

**NSDA Reference**  
*To be added by NSDA*

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE****Name and address of submitting body:**

Groundcrew Examining Board (GEB)  
Air Force Station Chandigarh  
Chandigarh-160003

**Name and contact details of individual dealing with the submission**

**Name** : Group Captain CR Sreeji VSM

**Position in the organisation** : Commanding Officer, GEB

**Address if different from above** : Same as above

**Tel number(s)** : 0172-2653536 (Extn-7660)

**E-mail address** : examiner1@nic.in

**List of documents submitted in support of the Qualifications File**

1. Curriculum and Orientation class cum Continuity Training under On Job Training (OJT) as Annexure-I
2. Blue Print of Examination of Administrative Assistants Annexure-II
3. Air Force Order (AFO) 57/15 specifying the role of AdmAsst as Annexure-III

## SUMMARY

<b>1. Qualification Title</b>	CPL : Administrative Assistant
<b>2. Qualification Code</b>	IAF/Adm/021
<b>3. NCO Code and Occupation</b>	4120.9900, Secretary others; 5414.0111, Security Supervisor
<b>4. Nature and purpose of the qualification</b>	A Trade and Rank certification for air warriors to work as Corporal in Administrative Asst trade in Human Resource Management (HRM) Section of Air Force Units/Station/Command HQ/Air HQ.
<b>5. Body/bodies which will award the qualification</b>	Regional Examining Board (Zonal) REB(Z)
<b>6. Body which will accredit providers to offer courses leading to the qualification</b>	Directorate of Training, Air Headquarters
<b>7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)</b>	N/A as specific to Defence Forces
<b>8. Occupation(s) to which the qualification gives access</b>	Corporal of Adm Asst
<b>9. Job Description of the Occupation</b>	To perform the duties of Clerk for IAF and General HRM duties. For details refer Annexure- III
<b>10. Licensing requirements</b>	N/A
<b>11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be provided)</b>	Air Force Act, Air Force Regulations, Air Force Orders,
<b>12. Level of the qualification in the NSQF</b>	5
<b>13. Anticipated volume of training/learning required to complete</b>	On Job Training in field units is divided in 3 Parts:- (a) Theory (Orientation Classes cum Lecture) Classes and Test/exam on various topics are conducted regularly and

<p><b>the qualification</b></p>	<p>assessed by the Senior Administration Officer.                  (b) On Job Practical to develop the practical knowledge and Skill is conducted on daily basis under the guidance of superiors.                  Details of On Job Training are:-</p> <table border="1" data-bbox="634 380 1409 606"> <thead> <tr> <th>Sl. No</th> <th>Type of Training</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Orientation Classes cum Lecture</td> <td>60</td> </tr> <tr> <td>(ii)</td> <td>Continuity Training</td> <td>280</td> </tr> <tr> <td>(iii)</td> <td>Practice</td> <td>110</td> </tr> <tr> <td colspan="2"><b>Total Hours</b></td> <td><b>450</b></td> </tr> </tbody> </table>	Sl. No	Type of Training	Hours	(i)	Orientation Classes cum Lecture	60	(ii)	Continuity Training	280	(iii)	Practice	110	<b>Total Hours</b>		<b>450</b>
Sl. No	Type of Training	Hours														
(i)	Orientation Classes cum Lecture	60														
(ii)	Continuity Training	280														
(iii)	Practice	110														
<b>Total Hours</b>		<b>450</b>														
<p><b>14. Indicative list of training tools required to deliver this qualification</b></p>	<p>Classroom with modern AV aids, , Human Resources Management software, Typing Software, Work Services Software, POR software computing appliances. Fire Arms, Range, Ground Training Infrastructure.</p>															
<p><b>15. Entry requirements and/or recommendations</b></p>	<p><b>Qualification:</b>                  (i) Should have passed CPE                  (ii) 5 yrs of service</p>															
<p><b>16. Progression from the qualification</b></p>	<p>Job Progression                  Cpl*→Sgt*→JWO*→WO→MWO                  *Subject to clearing promotion exam for Corporal (Cpl), Sergeant (Sgt) and Junior Warrant Officer (JWO) called as Corporal Promotion Exam (CPE), Sergeant Promotion Exam (SPE) and Junior Warrant Promotion Exam (JPE)</p>															
<p><b>17. Planned arrangements for the Recognition of Prior Learning (RPL)</b></p>	<p>N/A as each stages completed</p>															
<p><b>18. International comparability where known</b></p>	<p>Not known</p>															
<p><b>19. Date of planned review of the qualification.</b></p>	<p>Every 5 yrs or earlier in case of change in training syllabus pattern.</p>															

