

Scoring Criteria for Interview Calls

CV Scoring Criteria

1. Educational Qualification (30%)

Educational qualifications provide the foundation for a candidate's **knowledge, analytical ability, and problem-solving skills**. It indicates the level of formal training and theoretical understanding the candidate possesses. **Higher qualifications often signal mastery of a subject**, while **good academic performance** reflects discipline, consistency, and the ability to excel in a structured learning environment.

However, not all educational backgrounds are equally relevant for every role. A **positive stream or subject specialization** aligned with the job ensures that candidates bring relevant theoretical frameworks and insights to their work.

Furthermore, academic performance—reflected through **marks or grades**—adds another dimension, demonstrating how well the candidate has absorbed and applied their knowledge. Evaluating education with a fair scoring system helps identify candidates with the **right mix of qualifications and aptitude**.

1.1 Scoring Methodology of Educational Qualification (30%)

The **Educational Qualification Score** is based on three parameters:

1. **Level of education**
2. **Academic performance (marks/grades)**
3. **Relevance of the stream or field of study to the job**

This system rewards candidates with **higher qualifications** and recognizes **outstanding academic performance**. It also includes a **positive stream multiplier** for candidates whose field of study is relevant to the role, ensuring that specialization is valued.

1.1.1 Level of Education

A. For Verification Staff:

Level of Education	Base Score
Master's Degree and Above	6.25
Bachelor's Degree	5.5
HSSLC	5
Below HSSLC	0

B. For District Lead Resource Person:

Level of Education	Base Score
M.Phil and Above	6.25
Master's Degree	6
Bachelor's Degree	5
Below Bachelor's Degree	0

1.1.2 Marks/Grades Multiplier

Below 50%	0.5
50%	1
70%	1.1
80%	1.15
90%	1.2

1.1.3 Positive Stream Multiplier

Relevant Streams that will be useful for hand holding MSMEs will be given extra multiplier eg: Economics, Commerce, Business Administration, Business Management, Engineering

Positive Stream: ×1.33333333333333

Neutral/Unrelated Stream: ×1.0

1.2 Formula

Education Score= Base Score X Marks Multiplier X Stream Multiplier

1.3 Impact of Educational Qualification on the Final Score

The **Educational Qualification component** accounts for **30% of the total CV score**, ensuring that formal training and academic achievements are given significant weight. The **multipliers for marks and stream relevance** ensure that candidates with strong academic performance and specialized knowledge are appropriately rewarded. This helps organizations identify candidates who are **not only well-educated but also aligned with the specific requirements of the role**.

2. Work Experience (40%)

Work experience is one of the most significant indicators of a candidate's **practical knowledge, problem-solving abilities, and professional adaptability**. It reflects how well an individual has applied their academic knowledge and skills in real-world scenarios. The **duration, relevance, and depth** of work experience provide insight into a candidate's capability to handle job responsibilities, adapt to challenges, and contribute effectively to an organization.

In particular, candidates with **industry-specific experience** often require less training, reducing onboarding time and accelerating productivity. **Experience in leadership roles** or prior exposure to challenging tasks demonstrates that the candidate possesses valuable traits like **decision-making skills, teamwork, and resilience**.

Hiring candidates with relevant work experience ensures that organizations bring in talent that can **immediately contribute** and **lead initiatives** when required. A well-rounded scoring model for experience helps differentiate between candidates with varying levels of exposure, ensuring that both experience and relevance are acknowledged.

2.1 Scoring Methodology for Work Experience (40%)

The work experience will be measured in two ways:

2.1.1 Relevancy

Work experience especially in the field of MSME hand holding, Livelihood Development and Village level engagement are an integral part of the day to day operations that the recruitee will be engaged in. If a candidate has more than one work experience only the most relevant shall be considered. Work Relevancy will form the Base Score for Work Experience.

Work Experience Line	Base Score
MSME Related (DIC staff, PMEGP, PMFME etc)	8
Social Work/Village Level engagement, Livelihood Development, Training & Development	6.00
B2B Sales, B2B Consulting, Finance Related (Accounting, IFMIS)	5
B2C Sales, Event Planning, Common Service Center, any other Sales	4
School Level Teacher	3
Others	1
Fresher	0

2.1.2 Years of Experience

Candidates who have worked more than 2 Years in their field are considered to be well versed in their role. Hence, Candidates having more than 2 years of experience will have a multiplier dividend. Years of Experience will be considered a multiplying factor.

Years of Experience	Multiplier
Below 1 Year	0.5
1- 2 Years	1
2-5 Years	1.15
Above 5 Years	1.25

2.2 Formula

Work Experience Score = Base Score X Years Multiplier

2.3 Impact of Work Experience on the Final Score

The **Work Experience component** contributes **40% to the total CV score**, ensuring that candidates with meaningful professional exposure are valued. The model rewards both **length of service** and **quality of experience**, with bonuses for **relevant industries**. This ensures that candidates with **industry insights and management skills** are given a competitive edge in the evaluation process.

