CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
NIELIT Bhawan,
Plot No. 3, PSP Pocket, Institutional Area Sector-8,
Dwarka, South West Delhi, Delhi-110077

Name and contact details of individual dealing with the submission

1. Name	**Vijai Shankar Jaiswal**
Position in the organisation	**Dy. Dir.(T)**
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List of documents submitted in support of the Qualifications File

1. Annexure I Model Curriculum
2. Annexure II Evidence of need

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SUMMARY

1	Qualification Title	Certified Computer Application Accounting and Publishing Assistant
2	Qualification Code, if any	NIELIT/OA/4/40
3	NCO code and occupation	3512.0200: Desktop Publishing Operator
4	Nature and purpose of qualification (Please specify whether qualification is short term or long term)	- Create Skilled Man Force for Computer Application Accounting and Publishing, candidates can be easily absorbed in any publishing house or press. - Short term Qualification
5	Body/bodies which will award the qualification	National Institute of Electronics and Information Technology, (NIELIT) NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110 077.
6	Body which will accredit providers to offer courses leading to the qualification	NIELIT
7	Whether Accreditation / affiliation norms are already in place or not, if applicable (Yes)	Yes, Available at link: https://www.nielit.gov.in/
8	Occupation(s) to which the qualification gives access	Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant. Can start their own Small-Scale business and can be self employed
9	Job description of the occupation	• Can Work In Call Centre for After Sale Support - can be also absorbed in Local Markets • Can start their own Small-Scale business and can be self employed
10	Licensing requirements	N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	N/A
12	Level of the qualification in the NSQF	3

13	Anticipated volume of training / learning required to complete the qualification	Total: 360 Theory: 120 Practical: 180 OJT: 30 ES: 30
14	Indicative list of training tools required to deliver this qualification	**Recommended hardware/software tools:** **Hardware** We required following hardware for smooth functioning of training program: - ➤ Processor: Core-2 or Above ➤ Memory: Min. 2 GB RAM ➤ Disk space: Min. 160 GB ➤ UPS ➤ Printer **Software** This course required following software: - ➤ Microsoft-Office, Tally. ERP 9 ➤ Concepts of Image Editing & Advertising- Adobe InDesign, Adobe Photoshop ➤ Graphics Designing - Corel Draw, Adobe Flash Here is list of additional software required for computer: - ➤ Windows 7 or Above ➤ Antivirus latest **Or Free open source alternative available Software**
15	Entry requirements and / or recommendations and minimum age	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field

16	**Progression from the qualification (Please show Professional and academic progression)**	**Professional Progression:** Account Assistant ->Admin -cum - Finance Assistant Can work as a trainer in Academic Institutes providing training in courses till NSQF Level-2 in the related area. **Academic Progression:** Higher level courses in Advanced Accounting with Tally ERP
17	**Arrangements for the Recognition of Prior learning (RPL)**	NA
18	**International comparability**	Not Known
19	**Date of planned review of the Qualification**	25/08/2025
20	**Formal structure of the qualification** **Mandatory Components**	

Title of component and identification code/NOSs/Learning outcomes		**Estimated size (Learning hours)**	**Level**
1.	Computer fundamental and office automation software NOS Code: NIE/ITS/N14011	60	3
2.	Concepts of Financial Accounting NOS Code: NIE/ITS/N14012	60	
3.	Preparation of Account Books Using Accounting Packages NOS Code: NIE/ITS/N14013	90	
4.	Concept of Desktop Publishing Softwares NOS Code: NIE/ITS/N14014	90	
5.	Project / OJT NOS Code: NA	30	
6.	Employability Skill NOS Code: DGT/VSQ/N0101	30	
	Total	360	

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SECTION 1
ASSESSMENT

21	Body/Bodies which will carry out assessment: **Examination Cell,** National Institute of Electronics and Information Technology NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, South West Delhi-110077
22	**How will RPL assessment be managed and who will carry it out?** The candidates who will undergo training shall only be assessed.

23	**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**
	
	The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Each OUTCOME is assessed & marked separately. Student is required to pass in all OUTCOMEs individually and marks are allotted. Following assessment methodologies are used.
	
	    A. Written Assessment (Multiple Choice Questions)
	    B. Practical Assessment
	    C. Viva Voce Assessment
	
	The assessment results are backed by following evidence.
	1. The assessor collects a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In charge / Head of the Training Centre.
	2. The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same is mentioned in the attendance sheet.
	3. The assessor assigns roll number.
	4. The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence

Assessment Evidences

Complete the grid for each component of NOS, assessment unit or other component as listed in "Formal structure of the qualification" in the summary.

24.   Title of Unit/Component:

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
1. Getting Knowledge of Computer Fundamental and office automation software	Learn basic concepts of Computer Fundamental
	Identify different concepts of Operating System and its functions
	Take necessary action how to use Office Automation Software

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2. Explain Concepts of Financial Accounting	Prepare and Practice Financial Accounting
	Prepare and Practice Advance Financial Accounting
3. To familiarize with Preparation of Account Books Using Accounting Packages	Prepare Account Books Through Accounting Package
	Prepare Account Books Through Advance Accounting Package
4. Develop Concept of Desktop Publishing Softwares	Execute Advance Skills on Page Maker
	Execute Advance Skills on Photo Shop and Coral Draw

Means of assessment   1

SI No	Examination Pattern	Modules Covered	Duration in Minutes	Maximum Marks
1	Theory Paper – 1: Computer & Financial Accounting Fundamentals	1-2	90	100
2	Theory Paper – 2: Desktop Publishing and Accounting	3-4	90	100
3	Practical -1: Computer Application Accounting and Publishing	All modules	120	60
4	Internal Assessment	All modules	-	20
5	Assignment	All modules	-	20
Total				**200**

Note:

1. Pass percentage would be 50% marks in each component, with aggregate pass percentage of 50% and above.
2. Grading will be as under:

Grade	S	A	B	C	D	Fail
Marks Range (in %)	>=85%	>=75% and <85%	>=65% and <75%	>=55% and <65%	>=40% and <55%	<40%

3. Theory examination would be conducted online and the paper comprise of MCQ and each question will carry 1 marks.
4. Practical examination/Internal Assessment/ Project/Presentation/Assignment would be evaluated internally.
5. Major Project/Dissertation would be evaluated preferably by External / Subject Expert including NIELIT Officials.
6. Candidate may apply for re-examination within the validity of registration.
7. The examinations would be conducted in English Language only.

*Assessment for the Qualification will be conducted as per the guidelines as applicable from time to time.

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title / Name of the Qualification: Certified Computer Application Accounting and Publishing Assistant Level : 3

NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process Required	Individual after acquiring the knowledge of Computer fundamental and office automation software is able to manage all office work through computer Individual After acquiring skill of Financial Accounting and Accounting Packages is able to prepare account books	The mentioned activities are very routine and repetitive in nature and the scope of the same is very limited in context of the occupation .	3
Professional Knowledge	The candidate should have the knowledge of all the topics given in the curriculum in terms of the concept as well as its practical implementation. Acquainted with common software tools and process. Understand the context of work and trade at basic level. Familiar with local specific profession and basic numeracy with literacy skills	The job holder understands the basic facts , process and materials involved in his job role like tools required, equipment etc.	3
Professional Skills	Handling of appropriate software tools. Take adequate steps .Posses soft skills required to deal with profession efficiently	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality	3
Core Skills	Individual should have strong technical, analytical and problem solving, skills. For updating job knowledge by researching latest enhancements in the technology and software products. Can demonstrate routine, basic operating tasks independently	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	3
Responsibility	Office Assistants and Technical Assistants are able to deliver services to any corporate offices as per their requirements Desktop Publisher are able to work with any advertising firm OR start their own business Account Assistants are able to work in account and finance department of any requirements. After acquiring skill of Desktop Publishing Softwares, individual is able to prepare and design pamphlet broachers.	No responsibility; works under instruction and close supervision.	3

SECTION 3
EVIDENCE OF NEED

26	**What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?** **Need of the Qualification and industry relevance** The IT services and business process management (IT-BPM) industry is on a positive hiring trajectory, and is expected to add 375,000 jobs to reach a head count of 4.85 million in financial year 2022, a report by **TeamLease Digital**, the specialized staffing division of TeamLease Services has found. The industry is on track to reach 10 million workforce in the next five years, with significant increase in contract hiring, the report found. The rise in hiring in IT-BPM has been helped by increased investments in the sector and rapid adoption of technology by enterprises. **Estimated uptake:** 30 students / Batch
27	**Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidence.** NA
28	**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification.** As the understanding and adoption models of QPs evolve in the industry and across its sub-sectors, we foresee consolidation of qualification packs as a natural progression. The Qualification does not exist as per information available in the public domain.
29	**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here** The Qualification is to be monitored and reviewed every three years. The following data will be used 1. Results of assessments 2. Employer feedback will be sought post-placement 3. Student feedbacks

SECTION 4

EVIDENCE OF PROGRESSION

30	**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?** This qualification has both technical and analytic skills and can be linked to any qualification higher than this one, existing or to come.