



QUALITY COUNCIL OF INDIA (QCI)

2nd floor, J Tower, World Trade Centre, Block F, Nauroji Nagar, Safdarjung Enclave,
New Delhi- 110029; Web: www.qcin.org; E-mail ID: padd_schemes@qcin.org



Procedure for Empanelment of Assessors / Experts

Security sTar Agencies Rating Scheme (STAR) — QCI-PADD Empanelment



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Introduction

Quality Council of India (QCI) provides accreditation/recognition to Certification / Inspection Bodies/Agencies based on assessment of their competence as per the criteria compliance and in accordance with National/International standards and guidelines. For more details, please visit QCI website www.qcin.org
PADD invites Applications for Empanelment of Assessors for sTar Scheme.

Interested professionals working with Government and/or Industry having relevant domain expertise, good understanding of the industry and Quality Management Systems, having communication skills, and preferably knowledge of the Standards mentioned in table below, may send their CV in the prescribed format (Annexure 1) to padd_schemes@qcin.org

1.0 About the Scheme & Empanelment

Quality Council of India (QCI), through its Project Analysis and Document Division (PADD), operates the Security sTar Agencies Rating Scheme (STAR) a joint QCI–CAPSI voluntary initiative providing rating and certification to Private Security Agencies (PSAs) based on an assessment of their compliance with the STARS Technical Criteria, in accordance with the Private Security Agencies (Regulation) Act, 2005 (PSARA) and applicable international accreditation standards. For more details, please visit the QCI website: [security-star-agencies-rating-scheme – PADD](#)

PADD invites applications for empanelment as Assessor, Team Lead (Lead Assessor), and Technical Expert under the STAR Scheme.

Interested professionals working with Government, Defence/Law Enforcement, and/or the Private Security Industry, having relevant domain expertise, a good understanding of Quality and Security Operations Management Systems, strong communication skills, and preferably knowledge of the standards listed below, may send their CV in the prescribed format to padd_schemes@qcin.org.

Certification Level / Scope	Accreditation Standard
STAR Level 1–6 (Compliance / QMS-based)	ISO/IEC 17021-1
STAR Level 7 (Security Operations Management System)	ISO 18788

2.0 Role Descriptions

2.1 Assessor

Conducts document review and onsite assessments of Private Security Agencies against the STARS Technical Criteria, and reports findings for certification decision-making.

Educational Qualification	Post-graduation in any stream from a recognised university.
Experience	Minimum 5 years of full-time, post-qualification experience — preferably in the Private Security services sector — and at least 3 years of evaluator/audit experience (Conformity Assessment / Quality).
Training / Certification	Successful completion of a training course on the updated ISO/IEC 17020, 17021, 17024, or ISO 18788 standard from a recognized body.



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Knowledge	Knowledge of the Private Security Agencies (Regulation) Act, 2005 and other applicable statutory and regulatory requirements for security agencies; Military / Law Enforcement background is an added advantage.
Age Limit	70 years, with provision for a 2-year extension for a specific requirement, subject to the approval of the Director, PADD.

Key Responsibilities

Planning Assessment Activities

1. Determine and/or confirm assessment resource needs.
2. Create the assessment plan.

Conducting a Document Review

3. Review the client CRM (Cross Reference Matrix).
4. Assess Conformity Assessment Body/PSA documents against the STARS Technical Criteria.

Conducting an Onsite Assessment (Office, Witness, Surveillance, Re-certification)

5. Conduct an opening meeting.
6. Assess the competence and compliance of the PSA against certification requirements.
7. Conduct preparatory/team meetings during the assessment.
8. Conduct a closing meeting.
9. Prepare a written assessment report (draft, final, interim, summary, etc.), as per applicable procedures.

Post-Onsite and Reporting

10. Communicate with QCI-PADD/the Certification Body as required.
11. Verify the effectiveness of corrective actions raised.

Professional Competence

12. Demonstrate professional behaviour, confidentiality, and impartiality at all times.
13. Continue professional skills development and stay current on relevant standards.

2.2 Team Lead (Lead Assessor)

Leads the assessment team, taking overall responsibility for planning, coordinating, and consolidating the team's findings into a single assessment outcome, in addition to performing all Assessor duties.

Educational Qualification	Post-graduation in any stream from a recognised university.
Experience	Minimum 5 years of full-time, post-qualification experience — preferably in the Private Security services sector — and at least 3 years of evaluator/audit experience (Conformity Assessment / Quality).
Additional Qualification Route	A Team Lead may also be qualified based on past experience in accreditation assessments. A team member who has participated in a minimum of 5 accreditation assessments (including document review and office assessment) and 2 witness assessments is taken on as a Trainee



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	Lead Assessor, performing under the guidance of a qualified Lead Assessor. Qualification as Lead Assessor follows a successful recommendation by that Lead Assessor.
Training / Certification	Successful completion of a training course on the updated ISO/IEC 17020, 17021, 17024, or ISO 18788 standard from a recognized body.
Knowledge	Knowledge of the Private Security Agencies (Regulation) Act, 2005 and other applicable statutory and regulatory requirements for security agencies; Military / Law Enforcement background is an added advantage.
Age Limit	70 years, with provision for a 2-year extension for a specific requirement, subject to the approval of the Director, PADD.

