



The DNA

Training Academy Pvt. Ltd.

Skilling for better future.

www.thedna.org.in



the
dreamers
& achievers





INTRODUCTION

DNA Training Academy Pvt. Ltd. has been registered as a Corporate Training and Placement company under the Companies Act of 2013

Presence in all States in India.

DNA is an empanelled co-ordinator for assessor enrollment, and assessment execution for leading assessment bodies and executed more than 40,000 assessment in last 3 years. We have covered almost every sector skill council and all skill development programs like PMKVY, UPSDM, UKSDM, DDUGKY, MANAS, Udaan, ISDS, ESDM and many more to mention.



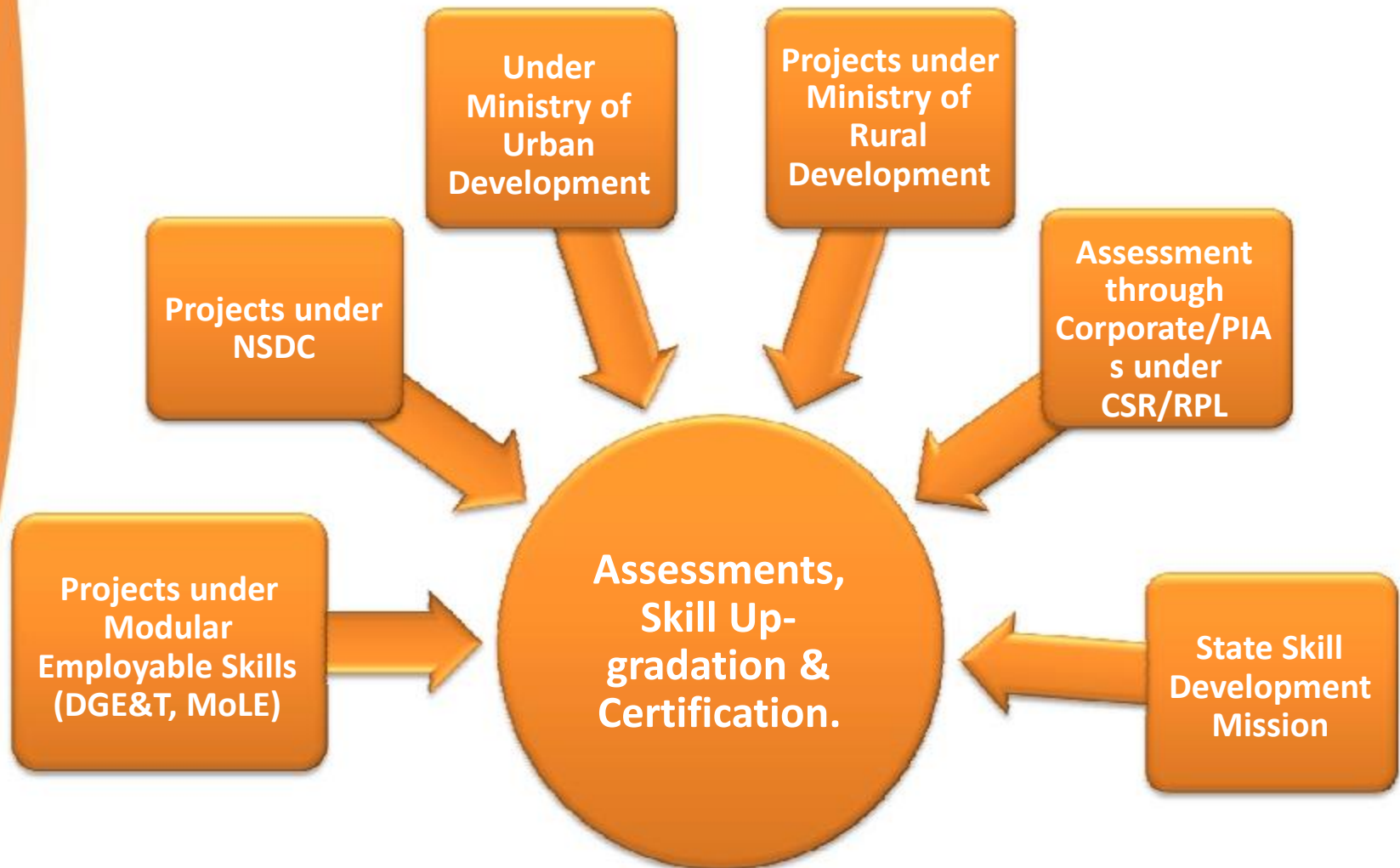
Mission

Enhance the standards of the vocational training program delivery by ensuring fair and high quality of assessments & certification enabling bridging the gap between quality demand and supply of trained manpower.

Vision 2020

To be the preferred Skill Assessment Organization of choice by Government, Industry & NGOs by using the best practices & Employing the best possible manpower to contribute.

What we do





National Council of Vocational Training

Ministry of Labour & Employment has developed a new strategic framework for skill development for early school leavers and existing workers, especially in the un-organized sector.

The main objective of the scheme is to provide employable skills to school leavers, existing workers, ITI graduates, etc.

Existing skills of the persons can also be tested and certified under this scheme.

More than 7500 ITIs and VTPs are into training under Modular Employment Scheme.

PAN India Presence- All Trades



Proudly Serving



Apollo MedSkills Limited

Virohan Institute of Allied Health & Management Sciences

SSAYMA Institute of paramedical Science

Lifeline Hospital

VIKAS NIGHT COLLEGE OF ARTS,SCIENCE & COMMERCE

IKYA Human Capital Solutions

IL&FS

India Can

DPMI

Ants Consulting & Services Private Limited

DINFO Skilling & Counselling Organization

Daksh, CMAI, ATDC, Monash for ISDS

Edugram

NIIT

Oxford

Future Learning

And many more training providers.....

Quality Checks



- 1. Proper KYC of assessor with self attested documents including CV, Adhar, PAN card, experience letter and academic qualifications.**
- 2. Team cross checks each document, by calling references and last employers.**
- 3. Sharing of TP details only before 24 hrs.**
- 4. Assessor should wear ID card, along with his original adhar card.**
- 5. Special check on time of arrival and finish of assessment.**
- 6. Not more than 4 assessment with same TP (location) is given to one assessor.**
- 7. Surprise visit to the center to cross check told conditions.**
- 8. Random calling to candidates and center managers about the assessment process.**
- 9. Check on submission of reports, pictures, videos on time.**
- 10. Timely update to the concerned authorities about any emergency.**

Our Associates





OUR STRENGTH



DNA..

- Has assessed over **40,000** candidates across over 15 sectors.
- Presently have more than **200 Assessors** empanelled across India.

- Over **500 SMEs** from different trades associated PAN INDIA
- Average assessment per month –1000.
- One of the preferred coordinators for AB's in India.
- Quality control commenced.

ON BOARD
EXPERTS





We at **The DNA follow a culture of hiring the best person for our assignments. Our Assessors and Subject Matter Experts are picked from some top Institutes and Organizations of India .**

As a result of which we are committed towards achieving golden milestones of Quality delivery year by year.

Present Set Up





- **Corporate office** – Noida - A team of 30 plus employees

- **Branch offices**

Lucknow, Jaipur, Allahbad,
Baroda, Bangalore

- **Coming soon**

Chennai, Chandigarh,
Ranchi and Bhopal.

All branches have one Biz Development Manager with a team of
qualified & dedicated manpower



Assessment Process

Protocol to follow

Assessors Orientation with NSDC.

Batches received through NSDC portal and email from AB.

Allocation of batches to assessors as per the required constraints such as geographical location, assessors availability, etc.

Follow up with TP for assessment.

Scheduling of batch with a confirmation mail to coordinator and TP.

Protocol to follow



Preparation of Question bank and sending QP.

Documentation - Soft copy of attendance sheet & result sheet to be send by assessor to us within TAT of 3 days from the date of assessment conducted and Hard copies of attendance sheet, result sheets and answer sheets to be forwarded to Head Office within stipulated time of 7 days from the date of assessment.

Failure to follow the TAT on submission of documentation would force to impose penalty.
Any Communication must be responded at the earliest.

