No. SD-17/43/2024-O/o PMKVY Government of India Ministry of Skill Development & Entrepreneurship (PMKVY Division)

3rd Floor, Kaushal Bhawan, New Moti Bagh, New Delhi-110023

Dated: 24.02, 2025

OFFICE MEMORANDUM

Sub: Standard Operating Procedure for Assessment & Certification under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0-reg

The undersigned is directed to enclose herewith Standard Operating Procedure (SoP) for Assessment and Certification under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0, for its implementation and necessary action.

2. This issues with the approval of Secretary, MSDE.

Deputy Director

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Encls: As above.

To

- 1. Dr. Vinita Aggarwal, IES (Retd.), Executive Member, NCVET
- Dr. Neena Pahuja, Executive Member, NCVET 11.
- Shri Ved Mani Tiwari, COO & Officiating CEO, NSDC III.

Copy for information to:

- 1. Sr. PPS to Secretary, MSDE
- 2. PPS to Joint Secretary (PMKVY), MSDE



STANDARD OPERATING PROCEDURE (SOP) FOR ASSESSMENT AND CERTIFICATION UNDER PMKVY 4.0

Government of India

Ministry of Skill Development and Entrepreneurship

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List of Abbreviations

AB Awarding Bodies
AA Assessment Agencies

MSDE Ministry of Skill Development and Entrepreneurship

NSDC National Skill Development Corporation

PIA Project Implementation Agencies

SIDH Skill India Digital Hub SIC Skill India Centres

NSQF National Skills Qualification Framework

1.0 Background

1.1 Context of the Standard Operating Procedure (SOP) on Assessment and Certification under PMKVY 4.0

Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 4.0, the flagship skill development initiative of the Ministry of Skill Development and Entrepreneurship (MSDE), is designed to equip youth with industry-relevant skills to enhance employability. A structured and standardized assessment and certification process is critical to ensuring the credibility, quality, and industry recognition of trained candidates.

To achieve this, the assessment process under PMKVY 4.0 follows the principles outlined in the 'Operational Manual for Recognition & Regulation of Assessment Agencies (2020)' and the 'Revised Comprehensive Guidelines for Recognition & Regulation of Assessment Agencies (2024)' (currently under public consultation), issued by the National Council of Vocational Education and Training (NCVET).

These guidelines mandate the use of NCVET recognized Assessment Agencies (AAs) and the Awarding Bodies (ABs) as the central entities responsible for assessment coordination and certification.

1.2 Purpose of the SOP

This SOP serves as a comprehensive framework to ensure fair, transparent, and standardized assessments and certifications under PMKVY 4.0 along with the following purposes:

- i. **Ensures Fairness and Transparency:** The SOP mandates third-party assessments through NCVET-recognized Assessment Agencies (AAs) to eliminate bias.
- ii. **Defining Roles & Responsibilities:** The SOP clearly outlines the responsibilities of Project Implementing Agencies (erstwhile Training Providers), Skill India Centres (SICs) (erstwhile Training Centres) Awarding Bodies (ABs), and Assessment Agencies (AAs) to streamline operations.
- iii. **Enhancing Efficiency & Accountability:** The SOP implements strict timelines for scheduling, conducting assessments, result processing, and certification issuance.
- iv. Leveraging Technology for Process Improvement: The SOP integrates automated scheduling, real-time dashboards, and QR-code-enabled digital certificates for authenticity and efficiency.

1.3 Scope and Applicability of the Guidelines

This SOP applies to all stakeholders involved in the assessment and certification process, including:

- i. Awarding Bodies (ABs): Responsible for awarding certifications to candidates for NSQF-aligned and approved qualifications. Additionally, accountable for managing assessment requests, scheduling assessments, and overseeing the entire certification process in close coordination with Assessment Agencies (AAs).
- ii. **Assessment Agencies (AAs)**: Responsible for conducting quality-assured, standardized assessments with proper result documentation. Additionally, ensure the timely allocation of certified Assessors for each assessment batch along with conduct of assessments and submitting results to concerned AB.
- iii. Assessors: Responsible for evaluating candidates in accordance with NSQFaligned standards, ensuring assessments are conducted fairly, transparently, and objectively. Additionally, responsible for accurate documentation and timely submission of results to the designated AAs for validation and further processing.
- iv. PIA/SIC: Responsible for ensuring candidate readiness by providing the necessary training, guidance, and resources aligned with NSQF standards. Additionally, accountable for coordinating assessment activities, including batch scheduling, logistical arrangements, and compliance with assessment protocols, while facilitating seamless communication between candidates, ABs and AAs.
- v. **National Skill Development Corporation (NSDC):** Responsible for maintaining and managing assessment and certification data. Additionally, accountable for automating reminders and notifications to all relevant stakeholders through Skill India Digital Hub (SIDH).

