

# **TEXTILE SECTOR SKILL COUNCIL**

## **Expression of Interest (EOI)**

### **for Empanelment of Assessment Agencies (AA)**

#### **as per prevailing NCVET / MSDE / TSC Guidelines**

#### **Assessment and Certification for the Textile & Handloom Sector**

EOI Release Date: 21 – August – 2026

Last Date for Submission of Application: 18 – September – 2026 (Revised)

Last Date for Queries: 14 – September – 2026 (Revised)

Shortlisting / Presentation: 25 – September – 2026 (Revised)

Result Declaration: 30 – September – 2026

Application Submission: <https://forms.gle/vFwnSLBtEkJxdUgR6>



Queries: [info@texskill.in](mailto:info@texskill.in)

#### **Textile Sector Skill Council (TSC)**

Unit 1011–1013, 10th Floor, Ambadeep Building,

14 Kasturba Gandhi Marg, New Delhi – 110001

Website: [www.texskill.in](http://www.texskill.in)

## General Instructions

1. The duly filled pre-screening application form shall be submitted by interested Assessment Agencies (AAs) through the prescribed mode and within the timeline specified in this EOI.
2. The application form provided in the annexures shall be completed in all respects. Any unauthorised modification to the prescribed format may result in rejection of the application.
3. The completed application, along with all required supporting documents, shall be submitted in the prescribed format and to the designated email / physical address notified by TSC.
4. A copy of the application form may be made available on the TSC website. TSC reserves the right to revise the application form and/or issue clarifications or addenda. Any such changes shall be notified through appropriate channels.
5. All columns of the application form must be filled. Where a parameter is not applicable, the applicant shall clearly mention "NOT APPLICABLE".
6. TSC reserves the right to withdraw, modify, suspend, or cancel this EOI process, in whole or in part, at any stage without assigning any reason.
7. TSC reserves the right to conduct periodic audits of the assessment process, documentation, systems, and other work assigned to an empanelled Assessment Agency.

## Introduction

Assessment is one of the most critical activities in the skill development value chain. Quality-assured assessment is essential to establish the competency of learners against the prescribed occupational standards and Qualification Packs (QPs).

The Textile Sector Skill Council (TSC) is the Sector Skill Council for the Textile and Handloom sector and is committed to strengthening the quality, credibility, transparency and outcome orientation of assessment and certification processes.

Assessment of trainees and candidates under various skilling, recognition, apprenticeship, industry-sponsored and other approved initiatives is a key responsibility of TSC.

A robust and stringent assessment framework is essential to ensure that assessments are conducted in a fair, reliable, transparent and evidence-based manner. Accordingly, TSC invites applications from eligible Assessment Agencies for empanelment to undertake assessment activities in accordance with prevailing NCVET, MSDE and TSC guidelines.

Assessments shall be based on relevant and approved Qualification Packs, National Occupational Standards and assessment criteria applicable to the concerned job role. New job roles may be added and existing job roles may be revised in line with industry requirements and regulatory directions.

This EOI sets out the broad eligibility requirements, operational expectations, information requirements and application process for empanelment of Assessment Agencies with TSC.

## Terms of Reference

### 1. Essential Requirements for Assessment Agency (AA)

1. The Assessment Agency must be recognised by NCVET for the Textile Sector and possess the requisite legal and operational capability to undertake assessment activities in the approved geographies/ location by NCVET.
2. The AA shall have adequate financial resources and organisational capacity to sustain a continuous assessment process and fulfil its obligations for long-term operational stability.
3. The AA shall identify and comply with all applicable statutory, regulatory and operational requirements relating to assessment and certification services.

4. The AA shall maintain a transparent, documented and evidence-based process for identification, empanelment, engagement, monitoring, retention and retirement of assessors.
5. The AA shall have the capability to undertake assessment activities across relevant textile and handloom sub-sectors and applicable job roles, subject to assessor availability and TSC allocation.
6. The AA shall have the capability to support question bank / assessment tool development, where required by TSC and subject to applicable guidelines.
7. The AA shall maintain a suitable pool of qualified and certified assessors and relevant subject matter experts across applicable textile and handloom domains.
8. The AA shall have on-ground implementation capability and the ability to coordinate assessment activities across multiple states and locations.
9. The AA shall have a documented evidence-based assessment monitoring mechanism, including online/digital monitoring and physical monitoring, as applicable.
10. The AA shall ensure timely and transparent payment processing to assessors as per applicable engagement terms.
11. The AA shall ensure that the prescribed code of conduct and applicable compliance declarations are executed by the AA and its assessors, wherever required.
12. The AA must have the capability to conduct online / digital assessments and use technology-enabled assessment systems.
13. The AA shall follow TSC's work allocation and assessment assignment process. No subcontracting, franchising or unauthorised transfer of assessment work shall be permitted.
14. The AA shall ensure that assessment data, candidate information, assessment evidence and related records are securely maintained and made available to TSC / authorised authorities as required.

## 2. Details of AA to be Shared with TSC

| S. No. | Parameter                                | Details to be Provided                                                                                       | Remarks                             |
|--------|------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1      | Details of TSC affiliation / empanelment | Assessment conducted; certified assessors; textile SMEs; states and districts covered                        | Supporting documents to be attached |
| 2      | Details of affiliation with other SSCs   | SSC-wise assessment conducted, assessors, job roles and geographical coverage for the last 3 financial years | Supporting documents to be attached |
| 3      | Mode of Assessment                       | Digital / Online / Tablet-based / Offline                                                                    | Details and supporting evidence     |
| 4      | Assessment Monitoring Mechanism          | Real-time video/audio monitoring; standalone records; auditor visits; other mechanisms                       | Describe the process                |
| 5      | Regional Language Capability             | Languages in which assessment can be conducted                                                               | State-wise details                  |
| 6      | Team Strength                            | Total assessment coordination and operational team members                                                   | Payroll and contractual details     |
| 7      | Use of Technology / AI                   | Details of technology and AI-enabled tools, if any                                                           | Supporting evidence                 |
| 8      | Assessor Work Allocation                 | Documented process for assessor allocation and engagement                                                    | Process document                    |
| 9      | Assessor Retirement / Retention Policy   | Policy and implementation mechanism                                                                          | Supporting document                 |

## 3. Prerequisites for Selection of AA

### 3.1 Regulatory and Compliance Requirements

- The AA shall comply with prevailing NCVET / MSDE / TSC guidelines and applicable directions issued from time to time.
- The AA shall be eligible to apply for empanelment under the applicable regulatory framework.
- The AA shall declare all linkages with Training Partners, other SSCs, assessment entities and other stakeholders in the skill ecosystem to ensure independence and avoid conflict of interest.
- The AA shall maintain adequate documentation and evidence to demonstrate its capability and experience.

### 3.2 Organisation Structure and Governance

- The AA should have a defined governance and organisational structure with clearly assigned roles and responsibilities.
- The AA should have a documented process for identification, affiliation / engagement and management of assessors, whether on payroll or under contractual arrangements.
- The AA should have an assessment coordination team with adequate capacity and experience to plan, coordinate, supervise and monitor assessment activities.
- The AA shall provide an organisational chart / organogram and details of key personnel associated with assessment operations.

### 3.3 Subject Matter Experts

The AA should have access to suitable subject matter experts across relevant textile and handloom sub-sectors, including, as applicable, spinning, weaving, knitting, processing, handloom, powerloom, apparel-related textile operations and other job-role-specific domains.

### 3.4 Data Security and Information Management

The AA shall provide a declaration and supporting evidence demonstrating adherence to applicable data governance, information security and data privacy requirements. The AA should have documented processes covering, as applicable, the following:

- Database management and secure storage of assessment data.
- Data access controls and user authentication.
- Classification of data as restricted, confidential, internal or public, as applicable.
- Database credential management and access monitoring.
- Data encryption and protection of sensitive information.
- Threat detection, incident reporting and mitigation.
- Database backup and recovery.
- Data portability and controlled data transfer.
- IT assets and device security policy.
- Audit and quality review of assessment data.
- Digitisation, retention and secure disposal of records.

### 3.5 Training of Proctors / Assessment Support Personnel

The AA shall conduct appropriate training and orientation for proctors and other assessment support personnel before they undertake field or remote assessment activities. Personnel should be familiar with the assessment process, platform functionality, applicable compliance requirements, malpractice indicators and escalation procedures.

## 4. Prerequisites for Selection of Assessors

1. The assessor should possess relevant academic, occupational qualifications and work experience as prescribed for the relevant Qualification Pack / job role.
2. The assessor should understand assessment processes, tools and prescribed methods for capturing assessment observations and evidence.
3. The assessor must understand the Occupational Standards and competencies applicable to the relevant job role.
4. The assessor must demonstrate integrity, reliability, fairness and professional conduct.
5. The assessor should possess good observation and communication skills and be able to communicate in English and/or the relevant regional language, as required.
6. The assessor should be capable of using computers, tablets, spreadsheets, video communication tools and other prescribed digital systems.
7. The assessor should have relevant knowledge of the textile / handloom sector and the applicable job role.
8. The assessor must undergo the required certification / ToA process and remain validly certified as per applicable guidelines.
9. Assessors undertaking assessments across multiple sectors must meet the requirements of the relevant job roles and provide any required self-declaration acknowledged by the AA.

