

B. TIMELINES FOR THE EMPANELMENT PROCESS (TENTATIVE)

CERT-In will open empanelment process once in the year as per the calendar schedule published on the web site for inviting the new applications, offline practical skill test , online practical skill test and PIS (PIS dates may change depending upon the availability of committee members). As per the schedule, period of 3 months will be allocated for inviting the new applications in a year. Once empanelled, organisation will be empanelled for 3 years from the year of empanelment, subject to complying with terms& conditions of empanelment.

For example, if two organizations applied for empanelment from CERT-In in July-September 2020 and one of them gets empanelled on 1st July 2021, and the other one gets empanelled on 1st August 2021 then the validity of empanelment is till 30th June 2024 for both the organizations.

Technical Evaluation Committee (TEC) will meet every year to discuss issues & processes related to the empanelment.

- **1st July – 30th September:** Applications (application along with completed annexures as listed in CERT-In Website) will be accepted till 30th September only and no application will be accepted at CERT-In office if received after 30th September.
- **1st October – 31st October:** Any clarifications or additional documents if required by CERT-In will be informed to the applicant organization. Clarifications must be provided within 15 days of the queries raised by CERT-In otherwise the application will not be considered for subsequent rounds of Empanelment process. The organisations will be provided with offline Practical Skill Test within this time period only if they have cleared documentation round. No offline test setup will be provided after this time period.
- **1st November- 31st December:** Organizations provided with offline Practical Skill Test are required to submit offline Practical skill test report within 15 days of provision of offline setup. The organizations scoring 90% or above in the reports submitted by them are declared successful in this offline practical skill test(PST) and eligible for step 3 i.e. Online VA/PT practical skill test. The organization will be given maximum two attempts to appear in offline PST. If the organization is unable to clear the offline PST in first attempt, then they may submit the report for Offline PST second time within 15 days of declaration of results by CERT-In. In case the organization is unsuccessful to qualify OFFPST even after two attempts, organization may apply as fresh applicant after cooling period of one year from the date of last test cycle.

- **10th-12th January for 1st Online PST attempt:** The Online PST will start from 10th January of the subsequent year. The test will run for 3 days i.e. on 24x7 basis or as decided by CERT-In. Organizations will be required to submit VA & PT report to CERT-In within 7 working days of conclusion of Online PST. Organization scoring 90% or more will be considered for step-4 i.e. Personal Interaction Session at CERT-In.
- **20th-22nd February for 2nd Online PST attempt:** If the organization is unable to clear the Online PST in first attempt, then 2nd Online PST will be conducted on 20th February. The 2nd test will run for 3 days i.e. on 24x7 basis or as decided by CERT-In. Organizations will be required to submit VA & PT report to CERT-In within 7 working days of conclusion of 2nd Online PST. The organization will be given maximum two attempts to appear in Online PST. In case the organization is unsuccessful to qualify VA/PT PST even after two attempts, organization may apply as fresh applicant after cooling period of one year from the date of last test cycle.
No extension for submission of Online PST reports by applicant organizations will be entertained.
- **2nd or 3rd week of March:** Step 4 i.e. Personal Interaction session will be conducted in 2nd or 3rd week of March depending upon availability of members of Personal Interaction Session Committee. PIS Committee and TEC make final recommendation on the selection of organization for forwarding the organizations details to suitable Government agency for background verification and clearance before empanelment by CERT-In.
- The details of organization successful in all rounds of empanelment process will be forwarded to suitable Government agency for background verification and clearance before empanelment by CERT-In. It is expected that background verification will be completed by 30th June and the organizations may be empanelled from 1st July of that year and validity of organization will be 3 years from the year of empanelment, provided the organization is compliant to all terms & conditions of CERT-In Empanelment.
For example, if organization got empanelled on 1st July 2021, the validity of empanelment is till 30th June 2024 provided the organization is compliant to all terms & conditions of empanelment.