QUALIFICATION FILE

Office Automation, Accounting and Publishing Assistant

☒Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒General ☐Multi-skill (MS) ☐ Cross Sectoral (CS) ☐Future Skills ☐ OEM

NCrF/NSQF Level: 3

Submitted By:

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Section 1: Basic Details

1.	**Qualification Name**	**Office Automation, Accounting and Publishing Assistant**	
2.	**Sector/s**	**IT-ITeS**	
3.	**Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐OEM**	**NQR Code & version of existing/previous qualification:** *NA*	**Qualification Name of existing/previous version:** NA
4.	**a. OEM Name** **b. Qualification Name** (*Wherever applicable)*	-	
5.	**National Qualification Register (NQR) Code &Version** (*Will be issued after NSQC approval)*	**QG-03-IT-00359-2023-V1-NIELIT**	**6. NCrF/NSQF Level: 3**
7.	**Award (Certificate/Diploma/Advanced Diploma/ Any Other** *(Wherever applicable specify multiple entry/exits also & provide details in annexure)*	Certificate	
8.	**Brief Description of the Qualification**	**Nature**: Short Term Course **Purpose:** To create Skilled Man Force in the area of Computer Application with required skill set in Accounting, Tally and Database handling. Candidates will also be skilled in Cyber Security and protection mechanisms and Desktop Publishing. Further candidates can easily be placed in publishing houses and press.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	**a. Entry Qualification & Relevant Experience:**	

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1)	10th Class Pass	NA
2)	8th Class Pass with 2 years of NTC/ NAC after class 8th	NA
3)	8th Pass and pursuing continuous schooling in regular school with vocational subject	NA

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		4) 8th Grade pass — 2 years of experience in the IT-ITeS Sector **b. Age:** N/A
10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	23 Credits **Common Cost Norm Category (I/II/III)** *(wherever applicable)***:** Category II Information and Communication technology
11.	**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*	NA
12.	**Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*	☒**Offline** ☐**Online** ☐**Blended** **Training Delivery Modes** / **Theory (Hours)** / **Practical (Hours)** / **OJT Mandatory (Hours)** / **ES (Hours)** / **Total (Hours)** **Classroom (offline)** / 240 / 360 / 30 / 60 / 690 **As per the availability of online tools the training shall also be offered in online/blended mode.* *(Refer Blended Learning Annexure for details)*
13.	**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*	NCO-Code/2015-3341.1000, 3512.0200
14.	**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*	**Academic:** ***Vertical:*** **Level 4 courses in IT:** a. Computer Applications and Business Accounting Associate b. IT O-Level Course **Professional:** IT and Accounts Assistant-> Sr. Account cum IT Assistant
15.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	Qualification file available in English & Hindi Languages.

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16.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☒ **Yes** ☐ **No URLs of similar Qualifications:** **URL1:** Click here **URL 2**: Click here **URL 3**: Click here	
17.	**Is the Job Role Amenable to Persons with Disability**	☒ **Yes** ☐ **No** **a) Leprosy Cured Person** **b) Dwarfism** **c) Muscular Dystrophy** **d) Acid Attack Victims** **e) Low Vision**	
18.	**How Participation of Women will be Encouraged**	Participation of Women Candidates will be ensured as per Existing government norms. Exclusive batches for women would be run for the proposed course. funding of women batches from it for masses scheme /other schemes launched by government from time to time.	
19.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	☐ **Yes** ☒ **No**	
20.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools** ☒ **Yes** ☐ **No** **Colleges** ☒ **Yes** ☐ **No**	
21.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name: NIELIT Gangtok** **Email: dir-gangtok@nielit.gov.in** **Contact No.: 03592205609** **Website: https://nielit.gov.in/gangtok/index.php**	
22.	**Final Approval Date by NSQC:** ***29.03.2023***	**23. Validity Duration: 3 Years**	**24. Next Review Date: 29.03.2026**

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Section 2: Module Summary

NOS/s of Qualifications
(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details, refer curriculum document.

