

## QUALIFICATION FILE–Standalone NOS

### Course on Computer Concepts

Horizontal/Generic  Vertical/Specialization

Upskilling  Dual/Flexi Qualification  For ToT  For ToA

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

NCrF/NSQF Level:

Submitted By:

**National Institute of Electronics and Information Technology (NIELIT)**

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## Section 1: Basic Details

1. <b>NOS-Qualification Name</b>	<b>Course on Computer Concepts</b>	
2. <b>Sector/s</b>	<b>Information Technology</b>	
3. <b>Type of Qualification</b> <input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b>	<b>NQR Code &amp; version of the existing /previous qualification:</b>  NG-02-IT-00931-2023-V1-NIELIT	<b>Qualification Name of the existing/previous version:</b>  COURSE ON COMPUTER CONCEPTS (CCC)
4. <b>National Qualification Register (NQR) Code &amp; Version</b>	NG-02-IT-00931-2023-V1-NIELIT	<b>5. NCrF/NSQF Level:</b> 2
6. <b>Brief Description of the Standalone NOS</b>	<p>This course is designed to provide individuals with a well-rounded understanding of computer usage for both professional and everyday life applications. It covers various topics, from essential computer components and file management to various software tools like word processors and spreadsheets. Participants will also gain proficiency in navigating computer networks and using the internet for content search, email, and collaboration.</p> <p>Additionally, the course offers insights into e-Governance applications, enhances existing skills, and introduces the concept of social networking. Participants will learn how to leverage digital financial services, gain a fundamental understanding of cyber security, and stay updated on emerging technology trends.</p> <p>Furthermore, the financial literacy module will empower individuals to make informed decisions about various financial services and government schemes. In essence, this course equips participants with essential digital skills and knowledge to excel in both personal and professional contexts in the digital age.</p>	

7. <b>Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee</b>	<p><b>a. Entry Qualification &amp; Relevant Experience:</b></p> <table border="1" data-bbox="1035 219 2039 504"> <thead> <tr> <th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Relevant Experience (with Specialization - if applicable)</th></tr> </thead> <tbody> <tr> <td>1</td><td> <ul style="list-style-type: none"> <li>• No formal education</li> <li>• May require the ability to read and write</li> </ul> </td><td>-</td></tr> <tr> <td></td><td></td><td>-</td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table> <p><b>b. Age:</b> No bar</p>	S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	<ul style="list-style-type: none"> <li>• No formal education</li> <li>• May require the ability to read and write</li> </ul>	-			-			
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)											
1	<ul style="list-style-type: none"> <li>• No formal education</li> <li>• May require the ability to read and write</li> </ul>	-											
		-											
8. <b>Credits Assigned to this NOS-Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</b>	3												
10. <b>Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)</b>	Not Applicable												
11. <b>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</b>	<p><input checked="" type="checkbox"/> Offline <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Blended</p> <table border="1" data-bbox="979 835 2084 975"> <thead> <tr> <th>Training Delivery Mode</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>30</td><td>60</td><td>90</td></tr> <tr> <td>Online</td><td>30</td><td>60</td><td>90</td></tr> </tbody> </table> <p>The mode of delivery shall be based on the regional demand and can be offered in any of the above modes mentioned.</p>	Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	30	60	90	Online	30	60	90
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)										
Classroom (offline)	30	60	90										
Online	30	60	90										
12. <b>Assessment Criteria</b>	<table border="1" data-bbox="979 1148 2084 1251"> <thead> <tr> <th>Theory (Marks)</th><th>Practical (Marks)</th><th>Project (Marks)</th><th>Viva (Marks)</th><th>Total (Marks)</th><th>Passing %age</th></tr> </thead> <tbody> <tr> <td>100</td><td>0</td><td>0</td><td>0</td><td>100</td><td>50</td></tr> </tbody> </table> <p>The centralised online assessment is conducted by the Examination Wing, NIELIT Headquarters.</p>	Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age	100	0	0	0	100	50
Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age								
100	0	0	0	100	50								

13. Is the NOS Amenable to Persons with Disability	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes", specify applicable type of Disability:</p> <ol style="list-style-type: none"> <li>Locomotor Disability: Leprosy Cured Person, Dwarfism, Muscular Dystrophy and Acid Attack Victims</li> <li>Visual Impairment: Low Vision</li> </ol>
14. Progression Path After Attaining the Qualification, wherever applicable	<p><b>Vertical:</b></p> <p>Level 3</p> <ul style="list-style-type: none"> <li>Certificate Course in ITES BPO, Soft Skills &amp; Communicative English</li> <li>Certified Multimedia Developer</li> <li>Certified Office Automation and IT Assistant</li> <li>Certified Computer Application Accounting and Publishing Assistant</li> <li>Certified Data Entry and Office Assistant (up-skilling)</li> </ul> <p>Level 4</p> <ul style="list-style-type: none"> <li>O-Level 'IT'</li> <li>Computer Applications Associate (CAA)</li> </ul> <p><b>Professional:</b></p> <p>IT Support-&gt;Computer Operator-&gt; Junior Assistant-&gt;Office Assistant</p>
15. How will the participation of women be encouraged?	Participation by women can be ensured through Government Schemes. Occasionally, exclusive batches for women would be run for the proposed courses. Funding is available for women's participation under other schemes launched by the Government from time to time.
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	Only English

17.	<b>Is similar NOS available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18.	<b>Name and Contact Details Submitting / Awarding Body SPOC</b> <i>(In the case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<p><b>Name:</b> Kanchan Rani, Joint Dir(S)  <b>Email:</b> kanchan.rani@nielit.gov.in  <b>Website:</b> <a href="https://www.nielit.gov.in">https://www.nielit.gov.in</a>  <b>Contact No.:</b> 011 2364 4149</p> <p><b>Name:</b> Ankur Pruthi  <b>Email:</b> ankurpruthi@nielit.gov.in  <b>Website:</b> <a href="https://www.nielit.gov.in">https://www.nielit.gov.in</a>  <b>Contact No.:</b> 011 2364 4149</p>
19.	<b>Final Approval Date by NSQC:</b> 31 <sup>st</sup> August 2023	<b>20. Validity Duration:</b> 3 years <b>21. Next Review Date:</b> 31 <sup>st</sup> August 2026

## Section 2: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	B. Tech in Computer Science/Electronics and Communication/ allied branches Or MCA/M.Sc (Computer Science) Or BCA/B.Sc. Computer Science Or NIELIT O – Level/ NIELIT A- Level Qualified/ PGDCA / Graduate in any Stream plus Diploma in Computer Software of at least six months duration, with 2 Years of Experience in teaching
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	B. Tech in Computer Science/ Electronics and Communication/ allied branches with 2 Years of Experience in teaching Or MCA/ M.Sc(Cs)/BCA/B.Sc. Computer Science/ NIELIT O – Level/ NIELIT A- Level Qualified/PGDCA with 2 Years of Experience in teaching Or Graduate in any Stream plus a Diploma in Computer Software of at least six months duration with 4 Years of Experience in teaching

3.	<b>Tools and Equipment Required for the Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Available at Annexure-II
4.	<b>In Case of Revised NOS, details of Any Upskilling Required for Trainer</b>	Not Applicable

## Section 3: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Centralized online examination will be conducted.
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines), (wherever applicable)</b>	-
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	-
4.	<b>Assessment Mode</b> (Specify the assessment mode)	Centralized online examination will be conducted
5.	<b>Tools and Equipment Required for Assessment</b>	Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Section 4: Evidence of the Need for the Standalone NOS

1.	Government /Industry initiatives/ requirement (Yes/No): Yes.
2.	Number of Industry validation provided: 11
3.	Estimated number of people to be trained: 10 Lakhs approx.
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): No  NIELIT is recognised as AB and AA under the Government Category. NIELIT is the HRD arm of MeitY, GoI.

## Section 5: Annexure &amp; Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF/NSQF descriptors (Mandatory)	Available at Annexure-I: Evidence of Level
2.	<b>Annexure:</b> List of tools and equipment relevant for NOS (Mandatory, except in case of online course)	Available at Annexure-II: Tools and Equipment
3.	<b>Annexure: Industry Validation</b>	Available at Annexure-III: Industry Validation
4.	<b>Annexure: Training Details</b>	Available at Annexure-IV: Training Details
5.	<b>Annexure:</b> Blended Learning (Mandatory, in case the selected Mode of delivery is Blended Learning)	Available at Annexure-V: Blended Learning
6.	<b>Annexure/Supporting Document:</b> Standalone NOS- Performance Criteria Details Annexure/Document with PC-wise detailing as per NOS format (Mandatory- Public view)	Available at Annexure-VI: Performance Criteria
7.	<b>Annexure:</b> Performance and Assessment Criteria (Mandatory)	Available at Annexure-VII: Detailed Assessment Criteria
8.	<b>Annexure:</b> Assessment Strategy (Mandatory)	Available at Annexure-VIII: Assessment Strategy
9.	<b>Annexure:</b> Acronym and Glossary (Optional)	Available at Annexure-IX: Acronym and Glossary
10.	<b>Supporting Document:</b> Model Curriculum	Available at Annexure-A: Model Curriculum

## 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

<b>Professional Theoretical Knowledge/Process</b>	<p>This course has been designed to meet the growing demand for IT support staff in the market.</p> <p>A computer Assistant are in high demand in all sectors of the market. They are used at shops to create a database for all the items with their serial numbers, price and quantity ratios. At schools , computer operators are required to sit behind the desk and manage the computer database for the school, list of all the students, their details, fee payment, enrolment details and all other activities of students are recorded in the computer.</p>	<p>An efficient computer assistant is needed to handle such large data.</p>	2
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p>After Completing this qualification, the candidate will be able to perform data entry for any software, noting, drafting and any documentation and processing the data, calculations and charts creations for any financial sheets, can make the presentations etc. He/she can also use internet services, send/receive emails and can do record keeping.</p>	<p>In offices, computer operator takes care of the back door operating and keeps employees' information in the computer</p>	2
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<p>Becoming a Professional in the 21<sup>st</sup> century, Basic English skills, Financial and digital literacy and awareness in Future Skills technology are required.</p>	<p>Candidate will be learning effective communications which will make them smart in communicating with various companies and people.</p>	2
<b>Broad Learning Outcomes/Core Skill</b>	<p>Person may carry out as operator or Lab assistant or Junior assistant</p> <p>Learning Office automation it will help the students to get employment opportunity in computer related fields.</p> <p>Candidate can develop their computer skills based on practical knowledge.</p>	<p>Candidate can perform well under supervision of team lead</p>	2
<b>Responsibility</b>	<p>IT support staff or IT Assistant are able to deliver services to any offices as per their requirements. They are able to work with any office for data processing work.</p>	<p>Takes complete responsibility for delivery and quality of own work and output as also the subordinates.</p> <p>Shares responsibility for the group tasks.</p>	2

**Annexure II: Tools and Equipment (lab set-up)**

## List of Tools and Equipment

**Batch Size: 30**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Classroom	1 (30 Sq.m)	30
2	Students Chair	30	30
3	Students Table	30	30
4	Desktop computer with accessories	Libre Office, GUI based Operating System	30
5	Desk jet printer	1 Nos.	Paper-A4

## Classroom Aids for offline and blended mode of training:

The aids required to conduct sessions in the classroom are:

1. LCD Projector/Smart Board
2. Pin-up Board
3. WhiteBoard, Markers

**Annexure III: Industry Validations/ Government Recognition Summary**

Sr. No.	Recognition by	Recruitment/Promotion for Posts
1.	Ministry of Finance, GoI	Junior Accounts Officer

2.	Govt. of Mizoram	Assistant, UDC, LDC (Level 5,6,7)
3.	Govt. of Rajasthan	Stenographer
4.	Govt. of Arunachal Pradesh	Stenographer, UDC/ LDC (Level 5,6,7)
5.	Govt. of Uttar Pradesh	Junior Assistant, Assistant
6.	Electricity Service Commission, Govt. of Uttar Pradesh	Technician (Electrical)
7.	UT of Chandigarh	Group B & C Posts
8.	UT of Daman & Diu	Group B (Gazetted & Non-Gazetted both), Group C.
9.	Govt. of Tripura	Various posts in Group-A, Group-B, Group-C
10.	Govt. of Maharashtra	Various posts, including executive posts.
11.	Govt. of Gujarat	Various posts in Group-A, Group-B, Group-C

The details can be found by clicking [here](#).

#### Annexure IV : Training Details

##### Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training# of Women	Estimated training# of People with Disability

2023-24	4 Lakhs	80,000	20,000
2024-25	4 Lakhs	80,000	20,000
2025-26	4 Lakhs	80,000	20,000

Data to be provided year-wise for next 3 years.