Assessors Evaluation, Roles & Responsibilities



Assessors Evaluation Criteria



- For Degree/ Diploma holders-
- Professionals having “Formal Qualifications as per Trade Assessed”. They may be employed / self employed and possess valid certificate for their experience(s) which is as under:
 - **Minimum 3- 5 years** working experience for assessing skill trades at **Level I**
 - **Minimum 6-8 years** working experience for assessing skill trades at **Level II, III & IV**

- For Non Degree/ Diploma holders –
- Professionals who do not possess any “Formal Qualifications”. They may be employed / self employed but must possess valid certificate for their experience(s)e.g. any Boutique Owner may assess candidates for GAR105 trade if he / she possess adequate proofs of the work done in context to particular trade. Beside basic qualification i.e. 5th pass they must have experiences as under:
 - **Minimum 6- 8 years** working experience for assessing skill trades at **Level I**
 - **Minimum 8-10 years** working experience for assessing skill trades at **Level II, III & IV**

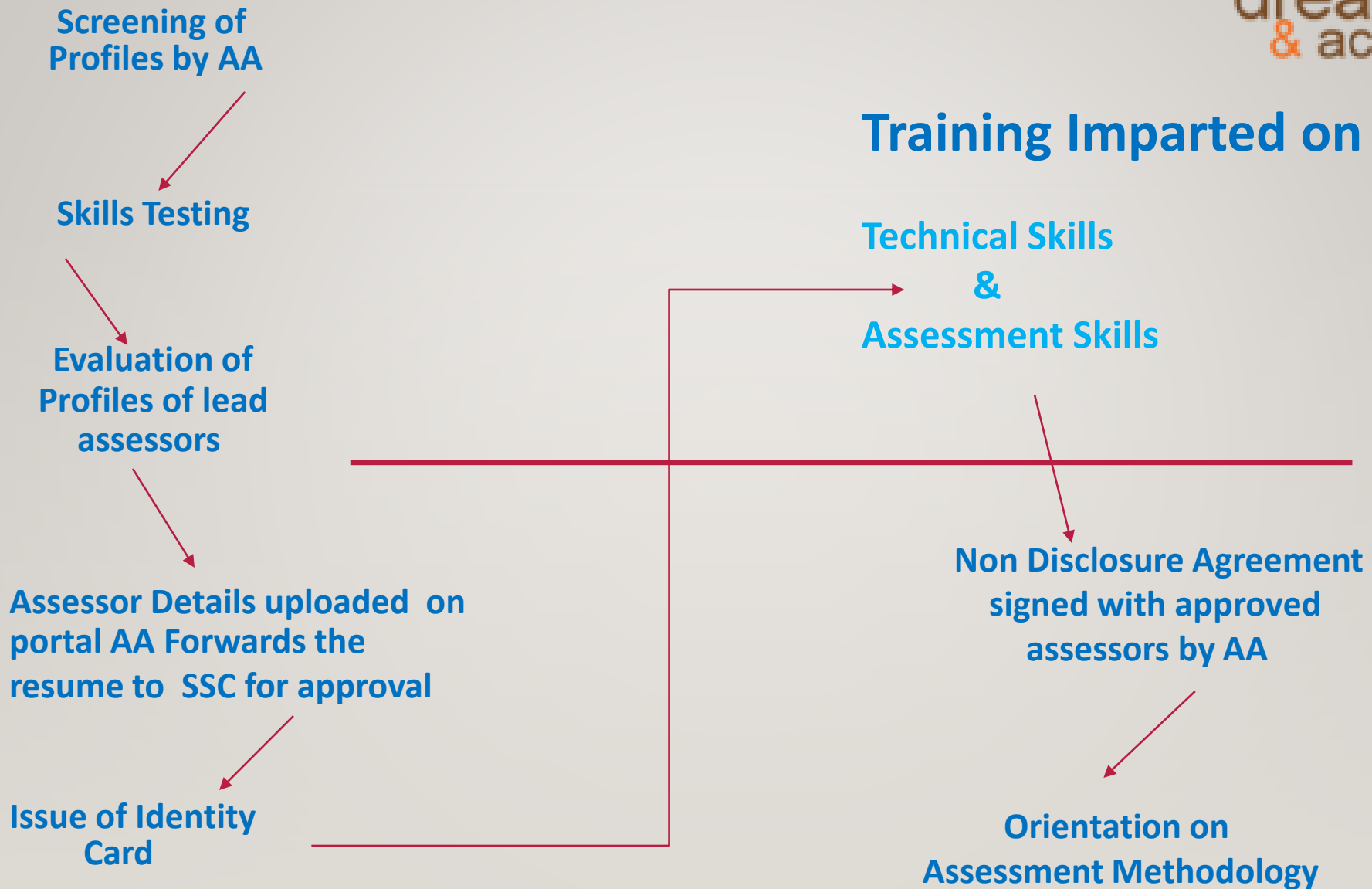
- Person of integrity and good professional standing.
- Must be fair and upright in his conduct.
- Well versed in English language and be able to communicate in local language. Knowledge of standards and forms of assessments to be used.
- Possess keen observational skills.
- Possess basic computer knowledge.



