



MAHARASHTRA STATE COUNCIL OF VOCATIONAL TRAINING

ASSESSMENT PROCESS BY MSCVT

About MSCVT

1. Government of Maharashtra has established Maharashtra State Council of Vocational Training (MSCVT) in line with National Council for Vocational Training (NCVT) as per directives of Directorate General of Training, New Delhi Ministry of Skill Development and Entrepreneurship, Government of India
2. MSCVT has been entrusted with following 4 functions:
 - 2.1. Course Approval
 - 2.2. Empanelling Inspecting Agency (IA)
 - 2.3. Affiliation of Vocational Training Institute (VTI)
 - 2.4. Empanelling Skill Assessment Agency (SAA)

Assessment Process:

1. Filled "**ASSESSMENT REQUEST FORM**" to be sent to MSCVT through E-mail on asmt.mscvt@dvet.gov.in
2. MSCVT shall assign empaneled Skill Assessment Agency (SAA) and issue Assessment Order
3. The order copy shall be mailed to VTP/ VTI and also informed through SMS
4. VTP/ VTI shall contact the assigned SAA and fix up the assessment date
5. Assessment Fees to be paid by VTP/ VTI for all Candidates appearing for Assessment
6. **VTP/ VTI has to pay the Assessment Fees of Rs.650 per candidate of which Rs.150 has to be paid to MSCVT and Rs.500 to the assigned Assessor before commencement of Assessment**
7. MSCVT Account Details:
 - Account Name: Maharashtra State Council of Vocational Training
 - Account No: 917010078984758
 - IFSC Code: UTIB0000294
 - Bank & Branch: Axis Bank, Craw Ford Market Branch
8. The candidates appearing for Assessment must have achieved the required minimum attendance
9. VTP/ VTI shall fill up relevant details in "**ASSESSMENT REPORT**" and hand over to SAA on the day of Assessment along with
 - 9.1. Attendance Report - Printed as on MSSDS Portal or NULM Portal in case of NULM Batches
 - 9.2. Candidates details - Printed and Softcopy (Excel Format) as on MSSDS Portal or NULM Portal in case of NULM Batches
 - 9.3. Assessment Fees Payment Receipt - Printed
10. SAA shall fill up the relevant details in "**ASSESSMENT REPORT**" and submit to MSCVT along with above mentioned documents and Result
11. MSCVT shall communicate the result to VTP/ VTI, MSSDS, NULM or other concerned organization as the case may be
12. Certificates for the qualified candidates shall be issued by MSCVT to respective VTP/ VTI through Courier/ Speed Post on receipt of "**ASSESSMENT REPORT**" along with above mentioned documents
13. Certificate data shall be as per Candidates details as provided by VTP/ VTI to MSCVT through SAA
14. The qualified candidates shall be awarded MSCVT Certificate and the same has to be informed to the candidates
15. Assessment Fees shall not be refunded to VTP/ VTI for the Absent and Failed Candidates and also in case the Batch is cancelled on the request of VTP/ VTI.
16. Assessors shall bear all expenses related to conduct of assessments including travel, boarding / lodging, preparation of assessment material, audit, preparation of result, uploading of results, documentation, photo and videography, etc. and shall not charge any fees or claim any reimbursement from respective VTP/ VTI.
17. VTP/ VTI may contact Mr. Mahendra Wagh on 94203 49865 in case of any queries only.

ASSESSMENT REQUEST FORM

(Separate form for each TBN to be sent to MSCVT through E-Mail by VTP/ VTI on asmt.mscvt@dvet.gov.in)

Date: ___/___/2019

To:

The Member Secretary,
Maharashtra State Council of Vocational Training (MSCVT),
Mumbai - 01

We, the registered Vocational Training Provider (VTP) / Institute (VTI), requests MSCVT to conduct assessment for trainees. The VTP/ VTI and Batch details are as following:

VTP/ VTI Details

MSSDS VTP No.		<i>Either VTP or VTI Number is Mandatory</i>
MSCVT VTI No.		
VTP Name		
Address		
Contact Person		
Mobile No.		
E-Mail		

Batch Details

Course Approved by	SSC/ NCVT/ MSCVT	
Sector		
Name of Course		
Course Code		
TBN No.		
No. of Candidates Eligible for Assessment (as on MSSDS Portal)		
Date of Training Completion		
Funding Scheme	Self-Finance / NULM / SULM / PMKVY / PMKUVA / CSR / DPC / Other (Plz mention)	
TN Id as per NULM Portal		<i>Applicable only for NULM Batches</i>

Signature:

Name:

ASSESSMENT REPORT*(To be sent to MSCVT by VTP/ VTI through Skill Assessment Agency)***Skill Assessment Agency (SAA) Details – to be filled by SAA**

1	SAA No.	
2	Name	
3	Contact Person Name and Mobile No.	

VTP/ VTI Details – to be filled by VTP/ VTI

4	MSSDS VTP No.		<i>Either VTP or VTI Number is Mandatory</i>
5	MSCVT VTI No.		
6	VTP Name		
7	Contact Person		
8	Mobile No.		

Course Details – to be filled by VTP/ VTI

9	Course Approved by	SSC/ NCVT/ MSCVT
10	Sector	
11	Name of Course	
12	Course Code	
13	TBN No.	
14	No. of Candidates Eligible for Assessment (as on MSSDS/ NULM Portal)	
15	TN Id as per NULM Portal	<i>Applicable only for NULM Batches</i>

Assessment Details – to be filled by SAA

16	Date of Assessment	
17	Name of Assessor and Mobile No.	
18	Number of Candidates Present	
19	Number of Candidates Passed	
20	Number of Candidates Failed	

Assessment Fees Details – to be filled by VTP/ VTI

	Particular	Total	SAA	MSCVT
21	Fees Per Examinee	Rs. 650	Rs. 500	Rs. 150
22	Total Fees (= Row 20 X Row 14)	Rs.	Rs.	Rs.
23	Mode of Payment (as RTGS/NEFT/Internet Banking/ etc.)			
24	Transaction ID/ Number			
25	Date of Transaction			
26	Attach Slip for Payment to MSCVT			

Date, Signature and Name of SAA Representative

FOR MSCVT USE*to be filled by MSCVT*

26	Assessment Fees Amount Received	
27	Date of Assessment Fees Receipt	
28	Signature of Account Clerk	
29	Certificate Dispatch Date	
30	No. of Certificates Dispatched	
31	Signature of Administrative Officer	
32	Remark	