

Application Letter

From

Date:

Sir,

Subject: Application for Empanelment of Assessing Body under State Council for Vocational Training, Haryana.

We, the undersigned, hereby apply for Empanelment of Assessing Body under State Council for Vocational Training. We are already empanelled with Govt. of India (NCVT/Sector Skill Council) for Haryana State. 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.

Signature of Authorized 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 Authorized Contact Person	Address:
	City:
	District:
	State:
	Pin Code:
	Telephone:
	Mobile:
	Fax:
	Email:
Website:	

2. Preliminary Data
(The Information provided herein should be adequately supported by relevant documents.)

A	Whether applicant Assessing Body is empanelled with Govt. of India (NCVT/Sector Skill Council) for Haryana State. <i>Please Specify</i>	
B	Date of Empanelment as Assessing Body with Govt. of India (NCVT/Sector Skill Council) for Haryana State. (dd/mm/yyyy)	
C	Whether applicant Assessing Body has minimum 50 Assessor Competency Evaluation (ACE) Certified Assessors out of which minimum 20 assessors must have permanent ID proof of Haryana State only. <i>Please Specify</i>	
D	Whether applicant Assessing Body has Experience of assessment of 50,000 candidates in NCVT or Sector Skill Council throughout the India. <i>Please Specify</i>	

3. Details of Sectors/Courses for which Assessing Body is empanelled with Govt. of India (NCVT/Sector Skill Council) for Haryana State only.

Name of Sector	Course Code	Name of the Course

4. Technical Proposal for Assessment

- Objectives of the Organization
- Type of Organization, Background of the organization with reference to its experience and expertise in the field of testing/assessment & certification.
- 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
- 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.

Signature of Authorized Person

Name & Designation:

Phone No.:

E-mail: