QUALIFICATION FILE

GST 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: 4

Submitted By:

BFSI Sector Skill Council of India

Neha Dave -9819268124

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Section 1: Basic Details

1.	**Qualification Name**	**GST Assistant**	
2.	**Sector/s**	BFSI LENDING, FUND INVESTMENT & SERVICES, PAYMENTS, BROKING, BFSI PROCESSING	
3.	**Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐OEM-Revised**	**NQR Code & version of existing/previous qualification:** 2017/BFSI/BFSISSC/02031	**Qualification Name of existing/previous version: Goods & Services Tax (GST) Accounts Assistant**
4.	**a. OEM Name** b. **Qualification Name:** c. (*Wherever applicable)*	**NA**	
5.	**National Qualification Register (NQR) Code &Version** (*Will be issued after NSQC approval)*	**QG-04-BF-00135-2023-V1.1-BFSISSC**	**6. NCrF/NSQF Level: 4**
7.	**Award (Certificate/Diploma/Advance Diploma/ Any Other** *(Wherever applicable specify multiple entry/exits also & provide details in annexure)*	Certificate	
8.	**Brief Description of the Qualification**	The person appointed by any company, is responsible for maintaining records of accounts for the purpose of making preparing periodic reports around GST from time to time. Individual is authorized to perform functions relating to filling returns by the applicable due dates.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	**a. Entry Qualification & Relevant Experience:**	
10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	16	**11. Common Cost Norm Category (I/II/III)** *(wherever applicable)*: ***III***

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	Class 12th Pass	6 months relevant work experience
2	Class 10th Pass + ITI (2 years after Class 10th)	2 years
3	Class 10th Pass and pursuing continuous regular schooling	NA
4	3 year Diploma (after 10th)	NA
5	Previous relevant Qualification of NSQF level 3	2 years of relevant experience.

b. Age: 18 Years

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<table>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td colspan="2">NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td colspan="2">☒Offline ☐Online ☐Blended
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>150:00</td><td>180:00</td><td>150:00</td><td>0.00</td><td>480:00</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td colspan="2">NCO-2015/3311.0202</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td colspan="2">Assistant Manager - Taxation > Deputy Manager - Finance / Accounts > Manager - Finance</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td colspan="2">HINDI</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td colspan="2">☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td colspan="2">☒ Yes ☐ No
If “Yes”, specify applicable type of Disability:</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td colspan="2">1.Counselling of Female students in Colleges,
2. Engaging with married educated unemployed Women to take up training on qualifications</td></tr>
<tr><td>20.</td><td>Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)</td><td colspan="2">☐ Yes ☒ No</td></tr>
<tr><td>21.</td><td>Is Qualification Suitable to be Offered in Schools/Colleges</td><td colspan="2">Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No</td></tr>
<tr><td>22.</td><td>Name and Contact Details of Submitting / Awarding Body SPOC
(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</td><td colspan="2">Name: Neha Dave
Email: neha.dave@bfsissc.com Contact No.:9819268124
Website: https://bfsissc.com/</td></tr>
<tr><td>23.</td><td>Final Approval Date by NSQC: 30/06/2022</td><td>24. Validity Duration: 3 Years</td><td>25. Next Review Date:30/06/2025</td></tr>
</table>

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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 the Job **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.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.	Identifying GST Taxable Event	BSC/N8106, V1.0	Core	4	6	44.00	64:00	72.00	0.00	180.00	50	110	00	00	160	
2	Maintaining GST Records and Filing GST returns	BSC/N8107, V1.0	Core	4	8	72:00	90:00	78:00	00:00	240:00	70	120	00	00	190	
3	Employability Skills	DGT/VSQ/N0102 V1.0	Core	4	2	24:00	36:00	00.00	00.00	60:00	20	30	00	00	50	
Duration (in Hours) / Total Marks					16	150:0	180:0	150:00	00:00	480:00	140	260	00	00	400	

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Elective NOS/s:

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.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

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.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.																
2.																
Duration (in Hours) / Total Marks																