3. Skills and Certification (30%)

The emphasis on **skills and certifications** in the scoring process ensures that hiring decisions are aligned with organizational needs. It highlights the importance of **competence over credentials alone**, ensuring that the selected candidates bring practical, relevant knowledge and capabilities to the table. The structured scoring system also promotes fairness by applying consistent metrics and multipliers, rewarding those with **specialized skills** that align with job requirements.

3.1 Scoring Methodology for Skills and Certifications

The **Skills and Certifications Score** is designed to assess a candidate's practical abilities and specialized knowledge. Each relevant skill or certification is assigned a **base score** according to its level of importance and complexity.

Skills/Certifications	Base Score
DCA, CCC	7
Tally Certification	6
Dashboard Building, Report Writing (Skill)	5
Common Service Center, Google Workspace, Microsoft Office (Skill)	3
Others if Relevant	1
No Skills/ Certification	0

For Skills and Certification, only hard skills will be considered, soft skills like: good in communication, fast learner etc. are considered as 0 score. Candidates who have mistakenly mentioned their Job roles under Skills/ Certifications are adjusted and considered under work experience. Candidates who have mentioned similar tasks/roles as their work experience are already considered under work experience and are not considered under skills/certifications.

There is no relevance multiplier for Skills and Certifications as relevancy is already factored in under the base score, however, candidates having more than 1 skill group as mentioned in the above will have an additive score which will be capped at a maximum score of 10 marks. For example, a candidate having Google Workspace, Report Writing and Tally as their skills will have a score of $7+6+5=18$ which is capped at a maximum of score of 10 hence irrespective of the additive score, the candidate's score is 10.

3.2 How this Scoring Affects the Final Assessment

The **Skills and Certifications component** accounts for 25% of the total CV score. This ensures that candidates with job-relevant skills and certifications are recognized and rewarded accordingly. By applying multipliers for relevance, the system ensures that **candidates who possess targeted expertise are prioritized**. Furthermore, candidates who actively pursue multiple certifications demonstrate **adaptability and a growth mindset**, essential qualities for dynamic work environments.

4. Final Composite Scoring

A **composite scoring model** provides a structured and transparent way to evaluate candidates by **weighing multiple key components**—educational qualification, work experience, and skills & certifications. Each aspect plays a critical role in identifying candidates who are not only knowledgeable and experienced but also possess the **practical skills** needed to succeed.

This method ensures that hiring decisions are **holistic** by recognizing both **academic achievements and industry exposure**, while also emphasizing relevant skills and certifications. The **weighted approach ensures fairness** by giving importance to all key areas without letting any one component dominate the overall assessment.

4.1 Weight Distribution for the Final Score

The **composite score** is divided into three main components, each weighted based on its relevance to the job role:

1. **Educational Qualification: 30%**

Recognizes formal education and specialization, rewarding higher levels of education and academic excellence with relevance multipliers.

2. **Work Experience: 40%**

Rewards candidates with **practical, on-the-job experience**, with additional points for industry relevance and leadership roles.

3. **Skills and Certifications: 30%**

Values **specialized knowledge** through technical skills and professional certifications, with multipliers for direct relevance to the role.

4.2 Composite Score Formula

Total Composite Score = Education Score X 0.3 + Work Experience Score X 0.4 + Skills and Certifications Score X 0.3)

4.3 Interpreting the Composite Score

Range: The **total composite score will typically range between 0 and 10** points, with higher scores reflecting candidates with strong qualifications, relevant experience, and job-relevant skills.

Balanced Evaluation: The scoring ensures a **balanced assessment**, rewarding candidates who perform well across multiple dimensions rather than excelling in only one area.

Technical Examination Scoring

Candidate's Marks in marks are normalized so as to adjust the score in such a manner that the highest possible score is 10.

Normalization Formula:

Normalized Marks = (Absolute marks/Total Marks) *10

Overall Score

The Overall Score is arrived at by taking into CV Score and Technical examination Score

More weightage is given to Technical Examination:

Overall Score (Scored as percentage) = Normalized Score * 0.571 + CV Score *0.429

District Allocation

Candidate's Preferred District which was filled during admit card submission is taken into consideration. If this section is left blank it is assumed that the candidate does not have a preferred district and is considered as **"All"**.

Final Selection for Interview

For 11 posts available for District Lead Resource Person 25 candidates are called for Interview, taking into consideration the candidate's preferred district.

For 22 post available for Verification Staff 47 Candidates are called for Interview, taking into consideration the candidate's preferred district.