

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Groundcrew Examining Board (GEB)
Air Force Station
Chandigarh 160003

Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File:-

1. Curriculum and training contents for Joint Basic Physical Training (JBPT) Annexure-I
2. Curriculum and training contents for Trade Phase Training Term – I Annexure-II
3. Curriculum and training contents for Trade Phase Training Term – II Annexure-III
4. Curriculum and training contents for Trade Phase Training Term – III Annexure-IV
5. Air Force Order (AFO) 57/15 specifying the role of Education Instructor Annexure-V
Blue Print Annexure-VI

SUMMARY

1. Qualification Title	SGT: Education Instructor
2. Qualification Code	IAF/Edn/072
3. NCO Code and Occupation	2351.9900, Education Specialist, Others; 2351.0100, School Inspector; 2432.0300 Information Officer; 5414.011, Security Supervisor; 5411.9900, Fire fighter others;
4. Nature and purpose of the qualification	A trade and rank certificate to the personnel with adequate knowledge and skill to perform the duties of Sergeant and a professional leader in the Education Section.
5. Body/bodies which will award the qualification	Non-Technical Training institute (NTTI), & Regional Examination Board (Training) REB (T)
6. Body which will accredit providers to offer courses leading to the qualification	Directorate of Training (D Trg), Air HQ
7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)	N/A as specific to Defence Forces
8. Occupation(s) to which the qualification gives access	Sergeant (SGT) of Education Instructor
9. Job Description of the Occupation	Imparting training to trainees on Science, Language and Humanity subjects. For details refer Annexure: II
10. Licensing requirements	N/A
11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be provided)	Air Force Act, Air Force Regulations, Air Force Order,
12. Level of the qualification in the NSQF	Level - 6

<p>13. Anticipated volume of training/learning required to complete the qualification</p>	<p>3480 Hrs comprising of: (a) 1050 Hrs of Joint Basic Phase Training (b) 2640 Hrs comprising of following three terms: (i) Trade Phase Training Term –I : 660 Hrs (ii) Trade Phase Training Term –II : 660 Hrs (iii) Trade Phase Training Term –III : 660 Hrs (c) On Job Training (OJT) of 450 Hrs at Field Unit</p>
<p>14. Indicative list of training tools required to deliver this qualification</p>	<p>Classroom with modern AV aids, software for IAF exam procedure, IAF school Administration software application programs. Fire Arms, Firing Range, Ground Training Equipment.</p>
<p>15. Entry requirements and/or recommendations</p>	<p>Education Qualification: Passed graduation in arts/commerce/science and B. Ed. or 02 years of experience in govt or recognized school/college. Min. 50% marks in Graduation and B.Ed. Age : 20 Yrs -25 Yrs Or PG in English/Mathematics/Physics/Computer Science and B. Ed. or 02 years' experience in govt or recognized school/college. Age : 20 Yrs -28 Yrs Prerequisite for TPT: Air warrior should have successfully completed Joint Basic Phase Training</p>
<p>16. Progression from the qualification</p>	<p>Job Progression JWO→WO→MWO</p>
<p>17. Planned arrangements for the Recognition of Prior learning (RPL)</p>	<p>N/A</p>
<p>18. International comparability where known</p>	<p>Not Known</p>
<p>19. Date of planned review of the qualification.</p>	<p>Every 5 yrs /earlier in case of change in training syllabus pattern.</p>

20. Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
1. Duties of SNCO IC in Education Section IAF/EDN/072/01	M	400	6
2. Organise and administer Reference and Technical Libraries IAF/EDN/072/02	M	400	6
3. Administration and Management of Air Force School IAF/EDN/072/03	M	400	6
4. Setting up of Information Rooms/Hobby clubs/ study rooms IAF/EDN/072/04	M	400	6
5. Conduct of promotion exams and in-service exams IAF/EDN/072/05	M	400	6
6. Propagation and Implementation of Hindi in IAF IAF/EDN/072/06	M	400	6
7. Administration of School Transport for school going children IAF/EDN/072/07	M	300	6
8. Guidance to service	M	400	6

personal IAF/EDN/072/08			
9. Conduct of exams for Officer and Airmen Selection Process IAF/EDN/072/09	M	400	6
Total		3500	

Syllabus of all the TPT and assessment strategy Annexed as Annexure-I

NSQC Approved

SECTION 1
ASSESSMENT

21. Body/Bodies which will carry out assessment:

1. Unit Examining Board (UEB) is responsible for conducting in term exams.
2. Regional Examining Board (Training) {REB (T)} is responsible for conducting the End Term Exam for gauging the knowledge acquired by the air warriors.
3. Annual assessment is carried out by IOs or during Skill Gradation Test by conducted by REB (Zonal) twice a year.

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 is carried out by both UEB and independent REB (TRG). Both the boards have all necessary infrastructure and pool of qualified Instructors, Examiners and Assessors to carry out detailed assessments. REB (T) 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

1. Written Exams are conducted by both boards for the theory part of curriculum consisting of questions divided into three categories (factual, comprehension, application) for testing the knowledge of Personnel in their trade:
 - (a) Objective: Multiple Choice Question, True & False, Fill in the blanks
 - (b) Subjective : Very Short Answer, Short Answer, Long Answer
2. Practical Exam to test the :
 - (a) Professional Skill
 - (b) Core Skill of the Personnel
3. Viva Voce to gauge the overall knowledge, and its application in resolving an issue.

Blue Print for conduct of Exam is attached as Annexure-II.

24. ASSESSMENT EVIDENCE

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

Title of Component:

Outcomes to be assessed	Assessment criteria for the outcome
1. Duties of SNCO IC in Education Section	1. Ability of air warrior in:- (a) Handling of various issues pertaining to Education. (b) Maintenance of various documents. (c) Knowledge of compilation of Education Return. (d) Implementation of General Education Scheme. (e) Continuous in-service training to air warriors. (f) Assisting Supervisors.
2. Organise and administer Reference and Technical Libraries	2. Ability of air warrior in:- (a) Classifying the books as per International Dewey Decimal Classification (DDC) scheme. (b) Issue and receipt of books, maintenance of various records. (c) Selection, ordering and acquisition of books, journals etc. (d) Management accounting of Education Training Grants. (e) Automation of Library Management System.
3. Administration and Management of Air Force School	3. Ability of air warrior in:- (a) Be conversant with the various principles of education system related to nursery, primary, secondary and higher secondary education. (b) Accounting of Books of accounts of Air Force School. (c) Knowledge of rules and regulations of Kendriya Vidyalayas.
4. Setting up of Information Rooms/Hobby clubs/ study rooms	4. Ability to set up:- (a) Information rooms. (b) Hobby clubs. (c) Study rooms.
5. Conduct of promotion exams and in-service exams	5. Ability to conduct:- (a) Various promotion exams. (b) Knowledge of rules and policies pertaining to the exams. (c) Knowledge of the scheme of foreign language examination.

6. Propagation and Implementation of Hindi in IAF	6. Ability in:- (a) Hindi Propagation and its Implementation of in IAF. (b) Implementation of Hindi teaching scheme for civilians.
7. Administration of School Transport for school going children	7. The air warrior should be conversant with the school transport regulations and its administration.
8. Guidance to service personal	8. Ability in:- (a) Motivating service personal to take up various promotion exams for enhancement of education. (b) Guiding service personal about various scholarship schemes for their wards and about various schools and institutions.
9. Conduct of exams for Officer and Airmen Selection Process	9. Ability in conduct of recruitment, selection process for officers, airmen and NCs(E).

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 course Exam. It is conducted by UEB.
- (b) Summative Assessment is carried out initially at the end of the course and the **Exam is conducted by REB (T).**
- (c) Summative Assessment is also carried out yearly by IOs or during Skill Gradation Test conducted by REB (Zonal) twice a year.

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

Means of assessment 2

1. Means of Formative Assessment (Total marks allotted- 350) conducted by UEB

- (a) Assignments for Theory component
100 Marks
- (b) Assignments for Course End Knowledge Test (CEKT) Part-I Written theory
100 Marks
- (c) Assignments for Course End Knowledge Test (CEKT) Part-III-A Written Practical
50 Marks
- (d) Job Practical
50 marks
- (e) Viva Voce
50 Marks

2. Means of Summative Assessment (Total marks allotted- 350) conducted by REB(T)

- (a) Assignments for Theory component
100 Marks
- (b) Assignments for CEKT Part-I Written theory
100 Marks
- (c) Assignments for CEKT Part-III-A Written Practical
50 Marks

(d) Job Practical	50 Marks
(e) Viva Voce	50 Marks

Component wise distribution of marks is given in the Annexure-II

3. Means of Summative Assessment (Total marks allotted- 200) conducted by REB (Z)

(a) Written test for General Education (core skill)	50 Marks*
(b) Written test for Trade Skills component	50 Marks
(c) Teaching Practical Test	50 Marks
(d) Viva voce for Practical Component.	25 Marks
(f) Job practical	25 Marks

Note:* is not part of Skill Gradation Test, Component wise distribution of marks is given in Blue Print attached as Annexure-II

Pass/Fail

- (a) The minimum qualifying standard is 50% marks in each part and 50% in aggregate of all parts of Course End Knowledge Test (CEKT) Exam conducted by REB (T).
- (b) The minimum qualifying standard is 50% marks in each part and 60% in aggregate of all parts of Theory/Practical Exam conducted by REB (Z). Those who score 80% and above are declared as Skill grade 'A'

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Sergeant of Education Instructor			Level: 6
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Air warrior carries out routine duties of Education section.	Air warrior possesses wide range of knowledge pertaining to education system and implements it in the educational activities involving standard practices.	6
Professional knowledge	Air warrior possesses factual and theoretical knowledge of the educational system pertaining to schools, libraries, various examinations, and training and evaluation systems in vogue.	Air warrior possesses good knowledge of rules and regulations about schools and libraries. He understands the process of examination system, training and evaluation.	6
Professional skill	Air warrior is able to anticipate the problems which may arise during the implementation of specific task.	He also predicts the future complications. He understands the consequences and takes appropriate action to solve it.	6
Core skill	Possesses analytical bent of mind and good in collection of data and its analyses. Good in logical communication and transfer of instructions and information.	He can collect data and analyse it. He can also conduct lectures, presentations, and pass on information through correspondence.	6
Responsibility	Able to carry out the Education section duties with ease simultaneously takes full responsibility of the guidance and learning of others.	He undertakes the assigned tasks at his own and performs well without any supervision. He organises and handles multi activities at a time.	6

SECTION 3

EVIDENCE OF NEED

26. What evidence is there that the qualification is needed?

IAF is one of the most advanced technical fighting forces of the world. Continuous rapid advancement in the field of technology has presented a challenge to air warriors to update themselves with the latest changes and incorporate the same in the organisation for its battle effectiveness. In order to fulfil the educational needs of the air warriors, General Education Scheme has been instituted in the IAF. Under this scheme, the endeavour is to motivate Air Force personnel to acquire knowledge through study and discussion which will make them more educated and professionally worthy air warriors. In addition to this, it also covers implementation of Quarterly Education Programme, conduct of various examinations, management of Technical Libraries and Air Force School.

Thus, after the JBPT and TPT course the recruits acquire in-depth knowledge to handle all educational matters which arises in the service.

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

Is based on the cadre of Indian Air Force 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 organisational requirements of IAF. In some parts it does have some similarity with civil agency as regards to some portion of the syllabus 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?

An Air Warrior is promoted to the rank of Sgt after thirteen years from date of enrolment. He will further keep climbing the promotion ladder by appearing for JPE for JWO rank. 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.

Sgt*→JWO*→WO→MWO

*Subject to clearing promotion exam for JWO called as JPE.

Annexure-I(Curriculum and training contents
for Joint Basic Phase Training)**SCHEDULE OF TRAINING - JBPTC**

SI No.	Syllabus Index	Subject	Total Periods
TRAINING ACTIVITIES DURING WORKING HOURS: SIX DAYS PER WEEK EXCEPT SECOND SATURDAYS			
1.	JBPTC / GST / 1 to 12	General Service Training (including Field Craft Training camp)	590
2.	JBPTC / Eng / 1 to 4	English	350
3.	JBPTC / GSK / 1 to 11	General Service Knowledge	165
4.	JBPTC / Comp / 1 to 08	Basic Computer Training	50
5.	JBPTC/MAC/1 to 07	Mentoring & Counselling	45
TOTAL (SL NO 1 TO 5)		1200	
TRAINING ACTIVITIES BEYOND WORKING HOURS – 200 PERIODS			
6.	JBPTC / Hindi / 1 to 6	Hindi Training	36
7.	JBPTC / WTC / 1	Weak Trainees Classes / Night Classes	64
8.	JBPTC / GSD / 1	General Service Duties & Stn Duties	100
TOTAL (SL NO 6 to 8)		200 periods	
GRAND TOTAL (SL NO 1 TO 8)		1400 periods	
TOTAL EFFECTIVE TRAINING PERIODS		1400 periods=1400x45/60=1050 hour	

Annexure-II

(Curriculum and training contents for Trade Phase Training Term – I)

SYLLABUS: EDUCATION INSTRUCTOR**TERM -I**

SL NO	Syllabus Index	Subject	Period			
			T	D	P	Total
1	-	Health Run+PT+OTW+Games	-	-	166	166
2	-	GST	16	-	31	47
3	-	GSD			30	30
4	-	Mid Term Test	-	-	4	04
5	-	Term End Exam	-	-	32	32
6	-	English	15	88		103
7	-	Computer & IW	7	7	16	30
8	-	Aerospace Safety	26	2		28
9	-	Education Administration	93		23	116
10	-	Library Science	88		44	132
11	-	Education Psychology	63		2	65
12	-	Methods of Instructions-I	74		3	77
13	-	War Studies	47		3	50
Total (Period)			429	97	354	880
Total (Hrs)			321.75	72.75	265.5	660

Annexure-III

(Curriculum and training contents for Trade Phase Training Term – II)

SYLLABUS: EDUCATION INSTRUCTOR
TERM -II

SL NO	Syllabus Index	Subject	Period			
			T	D	P	Total
1	-	Health Run+PT+OTW+Games	-	-	148	148
2	-	GST	28		56	84
3	-	GSD			30	30
4	-	Mid Term Test	-	-	4	04
5	-	Pre REB Exam	-	-	32	32
6	-	REB(T) Exam			88	88
7	-	Computer & IW	12	10	13	35
8	-	Aerospace Safety	8	-	-	8
9	-	IMMOLS	3		17	20
10	-	Method of Instructions	32		28	60
11	-	AF School Adm & Accounting	82		18	100
12	-	Financial Management	18		32	50
13	-	Education projects+ Teaching practice+ education visits	8	-	213	221
Total (Period)			191	10	679	880
Total (Hrs)			143.25	7.5	509.25	660

Annexure-IV

(Curriculum and training contents for Trade Phase Training Term – III)

SYLLABUS: EDUCATION INSTRUCTOR

SL NO	Syllabus Index	Subject	Period			
			T	D	P	Total
1	-	Health Run+OTW+Games	-	-	196	196
2	-	GST	9		56	65
3	-	Mid Term Test	-	-	4	04
4	-	Pre REB Exam	-	-	32	32
5	-	REB(T) Exam			56	56
6	-	POP & departure activities			16	16
7	-	School Administration	54		6	60
8	-	Library Administration	19		16	35
9	-	Public Relation	33		10	43
10	-	Computer Aided Instructions	22		28	50
11	-	Adm & Org	50		5	55
12	-	Micro teaching & Service Writing	33		77	110
13	-	Education projects	6	-	42	48
14	-	Teaching English as a communicative Language (Teaching Practice, assessment & communication drills, English Teaching Practice)	10		100	110
Total (Period)			236		644	880
Total (Hrs)			177	-	483	660

TERM -III

Annexure-V

EDUCATION INSTRUCTOR: SERGEANT

AFO 57/2015

<p>(a) Prepare Airmen trainees to attain desired level of educational standard which will enable them to absorb the professional knowledge/training for their specific trades.</p> <p>(b) Impart instructions in humanities and science subjects.</p> <p>(c) Prepare airmen for promotion examination to the ranks of Cpl, Sgt and JWO and skill upgradation test.</p> <p>(d) Organise and administer reference and technical library.</p>	<p>(a) Be well-versed in methods of instructions and all aspects of Educational Technology.</p> <p>(b) (i) Possess necessary qualifications & required degree of proficiency in the related subjects of humanities/Science faculty. (ii) Be conversant with the syllabi & standards of various subjects to be taught. (iii) Be able to compile/prepare precis/training notes as required. (iv) Should attain responsible skills in handling Audio-visual and other training aids.</p> <p>(c) (i) Should be able to guide prospective candidates in subjects such as English, GSK & Current Affairs. (ii) Be conversant with OTES. Should be aware of all provisions of policy letters and Air Force Orders/ Instructions on conduct of promotion examinations. (iii) Be conversant with practical aspects of the examinations such as preparation of seating plans, nominal rolls, marks sheets etc. (iv) Be able to prepare comprehensive help material on related subjects.</p> <p>(d) (i) Be able to classify books as per Deweys Decimal Classification System. (ii) Be able to prepare classified catalogues, maintain issue receipt system and all the library records as laid down in AFO 6 of 2000. (iii) Be conversant with the "Selection & Ordering" procedure of Library books,</p>
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<p>(e) Setting up of Information Rooms, Study Room, and Hobbies Club etc. in a Unit / Station.</p> <p>(f) Motivate airmen for taking up various External Examinations for enhancement of Educational Qualifications.</p> <p>(g) Assist S Edn O in the administration and management of Unit-run Schools.</p> <p>(h) Guide and assist service personnel regarding admission of their wards to various schools/ institutions.</p>	<p>periodicals and other educational equipments.</p> <p>(iv) Possess knowledge of management accounting of Educational Grants including that</p> <p>of budgetary Control payments procedure, auditing etc., as stipulated in AFOs, AFIs and policy letters issued from time to time.</p> <p>(v) Be conversant with library automation/ management system.</p> <p>(e) (i) Be able to organise various display material such as models, charts, posters etc. taking into consideration principles of visual display of information.</p> <p>(ii) Should be abreast of latest National/ International current affairs and happenings in defence services with particular reference to IAF.</p> <p>(iii) Should have up-to-date knowledge of Unit/Stn activities where he is serving.</p> <p>(f) (i) Be well-versed with admission rules and regulations of various local schools, colleges/ institutions/ universities.</p> <p>(ii) Possess knowledge of various courses of studies offered by different universities/local bodies/institutions either through distance education or regular basis.</p> <p>(g) (i) Possess working knowledge of various principles and guiding factors of prevalent education system relating to nursery, primary and secondary including Higher Secondary education.</p> <p>(ii) Able to maintain independently the accounts of unit run schools and upkeep of property and other books of account including computerized accounting System.</p> <p>(iii) Possess working knowledge of the rules and regulation pertaining to KendriyaVidyalayas.</p>
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<p>(j) Assist S Edn O in conducting various promotion examinations for Officers & Airmen, Foreign Language Examinations etc.</p> <p>(k) Organising, Administrating and Maintaining of accounts of Hobby clubs.</p> <p>(l) Assist in propagation of Hindi in the IAF.</p> <p>(m) Assist in administration and accounting of various grants.</p> <p>(n) Officers selection process, Airmen selection tests and recruitment of NCs(E)</p> <p>(o) Provision of service transportation for school going children.</p> <p>(p) Perform duties of SNCO i/c Section.</p>	<p>(h) (i) Possess knowledge of Military schools, Sainik Schools, Kendriyavidyalayas and other residential public schools. (ii) Be conversant with various Scholarship schemes sponsored by Central/State Government/ IAF Benevolent Association/ AFWWA/ Commands and also fee-concessions extended by various state Govts/ Universities.</p> <p>(j) (i) Possess working knowledge of AFOs, rules and policy matters relating to various examination. (ii) Be conversant with various schemes of award relating to Foreign Language Examinations.</p> <p>(k) Possess knowledge of various hobbies of interest, their importance in education and maintenance of accounts including account of raw materials and products.</p> <p>(l) (i) Be conversant with the AFOs and other instructions pertaining to preliminary compulsory Hindi Teaching Scheme for civilians. (ii) Be well versed in official Language Implementation Programme.</p> <p>(m) (i) Possess knowledge of principals and purpose for which various Grants like Education Training Grant, Library Maintenance Grant and Laboratory Grant are meant for. (ii) Be conversant with the relevant AFOs/AFIs and other policy matters pertaining to the utilization of the Grants.</p> <p>(n) Be conversant with eligibility criteria, Selection process, scheme of test for the officers selection and recruitment of airmen and NCs(E).</p>
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<p>(q) Foreign Languages and other courses.</p>	<p>(o) Be conversant with AFI and be able to prepare SOC for the arrangement of free service transport for school going children.</p> <p>(p) (i) Be thoroughly conversant with service correspondence, MSD and filing system in use in service.</p> <p>(ii) Maintain various documents, registers and records in the section.</p> <p>(iii) Possess knowledge of various periodical returns rendered to Commands/Air HQs etc. including Annual Education Return.</p> <p>(iv) Possess knowledge of Equipment procedure and operation of Section Inventory.</p> <p>(q) Be conversant with the policies on Foreign Languages and other courses for Officers and Airmen.</p>
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Annexure-VI

REGIONAL EXAMINATION BOARD (SOUTH)

BLUE PRINT : SGT

TRADE: EDN INSTR
SYSTEM: EDN INSTR

TIME: 50 MINUTES
MARKS: 50

SL NO	SUBJECT	TRAINING HOURS			WEIGHTAGE OF MARKS	MCQ			QUES/ MARKS
		THEORY	THEORY DEMO	TOTAL		F	C	A	
1	Education Administration	69:45	-	69:45	06	01	03	02	06/06
2	Library Science and Library Administration	80:15	-	80:15	07	01	04	02	07/07
3	Edn Psychology	47:15	-	47:15	04	01	02	01	04/04
4	Methods of Instruction	79:30	-	79:30	07	02	04	01	07/07
5	Air Force School administration, accounting	61.50	-	61.50	05	01	03	01	05/05
6	Financial Management	13.50	-	13.50	01	01	00	00	01/01
7	War studies	35:15	-	35:15	03	01	01	01	03/03
8	School Administration	40:30	-	40:30	04	01	02	01	04/04
9	Public Relations	24:45	-	24:45	02	-	01	01	02/02
10	Computer Aided Instructions Micro Teaching Teaching English as CLT	35:15	-	35:15	03	01	01	01	03/03
11	Service Writing, Educational Projects, Administration & Organisation	58:30	-	58:30	05	01	03	01	05/05
12	Logistics Management/IMMOLS	-	-	-	03	01	-	01	03/03

Approved in 20th NSQC, 09.04.18

Aerospace Safety	-	-	-	-	-	01	-	01/01
Total	546:00	-	546:00	50	12	25	13	50/50

Note: Reference of Syllabus Approved Authority & Date : **Air HQ /18934/2/Trg** dated 15 Jul 14

NSQC Approved