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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: 50% % *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Minimum Educational Qualification - Graduate Relevant Industry Experience - 5 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 1 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Minimum Educational Qualification - Graduate Relevant Industry Experience - 10 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 2 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
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

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Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Minimum Educational Qualification - Graduate Relevant Industry Experience - 5 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 1 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Minimum Educational Qualification - Graduate IT Experience - 2 years
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Minimum Educational Qualification - Graduate Relevant Industry Experience - 10 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 2 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
4.	**Assessment Mode** *(Specify the assessment mode)*	**Online**
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)*

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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:** 30
5.	**Estimated nos. of persons to be trained and employed:** 30000
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** If "No", why:

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)*	*ATTACHED*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*ATTACHED*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*ATTACHED*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*ATTACHED*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*NA*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*ATTACHED*
7.	**Annexure:** Acronym and Glossary *(Optional)*	*ATTACHED*
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*ATTACHED*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	*ATTACHED*
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*ATTACHED*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*ATTACHED*
12.	**Any other document you wish to submit:**	*ATTACHED*

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Annexure: 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	**Work in familiar, predictable, routine, situation of clear choice.** • Identify GST Taxable Event • Maintain GST Records and Filing GST returns • Maintain data integrity using digital tools • Communicate effectively and maintain inclusivity at the workplace • Maintain a healthy, safe and secure working environment • Optimize resource utilization at workplace	• A GST Assistant is responsible for maintaining records of accounts for the purpose of preparing periodic reports around GST from time to time. The person is authorized to perform functions relating to filling returns by the applicable due dates as per the organizational standards in limited range of activities which are routine and predictable	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	**Factual knowledge of field of knowledge or study.** • Discuss about the Banking Industry and its sub-sectors • Define the role and responsibilities of an GST Accounts Assistant • Define Tax Concept & GST • State the Advantages of GST • Describe dual GST Model • State the Taxable Event in GST • Define the concept of supply • Discuss the Scope of Supply • Differentiate between Composite and Mixed Supply • Elaborate on the concepts of Levy and Collection • Concept of Input Tax Credit • Define accounting concepts and techniques for recording transactions • Differentiate between taxable and non-taxable supply	• A GST Account Assistant should have proper knowledge of the basic facts, process and principle applied in taxation, GST, SGST, IGST along with through understanding accounting, levy, collection, TDS, TCS etc	4

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	• Define the taxable event with respect to supply of goods • Define what is meant by location of supplier of goods. • Describe the registration process for single or separate business • Differentiate between taxable people versus registered person • Understand the benefits of registration • Differentiate between consideration and valuation • List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc. • Differentiate between TDS versus TCS • Discuss the importance of professionalism, etiquette, and code of ethics to be maintained at the workplace • List some active listening techniques • Describe the methods and importance of effective communication • Recall various ways to handle complaints and conflicts • State the importance of helping the colleagues with specific issues and problems • Outline the procedure of receiving feedback constructively • Explain the standard policies on gender and age sensitivity and People with Disabilities (PwD) • Discuss the usage of digital technology to capture data • Describe various ways to check data for accuracy and validity • Explain the procedure to generate reports for data analysis • Discuss the standard processes and protocols to be maintained for data integrity • Describe the methods to secure digital and paper documents • Elaborate the standard procedures for disposing of the digital and paper records and dissemination of data • Discuss the legislative requirements and standard procedures for health, safety, and security and the role and responsibility of a GST Account Assistant concerning the same • Discuss the concept, types, and reporting procedure of health and safety hazards found at the workplace • Outline the limits of a GST Accounts Assistant's responsibility for dealing with hazards		

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	• Discuss the standard emergency procedures for different emergencies and the importance of following them • Discuss various types of breaches in health, safety, and security, and procedure to report the same • Elaborate the evacuation procedures for workers and visitors • Discuss the ways to summon medical assistance and the emergency services, where necessary • List the types of hazards, risks, and threats associated with handling different materials • Discuss organizational procedures for minimizing waste • Elucidate practices of efficient and inefficient management and utilization of material and water at the workplace • Discuss the ways to manage material and water usage at work effectively • List the energy-efficient devices that are used in the job • Discuss the ways to identify electrical problems that can arise during work • State the impact of improperly connected electrical equipment and appliances on the tasks being performed • Explain the ways to manage various types of recyclables, non-recyclable, and hazardous waste in different colours colours of dustbins • Discuss the ways to minimize various types of pollution		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	**Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.** ● Recall accounting processes and procedures to record the details of invoice ● Recognise the applicability of SGST, CGST and IGST ● Organize work and time in order to maximize productivity ● Address operational problems effectively and escalate unresolved concerns ● Plan and organize the work to achieve targets and deadlines ● Apply problem solving approaches in different situations ● Solve problems as and when required ● Make decisions on suitable courses of action ● Plan and organize your work to meet health, safety and security requirements ● Apply problem solving approaches in different situations	● A GST Assistant should have practical skills to perform routine activities within narrow range of application as per the organizational service standards. This person recalls and demonstrates processes and procedures in accounting, recognises the applicability of SGST, CGST and IGST.	4

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	• Analyze data and activities • Apply balanced judgments to different situations • Check that the work is complete and free from errors • Work effectively in a team environment • Identify and refer anomalies • Help reach agreements with colleagues • Keep up to date with changes, procedures and practices in the job role • Record data on waste disposal at workplace • Complete statutory documents relevant to safety and hygiene • Make timely decisions for efficient utilization of resources • Complete tasks efficiently and accurately within stipulated time • Work with supervisors/team members to carry out work related tasks Identify cause and effect of greening of jobs		
Broad Learning Outcomes/Core Skill	**Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.** • Read and understand organisational and regulatory guidelines. • Read about various accounting procedures and updates • Read mails and information related to various types of documents • Read forms and policy directives • Read instructions, guidelines, procedures, rules and service level agreements • Read organizational SOPs, policies, instructions, and guidelines • Communicate accurate information • Interact effectively with customers and colleagues • Complete accurate, well written work with attention to detail • Read instructions, guidelines, procedures, rules and service level agreements • Listen effectively and orally communicate information accurately • Read Standard Operating Practices (SOP) documents	• A GST Assistant should have basic arithmetic and algebraic skill as well as good written and oral communication skills to deal with supervisors and clients. The person should also be acquainted with natural environment to carry out his duties efficiently.	4

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	• Communicate with colleagues on the significance of greening of jobs		
Responsibility	**Responsibility for own work and learning and some responsibility for other's work and learning** • Identify the place of supply so as to decide the applicability of the tax • Note down the details to be furnished during the registration • Maintain the different types of ledgers • Prepare different types of periodic returns to be filed returns online • Register an assessed under GST independently • Identify instances for eligibility of input credit • Identify set-offs under GST wherever applicable • Identify in detail carry over credit, capital goods credit, embedded credits etc • perform functions relating to filling returns by the applicable due dates • Calculate the amount of tax payable • Perform pre- recovery activities • Ensure that tax deducted is correct • Ensure database is complete and accurate at all times • Maintain the different types of ledgers • Perform relevant administrative tasks • Maintain data integrity • Maintain data privacy and security • Communicate effectively with customers and colleagues • Maintain ethical behaviour and inclusivity • Ensure compliance • Follow safety procedure • Material conservation practices • Energy/electricity conservation practices • Effective waste management/recycling practices	• A GST Assistant is responsible for maintaining ledgers, filing returns, registration under GST etc. The person does all this at his own responsibility and ensures that the work within the defined limit of the organization	4

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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	NA	NA	NA
2	NA	NA	NA
3	NA	NA	NA
4	NA	NA	NA

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard.
2. Flip Chart
3. Markers
4. Duster
5. Projector
6. Laptop with Charger
7. Projector Screen
8. Power Point Presentation
9. 2.1 Laptop External Speakers

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Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