Key Responsibilities

In addition to all Assessor responsibilities (Section 2.1), the Team Lead is responsible for:

1. Allocating assessment tasks and areas of coverage among team members and, where applicable, Technical Experts.
2. Leading the opening and closing meetings with the Private Security Agency.
3. Consolidating document review and onsite findings from all team members into a single, coherent assessment report.
4. Ensuring the assessment is completed within the allotted mandays and reported to QCI-PADD within the prescribed timelines.
5. Mentoring and providing feedback to Trainee Lead Assessors and newly empanelled Assessors participating as observers.
6. Ensuring impartiality and management of any conflict-of-interest situations arising within the team during the assessment.

2.3 Technical Expert

Supports the assessment team with specific technical/domain expertise. Does not assess independently and is not authorized to lead or sign off on assessment reports.

Educational Qualification	Post-graduation in any stream from a recognised university.
Experience	Minimum 5 years of full-time, post-qualification experience — preferably in the Private Security services sector — and at least 3 years of evaluator/audit experience (Conformity Assessment / Quality).
Training / Certification	Not mandatory. Completion of a training course on the relevant ISO/IEC standard(s) is preferred and considered an added advantage.
Knowledge	Knowledge of the Private Security Agencies (Regulation) Act, 2005 and other applicable statutory and regulatory requirements for security agencies; Military / Law Enforcement background is an added advantage.
Age Limit	70 years.

Key Responsibilities



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1. Provide specific technical/domain expertise to the assessment team where the Assessor(s)/Team Lead's knowledge of the activity is not adequate on its own.
2. Support the document review of technical aspects of the PSA's operations, as directed by the Team Lead.
3. Contribute to onsite technical evaluation under the guidance and direction of the Team Lead.
4. Provide feedback to the Team Lead on technical findings for inclusion in the assessment report.
5. Maintain confidentiality and impartiality at all times; disclose any conflict of interest to the Director, PADD.

Note: Experts are not permitted to assess independently. Induction on the panel is provisional and confirmed only after satisfactory feedback from the Lead Assessor of the assessment on which the Expert was inducted.

3.0 Selection Procedure

1. CVs are screened against the competence criteria for the relevant role (Section 2.0 / Annexure 1).
2. Shortlisted candidates may be called for a discussion with the Director/Head, PADD to verify suitability.
3. On satisfactory screening, the candidate signs a contract and undertaking covering confidentiality, impartiality, and severing of any prior links with Certification/Conformity Assessment Bodies.
4. Empanelment as Assessor is confirmed through a shadow/observership route — observing a minimum of one DRR assessment, one Office Assessment, and one Witness Assessment — followed by satisfactory feedback from the respective Lead Assessor(s). These observerships are unpaid, though logistics costs are reimbursed.
5. Team Lead qualification follows the additional experience-based route described in Section 2.2, subject to a successful recommendation by a qualified Lead Assessor.
6. Technical Expert induction is tentative until confirmed by the Director/Head, PADD, based on feedback from the Lead Assessor of the assessment on which the Expert was first inducted.
7. Final empanelment across all three roles is approved by the Director/Head, PADD.

Please submit your application/CV in the prescribed format to padd_schemes@qcin.org.

For any queries, please write to the same address. Submission of a CV does not entitle the applicant to empanelment with PADD, QCI.

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**4.0 Annexure 1 — Application/CV for Empanelment as Assessor**

Name (in capital letters)	
Contact address	Off: Res:
Phone	Off: Res:
Mobile	
Fax	
Email	
Date of Birth	
Educational Qualifications (with specialization, institute/university & year of passing – post 12 th standard)	
Other Professional Qualifications (with specialization, institute/university & year of passing)	
Training (with brief details & year of training)	
Auditor Training	QMS: FSMS/EMS/OHSMS/FSMS/EnMS: Any other
Other Training received Relevant to Schemes	QMS: EMS: OHSMS: FSMS:

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ISO 17021/ 17065/ 17024/ 17020:

Any Other:

Work Experience

*(in chronological order starting with
the most recent experience)*

(mm/yy – mm/yy)

Notes:

1. Please provide typed information as per the specified format above and use separate pages for providing additional information, if any
2. Please attach copies of educational qualification and auditor/assessor training certificates.
3. Please provide us your updated CV.

Declaration:

I hereby certify that the above information is true to the best of my knowledge.

Signature:

(name)

Date:

Place: