

KERALA ACADEMY FOR SKILLS EXCELLENCE

(A Government of Kerala Undertaking)

Registered Office: 3rd Floor, Carmel Tower, Vazhuthacaud,
Thiruvananthapuram- 695 014.

KASE/372/2023-SrExeOP**09/09/2024****NOTIFICATION**

Sub: KASE, the State Skill Development Mission of GoK - Engagement of Consultant on temporary basis for NCVET dual Recognition as Awarding body and Assessment Agency

Kerala Academy for Skills Excellence (KASE) is a non-profit company formed under Section 25 of the Companies Act, 1956 under Department of Labour & Skills and is the nodal agency for convergence by facilitating and coordinating various skill development initiatives of the State. It is incorporated to pursue its main objectives to promote, establish, setup, monitor, govern and regulate institutions and academies for skills excellence for development of core employability skills, competency standards and for promoting technology that meets the demands of various industries globally.

KASE, the State Skill Development Mission under the Department of Labour and Skills proposes to engage one Consultant on purely temporary basis for a period of three months to carry out the complete processes related to dual recognition of NCVET as Awarding body and Assessment Agency.

Applications are invited from qualified individuals with relevant experience of working in the said process and having adequate knowledge on the policies, guidelines and procedures of NCVET, for engaging as consultant in this office.

The details of terms & conditions of engagement are given below. KASE reserves the right to accept or reject in part or full in any or all the responses without assigning any reasons whatsoever. Application form for the post of Consultant on temporary basis is enclosed herewith as Annexure-A. The financial quote attached along with as Annexure- B shall be submitted in a separate sealed envelope. Last date for submission of application is **3rd October 2024, 5pm**. Applications received after due date will not be considered. **Applicants who have already applied for the role earlier are requested to re-apply for the position again.**

Applications are required to be made in the prescribed pro forma attached herewith as Annexure-A along with resume detailing all relevant experiences. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provisions of the guidelines for engagement of Consultants in KASE from time to time.

S. No	Terms and Conditions	Details
1	Nature of Duties	Duties in connection with the process of obtaining dual Recognition as Awarding body and Assessment Agency
2	Period of engagement	A period of 3 months
3	Eligibility should be Diploma/Degree with relevant experience	<ul style="list-style-type: none"> • Proven expertise and experience in NCVET functions and vocational education sector. • Successful track record in obtaining dual recognition for similar organizations. • In-depth knowledge of NCVET guidelines, regulations, and procedures. • Strong communication and coordination skills to liaise effectively with NCVET. • Ability to work professionally within stipulated timeframe. • Integrity and commitment in achieving the objectives.
4	Terms and Conditions	Sole responsible for the complete process related to obtaining NCVET dual Recognition
5	Age limit	Candidate should not be more than 62 years of age on the last date of this application
6	Confidentiality of data and documents	The data collected/produced as well as deliverables produced for KASE shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment from KASE without express written consent of this office. The consultant is bound to hand over the entire set of records of assignments to this office before the expiry of the contract and before the final payment is released by this office. The Consultant so engaged shall sign an agreement of confidentiality with KASE Containing a clause of Ethics and Integrity.
7	Conflict of interest	The consultants engaged shall in no case represent or give opinion Or advice to others in any matter which is adverse to the interest of the KASE
8	Closing date for submitting applications	3rd October 2024, 5pm
9	Selection procedure	Applications will be called in two cover system, one for technical documents and another with financial quote. A selection panel shall be constituted for this purpose and it will be valid for a period of 6 months. Financial quotes of all technically qualified will be compared and the selection will be made based on QCBS. The decision of KASE in the matter of selection of consultant shall be final and binding upon the applicants.

10	How to Apply	<p>Applications in prescribed pro forma (Annexure-A) & proof of documents shall be submitted in hard copy to the below mentioned address of the office of KASE.</p> <p>Financial quote (Annexure-B) shall be submitted in a separate sealed envelope. No other forms of applications will be entertained.</p> <p>Address: The Managing Director, Kerala Academy for Skills Excellence, 3rd Floor, Carmel Towers, Vazhuthacaud Trivandrum, Kerala-695014.</p>
11	Vacancy	1 (Trivandrum)

Annexure-A**APPLICATION FORMAT FOR THE POST OF CONSULTANT**

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1. Name :
2. Father's Name :
3. Aadhaar Number :
4. Date of Birth (DD/MM/YY) :
5. E-mail address with Telephone No. :
6. Address :
7. Educational Qualification :
8. No of years in similar profile/assignments :
9. Details of relevant experience :
10. Last drawn basic pay :
11. Brief particulars of service with nature of duties performed in the previous similar assignments

Sl.No.	Establishment/ Project Name	Period(DD/ MM/YYYY)		Post held	Nature of work done
		From	To		

12. Brief particulars of service with nature of duties performed in the previous employment

Sl.No.	Name of Organization	Period(DD/MM/YYYY)		Post held	Nature of work done
		From	To		

13. Additional Qualifications/Certifications

14. Additional information, if any, in support of your suitability for the post.

The candidate has to submit a detailed resume on his/her experience, works handled relatively to KASE requisites and related functions.

Following documents must be attached with the application:

1. Resume as per requirement
2. Proof of experience /qualifications

Certificate

This is to certify that no disciplinary proceedings were pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The additional supporting documents would be made available on demand.

Yours faithfully,

Signature

Date
Place

Full name

Annexure- B

Financial Quote for NCVET consultant Empanelment Process

This document outlines the financial quote for the empanelment process with the National Council for Vocational Education and Training (NCVET). The process is divided into three phases, each with specific deliverables and responsibilities. The quote for each phase is detailed below.

Deliverables	Amount quoted(only total amount maybe mentioned)
<p>Phase 1: Document Preparation and Submission</p> <p>The first phase involves the preparation and submission of various documents and Standard Operating Procedures (SoPs) as outlined in the scope of work. This phase is critical for ensuring that all necessary information is accurately and completely provided to NCVET for review.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Preparation of relevant documents and SoPs. • Submission of prepared documents to NCVET. <p>Phase 2: Modifications and Presentation Preparation</p> <p>The second phase focuses on making any required modifications to the documents based on feedback from NCVET and preparing for a presentation. This phase ensures compliance with NCVET's requirements and readiness for the next step in the empanelment process.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Modification of documents as per NCVET's feedback. • Preparation for presentation to NCVET. <p>Phase 3: Application Finalization and Empanelment Completion</p> <p>The final phase involves the finalization of the application process and the completion of the empanelment process with NCVET. This phase marks the successful partnership with NCVET and the beginning of a new chapter.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Finalization of application. • Completion of empanelment process. 	