## 5. Empanelment Process for AAs

1. Prospective AAs shall submit the application in the prescribed format along with all required annexures and supporting documents.
2. TSC may undertake document scrutiny, desktop evaluation, clarification, interaction, presentation or any other evaluation activity considered necessary.
3. TSC may invite shortlisted AAs for a presentation / interaction before the evaluation panel.
4. TSC reserves the right to select or reject an AA based on merit, eligibility, capability, compliance and operational requirements.
5. The decision of TSC in relation to the EOI process shall be subject to applicable regulatory guidelines and the terms of empanelment.

# **APPLICATION FORM AND ANNEXURES**

## COVER LETTER ON THE ORGANISATION LETTERHEAD

Date: \_\_\_\_\_

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Chief Executive Officer

Textile Sector Skill Council (TSC)

Unit 1011–1013, 10th Floor, Ambadeep Building,

14 Kasturba Gandhi Marg, New Delhi – 110001

Subject: Empanelment of Assessment Agency with Textile Sector Skill Council (TSC)

Dear Sir/Madam,

We are an Assessment Agency with necessary experience and expertise in implementing assessment and certification activities in the skill development ecosystem. We hereby submit our application for empanelment with the Textile Sector Skill Council (TSC) for undertaking assessment activities in the Textile and Handloom sector.

Please find enclosed the duly filled application form and all required supporting documents / annexures for your kind consideration.

We understand that the decision regarding empanelment shall rest with TSC and that TSC may accept, reject or keep the application on hold in accordance with applicable guidelines and its assessment of the application.

We undertake to abide by the applicable NCVET, MSDE and TSC guidelines, operational requirements, code of conduct and other terms and conditions prescribed from time to time.

Yours faithfully,

\_\_\_\_\_  
Signature of Head / Authorised Person

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Organisation Stamp

## Application Form – Annexure 1

1. Name of the Assessment Agency: \_\_\_\_\_

2. Address (Registered Office): \_\_\_\_\_

3. Complete Communication Address with PIN: \_\_\_\_\_

4. Year of Incorporation: \_\_\_\_\_ Registration ID: \_\_\_\_\_

5. Legal Status of Organisation (tick only one): Public / Private / Government; Company / Partnership / Proprietorship / Registered Society; Research / Academic Institute / Industry Association; Others (specify): \_\_\_\_\_

6. Email ID: 1. \_\_\_\_\_ 2. \_\_\_\_\_

7. Website: \_\_\_\_\_

8. Head of the Organisation: \_\_\_\_\_

9. Provide the organisational structure of the Assessment Agency showing roles and responsibilities of persons / groups / committees / associates contributing significantly towards assessment. Attach organogram and relevant details.

10. PAN of the Company / Organisation: \_\_\_\_\_

11. GST Number: \_\_\_\_\_

12. Number of branches / offices and locations: \_\_\_\_\_

13. Total number of employees on rolls, including permanent and contractual employees: \_\_\_\_\_

14. Capacity to design and develop Assessment Blueprint: YES / NO. If yes, attach an Assessment Blueprint.

### 15. Geographical Regions Where Assessments Can Be Conducted (As per NCVET Approval, attach NCVET sector approval document)

| S. No. | Geographical Region | Tick the Region          | States / UTs where assessment can be conducted |
|--------|---------------------|--------------------------|------------------------------------------------|
| 1      | Pan India           | <input type="checkbox"/> |                                                |
| 2      | North India         | <input type="checkbox"/> |                                                |
| 3      | Western India       | <input type="checkbox"/> |                                                |
| 4      | South India         | <input type="checkbox"/> |                                                |
| 5      | Central India       | <input type="checkbox"/> |                                                |
| 6      | Eastern India       | <input type="checkbox"/> |                                                |
| 7      | Northeast India     | <input type="checkbox"/> |                                                |

16. Whether affiliated / empanelled with any Sector Skill Council other than TSC: YES / NO

If yes, provide details in the table below.

| S. No. | Name of SSC | Valid Affiliation Till | 2025-26 | 2024-25 | 2023-24 | Remarks |
|--------|-------------|------------------------|---------|---------|---------|---------|
| 1      |             |                        |         |         |         |         |
| 2      |             |                        |         |         |         |         |
| 3      |             |                        |         |         |         |         |
| 4      |             |                        |         |         |         |         |
| 5      |             |                        |         |         |         |         |

17. Capacity to design and develop assessment tools for Textile / Handloom sector: YES / NO. If yes, attach a sample question paper and a checked sheet for assessing Performance Criteria for any one QP.