<b>20. Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
<b>1. Awareness about dispatch and receipt of mail/correspondence, maintenance of files etc used in IAF.</b> IAF/Adm/021/01	Mandatory	100	5
<b>2. Capability in Dealing with Personal administration of Airmen</b> IAF/Adm/021/02	Mandatory	70	5
<b>3. Capability in Dealing with Personal administration Officers</b> IAF/Adm/021/03	Mandatory	70	5
<b>4. Capability in dealing with Personal administration Civilians</b> IAF/Adm/021/04	Mandatory	70	5
<b>5. Knowledge about Publishing of Routine Orders</b> IAF/Adm/021/05	Mandatory	60	5
<b>6. Computer Literacy</b> IAF/Adm/021/06	Mandatory	80	5
<b>TOTAL</b>		<b>450</b>	

### Syllabus of all OJT and Continuity Training Annexed as Annexure-I

#### **SECTION 1** **ASSESSMENT**

#### **21. Body/Bodies which will carry out assessment:**

There are two bodies, which carry out the assessment:

- (a) Senior Administration Officer (S AdmO) is responsible for ensuring the OJT, Continuity training and overall development of the applicant.
- (b) Regional Examining Boards (Zonal) {REB (Z)} of under which unit falls, is responsible for conducting in term exams.

#### **22. How will RPL assessment be managed and who will carry it out?**

N/A

**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.**

Assessment at Units is carried out by S Adm O.

Assessment for CPE/SGT will be done by independent REB (Z) to assess the skill acquired by Airwarrior.

The field units and the boards have all necessary infrastructure and pool of qualified Examiners and Assessors to carry out detailed assessments.

REB (Z) uses all the modern trends like Online Testing and Evaluation System (OTES) for conducting the exams, evaluation and in-depth analysis of the result. The exams are conducted in the following manner.

- (a) Written Exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application), are conducted on OTES platform for testing the knowledge of Airwarrior in his trade.
- (b) Practical Exam is used to test the:
  - (i) Professional Skill
  - (ii) Core Skill of the Airwarrior
- (c) Viva Voce is used to gauge the overall knowledge of the Airwarrior.

**ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.**

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

**24. ASSESSMENT EVIDENCE**

**Title of Component:**

Air warrior should have a knowledge of an aircraftsman and in addition should have a detailed knowledge of following:-

Outcomes to be assessed	Assessment criteria for the outcome
1. Awareness about dispatch and receipt of mail /correspondence, maintenance of files etc used in IAF.	1. Ability of Airwarrior in handling :- (a) Receipt /dispatch of mail (b) Opening of Files (c) Maintenance of registers (d) Accounting of Postage Stamps and use of

	franking machine
2. Capability in Dealing with Personal administration of Airmen	2. Ability of airwarrior in handling :- (a) Maintaining of service documents of Airmen (b) Publishing of Personnel Occurrence Reports of airwarriors (c) Maintaining of records of payment and various allowances etc of airwarriors
3. Capability in Dealing with Personal administration Officers	3. Ability of airwarrior in handling: (a) Maintaining of service documents of Officers (b) Publishing of Personnel Occurrence Reports of Officers (c) Maintaining of records of payment and allowance including travelling allowances, etc of Officers
4. Capability in dealing with Personal administration Civilians	4. Ability of airwarrior in handling: (a) Maintaining of service documents of Civilians (b) Publishing of Office Order of Civilians (c) Maintaining of records of payment and allowance including travelling allowances, etc of Civilians
5. Knowledge about Publishing of Routine Orders	5. Ability of airwarrior in handling: (a) In publishing of Station Routine Orders , Unit Routine Orders and Standing Orders. (b) Miscellaneous Typing jobs
6. Computer Literacy	6. Ability to Airwarrior in handling : (a) The e-ticketing for airman and officers while proceeding on various movements i.e. temporary duty, leave, posting etc. (b) The typing of service letters and messages within the organization.

**Means of assessment 1**

There are two types of Assessments viz. Formative and Summative.

- (a) The Formative Assessment is carried out continuously during the conduct of OJT and continuity training conducted by Senior Administrative Officer (S Adm O).
- (b) Summative Assessment is carried out by REB (Z)

Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test & Viva voce

<p><b>Means of assessment 2</b></p> <p><b>1. Means of Formative Assessment (Total marks allotted- 250) conducted by UEB</b></p> <p>(a) Assignments for each module of Theory component - 100 Marks</p> <p>(b) Assignments for each module of Trade Skills component - 50Marks</p> <p>(c) Continuous evaluation of Physical training (BPET) - 50 Marks</p> <p>(d) Training on Defence Travelling System - 50 marks</p> <p><b>2. Means of Summative Assessment (Total marks allotted- 250) conducted by REB (T)</b></p> <p>(a) Written test for Theory component - 100Marks</p> <p>(b) Written test for Trade Skills component - 50 Marks</p> <p>(c) Practical Test - 35 Marks</p> <p>(d) Training on Defence Travelling System - 40 marks</p> <p>(e) Viva voce for Practical Component. - 25 Marks</p>
<p><b>Pass/Fail</b></p> <p>Should pass within 3 attempts</p>

**SECTION 2**

**25. EVIDENCE OF LEVEL**

<b>OPTION - A Title/Name of qualification/component: Corporal (Cpl) of Admin Assistant</b>			
<b>Level: 5</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
Process	Airwarrior carries out routine Admin Clerical Jobs of IAF as per his rank as mentioned in job description AFO 57/2015	Air warrior is able to identify the issues pertaining to Human Resource Management (HRM) section, recognise the cause and able to resolve them of their own	5
Professional knowledge	Airwarrior to possess fair knowledge of the organisation as Admin Assistant trade and their working culture. Be aware about the personal aspect in respect of, information, and personnel. Have basic working	Airwarrior is able to acquire the working knowledge of the Human Resource Management (HRM) section, registering of incoming and outgoing correspondence, transmission of files and recording of movements, internal receipt and despatch of correspondence, typing and understanding knowledge of	5

	<p>knowledge of various office equipments, computers, maintaining of office, despatch of mail , preparation of e-Ticketing, publishing of personnel occurrence reports , maintains various charts and statistics, action in case of absence without leave desertions, issue / loss of identity cards, action in case of casualties, prepare demands and machinery and also runs sub-sections of orderly room, etc.</p>	<p>messages, maintenance of registers, opening and closing of files, maintaining of AFOs/AFIs/publications, computer literacy, preparation of e-ticketing , publishing of personnel occurrence reports, maintains various charts and statistics, action in case of absence without leave desertions, issue/loss of identity cards, action in case of casualties, prepare demands and machinery and also runs sub-sections of orderly room etc.</p>	
Professional skill	<p>Able to grasp the problem, understand the consequences and take appropriate action to solve it</p>	<p>Ability to recognise the cause of problem and understand the consequences it can likely lead to initiate corrective measures after consultation with the seniors</p>	5
Core skill	<p>Able to communicate well with all personnel of the Unit/Station. Able to read the instructions, policies and orders in Hindi, English language also able to deliver lectures in public and make them to understand about service norms. Handle computer and office equipments.</p>	<p>Depict good communication skills, have a fair good computer knowledge , can handle personal banking, public speaking skill and to motivate peoples and has good understanding of social and natural environment</p>	5
Responsibility	<p>Able to carry out the Human Resource Management (HRM) section duties with ease.</p>	<p>With sound knowledge of procedures, he is able to undertake and be responsible for all the HRM related tasks. He also guides junior members of the team and is partially responsible for their work and learning</p>	5



**SECTION 3****EVIDENCE OF NEED****26. What evidence is there that the qualification is needed?**

In current changing environment around the world, defence forces also need to accomplish the assigned task with utmost perfectness and within shortest time period, for that organisation needs competent and well trained and highly skilled manpower. These airwarriors, should be able to sense the onset of the problem and take corrective actions to solve the arised problems. Thus, after the JBPT, the TPT course gives to recruits in depth knowledge to handle various situations, which are likely to be encountered in the office during the course of actual field deployment both during war/ peace.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

It is totally based on the cadre, and actual figures cannot be revealed

**27. Recommendation from concerned Line Ministry of Govt/Regulatory Body. To be supported by documentary Evidences**

The trade has been cleared by MoD and notification to the same effect is confidential in nature.

**28. What steps were taken to ensure that the qualification(s) does / (do) not duplicate already existing or planned qualifications in the NSQF?**

This qualification is especially tailor made to suit the specific Air Force requirements. In some parts it does have some similarity with civilian office working culture setup for which the NOS have been equated.

**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?**

IAF has a well defined Directorates responsible for monitoring both the training and testing aspects. Directorate of Training is responsible for ensuring that right training is imparted to the recruits. The syllabus is based on various studies and feedback received from field units/ REB(T).

Directorate of Education is responsible for Trade Testing and evaluation of the knowledge and skill level of the Airwarriors passing out from the training institute and their performance in field units.

This qualification will be reviewed and revised at an interval of five years or

earlier, in case of change in syllabus based on the feedback from field Units/REB(T/Z).

#### **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?**

On completion of three months as LAC an airwarrior of Administrative Assistant trade will be in a position to appear for CPE. On successful completion of CPE he will be promoted to Corporal (Cpl) on completion of five years of service from the date of enrolment. He will further keep climbing the promotion ladder by appearing for SPE for Sergeant and JPE for Junior Warrant Officer. As per new policy in vogue, ACRs have been linked to skill levels. So, he will be motivated to enhance his skill levels and get them tested by appearing for Skill Gradation Test.

The progression flow is given below.

LAC → Cpl\* → Sgt\* → JWO\* → WO → MWO

\*Subject to clearing promotion exam for Cpl, Sgt and JWO called as CPE, SPE and JPE.

**Annexure-I****TOPICS OF ORIENTATION CLASS AND CONTINUITY TRAINING**

<b>SI No</b>	<b>TOPICS</b>	<b>Orientation Classes cum Lecture (Hours)</b>
1	Receipt and dispatch of mail, handling of classified documents, maintenance of files and folders etc.	10
2	Leave rules Airmen/NCs(E), TR Rules, LTC, Preparation of Railway forms (FRW & CV)	10
3	Action to be taken on Posting out and grant of Joining time and action to be taken on arrival of airmen on posting In, Temporary duty, Attachment , Detachment, Course of instruction & Exam.	10
4	Action to be taken on Posting out and grant of Joining time and action to be taken on arrival of Officers on posting In, Temporary duty, Attachment , Detachment, Course of instruction & Exam.	10
5	Action to be taken on Posting out and grant of Joining time and action to be taken on arrival of Civilians on posting In, Temporary duty, Attachment , Detachment, Course of instruction & Exam.	10
6	Promulgation of POR(Operating of electronic POR, Purpose of POR, various occurrences promulgated in POR), Updation of e-POR in AFCAO web	10
7	Allowances and Claims (local allowances and TD, LTC, CEA, TA advance etc), Allowance paid by AFCAO (CPMA, TPT) through IRLA. Authorisation of various allowances to Technical trades (ATA, FCA, AWAetc).	10
8	Maintenance of service documents(endorsement of various occurrence in UCSR), receipt and dispatch of service documents,	20
9	Dealing with Discharge, dismissal and removal, pre-release Courses, Finalization of Non effective documents at unit level, non effective benefits.	21
10	Introduction to the Air Force Act 1950, Regulations for the IAF 1964 and Air Force Rules 1969, Offences punishable under AF Act 1950	20
11	Powers of punishment of a CO, Subordinate Commander , Red Ink / Black Ink entries, Arrest and custody, Charge sheet IAFF(P) 13 and Minor Offence Report IAFF(P) 24, Application of Rule 24, CO's Orderly Room Procedure/	32

	Summary disposal of charges under section 82 & Section 86	
12	Maintaining of Armed Forces Identity Cards, Retired Officers Identity Cards, Demand / Supply and custody of Armed Forces Identity Cards, Temporary Identity cards and its preparation, Dependent Identity Cards and its preparation and actions to be taken in case of losses.	32
13	Demand and supply procedure of Air Force Forms, Railway Forms & Stationery. Demand and disposal procedure of Rubber stamps. Demand and supply procedure of filing cabinets, steel almirah and iron safes.	30
14	Principles of service writing, general rules, convention of lay out and superscription, references and attachment, listing of references and attachments, use of various headings and syllabification, use of paragraphs, numbering and spacing of typescript, preparation of personal application, service letter, service notes and letter to civilians.	30
15	Handling procedure for granting various commissions in Indian Air Force i.e. Permanent Commission, Service Entry Commission, Short Service Commission and Honorary Commission etc	30
16	Logistic Procedure (IMMOLS)	15
17	Aerospace / Maintenance Safety	15
18	Skill Development	25
19	Practice	110
	Hours	<b>450</b>

**Annexure-II**

**REGIONAL EXAMINING BOARD (WEST)**

**BLUE PRINT: CORPORAL PROMOTION EXAMINATION (IPT) SYSTEM THEORY**

Type of Exam : CPE Time : 50 Mins  
 Trade : Adm Asst  
 System : Adm Asst  
 Pattern of Training : IPT Marks : 50

Sl No	SUBJECT	TRG HRS	WEIGHTAGE OF MARKS	MULTIPLE CHOICE QUESTIONS			
		THEORY		FAC T 20%	COM P 50%	APP L 30%	QUE S/ MARKS
1	Organisation	60.75	6.99	2	3	2	7/7
2	Service Writing- (Principles & Layout, Type of Message and Principle of writing, Signals, Central Registry, Handling of classified correspondence).	90.00	10.36	2	5	3	10/10
3	P2 (Personnel Administration Officers) (commissioning, posting, TD, attachment, leave, personnel documents, ARs, PORs etc)	25.50	2.93	1	1	1	3/3
4	P3 (Personnel Administration Airmen/ NCs(E), Posting, TD. Attachment, Leave, Personnel Documents, ARs, Discharge, PORs etc)	71.25	8.20	2	5	1	8/8
5	Routine Orders, Return, Typing, Basic computer handling and security, dictation	51.00	5.87	2	3	1	6/6
6	Personnel Administration Civilians( Office Order, Leave, LTC, Service book etc), Discipline Civilians	24.75	2.85	1	1	1	3/3
7	P1-Discipline Airwarriors/NCs(E), (BOO, COI, FI, Court Martial, AF Act 1950, AF Law, SOE, MOR, Court of Inquest, Attestation, AWL/Desertion, PHO/HO, AFIC, Commendation, Medal etc)	66.00	7.60	2	4	2	8/8
8	Works Services (Types of works, Maintenance/ Repairs, Original Works etc)	18.75	2.15	-	2	-	2/2
9	Logistic Procedure (IMMOLS).	-	2	1	-	1	2/2
10	Aerospace /Maintenance Safety	-	1	-	1	-	1/1
<b>Total Question / Marks</b>		<b>408.00</b>	<b>50</b>	<b>13</b>	<b>25</b>	<b>12</b>	<b>50/50</b>

Authy: Air HQ/S 18934/2/Trg (G-3) dated 28 Dec 12 (N-11) & Air HQ/ATG/79/ dated 23 Jan 15.