Th.-Theory **Pr.**-Practical OJT-On Job Training Man**.**-Mandatory Training Rec**.**-Recommended Proj**.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)			Assessment Marks			
						Th.	Pr.	Total	Th.	Pr.	Total	Weightage (%) *(if applicable)*
1.	Module 1: Familiarizing with Basic functional operations of a computer and working with Basic Office	NOS Code: NIE/ITS/N14030	Core	3	3	40	50	90	27.27	13.5	40.77	8.15
2.	Module 2: Basic Knowledge of Networking and Services of the Internet	NOS Code: NIE/ITS/N14031	Core	3	4	60	60	120	36.36	18	54.36	10.87
3.	Module 3: Basics of Computer Graphics and Desktop Publishing	NOS Code: NIE/ITS/N14032	Core	3	3	30	60	90	33.33	13.5	46.83	9.36
4.	Module 4: Understanding problems of Cybercrimes & preventing Cybercrimes	NOS Code: NIE/ITS/N14033	Core	3	1	10	20	30	9	4.5	13.5	2.7

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5.	Module 5: Handling of data using basic Database application software	NOS Code: NIE/ITS/N14034	Core	3	3	30	60	90	27.27	13.5	40.77	8.15
6.	Module 6: Fundamentals skills of Financial Accounting	NOS Code: NIE/ITS/N14035	Core	3	3	30	60	90	33.33	13.5	46.83	9.36
7.	Module 7: Preparing Account books using Tally	NOS Code: NIE/ITS/N14036	Core	3	3	40	50	90	33.33	13.5	46.83	9.36
Sub Total (A)						**240**	**360**	**600**	**200**	**90**	**290**	**58**
8.	Module: 8 Employability Skills (B)	NOS Code: DGT/VSQ/N0102	Non-core	3	2	60			50			10
9	OJT (C)	N/A	Core	3	1	30			60			12
10	Project (D)	N/A	-	-	-	-			100			20
Duration (in Hours) / Total Marks (A +B+C+D)				**3**	**23**	**690**			**500**			**100**

Assessment Components	**NOS Included**	**Duration (in mins)**	**Marks**
Theory 1: Office Automation, Accounting and Publishing Assistant Paper-1	NOS 1, NOS 2, NOS 4, NOS 5	90	100
Theory 2: Office Automation, Accounting and Publishing Assistant Paper-2	NOS 3, NOS 6, NOS 7	90	100

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Practical	NOS 1, NOS 2, NOS 3, NOS 4, NOS5, NOS6, NOS 7	180	90
Internal Assessment	Employability Skills	-	50
OJT	OJT	-	60
Project		-	100
			Total: 500

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: __50__% *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage – NOS/Module-wise: __NA___% *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

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Section 3: Training Related

<table>
<tr><td>1.</td><td>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</td><td>
<table>
<tr><th>Sl. No.</th><th colspan="2">Qualification</th><th>Experience</th></tr>
<tr><td>1</td><td>Office Automation, Accounting and Publishing Assistant</td><td>B. Tech in Computer Science/ IT allied branches
Or
MCA
Or
BCA / B.Sc. (CS/IT)
Or
Attained NSQF Level-5 in IT Domain
Or
NIELIT A- Level Qualified
AND
knowledge of DTP, Accounting & Tally, some certification preferred</td><td>Minimum 1 Year teaching Experience in Relevant field with working knowledge of Cyber/Information Security</td></tr>
</table>
</td></tr>
<tr><td>2.</td><td>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</td><td>
<table>
<tr><th>Sl. No.</th><th colspan="2">Qualification</th><th>Experience</th></tr>
<tr><td>1</td><td>Office Automation, Accounting and Publishing Assistant</td><td>B. Tech in Computer Science/IT allied branches 2 Years of Experience in teaching
Or
MCA 2
Or
BCA/BSc(CS/IT)
AND
Knowledge of DTP,</td><td>Minimum 2 to 4 Years teaching Experience in Relevant field with working knowledge of Cyber/Information Security</td></tr>
</table>
</td></tr>
</table>

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				Accounting & Tally.	
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure)*			
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA			

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**Sl. No.**	**Qualification**		**Experience**
		1	Office Automation, Accounting and Publishing Assistant	B. Tech in Computer Science/IT allied branches 2 Years of Experience in teaching Or MCA 2 Or BCA/BSc(CS/IT) AND Knowledge of DTP, Accounting & Tally.	Minimum 2 to 4 Years teaching Experience in Relevant field with working knowledge of Cyber/Information Security
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	The assessor carries out theory online assessments through the remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment is through trained proctors. Once the test begins, remote proctors have full access to the candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I- card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.			

