

**TERMS OF REFERENCE FOR  
THE POST OF  
STATE CONTROLLER OF RSETIs - ASSESSMENT AND CERTIFICATION**

**OBJECTIVES OF THE ASSIGNMENT:**

National Academy of RUDSETI (NAR) takes up the onus of devising a unique model of skill assessment and certification for the employability and Entrepreneurship programs being conducted across 602 RSETIs spread across India. A dedicated Assessment and Certification Vertical of NAR is being set up to streamline and effectively implement the assessment and certification activities across all RSETIs throughout India.

State Controller of RSETIs, Assessment and Certification will coordinate the execution of activities related to assessment and certification of a cluster of RSETIs assigned to him/her. The role requires extensive involvement in the regular assessment and certification activities across 25-30 RSETIs in the assigned States. State Controller will be stationed in the offices of State Rural Livelihood Mission (SRLM) of concerned State Capital or in any other location within the State based on the need of NAR. He/she will work in direct coordination with the central team based at Bangalore and expected to travel extensively into the States assigned to him/her.

The applicant is expected to have understanding of the Employability and entrepreneurial training as well as the skill assessment and certification process and procedures. The ideal candidate for this position should have previous experience in managing the skill training/ Assessment and certification activities and a proven track record for effective team management.

**1. SCOPE OF WORK**

- I. Ensuring the execution of Assessment and Certification of RSETI trainees on scheduled date, time and place
- II. Assigning the batches to be assessed to the Empanelled Assessors
- III. Maintaining impartiality and confidentiality in the conduct of Assessments
- IV. Oversee Execution of the cluster level assessment plans
- V. Oversee the quality of assessment delivery mechanism and report deviations/ glitches and also co-ordinate for its resolutions
- VI. Ensuring adherence to set procedures and standards in assessment
- VII. Maintaining control on assessment and certification at cluster level
- VIII. Ensuring regular collection of assessment database and report the same to the central database
- IX. Ensuring development and availability of Qualification File based Question Banks in regional languages
- X. Identification, documentation and reporting of best practices in assessment
- XI. Maintaining Control over activities of Technical Service provider and Assessment coordinating agencies
- XII. Co-ordinating with the RSETIs/Banks/Govt. Deptt./Assessors for smooth conduct of Assessment and Certification

- XIII. Assist the National team for empanelment, review and updation of Assessors panel
- XIV. Monitoring and quality checking the availability of various facilities in RSETIs
- XV. Coordination with the SRLMs to ensure timely submission of reimbursement claims
- XVI. Any other work needed to ensure successful conduct of Assessment and Certification of RSETI trainees in accordance with the approved protocols

**2. MINIMUM ELIGIBILITY CRITERIA**

- I. Graduate in any discipline
- II. Not less than 8 years of overall professional experience
- III. 2 years RSETI/Skill Development training experience
- IV. Working knowledge of Computers
- V. Fluency in English and local language of the State applied for

**3. MAXIMUM AGE LIMIT:**

Age of candidate should not be more than 62 years as on last day of application.

**4. REMUNERATION:**

Consolidated remuneration for this position will be Rs 80,000/- (Rupees Eighty thousand only) per month with 10% annual increase. In addition, a budget of Rs 30,000 per month will be available as TA/HA for undertaking RSETI/official visits and will be reimbursed as per actuals within the above budget.

**5. TERM & LOCATION:**

The term of contract shall initially be for three years subject to annual review. Thereafter, period of contract can be extended by one year each on annual review subject to the incumbent attaining 65 years of age. Ordinarily, the position shall be based at the State Capital applied for or may be at some other location within the State as decided by NAR based on administrative exigencies.

**6. REPORTING**

The State Controller shall report to the Deputy National Controller or to any other person assigned by the President, NAR.

**7. GENERAL CONDITIONS:**

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- In case of large number of applications, the NAR may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The NAR reserves the right to relax any of the requirements i.e., age, Educational qualification, experience etc., in exceptional cases.

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