Documentation

- 2 recent passport size color photographs
- Professional resume (signed by assessor)
- Qualification documents-
 - 10th certificate
 - 12th certificate
 - Graduation certificate/ trade diploma/ degree/ trade certificate
- Experience letter
- NABET formats (signed by assessor)-
 - Resume format
 - Agreement
 - Assessor's declaration form

Protocol





Role & Responsibilities of Assessor

- Assessor should reach the testing center 30 minutes prior the time scheduled for the assessment so as to check the readiness of the classroom, practical labs and equipments for the assessment.(If found late then AB has right to take necessary action against the assessor)
- The assessor should carry a valid ID card issued either from SSC or AB for self verification.
- Assessor has to carry the attendance sheet, question papers and answer sheets.
- Verification of student credentials.
- The assessor has to check the Training attendance register of candidates or Biometrics attendance.
- Assessor has to verify the qualification and experience of the instructors in the training center
- The assessor should take the attendance of all the students with sign and stamp the VTP. Assessor should declared the result within 2 days from the date of assessment as per the format.
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Role & Responsibilities of Assessor



- Paper is to be corrected in red ink.
- Assessment would be taken in the form of theory, practical and viva as per the given NOS's and PC's.
- Marking would be as per the assessment criteria.

- Total marks scored by the candidate in theory and practical/viva should be mentioned on the result sheet with assessor's signature.
- Correction of the answer sheet should be impartial and should not involve any wrong practice.

Assessors associated with us in HSSC:

S. NO	Name	Contact No	Email Address	Work Experience (In Years)	Highest Academic Qualification	City/Town	State	Zone	SSC	Job Role
1	Somit P Das	9605913099	somitpdas@gmail.com	6 Year	Diploma in Nursing	Alappuzha -	Kerala	South	Healthcare	Nurse Incharge
2	Rohit Sankhla	9214882711	rohitsankhla1483@gmail.com	6 Year	BSc Nursing	Ajmer	RAJSTHAN	north-west	Healthcare	male Nurse
3	Syed Mehdi Imam	9934033776	medic5250@yahoo.com	15 Year	Diploma in Nursing	Bittiah	BIHAR	north	Healthcare	nurse Nurse
4	Raju Puthiyottil	9895023102	rajusnjari@gmail.com	9 Year	DIPLOMA IN CAT	Calicut	Kerala	South	Healthcare	cardiac anesthesiologist
5	Kiran Prakash Jamdhade	8007911908	jamdadekiran1981@gmail.com	10 Year	Bsc	Nashik Road,	Maharashtra	north	Healthcare	Senior Technician.
6	SWAPNIL ARUN PURANIK	9975101644	swapnil31pk@gmail.com	6 Year	M.Sc. Microbiology	Nashik	Maharashtra	north	Healthcare	Scientist
7	Subedar Fakir Mohan Dala Singh	9778711444	drupalita.91@gmail.com	28 Years	Graduate	Bhubaneswer	Udisa	South-east	Healthcare	male Nurse
8	Siddharth Kumar Bohra	8104407279	Siddharthbohra.bohra@gmail.com	4 Year	B.Sc Nursing	Adarsh nagar	RAJSTHAN	north	Healthcare	Staff Nurse com coordinator
9	Rajap Theen.J	9791557203	rdheen83@gmail.com	7 Years	Diploma in Nursing	Gudalur	Tamilnadu	South	Healthcare	Staff Nurse
10	Sunil Kumar Devaraju SK	9915247884	sunilsardarasingh@gmail.com	6 Years	diploma in MLT	Ambala	Haryana	north east	Healthcare	Medical Lab Technician
11		9901426301	skdevaraju@gmail.com	4 Year	Msc Food Science	Karnataka	Banglore	south	Healthcare	Dietician
12	DHARAMBIR	9891563499	dharamv44@gmail.com	8 Years	diploma in MLT	Kakrola Delhi	NEW DELHI	North	Healthcare	Lab Technician
13	Digambar Marutirao Desai	9664176105	dr.digambardesai@yahoo.in	8 Years	PG IN Arts in Psychology	kandivail Mumbai	Maharashtra	north	Healthcare	AM In medical claim
14	DINESH KUMAR .Y	9966060802	dinuyatham143@gmail.com	5 Year	B.Sc.M.L.T	Banglore	Karnatak	South	Healthcare	Lab Technician
15	Dinesh Chandra vyas	7728877681	vyas_dineshvyas@rediffmail.com	6 Years	ward ma. In hospitaludaipur	udaipur	RAJSTHAN	north-west	Healthcare	Staff Nurse
16	John Paul Joy	9961996994	johnpauljoy45@gmail.com	6Years	Diploma in Nursing	idukki	kerala	south	Healthcare	scrub nurse
17	Narayan AV	8197976522	sagamarayan.12@gmail.com	24 Years	D Pharma	Narayanpura	Banglore	south	Healthcare	Sr. Pharmacist
18	DR. PARTH SOLANKI	9904121480	parthsolanki211@gmail.com	5 Years	Forth B.H.M.S.	Ahmedabad	GUJRAT	West Zone	Healthcare	MEDICAL OFFICER
19	B. S. V. VIJAY KUMAR	9392325364	veeravikunj@yahoo.com	14 Years	B.Sc.	Secunderabad	U.P	north	Healthcare	Senior Process Executive
20	SRINIVAS KASETI	9866943884	seenukasetti@gmail.com	6 Years	MBA-Healthcare	Mandamarri	Telangana	south	Healthcare	ECCAnalyst
21	SUDHARSAN.N.P	8190918772	npsudharsan@gmail.com	4 Years	BSC-NURSING	Coimbatore	Tamilnadu	south	Healthcare	Staff Nurse
22	VINOD KUMAR	9810759210	VINODCTL@YAHOO.COM	14 Years	BMLT	Shahadara	DEHLI	North	Healthcare	Lab Incharge
23	Sanjoy Majumder	9436991009	sanjoy10@yahoo.com	10 Years	PG in data Man.	Agartala,	Tripura	north east	Healthcare	Radiographer
24	RAJANI VINOD	9711809571	rajanivinod9@gmail.com	6 Years	S.S.L.C	kalka ji	NEW DELHI	north	Healthcare	staff nurse
25	Vivek Kumar	9708754418	vivek.kumar97087@gmail.com	5 Years	BscMLT	Mofihari	BIHAR	north	Healthcare	Lab Technician

FAQ's



Feedback Mechanism

Feedback form to TP's and Assessors

Assessment Audit call - daily pre-assessment, during assessment & post assessment.

System of surprise checks – Surprise visits by local and by hired audit team, telephonic follow up, video monitoring through technology.

Procedure before undertaking any assessment – Mapping & deployment of assessors, Approval from SSC on assessors, Briefing on procedures & process, Question bank in place, Coordination with stakeholders.

System for maintaining data for 10 years

Documents will be scanned & maintained.

Storage of hard copies in seal box with proper indexing.

Feedback Form for candidate



Candidate feedback form.pdf

Assessor's Feedback Form



Assessor's feedback form.pdf



Contact Us

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saloni.paliwal@thedna.org.in



Thank You!