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3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	An External Examiner/ Observer (Subject matter expert) are deployed including NIELIT scientific officers who are subject expert for evaluation of Practical examination/ internal assessment / Project/ Presentation/ assignment and Major Project (if applicable). Qualification is generally B.Tech or M.Tech.
4.	**Assessment Mode** *(Specify the assessment mode)*	**Theory: Online (Remote Proctored)** **Practical/Internal Assessment/Assignment/Project/Dissertation: Offline**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes**
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:** 10
5.	**Estimated nos. of persons to be trained and employed:** 1000
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** NIELIT is recognized as AB and AA under Government Category. NIELIT is an HRD arm of MeitY, therefore, the Line Ministry Concurrence is not required.

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Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	**Available at Annexure-I: Evidence of Level**
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	**Available at Annexure-II: Tools and Equipment**
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	**Available at Annexure-VI: Detailed Assessment Criteria**
4.	**Annexure:** Assessment Strategy *(Mandatory)*	**Available at Annexure-VII: Detailed Assessment Criteria**
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	***Available at* Annexure-V: Detailed Blended Learning**
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	**NA**
7.	**Annexure:** Acronym and Glossary *(Optional)*	**Available at Annexure-X: Acronym and Glossary**
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	**Available at Annexure-A: Model Curriculum**
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	**Available at Annexure-VIII: Career Progression**
10.	**Supporting Document:** Occupational Map *(Mandatory)*	**Available at Annexure-IX: Occupational Map**
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	**Available at Annexure-B: Examination SoP**
12.	**Any other document you wish to submit:**	**NA**

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Annexure I: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	1. Students are able to understand computers, and their components, and their applications. 2. Students are able to understand GUI Based operating systems, their components, and file management. 3. Students are able to acquire skills in Word Processing, spreadsheets, and their features and also be able to create and develop a presentation. 4. Students are able to know about security features & vulnerabilities and will be able to secure their network from attacks. 5. Students are able to understand the world of internet, and its advantage and understand the Internet as a powerful tool	1. Individuals can perform tasks more efficiently and effectively. 2. Individuals can identify and address potential issues and problems before they arise.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	1. Students are able to troubleshoot basic computer and software issues. 2. Students are well versed with accounting software and be able to input and reconcile financial data. 3. Students are able to acquire skills in creating and developing forms, queries and reports 4. Students are able to create templates, format text, and graphics, and prepare documents for printing or electronic distribution 5. Students are able to analyze and solve problems related to office automation, accounting, and publishing tasks.	1. It results in increased productivity as they are able to continue working without interruptions. 2. This helps to develop a sense of independence and self-reliance.	3

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	6. Students will have strong attention to detail, ensuring that documents are error-free and accurate. They should also be able to proofread and edit documents.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	1. Career Development & Goal Setting 2. Becoming a Professional in the 21st Century 3. Basic English Skills 4. Communication Skills 5. Essential Digital Skills 6. Financial and Legal Literacy 7. Customer Service 8. Entrepreneurship 9. Diversity & Inclusion 10. Getting Ready for Apprenticeship & Jobs	1. Can explain Entrepreneurial Mindset and describe the importance of it in the context of opportunity curation for future jobs 2. Can comfortably use most of the basic software with proficiency 3. Have the ability to relate to the 5 pillars of Social 4. Emotional Skills and describe the similarities between SES and Emotional Intelligence	3
Broad Learning Outcomes/Core Skill	1. Office automation assistants use various software and tools to streamline administrative tasks and improve office efficiency. 2. Accounting assistants help with financial record-keeping, bookkeeping, and other financial tasks. 3. Publishing assistants help with various tasks related to the publication of books, magazines, or other print or digital media.	1. It results in improved accuracy and reliability of administrative tasks. 2. Helps to manage and organize data more effectively, reducing the risk of data loss or corruption	3
Responsibility	1. Creating and maintaining spreadsheets, databases, and other digital records. 2. Recording financial transactions, such as sales and expenses and also Preparing, maintaining financial statements, reports, and records.	1. Helps in handling data more efficiently and making minimal mistakes. 2. It also establishes confidence and	3

