

Become an ASDC Assessor

Want to be an ASDC Assessor? Here is an opportunity for individuals with experience in automotive industry to become an ASDC Certified Assessor.

ASDC has requirement throughout India of high quality Assessors across various domains including R&D, Manufacturing, Sales, Service and Driving.

1. **Benefits of Becoming Certified Assessor**

- Become a part of the “*Skill India*” drive and contribute in the development of the country.
- Put your experience in the Automotive Industry to good use by carrying out assessments of candidates trained at ASDC affiliated centres.
- Respectability and self esteem
- Earn decent income

2. **Eligibility Criteria**

Individuals with minimum five years of experience in automotive industry in one or more occupations (cluster of job roles) given in **Annexure 1**.

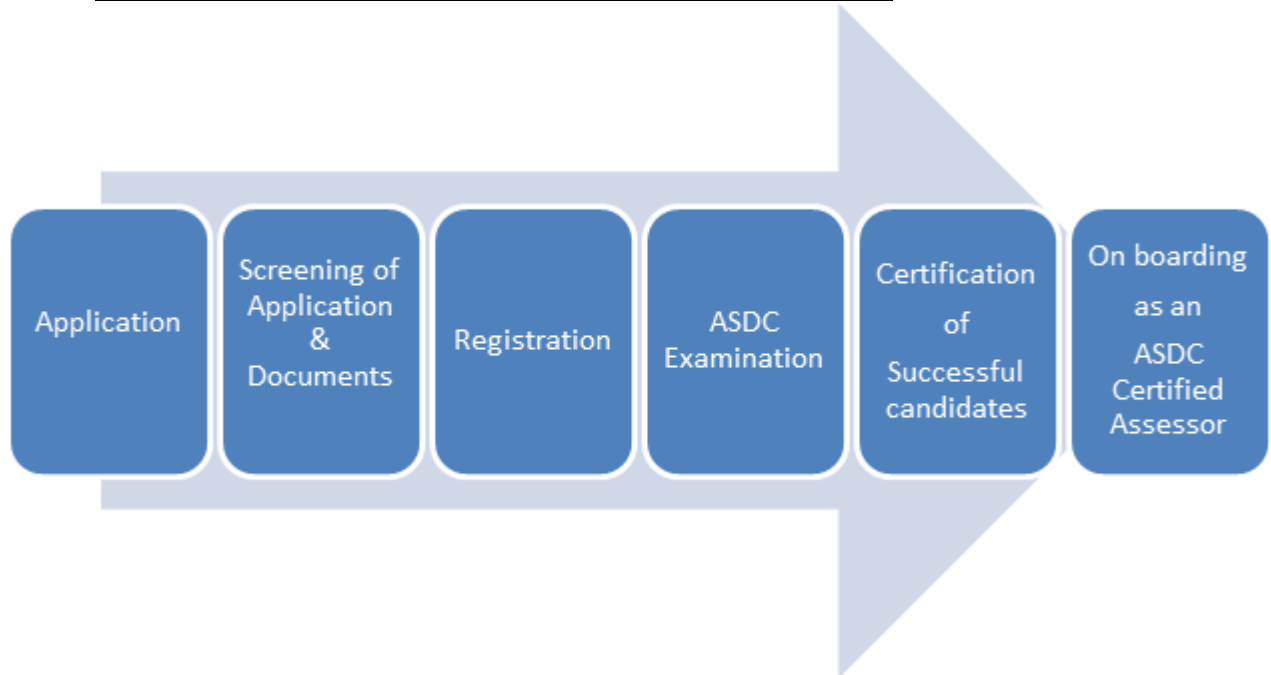
3. **Please apply online :**

Documents Required

The following documents are mandatory:

- a) Resume clearly showing the experience (format attached as **Annexure 2**)
- b) Copy of Certificate of Highest Educational Qualification
- c) Copy of Aadhar Card
- d) Copy of Address Proof (Ration Card/Voter ID/ Passport etc)
- e) Copy of Employer ID
- f) Experience Certificate by Present Employer

4. **Process Flow Chart for becoming an ASDC Certified Assessor**



4. **Submission of Documents** The documents shall be submitted to ASDC, online and either in person or through post.

5. **Screening of Documents** ASDC shall screen all documents received. ASDC may ask for additional information, if required. ASDC or its representative(s) may investigate the correctness of the information provided by the applicant. ASDC shall officially intimate the applicant about successful screening of candidature.

6. **Registration Procedure** Successfully screened applicants shall register with ASDC and submit a non-refundable Registration & Assessment Fee in the form of Electronic transfer or a Cheque or Demand Draft, drawn in favor of 'Automotive Skills Development Council' payable at New Delhi. The Registration & Assessment Fee for the year 2015 ~ 2016 is Rs 3000.