### Annexure V: Blended Learning

#### Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “*Guidelines for Blended Learning for Vocational Education, Training & Skilling*” available on:

S. No.	Select the Components of the NOS	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
2	Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	NA	NA
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	PCs/Laptops	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 Online Examination	Online: 100% Theory
7	On the Job Training (OJT)/ Project Work Internship/ Candidate Training	NA	NA

### Annexure VI : Standalone NOS- Performance Criteria details

#### 1. Description:

This Course is about providing basic level IT Literacy to a common man. It provides theoretical and practical knowledge of Software and awareness to use computer and internet for day to day use.

## **2. Scope:**

The scope covers the following:

- Operating Computer & Internet
- Office Automation Tools and Digital Financial Services
- Cyber Security and Future Skills Technology

## **3. Elements and Performance Criteria**

### **• Operating Computer & Internet**

To be competent, the user/individual on the job must be able to:

PC1. Familiar with the hardware/software components and handling of computer

PC2. Interfacing basic parts of computer and change system Settings

PC3. File and Folder management

PC4. Use emails, e-commerce websites and e-Governance Services

### **• Office Automation Tools and Digital Financial Services**

PC5. Create and print document with formatting styles and text manipulations

PC6. Create a spreadsheet and use of functions, formula for calculations and preparations of charts

PC7. Design Presentations as per the requirement of Target Audience, Transition and Animation and adding aesthetics.

PC8. Use of Digital Financial Tools and internet banking. Fund transfer using NEFT, IMPs, RTGS, Use of eWallet etc.

### **• Cyber Security and Future Skills Technology**

PC9. Secure PC and Mobile devices by using basic security features

PC10. Work on application of IOT and Artificial intelligence

#### 4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

- KU1. Broad knowledge of parts of computer and its settings
- KU2. how to send email and use of social networking /e-commerce websites
- KU3. Drafting and printing formatted and aligned document/letters
- KU4. how to create, edit and print a spreadsheet for calculations and data series for data analysis
- KU5. how to present work/reports effectively
- KU6. how to secure PC and browser and phones from cyber threats

#### 5. Generic Skills (GS):

User/individual on the job needs to know how to:

- GS1. Follow instructions, guidelines and procedures
- GS2. Listen effectively and communicate information accurately
- GS3. Apply formatting features to achieve desired results

#### Annexure VII: Assessment Criteria

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows:

S. No.	Assessment Criteria for Performance Criteria	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 1: Acquire skills to operate Computer & Internet.	Various parameters like familiarity with the computers, handling of computer.	25	-	-	-

	Interfacing basic parts of computer Basics of popular operating system, The User Interface, Task Bar, Icons, Start Menu, Running an Application To Add or Remove A Windows Component ARPANET and Internet, Basic Internet terminology history of the World Wide Web., using web browsers Use emails, e-commerce websites and e-Governance Services				
PC-2 Office Automation Tools and Digital Financial Services.	Word Processing Basics, Menu Bar Using The Icons Save and Save as and Page Setup, Print Preview Text Creation and manipulation and Formatting the Text Table Manipulation Elements of Electronic Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Manipulation of Cells Creating Text, Number and Date Series Editing Worksheet Data Inserting and Deleting Rows, Column Using Function and Charts and Formulas Creating designing Presentations as per the requirement of Target Audience, Transition and Animation and various settings on it. Use of Digital Financial Tools., Use of Internet for Banking services Can access Internet banking ability on mobile. Fund transfer using NEFT, IMPs, RTGS, Use of eWallet and other sites like Paytm, Phonepe etc.	60	-	-	-
PC 3. Cyber Security and Future Skills Technology	Importance of Cyber security, Secure PC and Mobile devices by using basic security features., Importance of IoT , Acquaintance /aware with 3D printing, Additive Manufacturing, Blockchain, Artificial intelligence and use of AI applications etc	15	-	-	-
<b>Total Marks</b>		<b>100</b>	-	-	-

### Annexure VIII: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

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) examination.

#### **About Examination Pattern:**

1. The question papers for the theory 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. Theory examination would be conducted online and the paper comprise of MCQ
5. Pass percentage would be 50% marks.
6. 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.

#### **Annexure IX : Acronym and Glossary**

##### **Acronym**

<b>Acronym</b>	<b>Description</b>
<b>AA</b>	Assessment Agency
<b>AB</b>	Awarding Body
<b>NCrF</b>	National Credit Framework
<b>NOS</b>	National Occupational Standard(s)
<b>NQR</b>	National Qualification Register
<b>NSQF</b>	National Skills Qualifications Framework

##### **Glossary**

<b>Term</b>	<b>Description</b>
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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

<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.