18. Do you have a process to select and empanel / engage Assessors? YES / NO. If yes, enclose process details and supporting evidence, including a sample assessor contract.
19. Do you have an assessment monitoring and report sharing process in place? YES / NO. If yes, enclose supporting document.
20. Facility to safely store assessment records as per applicable GOI / MSDE / NCVET / TSC guidelines: YES / NO
21. Does the AA have a grievance redressal mechanism? YES / NO. If yes, enclose supporting document.
22. Does the AA have a minimum work allocation / engagement policy for certified assessors? YES / NO. If yes, enclose supporting document.
23. Does the AA have a certified assessor blacklist / retention / retirement process? YES / NO. If yes, enclose supporting document.
24. Does the AA have an evidence storage, retention and retrieval process? YES / NO. If yes, enclose supporting document.

## Annexure 2

### Self-Declaration by the Head of the Assessment Agency

| S. No. | Current Business Status / Declaration                                                                                                                                                     | Commitment (Yes / No) | Details / Remarks |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| 1      | Are you a Training Partner in the Skill Ecosystem?                                                                                                                                        | YES / NO              |                   |
| 2      | Are you an Income Tax Payee?                                                                                                                                                              | YES / NO              |                   |
| 3      | Has your AA ever been rejected for affiliation / empanelment by any SSC?                                                                                                                  | YES / NO              |                   |
| 4      | Do you have any linkage with any other organisation in the assessment domain?                                                                                                             | YES / NO              |                   |
| 5      | Have you ever been engaged in assessment operations in the past or present with a different entity?                                                                                       | YES / NO              |                   |
| 6      | Do you have adequate financial resources for the operation of skill assessments and associated liabilities?                                                                               | YES / NO              |                   |
| 7      | Do you have a website of your own?                                                                                                                                                        | YES / NO              |                   |
| 8      | Do you have TSC-certified / eligible assessors affiliated with your AA? (Share assessor-wise and QP-wise details of assessments undertaken for the current and last two financial years.) | YES / NO              |                   |
| 9      | How many of your assessors are undertaking assessments across multiple sectors?                                                                                                           | YES / NO              |                   |
| 10     | If granted empanelment, do you have the capability to undertake online / digital assessment with immediate effect?                                                                        | YES / NO              |                   |
| 11     | Do you have the capability to develop question banks / assessment tools for online assessment?                                                                                            | YES / NO              |                   |
| 12     | Are you affiliated with DGET / State-sponsored schemes or other government skill development schemes?                                                                                     | YES / NO              |                   |
| 13     | Are you affiliated with other SSCs / recognised agencies having capacity to carry out assessments for applicable job roles?                                                               | YES / NO              |                   |
| 14     | Have you ever been subject to legal action in cases of malpractice or unfair conduct?                                                                                                     | YES / NO              |                   |
| 15     | Have you ever been banned / suspended from the services offered by you?                                                                                                                   | YES / NO              |                   |

I, \_\_\_\_\_ (name), S/o / D/o \_\_\_\_\_, R/o \_\_\_\_\_, Mobile

No. \_\_\_\_\_, do hereby declare that I have furnished the above details to the best of my ability and knowledge. I fully understand that any incorrect information may render my agency disqualified for empanelment. If granted empanelment, I agree to comply with the operational conditions prescribed by TSC for the conduct of assessment.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

## Annexure 3

### Financial Standing – Annual Turnover

Certificate from the Chartered Accountant / Audit Firm regarding annual turnover from assessment activities in India of the applicant for the immediately preceding three financial years.

| Financial Year Ending 31st March | Turnover from Assessment Activities (₹ Lakh) |
|----------------------------------|----------------------------------------------|
| 2025-26 (Provisional)            |                                              |
| 2024-25                          |                                              |
| 2023-24                          |                                              |

Name of Audit Firm / Chartered Accountant: \_\_\_\_\_

Seal of Audit Firm: \_\_\_\_\_

Signature, Name, Designation and Registration Number of Chartered Accountant / Audit Firm

Date: \_\_\_\_\_

## List of Enclosures

(All documents should be signed and stamped by the authorised signatory, wherever applicable.)