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	3. Coordinating editorial and production schedules for books, magazines, or other print or digital media. 4. Handling data using basic database application software may include designing and creating databases using tools such as Microsoft Access or MySQL.	enhances the work flow.	

Annexure II: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 25

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Classroom/ Hybrid	1 (30 sq. m)	25
2	Chairs	With backrest	25
3	Tables	--	25
4	Desktop Computers/Laptops	With following: (1) Ram: 8 GB (2) HDD: 500 GB (3) Windows OS (4) Linux OS or Dual booted system(s) (5) Tally ERP 9 (6) Microsoft Office/Libra Office (7) Adobe Photoshop (CS6) (8) Network Hardware: Switches, Hubs, Routers.	25

Classroom Aids

The aids required to conduct sessions in the classroom are:

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1. LCD Projector
2. Whiteboard
3. Pin-up Board

Annexure III: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID
1	Karkhana	Siddharth Bhatter	Director	Delhi -NCR	9999092827	siddharth@karkhana.club
2	Shine Computer Training Institute	Kh Grace	Proprietor	Tiddim Road Churachandpur, Manipur pin-795128	7005043972	Khgrace7085@gmail.com
3	Info Trade Services	Tarun Thokchom	Director	PDA Complex, Super Market, Lamphelpat Imphal – 795004, Manipur	7005800053	Tarun.th@gmail.com
4	Future Technology Computer Education	Tika Ram Chhetri	Director	Lingchom Road, Near Govt.Secondary School Langang,Gyalshing West Sikkim – 737111	7872880064	tikachhetri55@gmail.com
5	Advance Computer Training Institute	Sailadu Shankar Dora	Director	Dadhibaman Street, Digapahandi, Ganjam, Odisha – 761012	9937659935	shankardora@gmail.com
6	Josada Institute of Technology and Management Science (JITMS)	Sahadeba Pradhan	Secretary Cum Centre Head	Barracks Street, Berhampur, Ganjam, Odisha	9438009992	jitmsorissa@gmail.com
7	Orissa Computer Academy	Sumanta Kr. Das	Chairman	Tulaschoura, Baripada, Mayurbhanj, Orissa	6370903185	Oca.bpd@gmail.com
8	Shamsoft Computer Education	Pradyumma Kumar Thatoi	Director	Old Sadar Thana Lane, Near S.C.S College Square, Puri	9692702077	Shamsoft.puri@gmail.com

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				– 1		
9	Computer Application Centre	Debashis Swain	Director	3rd Floor, Priyadarshini Market, CRPF Square Bhubaneswar – 751012	9437089830	Debashisswain06@gmail.com
10	Smaket Solutions	Barsa Mohanty	Director	Parijat enclave, Plot No – 520/1812, Garage Chhak, Lewis Road, Bhubaneswar – 14, Pin – 751002, Odisha	9090339778	mohanty@smaketsolitions.com

Annexure IV: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	1000	100	200	100	10	2
2024	1000	100	200	100	10	2
2025	1000	100	200	100	10	2

Data to be provided year-wise for next 3 years

Annexure V: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Sl. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	Theory/ Lectures - Imparting theoretical and conceptual knowledge	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40

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2	Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40
3	Showing Practical Demonstrations to the learners	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40
4	Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	100:0
5	Tutorials/ Assignments/ Drill/ Practice	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	50:50
6	Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NIELIT Remote Proctored Software	Online: 100% Theory Offline: 100% Practical
7	On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Simulated Platform	Either 100% online on virtual environment Or 100% offline in the Industry.

