



## DRAFT INDIAN STANDARD IN WIDE CIRCULATION

Reference : MSD 19/T-35

Date : 23 April 2024

**TECHNICAL COMMITTEE : Human Resource & Innovation Management, MSD 19**

To,

**All concerned**

Dear Madam/Sir,

The following document has been prepared by the Human Resource & Innovation Management Sectional Committee, MSD 19. Please [click here](#) to view the document.

**Document Number : MSD 19 (25342) WC**

**Title of the document : Assessment Service Delivery Procedures and Methods to Assess People in Work and Organizational Settings Part 2: Requirements for Service Providers**

**Document Type : New Indian Standard**

*This document has following salient features which may require specific attention for your valuable comments:*

- 1) *This document establishes requirements and guidance for one or more service provider(s) in working with a client to carry out the assessment of an individual, group or organization for work-related purposes and to deliver quality assessment services.*
- 2) *This document addresses the requirements for the service provider with respect to, among other areas:*
- 3) *the choice, integration, implementation and evaluation of assessment procedures and methods in making recommendations to a client who has an assessment need, carrying out and delivering such assessments, and assisting the client in communicating with assessment participants and others;*
- 4) *the interpretation of assessment results and subsequent reports;*
- 5) *the collection, processing and storage of personal data of assessment participants and of assessment data;*
- 6) *ensuring the required competence and professionalism of any person working under its control with a role in the assessment process;*
- 7) *organizational decisions related to the delivery of assessment services.*
- 8) *This document also specifies assessment approaches and procedures that can be carried out for one or more work-related purposes made by or affecting individuals, groups or organizations, including, but not limited to:*
- 9) *— employment-related decisions (e.g. recruitment, selection, development, appraisal, promotion, outplacement, succession planning and reassignment);*
- 10) *— career-related decisions (e.g. recruiting, coaching, guidance, vocational rehabilitation and outplacement counselling);*
- 11) *— group decisions (e.g. training initiatives, team building);*
- 12) *— organizational decisions (e.g. restructuring, morale and culture initiatives, mergers and acquisitions).*
- 13) *No detailed technical or professional specifications are included within this document; however, an explanation of some of the more common professional quality principles used in assessment (e.g. validity, reliability, fairness, standardization) are included in Annex B. Despite the informative nature of this annex, the quality of assessment procedures and methods is important to the client in relation to the purposes of the assessment, the relevance of the measures involved, their validity, reliability, fairness, standardization and any issues relating to special needs of the*

*assessment participant and other factors that affect the practicality, acceptability and utility of the assessment.*

*14) Requirements for the client are specified in ISO 10667-1.*

*15) See Bibliography for examples of various professional guidelines and national standards.*

*16) This document does not detail the specific competences required for assessors as these are dependent upon the nature of the assessment.*

*17) See Annex C for further information on assessor competence.*

Please examine the document and share your comments regarding further improvement in the document.

**Last date for sharing the comments is : 22 June 2024**

The comments should be shared in the prescribed template through this portal only; and the comments so received shall be taken up by the Sectional Committee for necessary action. For any other query, please write an email at [msd@bis.gov.in](mailto:msd@bis.gov.in) to the undersigned at Bureau of Indian Standard, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi.

In case no comments are received, we would presume your approval of the documents. However, in case we receive any comments on the document, the same shall be put up to the Sectional Committee for necessary action.

Thanking You,

**Yours faithfully,**  
**(ANUJ SWARUP BHATNAGAR)**  
**Head (Management and Systems Department)**  
**Email: [msd@bis.gov.in](mailto:msd@bis.gov.in)**



## व्यापक परिचालन में मसौदा(दे)

हमारा सन्दर्भ : MSD 19/T-35

दिनांक : 23-04-2024

तकनीकी समिति : Human Resource & Innovation Management Sectional Committee, MSD 19

प्राप्तकर्ता : रूचि रखने वाले सभी निकाय

महोदय/या,

निम्नलिखित मसौदा तैयार किया गया है :

प्रलेख संख्या : MSD 19 (25342) WC

शीर्षक :

कृपया इस/इन मानक(को)/संशोधन(नो) के मसौदे(दो) का अवलोकन करें और अपनी सम्मतियाँ यह बताते हुए भेजें कि यदि ये मानक(को) के संशोधन(नो) के रूप में प्रकाशित हो तो इन पर अमल करने में आपके व्यवसाय अथवा कारोबार में क्या कठिनाइयां आ सकती हैं।

सम्मतियाँ भेजने की अंतिम तिथि : 22 June 2024

सम्मतियाँ, यदि कोई हों तो, कृपया यहाँ क्लिक करके ऑनलाइन पोर्टल के माध्यम से ऊपर दी गयी अंतिम तिथि तक दर्ज कराएं।

यह/ये प्रलेख भारतीय मानक ब्यूरो की वेबसाइट [www.bis.gov.in](http://www.bis.gov.in) पर भी उपलब्ध है/हैं।

धन्यवाद।

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