sought for	Minimum turnover required for expansion into new territorial jurisdiction in last one (01) Financial year*
i.	Category I State/ UTs	10 lakhs per State
ii.	Category II State/ UTs	23 lakhs per State
iii.	PAN India	1 Crore

\*If the duration exceeds more than a year, then the financial turnover required will be increased in the same proportion.

**c. AA shall be able to demonstrate its capability to work in the following ways:**

- i. Availability of SMEs/ Assessors/ Examiners and Proctors: The AA shall be able to demonstrate the availability of Subject Matter Experts (SMEs), Assessors/ Examiners and Proctors in the relevant sectors of the geography concerned. The SMEs, Assessors/ Examiners and Proctors should be well versed in the local language of the geography concerned.
- ii. Evidence of Industry Connect: The AA shall submit adequate evidence of Industry connect in case the AA has conducted fee-based/ private assessments for industry/ corporate/academic other than government/ PSUs and organization/ agency in the geography concerned.

**D. Expansion of Sectors**

- a. The AA should have conducted a minimum of **5000 skilling assessments** in **last three (03) financial years** in each sector for which the expansion is sought post issuance of Lol or from the date of the last expansion of sector granted.
  - b. The AA should have availability of question banks for **atleast 5% of qualifications available on the National Qualifications Register (NQR)** for the sector in which recognition is being sought at the time of submission of application.
  - c. The AA should submit adequate evidence of **Industry Connect and SMEs in each sector** in which expansion is sought.
3. Relevant evidence is to be furnished as a supporting document against the submitted data.
  4. A non-refundable application processing fee of ₹25,000 to be submitted along with the application form which is enclosed as Annexure.
  5. The application for expansion of sector/ territorial jurisdiction is to be submitted at NCVET and also to be e-mailed at [proposals-ncvet@gov.in](mailto:proposals-ncvet@gov.in)
  6. This issues with the approval of the competent authority.



(Col Gunjan Chowdhary)  
Director, NCVET

Enclosed:

1. Application form for expansion of sectors and territorial jurisdictions
2. Annexure A, Annexure B and Annexure C

**Application Form for Expansion of Sectors and Territorial Jurisdictions**

Applying for:

- Expansion of Territorial Jurisdiction (Please fill section A)
- Expansion of Sectors (Please fill section B)
- Expansion in both Sectors and Territorial Jurisdiction (Please fill sections A & B)

**1. Basic Details (Mandatory):**

S. No.	Fields	Details
i)	Name of the Organization	
ii)	Recognition Code	
iii)	Name of CEO	
iv)	Contact No. and Email ID of CEO	
v)	Name, Designation, and Contact Details of Primary Point of Contact	
vi)	Website URL	
vii)	Date of Issuance of Lol	
viii)	Date of Agreement Signing	
ix)	Details of Awarding Bodies (ABs) by whom the AA is onboarded	Provide Data as per Annexure A
x)	UTR No. along with date for the payment of Application Processing fees	

**Section A****2. Expansion of Territorial Jurisdiction:**

S. No.	Fields	Details	
i)	Existing Jurisdiction for which recognition already granted	S. No.	Jurisdiction
ii)	Number of times expansion has been sought by AA in the past (if any)		
iii)	Details of previous expansions in the		

## Annexure to Office Order dated 10.01.2025

	jurisdiction (if any)  A. Date/s of submission of previous expansion requests  B. Whether considered eligible for expansion by NCVET? (yes/no)  C. If yes, details of territorial jurisdiction allocated.		
iv)	Jurisdiction for which current expansion is sought	S. No.	Jurisdiction

**3. Basis on which Expansion of Jurisdiction is sought:**

S. No.	Fields	Details
i)	Assessments done state wise*	Provide Data as per Annexure B
ii)	Minimum financial turnover**	Provide Data as per Annexure B

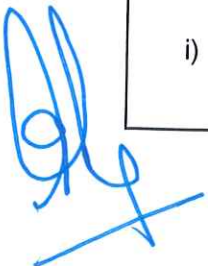
\*To apply, the entity must have completed at least 50% of the total assessments required in its initially allocated geography in last one (01) Financial Year. If the duration exceeds more than a year, then the number of assessments required will be increased in the same proportion. This amounts to 3,750 assessments for Category I and 7,500 assessments for Category II within one year of receiving the Letter of Intent (LoI) or from the date of the last expansion granted. Additional 50% of assessments (i.e. 3,750 assessments for Category I and 7,500 assessments for Category II) should also be conducted either in the current geography or new geography for which recognition is sought or a combination of both in last three (03) Financial Years.

In case, the expansion is sought for PAN India, then the entity must have conducted at least 50% of the total assessments required in its initially allocated geography in last one (01) Financial Year. A cumulative of 75000 assessments is to be achieved including the assessments done in the allocated state/s and UT/s in any two (02) years out of last three (03) Financial years.

\*\*The minimum financial turnover in a year post issuance of LoI is Rs. 10 lakhs per state and Rs. 23 lakhs per state, for category I and category II respectively. In addition to this, for the AA seeking PAN India recognition, minimum financial turnover in a year post issuance of LoI is Rs. 1 crore. If the duration exceeds more than a year, then the financial turnover required will be increased in the same proportion.

**Section B****4. Expansion of Sectors:**

S. No.	Fields	Details	
i)	Existing Sector/s for which recognition already granted	S. No.	Name of Sector



ii)	Number of times expansion has been sought by AA in the past (if any)		
iii)	Details of previous expansions in the sector (if any) A. Date/s of submission of previous expansion requests B. Whether considered eligible for expansion by NCVET? (yes/no) C. If yes, details of the sector/s allocated.		
iv)	Sector/s for which current expansion is sought	S. No.	Name of Sector

**5. Basis on which Expansion of Sector/s is sought:**

S. No.	Fields	Details				
i)	Assessments done sector wise*	Provide Data as per Annexure C				
ii)	No. of qualifications available in the sector (as per NQR) and availability of question bank for which expansion is sought	S. No.	Sector/s	No. of Qualifications available on NQR (X)	No. of Question Bank Available (Y)	Percentage $\{(Y/X)*100\}$
iii)	Sector-wise details of SMEs	Provide Data as per Annexure C				
iv)	No. of Question and Question Bank available qualification wise**	Provide Data as per Annexure C				
v)	Industry linkages	Provide Data as per Annexure C				

\*For expansion into a new sector, the AA shall conduct atleast 5000 assessments in the sector in last three (03) financial years for which assessment is sought.

\*\*The entity should have availability of question banks for atleast 5% of qualifications available on NQR for the sector in which recognition is being sought as on date of application.

Detail of Awarding Bodies (ABs) by whom the AA is onboarded - Annexure A

S. No.	Name of NCVET Recognized AB/s	Sector/s for which AA is onboarded	Date of MoU signed with AB/s	Duration of MoU
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Expansion of Jurisdiction - Annexure B

S. No.	Name of State / UT	Category of State/ UT (As defined in AA Guidelines)	Official language of the state	No. of SMEs for the respective Indian language	Name of Qualification for which Assessment is Conducted	Whether Qualification is NSQF Aligned (Yes/ No)	Name of the sector	Name of Organization for which Assessment has been conducted	Types of assessment conducted (Fee-based/scheme-based)	No. of Assessments conducted	Month and Year of Assessment (mm/yy)	Mode of Assessment (Online/ Offline/ Blended)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Total												



Expansion of Sectors - Annexure C

S. No.	Name of Sector in which expansion is sought	Name of Qualification for which Assessment is Conducted	Name of Organization for which Assessment has been conducted	Types of assessment conducted (Fee-based/scheme-based)	No. of Assessments conducted	Mode of Assessment (Online/Offline/Blended)	Month and Year of Assessment (mm/yy)	No. of SMEs Available		No. of Assessors available		No. of Question banks available
								On Roll	Contractual	On Roll	Contractual	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Total												