Annexure VI: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks
Familiarizing with Basic functional operations of a computer and working with Basic Office	1. Fundamental understanding of how a computer works, its components, and how to use it for basic tasks. 2. Understanding of technology and how it works, including the latest gadgets and their features, functions, and capabilities. 3. Concept of operating system and its functions. 4. How to identify file formats by their file extensions, such as .docx for Word	30	13.5

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	documents or .mp4 for video files. 5. How to create, store, and manage electronic files and data, including organizing, sorting, and backing up files. 6. Solving skills, such as troubleshooting issues with software and hardware, and finding solutions to technical problems 7. Basic office software such as word processors, spreadsheets, and presentation software.		
Basic Knowledge of Networking and Services of the Internet	1. Fundamental understanding of how networks are structured, how data is transmitted across networks, and the basic concepts of internet protocol (IP) addressing and routing. 2. Familiarization of various internet services, such as email, file transfer protocol (FTP), and the World Wide Web (WWW). 3. Online collaboration tools such as video conferencing and cloud-based applications 4. Security risks associated with internet usage and learn basic methods to protect themselves and their information online. 5. Fundamentals how digital financial tools can help them manage their money more effectively. 6. How technology is being used to improve governance and public service delivery. 7. Understanding of e-commerce and how it works, including the different types of e-commerce	30	13.5
Basics of Computer Graphics and Desktop Publishing	1. The ability to demonstrate an understanding of the concepts, principles, and practices related to computer graphics and desktop publishing. 2. The ability to use graphics software (e.g., Adobe Photoshop, Illustrator) and desktop publishing software (e.g., Adobe InDesign) to create professional-level graphics and publications. 3. Well versed with the design principles to create effective layouts and visual designs for a variety of publications such as brochures, posters, and magazines. 4. Understanding the principles of color theory, typography, and image manipulation	40	18

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	to create aesthetically pleasing designs. 5. Understanding the principles of color theory, typography, and image manipulation to create aesthetically pleasing designs. 6. Understanding the principles of color theory, typography, and image manipulation to create aesthetically pleasing designs. 7. Effectively communicating ideas and concepts through the use of graphics and publications.		
Understanding problems of Cybercrimes & preventing Cybercrimes	1. Various types of cybercrimes, including hacking, phishing, identity theft, online fraud and many more. 2. Identifying the ways cybercriminals exploit vulnerabilities in computer systems and networks to commit cybercrimes. 3. Understanding the legal and ethical issues related to cybercrimes, including international laws and regulations. 4. How to use various tools and techniques to prevent cybercrimes, such as firewalls, antivirus software, and encryption. 5. The role of cybersecurity professionals in preventing and responding to cybercrimes. 6. Can able to understand how to implement best practices for secure online behavior, such as creating strong passwords and avoiding suspicious emails or websites 7. Importance of data privacy and how to protect personal and sensitive information online 8. Understanding the need for continuous learning and staying up-to-date with the latest trends and technologies in cybersecurity.	10	4.5
Handling of data using basic Database application software	1. Fundamental concepts and principles of database management systems (DBMS). 2. How to create and manage a database using basic database software such as Microsoft Access. 3. Importance of data normalization and the different levels of normalization. 4. Students can able to design tables, forms, queries, and reports to store, retrieve and analyze them.	30	13.5