7. **Assessment of Candidates**

ASDC assessment methodology includes the following:

- a) Theoretical Assessment (written/on-line)
- b) Practical Assessment (simulator based/ on-machine)
- c) Viva Voce

8. ASDC may deploy all three or select assessment processes from above. ASDC or representative(s) nominated by ASDC shall arrange to evaluate candidates. ASDC will certify those found competent.

9. **Signing of Agreement** An agreement shall be signed between ASDC and Certified Assessor (attached as **Annexure 3**). Certified Assessors would be assigned for

conducting assessment of batches as and when required through respective ASDC Assessment Partners.

10. **ASDC Contact**

Mr Sunil K Chaturvedi
CEO
Automotive Skills Development Council
1/6 Siri Institutional Area, August Kranti Marg
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Annexure 1

Clusters of Job Roles


Sno	Clusters	Job Roles	QP Code
1	Sales	Customer Relationship Executive	ASC/Q 1106
		SHOWROOM HOSTESS / HOST	ASC/Q 1103
		Telecaller	ASC/ Q 1105
		Sales Consultant (Automotive finance)	ASC/ Q 2001
		Sales Executive (Accessories Value added services)	ASC/ Q 1004
		Sales Officer (Auto Components)	ASC/ Q 1701
		Accessory Fitter	ASC/Q 1102
		Sales Consultant	ASC/Q 1001
		Sales Consultant (Institutional Sales)	ASC/Q 1002
		Sales Consultant (Pre owned Vehicles)	ASC/Q 1003
		Sales Consultant (Retail)	ASC/Q 1005
		Home Installer	ASC/Q 1006
		Sales Executive-Dealership	ASC/Q 1010
		PDI Supervisor	ASC/Q 1107
		PDI Incharge	ASC/Q 1108
Sales/service Trainer (Dealer)	ASC/Q 1109		
2	Customer Support	Customer Relationship Executive	ASC/Q 1106
		SHOWROOM HOSTESS / HOST	ASC/Q 1103
		Telecaller	ASC/ Q 1105
3	Service A	Automotive Electrician Level 4	ASC/Q 1408
		Automotive Service Technician (Two and Three Wheelers)	ASC/Q 1411
		Automotive Service Technician Level 3	ASC/Q 1401
		Automotive Service Technician Level 4	ASC/Q 1402
		Automotive Service Technician Level 5	ASC/Q 1403
		Automotive Service Technician Level 6	ASC/Q 1404
		Automotive Engine Repair Technician	ASC/Q 1409
		Brake Specialist	ASC/Q 1414
		Clutch Specialist	ASC/Q 1415
		AC Specialist	ASC/Q 1416
		Washer	ASC/Q 1101
4	Service B	Automotive Service Technician Level 3	ASC/Q 1401
		Automotive Service Technician Level 4	ASC/Q 1402
		Brake Specialist	ASC/Q 1414
		Clutch Specialist	ASC/Q 1415
		AC Specialist	ASC/Q 1416
		Washer	ASC/Q 1101
5	Service Workshop Operation	Warranty Processor Level 4	ASC/Q 1603
		Washer	ASC/Q 1101

		Spare parts Operations Executive Level 3	ASC/Q 1501
		Spare parts Operations Executive Level 5	ASC/Q 1502
		Maintenance Technician- Service Workshop	ASC/Q 1601
		Service Advisor	ASC/Q1602
		Warranty Incharge	ASC/Q 1604
		Quality Controller	ASC/Q 1605
6	Fuel Pump Operation	Fuel Service Man/ Fuel Service Dispensing Attendant	ASC/Q9604
		PUC Attendant	ASC/Q 9601
		Tyre Inflation Attendant	ASC/Q9603
		QCP Attendant	ASC/Q9602
7	Welder A	Welding Assistant	ASC/Q 3101
		Welding Technician Level 3	ASC/Q 3102
		Welding Technician Level 4	ASC/Q 3103
		Welding Supervisor	ASC/Q 3104
		Welding Machine Setter	ASC/Q 3105
8	Welder B	Welding Assistant	ASC/Q 3101
		Welding Technician Level 3	ASC/Q 3102
		Welding Technician Level 4	ASC/Q 3103
9	Body Shop	Automotive Body Painting Technician Level 3	ASC/Q 3303
		Repair Painter- Auto body L 3	ASC/ Q 1407
		Repair Painter Auto body L 4	ASC/ Q 1406
		Auto Body Technician Level 3	ASC/ Q 1410
		Auto Body Technician Level 4	ASC/ Q 1405
10	Paint Shop	Automotive Painting Technician Level 4	ASC/Q 3304
		Painting Supervisor	ASC/Q 3305
		Painting and Surface Treatment Shift In-charge	ASC/Q 3306
		Automotive Paintshop Assistant	ASC/Q 3302
11	Manufacturing	Auto Component Assembly Fitter	ASC/Q 3701
		Vehicle Assembly Fitter/ Technician	ASC/Q 3601
		Assembly Line Supervisor	ASC/Q 3602
		Assembly Line Machine Setter	ASC/Q 3603
12	Plastic Moulding	Plastic Moulding Operator/ Technician	ASC/Q 4401
		Plastic Moulding Helper	ASC/Q 4402
		Plastic Moulding Supervisor	ASC/Q 4403
		Plastic Moulding In Charge	ASC/Q 4404
13	SCM Logistics	Loading and Unloading Operator/ Loader	ASC/Q 6101
		Packing Executive/Packing Assistant/Packer	ASC/Q 6102
		Parts Picker	ASC/Q 6103
		Manager Stores Operations	ASC/Q 6104
		Manager Materials Coordinating and Planning	ASC/Q 6105
14	R&D (Testing)	Executive, Proto Manufacturing	ASC/Q 6501
		Supervisor R & D Testing	ASC/Q 6502
		Manager Test Facility (R & D Infrastructure)	ASC/Q 6503

