

QUALIFICATION FILE – Standalone NOS

Fundamentals of Working in Gig Economy

☒ Horizontal/Generic ☐ Vertical/Specialization

☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

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

NCrF/NSQF Level: 4

Submitted By:

Management & Entrepreneurship and Professional Skills Council (MEPSC)

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Section 1: Basic Details

1.	NOS-Qualification Name	Fundamentals of Working in Gig Economy																
2.	Sector/s	Management																
3.	Type of Qualification ☒ New ☐ Revised	NQR Code & version of the existing /previous qualification:	Qualification Name of the existing/previous version:															
4.	National Qualification Register (NQR) Code & Version	NG-04-OA-04240-2025-V1-MEPSC	5. NCrf/NSQF Level: 4															
6.	Brief Description of the Standalone NOS	Fundamentals of Working in Gig Economy equips individuals with the skills to effectively manage their work, secure clients, optimize earnings, and navigate financial and legal aspects of independent work. It covers essential areas such as profile building, project management, client communication, digital marketing, and secure payment handling to enhance professional credibility. Designed for national and international gig markets, it enables individuals to leverage digital tools, negotiate contracts, and build sustainable careers across diverse industries.																
7.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <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>12th grade pass</td> <td>No experience</td> </tr> <tr> <td>2.</td> <td>Completed 2nd year of 3-year diploma (after 10th)</td> <td></td> </tr> <tr> <td>3.</td> <td>Previous relevant qualification of NSQF level 3.5</td> <td>1.5 years of relevant experience</td> </tr> <tr> <td>4.</td> <td>Previous relevant qualification of NSQF level 3</td> <td>3 years of relevant experience</td> </tr> </tbody> </table> b. Age: 18 years and above		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1.	12 th grade pass	No experience	2.	Completed 2nd year of 3-year diploma (after 10th)		3.	Previous relevant qualification of NSQF level 3.5	1.5 years of relevant experience	4.	Previous relevant qualification of NSQF level 3	3 years of relevant experience
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3.	Previous relevant qualification of NSQF level 3.5	1.5 years of relevant experience																
4.	Previous relevant qualification of NSQF level 3	3 years of relevant experience																
8.	Credits Assigned to this NOS-Qualification, Subject to Assessment	5	9. Common Cost Norm Category (I/II/III): III															
10.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)																	

11.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☐ Offline Only ☒ Online Only ☐ Blended <table border="1" data-bbox="1205 256 1933 408"> <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></td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td>60</td> <td>90</td> <td>150</td> </tr> </tbody> </table> (Refer to the Blended Learning Annexure for details) Total Hours = 150				Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)				Online	60	90	150
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Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age												
100	100	-	-	200	70%												
13.	Is the NOS Amenable to Persons with Disability	☒ Yes ☐ No If “Yes”, specify the applicable type of Disability:															
14.	Progression Path After Attaining the Qualification, wherever applicable (<i>Please show Professional and Academic progression</i>)																
15.	How participation of women will be encouraged?	Through targeted interventions, inclusive policies, awareness and outreach initiatives. Having accessible & Inclusive Training by organizing Women-Centric Training Programs and Flexible Learning Options by Providing online and hybrid training models to accommodate diverse needs, including working women and students.															
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi															
17.	Is similar NOS available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:															
18.	Name and Contact Details Submitting / Awarding Body SPOC (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Col. Anil Kumar Pokhriyal Email: ceo@mepsc.in Contact No.: 011-24645100 Website: https://www.mepsc.in/															
19.	Final Approval Date by NSQC: 08 May 2025	20. Validity Duration: 36 months		21. Next Review Date: 08 May 2028													

Section 2: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate or Master's (in any field) with 5 and 3 years of industry experience respectively in Digital Marketing, IT, or a related field in relevant sectors (e.g., marketing and communications, client service, IT, project management) and 3 years of training experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate or Master's (in any field) with 6 and 7 years of industry experience respectively in Marketing, IT, or a related field in relevant sectors (e.g., marketing and communications, client service, IT, project management) and 4 years of training experience
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No <i>(If "Yes", details to be provided in Annexure)</i>
4.	In Case of Revised NOS, details of Any Upskilling Required for Trainer	

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate or Master's (in any field) with 5 and 3 years of industry experience respectively in Digital Marketing, IT, or a related field in relevant sectors (e.g., marketing and communications, client service, IT, project management) and 3 years of training and assessment experience
2.	Proctor's Qualification and experience in relevant sector (in years)	Graduate with 3 years of relevant experience
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)	Graduate or Master's (in any field) with 6 and 7 years of industry experience respectively in Digital Marketing, IT, or a related field in relevant sectors (e.g., marketing and communications, client service, IT, project management) and 4 years of training and assessment experience
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Online
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 4: Evidence of the Need for the Standalone NOS

Provide Annexure/Supporting documents name.

1.	Government /Industry initiatives/ requirement (Yes/No): Yes
2.	Number of Industry validation provided: 30
3.	Estimated number of people to be trained: 1000 (approx.)
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No): MSDE If “No”, why: Awaiting

Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name.

1.	Annexure: NCrf/NSQF level justification based on NCrf/NSQF descriptors <i>(Mandatory)</i>	Annexure 1
2.	Annexure: List of tools and equipment relevant for NOS <i>(Mandatory, except in case of online course)</i>	Annexure 2
3.	Annexure: Performance and Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 3</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Annexure 4</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case the selected Mode of delivery is Blended Learning)</i>	<i>Annexure 5</i>
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	<i>Annexure 6</i>
7.	Annexure/Supporting Document: Standalone NOS- Performance Criteria Details Annexure/Document with PC-wise detailing as per NOS format (Mandatory- Public view)	<i>Annexure 7</i>
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	

Annexure 1: 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	The job role involves performing structured, predictable tasks such as profile creation, client communication, project execution, financial management, and legal compliance. The worker applies standard procedures and best practices for managing gig work across various platforms.	The tasks require a clear understanding of procedures and standard work processes, aligning with NSQF Level 4, which describes work that is routine and predictable but requires basic decision-making based on pre-defined rules.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	The individual must understand concepts related to the gig economy, online profile management, contract negotiation, project planning, financial transactions, taxation, and digital marketing strategies. Knowledge of legal frameworks like GDPR, IT Act, and social security benefits is also essential.	The role requires factual knowledge of gig work, industry platforms, financial systems, and legal considerations, consistent with NSQF Level 4, which emphasizes practical knowledge of the subject within a structured environment.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The job role requires the use of digital tools for project management (Trello, Asana), communication (Zoom, Google Meet), and finance (PayPal, Razorpay). It also involves client negotiation, problem-solving, and adapting work strategies based on platform trends and market demands.	The skills required involve basic cognitive and practical abilities, including problem-solving, communication, and the use of digital platforms, in line with NSQF Level 4, which emphasizes the ability to recall and apply established procedures.	4
Broad Learning Outcomes/Core Skill	The individual must possess strong communication skills to interact with clients, negotiate contracts, and manage online relationships. Basic numerical skills are needed for invoicing, budgeting, and tax compliance. Digital literacy is crucial for maintaining online presence and managing work on gig platforms.	The role requires effective communication, numerical proficiency, and the ability to use digital tools independently, consistent with NSQF Level 4, where core skills include communicating effectively and performing simple mathematical transactions.	4
Responsibility	The individual is responsible for managing their work schedules, client interactions, financial transactions, and compliance with legal frameworks. However, the role primarily follows established guidelines, with limited scope for independent decision-making beyond routine problem-solving.	The job role aligns with NSQF Level 4, which describes responsibility for one's own work within defined limits, under supervision or within a structured environment, as the gig worker follows pre-determined processes while managing projects independently.	4

Annexure 2: 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.	Computers/Laptops	Processor: Intel Core i5 or equivalent RAM: 8GB or more Storage: 256GB SSD Operating system: Windows 10 or macOS Display: 15-inch or larger Working speakers and microphone	10
2.	Tablets (Optional)	Operating system: Android or iOS Processor: At least octa-core RAM: 4GB or more Storage: 64GB or more Display: 10-inch or larger Working speakers and microphone	10
3.	Project management software/ app	Features: Task management, time tracking, collaboration stools, and integration with other tools Examples: Asana, Trello, Monday.com, ClickUp	As required – Licensed/ Free/ Demo version
4.	Communication and collaboration tools	Features: Messaging, video conferencing, file sharing, and integration with other tools Examples: Slack, Microsoft Teams, Zoom	1 Licensed/ Free/ Demo version for the required/ selected app/ software
5.	Digital marketing tools	Features: Content creation, social media management, email marketing, and analytics Examples: Canva, Mailchimp, Google Analytics Instagram, Facebook,	1 Licensed/ Free/ Demo version for the required/ selected app/ software
6.	Cloud storage accounts	Storage capacity: At least 100GB Security features: Encryption and access controls Examples: Google Drive, Dropbox, OneDrive	1 Licensed/ Free/ Demo version for the required/ selected app/ software
7.	MS Office	MS 365/ MS Word, MS PowerPoint, MS Excel and other essential office applications as required	1 Licensed/ Free/ Demo version for the required/ selected app/ software

8.	Time Management	• Toggl Track: For tracking time spent on various projects. • Clockify: A free time tracker and timesheet app. Google Calendar: For scheduling and managing appointments.	1 Licensed/ Free/ Demo version for the required/ selected app/ software
9.	Money and Budget Management	• Wave: For accounting, invoicing, and financial tracking. Zoho Invoice: To create and send invoices for free.	1 Licensed/ Free/ Demo version for the required/ selected app/ software
10.	Marketing and Promotion	• Canva: For creating graphics and promotional materials. • Mailchimp: For email marketing and managing newsletters. • Hootsuite: For managing social media accounts and scheduling posts. • Facebook: For creating pages, networking, and marketing services. • Instagram: For showcasing work, engaging with potential clients, and promoting services visually. • Offline Marketing Materials: Visiting card templates, flyer design tools (e.g., Canva, Adobe Express).	1 Licensed/ Free/ Demo version for the required/ selected app/ software
11.	SEO and Analytics	• Google Analytics: For tracking website traffic and user behaviour. • SEMrush: Offers a free version for limited keyword research and site audit. Ubersuggest: For keyword tracking and competitive analysis.	1 Licensed/ Free/ Demo version for the required/ selected app/ software
12.	Graphic Design and Content Creation	• GIMP: A free image editing tool. Pixabay: For free stock photos and videos.	1 Licensed/ Free/ Demo version for the required/ selected app/ software
13.	Plagiarism Check	• Grammarly: Offers a free version with grammar checking and limited plagiarism detection. • Quetext: For basic plagiarism checking. DupliChecker: A free plagiarism checker that allows users to copy-paste text or upload documents for scanning.	1 Licensed/ Free/ Demo version for the required/ selected app/ software
14.	Legal Research Platforms	Online access to government labor law websites, gig worker rights portals, and legal compliance resources.	1 licensed/free access per student
15.	Data Protection Compliance Tools	GDPR compliance templates, privacy policy generators (available as free or demo versions).	1 licensed/free access per student
16.	Online Taxation and Compliance Tools	GST calculators, income tax portals for gig workers (e.g., Indian Income Tax Department website).	1 licensed/free access per student

17.	Currency Exchange and International Payment Tools	Wise, Payoneer, XE Currency Converter for understanding cross-border payments.	1 licensed/free access per student
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Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboards and markers
2. Chart paper.
3. Stationery
4. Telephone connection.
5. Printer
6. Internet connection
7. Training Materials

Annexure 8: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Aashay Foundation	Pooja Singh	Project Head	111, Master Kanhaiya Lal Road, Aishbagh, Lucknow (U.P.) OR 3/86, Vikas Khand 3, Gomti Nagar, Lucknow (U.P.)	9565106106	aashay.care@gmail.com	
2.	CISS Services Ltd	Dr. RK Tyagi	Senior Vice President	Not Provided	4825464384	rk.tyagi@ssishd.co.in	
3.	BMS Energy Pvt Ltd	Parul Raina	Manager HR	CIN- U74110UP2018PTC109876, 638/4 A.M. SHIVPURI COLONY, F. FARIDI NAGAR CIMAP, LUCKNOW- 226016	9336334944	rajparul@inteccoservices.com	
4.	BMS Organic Farmer Producer Company Limited	Parul Raina	Manager HR	CIN: U01110UP2020PTC129044, Registered Office Khasara Number - 1068, Village Chandpur, Post Kursi, Tehsil Sidhauri, District Sitapur- 261303, Uttar Pradesh	9336334944 or +91- 9899030303	rajparul@inteccoservices.com or bms-fpc@gmail.com	
5.	Intecco Technical Services Pvt. Ltd.	Parul Raina	Manager HR	102, Mahaveer Arcade, Picnic Spot Road, Faridi Nagar, Lucknow - 226015	+91 9115215456 or 9336334944	parul.id@inteccoservices.com or care@inteccoservices.com	
6.	ProtaTECH India Solutions Private Limited	Saurabh Kumar	Business Development Manager	7th Floor, East Wing, JMD Regent Square, MG Road, Gurgaon 122002	9656900001	Saurabh@protatechindia.com	
7.	IIEST Federation	Dr Priyanka Bhalotra	CEO	Not Provided	9658039739	ceo.iiesfgroup@gmail.com	
8.	Ultima Solutions Private Limited	Mr. Vipul Bhardwaj	Operational Manager	A-11, Vivekanand Marg, Opposite Tonkila Hospital,	6350204207	ultimasolutions99@gmail.com	

				Vivekanand Marg, Jaipur, Rajasthan 302001			
9.	MILAT MULTIVENTURES PRIVITE LIMITED	MOHD AUZAIR BHAT	Director/CFO	12/3, Al-Fayaz Complex Harwan Road Srinagar, Jammu & Kashmir, 190006	0194-2262377 or 9018045806	milatoffice@gmail.com	
10.	Saibaba Learning System Private Limited	Kundan Kumar	Director	CIN: U72300UP2010PTC039293 591,KA-264,78 VRINDAVAN YOYOGI NAGAR, FAIZABAD ROAD, LUCKNOW, UTTAR PRADESH	+91- 7905578214	slblearninglko@gmail.com	
11.	Nihit Infracon Private Limited	Archit Agarwal	Director	Not Provided	Not Provided	Not Provided	
12.	Vivacity Trade and Commerce Private Limited	Ravindra Kumar Chauhan	Director	Not Provided	Not Provided	Not Provided	
13.	VLCC Healthcare Limited	Himanshu Tyagi	General Manager	Not Provided	Not Provided	Not Provided	
14.	First Attempt India Pvt. Ltd	Mr. Laxman	HR	Corporate Office: 51-A, Abhishek Apartment, Near Vivek Vihar Metro Station Jaipur 302019	9521260002	laxman.hr@firstattempt.com	
15.	eCare Softech Pvt. Ltd	Mr. Lakshya Kumawat	Director	01, Ganesham Apartment, Jharkhand Mod, H.P Pump ke Pass, Sieshi Road, Khatipura, Jaipur 302012	9460766425	ecaresolutiontechjpr@gmail.com	
16.	SRF DETECTIVE AND SECURITY SERVICES PVT LTD	Prabhat Kumar Pandit	Vice President Training and Development	# 81, 2nd Cross, GKW Layout, Vijayanagar, Bengaluru - 560 040 India.	+91 9811853333	training@srfsecurity.com	
17.	Shri Karani Ex- servicemen Security Service	Mr. Rituraj	Managing Director	56, Kha, Shri Ram Nagar, Kalwar Road, Jhotwara, Jaipur 302012	+91- 9414400913 or 9529774865	exsecurityservices@gmail.com	

	Co-operative Society Ltd.						
18.	All India Hawkers Forum	Sohan Kamat	Manager- Accounts & Admin	D - 102, Gali No. 9 Dashrathpuri, Near Shani Mandir New Delhi - 110045	9431454109 or 9599789113	irfan.tree@gmail.com or all.india.hawkers12@gmail.com	
19.	CLEVERATI SKILLS PRIVATE LIMITED	Sohan Kamat	Manager- Accounts & Admin	A-56/12, 1st Floor, DLF Phase-1, Gurgaon-122002, Haryana	9599789113	sohan.kc@cleveratiskills.com	
20.	Insyssky Softtech Pvt Ltd	Harendra Deb	Director	Head Quarter: IT Bhaban, 5th Floor, Opp. Indranagar, Agartala, Tripura, India-799006	+91-9433656942	Not Provided	
21.	SMD EDUCARE PVT LTD	Mr.Raja Dutta	Director	Bhimagar (Near Biplab Club), Raiganj, Raiganj, N. Dinajpur, WB - 733 134	8817 55 01 52	smdeducare@gmail.com	
22.	Shri Technologies (India) LLP	N.V. Sai Krishna	Team Lead – Learning & Development	Flat No. 401, 4th Floor, Citizen Empire, Above Axis Bank, Kalyan Nagar, Yousufguda, Hyderabad, Telangana - 500038	040-23715555	info@shritechnologies.com	
23.	Escort Security & Personnel Services (ESPS) and ESPS Academy OPC Pvt Ltd	AK Malik	CEO	A-12', Vishwakarnna Park Society, Nr. Poonam Nagar, Sarna Road, Vadodara - 390 024, Gujarat (India) OR Village Kunpad, Taluka Savli, Dist. Vadodara, Gujarat (India)	9979853567	espsacaderny15@gmail.com or amresh1958@gmail.com	
24.	Fatafat Food Delivery Services	Anish Thakur	Director	Not Provided	8544783424	Not Provided	
25.	Kapil Courier	Not Provided	Prop.	Not Provided	Not Provided	Not Provided	
26.	Insyssky Softtech	Harendra Deb	Director	Agartala	9436569542	NA	
27.	Kysomatic Vendors Private Limited	Shabir Ahmad	Director	Ward No. 12, Shaheed Road, Near ITI, Kishtwar, J&K, 182204	9906371564	kysomaticvendors@gmail.com	

28.	MARG NGO	Chander Bhushan	President	Salehar, R.S. Pura, Jammu	7006959331	Not mentioned	
29.	MPAR Tech Solutions Pvt. Ltd.	Gaurav Gupta	Director	Not mentioned	9888368394	gdp.mpar@uozoo.in	
30.	Prehawk Global Securities Pvt. Ltd.	Not explicitly mentioned	Director (Operations)	HO 31 Secplot, LWS Colony, Lower Roop Nagar, Jammu	9815664040, 9419753818	prehawk.global@gmail.com	

Annexure 9: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2025-27	2400	1000	500

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

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

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	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	0:100
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	0:100
3	☐ Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	0:100
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	0:100
5	☐ Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	☐ On the Job Training (OJT)/ Project Work Internship/ Candidate Training	Access to industry partners in relevant field	100:0

Annexure 7: Standalone NOS- Performance Criteria details

1. Description: Fundamentals of Working in Gig Economy equip individuals with the skills to manage projects, secure clients, optimize earnings, and navigate legal and financial aspects of independent work. It covers profile building, contract negotiation, digital marketing, and secure payment management to enhance professional credibility. Designed for national and international gig markets, it enables individuals to leverage AI tools, work efficiently, and build sustainable careers across diverse industries.

2. Scope:

The scope covers the following:

- Gig Economy Basics
- Setting Up and Managing an Online Gig Profile
- Managing Projects, Clients, and Deliverables
- Financial Management, Payments, and Tax Compliance
- Contract Management, Negotiation, and Client Relations
- Legal and Ethical Compliance in Gig Work
- Digital Marketing, Branding, and Scaling Gig Work

3. Elements and Performance Criteria

Gig Economy Basics

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

- PC1. Define the gig economy and explain its key characteristics, including flexibility, remote work, and contract-based engagements.
- PC2. Identify national and international gig work opportunities across different platforms (e.g., Upwork, Fiverr, Freelancer, LinkedIn, Toptal).
- PC3. Assess the demand for specific gig skills across industries such as digital marketing, writing, design, IT, consulting, tutoring, and remote assistance.
- PC4. Evaluate the benefits and challenges of gig work, including income variability, work-life balance, taxation, and financial planning.
- PC5. Discuss how individuals, including women and marginalized groups, can leverage gig work for financial independence and career growth.
- PC6. Explore AI-driven gig opportunities and emerging skills required for future gig work.

Setting Up and Managing an Online Gig Profile

- PC1. Create and optimize an online profile on gig platforms using SEO techniques and industry-specific keywords.
- PC2. Develop a professional portfolio showcasing work samples, testimonials, and relevant experience.
- PC3. Leverage LinkedIn, social media platforms, and personal websites to attract potential clients.
- PC4. Identify and use free digital tools for profile enhancement, such as Canva for design, Grammarly for content improvement, and AI-based writing assistants.
- PC5. Stay updated with industry trends, pricing strategies, and client expectations in the gig economy.

Managing Projects, Clients, and Deliverables

- PC1. Use project management tools like Trello, Asana, ClickUp, or Google Calendar for task organization.
- PC2. Set project timelines, scope, and budget for effective planning and execution.
- PC3. Communicate effectively with clients through clear proposals, milestone updates, and feedback incorporation.
- PC4. Handle multiple projects efficiently while maintaining deadlines and quality.
- PC5. Utilize AI-based scheduling and productivity tools to enhance workflow and efficiency.
- PC6. Apply client retention strategies such as offering value-added services and post-project support.

Financial Management, Payments, and Tax Compliance

- PC1. Select and use secure payment platforms like PayPal, Payoneer, Razorpay, and bank transfers.
- PC2. Manage invoicing and payment tracking using tools like QuickBooks, Wave, or Clockify.
- PC3. Understand taxation for gig workers, including Goods and Services Tax (GST) registration, Income Tax Returns (ITR), and applicable deductions.
- PC4. Learn about financial planning, emergency funds, and investment strategies for gig workers.
- PC5. Understand currency exchange, taxation implications, and international payment methods for cross-border transactions.

Contract Management, Negotiation, and Client Relations

- PC1. Draft professional contracts defining scope, deliverables, payment terms, and intellectual property rights.
- PC2. Negotiate rates and project terms effectively based on industry benchmarks and client budgets.
- PC3. Resolve conflicts professionally using communication strategies and online dispute resolution platforms.
- PC4. Build long-term client relationships through excellent customer service and personalized communication.
- PC5. Understand and apply international client interaction etiquette, cultural norms, and expectations.

Marketing, Branding, and Scaling Gig Work

- PC1. Develop a personal brand by creating engaging content, blogs, and social media presence.
- PC2. Utilize digital marketing techniques such as SEO, paid ads, and social media campaigns to reach potential clients.
- PC3. Leverage AI tools for automating content creation, marketing, and lead generation.
- PC4. Utilize offline marketing techniques such as word-of-mouth referrals, networking events, visiting cards, and community engagement to promote gig services.
- PC5. Scale independent work by networking, collaborating, and outsourcing tasks.
- PC6. Explore passive income sources such as online courses, e-books, and affiliate marketing to diversify earnings.

Legal and Ethical Compliance in Gig Work

- PC1. Discuss various Indian laws like the Social Security Code, 2020, relevant to the gig economy.
- PC2. Explore global legal frameworks that apply when working with international clients, including contract law, tax regulations, and data protection laws like the General Data Protection Regulation (GDPR) for European clients and relevant taxation rules for different countries.
- PC3. Identify the legal rights available to gig workers in cases of disputes or breaches of contract, such as the Information Technology Act, 2000, for online contract breaches and dispute resolution in India.
- PC4. Display awareness of arbitration or mediation services like Online Dispute Resolution (ODR) platforms for international clients.
- PC5. Ensure data protection compliance by applying laws like GDPR or India's Personal Data Protection Bill when handling sensitive client information.
- PC6. Stay informed about social security measures, such as the Pradhan Mantri Shram Yogi Maandhan (PMSYM) scheme for unorganized workers, including gig workers in India.
- PC7. Explain the method of registration for gig worker benefits such as health insurance, pensions, and maternity benefits.

4. Knowledge and Understanding (KU):

The individual on the job needs to know and understand:

- KU1. Key characteristics of the gig economy, including flexibility, independent work, and global market opportunities.
- KU2. Best practices for setting up and optimizing profiles on gig platforms, including SEO techniques and portfolio management.
- KU3. Principles of project planning, time management, and effective task prioritization.
- KU4. Techniques for professional client communication, negotiation, and conflict resolution.

- KU5. Financial management practices, including secure payment methods, invoicing, tax compliance, and budgeting.
- KU6. Legal and ethical considerations, including contracts, data privacy laws (GDPR, IT Act), and dispute resolution mechanisms.
- KU7. Strategies for digital marketing, branding, and leveraging AI-powered tools for growth in work
- KU8. Cross-cultural communication and professional etiquette for working with international clients.
- KU9. Risk management strategies for fraud prevention, scam detection, and cybersecurity in online work.
- KU10. Emerging trends in AI-driven automation, remote collaboration, and new-age skills in the gig economy.

5. Generic Skills (GS):

- GS1. Communicate effectively with clients, team members, and stakeholders through written and verbal communication.
- GS2. Manage time efficiently to handle multiple projects and meet deadlines without compromising quality.
- GS3. Apply critical thinking and problem-solving skills to navigate challenges in project execution and client interactions.
- GS4. Demonstrate negotiation and persuasion skills to secure fair contracts and pricing.
- GS5. Utilize digital tools and platforms efficiently for profile management, task automation, and productivity enhancement.
- GS6. Implement financial planning strategies, including income diversification and budgeting for financial stability.
- GS7. Adapt to evolving industry trends, upskill regularly, and stay competitive in the gig economy.
- GS8. Exhibit a growth mindset to scale work, expand networks, and explore new income opportunities.
- GS9. Collaborate effectively in remote or virtual work environments using communication and project management tools.
- GS10. Ensure compliance with ethical and legal guidelines while handling client data, contracts, and financial transactions.

Annexure 3: Performance and Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MEP/Nxxxx, v1: Fundamentals of Gig	Gig Economy Basics	10	10		
	Define the gig economy and explain its key characteristics, including flexibility, remote work, and contract-based engagements.				
	Identify national and international gig work opportunities across different platforms (e.g., Upwork, Fiverr, Freelancer, LinkedIn, Toptal).				
	Assess the demand for specific gig skills across industries such as digital marketing, writing, design, IT, consulting, tutoring, and remote assistance.				
	Evaluate the benefits and challenges of gig work, including income variability, work-life balance, taxation, and financial planning.				
	Discuss how individuals, including women and marginalized groups, can leverage gig work for financial independence and career growth.				
	Explore AI-driven gig opportunities and emerging skills required for future gig work.				
	Setting Up and Managing an Online Gig Profile	10	10		
	Create and optimize an online profile on gig platforms using SEO techniques and industry-specific keywords.				
	Develop a professional portfolio showcasing work samples, testimonials, and relevant experience.				
	Leverage LinkedIn, social media platforms, and personal websites to attract potential clients.				
	Identify and use free digital tools for profile enhancement, such as Canva for design, Grammarly for content improvement, and AI-based writing assistants.				
	Stay updated with industry trends, pricing strategies, and client expectations in the gig economy.				
	Managing Projects, Clients, and Deliverables	20	20		
	Use project management tools like Trello, Asana, ClickUp, or Google Calendar for task				

	organization.				
	Set project timelines, scope, and budget for effective planning and execution.				
	Communicate effectively with clients through clear proposals, milestone updates, and feedback incorporation.				
	Handle multiple projects efficiently while maintaining deadlines and quality.				
	Utilize AI-based scheduling and productivity tools to enhance workflow and efficiency.				
	Apply client retention strategies such as offering value-added services and post-project support.				
	Financial Management, Payments, and Tax Compliance	20	20		
	Select and use secure payment platforms like PayPal, Payoneer, Razorpay, and bank transfers.				
	Manage invoicing and payment tracking using tools like QuickBooks, Wave, or Clockify.				
	Understand taxation for gig workers, including Goods and Services Tax (GST) registration, Income Tax Returns (ITR), and applicable deductions.				
	Learn about financial planning, emergency funds, and investment strategies for gig workers.				
	Understand currency exchange, taxation implications, and international payment methods for cross-border transactions.				
	Contract Management, Negotiation, and Client Relations	10	10		
	Draft professional contracts defining scope, deliverables, payment terms, and intellectual property rights.				
	Negotiate rates and project terms effectively based on industry benchmarks and client budgets.				
	Resolve conflicts professionally using communication strategies and online dispute resolution platforms.				
	Build long-term client relationships through excellent customer service and personalized communication.				
	Understand and apply international client interaction etiquette, cultural norms, and expectations.				
	Digital Marketing, Branding, and Scaling Gig Work	20	20		
	Develop a personal brand by creating engaging content, blogs, and social media presence.				
	Utilize digital marketing techniques such as SEO, paid ads, and social media campaigns to reach potential clients.				

	Leverage AI tools for automating content creation, marketing, and lead generation.				
	Scale independent work by networking, collaborating, and outsourcing tasks.				
	Explore passive income sources such as online courses, e-books, and affiliate marketing to diversify earnings.				
	Legal and Ethical Compliance in Gig Work	10	10		
	Discuss various Indian laws like the Social Security Code, 2020, relevant to the gig economy.				
	Explore global legal frameworks that apply when working with international clients, including contract law, tax regulations, and data protection laws like the General Data Protection Regulation (GDPR) for European clients and relevant taxation rules for different countries.				
	Identify the legal rights available to gig workers in cases of disputes or breaches of contract, such as the Information Technology Act, 2000, for online contract breaches and dispute resolution in India.				
	Display awareness of arbitration or mediation services like Online Dispute Resolution (ODR) platforms for international clients.				
	Ensure data protection compliance by applying laws like GDPR or India's Personal Data Protection Bill when handling sensitive client information.				
	Stay informed about social security measures, such as the Pradhan Mantri Shram Yogi Maandhan (PMSYM) scheme for unorganized workers, including gig workers in India.				
	Explain the method of registration for gig worker benefits such as health insurance, pensions, and maternity benefits.				
	Total Marks	100	100		

Annexure 4: Assessment Strategy

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email.
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC.
- The assessment agency deploys the ToA-certified Assessor to execute 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 for the candidates to complete the Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) and verified by the other SMEs.
- Questions are mapped to the specified assessment criteria.
- The 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 the 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.

Annexure 6: Acronym and Glossary

Acronym

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

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.