Annexure-IIIROLE OF CORPORAL (ADMINISTRATIVE ASSISTANT): GROUP 'Y'AS PER AFO 57/2015

<u>CORPORAL</u>	
<p>Under takes the entire range of work of Leading Aircraftmen independently and in addition:-</p> <p><b>(a)</b> Runs sub-sections of Orderly Room.</p> <p><b>(b)</b> Liaison between his subordinate and immediate supervisors.</p> <p><b>(c)</b> Prepare appropriate draft letters, signals, notes etc, and summaries of cases for his superiors.</p> <p><b>(d)</b> Carry out general duties on administration.</p> <p><b>(e)</b> Holds and operate an inventory.</p>	<p>Same as for Leading Aircraftman and in addition, detailed knowledge of: -</p> <p><b>(a)</b> (i) The organisation of an Orderly Room, Central Registry (including S&amp;C Registry), demand, custody and disposal of Railway Warrants, forms "D" and concession vouchers and points to be remembered in their preparations; entitlements of Officers, airmen and NCs (E) to Rail-way warrants (where applicable) including baggage, entitlement, periodical returns, procedure for local printing of forms etc and local purchase of stationery.</p> <p>(ii) The use and application of Air Force Act and Air Force Rules, Regulations for the IAF 1964 (Revised), Pay &amp; allowances Regulations; Air Force List, Air HQs Routine Orders and Station Standing Orders, Procedure for repairs or replacement of duplicates and typewriters.</p> <p><b>(b)</b> The organisation and functions of Air Headquarters, Command Headquarters, Station/Wings and units in general, functions, in general of the various Directorates of Air Headquarters and branches at Command Headquarters; object of Office Organisation; aid to efficiency in the working of an Orderly Room.</p> <p><b>(c)</b> Aim of Service writing and basic requirement of good service writing; conduct of correspondence and methods of correspondence in the I.A.F., purposes and thorough knowledge of lay-out of service writing and principles of précis writing.</p>

	<p><b>(d)</b> Definition, object, procedure, composition , occasion, manner of recording, proceedings and the disposal thereof in respect of court of inquiry; formal investigations and Summaries of evidence; types of courts Martial, under the Air Force Act, their composition and powers; action by the Orderly Room before and after a Court Martial is held, action by the Orderly Room on placing and officer, airmen/NCs (E) under close arrest; summary disposal of charges by AOC/AOC-in-C commands, AOA and CAS, difference types of commissioning in the IAF and there difference in relations to each other; procedure for and condition governing commissioning of airmen in IAF; procedure for and condition governing selection of airmen aircrew/NCs (E) and terms and conditions of the air service; processing of works services; preparation of statement of cases; acceptance of necessity; issue of administrative approval; execution of work, public &amp; non-public funds, financial powers of difference Air-Force officers, CAS, AOsC-in-C, AOC/Stations Commanders and Unit Commanders, hiring of service MT by IAF personnel and entitlement of free conveyance, IAF Benevolent Fund and CO"s Benevolent Fund, Medals, Ribbons and Gallantry Awards, rules regarding the grant of flying pay to officers and airmen AFPO, first aid, hygiene and sanitation, fire fighting and fire precautions.</p> <p><b>(e)</b> (i) Equipment accounting procedure applicable to inventory holder, categorisation of equipment, their disposal, preservation security.</p> <p>(ii) Knowledge of Handling of inventory items.</p> <p>Knowledge of Maintenance of Service books/ documents respect of officers/airmen/NCs (E). Issue and maintenance of Air Warriors cards for all warriors.</p> <p>To be conversant with present Appraisal Report Systems.</p> <p>Knowledge of Handling of protected/ classified documents except "Top Secret".</p>
--	---