Sr.No	Company Name	Name of the Representative	Designation	Email Id	Contact No.
GST Q0910-1	Simon Associates	Simon VA	Proprietor	simonassociates2000@gmail.com	9895329625
GST Q0910-2	Noratel India	Kumaradhas J P	Manager	kumaradhas@noratel.in	9946501167
GST Q0910-3	Gurukkal Capital Investment Private Limited.	Karnail Singh	Manager	ksingh.gci@gmail.com	7829977030
GST Q0910-4	Accely Technologies Pvt Ltd	Dayalan Mudaliar	Finance & Accounts Mgr	dayalan.m@accely.com	9699177711
GST Q0910-5	ReeLabs Pvt. Ltd.	Dr. Abhijit Bopardikar	Director	asb@reelabs.com	91-9820128181
GST Q0910-6	Gurukkal Infra Private Limited	Anish K V	Manager - Administration	anish@ginfra.in	8150848247
GST Q0910-7	J N Freight Forwaders	Sreedhar Bhat	Manager - Administration	manageragm@jnfreight.com	946531621
GST Q0910-8	Intercad Systems Private Limited.	Reena Winston	Accounts Manager	accounts1@intercadsys.com	9895789973
GST Q0910-9	N.D Sharda & Co.	N.D. Sharda	Proprietor	NDSHARDAFCA@GMAIL.COM	9810054335
GST Q0910-10	KAM & Associates	Madhumita Banerjee	Partnership	madhumita345@gmail.com	9560688850
GST Q0910-11	Rohit Dua	Rohit Dua	Proprietor	ROHITDUA01@YAHOO.COM	9873338331
GST Q0910-12	Amba Tiles	Anshul Chopra	Partner	EKEESHCHOPRA@YAHOO.COM	9899972323
GST Q0910-13	Raj Kumar	Raj Kumar	Proprietor	rmangwana@gmail.com	9810341488
GST Q0910-14	The Tyre Masters	Amol Khurana	Paartner	thetyremasters@gmail.com	9999461641
GST Q0910-15	Abhishek Sharda & CO.	Abhishek Sharda	Proprietor	abhisheksharda30@gmail.com	9718026651
GST Q0910-16	INTELLIGENZIA SECURITY	Amrutha A C	HR Manager	amrutha@ istarindia.in	9945446453

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GST Q0910-17	Rajeev P. & Associates	Rajeev P.	Proprietor	CARAJEEVPARIYADATH@gmail.com	9947931063
GST Q0910-18	BSNL Thrissur	Syam Sunder	Chief Accounts Officer	syambsni@gmail.com	940024880
GST Q0910-19	ZF Wind Power Coimbatore Private Limited	Srividya Damodaran	Regulatory and Secretarial Compliance Officer	srisan110@gmail.com	9496701556
GST Q0910-20	Jpkad & Associates	CMA SYAM SUNIL	AUDIT ASSISTANT	syamsunil2255@gmail.com	9746875055
GST Q0910-21	Dexler Information Solutions	Govinda Prasad	Accounts Manager	accounts@dexler.com	8040709000
GST Q0910-22	ESAF SMALL FINANCE BANK	Jithu joy	Assistant manager	jithujoy100@mail.com	9995179482
GST Q0910-23	Hewlett Packard Enterprise	Hadil	Finance Intern	hadilabdulkader@gmail.com	9645001513
GST Q0910-24	Amala institute of medical sciences	Amerin Davis (Bcom, CMA)	Junior Cost Accountant	amerindavis7@gmail.com	8943682336
GST Q0910-25	SFO Technologies Pvt Ltd	Ramshad CT	Asst. Manager	ramshadmeppadi@gmail.com	9847774676
GST Q0910-26	Burndy technology and global business service	SHANIK BABU PK	Analyst II (COSTING)	shanikbabu@gmail.com	9562594194
GST Q0910-27	Redington India Limited	**RAJENDRAN**	MANAGER- CREDIT	www.redingtongroup.com	9388471045
GST Q0910-28	Imperial Consultants	Victor Jins	Lead Consultant	jins@imperialglobal.in	9946815000
GST Q0910-29	Jagadish & Associates	CMA Jagadish	Proprietor	JAUDITORS@GMAIL.COM	9400282423
GST Q0910-30	Cyril Sabu & Associates	Cyril Sabu	Chartered Accountant	p.cyrilsabu@yahoo.co.in	8301881975

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Annexure: 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
22-23	5000	10000	5000	5000	NA	NA
23-24	5000	10000	5000	5000	NA	NA
24-25	5000	10000	5000	5000	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed*	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
1.0	19-20	7980	7980	3477	1327	891	891	211	0	NA	NA	NA	NA
1.0	20-21	2841	2841	1769	569	97	97	21	0	NA	NA	NA	NA
1.0	21-22	154	154	141	35	23	23	5	0	NA	NA	NA	NA

** As per information received by BFSI SSC from the Candidates*

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. NULM
3. DDUKY
4. Fee Based
5. BVOC

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English & Hindi

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Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. 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		
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐Showing Practical Demonstrations to the learners		
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐Tutorials/ Assignments/ Drill/ Practice		
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

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Annexure: 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	Project Marks	Viva Marks
BSC/N8106: Identifying Taxable Event	*Recognize the applicability of GST*	20.00	50.00	0.00	0.00
	Incidence of Taxation	30.00	60.00	0.00	0.00
	Total Marks	**50.00**	**110.00**	**0.00**	**0.00**
BSC/N8107: Maintaining Tax Records and Filing Returns	*Registration under GST*	20.00	30.00	0.00	0.00
	Calculation of Tax Liability	20.00	35.00	0.00	0.00
	Maintenance of Books & Records and Filing ofReturns	20.00	35.00	0.00	0.00
	Payment under GST	10.00	20.00	0.00	0.00
	Total Marks	**70.00**	**120.00**	**0.00**	0.00
DGT/VSQ/N0102 V1.0 :Employability Skills	*Introduction to Employability Skills*	1.00	1.00	0.00	0.00
	Constitutional values – Citizenship	1.00	1.00	0.00	0.00
	Becoming a Professional in the 21st Century	2.00	4.00	0.00	0.00
	Basic English Skills	2.00	3.00	0.00	0.00
	Career Development & Goal Setting	1.00	2.00	0.0	0.00
	Communication Skills	2.00	2.00	0.00	0.00
	Diversity & Inclusion	1.00	2.00	0.00	0.00
	Financial and Legal Literacy	2.00	3.00	0.00	0.00
	Essential Digital Skills	3.00	4.00	0.00	0.00
	Entrepreneurship	2.00	3.00	0.00	0.00
	Customer Service	1.00	2.00	0.00	0.00
	Getting ready for apprenticeship & Jobs	2.00	3.00	0.00	0.00
	Total Marks	**20.00**	**30.00**	**0.00**	0.00
Grand Total		**140**	**260**	**0.00**	0.00

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Annexure: 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.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:
   - Batches assigned to the assessment agencies for conducting the assessment on SID or email
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
   - Assessment agency deploys the ToA certified Assessor / PROCTOR for executing the assessment
   - SSC monitors the assessment process & records
2. Testing Environment:
   - Check the Assessment location, date and time
   - If the batch size is more than 30, then there should be 2 Assessors.
   - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
3. Assessment Quality Assurance levels/Framework:
   - Question bank is created by the Subject Matter Experts (SME) are verified by BFSI SSC
   - Questions are mapped to the specified assessment criteria
   - Assessor must be ToA certified & trainer must be ToT Certified
4. Types of evidence or evidence-gathering protocol:
   - Time-stamped & geotagged reporting of the assessor from assessment location
   - Centre photographs with signboards and scheme specific branding
5. Method of verification or validation:
   - Surprise visit to the assessment location
6. Method for assessment documentation, archiving, and access
   - Hard copies of the documents are stored

On the Job:

1. The candidate must score 60% in each module to successfully complete the OJT.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
   - Videos of Trainees during OJT
   - Time Stamped Photos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers
- Understand the working ethics of the organisation

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Annexure: Acronym and Glossary

Acronym

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

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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