The SOP covers the complete lifecycle of assessment and certification, categorized into three stages:

- i. **Pre-Assessment (Before Assessment):** Includes scheduling, batch allocation, and assessor assignment.
- ii. **Assessment Execution (During Assessment):** Covers assessment methodology, integrity measures, and compliance.
- iii. **Post-Assessment (After Assessment):** Involves result submission, validation and certification issuance.

2.0 Enhancing the Assessment and Certification Process

To ensure efficiency, transparency, and standardization in the Assessment and Certification Process under PMKVY 4.0, it is essential to evaluate the existing workflow, identify gaps, and implement targeted improvements along with penalties.

The table below (as per each stage of assessment) outlines the current process steps within SIDH, highlights key challenges, and presents proposed enhancements to streamline operations. Additionally, it introduces penalties for deviations, reinforcing accountability among stakeholders and ensuring adherence to NSQF-aligned assessment protocols.

2.1 Pre-Assessment Stage (Before Assessment)

SI. No.	Activity	Current Process	Gaps in Current Process	Improvements	Penalties for Deviation
1.	Scheduling of Assessments by concerned AB	AB assigns batches to AA for assessments	 SIDH does not include any provision specifying a timeline by when AB must submit batch details to AA. As per, Operational 	SIDH	financial penalty of 2% of the assessment fee attributable to AB for assessments for every day of delay. o If the AB records 10 or more deviations in a financial year, then a flat financial penalty of 15% of the assessment fee attributable to AB for all subsequent assessments within the year will be

				batch assignment to the AA, SIDH can include automated reminders and alerts for AB to submit batches within the required timeline. • Compliance Dashboard: Implementing a dashboard within SIDH for AB and AA to track batch submission progress.	Deviations due to unavoidable circumstances (e.g., natural calamity, law and order situation, election, etc.) must be reported on SIDH within 3 working days with supporting
2.	Batch acceptance/ rejection by concerned AA	AA accepts/rejects the batch	 No provision in SIDH specifying timeline for AAs to accept/reject the batch. As per NCVET Guidelines, 2024, timeline is within 2 days of batch receipt from AB. 	 STT – AA must accept/reject a batch within 3 days of batch receipt from AB. Automated Notifications/Alerts through SIDH: To ensure timely batch, assessment, SIDH, can 	 Deviation on accepting/rejecting a batch by AA: Any deviation on accepting/rejecting a batch within stipulated timeframe will attract a financial penalty of 2% of the assessment fee attributable to both AB and AA for assessments for every day of delay. Additionally, the batch will be assigned to another AA for assessment. If the AA records 7 or more deviations in a financial year, then, the AA will be barred from assessments for a period

				to the PIA/SIC.	of 3 months and a flat penalty of 15% of the assessment fee will be levied on subsequent assessments for a period of 6 months. • Exceptions:
					 Deviations due to unavoidable circumstances (e.g., natural calamity, law and order situation, election, etc.) must be reported on SIDH within 3 working days with supporting documentation.
3.	Assignment of batch to assessor by AA	AA assigns	 No provision in SIDH specifying timeline for AAs to assign a certified assessor to a batch. As per NCVET Guidelines, 2024, timeline is within 7 days of batch receipt from AB. Furthermore, AA lacks visibility into which assessors are assigned to which 	 Timelines: RPL/Micro- Credentials/NOS – AA must assign assessor on the same day of batch acceptance. STT - AA must assign assessor within 2 days of batch acceptance. Automated Notifications/Alerts through SIDH: To ensure timely batch assessment, SIDH can 	Deviation in assigning assessor to a batch: In case of failure, the batch will be made open in SIDH for all the relevant ABs/AAs for assessment and NSDC may also assign it to relevant AA. Additionally, a flat financial penalty of 10% of the assessment fee attributable to both AA and

			organizations, leading to challenges when linking assessors to their organizations.	include automated reminders and alerts for AA to assign assessors to a batch. • Module in SIDH: Building a module in SIDH that automatically tracks and updates assessor assignments, with an intuitive interface to easily link assessors to specific organizations or batches.	AB will be levied. o If the AA does 3 such deviations within a quarter of the same financial year, it will be barred to undertake assessments under PMKVY and other MSDE schemes for a period of 3 months. • Exceptions: Deviations due to unavoidable circumstances (e.g., natural calamity, law and order situation, election, etc.) must
4.	Batch acceptance/ rejection by assessor	Assessor accepts/rejects the batch	 No provision in SIDH specifying timeline for assessors to accept/reject the batch. As per NCVET Guidelines, 2024, timeline is within 3 days of batch receipt from AA. 	RPL/Micro- Credentials/NOS Assessor must accept/reject the batch on the same day of receipt of batch from AA. STT - Assessor must accept/reject the batch within 2 days of batch receipt from AA.	be reported on SIDH within 3 working days with supporting documentation • Deviation on accepting/rejecting a batch by assessor: • Any deviation on accepting/rejecting a batch within stipulated timeframe will attract a financial penalty of 2% of the assessment fee attributable to AA for assessments for every day of delay.

• Automated Notifications/Alerts through SIDH: To ensure timely batch assessment, SIDH can include automated reminders and alerts for assessors to accept/reject batch within stipulated timeframe.	quarter, then the assessor will be suspended for 6 months
	Exceptions: Deviations due to unavoidable circumstances (e.g. technica hurdles) must be reported or SIDH within 3 working days with supporting documentation.

Note: All applicable penalties on AA and assessors shall be deducted from AB's assessment fees.

2.1.1 Key Process Improvements in Pre-Assessment Stage:

- i. Optimized Batch Assignment ABs shall assign AAs promptly to ensure seamless assessment scheduling in SIDH.
- ii. **Enhanced System Capabilities** SIDH shall incorporate automated tracking and notifications to enhance process efficiency.
- iii. **Compliance Dashboard** A real-time dashboard shall be implemented in SIDH for ABs and AAs to monitor batch submission progress.
- iv. **Greater Accountability of AAs** AAs shall be responsible for the timely acceptance or rejection of assigned batches.
- v. **Mock Assessments** AAs shall provide mock assessment papers to PIAs/SICs to improve candidate preparedness.

- vi. **Automated Tracking in SIDH** SIDH shall include a dedicated module for tracking and managing assessor allocation.
- vii. **Assessor Response** Assessors shall promptly accept or reject batches to maintain adherence to assessment timelines.

2.2 Assessment Execution (During Assessment)

SI. No.	Activity	Current Process	Gaps in Current Process	Improvements	Penalties for Deviation
1.	Conducting assessment	Assessment is conducted by the assessor on the allocated day of	 No provision in SIDH specifying timeline for conduct of assessment. As per NCVET Operational Manual, 2020, timeline is on the last day of 	Assessment to be conducted within 1 day of completion of training for all training components. No option to be given for change of assessment date beyond that. The assessment's start and end times must be accurately recorded in the SIDH system.	 Delay in conduct of assessment A financial penalty of 3% of the assessment fee will be imposed on AAs for each delayed day beyond the prescribed timeline, subject to a maximum penalty of 10% of the total assessment fee for the batch. If the assessment is delayed by more than 7 calendar days, the batch will be reallocated to another AA, and the costs incurred will be recovered from the defaulting agency. For 3 or more instances of delayed assessments in a financial year, a flat

	penalty of 15% of the assessment fee for all subsequent delays will be imposed on the AA.
	• Exceptions: Deviations due to unavoidable circumstances (e.g. technical hurdles, mismatch in candidate's attendance data, unavailability of assessment tools etc.) must be reported on SIDH within 3 working days with supporting documentation.

Note: All applicable penalties on AA and assessors shall be deducted from AB's assessment fees.

2.2.1 Key Process Improvements in Assessment Execution

- i. **Assessment Scheduling –** Assessments shall be conducted immediately upon training completion, with no provision for rescheduling beyond the designated timeframe.
- ii. **Time Recording in SIDH –** The start and end times of each assessment shall be accurately recorded in SIDH to ensure transparency and compliance.

2.3 Post-Assessment (After Assessment)

SI. No.	Activity	Current Process	Gaps in Current Process	Improvements	Penalties for Deviation
1.	of Results by	 Assessor completes 	 No provision in SIDH specifying timeline for 	• Timelines:	 Deviation in submission of results by AA:
	AA	assessment and	submission of results.	o RPL/Micro-	

 AA evaluates the results. Based on the evaluation, AA 	 As per NCVET Guidelines, 2024, timeline is within 3 days of assessment. Manual entry of assessment results is time-consuming, often taking 2–3 hours per batch. 	Credentials/NOS - AA to submit results on the same day of assessment. STT - AA to submit results within 3 days of assessment. • Automated Notifications/Alerts through SIDH: To ensure timely batch assessment, SIDH can include automated reminders and alerts for assessors to submit results. • CSV Functionality for Result Upload: A CSV upload functionality to be integrated into SIDH to streamline and expedite the result submission process.	 A financial penalty of 1% per day of the assessment fees on the AA and AB will be levied. The result needs to be directly uploaded on SIDH. If the delay is more than 7 calendar days, 50% of assessment fee will be deducted as penalty. Any delay beyond 10 days, shall lead to withholding of all outstanding payments and a show cause notice shall be issued by MSDE. In case an AA has 3 or more such delay instances within a quarter of the same financial year, they will be barred from undertaking
		functionality to be integrated into SIDH to streamline and expedite	outstanding payments and a show cause notice shall be issued by MSDE. o In case an AA has 3 or more such delay instances within a quarter of the same financial year, they will be
			assessments under PMKVY and other MSDE schemes for a period of 3 months. • Exceptions: Deviations due to unavoidable circumstances (e.g. technical

		 Batch results submitted by AA are evaluated by 	No provision in SIDH specifying timeline for submission of results.	• Timelines: o RPL/Micro- Credentials/NOS – AB to publish results within 1 day of result submission by	
2.	Publishing Results	AB/SSC. Post evaluation, AB/SSC submits the batch results on SIDH which are then published. At this point individual TC can check the batch results.	As per NCVET Operational Manual, 2020, timeline is within 2 weeks of assessment.	AA. STT - AB to publish results within 2 days of result submission by AA.	year, a flat penalty of 5% of the total assessment fee will apply for all subsequent delays. O Recommendation to NCVET for temporary suspension or derecognition after 5 instances of repeated delays. Exceptions: Deviations due to unavoidable circumstances (e.g. technical hurdles) must be reported on

					SIDH within 3 working days with supporting documentation.
3.	Issuance of Certificates	published result,	Since certificates are auto generated, hence there's no gaps in this step	Not applicable	Not applicable
Note: A	II applicable pen	alties on AA and a	ssessors shall be dedu	icted from AB's assessment fees	

2.3.1 Key Process Improvements in Post Assessment Stage

- i. **Result Submission by AAs –** AAs shall ensure prompt submission of assessment results to maintain efficiency in the certification process.
- ii. **Automated Notifications in SIDH –** SIDH shall generate automated alerts and reminders to facilitate timely result submission by assessors.
- iii. **CSV Functionality for Result Upload –** A CSV upload feature shall be integrated into SIDH to streamline and expedite result submission.
- iv. **Result Publication by ABs –** ABs shall publish assessment results promptly upon receipt from AAs to ensure timely certification.

3.0 Re-assessment Process

The table below details the existing process for candidate re-assessment within SIDH, identifies key challenges, and proposes improvements to enhance efficiency. It also establishes penalties for deviations, strengthening stakeholder accountability and ensuring compliance with NSQF-aligned assessment standards.