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	5. Can able to differentiate types of relationships between tables and how to create and manage them. 6. How to use basic SQL commands to manipulate and query data. 7. How to backup and restore a database and how to use security features to control access to data. 8. The importance of data privacy and how to protect personal and sensitive information stored in a database.		
Fundamentals skills of Financial Accounting	1. Fundamental concepts and principles of accounting, including the accounting equation, double-entry accounting, and the accounting cycle. 2. How to prepare and analyze financial statements such as balance sheets, income statements, and cash flow statements. 3. Understanding the different types of accounts and how to record transactions using journal entries and general ledger accounts. 4. How to use accounting software to manage financial transactions and generate financial reports. 5. The importance of internal controls and how to implement them to prevent fraud and errors. 6. How to calculate and interpret financial ratios to evaluate a company's financial performance. 7. Different types of taxes and how they impact financial reporting. 8. Developing critical thinking skills to analyze financial data and make informed business decisions.	30	13.5
Preparing Account books using Tally	1. Understand the basic concepts and principles of accounting. 2. How to use Tally software to manage financial transactions and generate financial reports. 3. Different types of accounts and how to record transactions using Tally. 4. How to create and manage ledgers, vouchers, and groups in Tally. 5. Well versed with the importance of internal controls and how to implement them to prevent fraud and errors. 6. How to generate financial statements such as balance sheets, income statements, and cash flow statements using Tally.	30	13.5

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	7. Completely understand the role of Tally software in business operations and decision-making		
Employability Skills	1. Developing effective communication skills, including verbal, written, and interpersonal communication. 2. How to work in a team environment, including effective collaboration and conflict resolution. 3. Developing problem-solving skills, including critical thinking, decision-making, and innovation. 4. Developing time management and organizational skills, including setting goals and priorities and managing resources effectively. 5. How to adapt to change and be flexible in a dynamic work environment. 6. Importance of customer service and developing customer service skills. 7. Developing a positive attitude and a strong work ethic, including professionalism, accountability, and reliability. 8. Importance of workplace diversity and developing cultural awareness and sensitivity. 9. Developing career readiness skills, including job search strategies, resume writing, interviewing skills, and professional networking.	50	
OJT		60	
Project		100	
Total		500	

Annexure-VII: Assessment Strategy

Assessment of the qualification evaluates candidates to ascertain that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria.

The underlying principle of assessment is fairness and transparency. The evidence of the outcomes and assessment criteria. Competence acquired by the candidate can be obtained by conducting Theory (Online), Practical assessment, internal assessment, Project/Presentation/ Assignment, Major Project. The

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emphasis is on the practical demonstration of skills & knowledge gained by the candidate through the training. Each OUTCOME is assessed & marked separately. A candidate is required to pass all OUTCOMES individually based on the passing criteria.

About Examination Pattern:

1. The question papers for the theory and practical exams are set by the Examination wing (assessor) of NIELIT HQS.
2. The assessor assigns roll number.
3. The assessor carries out theory online assessments through remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment are through trained proctors. Once the test begins, remote proctors have full access to candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I- card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.
4. An External Examiner/ Observer may be deployed including NIELIT officials for evaluation of Practical examination/ internal assessment / Project/ Presentation/. Major Project (if applicable) would be evaluated preferably by external/ subject expert including NIELIT officials.
5. Pass percentage would be 50% marks in each component.
6. Candidates may apply for re-examination within the validity of registration (only in the assessment component in which the candidate failed).
7. For re-examination prescribed examination fee is required to be paid by the candidate only for the assessment component in which the candidate wants to reappear.
8. There would be no exemption for any paper/module for candidates having similar qualifications or skills.
9. The examination will be conducted in English language only.

Quality assurance activities: A pool of questions is created by a subject matter expert and moderated by other SME. Test rules are set beforehand. Random set of questions which are according to syllabus appears which may differ from candidate to candidate. Confidentiality and impartiality are maintained during all the examination and evaluation processes.

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Annexure-VIII: Career Progression:

Academic:

Vertical:

Level 4 courses in IT:

a. Computer Applications and Business Accounting Associate
b. IT O-Level Course

Professional:

IT and Accounts Assistant-> Sr. Account cum IT Assistant

Annexure-IX: Occupational Map

- Administrative Assistant.
- Accounting Clerk.
- Data Entry Clerk.
- Desktop Publisher.
- Receptionist.
- Records Clerk.
- Office Manager.

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Annexure-X: Acronym and Glossary

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training
S.M.A.R.T	Specific Measurable Achievable Relevant Time-bound

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Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long-Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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