		Incharge Material Testing	ASC/Q 6504
15	Press Shop	Press Shop helper	ASC/Q 3401
		Press Shop Operator L4	ASC/Q 3402
		Press Shop Supervisor	ASC/Q 3404
		Press Shop Shift Incharge	ASC/Q 3405
16	Casting A	Casting Technician Level 3	ASC/Q 3202
		Casting Technician- Sand Moulding	ASC/Q 3205
		Foundry Assistant/ Casting Assistant	ASC/Q 3201
		Melting Assistance	ASC/Q 3203
		Pressure Die Casting Operator	ASC/Q 3204
		Casting Supervisor	ASC/Q 3206
		Casting Line In-charge	ASC/Q 3207
17	Casting B	Casting Technician Level 3	ASC/Q 3202
		Casting Technician- Sand Moulding	ASC/Q 3205
		Foundry Assistant/ Casting Assistant	ASC/Q 3201
		Melting Assistance	ASC/Q 3203
		Pressure Die Casting Operator	ASC/Q 3204
18	CNC & Machining A	CNC Operator / Machining Technician L3	ASC/Q 3501
		Machining Assistant	ASC/Q 3502
		CNC Operator / Machining Technician L4	ASC/Q 3503
		Machine Shop Supervisor	ASC/Q 3505
		Machine Setter/ Master Technician	ASC/Q 3506
		Lathe Operator	ASC/Q 1901
19	CNC & Machining B	CNC Operator / Machining Technician L3	ASC/Q 3501
		Machining Assistant	ASC/Q 3502
		CNC Operator / Machining Technician L4	ASC/Q 3503
		Lathe Operator	ASC/Q 1901
20	Forging	Forging Operator	ASC/Q 4501
		Forging Line Supervisor	ASC/Q 4502
		Forging Shift In Charge	ASC/Q 4503
21	QA	QC Inspector Level 3	ASC/Q 6301
		Manager Supply Quality	ASC/Q 6302
		QC Inspector Level 4	ASC/Q 6303
		Manager/Supervisor Customer Quality	ASC/Q 6304
		QA Standard Incharge	ASC/Q 6305
22	Driver A	Ambulance Driver	ASC/Q 9706
		Fork Lift Operator (Driver)	ASC/Q 9707
		Chauffer L5	ASC/Q 9711
		Chauffer L4	ASC/Q 9712
		Commercial Vehicle Driver Level 4	ASC/Q 9703
		Driving Assistant	ASC/Q 9701
		LMV Driver Level 3	ASC/Q 9702

		Taxi Driver	ASC/Q 9705
		Driver Trainer	ASC/Q 9708
		2W- Delivery Associated	ASC/Q 9710
		Auto Rickshaw Driver	ASC/Q 9713
		Dealership Driver	ASC/Q 9715
23	Driver B	Commercial Vehicle Driver Level 4	ASC/Q 9703
		Driving Assistant	ASC/Q 9701
		LMV Driver Level 3	ASC/Q 9702
		Driver Trainer	ASC/Q 9708
		Auto Rickshaw Driver	ASC/Q 9713

Annexure 2

	
Full Name	
Address	
Landline No	
Mobile No	
Email	
Key Skills & Expertise	
Experience	
Education And Qualifications	
Other Skills	
Languages Known	
Awards & Achievements	
Interests & Activities	

Place
Date

Signature

SERVICE LEVEL AGREEMENT

This Service Level Agreement is executed on the _____, **2015**, at New Delhi, by and between:

Automotive Skills Development Council (ASDC), a society registered under the Societies Registration Act, 1860, having its office at Sat Paul Mittal Building, 1/6, Siri Institutional Area, August Kranti Marg (Khel Gaon Marg), New Delhi – 110049, (herein after referred to as “**ASDC**”).- which expressions shall include its subsidiaries, affiliates, associates, legal assigns and successors, being the party of the First Part-

And

_____, an individual residing at _____ (herein after referred to as “**The Assessor**”). Together the First Party and Second Party will be referred to as “**Parties**”.

