



## **QUALIFICATION FILE**

### **Personal Security Officer**

☒ 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: 4.5**

**Submitted By:**

**Management & Entrepreneurship and Professional Skills Council (MEPSC)**  
20th Floor, Amba Deep, 14, Kasturba Gandhi Marg, New Delhi -110001

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## Section 1: Basic Details

| 1. Qualification Name                                                                                                                                                             | Personal Security Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                            |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------|-----------------------------------------------------------|---|-----------------|------------------------------------------------------------------------------------------------------|---|-------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 2. Sector/s                                                                                                                                                                       | Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                            |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 3. Type of Qualification:<br><input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM | NQR Code & version of existing/previous qualification:<br>2022/OAFM/MEPSC/05428, v3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Qualification Name of existing/previous version:<br>Personal Security Officer                              |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 4. a. OEM Name<br>b. Qualification Name                                                                                                                                           | Personal Security Officer, v4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                            |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 5. National Qualification Register (NQR) Code &Version                                                                                                                            | QG-4.5-OA-04026-2025-V2-MEPSC, v4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6. NCrf/NSQF Level: 4.5                                                                                    |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 7. Award (Certificate/Diploma/Advance Diploma/ Any Other                                                                                                                          | Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                            |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 8. Brief Description of the Qualification                                                                                                                                         | Personal Security Officer (PSO) ensures the principal's safety by employing advanced security measures, including IoT-enabled tracking, behavioral analysis, and non-lethal intervention tools. The role requires readiness to address physical and digital threats while operating alone or as part of a team, both in armed and unarmed capacities. Responsibilities include real-time monitoring, proactive threat management, and emergency response coordination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                            |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee                                                                                                            | <p>a. Entry Qualification &amp; Relevant Experience:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12th grade pass</td> <td>4.5 Years of experience as Security Guard (Unarmed/Armed)/ ex-servicemen/Armed/ Para-military forces</td> </tr> <tr> <td>2</td> <td>Previous relevant qualification at NSQF level 4</td> <td>3 years of relevant experience as Security Guard(Unarmed/Armed)/ ex-servicemen/Armed/ Para-military forces</td> </tr> </tbody> </table> <p><b>Standard of physical fitness for security guards as per Private Security Agencies Regulation Act (PSARA), 2005:</b></p> <p>(1) No person shall be employed or engaged as a guard unless he fulfils the following physical standards:-</p> <p>(a) height: 160 cm for male and 150 cm. for females; Provided that a person belonging to the Gorkhas, or Nepalies or Sikkimese or Scheduled Caste or Scheduled Tribe is eligible for relaxation of height by 5 cm.</p> <p>(b) weight: according to stand table of height and weight;</p> <p>(c) chest: measurements 80 cm with an expansion of 4 cm (for females no minimum requirement for chest measurement );</p> |                                                                                                            | S. No. | Academic/Skill Qualification (with Specialization - if applicable) | Required Experience (with Specialization - if applicable) | 1 | 12th grade pass | 4.5 Years of experience as Security Guard (Unarmed/Armed)/ ex-servicemen/Armed/ Para-military forces | 2 | Previous relevant qualification at NSQF level 4 | 3 years of relevant experience as Security Guard(Unarmed/Armed)/ ex-servicemen/Armed/ Para-military forces |
| S. No.                                                                                                                                                                            | Academic/Skill Qualification (with Specialization - if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Required Experience (with Specialization - if applicable)                                                  |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 1                                                                                                                                                                                 | 12th grade pass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 4.5 Years of experience as Security Guard (Unarmed/Armed)/ ex-servicemen/Armed/ Para-military forces       |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |
| 2                                                                                                                                                                                 | Previous relevant qualification at NSQF level 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3 years of relevant experience as Security Guard(Unarmed/Armed)/ ex-servicemen/Armed/ Para-military forces |        |                                                                    |                                                           |   |                 |                                                                                                      |   |                                                 |                                                                                                            |

|                                                                                                                                                                              | <p>(d) eye sight: distant vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness, shall be able to identify and distinguish colour display in security equipment; shall be able to read and understand display in English alphabets and Roman Numerals;</p> <p>(e) hearing: free from defect; shall be able to hear and respond to the spoken voice and the alarms generated by security equipment</p> <p>(f) free from knock knee and flat foot, able to run one kilo meter in 6 minutes for the age group between 18 to 30 years, 8 minutes for the age group between 31 to 40 years and should be able to walk one mile in 15 minutes for the age group between 41 to 50 years and in 17 minutes for the age group 51 and above;</p> <p>(g) shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties;</p> <p>(h) shall not be suffering form any physical handicap or deformity, which hamper in good performance of duties as security guard;</p> <p>(i) the candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need; and</p> <p>(2) The agency shall ensure that every guard working under its control undergoes a medical examination from a Government or recognized hospital once in a year for ensuring the physical standard prescribed in sub-rule(1) of this rule.</p> <p><b>b. Age: 21 Years</b></p> |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------|-------------------------|---------------|--|-------------------------|----------------|-------------------|-----------------------|-------------------------|---------------|---------------------|-----|-----|----|--|-----|--------|--|--|--|--|--|
| <b>Credits Assigned to this Qualification, Subject to Assessment</b>                                                                                                         | 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Common Cost Norm Category (I/II/III): II</b> |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Any Licensing requirements for Undertaking Training on This Qualification</b>                                                                                             | <p>1. Training for subjects stipulated in Private Security Agencies (Regulation) Act 2005 and other applicable skills and abilities.</p> <p>2. Holder of valid firearm License</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Training Duration by Modes of Training Delivery</b> ( <i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i> ) | <p><input checked="" type="checkbox"/>Offline <input type="checkbox"/>Online <input type="checkbox"/>Blended</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>114</td><td>256</td><td>50</td><td></td><td>420</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details) Total hours = 420</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |                       |                         |               |  | Training Delivery Modes | Theory (Hours) | Practical (Hours) | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) | Classroom (offline) | 114 | 256 | 50 |  | 420 | Online |  |  |  |  |  |
| Training Delivery Modes                                                                                                                                                      | Theory (Hours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Practical (Hours)                               | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| Classroom (offline)                                                                                                                                                          | 114                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 256                                             | 50                    |                         | 420           |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| Online                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Aligned to NCO/ISCO Code/s</b> ( <i>if no code is available mention the same</i> )                                                                                        | NCO-2015/5414.0171                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Progression path after attaining the qualification</b>                                                                                                                    | Personal Security Manager (level 5.5)/ Senior Manager – Personal Security/ Private Investigator (level 6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>                                                                          | Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>                                                                             | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |
| <b>Is the Job Role Amenable to Persons with Disability</b>                                                                                                                   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |                       |                         |               |  |                         |                |                   |                       |                         |               |                     |     |     |    |  |     |        |  |  |  |  |  |

|                                                                                                                                        |                                                                                                                                                             |                                   |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|                                                                                                                                        | If "Yes", specify applicable type of Disability:                                                                                                            |                                   |
| How Participation of Women will be Encouraged                                                                                          | Both men and women can equally participate                                                                                                                  |                                   |
| Are Greening/ Environment Sustainability Aspects Covered                                                                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                         |                                   |
| Is Qualification Suitable to be Offered in schools/Colleges                                                                            | Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Colleges <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                                   |
| Name and Contact Details of Submitting / Awarding Body SPOC<br>(In case of CS or MS, provide details of both Lead AB & Supporting ABs) | Name: Col. Anil Kumar Pokhriyal<br>Email: ceo@mepsc.in<br>Contact No.: 011-24645100<br>Website: <a href="https://www.mepsc.in/">https://www.mepsc.in/</a>   |                                   |
| Final Approval Date by NSQC: 08/05/2025                                                                                                | (15) Validity Duration: 36 months                                                                                                                           | (16) Next Review Date: 08/05/2028 |



## Section 2: Module Summary

### NOS/s of Qualifications

(In exceptional cases these could be described as components)

### Mandatory NOS/s:

**Th.**-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

| S. No                             | NOS/Module Name                                                       | NOS/Module Code & Version | 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 (%) |
| 1.                                | Perform security tasks in accordance with basic security practices    | MEP/N7101, V 5.0          | Core           | 3                | 2                   | 10                        | 40  | 10       |          | 60    | 40               | 60  |       |      | 100   | 10            |
| 2.                                | Provide guarding services to people, property and premises            | MEP/N7103, V 5.0          | Core           | 3                | 1                   | 10                        | 10  | 10       |          | 30    | 40               | 60  |       |      | 100   | 10            |
| 3.                                | Prepare to minimize threats and risks to principal                    | MEP/N7122, V 4.0          | Core           | 4.5              | 3                   | 30                        | 50  | 10       |          | 90    | 40               | 60  |       |      | 100   | 10            |
| 4.                                | Maintain personal security awareness and respond to threats and risks | MEP/N7124, V 4.0          | Core           | 4.5              | 2                   | 10                        | 40  | 10       |          | 60    | 40               | 60  |       |      | 100   | 20            |
| 5.                                | Use physical intervention for protection of principal                 | MEP/N7125, V 4.0          | Core           | 4.5              | 2                   | 10                        | 40  | 10       |          | 60    | 40               | 60  |       |      | 100   | 20            |
| 6.                                | Apply health and safety practices at the workplace                    | MEP/N9903, V 5.0          | Core           | 4                | 1                   | 10                        | 20  |          |          | 30    | 40               | 60  |       |      | 100   | 10            |
| 7.                                | Apply principles of professional practice at the workplace            | MEP/N9912, V 3.0          | Non-Core       | 4                | 1                   | 10                        | 20  |          |          | 30    | 40               | 60  |       |      | 100   | 10            |
| 8.                                | Employability Skills (60 hrs)                                         | DGT/VSQ/NO 102, V 1.0     | Non-Core       | 4                | 2                   | 24                        | 36  |          |          | 60    | 20               | 30  |       |      | 50    | 10            |
| Duration (in Hours) / Total Marks |                                                                       |                           |                |                  | 14                  | 114                       | 256 | 50       |          | 420   | 300              | 450 |       |      | 750   | 100           |

### Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

**Minimum Pass Percentage – Aggregate at qualification level:** 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

**Minimum Pass Percentage – NOS/Module-wise:** \_\_\_\_% (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. | <b>Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)        | Graduate/ Diploma with 3 years of experience in relevant sector(s) as Armed Security Guard, and 2 years of experience in training in security sector. |
| 2. | <b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines) | Graduate/ Diploma with 4 years of experience in relevant sector(s) as Armed Security Guard, and 3 years of experience in training in security sector. |
| 3. | <b>Tools and Equipment Required for Training</b>                                                                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)                                    |
| 4. | <b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>                          | NA                                                                                                                                                    |

## Section 4: Assessment Related

|    |                                                                                                        |                                                                                                                                                                                          |
|----|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Assessor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines) | Graduate/ Diploma with 3 years of experience in relevant sector(s) as Armed Security Guard, and 2 years of experience in training and assessment in security sector.                     |
| 2. | <b>Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)  | Graduate with 3 years of experience                                                                                                                                                      |
| 3. | <b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b>            | Graduate/ Diploma with 4 years of experience in relevant sector(s) as Armed Security Guard, and 3 years of experience in training and assessment in security sector.                     |
| 4. | <b>Assessment Mode</b> (Specify the assessment mode)                                                   | Offline                                                                                                                                                                                  |
| 5. | <b>Tools and Equipment Required for Assessment</b>                                                     | <input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment) |

## Section 5: Evidence of the need for the Qualification

|    |                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------|
| 1. | <b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes                                   |
| 2. | <b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes       |
| 3. | <b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes                                     |
| 4. | <b>Number of Industry validation provided:</b> 35                                                      |
| 5. | <b>Estimated nos. of persons to be trained and employed:</b> Approx. 10000 in next 5 Years             |
| 6. | <b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes<br>If “No”, why: |

## Section 6: Annexure & Supporting Documents Check List

|     |                                                                                                                               |                        |
|-----|-------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1.  | <b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors ( <i>Mandatory</i> )                      | <i>Mentioned below</i> |
| 2.  | <b>Annexure:</b> List of tools and equipment relevant for qualification ( <i>Mandatory, except in case of online course</i> ) | <i>Mentioned below</i> |
| 3.  | <b>Annexure:</b> Detailed Assessment Criteria ( <i>Mandatory</i> )                                                            | <i>Mentioned below</i> |
| 4.  | <b>Annexure:</b> Assessment Strategy ( <i>Mandatory</i> )                                                                     | <i>Mentioned below</i> |
| 5.  | <b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i> )               | <i>Mentioned below</i> |
| 6.  | <b>Annexure:</b> Multiple Entry-Exit Details ( <i>Mandatory, in case qualification has multiple Entry-Exit</i> )              | NA                     |
| 7.  | <b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )                                                                     |                        |
| 8.  | <b>Supporting Document:</b> Model Curriculum ( <i>Mandatory – Public view</i> )                                               | Yes                    |
| 9.  | <b>Supporting Document:</b> Career Progression ( <i>Mandatory - Public view</i> )                                             | Yes                    |
| 10. | <b>Supporting Document:</b> Occupational Map ( <i>Mandatory</i> )                                                             | Yes                    |
| 11. | <b>Supporting Document:</b> Assessment SOP ( <i>Mandatory</i> )                                                               | Yes                    |
| 12. | <b>Any other document you wish to submit:</b>                                                                                 | NA                     |

## 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 |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Professional Theoretical Knowledge/Process</b>                                           | Personal Security Officer is expected to secure safety and security of the principal, be vigilant and watchful at all times to notice risks and threats to principal and take preventive counter measures. If situation so arises, this person may have to do physical intervention. Preparing plans and monitoring routine activities and reporting about incidents also fall under this job role. | The Job holder is expected to independently perform work and take instant decisions on protecting the principal. While some of the activities are predictable and routine nature within situations of clear choice, such as identifying risks, environmental issues, and analysing the routine of the principal; there are instances when the security of the principal is at risk and the principal has to be escorted to safety without incidents. | 4               |
| <b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>                 | Personal Security Officer is expected to be aware of risk and threats, basic guarding practices, rudimentary legal knowledge. maintaining vigilance and surveillance as well as noticing and breaking surveillance of principal by unauthorised persons. The person should also know correct and effective use of firearms.                                                                         | The job holder is expected to exhibit factual knowledge of the field; legalities to be followed while working; verifications and screening processes in different settings; use of firearms and physical intervention to protect principal.                                                                                                                                                                                                          | 4               |
| <b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b> | Personal Security Officer is expected to identify potential risks and threats, take countermeasures, operate provided security equipment, carry out basic documentation, report incidents to get assistance from concerned agencies and communicate effectively.                                                                                                                                    | The job holder is expected to recall and demonstrate practical skills, which are routine and repetitive using rule and tool of the job role. Certain level of decision making too is involved as this person has to take decision on use of firearms and physical intervention. Skill is also required for counter surveillance, evaluating routine, and ensuring routes and vehicles are safe and secure.                                           | 4               |
| <b>Broad Learning Outcomes/Core Skill</b>                                                   | Personal Security Officer's core skill lies in communication, dealing with different stakeholders, use of security equipment, reporting and documentations.                                                                                                                                                                                                                                         | The job holder is expected to exhibit effective oral communication skills so as to have pleasant and engaging conversations with the customers, co-workers and stakeholders. The person should follow security norms and show written communication skills such as maintaining registers and incident reports. The person should be patient and communicate amicably even when the other party is rebellious or aggressive.                          | 4               |
| <b>Responsibility</b>                                                                       | Personal Security Officer is responsible for the safety and security of principal at different locations and during movement that routine and otherwise.                                                                                                                                                                                                                                            | The job holder is responsible for the safety and security of the principal at all times with keen observation and intervention that instant and effective.                                                                                                                                                                                                                                                                                           | 4               |

## Annexure: 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      | Fire Axe                                                                                                 |               | 1                                 |
| 2      | Fire Reel                                                                                                |               | 1                                 |
| 3      | Trainee Performance Register                                                                             |               | 1                                 |
| 4      | Half Body Mannequin for CPR                                                                              |               | 1                                 |
| 5      | Drill/ Pt Ground(60 X 40)                                                                                |               | 1                                 |
| 6      | Endurance Run Route Marking-1 Km                                                                         |               | 1                                 |
| 7      | Key Register                                                                                             |               | 1                                 |
| 8      | Functional Model of Fire Alarm System                                                                    |               | 1                                 |
| 9      | First Aid Kit                                                                                            |               | 1                                 |
| 10     | Fire Hook                                                                                                |               | 1                                 |
| 11     | Cervical Collar                                                                                          |               | 1                                 |
| 12     | Two Way Talking System                                                                                   |               | 1                                 |
| 13     | Medical First Aid Splint                                                                                 |               | 5                                 |
| 14     | Fire Extinguisher Water 9Ltrs                                                                            |               | 1                                 |
| 15     | Stock ledger-Technical Equipment Register(Indicating date of purchase , invoice No , Make and Model No ) |               | 1                                 |
| 16     | Training Documents                                                                                       |               | 1                                 |
| 17     | Harness-Half Body                                                                                        |               | 1                                 |
| 18     | Technical Equipment In/ Out Register                                                                     |               | 1                                 |
| 19     | Visitor Register                                                                                         |               | 1                                 |
| 20     | Full Length Mirror                                                                                       |               | 1                                 |
| 21     | Key Box-Original                                                                                         |               | 1                                 |
| 22     | Horizontal Beam                                                                                          |               | 1                                 |
| 23     | Fire Hose with Nozzle and Coupling                                                                       |               | 1                                 |
| 24     | Traffic Signs Chart                                                                                      |               | 1                                 |
| 25     | CCTV System (CCTV System with four cameras, recorder and monitor)                                        |               | 1                                 |
| 26     | Gum Boot/Fire man Boot                                                                                   |               | 1                                 |
| 27     | Functioning of Weapons Chart                                                                             |               | 1                                 |
| 28     | Audio/ Visual Training Aids                                                                              |               | 1                                 |
| 29     | Trainees Placement Register                                                                              |               | 1                                 |
| 30     | Rank Badges Army, Navy and Air Force                                                                     |               | 1                                 |
| 31     | Sample Documents                                                                                         |               | 1                                 |
| 32     | Attendance Register                                                                                      |               | 1                                 |
| 33     | Rescue Ladder 20'(Adjustable)                                                                            |               | 1                                 |
| 34     | Helmet                                                                                                   |               | 1                                 |

|    |                                                                                           |  |   |
|----|-------------------------------------------------------------------------------------------|--|---|
| 35 | Compliance Certificates and Documents which authorise TC to impart Security Training      |  | 1 |
| 36 | Programme Schedule                                                                        |  | 1 |
| 37 | Hooter and Alarm                                                                          |  | 1 |
| 38 | Fire Sprinkler                                                                            |  | 1 |
| 39 | Fire Fighting Practice Tray of Minimum size 3'x3'x1'                                      |  | 1 |
| 40 | Uniform for Trainees                                                                      |  | 1 |
| 41 | Lecture Stand per Class Room                                                              |  | 1 |
| 42 | Material In/Out Register                                                                  |  | 1 |
| 43 | Full Body Mannequin ( Woman)                                                              |  | 1 |
| 44 | Door Frame Metal Detector                                                                 |  | 1 |
| 45 | Under Vehicle Inspection Mirror                                                           |  | 2 |
| 46 | Fire Extinguisher DCP Type 5 Kg                                                           |  | 1 |
| 47 | Fire Control Panel                                                                        |  | 1 |
| 48 | Fire Hydrant Valve                                                                        |  | 1 |
| 49 | Record of Past Trainees and those Undergoing Training                                     |  | 1 |
| 50 | Fire Hammer                                                                               |  | 1 |
| 51 | Rope/Mountain Climbing Rope 20 feet /Rescue Rope 1/2 inch thick , 20 Ft length            |  | 1 |
| 52 | Medical Emergency Stretcher                                                               |  | 1 |
| 53 | Pulley                                                                                    |  | 1 |
| 54 | Safe Handling ,Holding, Aiming , Trigger Operation Chart                                  |  | 1 |
| 55 | Training Faculty Register (indicating Faculty Qualification etc)                          |  | 1 |
| 56 | Trainers / Facilitators Manual                                                            |  | 1 |
| 57 | Hand Held Metal Detector                                                                  |  | 2 |
| 58 | Medical First Aid Sling                                                                   |  | 1 |
| 59 | Fire fighting Point complete set                                                          |  | 1 |
| 60 | Lesson Plans for each NOS -01 per NOS                                                     |  | 1 |
| 61 | Vertical Rope 20'                                                                         |  | 1 |
| 62 | Fire Portable Extenguisher                                                                |  | 1 |
| 63 | Fire Blanket                                                                              |  | 1 |
| 64 | Vehicle In/Out Register                                                                   |  | 1 |
| 65 | Fluorecent Jacket                                                                         |  | 1 |
| 66 | Key Box- Duplicate                                                                        |  | 1 |
| 67 | Manual Call Point (MCP)                                                                   |  | 1 |
| 68 | Full Body Mannequin( Man)                                                                 |  | 1 |
| 69 | Drill Chart                                                                               |  | 1 |
| 70 | 6' Ditch                                                                                  |  | 1 |
| 71 | Security Guard Dress And Equipment/Sample of Security Guard Dress/ Security Guard Uniform |  | 1 |

|     |                                                                                                    |                                     |                        |
|-----|----------------------------------------------------------------------------------------------------|-------------------------------------|------------------------|
| 72  | 6' Wall                                                                                            |                                     | 1                      |
| 73  | Whistle                                                                                            |                                     | 1                      |
| 74  | Public Address System                                                                              |                                     | 1                      |
| 75  | Fire Beater                                                                                        |                                     | 1                      |
| 76  | Harness-Full Body                                                                                  |                                     | 1                      |
| 77  | Walkie Talkie sets with Bty Charger                                                                |                                     | 2                      |
| 78  | Traffic Barrier                                                                                    |                                     | 1                      |
| 79  | Patrol and Incident Record Register                                                                |                                     | 1                      |
| 80  | Weapons Pistol and Rifle Chart                                                                     |                                     | 1                      |
| 81  | Heat Sensor                                                                                        |                                     | 1                      |
| 82  | Student Chairs And Table/ Chairs With Writing Surface                                              |                                     | 30                     |
| 83  | Smoke Sensor                                                                                       |                                     | 1                      |
| 84  | Fire Extinguisher ABC Type 9 Ltrs                                                                  |                                     | 1                      |
| 85  | Track suit with canvas shoe and socks for Trainees                                                 |                                     | 1                      |
| 86  | Manual Call Point (MCP)                                                                            |                                     | 1                      |
| 87  | Traffic Flag Red, Green and White                                                                  |                                     | 1                      |
| 88  | Traffic Cone                                                                                       |                                     | 2                      |
| 89  | Response Indicator                                                                                 |                                     | 1                      |
| 90  | Fire Extinguisher CO2 Type 9 Kg                                                                    |                                     | 1                      |
| 91  | Safety Goggles                                                                                     |                                     | 1                      |
| 92  | Sand And Water Bucket                                                                              |                                     | 4                      |
| 93  | Safety Boots                                                                                       |                                     | 1                      |
| 94  | Personnel In/Out Register                                                                          |                                     | 1                      |
| 95  | Fire Extinguisher Foam 9 Ltrs                                                                      |                                     | 1                      |
| 96  | Aadhar Enabled Biometric Attendance System/ Biometric Attendance System with Access Control System |                                     | 1                      |
| 97  | Zig-Zag Balance                                                                                    |                                     | 1                      |
| 98  | High Beam Torch / Search Light                                                                     |                                     | 1                      |
| 99  | Gloves                                                                                             |                                     | 1                      |
| 100 | LASER/Wooden Pointer per Class Room                                                                |                                     | 1                      |
| 101 | One way mask                                                                                       |                                     | 1                      |
| 102 | IoT-Enabled Tracking Systems                                                                       |                                     | 1 - optional           |
| 103 | Smart Security Systems                                                                             | (e.g., motion sensors, IoT cameras) | 1 - optional           |
| 104 | Behavioral Analysis Training Aids                                                                  |                                     | As required            |
| 105 | Non-Lethal Intervention Tools                                                                      | (e.g., tasers, pepper spray)        | As required            |
| 106 | Digital Communication Devices with Encrypted Messaging                                             |                                     | As required - optional |
| 107 | Air Quality Monitors and Smoke Detectors                                                           |                                     | As required – optional |

**Classroom Aids**

The aids required to conduct sessions in the classroom are:

1. White/Black Board, Duster, Marker etc.
2. LCD projector, Laptop/desktop

## Annexure: Industry Validations Summary

| S. No | Organization Name                              | Representative Name          | Designation        | Contact Address                                                           | Contact Phone No    | E-mail ID | LinkedIn Profile<br>(if available) |
|-------|------------------------------------------------|------------------------------|--------------------|---------------------------------------------------------------------------|---------------------|-----------|------------------------------------|
| 1     | Aplus aecurity and fire management             | Anil Bhatt                   | Managing Director  | Madhya Pradesh                                                            | Attached separately |           |                                    |
| 2     | Action &Protection Security Force              | Col.KS Raju                  | Senior VP          | Telangana                                                                 |                     |           |                                    |
| 3     | Action guarding services Pvt. Ltd.             | R Narender                   | Associate Director | Telangana                                                                 |                     |           |                                    |
| 4     | Agile security force Pvt.Ltd.                  | TN Rao                       | Director-Training  | Telangana,<br>Karnataka,<br>Kerala                                        |                     |           |                                    |
| 5     | Checkmate                                      | Bhavyash Karria              | VP-HR &Legal       | Gujarat                                                                   |                     |           |                                    |
| 6     | Central Investigation & Security Services Ltd. | Dr.Rajkumar Tyagi            | VP                 | Maharashtra,<br>Gujarat                                                   |                     |           |                                    |
| 7     | Cosmos manpower Pvt. Ltd.                      | Dr.Sameer Trivedi            | Managing Director  | Gujarat                                                                   |                     |           |                                    |
| 8     | Creantum security solutions pvt.Ltd.           | Amit Kumar Bansal            | CEO                | Uttar Pradesh                                                             |                     |           |                                    |
| 9     | D1 Fortification pvt. Ltd.                     | MP Unnnithan                 | GM                 | Karnataka                                                                 |                     |           |                                    |
| 10    | Escort security & personal services            | Amreshkumar Malik            | Training Head      | Gujarat                                                                   |                     |           |                                    |
| 11    | Falcon eye skill source pvt. Ltd.              | DB Pravallika                | CEO                | Andhra Pradesh                                                            |                     |           |                                    |
| 12    | Galaxy Human Resource Services                 | N Vivekanandam               | CEO                | Telangana                                                                 |                     |           |                                    |
| 13    | Goswami security training center               | Himanshu Shekhar             | Operations Manager | Uttar Pradesh                                                             |                     |           |                                    |
| 14    | Institution of fire engineers                  | US Chillar                   | General Secretary  | Delhi                                                                     |                     |           |                                    |
| 15    | Industrial protection services                 | A Muniswaran                 | AGM Operations     | Tamil Nadu                                                                |                     |           |                                    |
| 16    | Ironman security services pvt.Ltd.             | Niranjan Singh Malik         | DGM                | Uttar Pradesh                                                             |                     |           |                                    |
| 17    | Keertika Academy pvt.Ltd.                      | Bhaskar Chatterjee           | VP                 | Kolkata                                                                   |                     |           |                                    |
| 18    | Kingdom protection services pvt.Ltd.           | Jay Anand                    | Director           | Kerala                                                                    |                     |           |                                    |
| 19    | Max Vigil Security Expert pvt.Ltd.             | IP Singh                     | Director           | Gujarat                                                                   |                     |           |                                    |
| 20    | Mi2C Security & Facilities pvt.Ltd.            | Indeep Singh                 | Sr. Executive      | Delhi                                                                     |                     |           |                                    |
| 21    | National security services                     | Capt Raghuvirsingh<br>Jadeja | Partner            | Gujarat                                                                   |                     |           |                                    |
| 22    | Private eye pvt. Ltd.                          | P Ravindranath               | Director           | Tamil Nadu,<br>Karnataka,<br>Maharashtra,<br>Telangana,<br>Kerala, Odisha |                     |           |                                    |
| 23    | Peregrine Guarding pvt.Ltd.                    | Capt Anil Kumar              | AVP-Training       | Delhi                                                                     |                     |           |                                    |
| 24    | Rakshak securitas pvt. Ltd.                    | Rakesh Singh                 | VP                 | Delhi                                                                     |                     |           |                                    |
| 25    | Ranchi security pvt.Ltd.                       | Vigyan Kumar                 | Director           | Jharkhand                                                                 |                     |           |                                    |

|    |                                               |                             |                   |               |  |  |  |
|----|-----------------------------------------------|-----------------------------|-------------------|---------------|--|--|--|
| 26 | Raxa Security services                        | col Harjinder Singh         | Head              | Andra Pradesh |  |  |  |
| 27 | S& IB services pvt.Ltd.                       | Avishek Mitra               | Asst. Manager     | Kolkata       |  |  |  |
| 28 | Sai security services pvt. Ltd.               | D Swammy Reddy              | Managing Director | Telangana     |  |  |  |
| 29 | Saikor security training & services pvt. Ltd. | Lt Col Sreenivasa Rao Kurra | Managing Director | Andra Pradesh |  |  |  |
| 30 | Security association of Gujarat               | Dr Sameer Trivedi           | Secretary         | Gujarat       |  |  |  |
| 31 | Sharp dectective and security services        | Muzaffar Shareef            | Admn. Manager     | Telangana     |  |  |  |
| 32 | SRF detective & security services pvt. Ltd.   | Capt Prabhat Kumar Pandit   | VP                | Karnataka     |  |  |  |
| 33 | Star security and Placement                   | Ajit S Nair                 | GM                | Kerala        |  |  |  |
| 34 | Terrier security services India pvt. Ltd.     | Brig Arun Dravid            | Head              | Karnataka     |  |  |  |
| 35 | TNR sainik academy society                    | B Ramesh                    | Chairman          | Telanagana    |  |  |  |

## 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 |
| 2023 | 200                  | 2000                               |                      |                                    |                        |                                    |
| 2024 | 200                  | 2000                               |                      |                                    |                        |                                    |
| 2025 | 200                  | 2000                               |                      |                                    |                        |                                    |

*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 |
| Ver 1.0               | 19-20 | 172              | 172      | 122       | 2      |         |          |           |        |                        |          |           |        |
| Ver 1.0               | 20-21 | 1                | 1        | 1         | 1      |         |          |           |        |                        |          |           |        |
| Ver 1.0               | 21-22 | 0                | 0        | 0         | 0      |         |          |           |        |                        |          |           |        |

*Applicable for revised qualifications only, data to be provided year-wise for past 3 years.*

*Note: Placement was provided ONLY for STT Candidates rest were RPL candidates*

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

- 1.
- 2.

### Content availability for previous versions of qualifications: No

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

### Languages in which Content is available:

## Annexure: Blended Learning

### Blended Learning Estimated Ratio & Recommended Tools:

| S. No. | Select the Components of the Qualification                                                                    | List Recommended Tools – for all Selected Components                                                                       | Offline : Online Ratio |
|--------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1      | <input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge                    | LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity                                 | 100:0                  |
| 2      | <input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners | LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity                                 | 100:0                  |
| 3      | <input type="checkbox"/> Showing Practical Demonstrations to the learners                                     | LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity | 100:0                  |
| 4      | <input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training         | Computer systems for all students, printers, wi-fi connectivity                                                            | 100:0                  |
| 5      | <input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice                                              | Learning management system                                                                                                 | 100:0                  |
| 6      | <input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations                           | Online assessment portal, tablet/desktop/laptop/mobile for each student                                                    | 100:0                  |
| 7      | <input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training          | Access to industry partners in relevant field                                                                              | 100:0                  |

## 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 |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <b>MEP/N7101 V 5.0:</b><br><b>Perform security tasks in accordance with basic security practices</b> | <i>Carry out assigned security tasks</i>                                                                                                                                                                                                                                                                                                                                                                                                                   | 28           | 44              |               |            |
|                                                                                                      | PC1. carry out assigned security duties in line with procedures and instructions                                                                                                                                                                                                                                                                                                                                                                           | -            | -               |               |            |
|                                                                                                      | PC2. respond to risks and threats as per organisational and legal protocols (Risks and Threats: unauthorised entry and trespass, aggressive and drunken behaviour, loitering and littering, eve teasing and molestation, robbery; theft; pilferage and shoplifting, violence and assault, murder and suicide kidnapping, public demonstration; labour unrest and crowd control)                                                                            | -            | -               |               |            |
|                                                                                                      | PC3. respond to hazards and emergencies as per organisational policies and procedures                                                                                                                                                                                                                                                                                                                                                                      | -            | -               |               |            |
|                                                                                                      | PC4. provide accurate information and access to premises, records and other resources to the police as per organisation protocol                                                                                                                                                                                                                                                                                                                           | -            | -               |               |            |
|                                                                                                      | PC5. identify rank by recognising the badge of rank of police and military personnel                                                                                                                                                                                                                                                                                                                                                                       | -            | -               |               |            |
|                                                                                                      | PC6. identify various arms commonly used by the police and perpetrators                                                                                                                                                                                                                                                                                                                                                                                    | -            | -               |               |            |
|                                                                                                      | PC7. identify improvised explosive devices and take action as per established protocol                                                                                                                                                                                                                                                                                                                                                                     | -            | -               |               |            |
|                                                                                                      | PC8. carry out security duties in commercial and industrial deployments                                                                                                                                                                                                                                                                                                                                                                                    | -            | -               |               |            |
|                                                                                                      | <i>Conform to regulatory and legal requirements</i>                                                                                                                                                                                                                                                                                                                                                                                                        | 12           | 16              |               |            |
|                                                                                                      | PC9. carry out tasks relevant to the role while complying with applicable regulatory and legal provisions (Regulatory and legal Provisions: The Indian Penal Code-1860, The Code of Criminal Procedure- 1973, The Arms Act- 1959, Human Rights Act – 1993, Explosive Act- 1884 and The Explosive Substances Act- 1908, Private Security Agencies Regulation Act – 2005, The Private Security Agencies Central Model Rules – 2006, <b>State Govt laws</b> ) | -            | -               |               |            |
|                                                                                                      | PC10. work within rules and regulations governing employment (Rules and regulations: Employees' Provident Funds, Employees' Pension Scheme- 1995, Minimum Wages Act, 1948 and Central Rules- 1950, Working hours, leave, minimum wage, Employee's State Insurance)                                                                                                                                                                                         | -            | -               |               |            |
|                                                                                                      | PC11. give evidence accurately and clearly, when required, in court                                                                                                                                                                                                                                                                                                                                                                                        | -            | -               |               |            |
|                                                                                                      | <b>Total Marks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>40</b>    | <b>60</b>       |               |            |
|                                                                                                      | <i>Guard people, property and premises</i>                                                                                                                                                                                                                                                                                                                                                                                                                 | 21           | 28              |               |            |

|                                                                                             |                                                                                                                                                                                                               |    |    |  |  |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|--|--|
| <b>MEP/N7103 V5.0:</b><br><b>Provide guarding services to people, property and premises</b> | PC1. identify layout of the premises, assets, movable or immovable property, entry and exit points                                                                                                            | -  | -  |  |  |
|                                                                                             | PC2. identify various categories of people who need guarding and type of guarding required (Categories of people: staff; residents; workers; visitors; officials; vendors; service providers; general public) | -  | -  |  |  |
|                                                                                             | PC3. guard people, property and premises as per instructions                                                                                                                                                  | -  | -  |  |  |
|                                                                                             | PC4. carry out guarding and observation tasks attentively and effectively                                                                                                                                     | -  | -  |  |  |
|                                                                                             | PC5. identify types of patrolling required and necessary tasks required to carry out patrolling activities effectively                                                                                        | -  | -  |  |  |
|                                                                                             | PC6. Perform periodic patrolling of premises to identify safety hazards or irregular activities                                                                                                               | -  | -  |  |  |
|                                                                                             | PC7. use security equipment as per organisational and manufacturer guidelines, to carry out security tasks effectively (Security Equipment: For surveillance, screening and search, communication, safety )   | -  | -  |  |  |
|                                                                                             | PC8. report and respond to security breaches as per organisational procedures, in a timely manner, clearly and accurately                                                                                     | -  | -  |  |  |
|                                                                                             | PC9. provide adequate briefing during shift change and to superiors                                                                                                                                           | -  | -  |  |  |
|                                                                                             | PC10. maintain basic security registers and records                                                                                                                                                           | -  | -  |  |  |
|                                                                                             | Assist in managing emergencies such as minor fires or medical incidents until professional help arrives.                                                                                                      |    |    |  |  |
|                                                                                             | Follow fire protocols                                                                                                                                                                                         |    |    |  |  |
|                                                                                             | Identify fire hazards, such as obstructed exits or faulty IoT-enabled safety equipment (e.g., smoke detectors or alarms), and report issues promptly.                                                         |    |    |  |  |
|                                                                                             | Respond to fire emergencies by activating IoT-based fire alarms or systems and assisting in safe evacuation following organizational protocols.                                                               |    |    |  |  |
|                                                                                             | <i>Carry out search of designated premises</i>                                                                                                                                                                | 14 | 22 |  |  |
|                                                                                             | PC11. carry out required searches of premises and properties as per instructions                                                                                                                              | -  | -  |  |  |
|                                                                                             | PC12. report risks, threats and hazards observed during the search                                                                                                                                            | -  | -  |  |  |
|                                                                                             | PC13. liaise with other authorised search parties in the premises effectively                                                                                                                                 | -  | -  |  |  |
|                                                                                             | PC14. detain suspect(s) during the search as per organisational and legal guidelines and procedures                                                                                                           | -  | -  |  |  |
|                                                                                             | PC15. prevent tampering of evidence and reports by taking necessary precautions                                                                                                                               | -  | -  |  |  |
|                                                                                             | PC16. maintain personal safety at all times when at work                                                                                                                                                      | -  | -  |  |  |
|                                                                                             | PC17. maintain constant communication during search with relevant authorities and seniors                                                                                                                     | -  | -  |  |  |

|                                                                               |                                                                                                                                                                                                                    |           |           |  |  |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|                                                                               | PC18. report incident details to superiors in an accurate and timely manner, communicating all relevant details                                                                                                    | -         | -         |  |  |
|                                                                               | PC19. follow incident reporting formats and protocols                                                                                                                                                              | -         | -         |  |  |
|                                                                               | <i>Ensure inclusivity</i>                                                                                                                                                                                          | 3         | 6         |  |  |
|                                                                               | PC20. use non- gendered statements in communication and reports                                                                                                                                                    | -         | -         |  |  |
|                                                                               | PC21. ensure smooth movement of persons with disability                                                                                                                                                            | -         | -         |  |  |
|                                                                               | PC22. carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times                                               | -         | -         |  |  |
|                                                                               | <i>Material and energy conservation practices</i>                                                                                                                                                                  | 2         | 4         |  |  |
|                                                                               | PC23. identify processes where material utilization can be optimized                                                                                                                                               | -         | -         |  |  |
|                                                                               | PC24. ensure lights and equipment are switched off when not in use                                                                                                                                                 | -         | -         |  |  |
|                                                                               | <b>Total Marks</b>                                                                                                                                                                                                 | <b>40</b> | <b>60</b> |  |  |
| <b>MEP/N7122 V4.0:<br/>Prepare to minimize threats and risks to principal</b> | <i>Identify likely threats and risks to principal</i>                                                                                                                                                              | 20        | 30        |  |  |
|                                                                               | PC1. familiarize with the background, habitat, routine and vulnerabilities of the principal                                                                                                                        | -         | -         |  |  |
|                                                                               | PC2. prepare a close protection plan covering various security situations                                                                                                                                          | -         | -         |  |  |
|                                                                               | PC3. identify likely threats and risks (Threads and Risks: Surveillance on principal by inimical elements Assault - physical; verbal; direct; indirect, Mobbing, Stalking and trailing, Kidnapping, Assassination) | -         | -         |  |  |
|                                                                               | AI-powered video analytics to detect suspicious activity in real-time                                                                                                                                              |           |           |  |  |
|                                                                               | PC4. recommend resources required (Resources: Personal protection equipment, Specialist equipment, Communication equipment, Vehicles, Safe areas, Weapon & ammunition)                                             | -         | -         |  |  |
|                                                                               | PC5. prepare to protect principal against likely threats and risks                                                                                                                                                 | -         | -         |  |  |
|                                                                               | PC6. carry out periodic review of the situation                                                                                                                                                                    | -         | -         |  |  |
|                                                                               | PC7. maintain security and confidentiality                                                                                                                                                                         | -         | -         |  |  |
|                                                                               | <i>Carry out close protection tasks</i>                                                                                                                                                                            | 20        | 30        |  |  |
|                                                                               | PC8. sanitize venue/ location related to principal based on availability of resources                                                                                                                              | -         | -         |  |  |
|                                                                               | PC9. establish a communication protocol (Communication Protocol with the following: Principal, Support staff, Designated superior, Security personnel, Supporting agencies)                                        | -         | -         |  |  |
|                                                                               | PC10. co-ordinate with supporting agencies and stakeholders (Security Agencies: Police; Ambulance and hospitals; Repair services; Own headquarters; Designated superior Stakeholders: Family members of the        | -         | -         |  |  |

|                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |           |  |  |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|                                                                                                   | principal; Support staff including office/ personal staff and driver; Acquaintances of the principal; Security personnel; Designated superior)                                                                                                                                                                                                                                                                                                               |           |           |  |  |
|                                                                                                   | PC11. maintain the security and confidentiality of information (Confidentiality of Information: Personal details of the principal and habits (Routine; Official and private schedules; Contacts and acquaintances; Residence and workplace - location and threats), Threats/ risks to principal Travel plan; itinerary; protection details; schedules & changes; timings; routes; halts and means of transportation, Contact details of supporting agencies) | -         | -         |  |  |
|                                                                                                   | PC12. brief the principal on threats and risks                                                                                                                                                                                                                                                                                                                                                                                                               | -         | -         |  |  |
|                                                                                                   | PC13. recommend modifications to the principal's routine                                                                                                                                                                                                                                                                                                                                                                                                     | -         | -         |  |  |
|                                                                                                   | PC14. maintain security and safety of principal, self and others                                                                                                                                                                                                                                                                                                                                                                                             | -         | -         |  |  |
|                                                                                                   | PC15. record and report details/events related to operations                                                                                                                                                                                                                                                                                                                                                                                                 | -         | -         |  |  |
|                                                                                                   | Use biometric authentication systems integrated with IoT tools to secure the principal's premises and digital devices.                                                                                                                                                                                                                                                                                                                                       |           |           |  |  |
|                                                                                                   | Utilize IoT-enabled tracking systems to monitor the principal's movements and identify unusual activity in real-time.                                                                                                                                                                                                                                                                                                                                        |           |           |  |  |
|                                                                                                   | Conduct cyber vulnerability assessments of the principal's digital devices (e.g., mobile phones, laptops) and recommend mitigation strategies.                                                                                                                                                                                                                                                                                                               |           |           |  |  |
|                                                                                                   | <b>Total Marks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>40</b> | <b>60</b> |  |  |
| <b>MEP/N7124, V4.0:<br/>Maintain personal security awareness and respond to threats and risks</b> | <i>Maintain safety and security of principal</i>                                                                                                                                                                                                                                                                                                                                                                                                             | 40        | 60        |  |  |
|                                                                                                   | PC1. identify the close protection plan                                                                                                                                                                                                                                                                                                                                                                                                                      | -         | -         |  |  |
|                                                                                                   | PC2. familiarise with the layout and approaches to residence/ workplace of principal                                                                                                                                                                                                                                                                                                                                                                         | -         | -         |  |  |
|                                                                                                   | PC3. advise on the nature and type of close protection detail                                                                                                                                                                                                                                                                                                                                                                                                | -         | -         |  |  |
|                                                                                                   | PC4. organise close protection detail into relevant foot escort formation to protect principal                                                                                                                                                                                                                                                                                                                                                               | -         | -         |  |  |
|                                                                                                   | PC5. prevent people getting too close to principal                                                                                                                                                                                                                                                                                                                                                                                                           | -         | -         |  |  |
|                                                                                                   | PC6. maintain constant environmental and situational awareness (Environmental and situational awareness: Progress of schedule and associated protection plan, attempts by adversaries to mount surveillance on principal, Security instructions to deal with security situations)                                                                                                                                                                            | -         | -         |  |  |
|                                                                                                   | PC7. monitor and assess security situation continuously                                                                                                                                                                                                                                                                                                                                                                                                      | -         | -         |  |  |
|                                                                                                   | PC8. minimise patterns and habits to avoid predictability                                                                                                                                                                                                                                                                                                                                                                                                    | -         | -         |  |  |
|                                                                                                   | PC9. control information and its dissemination                                                                                                                                                                                                                                                                                                                                                                                                               | -         | -         |  |  |
|                                                                                                   | PC10. scan principal's luggage and maintain its security                                                                                                                                                                                                                                                                                                                                                                                                     |           |           |  |  |

|                                                                                   |                                                                                                                        |           |           |  |  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|                                                                                   |                                                                                                                        | -         | -         |  |  |
|                                                                                   | PC11. search principal's vehicle for suspicious objects/ fittings                                                      | -         | -         |  |  |
|                                                                                   | PC12. ensure vehicle's doors and windows are secured properly                                                          | -         | -         |  |  |
|                                                                                   | PC13. oversee details of principal and security on occupancy of designated seats/ berths                               | -         | -         |  |  |
|                                                                                   | PC14. detect attempts to mount surveillance on principal by adversary                                                  | -         | -         |  |  |
|                                                                                   | PC15. disrupt surveillance                                                                                             | -         | -         |  |  |
|                                                                                   | PC16. deal with secondary incident/ attempt on principal immediately                                                   | -         | -         |  |  |
|                                                                                   | PC17. locate the source of threat/ risk                                                                                | -         | -         |  |  |
|                                                                                   | PC18. give clear instructions to the principal for moving away from threat/risk                                        | -         | -         |  |  |
|                                                                                   | PC19. negotiate hazards in a way that maintains safety and security of the principal                                   | -         | -         |  |  |
|                                                                                   | PC20. use firearm as a last resort                                                                                     | -         | -         |  |  |
|                                                                                   | PC21. minimize collateral damage                                                                                       | -         | -         |  |  |
|                                                                                   | PC22. inform and seek help from supporting agencies                                                                    | -         | -         |  |  |
|                                                                                   | Deploy behavioral analysis techniques to detect suspicious individuals near the principal.                             |           |           |  |  |
|                                                                                   | Integrate alerts from smart security systems (e.g., IoT cameras, motion sensors) into situational awareness protocols. |           |           |  |  |
|                                                                                   | PC23. record and report /events and incidents in the set format as per standards                                       | -         | -         |  |  |
|                                                                                   | <b>Total Marks</b>                                                                                                     | <b>40</b> | <b>60</b> |  |  |
| <b>MEP/N7125, V4.0:<br/>Use physical intervention for protection of principal</b> | <i>Use physical intervention</i>                                                                                       | 30        | 40        |  |  |
|                                                                                   | PC1. use physical intervention in a decisive and effective manner                                                      | -         | -         |  |  |
|                                                                                   | PC2. neutralize source of threat using necessary force as per procedure                                                | -         | -         |  |  |
|                                                                                   | PC3. call for assistance to ensure security of principal                                                               | -         | -         |  |  |
|                                                                                   | PC4. remove principal from threatened area to a safe location                                                          | -         | -         |  |  |
|                                                                                   | Use digital communication tools to coordinate physical interventions with backup teams during high-risk incidents.     |           |           |  |  |
|                                                                                   | Implement non-lethal measures (e.g., tasers, pepper spray) as per organizational protocol for principal protection.    |           |           |  |  |

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                  |           |           |  |  |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|                                                                                   | PC5. control situation, till principal is moved to a safe location                                                                                                                                                                                                                                                                               | -         | -         |  |  |
|                                                                                   | <i>Respond to medical crisis</i>                                                                                                                                                                                                                                                                                                                 | 10        | 20        |  |  |
|                                                                                   | PC6. move injured persons to a safe location                                                                                                                                                                                                                                                                                                     | -         | -         |  |  |
|                                                                                   | PC7. assess the nature of injuries and arrange first-aid                                                                                                                                                                                                                                                                                         | -         | -         |  |  |
|                                                                                   | PC8. contact emergency medical services for assistance                                                                                                                                                                                                                                                                                           | -         | -         |  |  |
|                                                                                   | PC9. contact designated superior for help                                                                                                                                                                                                                                                                                                        | -         | -         |  |  |
|                                                                                   | PC10. provide first-aid keeping in mind known medical condition of principal                                                                                                                                                                                                                                                                     | -         | -         |  |  |
|                                                                                   | PC11. provide known details of injury, medical signs and symptoms to medical staff                                                                                                                                                                                                                                                               | -         | -         |  |  |
|                                                                                   | PC12. inform concerned agencies and stakeholders (Concerned Agencies: Police, Ambulance and hospitals, Repair services, Own headquarters, Designated superior Stakeholders: Family members of the principal, Support staff including office/ personal staff and driver, Acquaintances of the principal, Security personnel, Designated superior) | -         | -         |  |  |
|                                                                                   | <b>Total Marks</b>                                                                                                                                                                                                                                                                                                                               | <b>40</b> | <b>60</b> |  |  |
| <b>MEP/N9903 V5.0:<br/>Apply health and safety practices<br/>at the workplace</b> | <i>Apply relevant health and safety practices at the workplace</i>                                                                                                                                                                                                                                                                               | 13        | 16        |  |  |
|                                                                                   | PC1. identify, control and report health and safety issues relating to immediate work environment according to procedures                                                                                                                                                                                                                        | -         | -         |  |  |
|                                                                                   | PC2. follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies                                                                                                                                                                                                                          | -         | -         |  |  |
|                                                                                   | PC3. document and report all hazards, accidents and near-miss incidents as per set process                                                                                                                                                                                                                                                       | -         | -         |  |  |
|                                                                                   | PC4. document safety records according to organisational policies                                                                                                                                                                                                                                                                                | -         | -         |  |  |
|                                                                                   | <i>Maintain a healthy and hygienic environment</i>                                                                                                                                                                                                                                                                                               | 8         | 21        |  |  |
|                                                                                   | PC5. maintain the work area in a clean and tidy condition                                                                                                                                                                                                                                                                                        | -         | -         |  |  |
|                                                                                   | PC6. ensure that the work area is sanitised as and when required                                                                                                                                                                                                                                                                                 | -         | -         |  |  |
|                                                                                   | PC7. maintain personal hygiene                                                                                                                                                                                                                                                                                                                   | -         | -         |  |  |
|                                                                                   | PC8. use appropriate personal protective equipment (PPE) where required                                                                                                                                                                                                                                                                          | -         | -         |  |  |

|                                                                                       |                                                                                                                                              |           |           |  |  |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|                                                                                       | PC9. wash hands using soap and water or alcohol based sanitiser                                                                              | -         | -         |  |  |
|                                                                                       | PC10. report hygiene related concerns promptly to the relevant authority                                                                     | -         | -         |  |  |
|                                                                                       | <i>Emergencies, rescue and first-aid procedures</i>                                                                                          | 6         | 9         |  |  |
|                                                                                       | PC11. administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc. | -         | -         |  |  |
|                                                                                       | PC12. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments                     | -         | -         |  |  |
|                                                                                       | PC13. perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)                                          | -         | -         |  |  |
|                                                                                       | <i>Follow fire safety requirements</i>                                                                                                       | 13        | 14        |  |  |
|                                                                                       | PC14. follow fire safety practices                                                                                                           | -         | -         |  |  |
|                                                                                       | PC15. identify the type of fire and its stage                                                                                                | -         | -         |  |  |
|                                                                                       | PC16. use the various appropriate fire extinguishers on different types of fires correctly                                                   | -         | -         |  |  |
|                                                                                       | PC17. follow procedures to rescue victim of fire without endangering self                                                                    | -         | -         |  |  |
|                                                                                       | <b>Total Marks</b>                                                                                                                           | <b>40</b> | <b>60</b> |  |  |
| <b>MEP/N9912 V3.0:<br/>Apply principles of professional practice at the workplace</b> |                                                                                                                                              |           |           |  |  |
|                                                                                       | <i>Maintain a professional image and behaviour</i>                                                                                           | 3         | 5         |  |  |
|                                                                                       | PC1. display appropriate professional appearance for the workplace                                                                           | -         | -         |  |  |
|                                                                                       | PC2. interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner                                  | -         | -         |  |  |
|                                                                                       | <i>Maintain and enhance professional competence</i>                                                                                          | 14        | 19        |  |  |
|                                                                                       | PC3. develop personal and professional goals and objectives                                                                                  | -         | -         |  |  |
|                                                                                       | PC4. identify strengths and weaknesses in relation to goals and objectives                                                                   | -         | -         |  |  |
|                                                                                       | PC5. evaluate own capacity to meet goals and objectives                                                                                      | -         | -         |  |  |
|                                                                                       | PC6. determine personal development needs to perform role as per desired standards                                                           | -         | -         |  |  |

|  |                                                                                                                                   |    |    |  |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------|----|----|--|--|
|  | PC7. develop a professional development plan to enhance professional capabilities                                                 | -  | -  |  |  |
|  | PC8. document a professional practice plan designed to support the achievement of goals                                           | -  | -  |  |  |
|  | PC9. select and implement development opportunities to support continuous learning and maintain currency of professional practice | -  | -  |  |  |
|  | PC10. research developments and trends impacting on professional practice and integrate information into work performance         | -  | -  |  |  |
|  | PC11. seek feedback on performance from others and incorporate it to improve                                                      | -  | -  |  |  |
|  | <i>Work in a disciplined and ethical manner</i>                                                                                   | 10 | 17 |  |  |
|  | PC12. perform tasks to the required workplace standard                                                                            | -  | -  |  |  |
|  | PC13. protect the rights of the client and organisation when delivering services                                                  | -  | -  |  |  |
|  | PC14. recognise potential ethical issues in the workplace and discuss with an appropriate person                                  | -  | -  |  |  |
|  | PC15. recognise unethical conduct and report to an appropriate person                                                             | -  | -  |  |  |
|  | PC16. operate within an agreed ethical code of practice                                                                           | -  | -  |  |  |
|  | PC17. maintain confidentiality as per the organisational guidelines                                                               | -  | -  |  |  |
|  | <i>Work effectively with all stakeholders</i>                                                                                     | 13 | 19 |  |  |
|  | PC18. identify and obtain clarity regarding organisational, team and own goals                                                    | -  | -  |  |  |
|  | PC19. prioritise tasks at work as per organisational, team and own goals                                                          | -  | -  |  |  |
|  | PC20. plan to meet team performance targets and standards                                                                         | -  | -  |  |  |
|  | PC21. monitor own and team performance as per agreed plan                                                                         | -  | -  |  |  |
|  | PC22. share all relevant information with stakeholders in agreed formats and as per agreed timelines                              | -  | -  |  |  |
|  | PC23. work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes          | -  | -  |  |  |
|  | PC24. recognise, avoid and/or address any conflict of interest                                                                    | -  | -  |  |  |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |           |  |  |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|                                                                     | PC25. recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy<br>Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non- compliance with safety instructions, unethical behaviour | -         | -         |  |  |
|                                                                     | <b>Total Marks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>40</b> | <b>60</b> |  |  |
| <b>DGT/VSQ/N0102, V1.0:<br/>Employability Skills<br/>(60 Hours)</b> | <i>Introduction to Employability Skills</i>                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1         | 1         |  |  |
|                                                                     | PC1 identify employability skills required for jobs in various industries                                                                                                                                                                                                                                                                                                                                                                                                              | -         | -         |  |  |
|                                                                     | PC2 identify and explore learning and employability portals                                                                                                                                                                                                                                                                                                                                                                                                                            | -         | -         |  |  |
|                                                                     | <i>Constitutional values – Citizenship</i>                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 1         |  |  |
|                                                                     | PC3 recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.                                                                                                                                                                                                                                             | -         | -         |  |  |
|                                                                     | PC4 follow environmentally sustainable practices                                                                                                                                                                                                                                                                                                                                                                                                                                       | -         | -         |  |  |
|                                                                     | <i>Becoming a Professional in the 21st Century</i>                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2         | 4         |  |  |
|                                                                     | PC5 recognize the significance of 21st Century Skills for employment                                                                                                                                                                                                                                                                                                                                                                                                                   | -         | -         |  |  |
|                                                                     | PC6 practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life                                                                                                                                                                              | -         | -         |  |  |
|                                                                     | <i>Basic English Skills</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2         | 3         |  |  |
|                                                                     | PC7 use basic English for everyday conversation in different contexts, in person and over the telephone                                                                                                                                                                                                                                                                                                                                                                                | -         | -         |  |  |
|                                                                     | PC8 read and understand routine information, notes, instructions, mails, letters etc. written in English                                                                                                                                                                                                                                                                                                                                                                               | -         | -         |  |  |
|                                                                     | PC9 write short messages, notes, letters, e-mails etc. in English                                                                                                                                                                                                                                                                                                                                                                                                                      | -         | -         |  |  |

|  |                                                                                                                                    |   |   |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------|---|---|--|--|
|  | <i>Career Development &amp; Goal Setting</i>                                                                                       | 1 | 2 |  |  |
|  | PC10 understand the difference between job and career                                                                              | - | - |  |  |
|  | PC11prepare a career development plan with short- and long-term goals, based on aptitude                                           | - | - |  |  |
|  | <i>Communication Skills</i>                                                                                                        | 2 | 2 |  |  |
|  | PC12 follow verbal and non-verbal communication etiquette and active listening techniques in various settings                      | - | - |  |  |
|  | PC13 work collaboratively with others in a team                                                                                    | - | - |  |  |
|  | <i>Diversity &amp; Inclusion</i>                                                                                                   | 1 | 2 |  |  |
|  | PC14 communicate and behave appropriately with all genders and PwD                                                                 | - | - |  |  |
|  | PC15 escalate any issues related to sexual harassment at workplace according to POSH Act                                           | - | - |  |  |
|  | <i>Financial and Legal Literacy</i>                                                                                                | 2 | 3 |  |  |
|  | PC16 select financial institutions, products and services as per requirement                                                       | - | - |  |  |
|  | PC17 carry out offline and online financial transactions, safely and securely                                                      | - | - |  |  |
|  | PC18 identify common components of salary and compute income, expenses, taxes, investments etc                                     | - | - |  |  |
|  | PC19 identify relevant rights and laws and use legal aids to fight against legal exploitation                                      | - | - |  |  |
|  | <i>Essential Digital Skills</i>                                                                                                    | 3 | 4 |  |  |
|  | PC20 operate digital devices and carry out basic internet operations securely and safely                                           | - | - |  |  |
|  | PC21 use e- mail and social media platforms and virtual collaboration tools to work effectively                                    | - | - |  |  |
|  | PC22 use basic features of word processor, spreadsheets, and presentations                                                         | - | - |  |  |
|  | <i>Entrepreneurship</i>                                                                                                            | 2 | 3 |  |  |
|  | PC23 identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research | - | - |  |  |
|  | PC24 develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion                | - | - |  |  |

|  |                                                                                                                                                                          |           |           |  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--|--|
|  | PC25 identify sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity                                            | -         | -         |  |  |
|  | <i>Customer Service</i>                                                                                                                                                  | 1         | 2         |  |  |
|  | PC26 identify different types of customers                                                                                                                               | -         | -         |  |  |
|  | PC27 identify and respond to customer requests and needs in a professional manner.                                                                                       | -         | -         |  |  |
|  | PC28 follow appropriate hygiene and grooming standards                                                                                                                   | -         | -         |  |  |
|  | <i>Getting ready for apprenticeship &amp; Jobs</i>                                                                                                                       | 2         | 3         |  |  |
|  | PC29 create a professional Curriculum vitae (Résumé)                                                                                                                     | -         | -         |  |  |
|  | PC30 search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively | -         | -         |  |  |
|  | PC31 apply to identified job openings using offline /online methods as per requirement                                                                                   | -         | -         |  |  |
|  | PC32 answer questions politely, with clarity and confidence, during recruitment and selection                                                                            | -         | -         |  |  |
|  | PC33 identify apprenticeship opportunities and register for it as per guidelines and requirements                                                                        | -         | -         |  |  |
|  | <b>Total Marks</b>                                                                                                                                                       | <b>20</b> | <b>30</b> |  |  |

## Annexure: Assessment Strategy

### Assessment system Overview

MEPSC will certify the learners. The assessor has to pass an online assessment of theoretical knowledge of the job role and be approved by MEPSC.

The assessment will have both theory and practical components in a 40:60 ratio.

While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative.

### Testing Environment

The training partner has to share the batch start date and end date, the number of trainees and the job role. Assessment will be fixed for a day after the end date of training. It could be the next day or later. Assessment will be conducted at the training venue.

The room where the assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

A question bank of theory and practicals will be prepared by the assessment agency and approved by MEPSC. From this set of questions, the assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial questions, etc. which will test the trainee on theoretical knowledge of the subject.

The theory and practical assessments will be carried out on the same day. If the number of candidates is many, more assessors and additional venues will be organized on the same day as the assessment.

The presentation will be one mode of assessment so computers and an LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling assessment job situations.

The question paper will be pre-loaded onto the computer, and it will be in the language requested by the training partner.

### Assessment Quality Assurance Framework

Assessors must go through an orientation program organized by the Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. The assessor shall be given a NOS and PC-level overview of each QP as applicable. The overall structure of the assessment and objectivity of the marking scheme will be explained to them.

The giving of marks will be driven by an objective framework which will maintain the standardization of the marking scheme.

In the case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge-based assessment area, the second batch will be taken from the main waiting area and seated in the respective seats for their knowledge-based assessment.

For practical assessment, the instructions for taking the test are written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to MEPSC. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue. The assessor carries a tablet which is geotagged. This allows MEPSC to additionally track this.

#### **Methods of Validation**

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, ID verification will be carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment. Unless the candidate's name is registered, the person cannot take the test.

The assessor conducts the assessment as per the assessment guidelines.

The assessor carries a tablet with the loaded questions. This tablet is geotagged so it is monitored to check their arrival and completion of assessment.

A video of the practical session is prepared and submitted to MEPSC.

Random spot checks/audit is conducted by MEPSC-assigned persons to check the quality of the assessment.

The assessment agency will be responsible for putting details in SID.

MEPSC will also validate the data and results received from the assessment agency.

#### **Method of assessment documentation and access**

The assessment agency will upload the result of the assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by the MEPSC assessment team. After uploading, only MEPSC can access this data. MEPSC approves the results within a week and uploads them on SID.

## 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                                                                                                                                                                                                                            |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>National Occupational Standards (NOS)</b> | NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.                                               |
| <b>Qualification</b>                         | A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards                                                       |
| <b>Qualification File</b>                    | A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification. |
| <b>Sector</b>                                | A grouping of professional activities on the basis of their main economic function, product, service or technology.                                                                                                                    |
| <b>Long Term Training</b>                    | Long-term skilling means any vocational training program undertaken for a year and above.                                                                                                                                              |