1. Supporting documents for all items mentioned under the EOI requirements and details to be shared with TSC.
2. Registration Certificate of the organisation.
3. Proof of registered office and communication address.
4. Organisational manual, organogram and staff details with CVs of key personnel.
5. Copy of PAN / TAN card and GST registration certificate.
6. Data management and information security policies / processes.
7. Details of branches / offices and locations.
8. Assessment Matrix / assessment capability document of the AA.
9. Assessment Blueprint design capability and sample.
10. Copy of affiliation / empanelment documents with Sector Skill Councils.
11. Details of total assessments carried out for domain SSCs. (Submit year wise, with separate column for Textile and Handloom Sector).
12. Proof of design and development of assessment tools for Textile / Handloom sector, if applicable.
13. Process documents for selection, empanelment, engagement, blacklisting, retention and retirement of assessors.
14. Sample assessment monitoring report.
15. Audited Balance Sheet and financial statements for the last three financial years.
16. Sample contract / engagement agreement with assessors.
17. Valid ISO Certification, if any.
18. Proof of affiliation with Government entities.
19. Details of Textile and Handloom sector Subject Matter Experts on company's payroll
20. Details of Assessors on Company's payroll
21. Details of fulltime employees
22. Any other document considered relevant by the applicant or requested by TSC.

## CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, the details provided in this form correctly describe our organisation as an Assessment Agency, its qualifications and its experience. We understand that any wilful misstatement or misrepresentation may lead to rejection / cancellation of our empanelment as an Assessment Agency, if engaged.

Signature: \_\_\_\_\_

Authorised Signatory of Assessment Agency

Name & Designation: \_\_\_\_\_

Date: \_\_\_\_\_

References: 1. \_\_\_\_\_

References: 2. \_\_\_\_\_

## DECLARATION OF NON-BLACKLISTING

(To be submitted on the Letterhead of the Assessment Agency)

We, M/s \_\_\_\_\_, having our registered office at \_\_\_\_\_, hereby declare and certify that:

- i. Our organisation has not been blacklisted, debarred, suspended or banned by the Ministry of Skill Development and Entrepreneurship (MSDE), State Skill Development Missions / Departments, Public Sector Undertakings, Statutory Authorities, Regulatory Bodies, Sector Skill Councils, National Council for Vocational Education and Training (NCVET), National Skill Development Corporation (NSDC), or any other Government or Semi-Government organisation as on the date of submission of this declaration.
- ii. No order of blacklisting, debarment, suspension or prohibition from participating in any skill development, assessment, certification or related government project has been issued against our organisation.
- iii. We are not involved in any fraudulent, corrupt, unethical or criminal activity that would affect our eligibility to function as an Assessment Agency in the Skill Ecosystem.
- iv. We undertake to immediately inform the concerned authority if any such action is initiated or imposed against our organisation after submission of this declaration.
- v. We understand that if any information furnished herein is found to be false, incorrect or misleading at any stage, our application / empanelment shall be liable for rejection or cancellation and appropriate action may be taken as per applicable rules and guidelines.

We hereby certify that the above information is true and correct to the best of our knowledge and belief.

For and on behalf of

Name of the Assessment Agency: \_\_\_\_\_

Authorised Signatory Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Seal

## Application Processing Fee / Bank Details

The application processing fee ₹23,600 (inclusive of GST@18%) and is Non-refundable) shall be paid through the mode and to the bank account notified by TSC in the final EOI / application notice. The transaction details / proof of payment shall be submitted along with the application form.

Bank Details:

|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| Bank Account Name              | TEXTILE SECTOR SKILL COUNCIL                                                                          |
| Bank Account Number            | 503010488478                                                                                          |
| Branch Name & Address of Bank  | Kotak Mahindra Bank<br>G-F 3a-3j Ground Floor, Ambadeep, 14<br>Kasturba Gandhi Marg, New Delhi-110001 |
| IFSC code                      | KKBK0000172                                                                                           |
| MICR Code                      | 110485002                                                                                             |
| Type of Account                | Savings                                                                                               |
| Permanent Account Number (PAN) | AAFCT0931R                                                                                            |
| GST Number                     | 07AAFCT0931R1ZX                                                                                       |

Note: The application processing fee, applicable GST and payment instructions shall be as specified in the final EOI issued by TSC.