SI. No.	Activity	Current	Gaps in Current	Improvements	Penalties for Deviation
31. 140.		Process	Process		

1. asses for candid	for re sment failed dates	PIA/SIC can apply for reassessment for the candidates who could not pass the assessment	 No provision in SIDH specifying timeline for re-assessment of failed candidates. Additionally, NCVET Guidelines/Operation al Manual do not provide any clear directives on this aspect either. 	 Defining clear timelines: PIAs/SICs must submit candidates for re-assessment within 15 calendar days of receiving assessment results. After, submission of batch for reassessment, same timelines and penalties shall be applicable as in case of normal batch assessment. Updated Guidelines: Guidelines to be updated by NCVET mentioning the timelines. Upgradation in SIDH: SIDH to include clear provisions on the timeline by which PIA/SIC should submit candidates for reassessment. Automated Notifications/Alerts through SIDH: To ensure timely batch assessment, SIDH can include automated reminders and alerts for PIAs/SICs to submit details of failed candidates. 	 Deviation in applying for reassessment A financial penalty of 2% of the total assessment fee for the batch will be imposed for each delayed week, up to a maximum penalty of 10%. For 3 or more instances of delayed reassessment submissions in a financial year, a flat penalty of 5% of the total assessment fee will apply to the TC for all subsequent delays. Repeated noncompliance may lead to temporary suspension or termination of the TC's authorization to conduct assessments. Exceptions: Deviations due to unavoidable circumstances (e.g. technical hurdles) must be reported on SIDH within 3 working days with supporting documentation.
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3.1 Key Process Improvements for Re-assessment

- i. **Defined Re-Assessment Timelines –** PIAs/SICs shall submit candidates for re-assessment within the specified timeframe to ensure process adherence.
- ii. **SIDH System Enhancements –** SIDH shall be upgraded to include specific provisions for tracking and enforcing reassessment timelines.
- iii. **Automated Notifications in SIDH –** SIDH shall generate automated alerts to remind PIAs/SICs to submit details of candidates requiring re-assessment.

4.0 Extension of Batch Duration

The table below details the existing process for extension of batch duration by PIA/SIC within SIDH, identifies key challenges, and proposes improvements to enhance efficiency. It also establishes penalties for deviations, strengthening stakeholder accountability and ensuring compliance with NSQF-aligned assessment standards.

SI. No.	Activity	Current Process	Gaps in Current Process	Improvements	Penalties for Deviation
1.	PIA/SIC can extend duration of the batch	PIA/SIC has the provision of extending batch duration which	PIAs/SICs are allowed to postpone batches at no cost,	 Strict Limit: PIAs/SICs will be permitted to extend the duration of a batch by a maximum of 15 days, provided the extension request is made 15 days prior the training completion date. PIAs/SICs can postpone a batch once. No further postponements will be allowed. 	Deviation in re-scheduling the batch: AA to ensure that even with extending batch duration the assessment should take place the next day after extension period is over. Failure to do so will attract a penalty of 20% of assessment fee attributable to both AB and AA. If a PIA/SIC reschedules

	o Beyond this, the batch must be auto cancelled in SIDH, and candidates to be reenrolled through the standard process. batches mor times in a final a flat penalty the total batc imposed for subsequent definitions.	ancial year, of 10% of th fee will be for each		
	Automated Alerts: Automated alerts to be introduced on SIDH to notify AB, AA and the concerned PIA immediately when a batch is postponed by SIC. O Repeated compliance method temporary so termination or termination o	suspension on of the authorization		
	• Exceptions: Deviations due to circumstances (e.g. hurdles) must be SIDH within 3 wo with documentation.	g. technical reported on		
Note: All applicable penalties on AA and assessors shall be deducted from AB's assessment fees.				

4.1 Key Process Improvements for Re-assessment

- i. **Batch Extension Limit –** PIAs/SICs shall be allowed a one-time batch extension within the defined maximum duration, subject to timely request submission.
- ii. **Restriction on Postponements –** A batch may be postponed only once; no further postponements shall be permitted.
- iii. **Auto-Cancellation in SIDH –** Batches exceeding the allowed extension shall be automatically cancelled in SIDH, requiring candidate re-enrolment through the standard process.
- iv. **Automated Alerts in SIDH –** SIDH shall generate real time notifications to inform AB, AA and the concerned PIA/SIC immediately upon batch cancellation.

In conclusion, this SOP for Assessment and Certification under PMKVY 4.0 ensures a structured, transparent, and accountable process, enhancing efficiency and credibility. By integrating clear timelines, automated workflows, and compliance mechanisms through SIDH, it streamlines operations while aligning with industry needs. These standardized procedures improve candidate experience and strengthen quality assurance. Regular monitoring and updates will ensure adaptability to best practices, reinforcing PMKVY 4.0's commitment to high-quality skill development and employability.