WHEREAS ASDC, the skill development council for Automotive Sector, promoted by the Society of Indian Automobile Manufactures (SIAM), Automotive Component Manufacturers Association of India (ACMA) and Federation of Automobile Dealers Associations of India (FADA) in collaboration with Government of India through Ministry of Heavy Industries & Public Enterprises and National Skill Development Corporation (NSDC), is primarily engaged in the domain of skill development for the Automotive Sector, in the areas of conducting research related to skill development, developing training course curriculum & training with responsibility of facilitating Training and Assessment & Certification modules, training the trainers, assessment and certification of trainers and students, in consultation with experts from the Automotive Industry and from Academics.

AND WHEREAS ASDC conducts skill trainings by leveraging existing training facilities and partnering with those Training Delivery Institutes and centres that have requisite facility for conducting such trainings.

AND WHEREAS the Assessor is engaged in supporting the Auto Sector Skilling and related activities.

AND WHEREAS the Assessor has approached ASDC and expressed his/her desire to be associated for the purpose of carrying out assessments and functions related to such assessments as required and prescribed by ASDC.

AND THEREFORE, THIS SERVICE LEVEL AGREEMENT IS MADE UNDER THE FOLLOWING TERMS AND CONDITIONS MUTUALLY AGREED BY AND BETWEEN THE “PARTIES”:

1. The Assessor shall follow ASDC guidelines, processes and formats for carrying out assessments for assigned batches.
2. The Assessor shall ensure that all assessments conform to assessment guidelines and that these are undertaken as per the pre-defined format and in accordance with the performance criteria outlined by ASDC in respective Qualification Packs. The assessment guidelines shall be issued by ASDC and any procedural changes shall be informed to the Assessor forthwith for the same to be incorporated

in assessment of future batches. The Assessor shall carryout assessment strictly as per ASDC guidelines and based on ASDC QP/NOS criteria.

3. The Assessor shall co-ordinate (through ASDC) with training partners about the assessment schedule.
4. Within two working days of receipt of information of the commencement of training batches by the training partner and providing the details to the Assessor, the Assessor shall confirm to ASDC, his/her decision to accept assessment of training program related tasks.
5. The Assessor shall ensure that the assessment exercise **including Online/ Theory/ Knowledge test, Viva-Voce and Practical** is conducted within the stipulated schedule.
6. The assessment is conducted online or through a digital device (such as tablet). The Theory/ Knowledge assessments shall be carried out on the web platform only. However, in the rare case where a paper test being conducted with prior approval from ASDC, the Assessor would submit the original assessment sheet (physically and electronically) also collate the data and upload the summary electronically to reach ASDC within 3 working days and physically within 7 working days of the completion of the assessment.
7. The role of the Assessor will include support to ASDC in building the question banks and preparing question papers. The question papers shall then be used for assessment. The questions will be for both Knowledge and Skills/Competency.
8. The Assessor will assist ASDC in translating question banks in different Indian languages.
9. The Assessor shall ensure that copies of the original assessment sheets in form paper are properly documented, collated and filed for a period of at least ten years and as per government guidelines.
10. The Assessor will use only those Assessment forms and Assessment Criteria prescribed by ASDC from time to time for each and every assessment based on the nature of assessment.
11. The Assessor shall load results ratified by ASDC on the SDMS/ ASDC database.
12. ASDC shall validate the results of the assessment undertaken as per the ASDC Process and share the results.
13. ASDC or its representative shall carry out audits of assessments being carried out by Assessor by way of on-site visits.
14. The Assessor shall be held liable for his/her absence for a planned assessment and ASDC will have the discretion to impose penalty for such absence, except for unforeseen, unavoidable circumstances beyond control.

15. This Service Level Agreement will be valid for a period of **one year** from the date hereof.
16. The Assessor shall inform in writing to ASDC at least **one month** in advance in case of its intention to discontinue the services to be provided under this agreement and handover all the documents and material in its possession to ASDC.
17. The Assessor agrees that independence and reliability of assessments is critical. The Assessor will ensure standards of ethics during assessment process. ASDC shall have the right to terminate this agreement immediately in the event of violation of this Code of Conduct.

P.B.: The Assessor to ensure compliance to any specific requirement like video graphing, etc. for special schemes/ projects.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR RESPECTIVE HANDS ON THE DAY MONTH & YEAR FIRST ABOVE WRITTEN

For Automotive Skills Development Council For

Name: Sunil K Chaturvedi
Title: Chief Executive Officer

Name:
Title:

Witness 1

Witness 2

Name
Place: New Delhi
Date:

Name
Place: New Delhi
Date: